

## Business Planning goes fourth!



The focus of the 4th meeting of Newlands Community Business Club was Business Planning—the session was prepared and delivered by John Herdman—Yorkshire Water.



John Herdman  
Yorkshire Water

John has great experience in Business Planning for Yorkshire Water and introduced the session with a quick overview of Business Plans and the usefulness of them!

The Group then divided into small groups for discussions around three questions, ensuring each group had a Yorkshire Water mentor within them to facilitate and guide the groups appropriately.

1. Why does your group have a business plan?
2. What is the purpose of a business plan?
3. Identify four key elements that should be contained in a business plan—and why!

## A Club that is credit to you All!

### Let's keep it going

Newlands Community Business Club has now been running for over six months and what great successes we have encountered!

- 😊 16 community organisations networking
- 😊 14 Mentors placed with community organisations
- 😊 Private, Public and Voluntary Sectors networking for the benefit of all!

This club would not be the success it is today if it wasn't for the time and commitment its' members show to it.



### Coming Soon:

- *Next Club Meeting — 13th April 2005 @  
The Gateway Centre, Ravenscliffe 3.00 pm—5.00 pm*

# Business Plans—Why do we have them?



## Group Feedback

Group 1	A tool to demonstrate what we aim to achieve
Group 2	To secure funding
Group 3	To secure funding
Group 4	To secure funding
Group 5	To secure funding



The Living Well, St Johns Centre—Fagley,  
Yorkshire Water & Bradford Business Broker



SNOOP, The Thornbury Centre, Yorkshire  
Water & Rockwell Nursery



Ravenscliffe Community Association, Yorkshire  
Water & Newlands Local Enterprise



M.A.C.C., Fagley Youth & Community Centre,  
Yorkshire Water & Bradford Vision



Newlands Holiday Club, Homestart, Yorkshire  
Water & Springfield Centre

# Business Plans—What are their purpose?

## Group Feedback

Group 1	To monitor & track progress against outputs
Group 2	A tool to give clear direction to the organisation
	A tool for organisations to use as a progress check
Group 3	To communicate to everyone the direction of the organisation
Group 4	Our vision of what we are doing
Group 5	To avoid being reactive
	To use as a document for reviewing the organisation



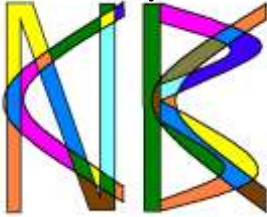
# Business Plans—The Key Elements!



## Group Feedback

- |         |   |
|---------|---|
| Group 1 | <ol style="list-style-type: none"> <li>1. Objectives</li> <li>2. Budgets</li> <li>3. Who/Time line</li> <li>4. Risk—Exit &amp; Close down</li> </ol>  |
| Group 2 | <ol style="list-style-type: none"> <li>1. Vision &amp; Purpose</li> <li>2. Services -What they are now &amp; what is for the future</li> <li>3. Performance—Past &amp; Present</li> <li>4. Finance &amp; Resources</li> </ol>         |
| Group 3 | <ol style="list-style-type: none"> <li>1. Who</li> <li>2. Why</li> <li>3. What</li> <li>4. When</li> </ol> <p>Included in these sections should be long term &amp; short term goals, finance planning (Income &amp; Expenditure).</p> |
| Group 4 | <ol style="list-style-type: none"> <li>1. Contingency Plans</li> <li>2. Budgets</li> <li>3. Aims</li> <li>4. Marketing &amp; Advertising</li> </ol>   |
| Group 5 | <ol style="list-style-type: none"> <li>1. Budgeting &amp; Financial Projections</li> <li>2. Timescales</li> <li>3. Aims</li> <li>4. Staff &amp; Management Development</li> <li>5. Risks &amp; Assumptions</li> </ol>                 |

Newlands Community Business Club



## Enter the Awards!



Anne Reed, Community Affairs Manager from Yorkshire Water has spent the last month liaising with The Bradford Business Broker and Newlands Local Enterprise Limited, putting together an entry to the Business in the Community Awards.

The Awards for Excellence are prestigious UK awards recognising companies for integrating responsible business practice into their mainstream operations resulting in a positive impact in the workplace, the marketplace, the environment or the community.

The application is now complete, and the closing date for applications is 11th March 2005.

## Watch this space!!

# Business Advertisements



Mortimer House  
Mortimer Avenue  
Bradford Moor  
West Yorkshire  
BD3 7EY

Nothing happens  
unless first  
a dream!

Office Space to Let  
From £80 per week

Including:  
Cleaning  
Heating & Lighting  
Reception  
Secured Parking  
Mail Collection

For further information contact  
Tony Everson  
Tel. No. 01274 434591



## VOLUNTEERING OPPORTUNITY

*Do you remember what it  
was like when your children  
were little?*

*Were there times when you  
felt lonely, exhausted or  
overwhelmed and had no  
-one to turn to?*

Can you volunteer a few hours each week to help a family? Home-Start helps parents and young children cope with the difficulties in their lives.

Home-Start Bradford is also looking to recruit management committee members.

Home-Start offers a free Preparation Course, regular support and out of pocket expenses.

For more information please contact Home-Start Bradford on 01274 666711.

Charity No 1090435

## Newlands Holiday Club

Cayton Bay, Scarborough



Thinking about Holidays!  
We are now taking bookings

Our caravan sleeps eight, situated on the Park Resorts site in Cayton Bay, Scarborough. With excellent facilities, including indoor leisure pool, children's club activities and lovely Sandy Beach.

For Further Information  
Please Contact Sheila  
Tel. No. 01274 615300

## Newlands Local Enterprise Limited



With the support of a community management committee, we are here to assist any community group or individuals to develop their business idea into a successful Social Enterprise

## Our Services

- ◆ Social Enterprise Development & Planning
- ◆ Help with understanding Business Structures
- ◆ Developing Funding Strategies
- ◆ Feasibility Studies
- ◆ Administration Support
- ◆ Support with Business Marketing Material
- ◆ Business Admin processes
- ◆ Photocopying Services
- ◆ Book-keeping guidance
- ◆ Business Networking

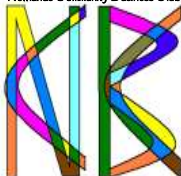
For further information, please call  
**01274 432547**



Available for Use  
at our Offices

Newlands Local Enterprise Limited  
Company Number 1544626  
Registered Office: The Holybrook Centre, Redcar Road, Greengates, Bradford, BD10 0DP.

Newlands Community Business Club



Bridging Business with the community

Interested in advertising your business/centre

Please contact us as below

C/O Newlands Local Enterprise Limited  
The Holybrook Centre, Redcar Road, Greengates, Bradford BD10 0DP  
Phone: 01274 432547 Fax: 01274 432538 Email: [gail.beck@bradford.go.uk](mailto:gail.beck@bradford.go.uk)