



**Kildare County  
Enterprise Board**

**KILDARE COUNTY ENTERPRISE  
BOARD LIMITED**

**2006  
ANNUAL REPORT &  
FINANCIAL STATEMENTS**



County & City Enterprise Board are funded by the Irish Government  
and part-funded by the European Union under the National  
Development Plan 2000 - 2006



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## Mission Statement

*“to provide a support framework for the promotion and development of micro-enterprise in County Kildare which will assist in the creation of competitive and sustainable enterprises throughout the county”*



## Directors' and Other Information

<b>Directors</b>	Patrick Brennan (Chairman) Mary Glennon Mary Keane Michael D. Dowling Dermot Gillespie Niall Bradley (resigned 26/12/2006) Gay Boylan Michael Fitzpatrick Michael Callaly James Rea (resigned 21/11/2006) Gary O'Mahony (replaced James Rea) J.J. Power Liam Doyle
<b>Secretary</b>	Donal Dalton
<b>Company Number</b>	236636
<b>Registered Office</b>	The Woods Clane Co. Kildare
<b>Auditor</b>	Comptroller and Auditor General
<b>Business Address</b>	The Woods Clane Co. Kildare
<b>Bankers</b>	Bank of Ireland Naas Co. Kildare
<b>Solicitors</b>	Tony Osborne & Co. 34 South Main Street Naas Co. Kildare

## Chairman's Address

The Chairman of Kildare County Enterprise Board hereby presents the Annual Report and the Audited & Financial Statements for the year ended 31<sup>st</sup> December 2006.

Since the establishment of the Board in 1993, significant progress has been made in developing a range of enterprise supports for micro-businesses. In 2006, the Board allocated grant assistance to 22 projects, totaling €484,850 consisting of 12 Capital Grants, 8 Employment Grants and 2 Feasibility Study Grants. Kildare County Enterprise Board is constantly striving to make its interventions relevant to the needs of its clients.

The Board recognises that on-going business support and management development are key to business success.

I wish to extend gratitude to the Board, Evaluation Committee and staff of Kildare County Enterprise Board who have worked tirelessly to ensure the successful implementation of all the Boards' activities.

The following report shows the positive impact that Kildare County Enterprise Board has made and the successes that it has achieved.



Patrick Brennan



## Budget Received in 2006

Kildare County Enterprise Board is funded by the Department of Enterprise, Trade and Employment and the European Union under the 2000–2006 National Development Plan.

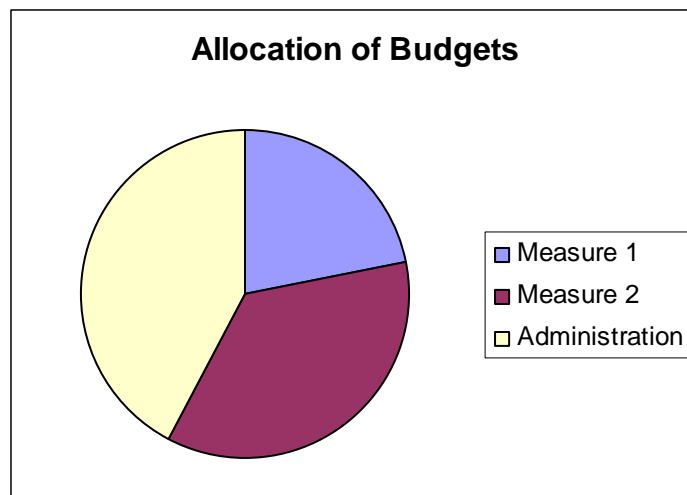
During 2006, Kildare County Enterprise Board received €836,400 from the Department of Enterprise, Trade and Employment which was divided into the following areas:

*Measure 1* – Selective Financial Assistance (€182,500)

*Measure 2* – Entrepreneurial and Capability Development (€300,500)

*Administration* (€353,400)

Additional funds were raised by the Board by levying charges for training programmes and other services amounting to €30,450.



## Measure One – Selective Financial Assistance

There are 4 types of grant available to eligible projects that meet the Boards selection criteria.

### 1. Feasibility Study Grant

A grant towards the cost of engaging in a feasibility study. Maximum grant available €5,100 or 50% of eligible costs, whichever is the lesser.

### 2. Refundable Grant:

In certain cases the Board require a portion of the grant to be refunded. The current policy of the Board is to allow a two year moratorium from the date of approval. Repayments are spread over a maximum of 5 years depending on the project and amount of grant to be repaid. No interest rate is charged on the repayments.

### 3. Employment Grant:

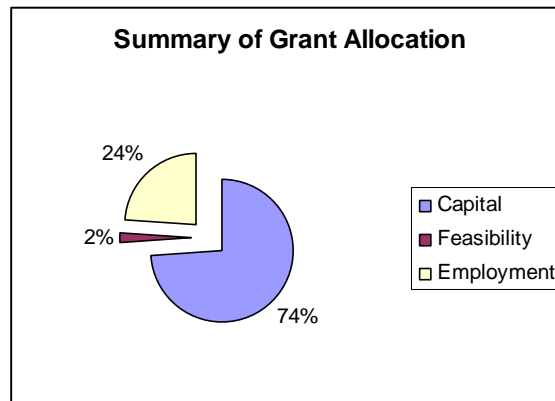
Up to €7,500 in respect of each additional full-time job subject to a maximum of €75,000 per project.

### 4. Capital Grant:

Up to 50% of the cost of eligible fixed assets subject to a maximum of €75,000.

## Summary of Grant Allocation for 2006

Grant	No. Allocated	Amount Allocated	Net Refundable
Capital	12	€358,000	€163,500
Feasibility Study	2	€9,850	0
Employment	8	€117,000	0
<b>Total</b>	<b>22</b>	<b>€484,850</b>	<b>€163,500</b>



## Feasibility Study Grants

Feasibility Study Grants are available to eligible enterprises to assess the viability of a business idea. Eligible costs include research and development, prototype production, test marketing, preparation of a Business Plan and financial projections.

Grants may be provided up to a maximum of 50% subject to a limit of €5,100 for any single project.

2 feasibility studies were approved by the Board in 2006 totalling €9,850.

### Feasibility Study Grants Paid in 2006

<b>Name</b>	<b>Business Description</b>	<b>Amount</b>
Premier Aviation Services Ltd., Leixlip	Ireland's first helicopter emergency medical service	€4,350
	<b>Total</b>	<b>€4,350</b>

## Capital Grants

Capital Grants can be made available to eligible enterprises for the purchase of new equipment or for the construction/renovation of a building. 12 Capital Grants were approved by the Board in 2006 totalling €358,000

### Capital Grants Paid in 2006

Name	Business Description	Amount	Refundable Element
M.D.B. Engineering Ltd., Kill	fabrication company specialising in stainless steel to the food industry	€16,153.10	€6,461.24
Prospec Laboratories Ltd., Clane	In-vitro diagnostics laboratory to perform analyses on blood, urine and other human tissue samples.	€50,000.00	€25,000.00
Progressive Surgical Ltd., Clane	design and manufacture a range of niche healthcare products	€7,847.00	€3,923.50
Unique Stone Direct Ltd., Naas	manufacture of marble and granite products	€600.00	€199.99
Sahara Interpretations Services Ltd., Kilcullen	translation and interpretation services	€3,000.00	€0.0
Hose & Couplings Ireland Ltd., Clane	design & manufacture of hose assemblies and general industrial & hydraulic products.	€18,635.60	€9,317.80
Shaker Store, Athy	shaker furniture	€5,000.00	€0.0
	<b>Total</b>	<b>€101,235.70</b>	<b>€44,902.53</b>

## Employment Grants

16 Employment Grants were approved for 8 businesses in 2006 totalling €117,000.

### Employment Grants Paid in 2006

<b>Name</b>	<b>Business Description</b>	<b>Amount</b>	<b>Refundable Element</b>
Laura Webberley, Athy	childcare	€2,500.00	€0.0
Ann Lawlor, Athy	childcare	€5,000.00	€0.0
Leanbh Og Preschool, Ballytore	childcare	€3,000.00	€0.0
Care-At-Home Services, Eadestown	home care service to the elderly & disabled	€7,500.00	€0.0
Tutty's Handmade Shoes, Naas	manufacture of specialised shoes	€11,250.00	€0.0
Lots of Tots, Athy	Childcare	€4,000.00	€0.0
Trade Development Centre, Athy	promoting Irish-African business	€12,000.00	€0.0
AJB Media, Sallins	sports audio to independent radio stations in Ireland	€3,750	€0.0
Core Code Systems Ltd., Celbridge	auditing of information & communication technology	€3,750.00	€0.0
	<b>Total</b>	<b>€52,750.00</b>	<b>€0.0</b>

## **Measure Two – Entrepreneurial & Capability Development**

### **Student Enterprise Awards**

The Student Enterprise Awards Programme is a practical action based enterprise programme for transition year students. It involves small groups of students setting-up and running their own “mini-company” for a period of approximately 6 months. The programme takes students from the idea stage, through market research to production, selling, record keeping, management and finally writing a business report.

During the academic year 2006/7, 15 schools involving in excess of 600 students participated in the programme. The programme was delivered by Conway Associates & O’Carroll and Associates on behalf of the Board. Each school received 4 workshops and 2 group workshops covering topics such as:

- Ideas Generation
- Market Research & Marketing
- Pricing & Costing
- Writing a Business Report
- Interview Skills

The programme culminated in a hugely successful County Final at the Osprey Hotel Naas, which was sponsored by Osberstown Developments Ltd. 18 mini-companies competed for the overall award of “Kildare Mini-Company of the Year”. Clem Ryan, Director and General Manager of KFM Radio was MC for the day. The event was attended by approximately 250 parents, local business people and politicians.

The winning school was Newbridge College with its entry “Hands On” who represented Kildare at the National Final. “Hands On” produced a DVD teaching sign-language to primary school children.

The following schools participated in the programme

- Scoil Mhuire, Clane
- Ard Scoil Rath Iomghain, Rathangan
- St. Wolstans Community School, Celbridge
- Patrician Post Primary School, Newbridge
- Scoil Mhuire, Athy
- CBS, Naas
- Clongowes Wood College, Clane
- Holy Family Secondary School, Newbridge
- St. Mary’s College, Naas
- Newbridge College, Newbridge
- St. Patricks’ Community College, Naas
- Scoil Dara, Kilcock
- Cross & Passion College, Kilcullen
- Scoil Eoin, Athy
- Colaiste Lorcaín, Castledermot

## Craft Council of Ireland – National Showcase

Kildare County Enterprise Board supported 2 new enterprises to market their products at Showcase, the international buyer's fair which took place in the RDS in Dublin in January 2006. This presented an opportunity for the 2 businesses to market and sell their products to major international and domestic buyers. Each year Kildare County Enterprise Board makes a stand available at a nominal cost to small businesses who are in the start up phase to help them achieve sales, tap into the export market and experience the marketing opportunities available. The businesses involved reported a high level of satisfaction with the opportunity of selling and the enquiries from perspective clients.

Kildare County Enterprise Board is committed to ensuring that small businesses in Kildare have every opportunity to compete in the domestic and international marketplace. Supporting small enterprises in presenting their products to international buyers is a key to the growth of these businesses.

The participants on the Kildare County Enterprise Board stand in 2006 were:

<b>Company</b>	<b>Location</b>	<b>Description</b>
Liadain de Butlear Knitwear	Kildare Town	Design and produce quality women's knitwear
Mary Jo Coates Jewellery Design	Celbridge	Jewellery design



## Entrepreneurial & Capability Development

369 people participated on the training programmes which were provided to small businesses in County Kildare under the Boards Measure 2 budget during 2006.

Course	Total No. Participants	Male	Female
Advanced Excel	6	1	5
Advanced Skills Development for Women	6	0	6
Business Skills for Women	20	0	20
Cash Flow Statement	8	4	4
Communication Skills	24	9	15
Dealing with Stress	6	4	2
Desktop Publishing – Beginners	10	2	8
Desktop Publishing – Intermediate	6	1	5
Franchising	27	11	16
Getting the Most From Your Accountant	12	4	8
Managing Health & Safety	6	2	4
Managing People	35	13	22
Managing Your Family Business	10	6	4
Marketing for Profit	19	6	13
Office Procedures	13	1	12
Recruiting & Managing Staff	12	5	7
Reducing Your Overheads	12	3	9
Report / Letter Writing	15	3	12
Self-Assessment Tax Return	15	7	8
Start Your Own Business Course	60	24	36
Time Management	13	7	6
Understand Health & Safety Obligations	13	7	6
Write Your Own Business Plan	21	7	14

## Business Advice / Mentor Programme

The Board continued to provide business advice and mentors to its client companies as necessary. Mentors may be asked to advise on a particular aspect of the business or may be asked to advise on a number of areas. Reports are provided to Kildare County Enterprise Board and further action may be pursued by the Board as appropriate. 154 clients received business advice / mentors during 2006 (70 males & 84 females).

## **Women in Business Initiative 2006**

This Initiative is now in its eight year and continues as a strong proactive network. There are over 1200 members on the database and approximately 500 on the active database. These 500 are actively engaged in both the Women in Business Initiative, the Soft Support Programmes, mentoring and maintain an ongoing contact with the Board on business related issues.

The network objectives are:

1. To provide a business environment and forum for women in County Kildare which will facilitate the sharing of knowledge and information on enterprise, self-employment or entrepreneurship.
2. To encourage networking and businesses amongst the members of the network.
3. To provide top quality business presentations / workshops / seminars and female role models to the network which will lead by example.
4. To create awareness of the services of the Enterprise Board and to foster entrepreneurship amongst women in County Kildare.

During 2006 there were 10 network meetings / seminars on the following topics:

- Time Management
- Work-Life Balance in Ireland: Recent Research and Implications for Working Women
- The Business of Writing a Novel
- Assertive Business Communications
- Coaching for Success
- How to Find Customers & Make Sales
- How I Developed & Promoted my Business: One Woman's Success Story
- Improve Your Negotiation Skills
- The Customer As King – Effective Customer Care
- Image Matters

The average attendance at each network meeting was 30 and there was a large take up from the Women in Business Initiative onto the Soft Supports Programme. An evaluation of each event was undertaken at the end of each session and the response was always very positive.

## National Enterprise Awards

The National Enterprise Awards are an annual event sponsored by the national network of City and County Enterprise Boards. The competition is open to all enterprises which have received financial aid from an Enterprise Board. The national final has a prize fund of €20,000 with the winner receiving a specially commissioned trophy and a cheque for €5,000. Kildare was represented in the 2006 competition by Peak Technologies, Allenwood.

Peak Technologies was established in the 2 Allenwood Enterprise Centre in March of 2003. The company was paid a Capital Grant of €35,000 by Kildare County Enterprise Board.

Peak Technologies is an electronic manufacturing sub-contractor assembling circuits and finishing product for original equipment manufacturers such as Dell and Intel. The company is a sub-contractor, building many niche products and concentrating firstly on Irish business. The company concentrates mainly on building low volume projects with a high profit margin such as reading aids for the visual impaired, controllers for ambulances and inspection systems for bad fruit in a harvester. The company employed 9 staff and operated out of a 1500sq.ft. manufacturing facility. The company anticipated employment increasing to 30 and was investigating a new premises of approximately 5000sq.ft. to facilitate its expansion proposals.



# **Customer Charter**

## ***Policy Statement on User Service and Complaints Procedures***

The Board has published a Customer Charter and same is available on the Board's website. No issues arose in 2006 which necessitated the implementation of the procedures set out in the Charter.

### **Introduction**

The Kildare County Enterprise Board Limited is a private company which was originally established by the Government to promote and encourage local enterprise initiatives in County Kildare. The Board is funded by the Irish Government and the EU Structural Funds under the National Development Plan, 2000-2006

### **Objectives**

"The primary objectives of the Kildare County Enterprise Board, as defined by the Department of Enterprise and Employment, are to focus, develop and support local entrepreneurship and enterprise within the framework of a coherent integrated County Enterprise Action Plan so as to build a local economy of real strength and permanence which will give jobs an wealth sufficient to its needs."

### **Mission Statement**

*"The mission of the Kildare County Enterprise Board is to provide a support framework for the promotion and development of micro enterprise in County Kildare which will assist in the creation of competitive and sustainable enterprises throughout the county."*

### **User Service**

The Board has adopted the following policy statement to ensure a transparent, quality service to the public and a guarantee that any user of its services can avail of a simple means of pursuing legitimate complaints about the actions of the Board or its staff:

### **Courtesy and Professionalism**

- Users of the Board's services are entitled at all times to be dealt with in a courteous and professional manner
- Users will be given the name of the official or member with whom they are dealing.
- The Board will seek to ensure that customers' requests are directed to the appropriate person and are dealt with as soon as possible

### **Information**

Users will be given full and accurate information in relation to any relevant query raised.

### **Efficiency**

Users may expect that all queries to the Boards are dealt with in a speedy and efficient manner, while recognising the need to keep to a minimum any cost which you might have to incur.

### **Privacy and Confidentiality**

Subject to the Board's legal obligations to disclose full details of all public funds expended and committed the Board will seek to have all the information, both personal and business provided by you, dealt with in total confidence by the staff, Evaluation Committee and Enterprise Board in a manner which respects your dignity. The Board is also committed to complying with the terms of the Data Protection Acts.

### **Complaints Procedure**

If you encounter any difficulties with the services provided by the Board the following procedures will apply to ensure that you have an efficient and prompt response

1. The matter should be brought to the attention of the staff or Board member concerned, either verbally or in writing and they will endeavour to resolve any legitimate complaint without delay.
2. If the matter is not resolved to your satisfaction, please contact the Chief Executive Officer who should be able to investigate and resolve your complaint speedily and sympathetically.
3. Should the matter not be capable of being resolved to your satisfaction by the Board's staff you should then write to the Board's Chairperson:

Chairperson  
Kildare County Enterprise Board Ltd.  
The Woods  
Clane  
Co. Kildare

who will have your complaint investigated and the Board will be advised accordingly.

The decision of the Board shall be final and binding in relation to all matters arising from the adoption of this policy on user service and complaints procedures.