

## Growing Business Fund Grant Panel Meeting Minutes (Confirmed)

Wednesday 7<sup>th</sup> March 2018

10.00am - 12.30pm

Room 3, Centrum, Norwich Research Park

### Present - Panel:

Mike Burrows (MB)	East Coast College (Chair)
Jeanette Wheeler (JWh)	Birketts (Vice Chair)
Paul Stewart (PS)	Center Parcs
Martin Ince (MI)	Martin Ince Communications
Dominic Keen (DK)	Britbots

### In attendance:

Chris Dashper (CD)	New Anglia LEP
Jason Middleton (JM)	New Anglia LEP
Julie West (JWe)	New Anglia LEP
Rose Joy (RJ)	New Anglia LEP
Barry Henson (BH)	Suffolk County Council
Vimmi Hayes (VH)	Suffolk County Council
David Dukes (DD)	Norfolk County Council
Stuart Ager (SA)	Finance East
Neil Sargent (NS)	Finance East
Amanda Castell (AC)	Finance East

<b>1</b>	<b>Welcome</b>
Mike Burrows welcomed everyone to the meeting, and round table introductions took place.	
<b>2</b>	<b>Apologies</b>
Max Applin, Sandy Ruddock.	
<b>3</b>	<b>New Terms of Reference</b>
Chris Dashper outlined the background to the ongoing Local Enterprise Partnership Governance reviews, and necessary consistency across all Local Enterprise Partnership Groups. Mike Burrows suggested further attention is given to the voting numbers on this Panel, and to the gender balance. Revised Terms of Reference were agreed, and take effect immediately.	
<b>4</b>	<b>Declarations of Interest</b>
Jeanette Wheeler declared the professional interest of her firm in the Polar Manufacturing Ltd grant application, and left the room for the duration of the discussion of that application.	
<b>5</b>	<b>Meeting Minutes: Panel Meeting 7 February 2018</b>
Confirmed, with no amendments or specific matters arising.	

<b>6</b>	<b>Revised Scheme Guidelines</b>
The Panel noted the revised 'Guidance for Applicants' and 'Guidance for New Anglia Business Growth Advisers' documents, which are to become effective from 1 April 2018.	
<b>7</b>	<b>New Applications for Approval</b>
<p>a) <b>Benthic Solutions Ltd – Approved Grant £240,000</b> No additional conditions, twelve jobs to be created.</p> <p>b) <b>Fountain Foods Ltd – Approved Grant £98,081</b> No additional conditions, seven jobs to be created, <i>de-minimis</i> award</p> <p>Jeanette Wheeler left the room for the duration of the discussion of this application.</p> <p>c) <b>Polar Manufacturing Ltd – Approved Grant £171,320</b> Property Lease to be in place before the grant is defrayed, 25 jobs to be created</p>	
<b>8</b>	<b>Small Grant Scheme Update</b>
The Panel noted the award of seventeen Small Grants in the month of January, totalling £224,293. See appendix 1	
<b>9</b>	<b>Funding and Jobs Creation</b>
<p>Barry Henson advised that £2.262m of grant funding has been defrayed in this financial year. Including today's approvals, a further £2.069m is committed, making £4.331m in total, effectively overcommitting the 2017-18 allocation by £727k. With further expected applications, 2018-19 should have a very strong start.</p> <p>Cumulative confirmed job creation now 1,785, an increase of 44 since last reported in January.</p>	
<b>10</b>	<b>Updates on Approved Grants</b>
Barry Henson provided brief updates on four grant projects.	
<b>11</b>	<b>GBF Applications 'Pipeline'</b>
Neil Sargent and Amanda Castell provided brief details of applications in progress, and Julie West advised of four new Expressions of Interest being processed by the Growth Hub.	
<b>12</b>	<b>PR and Marketing</b>
Chris Dashper and Julie West outlined significant changes to both LEP and Growth Hub websites, and arrangements in hand for further Case Studies to be published, including some video content.	
<b>13</b>	<b>Any Other Business</b>
None.	
The meeting closed at 12.20pm.	

**Next Meeting:**

Wednesday 4 April 2018, 10.00am - 12.30pm  
Constantine House, Ipswich

**Appendix 1. Small Grant Scheme projects approved in January 2018**

<b>No</b>	<b>Applicant</b>	<b>Grant awarded, £</b>	<b>Total project cost, £</b>
1	Ratiobox Ltd.	3,812	19,060
2	Warren Services Ltd.	23,800	119,000
3	EFI Systems Ltd.	10,706	53,534
4	GT Vision Ltd.	25,000	140,526
5	Co-Dunkall Ltd.	4,480	22,400
6	Coastline Graphics Ltd.	24,995	124,975
7	Essential Care (Organics) Ltd (2)	1,020	5,100
8	Camtrak (UK) Ltd.	1,300	6,500
9	Anglia Indoor Karting Ipswich Ltd.	22,142	73,807
10	Twyfords to You Ltd.	14,684	73,420
11	Lanwades Hall LLP	16,795	83,977
12	Suffolk Ski Center Ltd.	2,500	12,500
13	Cedars Hotel Ltd.	23,260	116,300
14	Tin Can Island Ltd.	2,908	14,542
15	Stonham Barns Golf Centre Ltd.	6,520	32,600
16	SG Machining Solutions Ltd.	13,000	65,000
17	Infusions Ltd. (2)	25,000	126,243
	<b>Total - Jan 2018</b>	<b>224,293</b>	<b>1,101,341</b>