

Growing Business Fund Grant Panel Meeting Minutes (Confirmed)

Wednesday 04 April 2018

10.00am - 12.30pm

Community Action Suffolk, Brightspace, Hadleigh Road, Ipswich, IP2 0HH

Present - Panel:

Mike Burrows (MB)	East Coast College (Chair)
Jeanette Wheeler (JWh)	Birketts (Vice Chair)
Martin Ince (MI)	Martin Ince Communications
Dominic Keen (DK)	Britbots
Sandy Ruddock (SR)	Scarlet and Mustard

In attendance:

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
Neil Sargent (NS)	Finance East
Amanda Castell (AC)	Finance East

Actions from the meeting: Wednesday, 04 April 2018

New Applications for Approval

JM/Nigel Best, Growth Hub Manager, to discuss 'Key Worker Insurance' in generic terms to the Business Advisers so that they can mention when they are with clients, especially those applying for grants.

JM/Nigel Best

Small Grant Scheme Update

Statistical data on the New Anglia grant schemes to be provided to Panel members - to be included with Agenda going forward.

JM

Link to be emailed to Panel members for the stats which are uploaded every month on the Growth Hub website.

JWe

Follow up Apprenticeships with Natasha Waller, Skills Manager at the LEP.

JM

Look at ways of adding Apprenticeships onto the Growth Hub website.

JWe

Email SR three bullet points to promote GBF

Any Other Business

Circulation List - JWe to ensure all parties have the same distribution list

JWe

GDPR - JM to look at paperwork to ensure everything is GDPR compliant.

JM

1 Welcome

MB welcomed everyone to the meeting and round table introductions took place.

2 Apologies

Apologies were received from Paul Stewart, Center Parcs, David Dukes, Norfolk County Council, Stuart Ager, Finance East, Max Applin, Max Applin Consulting

3	Declarations of Interest
<p>JM informed the Panel that Computer Service Centre Ltd have a delivery contract for the Growth Hub website. Julie West is a Trustee of Community Action Suffolk where the meeting was held.</p>	
4	Meeting Minutes: Panel Meeting 07 March 2018
<p>Confirmed, with no amendments, or specific matters arising.</p> <p>Terms of Reference - MB again reinforced the need to keep under review the voting numbers and gender balance on the Panel.</p> <p>Note taken that it is important to maintain representation from both local authorities, Norfolk County Council and Suffolk County Council, for their collective local knowledge.</p>	
5	New Applications for Approval
<p>a) Computer Service Centre Ltd - Agreed to support Approved Grant: £265,800 No additional conditions, twenty-five jobs to be created.</p> <p>b) Panel Graphic Ltd (2) - Agreed to support Approved Grant: £64,386. It was also noted that the company has made a grant application to BEE Anglia and therefore this will need to be referenced in the Offer Letter to ensure the grants apply to different aspects of the work to be undertaken. Four jobs to be created</p> <p>c) Broadway Colours Ltd - Agreed to support Approved Grant: £40,000 No additional conditions, four jobs to be created, <i>de-minimis</i> award</p> <p>Discussion took place on Key Worker Insurance as a means of safeguarding employees. ACTION - JM/Nigel Best, Growth Hub Manager, to discuss 'Key Worker Insurance' in generic terms to the Business Advisers so that they can mention when they are with clients, especially those applying for grants.</p>	
6	Small Grant Scheme Update
<p>The Panel noted the award of nineteen Small Grants in the month of February, totalling £183,900 (Grants Awarded) and £887,484 (Total Project Cost). See Appendix 1. JM asked Panel members to note that there will be a small decrease in the figures for grants awarded in March. Discussion took place on Apprenticeships and the issue of businesses not being able to find suitable, good quality applicants. ACTIONS: As requested, statistical data on the New Anglia grant schemes to be provided to Panel members - to be included with Agenda going forward. JWe to email link to Panel members for the statistics which are uploaded every month on the Growth Hub website. JM to follow up Apprenticeships with Natasha Waller, Skills Manager at the LEP. JWe to look at ways of adding Apprenticeships onto the Growth Hub website. JWe to email SR three bullet points to promote GBF.</p>	
7	Funding and Jobs Creation
<p>BH advised that final spend to date stood at £3,061,000. Looking ahead to 18/19 there is £2.79M in the GBF however £1.27M being carried forward, plus the £370,000 from today's agreed grants therefore £1.64M is already committed. Budget paper going to the LEP board which may release additional funds later in the year. Cumulative confirmed job creation now 1,831, with an additional 22 jobs created from the Small Grant scheme. Overall total paid out is £20,343M.</p>	

8	Updates on Approved Grants
BH provided brief update on one grant project.	
9	GBF Applications 'Pipeline'
NS and AC provided brief details of applications in progress. Julie West advised of eight new Expressions of Interest being processed by the Growth Hub.	
10	PR and Marketing
Jwe provided update on Growth Hub website, and case studies which are due to go live later this month.	
11	Any Other Business
Circulation List - Jwe to ensure all parties have the same distribution list GDPR - JM to look at paperwork to ensure everything is GDPR compliant. The meeting closed at 11.45am.	

Next Meeting:

Wednesday, 02 May 2018, 10.00am - 12.30pm

Centrum (Meeting Room 3), Norwich

Appendix 1. Small Grant Scheme projects approved in February 2018

No	Applicant	Grant awarded, £	Total project cost, £
1	P.W.Waters Ltd.	6,050	20,169
2	TM Services Audio Visuals Ltd.	4,939	24,696
3	MH Goals Ltd.	4,195	20,979
4	CSS Cloud Ltd.	25,000	85,746
5	School's Out Activities Ltd.	7,241	24,139
6	All Star Training Ltd.	4,600	23,000
7	The Limecrete Company Ltd.	3,750	18,750
8	PCE Automation Ltd. (2)	8,220	41,100
9	Plinth Medical Ltd.	9,490	57,823
10	Frank and Earnest Ltd. (2)	8,991	44,955
11	The Handsome Prints Company Ltd.	21,000	105,000
12	Portable Space Ltd.	23,821	119,106
13	SH Jenkins Ltd.	25,000	144,000
14	Kiezebrink UK Ltd. (2)	10,240	51,200
15	Step On Safety Ltd.	1,400	7,000
16	Inductive Logic Ltd.	3,907	19,539
17	Sassa's Bespoke Cakes	3,359	16,795
18	Novo Farina Ltd.	3,817	19,086
19	Travel Photographer of the Year Ltd.	8,880	44,400
	Total - Feb 2018	183,900	887,483