

**Growing Business Fund Grant Panel Meeting Minutes (Confirmed)**  
**Wednesday, 02 May 2018 | 10.00am - 12.30pm**  
**Meeting Room 3, Centrum, Norwich**

**Present - Panel:**

Mike Burrows (MB)	(Chair)
Jeanette Wheeler (JWh)	Birketts (Vice Chair)
Martin Ince (MI)	Martin Ince Communications
Dominic Keen (DK)	Britbots
Paul Stewart (PS)	Center Parcs
Max Applin (MA)	Max Applin Consulting

**In attendance:**

Julie West (JWe)	New Anglia LEP
Rose Joy (RJ)	New Anglia LEP
Barry Henson (BH)	Suffolk County Council
Vimmi Hayes (VH)	Suffolk County Council
Stuart Ager (SA)	Finance East
Amanda Castell (AC)	Finance East

<b>Actions from the meeting: Wednesday, 02 May 2018</b>	
<b>No Actions identified.</b>	
<b>Reminder: GDPR</b> - JWe requested all paperwork to be given to RJ to shred at the end of the meeting. No paperwork to be kept.	<b>All</b>
<b>1</b>	<b>Welcome</b>
MB welcomed everyone to the meeting and round table introductions took place.	
<b>2</b>	<b>Apologies</b>
Apologies were received from Sandy Ruddock, Scarlet and Mustard, David Dukes, Norfolk County Council, Neil Sargent, Finance East and Jason Middleton, New Anglia LEP	
<b>3</b>	<b>Declarations of Interest</b>
No Declarations of Interest declared.	
<b>4</b>	<b>Meeting Minutes: Panel Meeting Wednesday, 04 April 2018</b>
Confirmed, with minor amendment as follows:  Panel Graphics Ltd (2) to read Panel Graphic Ltd (2) Amend Approved Grant value from £64,414 to £64,386.	
<b>5</b>	<b>New Applications for Approval (3)</b>
<b>(a)</b>	<b>Warren Services Limited - Agreed to Support</b> <b>Approved Grant: £32,000</b> <b>Condition applied:</b> SCC to discuss with company the unclaimed small grant Two and a half jobs to be created <i>De-minimis</i> award

<b>(b)</b>	<p><b>Food Forensics Limited - Agreed to Support</b>  <b>Approved Grant: £36,980</b>  <b>Condition applied:</b> Grant not to be paid until long-term match-funding is confirmed  Six jobs to be created</p>
<b>(c)</b>	<p><b>Renvale Limited - Agreed to Support</b>  <b>Approved Grant: £184,552</b>  No additional conditions  Ten jobs to be created</p>
<b>6</b>	<p><b>Small Grant Scheme Update</b></p> <p>The Panel noted the award of thirteen Small Grants in the month of March 2018, totalling £78,668 (Grants Awarded) and £387,717 (Total Project Cost). See Appendix 1.</p>
<b>7</b>	<p><b>Funding and Jobs Creation</b></p> <p>BH advised committed spend stands at £1.9 million, leaving approx. spend of £800/£900k.</p> <p>Panel highlighted the need to make Chris Starkie/Chris Dashper aware that potentially the current pots of funds are almost all allocated and there is a healthy pipeline. This will be raised and discussed at the Programmes Team Meeting which is held monthly.</p> <p>Cumulative confirmed job creation now stands at 1,867 (+36), with an additional 26 jobs (+4) created from the Small Grant Scheme.</p> <p>A general discussion took place on job creation.</p>
<b>8</b>	<p><b>Updates on Approved Grants</b></p> <p>Nothing to report.</p>
<b>9</b>	<p><b>GBF Applications 'Pipeline'</b></p> <p>AC provided brief details of applications in progress.  JWe advised of two new Expressions of Interest being processed by the Growth Hub.  There is a meeting planned in June, which is likely to have three, possibly four, applications; a meeting planned for July and there is, at the moment, a meeting pencilled in for August.</p>
<b>10</b>	<p><b>PR and Marketing</b></p> <p>JWe provided an update. PR and marketing is ongoing, with profile raising being the priority. The new Growth Hub website will be launched next month.</p> <p>It was noted that all three of the applications approved today would make very good case studies.</p>
<b>11</b>	<p><b>Any Other Business</b></p> <p>GBF/SGS statistics were circulated for information - see Appendix 1. Discussion on grant demographics took place. It was noted that the statistics are useful indicators to help in targeting areas where it is becoming evident no/few grants are being awarded.</p> <p><b>Forthcoming meetings</b> - if there are no applications forthcoming then there will be no meeting. JWe to inform Panel members if this is the case.</p> <p><b>Recruitment</b> - MB advised that two members are required to join the Panel - candidates with either a financial, legal or HR background preferable.</p> <p>The meeting closed at 11.10am</p>

**Next Meeting:**  
**Wednesday, 06 June 2018 |10.00am - 12.30pm**  
**Center Parcs, Elveden, Suffolk**

## Appendix 1

### Small Grant Scheme projects approved in March 2018

No	Applicant	Grant awarded, £	Total project cost, £	Location Norfolk or Suffolk
1	Rhino Building and DIY Supplies Ltd.	4,460	22,300	N
2	Pier Marketing Ltd.	1,010	5,053	S
3	Waterfront Manufacturing Ltd	7,000	35,000	N
4	Ideal Joinery & Kitchens (C Egmore)	2,900	14,500	N
5	Deben Valley Equine Veterinary Clinic	4,300	21,500	S
6	Create Consulting Engineers Ltd.	2,738	13,694	N
7	API Cognition Ltd.	3,982	19,910	N
8	Gnaw Chocolate Ltd.	9,900	51,954	N
9	GP Hart t/s Sprint	4,845	24,229	N
10	Factotum Ltd.	1,132	5,661	S
11	Moyse Motors Ltd.	4,855	16,182	S
12	Clerkin Plant Hire Ltd.	18,406	92,034	S
13	Leavenheath Joinery Ltd.	13,140	65,700	S
	<b>Total - March 2018</b>	<b>78,668</b>	<b>387,717</b>	