

Growing Business Fund Grant Panel Meeting Minutes (Confirmed)
Wednesday, 06 June 2018 | 10.00am - 12.30pm
Center Parcs, Elveden Forest, Brandon, Suffolk, IP27 0YZ

Present - Panel:

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

In attendance:

Julie West (JWe)	New Anglia LEP
Chris Dashper (CD)	New Anglia LEP
Rose Joy (RJ)	New Anglia LEP
Neil Sargent (NS)	Finance East
Amanda Castell (AC)	Finance East
David Dukes (DD)	Norfolk County Council

Actions from the meeting: Wednesday, 02 May 2018	
No Actions identified.	
1	Welcome
MB welcomed everyone to the meeting.	
2	Apologies
Apologies were received from Barry Henson, Suffolk County Council, Vimmi Hayes, Suffolk County Council, Jason Middleton, New Anglia LEP, Stuart Ager, Finance East, Sandy Ruddock, Scarlet and Mustard and Max Applin, Max Applin Consulting.	
3	Declarations of Interest
No Declarations of Interest declared.	
4	Meeting Minutes: Panel Meeting Wednesday, 02 May, 2018
Confirmed, with no amendments.	
Recruitment - Eight applications have been received from good quality candidates. MB/JWe will compile a short-list and set an interview date shortly. A further update will be given at the next meeting.	
5	New Applications for Approval (2)
(a)	Approved Grant: Omega Ingredients Limited - Agreed to support Approved Grant: £40,000 Two full-time jobs to be created.
(b)	Advance Engineering (UK) Limited - Agreed to support Approved Grant: £98,600 Four full-time, one part-time and an apprentice role to be created.

6	Small Grant Scheme Update
<p>The Panel noted the award of fifteen Small Grants in the month of April 2018, totalling £140,104 (Grants Awarded) and £696,105 (Total Project Cost). See Appendix 1. It was noted that there were eight grants awarded in Suffolk and seven grants awarded in Norfolk.</p>	
7	Funding and Jobs Creation
<p>JWe provided an update in BH's absence. To date £171,000 has been paid out, with a further £700,000 expected to be paid out in June.</p> <p>Committed spend stands at £1.722 million, plus today's agreed spend of £138,600.</p> <p>Cumulative confirmed job creation now stands at 1,891 (up 24 on last month).</p> <p>Small Grant Scheme - over 105 grants, totalling £891,000 have been paid out of £1.532 million budget. This equates to 58%.</p>	
8	GBF Applications 'Pipeline'
<p>NS provided brief details of applications in progress. At present there are seven applications to be submitted to the July meeting.</p> <p>JWe advised of three new Expressions of Interest are being processed by the Growth Hub.</p> <p>MB said it was good to see more and realistic projects coming forward.</p>	
9	PR and Marketing
<p>GBF statistics for April 2013 - May 2018 were circulated to Panel for information.</p> <p>JWe provided an update. PR & Marketing has been stepped-up and is progressing well. The GH profile being raised and the new Growth Hub website is to be launched this month. The Growth Hub now have two dedicated staff members in place (a Marketing & Communications Co-ordinator and an Events Co-ordinator to progress PR & Marketing).</p> <p>It was mentioned that the Growing Business Fund scheme was not being promoted as much as the Small Grant Scheme. CD pointed out that the scheme was self-sustaining, as can be seen by the number of applications coming through, whereas the Small Grant Scheme did need promotion, especially now the programme has put in for a further three-year extension.</p>	
10	Any Other Business
<p>Vice-Chair - If anyone is interested in taking over the position of Vice-Chair to approach MB.</p> <p>The meeting closed at 11.15am.</p>	

Next Meeting:

Wednesday, 04 July 2018 | 10.00am - 12.30pm
Centrum, Norwich | Meeting Room 3

APPENDIX 1

New Anglia Small Grant Scheme projects approved in April 2018

	Applicant	Grant awarded, £	Total project cost, £
1	Clerkin Civils Ltd.	20,630	103,151
2	Mitra Innovation Ltd.	3,301	33,015
3	Alpha Inclusion Ltd.	5,150	25,750
4	SH Services	1,798	8,991
5	Polstead Joinery Ltd.	6,090	30,450
6	Prosynth Ltd.	5,920	29,600
7	Niagri Engineering Ltd.	14,793	73,967
8	Captain Fawcett Ltd.	5,249	26,249
9	OpenContact Direct Marketing Ltd.	3,861	19,310
10	WeType Ltd.	2,000	10,000
11	3 Norfolk Square Ltd.	5,544	18,481
12	Purple Line Ltd.	21,600	108,000
13	Fountain Partnership	12,190	60,950
14	Storacall Technology Ltd. t/a X-on	24,958	124,791
15	Attwells Solicitors LLP	7,020	23,400
	Total, incl. increases - April 2018	140,104	696,105