

Growing Business Fund Grant Panel Meeting Minutes (Confirmed)
Wednesday, 01 August 2018 | 10.00am - 12.30pm
Constantine House (Room F01), Constantine Road, Ipswich, IP1 2DH

Present - Panel:

<i>Mike Burrows (MB)</i>	<i>ECC (Chair)</i>
<i>Jeanette Wheeler (JWh)</i>	<i>Birketts (Vice Chair)</i>
<i>Martin Ince (MI)</i>	<i>Martin Ince Communications</i>
<i>Dominic Keen (DK)</i>	<i>Britbots</i>
<i>Paul Stewart (PS)</i>	<i>Center Parcs</i>
<i>Max Applin (MA)</i>	<i>Max Applin Consulting</i>
<i>Jackie Potter (JP)</i>	<i>Gough Hotels</i>
<i>Dr Sumathi Sundram</i>	<i>SGV Consultants Ltd</i>

In Attendance:

<i>Chris Dashper (CD)</i>	<i>New Anglia LEP</i>
<i>Jason Middleton (JM)</i>	<i>New Anglia LEP</i>
<i>Rose Joy (RJ)</i>	<i>New Anglia LEP</i>
<i>Neil Sargent (NS)</i>	<i>Finance East</i>
<i>Stuart Ager (SA)</i>	<i>Finance East</i>
<i>Amanda Castell (AC)</i>	<i>Finance East</i>
<i>Hayley Johnson (HJ)</i>	<i>Finance East</i>
<i>Barry Henson (BH)</i>	<i>Suffolk County Council</i>
<i>Vimmi Hayes (VH)</i>	<i>Suffolk County Council</i>

Actions from the meeting: Wednesday, 04 July 2018

No actions identified.

1 Welcome

MB welcomed everyone to the meeting.

2 Apologies

Apologies were received from Julie West, New Anglia LEP, Sandy Ruddock, Scarlet and Mustard and Daryl Griffiths (DG), Burnett Barker Solicitors

3 Declarations of Interest and GDPR

No Declarations of Interest declared.

4 Meeting Minutes: Panel Meeting Wednesday, 06 June 2018

Confirmed with no amendments.

5 New Applications for Approval (3)

- (a) **Mirus Aircraft Seating Limited - Agreed to support**
Approved Grant: £140,000 - De Minimus award
Condition applied - JM/CD to check Undertaking in Difficulty (State Aid regulations) eligibility
Seven full-time jobs to be created.
Action: Finance East to check Facility Letter still in place.

(b) **Vanilla Electronics Limited - Agreed to support**

Approved Grant: £39,994

Two full-time jobs to be created.

(c) **TBI Manufacturing Limited - Agreed to support**

Approved Grant: £69,500

Four full-time jobs to be created

General discussion took place on salaries allocated for new full-time jobs.

Skills Hub - JM reported that the Growth Hub will be taking on two Skills Hub Advisers and would be good policy going forward for applicants receiving grants to engage with the Growth Hub to access advice on improving their skills workforce.

Action: JM to discuss with Nigel Best, Growth Hub Manager.

Small Grant Scheme Update

JM provided update. The Panel noted the award of thirteen Small Grant Scheme grants in the month of June 2018, totalling £128,901 (Grants Awarded) and £654,753 (Total Project Cost). See Appendix 1.

JM reported there had been a slight fall-off in the number of Small Grant Scheme applications coming through in July but that this was a fairly normal expectation for the summer period (July/August) and anticipates the numbers will pick up during September/October.

7 Funding and Jobs Creation

BH provided update. To date £1,250,000 paid out (this equates to 44-45% of this year's budget).

A further £870,000 is due to be paid out in August.

Current spend on the Small Grant Scheme is just under £1.2 million.

With today's approved grant totals (£249,494) the cumulative figure for GBF stands at nearly £500,000 over-committed and therefore may need to ask for further monies later on in the year.

Cumulative confirmed job creation now stands at 1,923 (up twenty-one on last month). With an additional forty confirmed jobs for the Small Grant Scheme (jobs not a requirement) which is a bonus.

It was noted the overall total for **all** grant funding paid out to date was £22.2 million which equates to approx. £110 million in investment.

ERDF Programme extension (for Small Grant Scheme, Growth Hub and Start-Ups) - JM reported that the programme extension for a further three years was now in the final stages of approval by MHCLG. The paperwork is with Panel members today, Wednesday, 01 August 2018, for a decision before being put to the Management Committee on Monday, 06 August 2018.

8 Updates on Approved Grants

BH provided update on the following grants.

1. **Pipeshield (approved in October 2016)**

2. **ETP Card Processing (approved in August 2017; revised in September 2017)**

3. **TML Precision (approved January 2017)**

9 GBF Applications 'Pipeline'

NS provided brief details of applications in progress. At present there are three applications, plus one review, to be submitted to the August meeting. Of the three applications, one needs to be reviewed urgently in view of machinery order deadline. Panel **agreed** that this grant application could be circulated for voting within the next few working days.

Reminder - please send vote direct to NS.

No EOIs.

It was noted that there are no potential grant applications for September at present and judgement will be made nearer the date as to whether to hold the September meeting.	
9	PR and Marketing
JM provided an update. The new Growth Hub website is now live and is in the process of being updated. Once the ERDF programme extension has been approved, the Growth Hub will be pro-actively targeting high growth potential businesses to signpost to all grant/funding options - this to include Future50, InvestEast, etc.	
10	Any Other Business
New Panel Members - MB reported there had been an article in the EDP on Tuesday, 31 July 2018 announcing the addition of three new private sector members on to the Panel.	
The meeting closed at 11.45am.	

**Next Meeting: Meeting Room 3, Centrum, Norwich Research Park, Norwich, NR4 7UG
Wednesday, 05 September 2018 |10.00am - 12.30pm**

APPENDIX 1

New Anglia Small Grant Scheme projects approved in June 2018

June 2018 Projects			
Approved	Grant Awarded (£)	Match (£)	Total Project Cost (£)
My Sofa Covers Ltd.	2,000	8,320	10,320
Abate Ltd (2)	13,975	55,898	69,873
Richard Western Ltd.	2,372	21,348	23,720
Machined Precision Components Ltd.	1,475	5,900	7,375
R&S Budds Ltd.	9,468	37,876	47,344
Global Plant Genetics Ltd	1,705	3,979	5,684
TSI Structures Ltd	23,100	92,400	115,500
Asams Ltd	14,461	33,743	48,204
Screenworks Ltd	11,489	45,955	57,444
Cargo Secure Ltd	25,000	125,000	150,000
Canham Consulting Ltd	2,388	9,555	11,943
Brandon Body Centre	15,005	60,022	75,027
Lark Technology Group Ltd	6,464	25,856	32,320
Total - June 2018	128,901	525,852	654,753