

**Growing Business Fund Grant Panel Meeting Minutes (Confirmed)**  
**Wednesday, 05 September 2018 | 10.00am - 12.30pm**  
**Meeting Room G01 & G02, Centrum, Norwich Research Park, Norwich, NR4 7UG**

**Present - Panel:**

<i>Mike Burrows (MB)</i>	<i>ECC (Chair)</i>
<i>Dominic Keen (DK)</i>	<i>Britbots</i>
<i>Dr Sumathi Sundram</i>	<i>S&amp;V Consultants Ltd</i>
<i>Daryl Griffiths (DG)</i>	<i>Burnett Barker Solicitors</i>

**In Attendance:**

<i>Jason Middleton (JM)</i>	<i>New Anglia LEP</i>
<i>Rose Joy (RJ)</i>	<i>New Anglia LEP</i>
<i>Julie West (JW)</i>	<i>New Anglia LEP</i>
<i>Neil Sargent (NS)</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, 05 September 2018**

**Action: SCC to issue revised Offer Letter to TML Precision Engineering Limited**  
**Action: Suggestions for new cases studies to please let JW know.**  
**Action: If any Panel member wishes to host a GBF Panel meeting, to please let JW know.**  
**Action: JW to update Terms of Reference as soon as possible.**  
**Action: JW to update guidelines and application as soon as possible.**

**1 Welcome**

MB welcomed everyone to the meeting.

**2 Apologies**

Apologies were received from Chris Dashper, New Anglia LEP; Stuart Ager, Finance East; Paul Stewart, Center Parcs; Martin Ince, Martin Ince Communications; Jackie Potter, Gough Hotels; Max Applin; Max Applin Consulting; Jeanette Wheeler, Birketts and Sandy Ruddock, Scarlet and Mustard

Quorum confirmed.

**3 Declarations of Interest and GDPR**

**Declarations of Interest** - No Declarations of Interest declared.  
**GDPR** - MB reminded Panel members to hand all paperwork to RJ to shred at the end of the meeting and to ensure Panel members delete emails with attachments.

**4 Meeting Minutes: Panel Meeting Wednesday 01 August 2018**

Confirmed with no amendments.

**Update on Skills Hub** - JM reported that discussions had been held with Nigel Best, Growth Hub Manager and BEIS, to move the Skills Hub forward. As of Monday, 03 September 2018, agreement had been given by BEIS to fund two full-time Skills Hub Advisers, to be based at the Growth Hub, to provide dedicated advice and support to businesses to help improve their skills workforce.

<b>5</b>	<b>New Applications for Approval (2)</b>
(a)	<p><b>Zedbox UK Limited - Agreed to support</b>  <b>Approved Grant: £120,000</b>  Six full-time jobs to be created.</p>
(b)	<p><b>Westover Vets Limited - Agreed to support</b>  <b>Approved Grant: £126,000</b>  12.6 new jobs to be created.</p> <p>General discussion took place on eligibility of applications for veterinary practices and potential displacement. <b>Agreed</b> that this application was viable, and displacement was not an issue in this case.</p> <p>General discussion took place regarding the quality of applications going forward and it was noted that ideally the Panel would like to see in the content of the application information that identifies new process, innovation and productivity.</p>
<b>6</b>	<b>Ratify applications (2)</b>
(a)	<p><b>DB Sheetmetals Limited (considered and approved by email in August) - Agreed to support</b>  <b>Approved Grant: £60,000</b>  Three full-time jobs to be created.</p>
(b)	<p><b>TML Precision Engineering Limited - Update report</b>  <b>Approved to continue to support - Revised Grant: £95,294</b>  <b>Condition: Re-arrangement of project financing to be confirmed via Solicitors</b>  Ten new jobs to be created.</p> <p>Project much delayed, and significantly altered from that first present in January 2017.</p> <p><b>Action: SCC to issue revised Offer Letter to TML Precision Engineering Limited.</b></p>
<b>7</b>	<b>Small Grant Scheme</b>
	<p>JM provided update. The Panel noted the award of seven Small Grant Scheme grants in the month of July 2018, totalling £68,699 (Grants Awarded) and £343,517 (Total Project Cost). See Appendix 1.</p> <p>JM reported there had been a slight fall-off in the number of Small Grant Scheme applications coming through in August this was a normal expectation for the summer period and anticipates the numbers will pick up during September/October.</p> <p><b>ERDF Business Growth Programme extension (for Small Grant Scheme, Growth Hub and Start-Ups)</b> - JM reported that confirmation had been received from MHCLG for an extension to the Business Growth Programme, for a further three years. Going forward, we (LEP) will be arranging a meeting is with the Growth Hub to look at how grant mechanisms and processes can be improved/streamlined and how best to pro-actively target businesses with high growth potential.</p> <p>Based on the speed and pace of present applications being processed, the Small Grant Scheme Panel will be looking to be more rigid in terms of quality applications. A new rule came into force whereby a business will not be able to re-apply for a grant for 12 months from date of previous completed grant application.</p> <p><b>R &amp; D &amp; Innovation</b> - JM reported that he will be putting together an ERDF application as part of the October call for bids for an R&amp; D and Innovation grant programme, for 3 years of funding, totalling £1.5million, with an intervention rate of up to 50% for SMEs that is not currently covered under the SGS and GBF programmes. If the bid is successful, the grant will run alongside the Small Grant Scheme and Growing Business Fund programmes, to fill the identified gap for R&amp; D &amp; Innovation provision across Norfolk and Suffolk.</p>
<b>8</b>	<b>Funding, Updates and Jobs Creation</b>
	BH provided update.

**Small Grant Scheme** - to date x147 grants paid out totalling £1.32 million paid (equates to 86% of the original funding). A further £725k grant is committed so already eating into the extension monies.

**Growing Business Fund** - Paid out £860k in August, giving a total overall spend of £2.1million, which is 75% of this year's allocation.

With today's approved grant totals (£401,294) the cumulative figure for GBF stands at £1.45million committed which means we are £769k over-committed and therefore may need to ask for further monies, depending on rate of defrayal.

Based on agreed spend there is a further £770k due out by the end of October.

Cumulative confirmed job creation now stands at 1,933 (up ten on last month). With an additional forty-four confirmed jobs for the Small Grant Scheme (jobs not a requirement) which is a bonus.

**File Updates** - BH provided update on the following grants:

(a) **Zenos Cars**

(b) **DoorPlan Contracts Ltd**

**9** | **GBF Applications 'Pipeline'**

NS and AC provided brief details of applications in progress. At present there are four applications.

One EOI.

**10** | **PR and Marketing**

JW provided update. Due to technical problems, the live play of new promotional video case studies was deferred to next Panel meeting.

General discussion took place on case studies. Presently looking to produce a further a case study on Renvale Limited.

**Action:** **Any suggestions for new cases studies, to please let JW know.**

**11** | **Any Other Business**

**Meeting Venues** - JW reported that with the increased number on the GBF Panel, larger venues are now required and currently looking to find new meeting venues.

**Action:** **If any Panel member wishes to host a GBF Panel meeting, to please let JW know.**

**Terms of Reference (ToR)**

**Action:** **JW to update Terms of Reference as soon as possible.**

**Meeting Attendance** - the issue of attendance was raised.

**GBF Application and Applicant Facing Guidelines**

**Action:** **JW to update guidelines and application as soon as possible.**

The meeting closed at 12.10pm

**Next Meeting: Suffolk Suite Center Parcs Elveden Forest Brandon, Suffolk IP27 0YZ  
Wednesday, 03 October 2018 |10.00am - 12.30pm**

## APPENDIX 1

### New Anglia Small Grant Scheme projects approved in July 2018

Approved	Grant Awarded (£)	Total Project Cost (£)
1 McCavity's Contract Filters Ltd	9,438	47,190
2 Prosynth Ltd (2)	1,597	7,985
3 BD&H (4)	22,900	114,500
4 Griffith Elder and Company Ltd	24,600	123,000
5 Dodman Ltd.	3,680	18,400
6 EV Driver	3,284	16,442
7 Jordan Leisure Systems Ltd.	3,200	16,000
<b>Total - July 2018</b>	<b>68,699</b>	<b>343,517</b>