

Growing Business Fund Grant Panel Meeting Minutes (Confirmed)
Wednesday, 06 February 2019 | 10.00am - 12.30pm
Suffolk Suite, Center Parcs, Eleveden Forest, Brandon, Suffolk, IP27 0YZ

Present - Panel:

<i>Mike Burrows (MB)</i>	<i>(Chair)</i>
<i>Dominic Keen (DK)</i>	<i>Britbots</i>
<i>Martin Ince (MI)</i>	<i>Martin Ince Communications</i>
<i>Paul Stewart (PS)</i>	<i>Center Parcs</i>
<i>Daryl Griffiths (DG)</i>	<i>Burnett Barker Solicitors</i>
<i>Jackie Potter (JP)</i>	<i>Micro Press Limited</i>

In Attendance:

<i>Jason Middleton (JM)</i>	<i>New Anglia LEP</i>
<i>Julie West (JW)</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>Amanda Castell (AC)</i>	<i>Finance East</i>
<i>Barry Henson (BH)</i>	<i>Suffolk County Council</i>
<i>David Dukes (DD)</i>	<i>Norfolk County Council</i>
<i>Chris Sharman (CS)</i>	<i>New Anglia Growth Hub</i>

Actions outstanding from the meeting: Wednesday, 07 November 2018

Carried forward:

Condimentum Limited - JW to seek assurance and clarity on employment transfer and email update to Panel members.

Actions outstanding from the meeting: Wednesday, 05 December 2018

Under Item 9: GBF Applications 'pipeline'

Action: JW to email Panel members a statistical overview in due course.

1 Welcome

MB welcomed everyone to the meeting.

2 Apologies

Vimmi Hayes, Suffolk County Council; Dr Sumathi Sundram, S&V Consultants Ltd; Stuart Ager, Finance East; Chris Dashper, New Anglia LEP; Max Applin,; Jeanette Wheeler, Birketts

JW reported that Sandy Ruddock, Scarlet and Mustard, has decided to stand down as a GBF Panel member. Thanks given to SR for her help whilst on the Panel.

3 Declarations of Interest and GDPR

Declarations of Interest - No Declarations of Interest declared.

4 Meeting Minutes: Panel Meeting held on Wednesday, 07 November 2018

Confirmed with minor amendments.

5	New Applications for Approval (7)
(a)	<p>Weco Engineering Limited - Agreed to support Approved Grant: £37,344 Two full-time jobs to be created. Conditions of Offer applied: (1) Confirmation of planning permission to be provided and (2) evidence of jobs under the Small Grant Scheme to be provided</p> <p>(b) Euro Workspace Limited - Agreed to support Approved Grant: £60,000 Three full-time jobs to be created. Recommendation applied: Evidence of formal offer from asset finance company (HSBC) for match funding to be provided.</p> <p>(c) HW Webb Limited - Agreed to support Approved Grant: £29,700 Two full-time jobs to be created.</p> <p>(d) Silverline Office Equipment Limited - Agreed to support Approved Grant: £70,000 - awarded under <i>De Minimus</i> Four full-time jobs to be created</p> <p>(e) Lifeline 24 Limited - Agreed to support Approved Grant - £106,000 Fifteen full-time jobs to be created</p> <p>(f) Events Under Canvas Limited - Agreed to support Approved Grant: £30,482 Six part-time jobs to be created</p> <p>(g) Drurys Environmental Services Limited - Agreed to support Approved Grant: £44,000 - awarded under <i>De Minimus</i> Three full-time jobs to be created</p> <p>Growth Hub Advisor follow -up - Panel members felt it would be beneficial for the Growth Hub Adviser to follow up their application(s) following GBF Panel approval.</p>
6	Review of Existing Applications for Approval (2)
(a)	<p>Omega Ingredients Limited - Agreed to support Approved Grant Increase: £10,000</p> <p>(b) Dorplan Contracts Limited - Agreed to support Approved Grant Increase: £226,926 Twenty additional full-time jobs to be created</p> <p>General discussion took place on GBF eligibility criteria and how they are applied to applications.</p> <p>Action: JM/JW/BH to look at guidance for SGS and GBF to ensure they run side-by-side for consistency and compatibility (as far as the funding regulations allow) and produce a paper for next GBF Panel meeting.</p>
7	Small Grant Scheme Update
	<p>JM provided update.</p> <p>The Panel noted the award of Small Grant Scheme grants in the month of November 2018, totalling £87,274 (Grants Awarded) and £438,141 (Total Project Cost) - See Appendix 1.</p> <p>The Panel noted the award of Small Grant Scheme grants in the month of December 2018, totalling £83,430 (Grants Awarded) and £378,866 (Total Project Cost) - See Appendix 1</p>

<p>JM reported the Small Grant Scheme is performing really well. It was noted that by the end of this year, we will, in all probability, have allocated all of the SGS funds.</p> <p>JM presently in discussion with Ministry of Housing, Communities and Local Government (MHCLG) for additional funding.</p> <p>JM gave thanks to BH and his team for doing a sterling job.</p> <p>Due Diligence - JM reported that Alan Herbert (AH) is now in post at New Anglia LEP as the Due Diligence Officer for the SGS programme. AH will go once a week to the Growth Hub office to 'iron out' any questions/queries before submission. This will significantly improve the quality of applications and also the speed in processing of grant applications.</p>
<p>7 Funding and Jobs Creation</p>
<p>BH provided update.</p> <p>Growing Business Fund - current year GBF allocation is now overspent by £226k. LEP Investment Committee has confirmed an additional allocation of up to £1m for any further payments likely to be made this financial year. With today's approvals, £2.011m is now committed, but not yet claimed, so there will be a significant start to commitments in 2019-20.</p> <p>Small Grant Scheme - total spent on SGS is now just over £1.7m (192 grants), with a further £550k committed.</p> <p>Job creation - a further 91 jobs confirmed in GBF and the old SGS since last meeting in December, giving a total of 2,114. With an additional 10 in the new Small Grant Scheme (jobs not a requirement), making a total of 64 so far.</p>
<p>Updates on approved Grants</p>
<p>BH provided update on the following grants:</p> <p>Project updates - BH updated the Panel on progress with TML Precision Engineering Limited and Stephen Walters & Co. Limited.</p> <p>TML Precision Engineering Limited - confirmation received that the re-financing of the project has now gone through and an Offer Letter has been accepted for reduced grant offer of £95,000.</p> <p>Rouen House - MB referred to the recent publicity regarding Nwes. BH summarised the Rouen House GBF project and current position.</p>
<p>9 GBF Applications 'Pipeline'</p>
<p>AC and NS provided brief details at present there are thirteen applications Finance East are working on Five Expressions of Interest.</p>
<p>10 PR and Marketing</p>
<p>JW provided update.</p> <p>BBfA - Fifteen 90-second video case studies have been commissioned promoting regulation, including businesses and regulators.</p> <p>Growth Hub website - ongoing.</p> <p>Place Branding - New branding to be put to the New Anglia LEP Board on Wednesday 27th February 2019 and await the outcome.</p> <p>Scale Up Programme - This is being launched today with an event on Digital Technology at the Bedford Lodge Hotel, Newmarket. The second event will focus on manufacturing and is being held at the Barnham Broom Hotel, Hethersett on 26 March 2019. We are expecting a number of the businesses attending will become applicants for grant support.</p>

11	Any Other Business
None. The meeting closed at 1.15pm.	

**Next Meeting: Centrum, Norwich | Meeting Room G01 & G02
Wednesday, 06 March 2019 | 10.00am - 12.30pm**

Appendix 1

New Anglia Small Grant Scheme projects approved in November 2018 and December 2018

November 2018 Projects				
Approved		Grant	Match	Total
1	Diss Coverings (Mary Gibson)	2,679	10,717	13,396
2	MD Controls Ltd	4,229	16,918	21,147
3	Excite Solutions Ltd	6,258	25,032	31,290
4	MacRefresh Ltd	11,500	46,000	57,500
5	B&B Skip Hire Ltd (2)	24,573	98,295	122,868
6	Dhotel Patisserie Ltd	3,763	15,052	18,815
7	Cox's Boatyard Ltd	6,000	24,000	30,000
8	STR Service Centre	24,559	100,000	124,559
9	KVT Business Case	2,230	8,920	11,150
10	Alex Stanlake Animation & Design	1,483	5,933	7,416
		87,274	350,867	438,141

December 2018 Projects				
Approved		Grant	Match	Total
1	Flameskill Ltd.	16,372	38,200	54,572
2	Armour Engineering Ltd.	2,256	9,028	11,284
3	OneSite Building Products Ltd.	6,600	15,400	22,000
4	Petrotech UK Ltd	10,381	41,526	51,907
5	DFC Precision Engineering Ltd.	23,837	95,348	119,185
6	Slim Glass Ltd.	8,000	32,000	40,000
7	Adaptainer Ltd.	6,384	25,534	31,918
8	Elmdale Welding and Engineering Supplies	9,600	38,400	48,000
		83,430	295,437	378,866