

**Growing Business Fund Grant Panel Meeting Minutes (Confirmed)**  
**Wednesday, 07 August 2019 | 10.00am - 12.30pm**  
**Concertus Design and Property Consultants (Boardroom), 2 Friars Bridge Road,**  
**Ipswich, Suffolk, IP1 1RR**

**Present - Panel:**

<i>Jeanette Wheeler (JWh)</i>	<i>Birketts</i>
<i>Dr Sumathi Sundram (SS)</i>	<i>S&amp;V Consultants Ltd</i>
<i>Jackie Potter (JP)</i>	<i>Micropress</i>
<i>Martin Ince (MI)</i>	<i>Martin Ince Communications</i>

**In Attendance:**

<i>Jason Middleton (JM)</i>	<i>New Anglia LEP</i>
<i>Julie West (JW)</i>	<i>New Anglia LEP</i>
<i>Barry Henson (BH)</i>	<i>Suffolk County Council</i>
<i>Vimmi Hayes (VH)</i>	<i>Suffolk County Council</i>
<i>David Dukes (DD)</i>	<i>Norfolk County Council</i>
<i>Hayley Johnson (HJ)</i>	<i>Finance East</i>
<i>Stuart Ager (SA)</i>	<i>Finance East</i>
<i>Mick Biegel (MB)</i>	<i>New Anglia Growth Hub</i>

**Actions outstanding | Updates from the meeting: Wednesday, 03 July 2019**

Terms of Reference to be circulated to the Panel as these have now been approved by Investment Appraisal Committee.

**1 Welcome and Introductions**

JWh welcomed everyone to the meeting.

**2 Apologies received**

Mike Burrows, Chair; Daryl Griffiths, Burnett Barker Solicitors; Max Applin, Max Applin Consulting; Paul Stewart, Center Parcs; Dominic Keen, Britbots, Amanda Castell, Finance East; Neil Sargent; Finance East; Chris Dashper, New Anglia LEP and Rose Joy, New Anglia LEP

**3 Declarations of Interest and GDPR**

**Declarations of Interest - None**

**4 Meeting Minutes: Panel Meeting held on Wednesday, 03 July 2019**

Minutes confirmed with no amendment.

**5 Terms of Reference**

RJ to circulate Terms of Reference.

**6 New Applications for Approval (2)**

- a) **William Morfoot Limited - Agreed to support Approved Grant: £50,000**  
Two full-time positions and one part-time position to be created.

General discussion took place on the cost of machinery and feasibility of using funds from the sale of redundant machinery/vehicle. Proceeds to be shown in business account. SCC to monitor.

(b) **Timber Frame Management Limited - Agreed to support  
Approved Grant: £35,662**

Two full-time positions to be created. General discussion took place on timelines for purchase of equipment and job creation, how this will impact business growth.

**Condition:** New Leases to be signed prior to grant payment.

**Screenworks Limited** application was not considered this month, as their evidence of match funding had not been made available in time. Application to be re-submitted at the September Growing Business Fund Panel meeting subject to confirmation of match funding being available.

**7 Small Grant Scheme Update**

JM provided update. The Panel noted the award of seven Small Grant Scheme grants in the month of June 2019, totalling £102,582 (Grants Awarded) and £467,041 (Total Project Cost) - see Appendix 1.

**8 Funding, Updates and Jobs Creation**

BH updated the Panel on the overall funding position, job creation and updates on four previously approved grants where there have been recent developments:

**Growing Business Fund** - just over £200k has been paid out since the last Panel meeting, making the total for the year thus far £1.16m, with a further £1.06m committed including today's Approvals, leaving £629k still to be allocated plus the additional £1m provisionally approved by the Board, if needed.

A further 18 jobs have been evidenced since the last Panel, making the overall total now 2,168.

BH referred to recently changed rules on job evidence in the Small Grant Scheme, as a result of GDPR, and would be seeking the LEP's approval to align the Growing Business Fund jobs requirements, as some businesses were now questioning supply of personal data.

**Small Grant Scheme** - BH advised that overall Small Grant Scheme spend is now £2.16m (239 grants) with 39 further grants approved but not yet claimed - £536k. There is £526k of unallocated funding remaining. Average grant value is £9.6k.

The new products and services target for the whole programme has now been passed (61 against target 53) and the jobs total from the Small Grant Scheme now stands at 107 (jobs not a requirement).

**Programme extension** - JM provided update. Proposing to submit a request to Ministry of Housing, Communities & Local Government (MHCLG) for an additional £500k and an additional year of extension.

The Panel noted that the New Anglia Business Growth Programme is one of MHCLG's highest performing programmes and MHCLG are delighted.

**Weco Engineering Ltd** - Planning Permission still not obtained as further Surveys required therefore verbal Offer of grant has been withdrawn. Business to start the application process again and re-apply when Planning Permission has been obtained.

**Anglia DNA** - gone into liquidation. BH registered SCC's interest with the Liquidators. Original grant was £80,000.

**Mattressman** - entered into a CVA, after largely reversing a decision to bring manufacturing in-house. SCC clarifying retention of the assets supported by the original grant.

**Liquid Digestate Limited** - a further Monitoring Report received, but still no tangible developments on the grant-funded Project. A fully detailed Business Plan has been promised.

<b>9</b>	<b>GBF Applications 'Pipeline'</b>
<p>The Panel noted the current slowdown in applications continues, not only for the Growing Business Fund, but across all programmes and some ERDF programmes are closing.</p> <p>SA and HJ provided update. Presently there are two cases in the pipeline going forward to the September Panel.</p> <p>JW reported that there were seven Expressions of Interest at Growth Hub stage.</p>	
<b>10</b>	<b>PR and Marketing</b>
<p>A new video is now available featuring Vanilla Electronics who received a GBF grant last year - a link was emailed to the Panel earlier. New suite of leaflets and pop-ups are being commissioned and should be available by the end of September.</p>	
<b>11</b>	<b>Any Other Business</b>
<p><b>Innovation, Research &amp; Development</b> - JM provided update. The full application has now been submitted to MHCLG and six questions have been raised for clarification by the Contracts Manager.</p> <p>The Innovation, Research &amp; Development programme will be run the same as the current Small Grant Scheme and anticipate an October start.</p> <p><b>The meeting closed at 11.35am</b></p>	

**Next Meeting:**

**Wednesday, 04 September 2019 |10.00am - 12.30pm**

**Centrum (Meeting Rooms G01 & G02), Norwich Research Park, Norwich, NR4 7UG**

## Annexe 1

### New Anglia Small Grant Scheme projects approved in June 2019

No	Approved	Grant Awarded (£)	Total Project Cost (£)
1	Timberwolf Ltd.	18,275	91,375
2	Cap Trac Ltd.	25,000	126,844
3	Yum Yum Tree Fudge Ltd.	10,905	54,525
4	N-Ergise Ltd.	25,000	89,285
5	Emkay Plastics Ltd	14,453	72,267
6	Vinyl Installation Ltd.	7,200	24,000
7	C.S. (Computer Services) Ltd.	1,749	8,745
		<b>102,582</b>	<b>467,041</b>