

GROWING BUSINESS FUND – GRANTS PANEL MEETING

Wednesday, 4th April 2018, 10.00am to 12.30pm
Room F01 Constantine House, Constantine Road, Ipswich IP1 2DH

Agenda

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| 1. Welcome, and Introductions | Mike Burrows |
| 2. Apologies | Julie West |
| 3. Declarations of Interest | All |
| 4. Meeting Minutes: Panel Meeting 7 th March 2018 | All |
| 5. New Applications for Approval (3) | Finance East |
| 6. Small Grant Scheme Update | Jason Middleton |
| 7. Funding and Jobs Creation | Barry Henson |
| 8. Updates on Approved Grants | Barry Henson |
| 9. GBF Applications 'Pipeline' | Finance East |
| 10. PR and Marketing | Julie West |
| 11. Any Other Business | All |

Next Meeting: Wednesday 2nd May 2018 at 10am in Centrum NRP Norwich

Growing Business Fund Grant Panel Meeting Minutes (Unconfirmed)

Wednesday 7th March 2018

10.00am - 12.30pm

Room 3, Centrum, Norwich Research Park

Present - Panel:

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

In attendance:

Chris Dashper (CD)	New Anglia LEP
Jason Middleton (JM)	New Anglia LEP
Julie West (JWe)	New Anglia LEP
Rose Joy (RJ)	New Anglia LEP
Barry Henson (BH)	Suffolk County Council
Vimmi Hayes (VH)	Suffolk County Council
David Dukes (DD)	Norfolk County Council
Stuart Ager (SA)	Finance East
Neil Sargent (NS)	Finance East
Amanda Castell (AC)	Finance East

1	Welcome
Mike Burrows welcomed everyone to the meeting, and round table introductions took place.	
2	Apologies
Max Applin, Sandy Ruddock.	
3	New Terms of Reference
Chris Dashper outlined the background to the ongoing Local Enterprise Partnership Governance reviews, and necessary consistency across all Local Enterprise Partnership Groups. Mike Burrows suggested further attention is given to the voting numbers on this Panel, and to the gender balance. Revised Terms of Reference were agreed, and take effect immediately.	
4	Declarations of Interest
Jeanette Wheeler declared the professional interest of her firm in the Polar Manufacturing Ltd grant application, and left the room for the duration of the discussion of that application.	
5	Meeting Minutes: Panel Meeting 7 February 2018
Confirmed, with no amendments or specific matters arising.	

6	Revised Scheme Guidelines
The Panel noted the revised 'Guidance for Applicants' and 'Guidance for New Anglia Business Growth Advisers' documents, which are to become effective from 1 April 2018.	
7	New Applications for Approval
<p>a) Benthic Solutions Ltd – Approved Grant £240,000 No additional conditions, twelve jobs to be created.</p> <p>b) Fountain Foods Ltd – Approved Grant £98,081 No additional conditions, seven jobs to be created, <i>de-minimis</i> award</p> <p>Jeanette Wheeler left the room for the duration of the discussion of this application.</p> <p>c) Polar Manufacturing Ltd – Approved Grant £171,320 Property Lease to be in place before the grant is defrayed, 25 jobs to be created</p>	
8	Small Grant Scheme Update
The Panel noted the award of seventeen Small Grants in the month of January, totalling £224,293. See appendix 1	
9	Funding and Jobs Creation
<p>Barry Henson advised that £2.262m of grant funding has been defrayed in this financial year. Including today's approvals, a further £2.069m is committed, making £4.331m in total, effectively overcommitting the 2017-18 allocation by £727k. With further expected applications, 2018-19 should have a very strong start.</p> <p>Cumulative confirmed job creation now 1,785, an increase of 44 since last reported in January.</p>	
10	Updates on Approved Grants
Barry Henson provided brief updates on four grant projects.	
11	GBF Applications 'Pipeline'
Neil Sargent and Amanda Castell provided brief details of applications in progress, and Julie West advised of four new Expressions of Interest being processed by the Growth Hub.	
12	PR and Marketing
Chris Dashper and Julie West outlined significant changes to both LEP and Growth Hub websites, and arrangements in hand for further Case Studies to be published, including some video content.	
13	Any Other Business
None.	
The meeting closed at 12.20pm.	

Next Meeting:

Wednesday 4 April 2018, 10.00am - 12.30pm
Constantine House, Ipswich

Small Grant Scheme projects approved in February 2018

No	Applicant	Grant awarded, £	Total project cost, £
1	P.W.Waters Ltd.	6,050	20,169
2	TM Services Audio Visuals Ltd.	4,939	24,696
3	MH Goals Ltd.	4,195	20,979
4	CSS Cloud Ltd.	25,000	85,746
5	School's Out Activities Ltd.	7,241	24,139
6	All Star Training Ltd.	4,600	23,000
7	The Limecrete Company Ltd.	3,750	18,750
8	PCE Automation Ltd. (2)	8,220	41,100
9	Plinth Medical Ltd.	9,490	57,823
10	Frank and Earnest Ltd. (2)	8,991	44,955
11	The Handsome Prints Company Ltd.	21,000	105,000
12	Portable Space Ltd.	23,821	119,106
13	SH Jenkins Ltd.	25,000	144,000
14	Kiezebrink UK Ltd. (2)	10,240	51,200
15	Step On Safety Ltd.	1,400	7,000
16	Inductive Logic Ltd.	3,907	19,539
17	Sassa's Bespoke Cakes	3,359	16,795
18	Novo Farina Ltd.	3,817	19,086
19	Travel Photographer of the Year Ltd.	8,880	44,400
	Total - Feb 2018	183,900	887,483