

## Growing Business Fund Grant Panel Meeting Minutes (Unconfirmed)

Wednesday, 04 March 2020 | 10.00am - 12.30pm

Suffolk Suite, Center Parcs, Elvedon Forest, Brandon, Suffolk, IP27 0YZ.

### Present - Panel:

Mike Burrows (MB)	Chair
Dr Sumathi Sundram (SS)	S&V Consultants Ltd
Martin Ince (MI)	Martin Ince Communications
Daryl Griffiths (DG)	Burnett Barker Solicitors
Dominic Keen (DK)	Britbots

### In Attendance:

Julie West (JW)	New Anglia LEP
Rose Joy (RJ)	New Anglia LEP
Barry Henson (BH)	Suffolk County Council
Vimmi Hayes (VH)	Suffolk County Council
Amanda Castell (AC)	Finance East
Neil Sargent (NS)	Finance East
Kate Colchester (KC)	New Anglia Growth Hub

### In observation:

Shan Lloyd (SL)	BEIS
Beth Hutch (BH)	BEIS

### Actions outstanding | Updates from the meeting: Wednesday, 05 February 2020

#### Growing Business Fund Panel Membership - JW provided update.

The LEP are currently looking to recruit a new LEP Board member and, once in place, will co-opt the new LEP Board member onto the Growing Business Fund Panel.

The Panel expressed their appreciation and thanks to Max Applin for his time on the Panel. With regards to his replacement, it was felt that the Panel can manage with the membership as it stands, bearing in mind the potential end date of the GBF scheme; however, if a problem with membership attendance arises, then we will recruit another Panel member.

#### Smartsheet - BH provided update.

Currently in discussion with New Anglia LEP to get the historic, present and future grant data, onto the LEP's CRM system and are progressing fields and structure to accommodate this. Priority will be to upload the new Growth Through Innovation Fund, and then input the historic grant data, going back to 2012. This will be a huge task to accomplish but will considerably improve reporting capabilities going forward.

#### 1 Welcome and Introductions

MB welcomed everyone to the meeting and introductions made round the table.

#### 2 Apologies received

Chris Daspher, New Anglia LEP; Jason Middleton, New Anglia LEP; Roberta Willner, Norfolk County Council; Paul Stewart, Center Parcs; Jeanette Wheeler, Birketts,; Jackie Potter, Micropress and Stuart Ager, Finance East.

<b>3</b>	<b>Declarations of Interest and GDPR</b>
<b>Declarations of Interest</b> - No Declarations of Interest declared.	
<b>4</b>	<b>Meeting Minutes: Panel Meeting held on Wednesday, 05 February 2020</b>
Minutes confirmed with no amendment.	
<b>5</b>	<b>New Applications for Approval (4)</b>
a)	<p><b>Gold Star Metal Traders Limited - Agreed to support</b>  <b>Approved Grant: £180,000</b>            Nine full-time positions to be created.  <b>Note.</b> The Company has had a previous GBF grant, which has been satisfactorily completed.</p>
b)	<p><b>Dance and Dean Limited - Agreed to support</b>  <b>Approved grant - £60,000</b>            Three full-time positions to be created.</p>
<p>General discussion took place on the reliance, and dependency, of the Aldi work for business growth but assurance given that the company also undertakes general commercial and domestic building jobs, as well as being a 'preferred supplier' for Aldi.</p>	
c)	<p><b>Dale Sheet Metals Limited - Agreed to support</b>  <b>Approved Grant: £154,400</b>            Eight full time positions to be created.</p>
d)	<p><b>Crafted Media Limited - Agreed to support.</b>  <b>Approved Grant: £35,500</b>            Two full-time positions to be created.  <b>Note:</b> The company has had GBF and SGS grants previously; both of which have been satisfactorily completed.</p>
<p>BH also made the observation that the second grant was an Assisted Area award and the assets purchased should be retained in an Assisted Area for three years and the new premises proposed in this application are not in an Assisted Area. However, with depreciation of the assets it was felt that this may not be an issue in this case.</p>	
<p>The Panel made comment that this company is a world class business and a good example of supply chain. It was good to have them in 'our patch'.</p>	
<p>BH made the general observation that in some of the expenditure breakdowns in today's applications there are costs which may be 'revenue' items, and having re-visited the State Aid criteria, these elements may not be eligible for support under GBER.</p>	
<p style="text-align: center;"><b>Recommendation</b> : BH to have discussions with the companies concerned to refine the expenditure categories as necessary. This may slightly reduce the grant values.</p>	
<b>7</b>	<b>Small Grant Scheme (SGS) Update</b>
<p>See attached Annexe 1 (November 2019, December 2019 and January 2020). BH provided update.</p>	
<p>It was noted that Image Displays &amp; Graphics Limited (December 2019) has already been claimed and paid out which shows the system is working well.</p>	
<p>The overall programme total is 280 grants paid, total paid out is £2.578m, which leaves £644k to defray until the end of August 2021, comprising of just over £420k approved but not yet claimed grants and £218k not yet committed.</p>	
<p>Seven grants were approved in February 2020.</p>	
<p>The Small Grant Scheme remains well ahead of profile. It was noted that the LEP has restricted multiple bids and priority will now be given to first time applicants.</p>	

Jobs total stands at 135.5 jobs (jobs not a requirement) with more to come from live projects maturing.	
<b>Project Change Request</b> - the extension is still pending approval by Ministry of Housing, Communities and Local Government (MHCLG). The Panel commented that the SGS is a vital scheme for Norfolk and Suffolk and needs to be continued.	
<b>8</b>	<b>Funding, Updates and Jobs Creation</b>
<b>Updates</b> - BH updated the Panel on the following:	
<b>Omega Ingredients Ltd</b> - unfortunately the grant project has not proceeded as planned, and therefore are in discussions with the company about revising the profile of expenditure.	
BH updated the Panel on the overall funding position and job creation.	
<b>Growing Business Fund</b> - actual spend this financial year now stands at £2,533m, with two more potential payments to be made which would take the total to £2.65m, out of the initial allocation of £2.79m. We are now close to full spend, and with the four grants approved today, we have £429,900 to add to the committed figures to carry into the new financial year. The allocation for 2020-2021 is again £2.79m, therefore, we will have approx. £465k committed.	
Actual confirmed jobs stand at 2323 which is 13 more than last month. This is a significant number of jobs created and with 70 or so GBF projects still live, there will be more jobs to come through in due course.	
<b>9</b>	<b>GBF Applications 'Pipeline'</b>
NS/AC reported that there is a good pipeline of applications coming through at various stages.	
Hopeful of 3/4 applications being presented to the April Growing Business Fund Panel Meeting.	
<b>10</b>	<b>PR and Marketing</b>
JW provided update.	
<b>Printed material</b> - gone to print and JW will bring literature for distribution to the GBF Panel members as and when available.	
<b>Videos</b> - currently being edited at the Growth Hub and hopeful will be out by the end of the month.	
<b>Case studies</b> - these are written and will get into the press and social media in due course.	
The Growth Hub is now engaging with local press/media bodies to engender good working relationships going forward.	
<b>11</b>	<b>Any Other Business</b>
West Suffolk - Growth Hub Adviser covering West Suffolk area is Chris Sharman.	
JW informed the Panel that Richard Glinn, who was previously a Senior Business Growth Adviser at the Growth Hub, has now returned as Growth Hub Manager replacing Nigel Best.	
<b>The meeting closed at 11.30am.</b>	

**Next Meeting:**

**Wednesday, 04 March 2020 |10.00am - 12.30pm**

**Blrketts, Kingfisher House, 1 Gilders Way, Norwich NR3 1UB**

## Annexe 1

### New Anglia Small Grant Scheme projects approved in: November 2019 | December 2019 | January 2020

<u>November 2019</u>			
	<b>Approved</b>	<b>Grant Awarded (£)</b>	<b>Total Project Cost (£)</b>
1	Re Form Sports Fitness Ltd	13,078	65,392
2	David Holliday Limited	2,820	14,100
3	Creative Image Management Ltd.	10,260	51,300
4	Big House Holiday Rentals Ltd.	4,800	24,000
5	H. Smith & Sons (Honingham) Limited	8,133	40,666
		<b>39,091</b>	<b>195,458</b>
<u>December 2019</u>			
	<b>Approved</b>	<b>Grant Awarded (£)</b>	<b>Total Project Cost (£)</b>
1	F.W. Frost (Engineers) Ltd.	15,097	75,486
2	Image Display & Graphics Ltd	12,332	61,660
3	DLH Autorecyclers Limited (2)	6,670	33,350
4	J&A Garner – Godwick Hall	25,000	127,459
5	Cross Media Print and Digital Solutions Ltd.	25,000	229,979
6	Thompson Packaging Limited	8,939	44,699
7	DaRo Fibre Products Ltd	8,077	40,385
8	Hoseflex Ltd.	3,288	16,440
		<b>104,403</b>	<b>629,458</b>
<u>January 2020</u>			
	<b>Approved</b>	<b>Grant Awarded (£)</b>	<b>Total Project Cost (£)</b>
1	Tills Innovation Limited	2,120	10,600
2	Suffolk Yoga	14,943	49,812
3	Distinct Marketing Ltd	2,735	13,678
4	The Suffolk Distillery Ltd	7,261	36,306
5	Kiki Ltd	22,962	114,813
		<b>50,021</b>	<b>225,209</b>