

23 August 2018.

PLEASE NOTE TIME OF MEETING

Dear Councillor,

A meeting of **THE CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY 3 SEPTEMBER 2018 at 4.00 p.m.** when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive.

A G E N D A

Pages

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|----|--|---------------|
| 1. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 2. | To receive apologies for absence. | |
| 3. | To receive Declaration of Interests from Members in respect of any matter on the Agenda. | |
| 4. | To consider any items that the Chairman agrees to take as urgent business. | |
| 5. | To receive representations from Members of the Council on the applications. | |
| 6. | To confirm the Minutes of the meeting of the Panel held on 31 July 2018. | 3 - 8 |
| 7. | Microbusiness Grant Schemes. | 9 - 31 |

To: **Members of the Cabinet Grants Panel** – Councillors Ash-Edwards, Marsh and Webster.

**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Wednesday 31 July 2018
From 4:00 p.m. to 5:05 p.m.**

Present: Councillors: Jonathan Ash-Edwards (Chairman)
Norman Webster (Vice-Chairman)

Gary Marsh*

1. SUBSTITUTES

Councillor Thomas-Atkin substituted for Councillor Marsh.

2. APOLOGIES

Apologies were received from Councillor Marsh.

3. DECLARATIONS OF INTERESTS

Councillor Thomas-Atkin declared a personal interest in Item 8 – Community and Economic Development Grant for Burgess Hill Town Council as she is a Burgess Hill Town Councillor. She also declared a personal in Item 7 – Microbusiness Grant for Fun Pots Ltd as her neighbour is an employee at the company.

4. MINUTES

The Minutes of the meeting of the Panel held on 19 June 2018 was approved as a correct record and signed by the Chairman.

5. URGENT BUSINESS

The Chairman drew the Panel's attention to tabled application for the Age Concern Hassocks & District Ltd Silver Sunday event. He confirmed that the application would be considered alongside the other Silver Sunday Corporate Grants Scheme.

6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

None.

7. MICROBUSINESS GRANT SCHEME

Mark Healy, Regeneration & Economy Programme Manager, introduced the report which presented 13 applications for grants from the Council's Microbusiness Grant Schemes.

All the applications were assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivering benefits to the community. Each business has also been subject to due diligence checks carried out by Officers, which includes a site visit to every business submitting a bid.

The Microbusiness Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Just Drinking Water Ltd	New product launch	£2,000	£2,000
Dynamic Music Distribution	New website and social media development	£2,000	£2,000
Fun Pots Ltd	IT improvements/overhaul	£2,000	£2,000
InsideOut Home and Garden Improvements	New product development	£2,000	£2,000
Aureo Group Ltd	Marketing campaign	£2,000	£2,000
Press Start 2 Join Ltd	New equipment and website	£2,000	£2,000
A.S.L Carpentry and Construction	New van and apprentice	£3,500	£3,500
Cullen Scholefield Ltd	Website and marketing strategy	£2,000	£2,000
Local Edge Ltd	Product development	£2,000	£2,000
Words Guy Ltd	Training courses	£365	£365
Conquest Hard Landscaping	New equipment	£2,000	£2,000
Dennise Rathbone Ltd	Advertising and new laptop	£808.50	£808.50
Cater and Co. The Social Kinetic	Develop services	£2,000	£2,000
Total		£25,308.50	£25,308.50

During consideration of all the grants presented, the Panel raised a number of points which the Economic Development Officer clarified.

The application for A.S.L Carpentry and Construction to fund the purchase of a new van and the hiring of an apprentice was presented to the Panel. The Economic Development Officer explained that company was awarded a grant last year to fund the hiring of an apprentice however the apprentice left the business after 4 months. The Panel raised their concerns as to whether any newly recruited apprentice might leave after a short period of time like the previous apprentice. It was felt that as the original money to fund the apprentice was not returned the remainder of the original grant can be used to fund the new apprentice and agreed only to fund the new van.

The Panel sought more clarification on the grant for Cullen Schofield Ltd as to the costing of the project. They agreed to defer the application pending more information with the intention to bring the revised application to the Cabinet Grants Panel in August 2018.

Members were supportive of the remaining 11 Microbusiness Grants applications.

RESOLVED

That:

1. A Micro Business grant of £2,000 be granted to Just Drinking Water Ltd to fund their new product launch.

2. A Micro Business grant of £2,000 be granted to Dynamic Music Distribution to fund their new website and social media development.
3. A Micro Business grant of £2,000 be granted to Fun Pots Ltd to fund IT improvements.
4. A Micro Business grant of £2,000 be granted to InsideOut Home and Garden Improvements to fund their new product development.
5. A Micro Business grant of £2,000 be granted to Aurei Group Ltd to fund their marketing campaign.
6. A Micro Business grant of £2,000 be granted to Press Start 2 Join Ltd to fund new equipment purchases and a website redesign.
7. A Micro Business grant of £2,000 be granted to A.S.L Carpentry and Construction to fund the purchase of a new van.
8. A Micro Business grant of £2,000 intended for Cullen Scholefield Ltd be **deferred** pending further information.
9. A Micro Business grant of £365 be granted to Words Guy Ltd to fund the owner's attendance of training courses necessary to the business.
10. A Micro Business grant of £2,000 be granted to Conquest Hard Landscaping to fund the purchase of new equipment.
11. A Micro Business grant of £808.50 be granted to Dennise Rathbone Ltd to fund the purchase of advertising and a new laptop.
12. A Micro Business grant of £2,000 be granted to Cater and Co. The Social Kinetic to fund the development of their services.

8. CORPORATE GRANT SCHEMES.

Regina Choudhury, Community Development Officer, introduced the report to present thirteen Community & Economic Development applications, in addition to the tabled application, with all but one of the applications having the suggestion to award funds.

Each application had been assessed against a standard check-list and considered by a 'Grants Assessment Group' to ensure a consistent approach to the awarding of grants.

The Community & Economic Development Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Mid Sussex RED	WW1 Remembrance Events	£2,964	£2,450
1st Lindfield Scout Group	Silver Sunday lunch party with musical entertainment.	£110	£110
Age UK West Sussex	Silver Sunday lunch party with Entertainment, magician and a two course meal	£250	£250

Ardingly Parish Council	A tea party in partnership with Ardingly Women's Institute to include afternoon tea and entertainment.	£250	£250
Balcombe 1961 Club	Contribution towards Christmas party	£250	£0
Befriended	Silver Sunday cream tea with entertainment.	£250	£250
Bentswood Community Partnership	Intergenerational tea party at Saltworkz café in Bentswood.	£250	£250
Brendoncare Stildon Care Home	Silver Sunday tea party for older residents with the local nursery and Worth School students.	£250	£250
Burgess Hill Marching Youth	Silver Sunday band concert with refreshments	£250	£250
Burgess Hill Town Council	Contribution towards the Silver Sunday event at the Market Place shopping centre.	£250	£250
Cake and Company EG Age UK	Film screening with a silver service tea at the Glebe Centre.	£250	£250
Haywards Heath U3A	Silver Sunday tea party with music, dance, a raffle and entertainment to be held in Lindfield.	£250	£250
Mid Sussex Older People's Council	Three Silver Sunday tea parties to be held in each town.	£250	£250
Royal British Legion Women's Section Burgess Hill	Silver Sunday bingo session with refreshments at Cyprus Hall, Burgess Hill.	£250	£250
Age Concern Hassocks & District Ltd	Tea party with live music and entertainment.	£250	£250
Total		£6,120	£5,360

The Vice-Chairman sought clarification over the Mid Sussex Older People's Council grant as he felt that £250 was not enough to fund three separate Silver Sunday tea parties.

The Community Development Officer explained that the events are more of a stand-up gathering with tea as opposed to an actual party.

All Members were supportive of the applications where there was a suggestion to award funds.

Mandy Cunningham, Commissioning & Partnerships Advisor, noted that in the past the Council chooses a theme to 'spotlight' particular parts of the community that may need extra help through grants. She explained that the 'spotlight' grant programme has historically not received many grants. It is considered by the Community Services team that the programme be discontinued with granting considered on a case-by-case basis.

All Members were supportive of the recommendation by the Commissioning & Partnerships Advisor.

The Commissioning & Partnerships Advisor introduced the report for Mid Sussex

RED who intends to run an event in both Burgess Hill and Haywards Heath. It was also noted that the association is currently working with Lindfield Parish Council for a Beacon of Light presentation to remember the Lindfielders who fell in WW1.

All Members Felt how this would be a great idea and expressed their support.

The Commissioning & Partnerships Advisor presented the application for Hurstpierpoint Methodist Church. She confirmed that they intend to carry out the works across the 2019 summer holiday. It was noted that the Church does have a funding plan in place but wondered whether the project period could be extended to September 2019 to secure project funding.

All Members were supportive of this application.

RESOLVED

Members of the Panel agreed to:

- a) not to run the “spotlight” grant programme from 2018/19;
- b) to extend the project period for the Hurstpierpoint Methodist Church to secure project funding to September 2019.

And that:

1. A Community & Economic Development Grant of £2,450 be granted to Mid Sussex RED to fund the provision of WW1 Remembrance Day events.
2. A Community & Economic Development Grant of £110 be granted to 1st Lindfield Scout Group to fund a Silver Sunday lunch party with musical entertainment.
3. A Community & Economic Development Grant of £250 be granted to Age UK West Sussex to fund a Silver Sunday lunch party with entertainment, magician and a two course meal.
4. A Community & Economic Development Grant of £250 be granted to Ardingly Parish Council to fund a tea party in partnership with Ardingly Women’s Institute to include afternoon tea and entertainment.
5. A Community & Economic Development Grant of £250 is **not** granted to Balcombe 1961 Club as their event did not meet the criteria of a Silver Sunday grant.
6. A Community & Economic Development Grant of £250 be granted to Befriended to fund a Silver Sunday cream tea with entertainment.
7. A Community & Economic Development Grant of £250 be granted to Bentswood Community Partnership to fund an intergenerational tea party at Saltworkz café in Bentswood.
8. A Community & Economic Development Grant of £250 be granted to Brendoncare Stildon Care Home to fund a Silver Sunday tea party for older residents with the local nursery and Worth School students.
9. A Community & Economic Development Grant of £250 be granted to Burgess Hill Marching Youth to fund a Silver Sunday band concert with refreshments.
10. A Community & Economic Development Grant of £250 be granted to Burgess Hill Town Council to fund a contribution towards the Silver Sunday event at the Market Place shopping centre.
11. A Community & Economic Development Grant of £250 be granted to Cake and Company EG Age UK to fund a film screening with a silver service tea at

the Glebe Centre.

12. A Community & Economic Development Grant of £250 be granted to Haywards Heath U3A to fund a Silver Sunday tea party with music, dance, a raffle and entertainment to be held in Lindfield.
13. A Community & Economic Development Grant of £250 be granted to Mid Sussex Older People's Council to fund three Silver Sunday tea parties to be held in each town.
14. A Community & Economic Development Grant of £250 be granted to Royal British Legion Women's Section Burgess Hill to fund a Silver Sunday bingo session with refreshments at Cyprus Hall, Burgess Hill.
15. A Community & Economic Development Grant of £250 be granted to Age Concern Hassocks & District Ltd to fund a tea party with live music and entertainment.

Chairman.

6. MICROBUSINESS GRANT SCHEME

REPORT OF: Economic Development Officer
Contact Officer: William Hawkins
Email william.hawkins@midsussex.gov.uk
Tel: 01444 477322
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present 10 microbusiness grant applications for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered, together with officer recommendations for the level of financial assistance to be awarded is set out in the table below:

Organisation	Purpose for which award is sought	Award requested	Award suggested
Building Blocks Therapy	Development of services	£1,150	£1,150
Farm, Field and Forest Ltd	Equipment installation	£2,000	£2,000
Green Goddess	New product development	£2,000	£2,000
Kinesica Ltd	Website and branding	£1,000	£1,000
OCH Solutions Ltd	Website improvements	£2,000	£2,000
The Perrymount Ltd	New service	£2,000	£2,000
Potential Personal Training	Building improvements	£1,500	£1,500
RLS Recruitment Solutions	New website	£2,000	£2,000
Scofi Plumbing	Apprentice	£1,500	£1,500
Slake Café Ltd	Building renovation	£2,000	£2,000
Total		£17,150	£17,150

3. Of the applications set out in the above table, two were first presented to the Panel at its meeting on 16 August (The Perrymount Ltd and Potential Personal Training). At the Panel's request, those applications will be presented again with additional information to provide a more complete view of each business and to enable a more informed decision to be taken for each.
4. The additional information requested principally consists of more detail about the financial stability and sustainability of both businesses and more about the methods through which revenue will be generated for The Perrymount Ltd. Officers are presently working with the business to compile that information which will be provided to the Panel ahead of the meeting.

Recommendation

Members of the Panel are requested to:

- ***Consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix A of this report.***

Background

5. This is the fourth meeting of the Cabinet Grants Panel at which bids for funds from the 2018/19 Micro Business Grant Scheme will be considered. There have been a total of 41 applications for the scheme. Following this meeting, all of the applications received will have been reviewed by the Panel.
6. Taken together the 41 bids accounted for all of the £72,000 funding available for the scheme for 2017/18. With that in mind the on-line funding application portal was closed to further applications once the last of those 41 bids had been received. However, two of the bids presented to the Panel on 16 August were not approved. Therefore the funding that had been tentatively allocated to those bids is now available for re-allocation to other businesses. Officers are now working to contact businesses who had enquired about the scheme following its closure and will invite them to bid for the available funding (just under £4,385). Those bids will then be brought forward to the next Cabinet Grants Panel meeting.

Assessment and Policy Context

7. The applications received have been considered by the Council's Economic Development Officers, William Hawkins and Kim Christmas and the Council's Regeneration and Economy Programme Manager, Mark Healy. A summary of the assessment of each application is included within the individual project reports in Appendix A.
8. All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted micro-businesses and have provided the relevant information to support their application. All applicants have been subject to a due diligence review including a site visit with just two exceptions: Kinesica Ltd and Farm Field and Forest Ltd. These due diligence reviews had not taken place at the time of writing of this paper but are scheduled to take place before the Cabinet Grants Panel meets on 3 September. A verbal update on the outcome of the reviews for these two businesses will be provided at the Cabinet Grants Panel meeting.

Financial Implications

9. The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided proportionally between districts. A total of £72,000 is allocated to Mid Sussex District.
10. The current fund stands at:

Scheme	Original fund	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
Micro Business Grant Scheme	£72,000.00	£ 50,465.17	£17,150.00	£4,384.83

11. As some of the applicants listed have noted they are not VAT registered, it is requested that the grant awarded includes the VAT on items/services purchased. Written confirmation of each applicant's VAT status will be requested before this is confirmed. Applicants in question are: Building Blocks Therapy, Green Goddess,

OCH Solutions Ltd and Slake Café due diligence reviews will confirm if this is the case for Kinesica Ltd and Farm, Field and Forest Ltd.

Risk Management Implications

12. The main risk associated with the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
13. To minimise this risk, the decision has been taken to only pay out the grants following proof, from the applicant, that the project in question has begun, or equipment has been purchased. This could be in the form of receipts, invoices and other related documents

Equality implications

14. As part of the due diligence process, all of the businesses whose bids are included in this report have been assessed to be in compliance with the requisite policies/legislation.

Legal Implications

15. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes incurring expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

16. Grant applications and associated documentation for the Microbusiness Grant Scheme are held in the Economic Development Team.

Micro-business Grants Scheme

Project:	Development of services
Applicant:	Building Blocks Therapy
Address:	23 Woodpecker Crescent, Burgess Hill
Type of business:	Occupational therapy
Grant Request to MSDC	£1,150
Total project cost:	£2,314

Summary of project proposal and aims:

To purchase a number of assessment packages in order to develop assessment services to clients

Background

Building Blocks Therapy is currently trading as a sole trader. The business operates as a private occupational therapist with a specialisation in neuro-rehabilitation and complex neuro disability, typically working with children who have acquired a brain injury or cerebral palsy. Building Blocks Therapy is looking to expand by taking on more clients. To do this the company wishes to develop their assessment tools in order to provide evidence to families in order for them to seek additional educational support.

To do this, Building Blocks Therapy are seeking grant funding in order to purchase the main assessment tools required to be able to offer this new comprehensive service.

How does the project meet the stated criteria?

Delivering wider outreach – the ability to offer a new service will generate a wider client base.

Assisting with delivery of new business lines – a new business line will be developed as a direct result of this grant.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Building Blocks Therapy fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the purchase of assessment tools in order to be able to offer new services. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,150 is awarded to Building Blocks Therapy to aid in the purchase of a series of assessment tools for clients.

Micro-business Grants Scheme

Project:	Installation of cold storage
Applicant:	Farm, Field and Forest Ltd
Address:	40 High Street Lindfield
Type of business:	Butchers
Grant Request to MSDC	£2,000
Total project cost:	£14,000

Summary of project proposal and aims:

To install a cold storage unit in a new premises.

Background

Farm, Field and Forest Ltd (trading as Cottenham's of Lindfield-Craft Butcher) is a small retail craft butcher, with a focus on supporting the Sussex farming community, by both selling produce and promoting the farms where the meat comes from. The business is to soon take on a new lease of an adjacent derelict building. The building will be fitted with a large cold storage unit, in order to store produce more effectively. The main benefit of this will be that the business will be able to use the area to manage seasonal increases in supply, such as the upcoming Christmas period. The new space will also allow the business to expand its venison supply, which is in high demand.

How does the project meet the stated criteria?

Delivering wider outreach – the ability to store more supply will allow the business to increase its customer base, especially during busy seasonal periods

Assisting with delivery of new business lines – the additional storage space will allow the business to develop its product lines

Enabling more employees to be taken on –

Delivering community benefit – The increased storage will allow the business to better support local farms through increased purchase of supply

Officer evaluation of the project

Farm Field and Forest Ltd fit the criteria of a micro-business with three full-time employees and one part-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the installation of a cold storage unit in new premises in order to better meet customer demand. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded Farm Field and Forest Ltd to aid in the installation of a new cold storage unit

Micro-business Grants Scheme

Project:	New product development
Applicant:	Green Goddess
Address:	18 Willow Way, Hurstpierpoint
Type of business:	Manufacture of cleaning products
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

To aid in the process of developing a new line of cleaning products, a personal care range.

Background

Green Goddess is a sole trader which specialises in the manufacture and retail of all natural, environmentally friendly, cleaning products. Currently the business sells household cleaning products through small, local, retailers and through their website. Green Goddess has also setup in some retailers a service which allows customers to bring in old product bottles in order to be refilled, to promote sustainability and reduce waste.

Green Goddess is seeking grant funding in order to develop a new range of all natural products dedicated to personal care. These products would include, shampoo, conditioner, body wash, hand wash and dog shampoo. The grant would assist in the purchase of ingredients, legal testing, insurance, packaging and marketing the products. Green Goddess is looking to develop the products to be sold through their website and existing retailers by October, in preparation for the busy Christmas season.

How does the project meet the stated criteria?

Delivering wider outreach – this project will allow the business to reach a wider client base through offering a new product line.

Assisting with delivery of new business lines – a new product line will be created as a direct result of this grant.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Green Goddess fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the business through the development of a new product line. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Green Goddess to aid in the development of a new line of all natural cleaning products.

Micro-business Grants Scheme

Project:	New website and brand
Applicant:	Kinesica Ltd
Address:	Rose Cottage, Stone Quarry Road Chelwood Gate
Type of business:	Marketing
Grant Request to MSDC	£1,000
Total project cost:	£2,750

Summary of project proposal and aims:

To develop a new website and brand identity for a new branch of the business.

Background

Kinesica Ltd is a Business Consultancy which offers a wide range of services to businesses including marketing, project management and business skills trainings. The business identified that there is a significant knowledge gap within business in terms of utilising digital and social media. As a result the business set up a social media marketing section to their business services, Social Overload, which has seen a great deal of success.

Kinesica Ltd is seeking grant funding in order to develop this service through creating a website and developing a new brand identity. Currently the majority of business for their service has been generated through word of mouth and networking. The business does not currently have a website, so the development of this new website will promote not only the services of Social Overload but also that of Kinesica Ltd as a whole.

How does the project meet the stated criteria?

Delivering wider outreach – the development of a brand identity and website will allow the business to better promote their services to potential new clients.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Kinesica Ltd fits the criteria of a micro-business with three part time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of a website and branding. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,000 is awarded to Kinesica Ltd to aid in the development of a new website and brand identity.

Micro-business Grants Scheme

Project:	Website Improvements
Applicant:	OCH Solutions Ltd
Type of business:	Consultancy
Address:	60 Meadow Lane, Burgess Hill
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

To redesign an existing website to implement new features.

Background

OCH Solutions Ltd (trading as Outstanding Care Homes Consultancy) is a business ran by the previous manager of a West Sussex Nursing Home. This care home was the first in the county to receive an outstanding rating in all areas of the Care Quality Commission. OCH Solutions' aim is to aid other care homes improve the quality of care delivered.

OCH Solutions is seeking grant funding in order to implement a tool, which has been developed in order to assess care homes, into their website. The tool developed is known as the Care Home Leadership Assessment Score (CLA Score), the objective of which is to assess the leadership skills of care home managers objectively. Currently no similar system exists. OCH Solutions believe that the performance of care home managers varies greatly from care home to care home and as a result leads to massive variation of quality of care across the country. The process is currently being managed independently by the owner, with all the data from scoring system being interpreted by hand. The grant would allow OCH solutions integrate and automate this system within their website.

How does the project meet the stated criteria?

Delivering wider outreach – the implementation of this tool will allow OCH Solutions reach a wider client base.

Assisting with delivery of new business lines – a new business line will be created directly as a result of the grant.

Enabling more employees to be taken on – not applicable

Delivering community benefit – the development and implementation of this tool will increase the level of care in care homes within the district.

Officer evaluation of the project

OCH Solutions Ltd fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the redevelopment of their website and implementation of an online assessment tool. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to OCH Solutions Ltd for website redevelopments.

Micro-business Grants Scheme

Project:	New service
Applicant:	The Perrymount Ltd
Address:	Hurstwood Grange, Hurstwood Lane Haywards Heath
Type of business:	Osteopathy
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

To develop a new drop-in mother and baby service.

Background

The Perrymount Ltd is an osteopathy and natural health clinic which offers a range of services. One branch of the business helps to support babies, children and new mothers. This is done through a range of services including advice on health, nutrition and breastfeeding.

The business has noted that current demands on NHS services mean that the NHS is at the moment unable to offer the same level of home visit to mothers as in the past. As a result of this, The Perrymount Ltd is seeking grant funding to expand their mother and baby facilities through the creation of a drop in service, through which they can respond to this unmet demand.

The aim of this service will be to provide consistent and knowledgeable advice to local mothers from the start of their pregnancy through to toddler advice.

How does the project meet the stated criteria?

Delivering wider outreach – the growth of The Perrymount Ltd's mother and baby service will allow the clinic to reach a larger client base.

Assisting with delivery of new business lines – a new business line will be developed through the creation of the drop in clinic.

Enabling more employees to be taken on – the clinic will have two private midwives working at the drop in centre, with the hope of a health advisor also.

Delivering community benefit – the drop in centre will provide advice and support to local mothers in community.

Officer evaluation of the project

The Perrymount Ltd fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of mother and baby services. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to the Perrymount Ltd to aid in the development of a new website and the development of a new service.

Micro-business Grants Scheme

Project:	Building improvements
Applicant:	Potential Personal Training Ltd
Address:	Unit 7, Enterprise Park, Lewes Road Lindfield
Type of business:	Health and fitness
Grant Request to MSDC	£1,500
Total project cost:	£3,000

Summary of project proposal and aims:

To renovate premises following incomplete work by a previous builder.

Background

Potential Personal Fitness Ltd is a company which offers a range of fitness services including personal and group training services which traditional gyms do not offer. While the business currently has a good client base, they have encountered some recent financial difficulties. The key driver of these difficulties is that many areas of their premises have been left unsafe and unusable by a builder with whom they had previously contracted to renovate their premises. The builder left with the work incomplete and not up to building control standards.

As a result Potential Personal Fitness Ltd are having to undertake more renovation works in order to fix the problems that remain, and are seeking grant funding in order to support this. Work that needs to be done includes replacing glass panes, fixing the gym flooring and installing smoke seals on doors. Once this work is complete, the company will be able to undertake more activities and projects, which have had to be postponed, enabling them to grow. The builder which is lined up for the renovation works is local to Mid Sussex, and another applicant of this scheme.

How does the project meet the stated criteria?

Delivering wider outreach – the much needed renovation works will enable the business to begin to re-focus on the acquisition of clients.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – the work on the site will enable business for another local business in the area.

Officer evaluation of the project

Potential Personal Fitness fit the criteria of a micro-business with four full-time and four part-time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through much needed renovation works to their premises. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1,500 is awarded to Potential Personal Training Ltd to aid in the renovation works on their premises.

Micro-business Grants Scheme

Project:	New website
Applicant:	RLS Recruitment Solutions Ltd
Address:	Suite 5, JYW House, Haywards Heath
Type of business:	Recruitment
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

To develop a new website with increased functionality.

Background

RLS Recruitment Solutions Ltd is a business which specialise in the recruitment for the Digital Marketing Sector. The business has stated that 90 per cent of their clients are local Sussex based businesses. The business currently lacks a website which promotes the services they provide, the current site is outdated and lacks functionality, and does not make reference to their speciality in digital marketing.

RLS Recruitment Solutions Ltd is seeking grant funding in order to develop a new website which will greatly benefit the business. Not only will this new website better promote their services, but will also have beneficial functions such as CV uploads, blogs, and sign in areas.

How does the project meet the stated criteria?

Delivering wider outreach – the development of the site will allow the business to better market their services to potential clients

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

RLS Recruitment Solutions Ltd fit the criteria of a micro-business with four full-time employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of a new and better functioning website. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to RLS Recruitment Solutions Ltd to aid in the renovation works on their premises.

Micro-business Grants Scheme

Project:	Apprentice
Applicant:	Scofi Plumbing
Address:	67 Noel Rise, Burgess Hill
Type of business:	Plumbing and maintenance
Grant Request to MSDC	£1,500
Total project cost:	Apprenticeship costs

Summary of project proposal and aims:

To assist in the hiring of an apprentice.

Background

Scofi plumbing is a business which specialises in plumbing, heating and gas services. The business was set up in 2013 and generated work through sub-contracting. For the last 18 months, the business has taken on more work independently and has had good uptake from clients. Scofi Plumbing now feels the business is capable of expanding through the hiring of an apprentice.

Scofi Plumbing has a candidate lined up already and has been recently trialling them through Steve Willis Training, a local business which provides training and apprenticeships. The business feels the candidate is a good fit within the business and is capable of the work that is required. Scofi Plumbing is seeking grant funding in order to help develop this position.

How does the project meet the stated criteria?

Delivering wider outreach – the hiring of an apprentice will allow the business to take on more work and increase their client base.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the grant will aid in the creation of an apprenticeship position.

Delivering community benefit – not applicable

Officer evaluation of the project

Scofi Plumbing fit the criteria of a micro-business with one full-time employee and one part time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of an apprenticeship within the business. This meets the overall aim of the grant programme (supporting the growth of microbusinesses and assisting microbusiness to recruit apprentices) and is therefore an appropriate project to receive support

Recommendation

That a grant of £1,500 is awarded to Scofi Plumbing to aid in the development of an apprenticeship position.

Micro-business Grants Scheme

Project:	Building Renovation
Applicant:	Slake Café Ltd
Address:	20 High Street, Lindfield
Type of business:	Café
Grant Request to MSDC	£2,000
Total project cost:	£28,000

Summary of project proposal and aims:

To aid in the preparation and refurbishment of new a premises.

Background

Slake Café Ltd is a new business due to start trading in September. The aim of the business is to set up a small, luxury coffee shop, with a positive atmosphere and 'on-trend' branding. Slake Café Ltd is seeking grant funding in order to aid in the renovation and preparation of its first store in Lindfield. The store will have a seating area and a section dedicated to the sale of branded products such as re-usable cups and coffee samples.

Due to the high footfall of the chosen location, the shop will also offer a takeaway service, provided via a sliding window being installed on the storefront. The grant will help Slake Café Ltd fund the purchase and installation of the coffee machines, necessary for the business.

How does the project meet the stated criteria?

Delivering wider outreach – the preparation of premises for Slake Cafe will allow the business to begin trading.

Assisting with delivery of new business lines – a start-up business will begin trading as a result of this grant.

Enabling more employees to be taken on – the start-up of a new business will require staff to be taken on.

Delivering community benefit – not applicable

Officer evaluation of the project

Slake Café Ltd fits the criteria of a micro-business with one full time. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The project will assist the business in renovating the space to be used at its first store. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Slake Café Ltd to support renovation and preparation of new premises.