

**Minutes of a meeting of Cabinet Grants Panel
held on Tuesday, 27th August, 2019
from 4.30 pm - 5.45 pm**

Present: N Webster (Chairman)
S Hillier (Vice-Chair)

J Belsey

**1. TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

None as all Members were present.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

None as all Members were present.

**3. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF
ANY MATTER ON THE AGENDA.**

The Vice-Chairman declared a personal interest in the Micro Business Grants application from Cullen Scolefield as he knows the owner, Maureen Scolefield, through business dealings. He declared a pecuniary interest in Corporate Grant application from Bentswood Community Partnership as he the Chair of the Partnership; he confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item. He also declared a personal, non-pecuniary interest in the Corporate Grant application from the Haywards Heath Town Team as he knows the members of the team on a personal level.

The Chairman declared a personal interest in the Micro Business Grants application from Cullen Scolefield as he knows the owner, Maureen Scolefield, on a personal level. He also declared a personal interest in the Corporate Grant application from Trinity Methodist Church as he is a member of the Church however he played no part in the submission of the application.

**4. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS
URGENT BUSINESS.**

The Chairman had no urgent business.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 22
JULY 2019.**

The Vice-Chairman noted a minor error in the previous Minutes in which his declaration of interest should be stated as a non-pecuniary interest rather than a pecuniary interest. Once the amendment was made, the Minutes of the meeting of the Panel held on 22 July 2019 were approved as a correct record and signed by the Chairman.

6. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE APPLICATIONS.

No representations were received.

7. MICRO BUSINESS GRANT SCHEME

Mark Healy, Regeneration and Economy Programme Manager, introduced the 10 Micro Business Grant applications. He noted that the scheme has seen a great deal of interest and is already nearly fully subscribed. Following this meeting, the panel would have reviewed 33 of the 41 applications that have been submitted.

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 passed Officers due diligence checks.

The applications which were recommended for consideration and approval by the Panel are set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Artifex Design	New Van	£2,000	£2,000
Define Hospitality	Marketing	£1,998	£1,998
Cullen Scolefield	Recruitment and Marketing	£2,000	£2,000
Leeli Cycles	Business Space Improvements, New Equipment, Promotional Material and Software Upgrades	£500	£500
Louise Sullivan Photography	Marketing	£870	£870
Rana Risk Management	New Equipment	£988.20	£988.20
Sussex Osteopath and Complementary Health Clinic Ltd	Business Space Improvements	£563.75	£563.75
Sussex Solutions Ltd	New Equipment to offer New Service	£720.95	£720.95
The Network Exposure Group	New Service	£2,000	£2,000
Tremletts Carpentry and Joinery	Facility Improvements and Apprentice	£3,500	£3,500
Total		£15,140.90	£15,140.90

Holly-Jade Ryder, Business Development Officer, presented the application from Define Hospitality which sought a grant of £1,998 to undertake a four month telemarketing campaign.

A Member stated that the application doesn't seem to have a tangible end result and as there aren't many businesses in Mid Sussex how would the Panel differentiate it from other businesses. He also queried whether the intern would be undertaking the telemarketing campaign, an idea he thought ill advised.

The Business Development Officer explained that the intern will follow up with the results from the marketing campaign, but not run it themselves, which would allow the intern to develop their skills and gives them the opportunity to get industry

experience – something of which the team highly promote in the Economic Development Strategy.

The Chairman enquired whether the intern is currently in training at the moment.

The Business Development Officer confirmed that they are not.

A Member asked whether the intern will be paid by the company.

The Business Development Officer explained that the business is considering paying the intern however she highlighted that the intern would only work for a few days in the week.

The Vice-Chairman noted that the business is located within Radnor House, a residential building. He sought clarification on whether the environment of the building is suitable for the business to be carried out there.

The Business Development Officer clarified that universities are encouraging more small businesses to take on interns to support students gain work experience. She noted that the business will be using co-working space in the District when working with the intern.

Members were supportive of the application.

The Business Development Officer introduced the application from Leeli Cycles which sought a grant of £500 to improve their business space, purchase new equipment, develop promotional material and improve the software of the business. She added that the business has seen an increase of cycle events travelling through the village and as such would like to increase the capacity for them to repair and sell bikes.

The Vice-Chairman questioned whether the outdoor flags would run afoul of advertising consent.

The Business Development Officer confirmed that the flags masts and flags are already in place so would expect the consent to already be in place.

Members were supportive of the application.

The Business Development Officer presented the application from Sussex Osteopath and Complementary Health Clinic Ltd which sought a grant of £563.75 to fund the refurbishment of the existing business space by replacing flooring which has fallen into disrepair. The replacement of the flooring would not enable the business to run its Pilates class but also allow the business use the space more frequently, and to run sessions for longer.

The Chairman asked whether the application is policy compliant.

The Business Development Officer clarified that certain sections of the flooring has fallen into such disrepair that the business is no longer able to use the workspace and that the application does fit in with the policy.

The Vice-Chairman enquired how the long the business had been running for.

The Business Development Officer confirmed that the business had been running for 4 years.

Members were supportive of the application.

The Business Development Officer introduced the application from The Network Exposure Group which sought a grant of £2,000 to fund the development and offer of a range of business seminars which focus on various educational topics such as marketing and growth.

The Vice-Chairman believed that only part of the full amount should be awarded to the business as the Vice-Chairman felt the business' name was misleading, commenting that a 'group' generally comprises of more than two employees.

A Member noted the £5,000 total project cost in the report and asked whether it was the cost for the just the hiring of the marketing consultant.

The Business Development Officer explained that the £5,000 is the cost of the whole package, including the audio-visual equipment.

The Chairman started that if the Panel were minded to award 75% of the grant, then it would detract from the benefit of the grant. He suggested that it be accepted on the basis that further applications of this nature will reviewed to ensure that all businesses in Mid Sussex are benefiting from the scheme.

Members were supportive of the application.

William Hawkins, Economic Development Officer, presented the application from Tremletts Carpentry and Joinery which sought a grant of £3,500 to fund the development of a new service through premises improvements, development of a new website and employment of an apprentice.

The Vice-Chairman asked the Panel whether it is happy about the potential impact on neighbours of the business.

The Economic Development Officer clarified that whilst the business is based in a residential property, the main workshop is located elsewhere.

The Chairman sought clarification on the number of employees and apprentices at the business.

The Economic Development Officer explained that the business currently has 1 apprentice whom forms part of the 4-person team. The additional apprentice would make the team 5.

Members were supportive of the application.

Members were supportive of the remaining 5 applications.

RESOLVED

The Cabinet Grant Panel agreed:

- i. that a Microbusiness Grant of £2,000 be granted to Artifex Design to purchase a new van.
- ii. that a Microbusiness Grant of £1,998 be granted to Define Hospitality to undertake a four-month telemarketing campaign.

- iii. that a Microbusiness Grant of £2,000 be granted to Cullen Scolefield to fund the recruitment of two new members of staff to support the growth of the business and to fund marketing activities which includes attending an event and procuring PR services.
- iv. that a Microbusiness Grant of £500 be granted to Leeli Cycles to fund the improvement to their business space, purchase of new equipment, development of promotional material and the improvement of the business' software.
- v. that a Microbusiness Grant of £870 be granted to Louise Sullivan Photography to fund the development and implementation of a new marketing strategy through the support of a local marketing consultant.
- vi. that a Microbusiness Grant of £988.20 be granted to Rana Risk Management to fund the purchase of new equipment that will enable the business to offer a new service on fire safety training.
- vii. that a Microbusiness Grant of £563.75 be granted to Sussex Osteopath and Complementary Health Clinic Ltd to fund the refurbishment of the existing business space by replacing flooring.
- viii. that a Microbusiness Grant of £720.95 be granted to Sussex Solutions Ltd to fund the purchase of new equipment which will enable the development of a new service.
- ix. that a Microbusiness Grant of £2,000 be granted to The Network Exposure Group to fund the development of business seminars.
- x. that a Microbusiness Grant of £3,500 be granted to Tremletts Carpentry and Joinery to fund the development of a new service through premises improvements and the employment of an apprentice.

8. CORPORATE GRANT SCHEMES

Regina Choudhury, Community Development Officer, introduced the report which presented 15 Community and Economic Development Grants, 14 of which are intended to be used to provide Silver Sunday events.

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
Age UK West Sussex	Silver Sunday Free afternoon tea at Lamb House, Haywards Heath	250	250
Befriended	Silver Sunday Full Roast Lunch	500	250

	for 200 people at St Paul's College, Burgess Hill		
Befriended	Silver Sunday Big Lunch at Court Bushes Community Hub	250	250
Bentswood Community Partnership	Silver Sunday Intergenerational Tea Party at Warden Park Primary Academy	250	250
Brendoncare Stildon	Silver Sunday Afternoon tea and entertainment, East Grinstead	250	250
Bridging Ages Community Interest Company	Silver Sunday Intergenerational Life Stories event with afternoon tea, East Grinstead	250	250
Cuckfield Parish Council	Silver Sunday Afternoon tea party in Cuckfield	250	250
Haywards Heath U3A	Silver Sunday Tea dance, raffle and refreshments at King Edward Hall, Lindfield	250	250
Mid Sussex Older People's Council	Silver Sunday Information stalls and entertainment. Transport available to those who can't travel	250	250
Newtimber Parish	Silver Sunday Village meal and film show in Newtimber	100	100
Pyecombe Social Committee	Silver Sunday visit to Sussex Prairie Gardens and afternoon tea from Pyecombe	250	250
The Koorana Foundation	Silver Sunday Tai Chi movement class with afternoon tea in Ardingly & Lindfield	175	0
East Grinstead Museum	Silver Sunday tours of the 'Rebuilding Bodies and Souls' exhibition and refreshments, East Grinstead	250	250
Trinity Methodist Church	Silver Sunday Hot meal and entertainment at the Trinity Welcome Café, East Grinstead	250	250
Haywards Heath Town Team	STEM Challenge 2019/20	4250	4250
Total		£8,025	£7,600

A Member sought reassurances that the two Befriended applications are not a duplication.

The Community Development Officer confirmed that they are two separate events.

The Chairman enquired whether the Bridging Ages Community Interest Company is an established event.

The Community Development Officer explained that it is an established business which seeks to come into the area and is hoping to bring different generations together; the overall ethos of the organisation is charitable.

The Chairman noted that the Bridging Ages Community Interest Company is running their event at Imberhorne School, East Grinstead and highlighted the spread of

events across the District, with more seemingly in the north of the District. He suggested that the grant for the Befriended event in Burgess Hill be increased as it is the only event taking place in the town.

Tom Clark, Head of Regulatory Services, confirmed that the grant can be increased.

Members were supportive of the application.

The Community Development Officer presented the Community and Economic Development Grant application from Haywards Heath Town Team which sought a grant of £4250 to fund the STEM Challenge 2019/20. She noted that the event was very successful last year and that the Team are looking at holding it again with increased attendance from more schools. The Assessment Team felt that whilst it is a great project, the event should consider seeking sponsorships from other businesses as the grant is offered to only grass-roots projects.

The Chairman noted that it is not the Council's role to support the event and believed an argument could be made that the event is no longer a grass-roots project.

The Vice-Chairman believed that the event falls in-line with the Council's priorities. He noted that the applicant seeks to hold the event next year and therefore suggested sending a letter to the organisation stating that this grant is the last they'll receive.

Members were supportive of the suggestion to write a letter and the application.

Members were supportive of the remaining 13 applications.

RESOLVED

The Cabinet Grant Panel agreed:

- i. that a Community & Economic Development of £250 be granted to Age UK West Sussex to fund a Silver Sunday free afternoon tea at Lamb House, Haywards Heath.
- ii. that a Community & Economic Development of £500 be granted to Befriended to fund a Silver Sunday Full Roast Lunch for 200 people at St Paul's College, Burgess Hill.
- iii. that a Community & Economic Development of £250 be granted to Befriended to fund a Silver Sunday Big Lunch at Court Bushes Community Hub.
- iv. that a Community & Economic Development of £250 be granted to Bentswood Community Partnership to fund a Silver Sunday Intergenerational Tea Party at Warden Park Primary Academy.
- v. that a Community & Economic Development of £250 be granted to Brendoncare Stildon to fund a Silver Sunday Afternoon tea and entertainment in East Grinstead.
- vi. that a Community & Economic Development of £250 be granted to Bridging Ages Community Interest Company to fund a Silver Sunday

Intergenerational Life Stories event with afternoon tea in East Grinstead.

- vii. that a Community & Economic Development of £250 be granted to Cuckfield Parish Council to fund a Silver Sunday Afternoon tea party in Cuckfield.
- viii. that a Community & Economic Development of £250 be granted to Haywards Heath U3A to fund a Silver Sunday Tea dance, raffle and refreshments at King Edward Hall, Lindfield.
- ix. that a Community & Economic Development of £250 be granted to Mid Sussex Older People's Council to fund a Silver Sunday Information stalls and entertainment.
- x. that a Community & Economic Development of £250 be granted to Newtimber Parish to fund a Silver Sunday Village meal and film show in Newtimber.
- xi. that a Community & Economic Development of £250 be granted to Pyecombe Social Committee to fund a Silver Sunday visit to Sussex Prairie Gardens and afternoon tea from Pyecombe.
- xii. that a Community & Economic Development of £250 is not granted to The Koorana Foundation the Assessment Team feels that although the project idea is good, Silver Sunday falls outside the scope of their remit.
- xiii. that a Community & Economic Development of £250 be granted to East Grinstead Museum to fund a Silver Sunday tours of the 'Rebuilding Bodies and Souls' exhibition and refreshments in East Grinstead.
- xiv. that a Community & Economic Development of £250 be granted to Trinity Methodist Church to fund a Silver Sunday Hot meal and entertainment at the Trinity Welcome Café, East Grinstead.
- xv. that a Community & Economic Development of £4250 be granted to Haywards Heath Town Team to fund the 2019/20 STEM Challenge.

The meeting finished at 5.45 pm

Chairman