

**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Monday 3 July 2017
from 3.00 p.m. to 3.20 p.m.**

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

Gary Marsh

1. SUBSTITUTES

None.

2. APOLOGIES

Apologies were received from Rachel Crisp, Burgess Hill Programme Manager.

3. DECLARATIONS OF INTERESTS

None.

4. MINUTES

The Minutes of the meeting of the Panel held on 5 June 2017 were approved as a correct record and signed by the Chairman.

5. URGENT BUSINESS

None.

6. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

None.

7. MICROBUSINESS GRANT SCHEME

The Business Liaison Officer introduced the report which presented six Microbusiness Grants.

All applications have been assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivery of community benefit. Each business also has to pass the due diligence checks carried out by the Business Liaison Officer.

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

Microbusiness Grants

| Organisation | Purpose for which award is sought | Award Requested | Award Suggested |
|--|--|-----------------|-----------------|
| Ottilie | Website upgrade, social media promotion and events | £1,788.75 | £1,788.75 |
| Sussex Osteopath & Complementary Health Clinic | New storage facilities and a replacement floor | £2,000 | £2,000 |
| Heather Martin Garden Design | Purchase of equipment | £406 | £406 |
| Winslow Skincare | Purchase of equipment | £2,000 | £2,000 |
| HomeSmiths Ltd | Training on specialist software | £596.50 | £596.50 |
| South Downs Cellars | Relocation of wine storage facility | £2,000 | £2,000 |
| Total | | £8,791.25 | £8791.25 |

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

The application from Ottilie was presented to the Panel for the second time, including further documentation to identify the scale and type of business. Although the Panel acknowledged that Wellbeing was something to be supported, it was still not felt that this business met enough of the criteria to support the award of a grant. The Panel also considered that the application from Sussex Osteopath and Complementary Health Clinic did not meet enough of the criteria to justify the award of the grant. It was felt that the replacement of flooring and filing system in a well-established company should be a reasonable business expense and would not increase employment or be essential to the ongoing function of the business.

The Panel were happy to support the application from Heather Martin Garden Design to purchase survey equipment. Although Heather Martin is not looking to take on any more employees, the purchase will enable her to expand her services and assist similar companies in the area. It was noted that the total project cost is higher than the grant sought but it is planned that she will purchase the equipment at a discount. The Panel also agreed to support the application from Winslow Skincare as it will enable them to grow their business by developing the new premises and enable more staff to be taken on once the business expands.

Regarding the application by HomeSmiths Ltd, the Panel queried why such a long established and profitable company was seeking a grant. It was confirmed that the business does meet the criteria for a microbusiness, and that it also focusses on providing design assistance to people with Dementia and limited sight, of which there is a growing demand. On that basis the Panel were happy to support the application.

The Panel acknowledged the highly competitive market that South Downs Cellars are operating within. The company wishes to diversify into the wholesale market for the South East area and fit out a new larger wine storage facility. The Panel recognised that it will allow to an increase in employment and were happy to support the application, noting that the company is actively forging links with local vineyards, promoting Sussex wines.

RESOLVED

That:

- 1) That a Micro Business grant is **not** awarded to Otilie for the development of a website, production of marketing materials and social media training as they have not adequately met the criteria for the grant.
- 2) That a Micro Business grant is **not** awarded to Sussex Osteopath & Complementary Health Clinic to assist with the creation of additional storage for filing and the installation of a replacement floor as it was felt that this is a reasonable business expense and did not meet the criteria for the grant.
- 3) That a Micro Business grant of £406 is awarded to Heather Martin Garden Design for the purchase of a ZipLevel Pro2000.
- 4) That a Micro Business grant of £2000 is awarded to Winslow Skincare to assist with the purchase of equipment to fit out a treatment room.
- 5) That a Micro Business grant of £596.50 is awarded to HomeSmiths Ltd to provide training on specialist software.
- 6) That a Micro Business grant of £2000 is awarded to South Downs Cellars for the fitting out of a new storage facility.

Chairman.