

22 August 2017.

**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 4 SEPTEMBER 2017 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 confirm the Minutes of the meeting of the Panel held on 8 August 2017.                                    | <b>3 - 7</b>  |
| 5. | To consider any items that the Chairman agrees to take as urgent business.                                   |               |
| 6. | To receive representations from Members of the Council on the applications.                                  |               |
| 7. | Microbusiness Grant Schemes.   | <b>8 - 13</b> |

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

Requesting Members: Councillors Bradbury and Mockford.



**Minutes of a Meeting of the Mid Sussex District Council  
Cabinet Grants Panel held on Monday 8 August 2017  
from 4.00 p.m. to 4.45 p.m.**

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

**1. SUBSTITUTES**

None

**2. APOLOGIES**

None

**3. DECLARATIONS OF INTERESTS**

Councillor Webster declared a personal interest in the application from Trinity Methodist Church as he is a member of the Church. He removed himself from the meeting for that item, took no part in the discussion of the application and did not vote thereon.

**4. MINUTES**

The Minutes of the meeting of the Panel held on 3 July 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 Programme Manager for the Burgess Hill Growth Area introduced the report which presented requests from two previous recipients of microbusiness grants to change the purpose for which they were allocated a grant.

Both applications were originally 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 has also passed due diligence checks.

Organisation	Area of Benefit	Purpose for which award is sought	Suggested decision
Ops Angel	Haywards Heath	Original award for the "purchase of a laptop and projector".  Requested change to allow funds to buy a second laptop rather than a projector.	Agree to the change
Fine Baps	Haywards Heath	Original award for "the creation of an online ordering system along with associated marketing materials and advertising".  Requested change to allow some funds to go towards the purchase of a laptop/printer	Agree to the change

The Programme Manager for the Burgess Hill Growth Area outlined how the applicants have requested to change of use of the awarded grant funding. She also made reference to how Fine Baps has detailed the need for a laptop in their original application. She is content that both changes still meet the criteria of the Microbusiness Grant.

Following the Officer's Report, Members were supportive of the applications from Ops Angel and Fine Baps to amend the purpose for which they were awarded a grant.

**RESOLVED**

That:

- 1) That the original Micro Business grant of £2000 awarded to Ops Angel is changed to allow funds to buy a second laptop rather than a projector.
- 2) That the original Micro Business grant of £2000 awarded to Fine Baps is changed to allow funds to go towards the purchase of a laptop/printer.

## 8. CORPORATE GRANT SCHEMES

The Chairman agreed to discuss 10 applications as one item with Councillor Webster present and then consider the application from the Trinity Methodist Church separately.

The Community Development Officer introduced the report for Silver Sunday Community Events. She stated that the scheme is designed to celebrate the older generation and referenced the great success of previous years which is hoped to be built on this year (The applications which have requested a grant all contributing to a tea parties that aims to serve the community).

Organisation	Purpose for which the award is sought	Award Requested (£)	Award Suggested (£)
Age Concern Hassocks and District Ltd	Silver Sunday tea party with live music and information stalls on Sunday 8 October	250	250
Ardingly Parish Council	Silver Sunday tea party with entertainment in partnership with Ardingly WI on Sunday 1 October	250	250
Befriended – The Point Church	A large tea party incorporating the launch of the organisation on Sunday 1 October	250	250
Bentswood Community Partnership	Intergenerational tea party with information on support services on Sunday 1 October	250	250
Bolnore Village Community Partnership	Two tea parties at Hurst Place and The Woodside, Bolnore Village on Sunday 15 October	250	250
Burgess Hill Town Council	Contribution towards the annual Silver Sunday event in conjunction with the Market Place Shopping Centre on Sunday 8 October	250	250
East Grinstead Museum	Reminiscence event with items on display and digital images with light refreshments	250	250
Haywards Heath & District University of the Third Age	Dance and tea event with light refreshments on Sunday 1 October	250	250
Mid Sussex Older People's Council	Afternoon tea at Ashenground Community	250	250

	Hall on Friday 6 October		
St John The Evangelist	Afternoon tea and music event on Sunday 8 October	250	250
Trinity Methodist Church	Lunch event at the Welcome Café, Trinity Methodist Church on Saturday 21 October	250	250
<b>Total</b>		<b>2,750</b>	<b>2,750</b>

Members were supportive of this scheme with one Member describing how he attended the Silver Sunday Community Event last year where he found it to be very successful.

A Member queried the application from the Bolnore Village Community Partnership as he was unsure as to why the applicant was only applying for one award where it was clear that they were holding two parties. He suggested that they be given two awards so that they can facilitate the two parties.

The Community Development Officer detailed how the applicant had only applied for one grant and believed they were sourcing funding for the other party elsewhere.

Another Member queried if the application form to apply for the Corporate Grant Scheme was too detailed when applying for a small one off grants such as these events. He had received feedback from three Parish Council's saying the form was took too long to complete.

The Community Leisure Officer explained that the form is clear and efforts had been made to make the form easier to complete. She outlined how she would be attending a meeting with the Parish Council's soon where she will discuss a solution to this with them.

Members were supportive of all 10 applications they had discussed and resolved to grant all applications.

**[Councillor Webster left the room at 4:42pm]**

The remaining Members discussed the Trinity Methodist Church which they were supportive of.

**RESOLVED**

That:

- 1) That a Community and Economic Development Grant of £250 is awarded to Age Concern Hassocks and District Ltd for the Silver Sunday tea party with live music and information stalls on Sunday 8 October.
- 2) That a Community and Economic Development Grant of £250 is awarded to Ardingly Parish Council for the Silver Sunday tea party with entertainment in partnership with Ardingly WI on Sunday 1 October.

- 3) That a Community and Economic Development Grant of £250 is awarded to Befriended – The Point Church for a large tea party incorporating the launch of the organisation on Sunday 1 October.
- 4) That a Community and Economic Development Grant of £250 is awarded to Bentswood Community Partnership for the intergenerational tea party with information on support services on Sunday 1 October.
- 5) That a Community and Economic Development Grant of £250 is awarded to Bolnore Village Community Partnership for two tea parties at Hurst Place and The Woodside, Bolnore Village on Sunday 15 October.
- 6) That a Community and Economic Development Grant of £250 is awarded to Burgess Hill Town Council for the contribution towards the annual Silver Sunday event in conjunction with the Market Place Shopping Centre on Sunday 8 October.
- 7) That a Community and Economic Development Grant of £250 is awarded to East Grinstead Museum for the reminiscence event with items on display and digital images with light refreshments.
- 8) That a Community and Economic Development Grant of £250 is awarded to Haywards Heath & District University of the Third Age for a dance and tea event with light refreshments on Sunday 1 October.
- 9) That a Community and Economic Development Grant of £250 is awarded to Mid Sussex Older People's Council for an afternoon tea at Ashenground Community Hall on Friday 6 October.
- 10) That a Community and Economic Development Grant of £250 is awarded to St John The Evangelist for an afternoon tea and music event on Sunday 8 October.
- 11) That a Community and Economic Development Grant of £250 is awarded to Trinity Methodist Church for a lunch event at the Welcome Café, Trinity Methodist Church on Saturday 21 October.

Chairman.

## 7. MICROBUSINESS GRANT SCHEMES

**REPORT OF:** Programme Manager, Burgess Hill Growth Area  
**Contact Officer:** Rachel Ryan-Crisp  
**Email** [rachel.crisp@midsussex.gov.uk](mailto:rachel.crisp@midsussex.gov.uk) **Tel:** 01444 477593  
**Wards Affected:** All  
**Key Decision** No

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### Purpose of the report

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

### Summary

2. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested*
Number78	Website development, marketing materials and assistance with social media	£2,000	£2,000
South East Business Systems Ltd	Re-branding and production of marketing materials	£1,500	£1,500
<b>Total</b>		<b>£3,500</b>	<b>£3,500</b>

\*Subject to the availability of funds

**NB – the suggested award is based in the assumption that due diligence checks have been satisfactorily passed. This will be confirmed, or otherwise, at the Cabinet Grants Panel meeting.**

### Recommendations

***Members of the Panel are requested to***

- a) consider whether the applications covered by this report merit the award of a grant, summaries of which are attached in Appendix A of this report.***

***Should the Panel wish to awards grants to both applicants, Members of the Panel are requested to decide whether to:***

- a) award the full amount requested, recognising that the ability to pay out in full is reliant on other grant applicants not spending the funding already awarded; OR***
- b) award a pro-rata amount to each applicant to the sum total of funds left; OR***
- c) transfer £686.50 from the Community and Economic Development Fund to fill the gap***

### Background

3. This will be the last tranche of grant applications for this round. We understand that WSCC may allocate further funding for another scheme but there is no confirmation of this as yet.



- Should all the grants in front of the Panel be awarded in full, the fund will be oversubscribed by £686.50, it is however possible that some of the applicants already awarded funding may not deliver their projects within the required timescale (or may only require a lesser amount of funding than the original award). At the moment, the amount of funds committed is £80,186.50 with £35,892.12 paid out.

### Assessment and Policy Context

- The applications received have been considered by Council Officers Rachel Ryan-Crisp and Gordon Reay. A summary of the assessment of each application is included within the individual project reports in Appendix A.
- All organisations have met the basic criteria and specific grant criteria, i.e. are properly constituted micro-businesses and have provided the relevant information to support their application. As noted above, a verbal confirmation of the due diligence checks will be provided at the Cabinet Grants Panel.

### Financial Implications

- The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided equally between districts.
- The current fund stands at:

Scheme	Original fund (plus top up)	Funds approved	Funds requested	Balance
Microbusiness grant	£83,000	£80,156.50	£3,500	-£686.50

### Risk Management Implications

- The main associated risk to 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.
- To minimise this risk we have requested that recipient businesses provide proof of purchase of equipment or employment of the apprentice. We consider this a proportionate approach given the relatively small sums involved in this grant programme.

### Equality implications

- As part of the due diligence process all of the organisations for this funding from the Council have been assessed to be in compliance with the requisite policies/legislation.

### Legal Implications

- 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 the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

### Background Papers

- Grant applications and associated documentation for the Microbusiness Grant Programme are held in the Burgess Hill Programme Management team.

**NB – all recommendations in this are dependent on the completion of appropriate due diligence checks. These will be completed in time for a verbal report at the meeting.**

**Micro-business Grants Scheme**

Town:	Lindfield
Project:	Marketing campaign
Applicant:	Number78
Type of business:	Business support
Grant Request to MSDC	£2,000
Total project cost:	£4,179

**Summary of project proposal and aims:**

A comprehensive marketing campaign, including website development and social media to support a new product launch.

**Background**

Number78 was established 18 months ago to deliver support to small business seeking to make a step change in growth and have helped 15 local businesses in that time. Number78 assist the businesses in developing strategies for growth and putting in place the necessary corporate frameworks required to support that growth. They are now seeking help with a marketing campaign across several media channels that will help launch a new product (a training programme for businesses) and therefore extend the reach of the company, as well as identifying new clients.

**How does the project meet the stated criteria**

*Delivering wider outreach* – the marketing campaign and associated website development and social media will significantly increase the outreach of Number78.

*Assisting with delivery of new business lines* – the campaign will support the launch of a new product in the shape of a dedicated training programme

*Enabling more employees to be taken on* – not applicable

*Delivering community benefit* – not applicable

## **Officer evaluation of the project**

Number78 fits the criteria of a micro-business with just 2 part time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support a marketing campaign that will extend the reach of Number78 and raise their profile amongst their target audience, as well as supporting the sale of their current business support service the campaign will also support the launch of a new training programme. 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 Number 78 for website development, marketing materials and assistance with social media (subject to funding availability).

## **Micro-business Grants Scheme**

Town:	Haywards Heath
Project:	Re-branding and promotional materials
Applicant:	South East Business Systems Ltd
Type of business:	IT Support & Supplies
Grant Request to MSDC	£1500
Total project cost:	£3000

### **Summary of project proposal and aims:**

Re-branding and production of marketing materials to capitalise on new management.

### **Background**

South East Business Systems has been in existence for 36 years but was bought by its current owners in February 2017. The company provides IT services and support (both software and hardware) to businesses. They are seeking assistance with a re-branding exercise to modernise the company's image following the management take-over. This exercise and accompanying promotional materials will allow the company to raise its profile and increase custom.

### **How does the project meet the stated criteria**

*Delivering wider outreach* – the re-branding and promotional materials will attract greater custom by raising the profile of the company and allowing the company to maximise its presence at networking events, trade conferences, etc.

*Assisting with delivery of new business lines* – not applicable

*Enabling more employees to be taken on* – if re-branding exercise achieves its aims, the business aims to take on a further 2 employees

*Delivering community benefit* – not applicable

### **Officer evaluation of the project**

South East Business Systems fits the criteria of a micro-business with 7 full time employees and 1 part time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the delivery of a comprehensive re-branding of the company along with the production of promotional materials, which will help the business significantly raise its profile and attract new custom. 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 £1500 (subject to availability of funds) is awarded to South East Business Systems for re-branding and the production of promotional materials.