

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 22nd July, 2019
from 4.30 pm - 5.38 pm**

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

J Belsey

Also Present: Councillor Chapman.

**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.**

Councillor Belsey declared a personal interest in the Microbusiness Grant application from Kitchens Bespoke as he knows the applicant on a personal level.

Councillor Hillier declared a pecuniary and personal interest in the Microbusiness Grant application from Haywards Heath Business Association as he is a committee member who sits on the Association. He confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 18
JUNE 2019.**

The Minutes of the meeting of the Panel held on 18 June 2019 were approved as a correct record and signed by the Chairman.

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

The Chairman had no urgent business.

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

No representations were received.

7. MICROBUSINESS GRANTS SCHEME.

Mark Healy, Regeneration and Economy Programme Manager, introduced the 14 Microbusiness Grant applications. In the previous meeting of the panel, he noted an amendment that officers wished to request for one applicant's project. Miall's did not include VAT in their project costs. However businesses that are not VAT registered are entitled to include VAT in their grant applications, as noted in paragraph 10. He asked the Panel whether the award to this applicant could be increased by 20 per cent to cover the VAT costs. Members were supportive of the revision.

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
Moons Computing Ltd	Apprentice	£1,500	£1,500
Building Blocks Therapy	Training and New Equipment	£600	£600
CB Trade Support	Website Development and New Equipment	£646.32	£646.32
DM Grounds Maintenance	New Equipment	£2,000	£2,000
Get Marketing Ltd	New Laptop	£724.50	£724.50
Haywards Heath Business Association	New IT Equipment	£658.80	£658.80
Kitchens Bespoke	IT Software and Equipment Upgrades	£2,000	£2,000
Marcomms Consultancy Ltd	New Equipment and Marketing	£2,000	£2,000
Newtryx Ltd	New Website for Product	£2,000	£2,000
Not Another Bunch of Flowers	Website Development and Improvements	£2,000	£2,000
Poponin Ltd	Marketing and Website Development	£1,500	£1,500
Pure Storm Digital Services	New Service – Digital Marketing Workshops	£425	£425
Smith Home Transformations Ltd	Marketing	£2,000	£2,000
Tom Mackewn Illustration	New Equipment and Marketing	£1,790	£1,790
Total		£19,905.87	£19,905.87

Holly-Jade Ryder, Business Development Officer, presented the application from Get Marketing Ltd which sought £724.50 to support the cost of purchasing a laptop. She did note that in 2017 the applicant was awarded £950 to support the costs of purchasing equipment for the business as a new start-up. The business initially applied for a laptop, however following grant panel approval the applicant agreed with the team that she would instead use the grant to purchase a new desktop, printer and iPad for the business.

A Member enquired whether there are criteria for applicants who have submitted multiple applications or those who submit applications every year.

The Regeneration and Economy Programme Manager explained that the eligibility criteria are set by the County Council (who provide the funding). Whilst businesses may only submit one growth and/or one apprenticeship grant application per year, there is no limit for businesses submitting repeat or multiple applications in subsequent years. He added that if the Panel were to take a view of reducing and/or restricting applications from previous applications then that condition could be introduced going forward.

The Vice-Chairman expressed concern that the applicant took the decision when they received the initial grant to change the items that they sought to purchase, however they are now coming back for a grant to purchase the originally desired items.

The Regeneration and Economy Programme Manager confirmed that the applicants are asked to provide a business case, credible evidence and a narrative for making their application. He noted that at that time the applicant found a more suitable cost saving by purchasing a desktop, printer and tablet which assisted the business at that time. With this application, instead of replacing the technology that the grant was originally intended for, the applicant seeks to supplement the technology she already has.

The Business Development Officer added that the applicant would like to offer in-house training to many new customers based in London however the current equipment she has is not suitable to providing that type of training. The laptop would allow her the opportunity to provide in-house training and accommodate customers she wouldn't otherwise be able to serve.

The Vice-Chairman then enquired whether the business has grown since the last grant.

The Business Development Officer confirmed that it had.

Members were supportive of the application.

The Business Development Officer introduced the application from Marcomms Consultancy Ltd which sought a grant of £2,000 to undertake new marketing activities and purchase new equipment to support the delivery of the business services.

The Panel raised concerns over the return of an applicant who had received grants for the past two years.

The Vice-Chairman enquired whether a reduced grant should be offered as the businesses had received a grant for a similar application the previous year.

The Chairman reminded the Panel that they would have to take a consistent approach to all applications before them.

Franca Currell, Solicitor, advised the Panel that it would be a good idea to meet separately to discuss the approach the Panel could take towards returning applicants. It would then give the Council substantive evidence to use when addressing applications from returning applicants and prevent the Council's policy from coming under criticism.

Members were supportive of the Solicitor's proposal and the application.

A Member sought clarification on how the scoring of each application is carried out.

The Economic Development Officer explained that the officer who administers the application carries out their own due diligence test. Once that test is completed the officer then sits down with their colleague to discuss the conclusion they came to and whether it appropriately meets the requirements.

The Regeneration and Economy Programme Manager added that in some instances where the application has received a zero score against a particular category, it is when an application is for a specific purpose such as hiring an apprentice, which therefore would not expect to attract a score in that category.

Members were supportive of the application and the remaining 12 applications.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. a Microbusiness Grant previously approved for Miall's be increased by 20% to cover the costs of Value Added Tax.
- ii. a Microbusiness Grant of £1,500 be granted to 2 Moons Computing Ltd to fund the hiring of a new apprentice.
- iii. a Microbusiness Grant of £600 be granted to Building Blocks Therapy to fund training which will allow the business to offer a new service as part of its existing range of therapies and to fund the purchase of equipment required to conduct this new service.
- iv. a Microbusiness Grant of £646.32 be granted to CB Trade Support to fund the development of a website for the business and purchase of new equipment.
- v. a Microbusiness Grant of £2,000 be granted to DM Grounds Maintenance to fund the purchase of equipment to enable the business to become a sole trader.
- vi. a Microbusiness Grant of £724.50 be granted to Get Marketing Ltd to support the cost of purchasing a laptop.
- vii. a Microbusiness Grant of £658.80 be granted to Haywards Heath Business Association to fund the purchase of new equipment which will support the organisation in providing IT equipment at networking and training events.
- viii. a Microbusiness Grant of £2,000 be granted to Kitchens Bespoke to fund essential upgrades to the business' IT including software and equipment.
- ix. a Microbusiness Grant of £2,000 be granted to Marcomms Consultancy Ltd to fund new marketing activities and purchase of new equipment to support the delivery of the business services.

- x. a Microbusiness Grant of £2,000 be granted to Newtryx Ltd to fund the development of a website which will operate alongside a new diner application produced by the business.
- xi. a Microbusiness Grant of £2,000 be granted to Not Another Bunch of Flowers to fund the upgrade to the business' website by implementing a variety of changes which will enable the business to increase its customer reach and increase international sales
- xii. a Microbusiness Grant of £1,500 be granted to Poponin Ltd to fund marketing activities to promote a new product and improve website functionality.
- xiii. a Microbusiness Grant of £425 be granted to Pure Storm Digital Services to fund the purchase of equipment that will support the business in offering social media marketing workshops for small businesses.
- xiv. a Microbusiness Grant of £2,000 be granted to Smith Home Transformations Ltd to support the cost of undertaking new marketing activities.
- xv. a Microbusiness Grant of £1,790 be granted to Tom Mackewn Illustration to fund the purchase of new equipment and undertake marketing activities.

8. STOREFRONT GRANTS SCHEME.

Mark Healy, Regeneration and Economy Programme Manager, introduced the scheme which presented one further application of the five from interested stores within East Grinstead. Market Square Food and Wine, who hold a prominent position on East Grinstead High Street, have requested a grant for the full paint and redecoration of their shop front. They seek to provide the redesign through a contractor based in East Grinstead.

The Storefront Improvement Grant which was recommended for consideration and approval by the Panel is set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Market Square Food and Wine	Painting and Redecoration	£1,340	£1,340
Total		£1,340	£1,340

The Chairman and Ward Member for East Grinstead noted the need to provide a refresh to the shopfront, referencing the time in which the 'M' from storefront sign fell off.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. a Storefront Improvement Grant of £1,340 be granted to Market Square Food and Wine to complete a redecoration and repair of the existing storefront.

9. GREATER BRIGHTON ECONOMIC BOARD GRANT REQUEST.

Mark Healy, Regeneration and Economy Programme Manager, introduced the report which sought the Cabinet Grants Panel's approval to fund the Council's membership of the Greater Brighton Economic Board (GBEB) for the 2019/20 financial year. He outlined that Mid Sussex District Council has been an active member of GBEB for several years; the cost of membership in previous years has been funded by the Community Development Budget however due to restructuring and changes within the department, officers propose to fund the membership through the Economic Development Budget. This was felt a more appropriate source of funding.

The application which was recommended for consideration and approval by the Panel is set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Greater Brighton Economic Board	Annual contribution	£23,121.00	£23,121.00
Total		£23,121.00	£23,121.00

The Chairman stated that the return on the money paid to GBEB is very significant.

A Member enquired whether the Council would be members of GBEB if the grant wasn't approved.

The Regeneration and Economy Programme Manager confirmed that if the funds were not sourced then the membership would lapse.

The Vice-Chairman believed it to be a good news story. He sought clarification on the viability of GBEB if a key player drops out of partnership.

The Regeneration and Economy Programme Manager clarified that the Board has built up financial reserves that would, in the unlikely event that someone dropped out, have funds to sustain a short-term lack of financial contribution. He added that the majority of members have shown a consistent support for the Board and that Arun District Council have also expressed an interest to join.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. That £23,121.00 from the Economic Development budget is used to fund the Council's membership of the Greater Brighton Economic Board (GBEB) for the 2019/20 financial year.

The meeting finished at 5.38 pm

Chairman