

**Minutes of a meeting of Cabinet Grants Panel  
held on Monday, 26th September, 2022  
from 5.30 pm - 5.38 pm**

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

R de Mierre

**Absent:** Councillors J Belsey

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

Councillor De Mierre substituted for Councillor Belsey.

**2. TO RECEIVE APOLOGIES FOR ABSENCE.**

Councillor De Mierre substituted for Councillor Belsey.

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

Councillor De Mierre substituted for Councillor Belsey.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 22  
AUGUST 2022.**

The Minutes of the meeting of the Panel held on 22 August 2022 were then approved as a correct record by those present at that meeting and signed by the Chairman.

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

The Chairman confirmed he had no urgent business.

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

The Chairman confirmed that no representations were received.

**7. MICROBUSINESS GRANT SCHEME 2022/23.**

William Hawkins, Economic Development Officer, introduced the report which presented six microbusiness grant applications totalling £8,154 for consideration by the Panel.

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

| Organisation            | Location     | Purpose for which award is sought | Award Requested | Award Suggested |
|-------------------------|--------------|-----------------------------------|-----------------|-----------------|
| Jones External Cleaning | Copthorne    | Purchase of new equipment         | £2,000          | £2,000          |
| Tatty Bojangles Ltd     | Cuckfield    | Development of new products       | £2,000          | £2,000          |
| Lindfield Coffee Works  | Lindfield    | Purchase of new equipment         | £1,500          | £1,500          |
| CCLS South Ltd          | Burgess Hill | Staff Training                    | £1,154          | £1,154          |
| CCLS South Ltd          | Burgess Hill | Apprentice                        | £1,500          | £1,500          |
| <b>Total</b>            |              |                                   | <b>£8,154</b>   | <b>£8,154</b>   |

The Economic Development Officer requested that the award for Lindfield Coffee Works be increased to £2,000 following discussion with the business.

The Vice-Chairman enquired whether the purchase of a heat sealer for Lindfield Coffee Works is an innovation or to replace old equipment. He also expressed support for the application from CCLS South Ltd as well as the renewable energy sector across the District and asked how many staff is employed by the company.

The Economic Development Officer confirmed that the heat sealer is a new item of equipment to replace a task that currently takes place by hand; the equipment allows the business to pre-weigh and package their coffee to expand their retail offer and reduce preparation costs. He added that CCLS South Ltd currently have four full-time employees and intend to use the grant to train employees in the renewable energy market as well as boosting the growth of the business to employ more members of staff.

The Member referenced the score for CCLS South Ltd and sought clarification on how the application assessment criteria is formulated.

The Economic Development Officer replied that application is scored out of three points per each criteria that it meets. In the case of CCLS South Ltd the application scored 2/3 for Criteria 3 and 2/3 for Criteria 5 so achieve a total score of 4/5.

The Chairman noted that no Member wished to speak so moved to the vote on the applications.

Members were supportive of all applications.

## **RESOLVED**

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £2,000 be awarded to Jones External Cleaning to fund the purchase of cleaning equipment.
2. That a Microbusiness Grant of £2,000 be awarded to Tatty BoJangles Limited to support the development of new products.

3. That a Microbusiness Grant of £2,000 be awarded to Lindfield Coffee Works to fund the purchase of a new heat sealer for product packaging.
4. That a Microbusiness Grant of £1,154 be awarded to CCLS South Ltd to fund the purchase of staff training and registration for solar panel installations.
5. That a Microbusiness Grant of £1,500 be awarded to CCLS South Ltd to fund the hire of an apprentice.

The meeting finished at 5.38 pm

Chairman