

15 September 2022

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PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 26TH SEPTEMBER, 2022 at 5.30 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

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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 Declarations 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 22 August 2022. | 3 - 8 |
| 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 Scheme 2022/23. | 9 - 16 |

Working together for a better Mid Sussex



To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chair), S Hillier (Vice-Chair) and J Belsey

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 22nd August, 2022
from 4.00 pm - 4.29 pm**

Present: N Webster (Chair)

R Cromie

R de Mierre

Absent: Councillors S Hillier and 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 and Councillor Cromie substituted for Councillor Hillier.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Belsey and Hillier.

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

Councillor De Mierre declared a personal interest in the application from Bolnore Village Community Partnership under Item 7: Corporate Grant Schemes - Release Of S106 Contributions as she is the Ward Member for Bolnore.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 20
JUNE 2022.**

The Minutes of the meeting of the Panel held on 20 June 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 that he had received a late supplementary item relating to release of £60,000 from S106 Contributions to fund upgrade the existing tennis court surface at Lindfield Common, Lindfield in order to improve the playing experience as well as improve the safety of the courts overall.

Tom Clark, Assistant Director for Legal and Democratic Services, introduced the report which was originally approved under Cabinet Member Delegated Authority by the Deputy Leader before it was realised that it was above the limit for Cabinet Member approval. He therefore recommends it to the Cabinet Grants Panel for approval.

The Vice-Chairman agreed with the report and enquired about the revenue implications for patch repairs compared to the sum of a full resurface.

The Assistant Director for Legal and Democratic Services compared the project to road repairs where patching the surface works until a point until you are required to repair the whole surface. He confirmed that the surface is now at that point. The Panel was supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed:

1. That £60,000 of S106 Formal Sport Contributions is released to upgrade the existing tennis court surface at Lindfield Common, Lindfield.

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

The Chairman confirmed that no representations were received.

7. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Facilities Project Officer, introduced the report which presented two requests for the release of release of S106 Contributions for consideration by the Cabinet Grants Panel.

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

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Copthorne Sports & Community Association	Acoustic cladding	9,906	9,906
Bolnore Village Community Partnership	Acoustic wall	8,326	8,326
TOTAL		£ 18,232	£ 18,232

The Chairman enquired whether the Ward Member's declaration affects whether she can consider the application from Bolnore Village Community Partnership.

The Assistant Director for Legal and Democratic Services confirmed that it is a personal interest therefore the Member can participate in the debate.

The Vice-Chairman asked where the funding has come from.

The Community Facilities Project Officer confirmed that source of the funding can be found on P.16 and P.19 for the respective applications.

The Chairman felt pleased to see community improvements are taking place as a result of significant housing development in those areas.

The Assistant Director for Legal and Democratic Services welcomed the application at the Woodside Pavilion as the small hall is used for election purposes and sound can be heard in the room when the main hall is in use.

The Vice-Chairman expressed it was great that the Council allowed them to raise funds themselves to have an income source which is important for local communities.

The Chairman noted that no Member wished to speak so move to vote to approve the applications.

The Panel was supportive of both applications.

RESOLVED

The Cabinet Grants Panel agreed:

1. That £9,906 of Section 106 Contributions be released to Copthorne Sports & Community Association to fund the purchase and installation of acoustic cladding in the main hall.
2. That £8,326 of Section 106 Contributions be released to Bolnore Village Community Partnership to fund the supply and fit of an acoustic wall at the Woodside Pavilion, Haywards Heath.

8. CORPORATE GRANT SCHEMES - RECOMMISSIONING OF COMMUNITY SUPPORT AND ADVICE PROVISION.

Elaine Clarke, Community Facilities Project Officer, introduced the report which presented to the Panel the final agreed contractual arrangements for community support and advice provision by Citizens Advice West Sussex for the period 2022-2028. She noted that the new rolling contract will have review stages and is a joint contract with the other District and Borough Councils in West Sussex.

The Chairman noted concerns of this Council and others regarding issues as a result of the war in Ukraine, inflation in food and heating prices, unemployment and assisting people into finding new work and questioned whether that will be covered by Citizens Advice West Sussex.

The Community Facilities Project Officer replied that it will be covered.

The Vice-Chairman asked whether the contract until 2028 will cost £119,365.

The Community Facilities Project Officer explained that the total cost is £1,073,201 per annum is for the whole of West Sussex with Mid Sussex contributing £119,365 each year.

The Vice-Chairman enquired if the Council is signing up to pay the money until 2028 and if there are any clauses that requires us to continue.

The Community Facilities Project Officer confirmed there is on-going monitoring and a review after three years; the Council will continue to fund them so long as they are delivering against the contract.

The Assistant Director for Legal and Democratic Services added that the Council pays the money as long as they provide the service, and the contract is there to enable Citizens Advice to plan ahead for the service provision.

The Chairman noted a review meeting every 12 months with the contractor to monitor how the contract is being delivered across the County and in Mid Sussex. He expressed hope that Paragraph 18 of the report would alleviate any concerns.

The Chairman then noted that no Member wished to speak so moved to the vote on the recommendations which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed to:

- Note the outcome of the procurement process for Community Support and Advice Services carried out by West Sussex County Council (WSSCC) on behalf of the Districts and Boroughs and agree that Mid Sussex District Council enter into a contract with Citizens Advice West Sussex on the terms set out in this report.
- Note the contract sum payable for 2022-2028 is within the annual budget allocation of £119,365.

9. MICROBUSINESS GRANT SCHEME 2022/23.

Caroline Duffy, Economic Development Officer, introduced the report which sought the consideration of the Cabinet Grants Panel on six micro business grant applications totalling £6,128.

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
Outcast Properties	Haywards Heath	Purchase of office equipment	£195	£195
Louise Beasley Social	Lindfield	Advertising training	£709	£709
CKG OT Ltd	Scaynes Hill	Purchase of assessment tools	£993	£993
Gibson Blanc Photography	Burgess Hill	Purchase of new IT equipment	£800	£800
The Garden Spa	Hurstpierpoint	New equipment, signage and website	£1,431	£1,431
Strategic Marcomms Consultancy	Cuckfield	Advertising consultant	£2,000	£2,000
Total			£6,128	£6,128

The Member asked which business is the start-up.

The Economic Development Officer responded that Gibson Blanc Photography is the start-up.

The Chairman noted the promotion of work through the East Grinstead Business Association but remained concerned about the lack of applications coming from the north of the District.

The Economic Development Officer replied that the Council is mindful of the issue and is determined to break the cycle. She added that the Council is pushing the scheme through the Gatwick Diamond forum and the Coast to Capital Growth Hub to hopefully target more business in the north of the district.

The Vice-Chairman referenced the grant funding received in 2021 and stated that the fund this year are less than last year.

The Economic Development Officer explained that the same amount of funding was received however there was an underspend in 2020 which resulted in the additional funding being brought forward in 2021.

RESOLVED

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £195 be awarded to Outcast Properties to fund the purchase of office equipment and digital technology.
2. That a Microbusiness Grant of £709 be awarded to Louise Beasley Social to fund the procurement of staff training on business advertisement.
3. That a Microbusiness Grant of £993 be awarded to CKG OT Ltd to fund the procurement of equipment and tools for additional services.
4. That a Microbusiness Grant of £800 be awarded to Gibson Blanc Photography to fund the purchase of a new office computer.
5. That a Microbusiness Grant of £1,431 be awarded to The Garden Spa to fund the purchase of new equipment, a website redevelopment and new external signage.
6. That a Microbusiness Grant of £2,000 be awarded to Strategic Marcomms Consultancy to fund the hire of an advertising consultant for three-month social media project.

10. END OF GRANT - MICROBUSINESS GRANT SCHEME 2020/21.

Caroline Duffy, Economic Development Officer, introduced the report which provided an overview of the MSDC Micro Business Grant Scheme 2020/21, including the number of businesses supported, type of projects funded and benefits and success stories shared by recipients of the funding.

The Vice-Chairman enquired whether it would be worth promoting the scheme through the Parish and Town Councils.

The Economic Development Officer clarified that the Council emails Business Associations and all Town and Parish Councils however she acknowledged that there are opportunities to do more and further word-of-mouth recommendations to get the message out more widely.

RESOLVED

The Cabinet Grants Panel noted the summary of the Micro Business Grant Scheme and the positive feedback received from recipients and the proposed Communication Plan.

The meeting finished at 4.29 pm

Chairman

MICROBUSINESS GRANT SCHEME 2022/23

REPORT OF:	Sally Blomfield – Assistant Director Planning and Sustainable Economy
Contact Officer	William Hawkins, Economic Development Officer William.hawkins@midsussex.gov.uk (01444 477322)
Wards Affected	All
Key decision	No

Purpose of the report

1. The purpose of this report is ask the Cabinet Grants Panel to consider six micro business grant applications totalling £8,154.

Summary

2. A summary of the applications to be considered and the recommendations from the Economy and Sustainability Team on the level of grant to be awarded to each organisation are set out in Table 1:

Table 1 – list of all business applying for award of grant

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
Total			£8,154	£8,154

3. Each application has been assessed using an agreed matrix.
4. A summary of the applicants is provided at **Appendix A** and the criteria used to assess the bids is at **Appendix B**. All bids submitted meet the eligibility criteria.

Recommendation

The Cabinets Grants Panel are recommended to consider and agree the funding for each of the applications in Table 1, summaries of which are attached in Appendix A of this report.

Background

5. This is the third meeting of the Cabinet Grants Panel to consider the 2022/23 Micro Business Grant Scheme. This is a County-wide scheme funded through the Economic Recovery Fund (ERF), via the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), generated through retained business rates.
6. A total of £500,000 was allocated to the seven districts and boroughs in West Sussex, with £71,428.57 allocated to Mid Sussex.
7. Grants of up to £2,000 are available to assist micro businesses (defined as businesses with fewer than 10 employees) with projects that will help them grow or up to £1,500 to help with the costs of taking on an apprentice.

8. Previously officers have implemented a system for returning applications, whereby businesses who have received a grant for two consecutive years must ensure a 'gap year' before being eligible again. This has been relaxed for the current round of the scheme to reflect the fact that the scheme did not operate in 2021/22. Instead return applicants are highlighted to the panel for their consideration within Appendix A.

Assessment and Policy Context

9. The applications received have been assessed using an agreed matrix. A summary of the assessment of each application is included within **Appendix A**.
10. Each application has been scored in accordance with the matrix in **Appendix B**, noting the extent to which each applicant meets the (only relevant) criteria. Applicants are required to demonstrate that their projects meet one of the following criteria:
 - Reach new customers
 - Increase the number of employees
 - Introduce new products and services
 - Improve business premises
 - Improve business productivity.
11. All of the bids included in the paper have met the basic eligibility criteria for the grant scheme. All are properly constituted businesses with fewer than 10 employees and are located in the district.
12. There are two applications from CCLS south Ltd, for both the Project Grant and the Apprenticeship Grant, the panel are reminded that applicants are able to apply for both grants, hence both applications are recommended separately for approval.

Financial Implications

13. The current Micro Business Grant fund stands at:

Fund as at 20 06 2022	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
£71,428.57	£18,655	£8,154	£44,619.57

Risk Management Implications

14. 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.
15. To minimise this risk all grant schemes led by the Economic Development Team are paid in arrears on receipt of invoices or other such evidence.
16. For apprenticeship grants the management of this risk requires the business to provide evidence that the apprentice noted in the application has formally started before funding is released.
17. Where applications reference physical works to properties, applicants will be required to ensure that the project has all the necessary permissions in place (including planning, building regulations, licensing and from landlords), prior to payment.

Legal Implications

18. 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.

Sustainability Implications

19. The provision of the Micro Business Grants scheme directly supports the delivery of the Council's Sustainable Economy Strategy and associated UK sustainable development goals. Specifically, Objective 5 of the Sustainable Economy Strategy: Encourage business start-ups, improve business survival rates and growth and the following UN Sustainability Goals; Goal 8 - Decent Work and Economic Growth; Goal 9 – Industry, Innovation and Infrastructure; Goal 12 – Responsible Consumption and Production and Goal 13 – Climate Action.

Background Papers

20. Grant applications and associated documentation for the Micro Business Grant Scheme are held in the Economic Development Team.

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Appendix A – Application Assessment

Business name/contact	Location	Business sector	Project(s)	Criteria assessed against	Project(s) score	Total project cost	Amount requested	Amount recommended	Previous applicant?
Jones External Cleaning	Copthorne	Cleaning	Purchase of cleaning equipment for new startup	3,5	4/6	£4,247	£2,000	£2,000	No
Tatty BoJangles Limited	Cuckfield	Retail (lingerie)	support development of new products for new startup	3,5	4/6	£5,563	£2,000	£2,000	No
Lindfield Coffee Works	Lindfield	Hospitality	Purchase of new equipment - heat sealer for product packaging	5	2/3	£4,359	£1,500	£1,500	No - Independent Retailers Grant awarded 2022
CCLS South Ltd	Burgess Hill	Electrical and facilities	Staff training and registration for solar panel installations	3,5	4/6	£2,309	£1,154	£1,154	No
CCLS South Ltd	Burgess Hill	Electrical and facilities	Support the hire of an apprentice	2	3/3	Salary costs	£1,500	£1,500	No

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Appendix B - Assessment Matrix

Funding criteria¹ : Costs and/ or projects which relate to the following:	<i>Excellent:</i> (Score 3)	<i>Good:</i> (Score = 2)	<i>Fair:</i> (Score = 1)	<i>Poor:</i> (Score = 0)
#1- Reach new customers	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#2- Increase the number of employees	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#3 - Introduce new products and services	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#4 - Improve business premises	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#5 - Improve business productivity.	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria

Max score = 15

1 - Applicants are required to meet at least one of the funding criteria and are scored only against those which are relevant to the funding application, to a maximum score of 15. Applicants must score at least 1 against each relevant criterion.

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