

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 20th June, 2022
from 4.00 pm - 4.43 pm**

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

J Belsey

1. ELECTION OF CHAIRMAN.

Councillor Hillier nominated Councillor Webster as Chairman of the Panel for the 2022/23 Council year. This was seconded by Councillor Belsey and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Webster be elected Chairman of the Panel for the 2022/23 Council Year.

2. APPOINTMENT OF VICE-CHAIRMAN.

The Chairman nominated Cllr Hillier as Vice-Chairman of the Panel for the 2022/23 Council year. This nomination was seconded by Councillor Belsey and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Hillier be appointed as Vice-Chairman of the Panel for the 2022/23 Council year.

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

No substitutes were received as all Members were present.

4. TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received.

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

No declarations were made.

**6. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 11
APRIL 2022.**

The Chairman stated that it was good to see so many people coming out to celebrate the Queens Platinum Jubilee and thought that the support Mid Sussex District Council provided to communities was well received.

The Minutes of the meeting of the Panel held on 11 April 2022 were then approved as a correct record by those present at that meeting and signed by the Chairman.

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

The Chairman confirmed that he had no urgent business.

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

The Chairman confirmed that no representations were received.

9. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Leisure Officer, introduced the report which presented a request for the release of S106 Contributions for consideration by the Cabinet Grants Panel.

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

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
1 st Copthorne Scouts	Landscaping, surfacing and fencing to the rear of Guide Centre and Scout Centre Store	10,791	10,791
TOTAL		£ 10,791	£ 10,791

The Member noted the surplus in the accounts with over £90,000 in cash and enquired what projects are being put forward by the organisation.

The Community Leisure Officer confirmed that she raised that question with the organisation who replied that they are holding reserves in order to repair their roof and erect solar panels at the same time as well as purchasing a new minibus and providing a hardship fund for children who cannot afford to attend.

The Member then asked whether there is any other S106 money available.

The Community Leisure Officer responded that there is.

The Chairman highlighted the significant amount of work taking place and felt pleased to see the organisation are spending money on improving their facilities and purchasing solar panels to future-proof their building.

The Vice-Chairman felt supportive of the application and asked if the parish council is aware of the available S106 money.

The Community Leisure Officer explained that the Parish Council have been made aware and they have contacted local organisations to encourage applications.

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

RESOLVED

The Cabinet Grants Panel agreed:

1. That £10,791 of Section 106 Contributions be released to 1st Copthorne Scouts to fund landscaping, surfacing and fencing to improve access, safety and security at The Scout Centre and Guide Hall in Copthorne for the benefit of the young people using the facilities.

10. CORPORATE GRANT SCHEMES - COMMUNITY AND ECONOMIC DEVELOPMENT GRANTS.

Regina Choudhury, Community Development Officer, which presented eight Community Grant to the Cabinet Grants Panel applications for consideration.

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

Organisation	Grant Purpose	Award Requested	Award Suggested
East Grinstead Society	Renovate the Grade II Listed Victorian Jubilee Drinking Water Foundation in East Grinstead's historic High Street.	£4,000	£2,000
Hassocks Baby Group	Purchase toys/equipment to expand the existing parent and baby group to an older age group (12-18 months)	£450	£100
Maple Drive Community Group	Summer Family Fun Afternoon at Leylands Field, Burgess Hill	£495	£495
Community Transport Sussex CIO*	Support Ukrainian Refugee families with transport	£5,000	To be referred
	TOTAL	£9,945	£2,595

*application to be referred to the Ukrainian Support Fund

** £5,000 will be paid from the Ukrainian Support Fund if the bid is successful

The applications that were considered but no grant award was recommended:

Organisation	Purpose for which grant is sought	Award requested
Sussex Clubs for Young People	Continue with existing Hassocks Youth Hangout project in Adastra Park	£5,000
Burgess Hill Community Cupboard CIO	Staff and core costs for the Burgess Hill Pantry	£5,000
Haywards Heath Town Team	Mid Sussex STEM Challenge	£5,000
Sussex Association of Spina Bifida and Hydrocephalus SASBAH	Staff and core costs for the organisation	£500
	TOTAL	£15,500

The Vice-Chairman enquired on the sources of funding for the Hassocks Baby Group and sought clarification on the size of the Ukrainian Refugee Support Fund mentioned in the report.

The Community Development Officer explained that the Hassocks Baby Group charge £1 per session and do seek outside funding. She stated that she was not aware of the size of the Ukrainian Refugee Support Fund however would research the answer and inform the councillor at a later date.

The Vice-Chairman sought reassurances that the STEM Challenge will be considered by the Economic Development Team.

Nathan Spilstead, Regeneration and Economy Programme Manager, confirmed that he had been approached by the Haywards Heath Town Team and that the Council agrees with the application in principle subject to the submission of the correct paperwork.

The Member questioned whether the Ukrainian Refugee Support Fund is funded by money put aside by Mid Sussex District Council or whether it is part of a wider pot.

The Community Development Officer replied that it is a separate fund through West Sussex County Council.

The Member sought clarity on why some organisations have been successful and others have not.

The Community Development Officer outlined that some applications are retrospective and/or are to continue with existing projects in the same format and therefore do not meet the criteria.

The Member noted the application from the East Grinstead Society and that Mid Sussex have been very supportive of the society. He highlighted that only £2,000 has been offered with the project costing over £10,000. He asked whether the Society could go forward with the project given the funding provided.

The Community Development Officer responded that when the application was assessed the applicant mentioned seeking potential sources of funding going forward and with the project having an environmental factor it was felt that they could easily attract other funding. She added that there would be no reason they could not come back should they not be able to source alternative funding.

The Chairman enquired whether the applicant could come back to request additional funding.

Tom Clark, Head of Regulatory Services, confirmed that the applicant could obtain a different application for a different part of the project.

The Member expressed that the application should ideally be completed within the year given that it's to mark the Queen's Jubilee. He understood the pressure of costs however thought that it was a good project and proposed offering the organisation £4,000 to get the project over the line.

The Chairman noted the long and hard discussions locally in East Grinstead. He expressed that he would like Mid Sussex District Council to be seen to be a

significant sponsor of the project and so agreed with the Member to increase the award to £4,000.

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

RESOLVED

The Cabinet Grants Panel agreed:

1. That £4,000 from the Community Grants Fund be released to East Grinstead Society to fund the renovation of the Grade II Listed Victorian Jubilee Drinking Water Foundation in East Grinstead's historic High Street.
2. That £100 from the Community Grants Fund be released to Hassocks Baby Group to fund the purchase toys/equipment to expand the existing parent and baby group to an older age group.
3. That £495 from the Community Grants Fund be released to Maple Drive Community Group to fund the Summer Family Fun Afternoon at Leylands Field, Burgess Hill.
4. That the application from Community Transport Sussex CIO to support Ukrainian refugee families be referred to the Ukrainian Support Fund for consideration.
5. That **no** grant be awarded to Sussex Clubs for Young People as their application did not meet the criteria of the Community Development Grants Scheme.
6. That **no** grant be awarded to Burgess Hill Community Cupboard CIO as their application did not meet the criteria of the Community Development Grants Scheme.
7. That **no** grant be awarded to Haywards Heath Town Team as their application did not meet the criteria of the Community Development Grants Scheme.
8. That **no** grant be awarded to Sussex Association of Spina Bifida and Hydrocephalus SASBAH as their application did not meet the criteria of the Community Development Grants Scheme.

11. MICROBUSINESS GRANT SCHEME.

William Hawkins, Economic Development Officer, introduced the report which presented seven micro business grant applications totalling £12,527.

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
Lemonade Group Ltd	Print Burgess Hill	New website and marketing	£2,000	£2,000

Squires Planning Ltd	Copthorne	New equipment and marketing	£2,000	£2,000
Once upon a Boutique	Burgess Hill	New equipment and marketing	£2,000	£2,000
Compost Club Ltd	Hassocks	New business unit	£2,000	£2,000
Create Space Studios	Hurstpierpoint	Training, signage and temporary staff	£1,277	£1,277
The Window Shutter Company	Haywards Heath	Website development and video creation	£2,000	£2,000
The Sussex Social Ltd	Haywards Heath	Website development and virtual assistant	£1,250	£1,250
Total			£12,527	£12,527

The Chairman highlighted that there are no applications from anywhere in the north of the district. He appreciated that the same publicity has been promoted across the district and sought an answer as to why there are no applications.

The Economic Development Officer said it was unexplainable as to why no applications were received however confirmed that since the submission of the applications the Council has met with East Grinstead Business Association which will hopefully bring forward some applications.

The Vice-Chairman questioned the number of employees Squires Planning Ltd have, noted the low score of Once upon a Boutique and that an application for a virtual assistant by The Sussex Social Ltd has been received.

The Economic Development Officer replied that Squires Planning Ltd currently two employs full time employees and the application is to purchase equipment to hire a third employee. He explained that Once upon a Boutique is the lowest scoring application however the applicant had to meet one of the criteria which the application had met well. He outlined that the hire of the virtual assistant by The Sussex Social Ltd is temporary and through that intends to grow their business.

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

RESOLVED

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £2,000 be awarded to Lemonade Print Group Ltd to fund the development and design of a new website.
2. That a Microbusiness Grant of £2,000 be awarded to Squires Planning Ltd to fund the purchase of new equipment and a targeted marketing campaign.
3. That a Microbusiness Grant of £2,000 be awarded to Once upon a Boutique to fund marketing and promotional activities as well as business development.
4. That a Microbusiness Grant of £2,000 be awarded to Compost Club Ltd to make upgrades on site to improve capacity.

5. That a Microbusiness Grant of £1,277 be awarded to Create Space Studios to fund staff training, new signage and commissioned editing.
6. That a Microbusiness Grant of £2,000 be awarded to The Window Shutter Company Ltd to fund website redevelopment and video content production.
7. That a Microbusiness Grant of £1,250 be awarded to The Sussex Social Ltd to fund website redevelopment and the hire of virtual assistant.

12. INDEPENDENT RETAILERS GRANT SCHEME – PROPOSED GRANT AWARDS.

William Hawkins, Economic Development Officer, introduced the report which presented an application for the remaining Independent Retailers Grant Scheme.

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

Organisation	Location	Purpose for which award is sought	Award Requested	Award Suggested
Pearson White Properties (on behalf of South Down Cellars)	Lindfield	Redecoration and repair	£4,000	£4,000
Total			£4,000	£4,000

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

RESOLVED

The Cabinet Grants Panel agreed:

1. That an Independent Retailers Grant of £4,000 be awarded to Pearson White Properties to fund the redecorating and repair of their high street store (South Downs Cellars).

The meeting finished at 4.43 pm

Chairman