

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 12th December, 2022
from 4.00 pm - 4.28 pm**

Present: S Hillier (Chair)
J Belsey (Vice-Chair)
R de Mierre

Absent: Councillors N Webster

In the absence of Councillor Webster, Councillor Hillier assumed the role of Chairman for the meeting. He nominated Councillor Belsey to serve as Vice-Chairman, this was agreed.

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

Councillor De Mierre substituted for Councillor Webster.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Webster.

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

Councillor Hillier declared a non-pecuniary interest in Item 8: Microbusiness Grant Scheme 2022/23 on the application from Haywards Heath Business Association Limited as he sits on the Executive Committee. He also declared a non-registerable interest in the application from AQUAPAX – Just Drinking Water Ltd as he has known the owner personally for a number of years. He confirmed that he would remove himself from the meeting for the discussion and voting of both applications.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 24
OCTOBER 2022.**

The Minutes of the meeting of the Panel held on 24 October 2022 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 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. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Facilities Project Officer, presented the report which requested an increase in the release of S106 contributions awarded to the Ansty Community Sports Club, to a maximum amount of £111,404.75 toward the cost of refurbishing the groundman's store and installing new cricket nets at Ansty Recreation Ground.

Views for and against the proposal were expressed by the Panel given the sum the Council has already contributed to the project, following which the Chairman moved the Panel to vote on the recommendation which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

1. that the Release of S106 awarded to the Ansty Community Sports Club, toward the cost of refurbishing the groundman's store and installing new cricket nets at Ansty Recreation Ground, be increased to a maximum amount of £111,404.75.

8. MICROBUSINESS GRANT SCHEME 2022/23.

William Hawkins, Economic Development Officer, introduced the report which presented to the Cabinet Grants Panel 20 Micro Business Grant applications.

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
Event Childcare Ltd	Burgess Hill	Marketing activity and website development	£1,933	£1,932
Costells Crafts Ltd	Haywards Heath	Purchase of equipment (start-up)	£386	£386
Samantha Pullen Counselling	Haywards Heath	Premises improvements and training	£1,705	£1,705
Certa MPS Limited	Burgess Hill	New CRM system	£2,000	£2,000
AQUAPAX - Just Drinking Water Ltd	Haywards Heath	New product development	£1,175	£1,175
Kitchens Bespoke Ltd	East Grinstead	Sales Training Consultant	£2,000	£2,000
Cuckfield Coffee Co.	Lindfield	Marketing / website / new equipment	£2,000	£2,000
My Kitchen Fitter	Haywards Heath	Marketing activity and website refresh	£2,000	£2,000
Burgess Hill Rugby Football Club	Burgess Hill	Premises improvements (solar lighting)	£1,200	£1,200
BizGen Solutions	Haywards Heath	Marketing activity	£2,000	£2,000
Bella June Flowers Ltd	Hassocks	Business development	£2,000	£2,000
Haywards Heath Business Association Limited	Haywards Heath	Video production and website development	£2,000	£2,000
Preece Accountancy Ltd t/a The Financial Management Centre	Burgess Hill	Business Coach	£2,000	£2,000
1 Middle Row	East Grinstead	Premises Improvement and marketing	£2,000	£2,000
Simbiotic Tree Care	Burgess Hill	Purchase of equipment	£2,000	£2,000
Church Road Dental Care Ltd	Burgess Hill	Equipment and training	£2,000	£2,000
Macen Associates Ltd	Haywards Heath	Website development	£2,000	£2,000
Archibal Creative Ltd	Burgess Hill	Purchase of equipment	£2,000	£2,000
Charlotte Wadley Makeup	Burgess Hill	Premises improvements (new treatment rooms)	£2,000	£2,000
Sussex Tech Support Ltd	Haywards Heath	Coding a quiz for businesses on cyber security	£2,000	£2,000
Total			£36,399	£36,398

The Chairman noted his interests and resolved to discuss and vote on all applications except from AQUAPAX - Just Drinking Water Ltd and Haywards Heath Business Association Limited, after which he would remove himself from the meeting.

Following discussion of the proposals, the Chairman moved the Panel to vote on the applications, which were agreed unanimously.

[Councillor Hillier left room at 16:22]

Following discussion on the AQUAPAX - Just Drinking Water Ltd and Haywards Heath Business Association Limited proposals, the Vice-Chairman moved the Panel to vote on the recommendations, which were agreed unanimously.

[Councillor Hillier returned to the room at 16:24]

RESOLVED

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £1,933 be awarded to Event Childcare Ltd to fund the hire of a videographer to shoot social media campaign/website development to improve lead generation.
2. That a Microbusiness Grant of £386.00 be awarded to Costells Crafts Ltd to fund the purchase of equipment to launch business, specifically wax melter, sewing machine and shelving unit to produce and display products.
3. That a Microbusiness Grant of £1,705 be awarded to Samantha Pullen Counselling to fund improvements to newly leased premises and staff training courses to allow for expansion.
4. That a Microbusiness Grant of £2,000 be awarded to Certa MPS Ltd to fund the purchase of cleaning equipment.
5. That a Microbusiness Grant of £1,175 be awarded to AQUAPAX – Just Drinking Water Ltd to fund the development of a 6 pack of waters to add to their current range in supermarkets.
6. That a Microbusiness Grant of £2,000 be awarded to Kitchens Bespoke Ltd to fund the hire of a sales consultant to provide staff training.
7. That a Microbusiness Grant of £2,000 be awarded to Cuckfield Coffee Co to fund the development of an e-commerce site and advertising campaign and purchase product on a larger scale to allow economies of scale to be realised.
8. That a Microbusiness Grant of £2,000 be awarded to My Kitchen Fitter to fund the development of their existing website and engage with marketing consultancy to run social media campaign.
9. That a Microbusiness Grant of £1,200 be awarded to Burgess Hill Rugby Football Club to fund the installation of solar lighting to business premises.
10. That a Microbusiness Grant of £2,000 be awarded to Bizgen Solutions to fund a digital marketing campaign and development of a website.

11. That a Microbusiness Grant of £2,000 be awarded to Bella June Flowers Ltd to fund the hire of a consultant to develop a business plan in order to increase sales.
12. That a Microbusiness Grant of £2,000 be awarded to Haywards Heath Business Association Ltd to fund a video production to improve website and attract new members.
13. That a Microbusiness Grant of £2,000 be awarded to Preece Accountancy Ltd t/a The Financial Management Centre to fund the purchase of a work coach to develop a business plan and attract new clients.
14. That a Microbusiness Grant of £2,000 be awarded to 1 Middle Row to fund the refurbishment of business kitchen, new shelving and marketing (social media) support.
15. That a Microbusiness Grant of £2,000 be awarded to Symbiotic Tree Care to fund the fit out and equipment purchase for a recently acquired truck
16. That a Microbusiness Grant of £2,000 be awarded to Church Road Dental Care to fund the purchase of a new Dental Scanner to allow digital imaging.
17. That a Microbusiness Grant of £2,000 be awarded to Macen Associates Ltd to fund the development of a new website and content production.
18. That a Microbusiness Grant of £2,000 be awarded to Archibal Creative to fund the purchase of a new computer to improve service.
19. That a Microbusiness Grant of £2,000 be awarded to Charlotte Wadley Makeup to fund the reconfiguration of the premises to add 2 new treatment rooms.
20. That a Microbusiness Grant of £2,000 be awarded to Sussex Tech Support Ltd to fund the coding of a cyber security quiz for businesses to identify their security needs.

The meeting finished at 4.28 pm

Chairman