

Coast to Capital Growth Grant Appraisal Panel Meeting

Thursday 13 December 2018

Arun House, Hurst Road, Horsham, RH12 2DN

Meeting Minutes

Panel Members:

Daryl Gayler (DG) Chairman; Caroline Wood (CW) Coastal West Sussex Partnership; Daren Rose (DR) Lloyds Bank; Gareth Sear (GS) University of Chichester; Michele Augousti (MA) Institute of Directors Sussex; Mike Herd (MH) Sussex Innovation Centre; Richard Spofforth (RS) Kreston Reeves.

Attendees:

Carli Foster (CF); Hannah Gosling (HG); Malcolm Brabon (MB); Marsha Robert (MR).

Growth Grant Applicants:

Jack Hiett (JH) Creative Process Digital; Owen Jones (OJ) Gemini Print; Steve Cropper (SC) Gemini Print; Suzanne Heaven (SH) Gemini Print.

1. Welcome and apologies

1.1 Apologies were noted for Panel Member Dave Parsons (NatWest Bank)

2. Declarations, Disclosures & Conflicts of Interest

2.1 MB asked if there were any conflicts of interested for either Creative Process Digital or Gemini Print Southern. The panel confirmed there were no conflicts.

3. Growth Grant Programme Update

3.1 MB briefed the panel on the 2018-19 Growth Grant Programme and progress made to date. He gave an overview of the Growth Grant criteria and highlighted recent changes to the programme. The changes included the following:

3.1.1 Pre, during and post application support for all Growth Grant applicants. Particularly support with developing Business Plans and completing the application forms

3.1.2 New appointment of Head of Finance role through Accountable Body of the London Borough of Croydon. CF is the interim Head of Finance and reviews all application documents prior to the panel receiving the documents

3.1.3 Scoring Sheet Methodology amended in order to closely align with productivity and innovation metrics. The panel agree the new format.

3.2 MB informed the panel that the Growth Grant team will be requesting permission to submit grant recipient claims on demand in order to speed up the payment process. The panel agreed this process.

4. Creative Process Digital Briefing

4.1 MB briefed the panel on Creative Process Digital. **This sentence has been redacted.**

5. Creative Process Digital Growth Grant Presentation

5.1 JH is MD of Creative Process Digital, he delivered a 10 minute presentation on their Growth Grant application.

6. Panel Q&A – Creative Process Digital

This item has been redacted.

7. Panel discussion and scoring – Creative Process Digital

This item has been redacted.

8. Gemini Print Southern

8.1 MB briefed the panel on Gemini Print Southern's growth grant application. **This sentence has been redacted.**

9. Gemini Print Southern Presentation

9.1 Presentation delivered by Managing Director, SC; Finance Director, OJ; and Marketing Director, SH.

10. Panel Q&A – Gemini Print Southern

This item has been redacted.

11. Panel discussion and scoring – Gemini Print Southern

This item has been redacted.

Decision: The panel awards Gemini Print Southern a grant of up to £105,100, **this sentence has been redacted.**
