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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## BASSETLAW ENTERPRISE BOARD

# AGENDA

Meeting to be held in  
The Council Chamber,  
Town Hall, Retford,

on

Monday, 22nd April 2013

at

6.30 p.m.

**(Please note time and venue)**

**(Please turn off mobile telephones during meetings.  
In case of emergency, Members/officers can be contacted on the Council's  
mobile telephone: 07702 670209)**

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*Bassetlaw—Serving North Nottinghamshire*

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District Council Offices, Potter Street, Worksop, Notts. S80 2AH

## **BASSETLAW ENTERPRISE BOARD**

**Membership** 2012/13

**Councillors** K. H. Isard, D. Pidwell, T. Rafferty, M. Storey and S. Toms

**Substitute Members:** Any Member

**Co-opted Members:**  
Mr. A. Mitchell  
Mr. S. Raison  
Miss. C. Weingaertner  
Vacancy

**Quorum:** 2 Members

### **Lead Officer for this Meeting**

Mr. R. Wilkinson - Ext. 3230

### **Administrator for this Meeting**

Miss C. Crossland - Ext. 3254

# **BASSETLAW ENTERPRISE BOARD**

**Monday, 22nd April 2013**

## **AGENDA**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
3. MINUTES OF MEETING HELD ON 10TH DECEMBER 2012 \* (pages 7 - 10)

### **SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

#### **Key Decisions**

None

#### **Other Decisions**

None

#### **Exempt Information Items**

*The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.*

### **SECTION B - ITEMS FOR DISCUSSION IN PRIVATE**

#### **Key Decisions**

None

#### **Other Decisions**

4. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES \*
  - (a) Progress Update on Grants and Loans approved by Bassetlaw Enterprise Board (pages 11 – 14)
  - (b) New Applications
    - (i) New Application 3017, attending 6.40pm (pages 15 - 40)
    - (ii) New Application 3018, attending 7.00pm (pages 41 - 62)
    - (iii) New Application 3020, attending 7.20pm (pages 63 - 80)
5. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

\* Report attached

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NOTES:

1. The papers enclosed with this Agenda are available in large print if required.
  2. Copies can be requested by contacting us on 01909 533254 or by email:  
[cara.crossland@bassetlaw.gov.uk](mailto:cara.crossland@bassetlaw.gov.uk)
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**DECLARATION OF INTEREST**

**COMMITTEE** .....

**DATE** .....

**NAME OF MEMBER :** .....

**Type of Interest**

1. **Disclosable Pecuniary**
2. **Non Pecuniary**

Agenda Item No.	REASON *	Type of Interest (1 or 2)
<b>Signed</b>		
<b>Dated</b>		

**Note:**

\* When declaring an interest you must also state the nature of your interest.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

## DECLARATION OF INTERESTS

### **HOW TO USE THIS FORM**

There are now only two types of Declaration of Interest:

Disclosable Pecuniary Interests	)	Details can be found in the Councillors Code of Conduct which is contained in the Council's Constitution (a summary is printed below)
	)	
	)	
Non Pecuniary Interests	)	

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

#### **Disclosable Pecuniary Interests**

May relate to employment, office, trade, profession or vocation carried on for profit or gain  
May relate to sponsorship  
May relate to contracts  
May relate to interests in land  
May relate to licences to occupy land  
May relate to corporate tenancies  
May relate to securities

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- withdraw from the room  
- not seek improperly to influence a decision on the matter

#### **Non Pecuniary Interests**

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council  
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25  
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

#### **Action to be Taken**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest  
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

**BASSETLAW ENTERPRISE BOARD**

**Minutes of the meeting held on Monday, 10th December 2012 at Worksop Town Hall**

**Present:**

Councillor S Toms (Chair)  
Councillors K H Isard, G Jones, T Rafferty and M Storey  
Co-opted Members: A Mitchell and S Raison

Officers in attendance: C Crossland and R Wilkinson.

**21. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Pidwell.

**22. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

R Wilkinson advised Members that application 3015 states that the applicant has received business support from him, he advised that he has never met the applicant and that the same support is given to all applicants.

**23. MINUTES OF THE MEETING HELD ON 9<sup>th</sup> SEPTEMBER 2012**

**RESOLVED** that the Minutes of the meeting held on 9<sup>th</sup> September 2012 be approved.

**SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

**Key Decisions**

None.

**Other Decisions**

None.

**24. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED** that, in accordance with Part 1 of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2, and, therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No 4(a) Progress Update on Grants and Loans approved by Bassetlaw Enterprise Board – Paragraphs 1 and 2

Agenda Item No 4(b)(i) – New Application 3003 – Paragraphs 1 and 2

Agenda Item No 4(b)(ii) – New Application 3011 – Paragraphs 1 and 2

Agenda Item No 4(b)(iii) – New Application 3012 – Paragraphs 1 and 2

Agenda Item No 4(b)(iv) - New Application 3013 – Paragraphs 1 and 2

Agenda Item No 4(b)(v) – New Application 3015 – Paragraphs 1 and 2

## **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

### **Key Decisions**

None.

### **Other Decisions**

None.

## **25. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES**

### **(a) Progress Update on Grants and Loans Approved by Bassetlaw Enterprise Board**

The Board was given an update on grants and loans approved by Bassetlaw Enterprise Board. It was noted that the balance currently available for the award of grants in 2012/13 is £6,950.00. The amount that will be carried forward from unpaid grants from 2010/11 and 2011/12 is £3,990.00. A summary of Business Support expenditure for 2012/13 was given. Details of loans in arrears were appended to the report. It is anticipated that the Council's Debt Recovery Manager will attend the next meeting of the Board to provide an update.

The Economic Development Manager apologised for the errors in the original report. He drew Members attention to application 2093, he advised that the applicant has been overpaid and apologised for this error. Members awarded the applicant a grant of £940, £1,174.64 has been paid to the applicant. Members were given the option to recover the overpaid grant or resolve to ask the applicant for invoices for the amount over paid and not recover the grant.

### **RESOLVED that:**

1. The progress report be received.
2. Applicant 2093 be given six weeks to provide additional invoices for the overpaid amount of £234.64. If sufficient information is provided the overpaid amount not be recovered.

### **(b) New Applications**

#### **(i) Application No 3003**

The applicant did not attend.

#### **(ii) New Application 3011**

An application for financial assistance was considered by the Board towards the costs of cleaning equipment, safe, CCTV and marketing for a cleaning and care business in Worksop which will provide self-employment for the applicant once established and 7 part time positions.



Following consultation with the Board, the Chairman

**RECOMMENDED** that the application be not supported.

(iii) New Application 3012

An application for financial assistance was considered by the Board towards the costs of web design, brochure production, computer and office equipment plus fixtures and fittings for a brewery in Worksop which will provide two full time positions and two part time positions.

Following consultation with the Board, the Chairman

**RECOMMENDED** that:

1. The applicant be awarded a grant of £1,500 towards the costs of web design, brochure production, computer and office equipment plus fixtures and fittings providing that evidence of payment is submitted for at least £3,000.
2. The award be conditional upon a progress update being provided by the applicant in six months, twelve months and eighteen months' time and the applicant paying the £3.50 fee per applicant consumer search.

(iv) New Application 3013

The applicant cancelled their attendance prior to the commencement of the meeting.

(v) New Application 3015

An application for financial assistance was considered by the Board towards the costs of office equipment, stationary and marketing for a book publishing and retail business in Retford which will provide self-employment for the applicant.

Following consultation with the Board, the Chairman

**RECOMMENDED** that:

1. The applicant be awarded a grant of £390 towards the costs of web design, brochure production, computer and office equipment plus fixtures and fittings providing that evidence of payment is submitted for at least £780.
2. The award be conditional upon a progress update being provided by the applicant in six months, twelve months and eighteen months' time and the applicant paying the £3.50 fee per applicant consumer search.

26. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

As there was no other urgent business to be discussed, the Chairman closed the meeting.

