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**BASSETLAW**

DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## BASSETLAW ENTERPRISE BOARD

# AGENDA

Meeting to be held in

The Ceres Suite,

Town Hall, Worksop,

on

Monday, 17<sup>th</sup> October 2011

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** 2011/12

**Councillors** B. A. Bowles, D. Challinor, K. H. Isard, T. Rafferty and S. Toms

**Substitute Members:** Any Member

**Co-opted Members:** Mr. P. Elliott  
Mr. N. Kirk  
Mr. A. Mitchell  
Mr. S. Raison

**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, 17<sup>TH</sup> OCTOBER 2011**

### **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 5<sup>TH</sup> SEPTEMBER 2011 \* (pages 1-4)

### **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 5-8)
  - (b) New Applications
    - (i) New Application 2075, attending 6.40pm (pages 9-25)
    - (ii) New Application 2076, attending 7.00pm (pages 27-44)
    - (iii) New Application 2080, attending 7.20pm (pages 45-60)
    - (iv) New Application 2081, attending 7.40pm (pages 61-73)
    - (v) New Application 2079, attending 8.00pm (pages 75-93)
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 INTERESTS

### *HOW TO USE THIS FORM*

There are now only two types of Declaration of Interest:

Level 1 – Personal	)	Details can be found in the Councillors
	)	Code of Conduct which is contained in
	)	the Council's Constitution (a summary is
Level 2 – Personal and Prejudicial	)	printed below)

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** level 1 if you are declaring a personal interest, **or** level 2 if you are declaring a personal and prejudicial 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.

#### **Personal Interests**

May relate to employment or business interests  
May relate to property interests  
May relate to contents  
May relate to interests in other bodies  
**OR** if a decision on the matter to be discussed:  
**MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.**

#### **Prejudicial Interests**

A Member with a personal interest ALSO has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.  
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

#### **Action to be Taken – Personal Interests**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest

#### **Action to be Taken – Personal and Prejudicial Interests**

**Must:-**  
- declare existence and nature  
- withdraw from the room  
- not seek improperly to influence a decision on the matter.  
(Note – there are some exceptions when acting in a scrutiny capacity.)

**BASSETLAW ENTERPRISE BOARD**

**Minutes of the meeting held on Monday, 5<sup>th</sup> September 2011 at Retford Town Hall**

**Present:**

Councillor S Toms (Chairman)  
Councillors B A Bowles, D Challinor, K H Isard, T Rafferty and S Toms  
Co-opted Members: N Kirk and S Raison

Officers in attendance: C Crossland and R Wilkinson.

**9. APOLOGIES FOR ABSENCE**

Apologies for absence were received from co-opted member P Elliot.

Members were informed that P Elliot is unwell and the Board's best wishes will be passed on.

**10. 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.

**11. MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> JUNE 2011**

**RESOLVED** that the Minutes of the meeting held on 6<sup>TH</sup> June 2011 be approved.

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

**Key Decisions**

None.

**Other Decisions**

None.

**12. 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 2067 – Paragraphs 1 and 2

Agenda Item No 4(b)(ii) – New Application 2070 – Paragraphs 1 and 2

Agenda Item No 4(b)(iii) – New Application 2069 – Paragraphs 1 and 2

Agenda Item No 4(b)(iv) – New Application 2074 – Paragraphs 1 and 2

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

### **Key Decisions**

None.

### **Other Decisions**

None.

(At this point Councillor K H Isard entered the meeting)

## **13. 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 2011/12 is £16,551.00 and the balance available for loans is £25,310.64. Details of loans in arrears were appended to the report.

**RESOLVED** that the progress report be received.

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

#### **(i) Application No 2067**

An application for financial assistance was considered by the Board towards the costs of backwashes, 3 storage units, 3 mirrors, wall processor and refurbishment to assist in establishing a Hair Salon business in Worksop which has created self-employment for the applicant and will create a further full time job once established.

Following consultation with the Board, the Chairman

**RECOMMENDED** that the application be deferred for 6 months to allow the applicant to submit further sales figures for consideration.

#### **(ii) New Application 2070**

An application for financial assistance was considered by the Board towards the costs of a computer and fax machine for a business which manufactures rubber stamps in Retford, which has created self-employment for the two applicants.

Following consultation with the Board, the Chairman



**RECOMMENDED that:**

1. The applicant be awarded a grant of £505 towards the costs of a computer and fax machine providing that evidence of payment is submitted for at least £1,009.
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.

(iii) New Application 2069

An application for financial assistance was considered by the Board towards the costs of design software to establish a consulting business in Worksop which will create full time employment for the applicant.

Following consultation with the Board, the Chairman

**RECOMMENDED that:**

1. The applicant be awarded a grant of £1,500 towards the costs of design software 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 2074

An application for financial assistance was considered by the Board towards the cost of a laptop, printer/scanner/photocopier, van signage, stationery and advertising (business cards, flyers and adverts) to establish a mobile catering business in Shireoaks which will create full time employment for the applicant.

Following consultation with the Board, the Chairman

**RECOMMENDED that:**

1. The applicant be awarded a grant of £700 towards the costs of a laptop, printer/scanner/photocopier, van signage, stationery and advertising (business cards, flyers and adverts providing that evidence of payment is submitted for at least £1,400.
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.

**14. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

New Enterprise Finance Scheme

The Economic Development Manager informed Members that 57% of successful applicants do not take up their full grant allocation. He proposed for pre start-up businesses up to £1000 could be offered up front in the form of a loan which will turn in to a grant once evidence of purchases are provided. Should that evidence of purchase not be forthcoming, the loan would continue and would have to be repaid with interest.

**RESOLVED** that the New Enterprise Finance Scheme be progressed and recommended to Cabinet for approval.

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