

**Minutes of Greenport Growth Programme Board
17.00, 14th January 2015**

Present: Tim Rix (TR), Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Simon Brett (SB)

In attendance: Sarah Clark (SC), Paul Bell (PB), Marie Therese-Clayton (MTC) DCLG, Kathryn Batty (KB) Minutes

<u>1.</u>	<u>Apologies</u>	<u>Action</u>
1.1	None received.	
<u>2.</u>	<u>Minutes of the previous meeting and matters arising</u>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	10.1 [December 2014 meeting minutes] SC confirmed that she is currently preparing the draft application process for additional board members and this will be circulated before the next board meeting.	SC
2.3	The Board acknowledged receipt of the GPG Business Support delivery mechanisms flowchart.	
<u>3.</u>	<u>Declarations of interest</u>	
3.1	SB declared interest in relation to agenda item 9.2 TR declared interest in relation to agenda item 9.3	
<u>4.</u>	<u>Siemens and ABP investment – progress update</u>	
4.1	The project will be formally launched on Thursday 22 nd January with a Siemens led event at The Deep followed by a formal ground breaking ceremony on the Green Port Hull site. A discussion was held regarding alternative potential investors for the Paull site. Discussions are already taking place with one potential investor who is expected to make a decision in the near future.	
<u>5.</u>	<u>GPH Office</u>	
5.1	SC raised the proposal to establish a GPH office which can be used by the team, local people, businesses and other stakeholders to raise awareness of the opportunities and to showcase the developments at GPH as well as provide access to the GPGP. The Board were happy to approve the proposal. Working with Deb Gray of HCC SC to work up plans and costings for the office.	SC/DG

6.	<u>Year 4 Delivery Planning</u>	
6.1	<p>SC confirmed that the Year 3 delivery plan has been signed off by BIS. This included a re-profile of expenditure and outputs in line with the actual spend to date and the predicted spend over the remaining years of the contract. The Year 4 delivery plan will be worked up over the next couple of months once the strand business plans have been refreshed.</p>	SC
7.	<u>Strand update and financial and output statement</u>	
7.1	<p>The strand update report was received and noted.</p> <p>SC provided an update, highlighting the commencement of the Siemens recruitment process and the continued successful roll-out of the GPGP workshops.</p>	
7.2	The financial and outputs statement was received and noted.	
8.	<u>DCLG/BIS Update</u>	
8.1	<p>MC confirmed that the Year 3 delivery plan has been agreed and the audit engagement letter finalised to enable the commencement of the annual external audit. BIS has approved and issued the contract variation request in order to re-profile the original output and expenditure targets and extend the end date of the Programme to 31st March 2019.</p>	
8.2	SC confirmed that the annual external audit on GPGP is underway.	
9.	<u>AOB</u>	
	<p>The Board discussed the 3 grant applications that had been circulated before the meeting for consideration.</p>	
9.1	<p><u>Winch Systems Ltd / Engineering</u></p> <p>The company serves the UK with specialist winches and lifting winches for the utility sector and is looking to supply similar equipment modified to suit the wind turbine factory. In order to develop the business as a supplier to the major industry players it is necessary for the company to achieve ISO9001, ISO4001 and BS18001 in enable the company to tender for contracts where ISO accreditation is a mandatory requirement. The company is requesting a contribution of £5,880 towards the overall cost of £11,760 to support the company in gaining the ISO accreditations.</p> <p>The application was approved by the Board.</p>	
9.2	<p><u>Precision Drilling 2000 Ltd</u></p> <p>The company has received grant funding previously through GPGP scheme to the sum of £1,750, for support towards Construction Health and Safety Assessment (CHAS), which</p>	

<p>9.3</p>	<p>was successfully achieved in June 2014 and resulted in the creation of 1FT and 1PT job which were claimed through the programme. Precision are now looking to grow the business further by investing in the purchase of new tools and equipment to enable them to gain a stronger foothold in the local area and to enable them to be able to meet demand generated by new contracts and works commencing as a result of the Siemens development. The company is requesting a contribution of £12,749.58 towards the overall cost of £25,499.17 to support the purchase of the equipment.</p> <p>The application was approved by the Board.</p> <p><u>Boston Renewables Ltd</u></p> <p>The company has received grant funding through GPGP in July 2013 to support the purchase of specialist tools and the manufactures' assessment cost for the installation of the first three endurance turbines. The initial application for £11,745 resulted in 3 jobs being claimed through the programme. It has been identified that a targeted marketing plan will be essential to enable the company to continue to widen their market and increase their client base in both turbines and solar. A number of conditions have been applied to the application, details of which can be found in the schedule of recommended grants. The company is requesting a contribution of £5,000 towards the cost of £10,000 to support this activity.</p> <p>The application was approved by the Board.</p>	
	<p>Meeting closed at 17.50</p>	
	<p>Date and time of next meeting: 5pm, 11th February 2015, Room 1, County Hall, Beverley.</p>	