



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Business Support

Committee Meeting

20 July 2020

UNCONFIRMED

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1. DECLARATION OF OPENING

The Shire President Cr C R Antonio declared the meeting open at 4.02pm.

2. ATTENDANCE

Committee:

Shire President

Deputy Shire President

Councillor

Councillor

C R Antonio

J E G Williams

A J Mencshelyi

M P Ryan (at 4.30pm)

Staff:

Community Development Officer

Chief Executive Officer

Acting Executive Assistant

Community Services Officer

M Blackhurst

J Whiteaker

N Vinicombe

J Budas

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Local Business Support Grant Scheme Applications	5.1	Cr M P Ryan	Impartiality	The applicant 36 is known to Cr Ryan personally and Cr Ryan has taken his family to lunch at the premises
Local Business Support Grant Scheme Applications	5.1	Cr J E Williams	Impartiality	Applicant No.36 is well-known to Cr Williams
Local Business Support Grant Scheme Applications	5.1	Cr C R Antonio	Impartiality	Applicants 31, 32, 33, 34 and 36 are well known to Cr Antonio in varying degrees
Local Business Support Grant Scheme Applications	5.1	Cr A J Mencshelyi	Impartiality	Half of the applicants are known to Cr Mencshelyi
Local Business Support Grant Scheme Applications	5.1	Cr A J Mencshelyi	Financial	Cr Mencshelyi's wife supplies product to Avon Valley Creative Collective

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 06 JULY 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.39

**Moved: Cr Mencshelyi
Seconded: Cr Williams**

That the minutes of the Local Business Support Committee meeting held on 06 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

5. COMMITTEE REPORTS

Cr M P Ryan declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as Applicant 36 is known to Cr Ryan personally and he has taken his family to lunch at the premises.

Cr J E Williams declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as Applicant 36 is well-known to Cr Williams.

Cr C R Antonio declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as applicants 31, 32, 33, 34 and 36 are known to Cr Antonio in varying degrees.

Cr A J Mencshelyi declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as half of the applicants are known to him.

Cr A J Mencshelyi declared a financial interest in 5.1 – Local Business Support Grant Scheme Applications as Cr Mencshelyi's wife supplies product to Avon Valley Creative Collective.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on a grant application received as part of the Local Business Support Grant Scheme.

ATTACHMENTS

Applications have been provided as a separate confidential attachment to this agenda/minutes.

A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide the application process and evaluation of the Business Support Grants.

Applications opened on Monday, 27 April 2020 and will remain open until further notice.

The Shire of Northam Business Support Committee has assessed 30 applications to date and of these 23 have been approved at a value of \$58,815.

The following 6 applications have been received are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 31 Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and workshop equipment	\$5,000
Application 32 Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and staff training	\$5,000
Application 33 Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000
Application 34 Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Website update, Social Media Marketing Plan, Subscription to Tour Finder and Financial Assistance planning.	\$5,000
Application 35 Spectrum Celebrations (Resubmission)	Up to \$2,000 for training and professional development	Increase advertising in local area, purchase of training and equipment to diversify business	\$1,800
Application 36 Summer Creek	Up to \$5,000 for increasing business opportunity and sustainability	Concreting and equipment maintenance/adjustments	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$9,000 in grant funding.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as Confidential Attachment 5.1.1.

Application 32

Applicant	Funding stream	Project	Amount requested
Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System - initial purchase cost, staff training	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.40

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant of \$2,426 (excluding GST) to the business 'Café Yasou' to purchase point of sale equipment. Note: this does not include staff training, annual support fees or monthly subscription costs.

CARRIED 3/0

Application 33

Applicant	Funding stream	Project	Amount requested
Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000

RECOMMENDATION

Minute No: LBSC.41

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant to the business 'Northam Optical' for 50% (up to \$10,000 (excluding GST)) to purchase optic nerve diagnostic equipment and diversify business.

CARRIED 3/0

Application 34

Applicant	Funding stream	Project	Amount requested
Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Website update, social media marketing plan, subscription to tour finder and financial advisor.	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.42

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant to the business Northam Travel and Cruise of \$1,454 (excluding GST) for 50% of the cost to produce social media marketing plan and up to 50% of the cost to update website and up to an additional \$1000 for financial planning providing this is procured from a local business and a quote is provided.

CARRIED 3/0

Application 35

Applicant	Funding stream	Project	Amount requested
Spectrum Celebrations (Resubmission)	Up to \$2,000 for training and professional development	Increase advertising in local area, purchase of training and equipment to diversify business	\$1,800

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.43

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee provides a grant to Spectrum Celebrations of 50% of the requested grant (\$1712) for PA system and portable printer, to be sourced locally where possible.

CARRIED 3/0

Application 36

Applicant	Funding stream	Project	Amount requested
Summer Creek Restaurant & Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Concreting and equipment	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.44

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee request feedback from applicant clarifying the amounts and items requested.

CARRIED 4/0

Cr Mencshelyi exited the room at 4.37pm.

Application 31

Applicant	Funding stream	Project	Amount requested
Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and workshop equipment	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.45

Moved: Cr Williams

Seconded: Cr Ryan

That the Local Business Support Committee approve a grant of \$1,480 (excluding GST) to the business 'Avon Valley Creators Collective' to purchase point of sale equipment.

CARRIED 3/0

Cr Mencshelyi re-entered the room at 4.42pm.

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

The next meeting will be held on Monday 27 July 2020 at 4.30pm.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.44pm.

"I certify that the Minutes of the Local Business Support Committee held on 20 July 2020 have been confirmed as a true and correct record."

_____ President

_____ Date