

**FREEPORT EAST LIMITED  
SUPERVISORY BOARD**

Minutes of a meeting of the board of directors of FREEPORT EAST LIMITED (**Company**) held virtually via teleconference on 22 February 2023 at 2:00pm.

<b>PRESENT:</b>	<b>NAME</b>	<b>POSITION</b>
	Mark Lemmon	Chair
	Cllr Steve Gallant	Director
	Cllr Neil Stock	Director
	Cllr Richard Smith	Director
	Clemence Cheng	Director
	Cllr Lesley Wagland	Director
	Dr Robert Singh	Director
	Emily Atack	Director
	Andrew Lawrence	Director
	Fiona Duhamel	Alternate Director
	Steve Beel	Chief Executive Officer
<b>APOLOGIES RECEIVED FROM:</b>	Chris Starkie	Director
	Cllr Harry Richardson	Director

**1. Notice and quorum**

The chairperson declared the meeting open.

**2. Welcome and Introductions**

The Chair welcomed everyone to the Freeport East Supervisory Board meeting.

**3. Minutes of the last meeting**

The minutes of the meeting held on 7 December 2022 were **Agreed**. There were no matters arising.

#### 4. Declarations of interest

The following Declarations of Interest were made:

Item 8 Tax Site Occupier Assessments - Emily Atack (Director, Gateway 14), Fiona Duhamel (Alternate Director for Babergh and Mid Suffolk Council).

#### 5. CEO Update

##### General Progress Update

- First Management Committee meeting was held on 9 February 2023.
- Head of Innovation and Business Engagement now in post with the newly appointed Strategy and Policy Manager due to commence mid-April.
- Business Plan and Procurement Policy to be presented to the Board at the next meeting.

##### Tax Sites Update

- Gateway 14 tax site – new road infrastructure in place, construction of building for The Range on schedule with occupation expected from November 2023.
- Felixstowe tax site – development plan for site works underway.
- Harwich tax site – planning processes ongoing. Landguard Engineering (first tenant) in occupation.

#### 6. Subsidy Control briefing

A briefing on subsidy control and how this applies to the freeport was provided by Browne Jacobson.

#### 7. Memorandum of Understanding with DLUHC

**Resolved** to circulate the final version of the MoU together with schedules for approval under electronic procedure.

#### 8. Tax Site Occupier Assessments

The first two tax site occupier assessments were considered.

The Freeport East Supervisory Board:

**Agreed** the Occupier Assessments for the Gateway 14 and Harwich tax sites.

*Following the departure at 1600hrs of Neil Stock, Steve Gallant, Emily Atack from the meeting, the Board was no longer quorate.*

## 9. Comms Agency Procurement

Due to the meeting no longer being quorate, it was resolved that this item be circulated with a view to approval via the electronic procedure given its urgent nature.

## 10. Finance Update

The finance report was noted.

## 11. Any Other Business

Freeport East Supervisory Board:

**Agreed** that any overseas interests that Directors may have should be captured as part of the Declarations of Interest process.

**Agreed** that the need for a Vice Chairman should be considered at the next meeting.

## 12. Close

There was no further business and the chairperson declared the meeting closed at 16.15.

The next meeting is scheduled for 19 April 2023 at East Suffolk House.