

Minutes of the Education Grant Committee held in the Claytawc Centre on Thursday
13th October 2016 at 7pm

Present: Cllrs Mrs Clarke (Chairman), Cllr Snell, Cllr Panks, Cllr Sibley (Representative for St Stephens Parish Council)

In Attendance: Lynn Clarke (Parish Clerk)

ED22/16 – Apologies

Cllr Taylor **Accepted – Proposed** by Cllr Sibley seconded by Cllr Snell, all in favour

ED23/16 – Declarations of interest

No declarations of interest

ED24/16 – Public Participation

No members of the public.

ED25/16 – It was agreed to accept the minutes of the last meeting held on the 16th August 2016 as a true and accurate record.

Resolved – To Accept the minutes as a true and accurate record Proposed by Cllr Sibley, seconded by Cllr Snell all in favour.

ED26/16 – Financials

- a) The Clerk presented the balance as at 31st September 2016 showing admin costs to be transferred back to the Parish Council to date total £185.
- b) The Clerk presented the data report for successful applications to date.
- c) Cllrs discussed the procedures for issuing and managing cheques it was **Resolved** – for the clerk to add to the acceptance letter a sentence regarding the cashing of cheques.

ED27/16 – Matters Arising

The clerk made the committee aware that some of the applications were coming in without a stamp these are all adult education outreach courses and there is no stamp available. **Resolved** – The clerk to contact the referee when there is no stamp to verify applicant is enrolled on the course. Proposed by Cllr Snell, seconded by Cllr Panks all in favour.

ED28/16 – To discuss and resolve grants for travel arrangements

This item was discussed at length and it was agreed that this needs to be looked at in an individual basis therefore it was – **Tabled** – To be reviewed as and when necessary.

ED28/16 – To Review the limits on specialised computer equipment.

At present there are caps on amount that is issued for laptops the committee are receiving more applications for specialised equipment which brings an increase in cost. This was discussed at length and it was agreed that if an application comes in of this type then the clerk will contact the tutor before the meeting to ascertain what equipment is recommended for the course so that this information can be passed to the committee members with the application.

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw'

ED29/16 – Pending Applications to date

None Pending

ED30/16 – New Applications

EK - Agreed in principal dependant on reference check to issue £250.00 towards a new laptop proposed by Cllr Sibley Seconded by Cllr Snell, all in favour.

NF – Agreed in principal dependant on reference check to issue £330.00 towards a new laptop, software and equipment proposed by Cllr Snell Seconded by Cllr Mrs J Clarke, all in favour.

RP – Agreed in principal dependant on reference check to issue £150.00 towards a printer, software and books proposed by Cllr Snell Seconded by Cllr Panks all in favour.

JS – Differed to the next meeting pending further information.

RS -This was agreed in principal dependant on reference check to issue £250 towards a laptop, £35 towards a printer and £15 towards software.

SL – Agreed in Principal dependant on reference check to issue £250.00 towards a laptop £50 towards a printer and £70 towards software Proposed by Cllr Mrs J Clarke, seconded by Cllr Panks all in favour.

ED31/16 – Correspondence received

The Clerk read an email received from Myles Sargent thanking the committee members for supporting him with his purchase

ED32/16 – AOB

There being no other business to be transacted the Chairman closed the meeting at 8.35pm

Signed.....Date:.....

Chairman of the Education Committee