

Minutes of the Education Grant Committee held at the ClayTAWC Centre, Fore Street, St Dennis on Tuesday, 27<sup>th</sup> September 2022 at 7pm

**Present:** Cllr Clarke, Cllr Kelsey, Cllr Mrs Edmunds and Cllr Lodomez.

**In Attendance:** Sharon Davey (Administrator).

**ED14/22 - Apologies**

Cllr Jones. Apologies accepted.

Cllrs expressed concerns that a representative of St Stephen in Brannel had not attended an Education Grant Committee since February 2021. It was **agreed** to write to the Clerk at St Stephen in Brannel Parish Council requesting a representative.

**ED15/22 – Declarations of interest**

None, the chair informed that due to the nature of the meeting it is difficult until the applications have been read to know if there is an interest to declare. If any matters arise during the course of the meeting, then advice should be sought.

**ED16/22 – Public Participation**

None

**ED17/22 – To agree the Minutes of the meeting held on the 21<sup>st</sup> June 2022.**

**Resolved** – To accept the minutes – All present in favour. Cllr Mrs Edmunds abstained as not present at the meeting.

**ED18/22 – Financials**

a) The Administrator presented the balance as at 31<sup>st</sup> August 2022

Ed Saver	39,109.23
Ed Current	21,905.93
Chq not cashed	
Committed Funds	-0.00
Less Admin	741.99
<b>Total</b>	<b>60,273.17</b>

b) To approve transfer of admin costs to date. It was **resolved** to approve transfer of admin costs incurred from July 2021-July 2022 totalling £741.99.

c) The Administrator presented the data report for successful applications to date.

Grants issued from April 2022 £1,229.99

Grants issued to date £90,864.17

**Resolved** To accept data as presented. All Present in favour.

*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'*

**ED19/22 – Matters Arising**

- a) The Administrator reported that two applicants had responded using the new receipt form. Cllr Mrs Edmunds recommended that the use of the receipt form requires authorisation at the next Education Committee airing concerns that applicants should purchase the items from a reputable source. It was suggested that dates of the Committee meetings should be publicised on the St Dennis Parish Council website.
- b) Publicity. The Administrator confirmed that all schools and colleges have been contacted and publicity material circulated.

**ED20/22 - To discuss and agree the continuation of smaller grants for laptops, printers, software being decided via email.**

**Resolved** – To continue to receive the applications outlined above via email. All present in favour.

It was **agreed** that the Administrator will clarify items which can be agreed via email eg textbooks, travel.

**ED21/22 – To ratify decisions made via email since the last meeting.**

*2 applications received agreed via email:*

*4 £200 approved via email*

*6 £300 approved via email*

**Resolved** – To accept the decisions made via email and the issue of grants totalling £500. All present in favour.

**ED22/22 – Pending Applications to date**

03 – **Withdrawn**. Noted.

04 - **Approved** – £200. All present in favour.

**ED23/22 – New Applications**

05 – **Agreed in Principle** – £200. All present in favour.

07 – **Approved** – £300. Reference required. All present in favour.

08 – **Partly Approved** –£200. All present in favour.

Cllr Mrs Edmunds declared an interest and was advised to leave the room.

09 – **Approved** –£210 All present in favour.

Cllr Mrs Edmunds was invited to re-join the meeting.

10 – **Deferred** – further information on textbooks, stationery and other necessary commodities required. All present in favour.

11 – **Deferred** – clarification sought from tutor of the cost of a suitable computer. All present in favour.

12 – **Approved** –£250. All present in favour.

Potential spends for this meeting £1,160.

**ED24/22 – Correspondence received**

None

**ED25/22 – AOB**

- a) It was **agreed** to circulate the funding agreement to the Committee.
- b) It was **agreed** that the Committee would review the grant offer paperwork so they could review timescales ie applicants should return invoices within 28 days of purchase where possible ie laptops.
- c) Concern was raised about successful applicants using the Education Bursary funds for the education item and questioned if the Parish Council could purchase the item. The Administrator advised that the Funding Agreement advises that the funds be paid directly to the applicant.

There being no other business to be transacted the Chairman closed the meeting at 20.25pm

Signed.....

Date:.....

Chairman of the Education Committee