Minutes of the Education Bursary Committee Meeting held at the ClayTAWC Centre, on Thursday 2nd July 2026 at 7.00 pm

Present: Cllr Clarke, Cllr Kelsey, Cllr Edmunds, Cllr A Griffin, Cllr Spragg representing St Stephen in Brannel Parish Council.

In Attendance: Tamsyn Moore Senior Administrator

ED23/26 Apologies

None

ED24/26 – 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.

ED25/26 – Public Participation

None

Standing Order '3f - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
Standing Order '3g' -The designated time will be 10 minutes and no longer than 5 minutes per person unless directed by the Chairman of the meeting.

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'

ED26/26 - To adopt the Minutes of the meeting held on the 14th of May 2026 (circulated)

It was **Resolved –** Proposed and seconded to accept the Minutes as presented – All present in favour.

ED27/26 - Financials

a) Balances as at 31st May 2026.

Ed Saver	74,850.01
Ed Current	17,962.89
Pending	

Committed funds	-943.00
Less Admin Previously Agreed	-1,064.33
Less Admin May	-266.03
Total	90,539.54

b) Data report on successful applications received from April 2026 - To date £2,594.97.
c) To approve the transfer of running costs to the Parish Council £266.03.

It was **Resolved,** proposed and seconded, to accept the balances and data as presented and to approve the transfer. All Present in favour.

ED28/26 – Matters Arising.

- The Terms of Reference have been updated ready for approved at the next Full Council meeting on the 07.07.26.
- The Application Form has been updated and published.
- The Terms and Conditions Form has been updated.
- The Education Bursary Funding Criteria has been updated and published.
- The opportunity for a Community Representative to join the committee has been advertised on the Parish Council website and Facebook page and is scheduled to go into the August St Dennis Community News Magazine.
- The promotional pens and notepads have been received.
- Set up of a Debit Card for the Education Current Account – Outstanding
- Transfer of running costs to the Parish Council – Outstanding
- Small Claims Court costs have been agreed.
- Prior applications have been completed and payments made.

All the above matters were noted. It was requested that the office provide a report at each meeting to provide an update on ongoing actions.

ED29/26 - To ratify decisions made via email since the last meeting.

None

ED30/26 - Pending Applications to date.

- Application 02/26 – Awaiting requested documents

ED31/26 – New Applications

- **Application 06/26** – Request received for funding of £2573 towards college course fees. The applicant has benefited from the scheme previously. It was **Resolved**, proposed and seconded to award a partial grant of **£1150** as any more would exceed the £3000 over five years limitation of the funding criteria. All present in favour.
- **Application 07/26** – Request received for total funding of £900 to support a college course. It was **Resolved**, proposed and seconded to award, in principle subject to receipt of additional information, a total of up to **£580** (Laptop capped limit of £400, Printer capped limit of £100 and course kit of

£80), no funding will be granted for fuel costs. Committee members voted with 4 in favour and 1 abstention. Motion Carried to approve the grant.

- **Application 08/26** – It was **Resolved**, proposed and seconded to approve the grant request of **£272** for a laptop to support GCSE studies. All present in favour.

Total predicted spend from this meeting: **£2002.00**.

ED32/26 – Correspondence received.

None

There being no other business to be transacted the Chair closed the meeting at 7.53pm

Signed……

Date:……..……

Chair of the Education Committee