

Minutes of the Education Grant Committee Meeting held at the ClayTAWC Centre,  
Fore Street, St Dennis on Tuesday 29<sup>th</sup> July 2025 at 7 pm

**Present:** Cllr Clarke, Cllr Edmunds, Cllr A Griffin, Cllr Hussey representing St Stephen in Brannel

**In Attendance:** Lynn Clarke Clerk/RFO, Tamsyn Moore Senior Administrator

**Election of Chair**

Cllr Clarke was proposed and seconded for the position of Chair of the Education Bursary Scheme Committee. There being no further nominations a vote was taken. All present in favour. Cllr Clarke was duly elected Chair of the Education Bursary Scheme Committee.

**Election of Vice Chair**

Cllr Hussey was proposed and seconded for the position of Vice Chair of the Education Bursary Scheme Committee. There being no further nominations a vote was taken. All present in favour. Cllr Hussey was duly elected Vice Chair of the Education Bursary Scheme Committee.

**ED01/25 - Apologies – None**

Absent - Cllr Kelsey

**ED02/25 – Declarations of interest**

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. The office advised that Cllr Edmunds had an interest in two of the applications.

**ED03/25 – Public Participation**

Cllr Edmunds advised she has received numerous comments from members of the public that the time taken from submitting applications to receiving funds is too long. It was discussed how this could be improved. Where possible the committee already agrees applications for items within the capped limits by email, but greater use of the ability to agree in principle might help reduce time scales as then applications are not delayed or deferred to the next meeting.

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.

**ED04/25 – To consider ways to advertise and promote the fund to increase uptake.**

Actions were discussed at length to include distributing posters to be displayed in local businesses and community spaces, increase social media promotion, hold an open evening, have a presence at community events such as the carnival and request testimonials from successful applicants that can be published across multimedia platforms.

**ED05/25 - To review the capped limits.**

On reviewing the current limits, it was agreed that the cost of computers and laptops has risen since the limits were last reviewed. Cllr Hussey asked if there was evidence to support this. Cllr Edmunds reviewed current prices for computers online, informing those present that whilst there are cheaper laptops available general prices were in the region of £350 - £450. The cost of printers, software and camera equipment were also reviewed online. While it was established printers and software can still be purchased within the

current capped limits, the cost of camera equipment has risen significantly. Following discussion, it was **Resolved**, proposed and seconded to:

- Increase the capped limit towards laptops on a standard application from £300 to **£400**.
- Keep the capped limit towards software programmes where they are not supplied by the education provider at **£100**.
- Keep the capped limit towards the cost of a printer at **£100**.
- Increase the capped limit towards the cost of camera equipment at GCSE level from £150 to **£300**.

All present in favour.

**ED06/25 - To agree the capped limits and travel applications being approved via email.**

It was **Resolved**, proposed and seconded to approved capped limits and travel applications via email. 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'*

**ED07/25 – To adopt the Minutes of the meeting held on the 30<sup>th</sup> January 2025 (circulated)**

It was noted that Cllr A Griffin and Cllr Hussey were not present at the meeting held on the 30<sup>th</sup> of January 2025.

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

**ED08/25 – Financials**

- a) The balances as at the 30<sup>th</sup> June 2025 were presented.

Ed Saver	55,729.16
Ed Current	34,604.89
Chq no cashed	
Committed funds	
Less Admin	-876.05
Total	89,458.00

- b) Data report on successful applications received from April 2025 – To date None.
- c) To agree the transfer of administration costs back to the Parish Council £876.05.

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

**ED09/25 – Matters Arising.**

- The scheme has been promoted with the creation of 4 new posters targeting specific demographics and clarifying eligibility. These have been published on social media, on the Parish Council website, in the Parish Council notice boards and distributed to local schools, community centre and family hub. Options for distributing information with Cornwall Councillor Dick Cole's newsletter or independently are ongoing.
- Administration costs of £799.78 have been transferred back to the Parish Council.
- Application 8/24 – Action re outstanding receipts - Ongoing
- Application 1/24 – Action re outstanding receipts – Ongoing
- Application 5/24 - Action re outstanding receipts – Ongoing

**ED10/25 To ratify decisions made via email since the last meeting.**

None.

**ED11/25 Pending Applications to date.**

None

**ED12/25 – New Applications**

- **Application 1/25** – It was **Resolved**, proposed and seconded, to approve the grant request of £479.00 for a laptop in principle subject receipt of additional information. All present in favour.
- **Application 2/25** – It was **Resolved**, proposed and seconded, to approve the grant request of £786.65 for Travel. All present in favour.
- **Application 3/25** – It was **Resolved**, proposed and seconded to approve the grant request of £1,195 for course and exam fees. All present in favour.

Cllr Edmunds declared an interest in the next two applications and left the meeting room at 7.55pm.

- **Application 4/25** – It was **Resolved**, proposed and seconded to approve the grant request of £400 towards a laptop and printer subject to receipt of additional information All present in favour.
- **Application 5/25** – It was **Resolved**, proposed and seconded to approve the grant request of £400 towards a laptop and printer subject to receipt of additional information All present in favour.

Cllr Edmunds returned to the meeting room at 8.02pm

- **Application 6/25** – It was **Resolved**, proposed and seconded to approve the grant request of £3000 towards university accommodation subject to receipt of additional information. All in favour.
- **Application 7/25** – It was **Resolved**, proposed and seconded to approve the grant request of £120 for a one-day training course. All present on favour.
- **Application 8/25** – It was **Resolved**, proposed and seconded to approve the grant request of £3261.88 towards university costs subject to receipt of additional information. All present in favour.

Total predicted spend from this meeting: **£9,642.53**

**ED13/25 – Correspondence received.**

None

There being no other business to be transacted the Chair closed the meeting at  
8.20pm

Signed.....

Date:.....

Chair of the Education Committee