Terms of Reference - Education Grant Committee

Composition: Representatives of the Recipient (as per 5.2a i of the Agreement)
A Representative from St Stephen in Brannel Parish Council (as per 5.2a ii)
A Representative of the local community subject to clause 5.2b
Minimum of three members

Chairship: Chair & Vice-Chair to be elected by Members
at the first committee meeting held in each Council year

A minimum of 4 meetings per year.

Meeting Times: 7.00pm

Venue: Suitable Venue in the area of benefit

Administration: St Dennis Parish Council office

Legal Status: The recipient shall ensure the Educational Bursary operates in accordance with the Funding Agreement dated 14th February 2014 and the Deed of variation dated 23rd June 2015.

1. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Education Committee will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources.

2. Grant monies must be used for the benefit to individuals mainly or solely living within the St Dennis and Nanpean Electoral Divisions, for the purpose of pursuing a course of education.

3. The bursary is to be utilised for fees for tuition of education, or other expenses necessarily incurred in relation to the applicant's pursuit of education or tuition including but not limited to: living costs. Technological assistance for educational purposes, Transport, resources, childcare or apprenticeship tools

4. The Clerk to the Council will receive all applications in the first instance and collate all the necessary information from the applicant ready for presentation and discussion at the Education meeting

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5. Educational references are required to support applications

6. All questions on the application form should be fully answered and additional appropriate information, which supports an application should be provided.

7. Capping on applications will be reviewed when necessary

8. No applicant is guaranteed a grant and will only be considered within the Terms of Reference and in accordance with procedures laid down within the agreement of the Funding Educational Bursary.

9. The Education Bursary committee will ensure that written agreements are in place before the funds are issued.

10. The Education Bursary Committee shall ensure due diligence to risk management for the issuing of the funds, and review safeguards for the misuse of funds by the applicant's as far as is reasonably practicable.

11. Reasonable endeavours shall be made to claw back funds if the applicant fails to complete the course (except for exceptional circumstances). The grant is used for any other purpose other than the education purpose stipulated in the applicant's conditions grant. The applicant gave false or misleading information in their application, or any other breach of funding conditions imposed on the applicant.

12. In the event that there are too many qualifying applications within a 12-month period, applications will be prioritised by way of:

    - Prior applications awarded
    - Alternative funding available
    - Reviewing existing capped limits
    - The relevance / necessity of equipment or course for which funding is being sought.

13. Under the General Data Protection Regulations any member that is identified as being in breach of the confidential section of the meeting may be reported to the monitoring officer and asked to stand down for this committee.

14. Accurate and comprehensive records off all applications and decisions made shall be kept and maintained by the Parish Clerk and be made available to Cornwall Council, for inspection given reasonable notice. An annual report will be supplied to Cornwall Council and St Stephen in Brannel Parish Council showing the use of funding and the number of students benefiting from the bursary scheme with a general description of their subject areas and academic levels of study.

Adopted by St Dennis Parish Council
Date: 5th April 2022
Minute Ref: 05/22
Reviewed: 7th May 2024
Minute Ref: 37/24
Reviewed by St Dennis Parish Council 13th May 2025
Minute Ref: 36/25

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