

Minutes of the Education Grant Committee Meeting held at the ClayTAWC Centre,
Fore Street, St Dennis on Thursday 29th January 2026 at 7.00 pm

Present: Chair - Cllr Clarke, Cllr Kelsey, Cllr Edmunds, Cllr Spragg representing St Stephen in Brannel

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

ED37/25 – Election of the Vice Chair

Cllr Edmunds 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 Edmunds was duly elected Vice Chair of the Education Bursary Scheme Committee.

ED38/25 - Apologies – None

Absent – Cllr A Griffin

ED39/25 – 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.

ED40/25 – 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.

ED41/25 - To re-evaluate and consider the expansion of the area of benefit

Various options for expanding the area of benefit were discussed at length. It was also highlighted that will the additional promotion of the scheme over the past year, uptake of the scheme has already increased within the current area of benefit. As such the scheme is on track to allocate more than its income for 2025-2026. It was **Resolved** - proposed and seconded to retain the current area of benefit and review again in 12 months. All present in favour.

ED42/25 – To agree the costs for the promotion of the scheme

Costs for a selection of marketing material were discussed. It was **Resolved** - proposed and seconded to provide the office with a budget for the following:

- Two roller banners - £200 – Any higher cost to be agreed via email
- Adverts in St Dennis Community News Magazine - £60 for 4 adverts per year
- Adverts in St Stephen Community News Magazines – Budget of £250 per year
- A3/A4 Posters and A5 Flyers - £200 budget per year

Costs for branded promotional pens, notepads and sticky notes to be agreed via email. All present in favour.

ED43/25 - To ratify the decision to postpone the open evening and agree new dates and locations

It was **Resolved** – Proposed and seconded to postpone the opening evening previously scheduled for 10 February 2026.

It was further agreed that the committee will investigate the dates and locations of other community events within St Dennis and the wider area of benefit, including Nanpean and

Treviscoe, with a view to promoting the scheme at these events. The committee will update the office with potential opportunities and confirm attendance 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'

ED44/25 - To adopt the Minutes of the meeting held on the 16th October 2025 (circulated)

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

ED45/25 - Financials

a) Balances as at 31th December 2025.

Ed Saver	70,307.03
Ed Current	25,660.59
Pending	
Committed funds	-1,521.00
Less Admin	-1216.50
Total	93,230.12

- b) Data report on successful applications received from April 2025 - To date £17,352.32.
c) To approve the transfer of running costs to the Parish Council £1,216.50.

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

ED46/25 – Matters Arising.

- The transfer of running costs to the Parish Council of £643.94 has been completed
- Prior applications have been completed and payments made.

ED47/25 - To confirm the agreement in principle as discussed in the meeting held on 30th of January 2025 minute ref: ED46/24

It was **Resolved** – proposed and seconded to approve the agreement in principle. All present in favour.

ED48/25 - To ratify decisions made via email since the last meeting.

None.

ED49/25 - Pending Applications to date.

None.

ED50/25 - To receive an update and agree any further action for outstanding receipts

It was **Resolved** – proposed and seconded to agree the following actions:

- **Application 01/24** – Office to confirm costs for applying to Small Claims Court – Costs to be agreed via email.

- **Application 05/24** – Receipts to the value of £18.11 outstanding. No further action to be taken.
- **Application 08/24** – Receipts Form Completed – Noted

All present in favour.

ED51/25 – New Applications

- **Application 17/25** –It was **Resolved**, proposed and seconded to approve a partial grant of **£350** for a laptop. All present in favour.
- **Application 18/25** – It was **Resolved**, proposed and seconded, to approve the total grant request of up to **£520** for a laptop, mouse and software. All present in favour.
- **Application 19/25** –It was **Resolved**, proposed and seconded to approve a partial grant of **£282.14**. All present in favour.
- **Application 20/25** – It was **Resolved**, proposed and seconded to approve the grant request of **£400** for a laptop. All present in favour.
- **Application 21/25** – It was **Resolved**, proposed and seconded to agree in principle the grant request total of **£408.99** for a tablet, keyboard/case and printer subject to receipt of additional information. All present in favour.
- **Application 22/25** – It was **Resolved**, proposed and seconded to approve the grant request of £309.99 for a laptop. All present on favour.
- **Application 23/25** – It was **Resolved**, proposed and seconded to approve a partial grant of **£350** for a laptop and printer. All present in favour.
- **Application 24/25** – It was **Resolved**, proposed and seconded to approve the grant request of **£399** for Training. All present in favour.
- **Application 25/25** – Application **declined** prior to committee meeting due to not meeting eligibility criteria. **Noted**

Total predicted spend from this meeting: **£3049.13**.

ED52/25 – Correspondence received.

None

There being no other business to be transacted the Chair closed the meeting at
9.05pm

Signed.....

Date:.....

Chair of the Education Committee