

Minutes of the Education Grant Committee held in Treviscoe Community Centre on
Tuesday 9th October 2018 at 7.00pm

Present: Cllr Mrs Clarke (Chairman), Cllr Sibley (Vice Chair), Cllr Mrs K Taylor, Cllr Snell, Cllr Mrs T Edmunds, Cllr Mr N Edmunds

In Attendance: Lynn Clarke (Parish Clerk)

ED29/18 - Apologies

Cllr Panks, the Clerk informed those present Cllr Bates has stepped down from this committee.

ED30/18 – Declarations of interest

No declarations of interest

ED31/18 – Public Participation

No members of the public.

ED32/18 – To agree the Minutes of the meeting held on the 31st July 2018 – Minutes accepted – Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds all in favour.

ED33/18 – To agree the amendment to the application form updated for compliance with the General Data Protection Regulations.

Resolved – To agree the amendments and Privacy Notice proposed by Cllr Mr N Edmunds seconded by Cllr Mr T Edmunds all in favour.

ED34/18 – To agree new procedures for the handling of grant applications.

Resolved – Agreed to anonymise the applications for data protection, proposed by Cllr Mrs J Clarke seconded by Cllr Mrs T Edmunds.

ED35/18 – To agree the new checklist to accompany all new applications.

Resolved – To agree the new checklist and adapt as required. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr Snell all in favour.

ED36/18 To discuss and agree limits and criteria list for bursary funding.

With agreed amendments and a limit of £3000 per applicant over a period of 5 years it was **Resolved** – To agree the new criteria for the clerk to assess applications Proposed by Cllr Snell seconded by Cllr Mrs K Taylor all in favour.

ED37/18 To discuss a request from divisional member for a copy for the grant scheme report.

Resolved – to decline the request for a copy to be sent to a divisional member. Proposed by Cllr Mrs K Taylor seconded by Cllr Mr N Edmunds all in favour.

ED38/18 - Financials

a) The Clerk presented the balance as at 30th September 2018

Ed Saver	21,404.25
Ed Current	18,653.58
Less chq not cashed	-250.00
Less Admin	-481.58
Total	39,326.25

b) The Clerk presented the data report for successful applications to date.

2014-2015	15,467.63
2015-2016	15,143.49
2016-2017	9,571.66
2017 -2018	12,875.99
2018-2019	6,489.30
Total	59,548.07

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'

ED39/18 Before moving to the confidential section of this meeting all councillors were requested to sign a confidentiality agreement to cover a period of 12 months for the Education Grant Panel Meetings.

ED40/18 – Matters Arising

The clerk informed that the solicitor had been contacted and offered a reasonable rate for letters to be sent to applicants not complying with the agreement to start the Claw Back Process.

Draft letter is now in place for all new successful applicants to sign before a cheque is issued.

ED 41/18 GDPR Regulations Data Breaching / Confidentiality

The clerk updated Cllrs on the importance of GDPR and the confidentiality of the applications that are discussed advising that this information should not be shared outside of these meetings and the possible consequences of such actions.

ED42/18 – Pending Applications to date

- 3 x pending applications reviewed
- 1 application refused
- 1 application awarded
- 1 application transferred to new applications

ED43/18 – New Applications

- 6 applications received
- 1 x further information required
- 3 x applications approved
- 2 x applications refused

Total potential spend as a result of this meeting is £1265.69

ED44/17 – Correspondence received

None

ED45/17 – AOB

Cllr Mrs T Edmunds asked if this could be promoted more within schools possibly be added as a separate tab on our website to make it easier to find.

Action - Clerk to contact schools with new form and look at promotional tools available to advertise and agenda for the next meeting.

There being no other business to be transacted the Chairman closed the meeting at 9.00pm

Signed..... Date:.....

Chairman of the Education Committee