

Minutes of the Education Bursary Committee Meeting held at the ClayTAWC Centre, on Thursday 14th May 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, Remote - Lynn Clarke – Parish Clerk/RFO via Teams

ED1/26 Election of Chair

Cllr Clarke was nominated and seconded for the position of Chair. There being no further nominations it was put to a vote. All present in favour.

Cllr Clarke was duly elected Chair of the Education Bursary Committee.

ED2/26 Election of Vice Chair

Cllr Spragg was nominated and seconded for the position of Vice Chair. Cllr Spragg declined to accept the position. Cllr A Griffin was nominated and seconded for the position of Vice Chair. There being not further nominations it was put to a vote. All present in favour.

Cllr A Griffin was duly elected Vice Chair of the Education Bursary Committee.

ED3/26 – Apologies

None

The Senior Administrator requested the order of the agenda be altered to bring forward agenda item 12. The Committee agreed.

ED4/26 – Declarations of interest

The Chair declared interest in an upcoming application as the application was submitted to the Chair and discussions were held regarding the application – Senior Administrator to advise when the application is to be heard. No other declarations of interest made.

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.

ED5/26 – 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.

ED6/26 – To agree how applications for home education are managed when there is no external education provider.

Following discussion, it was **Resolved** - proposed and seconded to accept confirmation of Elective Home Education Registration and the recorded home address from Cornwall Council as verification instead of the completed Education Reference Request for applications to support Home Education. The Education Bursary Committee Terms of Reference were reviewed and point 5 amended to reflect the agreed change. All present in favour.

The Terms of Reference will be put to the Full Council for approval.

ED7/26 – To review the application form.

The [Education Bursary Scheme Application Form](#) was reviewed. The following amendments were discussed:

- Application Form Page 1, Section 2 – Change ‘Cheque’ to ‘BACS’
- Application Form Page 2, Section 4 – Add Elective Home Education
- Application Form Page 3, Paragraph 3 – Amend to state – Please note only applications with an accompanying educational reference will be considered for funding with the exception of Elective Home Education applications which will only be considered with written (email) Elective Home Education registration confirmation from Cornwall Council.
- Education Bursary Reference Request Form – Correct numbering and remove questions 3 and 4.

It was **Resolved** – proposed and seconded to agree the suggested amendments. All present in favour.

ED8/26 - To review the Terms and Conditions Form.

The Terms and Conditions form was reviewed. The following amendments were discussed:

- Line 1 – Changed to ‘I understand that by signing this form to receive the grant I will:’
- Point 1 – Change from ‘Clerk’ to ‘St Dennis Parish Council Office’
- Point 2 – Add – ‘where equipment has not been purchased by the committee’

It was **Resolved** – proposed and seconded to agree the suggested amendments. All present in favour.

ED9/26 - To review the Funding Criteria.

The [Education Bursary Funding Criteria](#) was reviewed. The following amendments were discussed:

- To add an additional point – ‘For Elective Home Education applications written confirmation from Cornwall Council of Elective Home Education registration must be provided.’
- To reinstate the Capped Limit amounts on the document

It was **Resolved** – proposed and seconded to agree the suggested amendments. All present in favour.

ED10/26 – To review the Capped Limits.

The capped limits were reviewed. It was **Resolved** – proposed and seconded to keep the existing capped limits. All present in favour.

ED11/26 – To review committee membership as per the Cornwall Council agreement.

Section 5.2a) and 5.2b) of The Cornwall Council and St Dennis Parish Council Funding Agreement Education Bursaries was reviewed. It was **Resolved** – proposed and seconded for the office to advertise for a representative of the local community to join the committee. All present in favour.

ED12/26 – To agree the promotional items to be ordered, branding and associated costs.

A selection of promotional items and branding were reviewed. It was **Resolved** – proposed and seconded to set a budget of £500 for the purchase of 250 Contour Extra Recycled Ball Pens and 250 A6 Note Pads. Payments to be made and retrospectively approved at the appropriate Full Council meeting if required. All present in favour.

ED13/26 – To consider ways to improve the administration of the grants awarded and agree any associated actions.

Following discussion it was **Resolved** – proposed and seconded that the Parish Council Office will purchase equipment/pay suppliers direct where possible but can proceed to pay applicants direct, when necessary, without further committee approval. This will streamline the process and reduce administration costs. All present in favour.

ED14/26 – to agree a debit card for the Education Bursary bank account.

It was **Resolved** – proposed and seconded for the office to arrange a debit card for the Education Bursary bank account. All present in favour.

Lynn Clarke – Parish Clerk/RFO (attending via Teams) – Left 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'

ED15/26 - To adopt the Minutes of the meeting held on the 29th January 2026 (circulated)

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

ED16/26 - Financials

a) Balances as at 31st March 2026.

Ed Saver	74,850.01
Ed Current	21,432.24
Pending	
Committed funds	-1,412.97
Less Admin	-1,064.33
Total	93,804.95

b) Data report on successful applications received from April 2025 - To March 2026 £21,752.02.

c) To approve the transfer of running costs to the Parish Council £1,064.33.

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

ED17/26 – Matters Arising.

- Promotion of the Scheme – two roller banners received, posters and flyers printed as required, St Stephen Community News Magazine currently not in print – office to investigate further.
- Committee members reminded to provide the office with a list of events, attendance and resources required to promote the scheme, Cllrs also reminded there must be a minimum of two Cllrs attending promotional events.
- The transfer of running costs to the Parish Council of £1,216.50 has been completed
- Small Claims Court costs were emailed 18.02.26 more committee member responses required – Email to be resent.
- Prior applications have been completed and payments made.

ED18/26 – To receive and update of applications awarded vs actual spend.

Figures for 2025-2026 were reviewed. Noted.

ED19/26 - To ratify decisions made via email since the last meeting.

It was **Resolved** – proposed and seconded to approve the following decision:

- Application 26/25 – Laptop - £299 – Payment direct to applicant.
- Application 27/25 – Laptop, printer and software - £363.98 – Payment direct to applicant.
- Application 28/25 – Laptop - £349.00 – Payment direct to applicant.
- Application 29/25 – Laptop - £400 - Payment direct to applicant.

All present in favour.

ED20/26 - Pending Applications to date.

None.

ED21/26 – New Applications

- **Application 01/26** –It was **Resolved** – proposed and seconded to award a partial grant of £400 towards a laptop. All present in favour.
- **Application 02/26** – It was **Resolved** – proposed and seconded to award a total of £353 for training and a professional licence. Committee members voted with 4 in favour and 1 abstention. Motion Carried to approve the grant.

Cllr Clarke declared an interest and left the room at 8.44pm

- **Application 03/26** –It was **Resolved** – proposed and seconded to decline the application of £1500 for accommodation as it does not meet the educational criteria of the bursary scheme. All present in favour.

Cllr Clarke returned to the room at 8.55pm

- **Application 04/26** –It was **Resolved** – proposed and seconded to award a partial grant of £429 (£329 for a laptop and £100 towards a printer) subject to receipt of additional information. All present in favour.
- **Application 05/26** –It was **Resolved** – proposed and seconded to decline the application of £598.98 for equipment due to not meeting the funding eligibility criteria. All present in favour.

Total predicted spend from this meeting: **£1,182.**

ED22/26 – Correspondence received.

Letter received from a representative of ClayTAWC requesting the Capped Limits be advertised to help potential applicants understand what they can apply for. Noted.

There being no other business to be transacted the Chair closed the meeting at
9.07pm

Signed.....

Date:.....

Chair of the Education Committee