Minutes of the Education Bursary Committee Meeting held at the ClayTAWC Centre, on Tuesday 29th of September 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, Clerk & RFO

ED33/26 Apologies.

None

ED34/26 Declarations of interest.

None.
The Chair informed committee members 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.

ED35/26 Public Participation.

Cllr Edmunds has been advised by a resident that the cost of school and college bus passes has tripled; therefore, some parents were opting to purchase regular public bus passes for their children to use when travelling to school or college.

Standing Order 3(e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Standing Order 3(f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the Chair of the meeting. Standing Order 3(g) Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

ED36/26 To agree the eligibility criteria and appointment process for a representative of the local community committee member.

Following discussion, it was **Resolved** that one Representative of the Local Community should be appointed with voting rights. To be eligible for appointment as a Non-Councillor Committee Member, an applicant must be over the age of 18 and reside within the area of benefit. The Clerk will create a simple application form requesting basic details to confirm eligibility and an explanation of why the applicant considers themselves a suitable candidate. The Clerk will anonymise the applications before they are reviewed by the Committee. At the next appropriate Committee meeting, a motion will be put to select a representative from the applications received. Proposed, seconded, all present in favour.

ED37/26 Promotion of the Education Bursary Scheme.

The scheme was promoted by Cllr Kelsey and Cllr Edmunds at St Dennis Carnival. Further events suggested:

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- St Stephen-in-Brannel Parish Council, Council Meet and Greet being held in Trevisco in October.
- Festival of Christmas Trees in St Dennis
- St Dennis Christmas Lights Switch On and Lantern Parade.

ED38/26 To review the Terms of Reference.

Following discussion it was **Resolved** to change any reference to Grant/Grants to Bursary/Bursaries and to include the eligibility criteria and procedure for appointing a Representative of the Local Community Committee Member. The term a Local Representative could serve on the Committee should be four years to coincide with the Council election term. Subject to these amendments the Terms of Reference will be put to Full Council for adoption. Proposed, seconded, all present in favour.

ED39/26 Confidential Matters.

It was **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Proposed, seconded, all present in favour.

ED40/26 - To adopt the Minutes of the meeting held on the 2nd of July 2026 (circulated)

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

ED41/26 - Financials

a) Balances as at 31st August 2026.

Ed Saver	70,870.88
Ed Current	17,055.01
Pending	
Committed funds	-1003.00
Less Admin previously agreed, not yet transferred	-266.03
Total	86,656.86

b) Data report on successful applications received from April 2026 - To date £4596.97

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

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ED42/26 Matters Arising.

None.

ED43/26 Clerk's report.

The Clerk provided a verbal update: The Scheme has been promoted at each Community Hub held on the first Wednesday of the month at ClayTAWC. Materials have also been provided to the St Dennis Family Hub to promote the scheme. Two out of the four adverts agreed for the St Dennis Community News Magazine have been published.

ED44/26 To ratify decisions made via email since the last meeting.

None

ED45/26 Pending Applications to date.

- **Application 02/26** – Partial Bursary payment made, awaiting further documents to release remaining funds.
- **Application 06/26** – The application had been placed on hold while the applicant decided if they wished to proceed with their chosen course. They are now proceeding but only been to cover a smaller proportion of the course fees, so the Bursary payment agreed will be reduced to accordingly.
- **Application 07/26** – All documents now received so payment will be made and the order for equipment will be placed.

ED46/26 New Applications

- **Application 09/26** – It was **Resolved**, proposed and seconded to approve the bursary request of **£708** for a college bus pass, to be paid in three termly instalments. All present in favour.
- **Application 10/26** – Request received for funding of £1500 towards an annual college bus pass. The applicant has benefited from the scheme previously. It was **Resolved**, proposed and seconded to award a partial bursary of **£1450** as any more would exceed the £3000 over five years limitation of the funding criteria. All present in favour.
- **Application 11/26** – It was **Resolved**, proposed and seconded to approve the bursary request of **£369** for a tablet to support secondary school studies. All present in favour.
- **Application 13/26** – It was **Resolved**, proposed and seconded to approve the bursary request of **£299** for a laptop to support study for A levels. All present in favour.
- **Application 14/26** – It was **Resolved**, proposed and seconded to approve the bursary request of **£510** (Workbook £35, Laptop £400, Printer £75) to support further education subject to receipt of requested information. All present in favour.
- **Application 12/26** – Request received for funding of £326 for items listed in the application form, to support Elective Home Education. It was **Resolved**, proposed and seconded to award a partial bursary of **£277.77** for items listed thar have been approved by the committee. The purchase of approved items should be documented on the receipts provided as per the Terms and Conditions of the Education Bursary Scheme. All present in favour.

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Total predicted spend from this meeting: **£3,662**

ED47/26 – Correspondence received.

None

There being no other business to be transacted, the Chair closed the meeting at 8.31pm

Signed……

Date:……..……

Chair of the Education Committee

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