

Minutes of the Education Grant Committee Meeting held at the ClayTAWC Centre,  
Fore Street, St Dennis on Thursday 30<sup>th</sup> of January 2025 at 7 pm

**Present:** Cllr Clarke, Cllr Edmunds, Cllr Kelsey

**In Attendance:** Lynn Clarke Clerk/RFO, Tamsyn Moore Senior Office Administrator

**ED40/24 - Apologies - None**

Absent. Cllr Hawkins, Cllr A Griffin, Cllr James Kent representing St Stephen in Brannel

**ED41/24 – Declarations of interest**

None. 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. The office advised that Cllr Edmunds had an interest in one of the applications.

**ED42/24 – 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.

**ED43/24 – To consider ways to advertise and promote the fund to increase uptake.**

Actions were discussed at length to include a new poster to be distributed in the notice boards, on social media and in establishments within the area of benefit. A double-sided flyer (one side Education Grant information other side What the Parish Council do) sent to all residents including information on how to apply. The Clerk advised this can only include information on 'business as usual' no projects or it will have to be distributed after the elections as the Council will be in purdah. The office is to look into options and costs for distribution to include going out with Cornwall Councillor Dick Coles Newsletter, via the Post Office or private distribution company.

*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'*

**ED44/24 – To adopt the Minutes of the meeting held on the 24<sup>th</sup> of September 2024**

It was **Resolved** – To accept the Minutes – All present in favour.

**ED45/24 – Financials**

a) The balances as at the 30<sup>th</sup> November 2024 were presented.

Ed Saver	55,142.65
Ed Current	37,502.07
Chq no cashed	
Committed funds	-657.91

Less Admin	-799.78
Total	91,187.03

- b) Data report on successful applications received from April 2024 – To date £13,589.89
- c) To agree the transfer of administration costs back to the Parish Council £799.78.

**Resolved** To accept the balances, transfer and data as presented. All Present in favour.

**ED46/24 – Matters Arising.**

- Application 18 – Letters sent – See agenda point 10.
- Application 1 – Letters sent – See agenda point 10.
- Application 29 – Required Information received – Grant Completed.
- Application 5 – Reference Requested received – Grant Paid.
- Application 14 – ID received – Grant Paid.
- Application 15 – Laptop specification requirement confirmed by Tutor – Paid.
- Application 17 – All required information received – Grant approved by email.
- Curry's Account has been set up.
- Argos can be set up, but we have to apply for an Argos Credit Card.

**Application 10** – Office received an email from the applicant stating they are unable to complete the course due to health concerns. They are aware they will have to pay back the grant of £259 but have asked if this can be done in instalments – Committee discussed at length and agreed in principle that the grant would not have to be repaid.

**ED47/24 To ratify decisions made via email since the last meeting.**

- Pending Application 29 - £1371.61 – Additional information received, agreed by committee via email - Approved and Paid.
- Pending Application 15 - £849 – Additional information received, agreed by committee via email - Approved and Paid.
- Pending Application 17 - £657.91 – Additional information received, agreed by committee via email - Approved, not yet paid.

It was **Resolved** to approve all three decisions made by email. All present in favour.

**ED48/24 Pending Applications to date.**

None

**ED49/24 – Agreed action for outstanding receipts**

- **Application 8** – Grant £450 – Partial receipt received 30.09.24 for £278.95 - **£171.05 Outstanding** All 3 official letters sent, and Receipt Form sent – No further response. It was **Resolved** for the office to telephone call the Applicant, if no favourable response received, an application to the Small Claims Court will be made.
- **Application 1** – Grant £400 – All 3 official letters sent, and Receipt Form sent. No response. It was **Resolved** for the office to telephone call the Applicant, if no favourable response received, an application to the Small Claims Court will be made.

- **Application 5** – Applicant offered partial receipts but did not provide receipts for totalling the amount allocated. 1<sup>st</sup> official letter issued – No Response. It was **Resolved** for the office to telephone the Applicant and proceed to issue the 2<sup>nd</sup> and 3<sup>rd</sup> official letters by recorded delivery if no favourable response received. All present in favour.

It was **Resolved** to approve the costs for recorded postage and applications to Small Claims Court if required. All present in favour.

**ED50/24 – New Applications**

- **Application 20** – Resolved to approve grant request of £464.99 for Travel and Equipment, subject to receipt of addition information. All present in favour.
- **Application 21** – Resolved to approve the grant request of £300 for a laptop. All present in favour.
- **Application 22 –Resolved** to refuse the grant application of £800 as it was felt not an educational requirement.
- **Application 23 - Resolved** to refuse the grant application of £2000 as it was felt not an Educational requirement.

Total predicted spend from this meeting: **£881,92**

**ED51/24 – Correspondence received.**

None

There being no other business to be transacted the Chair closed the meeting at 20.05

Signed.....

Date:.....

Chair of the Education Committee