

DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Villafuerte-Richards
Date: 09 March 2023

Dear Trustee,

You are hereby requested and required to attend the Annual Meeting of the Trustees of the **Diss Surveyors Allotment Charity**, which will be held in the Council Chamber at **Diss Corn Hall** on **Wednesday 15th March 2023 at 6.30pm**. The agenda for discussion is detailed below.

Yours sincerely



Sarah Villafuerte-Richards
Clerk to the Trustees

AGENDA

1. Apologies for Absence

To receive apologies for absence.

2. Minutes

To approve the minutes of the last meeting of the Diss Surveyors Allotment Charity held on Wednesday 15th June 2022 (copy herewith).

3. DesignerMakers21

To consider a report (copy herewith) outlining the designermakersCIO legacy for Diss in support of an application to the Diss Surveyors Allotment Charity.

4. Charity Commission Account

To consider a report (herewith) regarding changes to the management of the Charity Commission account.

5. Application Process

To consider a draft application form and terms & conditions (herewith) based on the template for Diss Town Council's community grant scheme.

6. Progress Report

To note progress on actions since the last meeting (copy herewith).

7. Date of Next Meeting

The annual meeting of the Diss Surveyors Allotment Charity has been scheduled for 14th June 2023 and further meetings of the Charity will be called as required.



DISS SURVEYORS' ALLOTMENT CHARITY

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Allocation of Funds Policy

1. The purpose of this policy is to ensure the proper allocation of funds from the Diss Surveyors' Allotment Charity in accordance with the charitable objects which are that 'the Trust shall apply the income of the Charity as it thinks fit for any charitable purposes for the general benefit of the inhabitants of the Parish of Diss'.
2. Preference will be given to capital projects, which leave a legacy for the future generations of Diss.
3. The minimum interest balance in the fund must not be less than £5,000.
4. The maximum percentage expenditure from the account on any one project must not exceed 50% of the available interest funds.
5. Evidence of match funding applied for and subsequently approved from other sources for capital projects must be provided before a project can be eligible for funding from the Charity.
6. Non-capital (revenue) projects to be considered on their merits, and if successful, no re-application is permitted within two years for the same project/expenditure.
7. This policy should be reviewed annually or if the Charity has not met within twelve months of this date, at the next meeting held.