

Diss Surveyor's Allotment Charity

Minutes

Minutes of the meeting of the Trustees of the Diss Surveyor's Allotment Charity held in the **Ceremony Room** at **Diss Town Council** on **Wednesday 29th July 2026** at **6:55pm**.

Present: Trustees: A. Kitchen, D. Craggs (Chair), C. Dente, S. Kiddie, T. Knights, R. Peaty, Takudzwa Shava, L. Sinfield, P. Wilson, J. Welch

In attendance: S. Villafuerte-Richards (Clerk to the Trustees)
District Councillors Kiddie & Minshull

DSAC0726/01 Apologies for Absence

There were none.

DSAC0726/02 Minutes

Trustees approved the minutes of the meeting of the Diss Surveyor's Allotment Charity held on Wednesday 14th January 2026.

DSAC0726/03 End of Year Accounts

Trustees received the 2025/26 end-of-year accounts of the Diss Surveyors' Allotment Charity for submission to the Charity Commission. The accounts showed closing balances and movements for the year ended 31 March 2026 as presented in the accounts document. It was

Resolved: to approve the 2025/26 end-of-year accounts of the Diss Surveyors' Allotment Charity and submit them to the Charity Commission.

(Action: RFO; by end September)

DSAC0726/04 Policy for Allocation of Funds

Trustees considered a revised Allocation of Funds Policy. The revised policy retained the Charity's existing funding controls whilst introducing additional provisions relating to assessment criteria, conflicts of interest, application requirements and monitoring arrangements to improve transparency and consistency in decision-making. Trustees asked if the funds could be promoted more so the public is aware.

(Action: KJ; by end September)

It was

Resolved: to adopt the revised Allocation of Funds Policy with immediate effect and note that the next review date will be 23 July 2030.

(Action: CW; by end September)

DSAC0726/05 Grant Application Form

Trustees considered a revised Grant Application Form. The revised form had been based on the Council's proposed Standard Community Grant Application Form to improve consistency across grant schemes whilst retaining additional questions relevant to the charitable objectives of the Diss Surveyors' Allotment Charity. Trustees noted that the revised format reduced duplication and was intended to improve transparency and consistency in the assessment of applications. It was

Resolved: to adopt the revised Diss Surveyors' Allotment Charity Grant Application Form with immediate effect and note that the next review date will be 23 July 2030.

(Action: CW; by end September)

DSAC0726/06 Account Balance

Trustees noted the current Unity Trust Bank balance of £33,870.72 as at 22 July 2026, as reported to the meeting.

DSAC0726/07 Date of Next Meeting

Further meetings of the Charity will be called as required.

Meeting closed: 6.59pm.

Cllr Craggs
Chair of the Trustees