

DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Villafuerte-Richards
Date: 08 June 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 14th June 2023 at 7pm**. 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 March 2023 (copy herewith).
- 3. End of Year Accounts**
To receive and approve the 2022/23 end of year accounts of the Diss Surveyors Allotment Charity for submission to the Charity Commission (copy herewith).
- 4. Policy for Allocation of Funds**
To review and approve the Charity's policy on allocation of funding (copy herewith).
- 5. Progress Report**
To note progress on actions since the last meeting (copy herewith).
- 6. Date of Next Meeting**
Further meetings of the Charity will be called as required.

MINUTES

DISS SURVEYORS' ALLOTMENT CHARITY

Minutes of the meeting of the Trustees of the Diss Surveyors Allotment Charity held in the Council Chamber at Diss Corn Hall on **Wednesday 15th March 2023 at 6.30pm.**

Present: S. Browne
M. Gingell
D. Collins
S. Kiddie
K. Murphy
S. Olander (ex-officio)
R. Peaty
J. Robertson
L. Sinfield
E. Taylor (Chair)
G. Waterman
J. Welch
J. Wooddissee

In attendance: S. Villafuerte-Richards (Clerk to the Trustees)
4 members of DesignerMakers21

1. **Apologies for Absence**

There were no apologies, but Trustee Kitchen was not in attendance.

2. **Minutes**

Members approved the minutes of the meeting of the Diss Surveyor's Allotment Charity held on Wednesday 15th June 2022.

3. **DesignerMakers21**

Trustees considered a report outlining the designermakersCIO (DM21) legacy as a community arts resource for Diss and the surrounding area in support of a future application to the Diss Surveyors Allotment Charity. DM21 has just been successful in a Community Ownership Fund bid to the Department for Levelling Up, Housing and Communities, which will see them awarded with 50% of the funds required to purchase their building. There was a rigorous application process for the funding bid, which demonstrates the sustainability of their model.

DM21 opened 10 years ago and now provides 11 studio spaces for local crafts people, two galleries, a rolling quarterly showcase space, a large exhibition / workshop area, a silkscreen facility, a temporary studio and more in the planning. In 2016, the members applied to become a Community Interest Organisation and took on the building's lease. They talked about the legacy they will bring for Diss' young people specifically the access to high quality and unique art provision on the doorstep and the many examples of young people who have benefitted from DM21.

Several members spoke of their journeys with opportunities to develop the community engagement part of their ceramic practice and humbling experience in a cyanotype printing workshop where English and Ukrainian families created pictures using ultra-violet light, which are now exhibited in the library.

DM21 has been overwhelmed by the support they have received so far. They have raised some of the match funds, have a bid for £7045k submitted to Foyles and have a year of fundraising activities planned. Members were encouraged to visit and ask further questions.

4. **Charity Commission Account**

Trustees considered a report regarding changes to the management of the Charity Commission account. It was

RESOLVED: 1. That all trustees' names, residential and diss.gov.uk email addresses will be submitted to the Charities Commission for matching purposes with only the names appearing on the public register.

2. That the relevant Diss Town Council policies are adapted and adopted by the Diss Surveyors Allotment Charity.

(Action: RFO / Clerk / DepClerk; by 14.06.23 / 31.12.23)

6. Application Process

Trustees considered a draft application form and terms & conditions based on the template for Diss Town Council's community grant scheme. It was

RESOLVED: to adopt the application form and terms & conditions based on the template for Diss Town Council's community grant scheme.

(Action: Clerk; immediately)

7. Progress Report

Members noted progress on actions since the last meeting.

8. Date of Next Meeting

Members noted 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.

Meeting closed: 18:57 hours.

Chairman of the Trustees

DISS SURVEYORS ALLOTMENT CHARITY

Accounts to 31st March 2023

Notes	Capital Brought Forward	Notes	Payments
Opening balance Capital - as at 1st April 2021	Charinco £ 39,500.00	NIL	£ -
	Charishare <u>£ 107,600.00</u>		
		£ 147,100.00	
			<u>£ -</u>
	Investment Brought Forward		
			Closing Balances Carried Forward
Bank Balance as at 1st April 2022 - Business Current Account	Community £ 25,788.87		as at 31st March 2023
Bank Balance as at 1st April 2022 - Business Savings Account	Business Saver <u>£ 11,009.43</u>	£ 36,798.30	
			Capital -
			Charinco £ 39,500.00
			Charishare <u>£ 107,600.00</u> £ 147,100.00
			Barclays -
			Community £ 13,909.94
			Business Saver <u>£ 31,069.43</u> £ 44,979.37 £ 192,079.37
			<u>£ 192,079.37</u>
			<u>£ 192,079.37</u>
			<u>£ 192,079.37</u>

Chairman of Trustees

Clerk of the Trustees



DISS SURVEYORS' ALLOTMENT CHARITY

Council Offices, 11-12 Market Hill, DISS, Norfolk, IP22 4JZ.
Tel./Fax. - (01379) 643848 Email - town council@diss.gov.uk

Allocation of Funds Policy

1. The purpose of this policy is to ensure the proper allocation of funds from the Diss Surveyors' Allotment Charity (DSAC) 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.
8. The DSAC grant scheme application form must be completed and all the necessary documents received by the Trustees to be processed.

Diss Surveyor Allotment Charity
Progress Report

Item 5

Minute Reference	Item	Action	Assigned to	Timescale (By)	Comments or further action
DSAC0323/04	Charity Commission Account	1. That all trustee's names, residential and diss.gov.uk email addresses will be submitted to the Charities Commission for matching purposes with only the names appearing on the public register. 2. The relevant Diss Town Council policies are adapted and adopted by the Diss Surveyors Allotment Charity.	RFO / Clerk / Dep. Clerk	14.06.23 / 31.03.23	This is scheduled for August 2023. This will be programmed for Autumn 2023.
DSAC0323/06	Application Process	To adopt the application form and terms & based on the template for Diss Town Councils community grant scheme.	Clerk / Dep Clerk	Immediately	Completed. To make available on the Council's website.