

DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Villafuerte-Richards
Date: 08 November 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 November 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 14^h June 2023 (copy herewith).
- 3. Policy for Allocation of Funds**
To note the Charity's policy on allocation of funding (copy herewith).
- 4. Account balance**
To note the account balance as at end of March 2023 (copy herewith).
- 5. Release of Funds**
To consider two applications for funding from DesignerMakers21 and St Mary's Church (copies herewith).
- 6. Progress Report**
To note progress on actions since the last meeting (copy herewith).
- 7. Date of Next Meeting**
Further meetings of the Charity will be called as required.

MINUTES
DRAFT

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 14th June 2023 at 7pm.**

Present: S. Browne
M. Gingell
D. Collins
S. Kiddie
A. Kitchen
K. Murphy (Chair & ex-officio)
S. Olander (ex-officio)
J. Robertson
E. Taylor
G. Waterman
J. Welch
J. Wooddissee

In attendance: S. Villafuerte-Richards (Clerk to the Trustees)
County / District Councillor Kiddie
District Councillor Minshull
4 members of the public

1. Apologies for Absence

Apologies were made by Trustees Peaty & Sinfield.

2. Minutes

Members approved the minutes of the meeting of the Diss Surveyor's Allotment Charity held on Wednesday 15^h March 2023.

3. End of Year Accounts

Trustees received and approved the 2022/23 end of year accounts of the Diss Surveyors Allotment Charity for submission to the Charity Commission.

4. Policy for Allocation of Funds

Trustees considered reviewed and approved the Charity's policy on allocation of funding with one proposed additional clause (8). It was

RESOLVED: to approve the Charity's revised policy on allocation of funding.

5. Progress Report

Members noted progress on actions since the last meeting.

6. Date of Next Meeting

Members noted that further meetings will be called as required.

Meeting closed: 7.08pm.

Chairman of the Trustees



DISS SURVEYORS' ALLOTMENT CHARITY

Council Offices, 11-12 Market Hill, DISS, Norfolk, IP22 4JZ.
Tel./Fax. - (01379) 643848 Email - townCouncil@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.

Item 4

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>			<u>£ -</u>
		£ 147,100.00			
	Investment Brought Forward				
	Community	£ 25,788.87		Closing Balances	as at 31st
Bank Balance as at 1st April 2022 - Business Current Account				Carried Forward	March 2023
Bank Balance as at 1st April 2022 - Business Savings Account	Business Saver	<u>£ 11,009.43</u>		Capital -	
		£ 36,798.30	Closing balance Capital as at 31st March 2023	Charinco	£ 39,500.00
				Charishare	<u>£ 107,600.00</u> £ 147,100.00
	<u>INCOME as at 31st March 2023</u>			Barclays -	
	Interest Received		Bank balance as at 31st March 2023 - Business Current Account	Community	£ 13,909.94
Interest Received from Black Rock re. Charinco	Charinco	£ 1,497.16	Bank balance as at 31st March 2023 - Business Savings Account	Business Saver	<u>£ 31,069.43</u> £ 44,979.37 £ 192,079.37
Interest Received from Black Rock re. Charishare	Charishare	£ 6,623.91			
Interest Received from Barclays	Barclays	<u>£ 60.00</u>			
		£ 8,181.07			
		£ 44,979.37			
Total Capital + Bank Balance as at 31st Mar 2022 + Interest received during the year		<u>£ 192,079.37</u>			<u>£ 192,079.37</u>



Chairman of Trustees



Clerk of the Trustees

Diss Surveyors Allotment Charity Grant Scheme – Application Form

Trustees are committed to ensuring 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'.

Applicants are advised to read the accompanying allocation of funds policy before completing this form.

Administered by Officers at
DISS TOWN COUNCIL
 Council Offices, 11-12 Market Hill,
 Diss, Norfolk, IP22 4JZ.
 Telephone and Fax: (01379) 643848
 Email: towncouncil@diss.gov.uk
 Website: www.diss.gov.uk

Organisation's / Individual's Details

1.	Nature of grant requested from DSAC. Is your organisation seeking a capital or revenue grant?	<input checked="" type="checkbox"/> Capital grant
2.	Name of Organisation	designermakersCIO
3.	Organisation's Address	21 St. Nicholas street, Diss, Norfolk, IP22 4LB
4.	Do we have an up-to-date copy of your organisations constitution or set of rules?	(attached) <i>If you selected no,</i> We will need a copy of your organisation's constitution or set of rules. You may email a copy to towncouncil@diss.gov.uk or post this to us.
5.	Name and contact details of applicant	[REDACTED] [REDACTED] Email: info@designermakersCIO.org.uk
6.	Position held in organisation	Treasurer
7.	How long has this organisation been established? (if applicable)	5+ years
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input checked="" type="checkbox"/> Registered charity
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes <i>If you selected yes,</i> What is your organisation's charity number? [REDACTED]
10.	Company registration number (if applicable)	
11.	How many members are involved in the running of the organisation? <i>Please provide an organisational structure</i>	12 members are involved in the running of designermakersCIO, of which 3 members sit with 6 non-members on the board of trustees. Please see attached management structure document.

	<i>chart to show how your organisation is managed</i>	
12.	Does your organisation have a membership?	<p><input checked="" type="checkbox"/> Yes</p> <p><i>If you selected yes,</i> Please state current no. of members: designermakersCIO currently has 12 members. Annual subscription cost per member: When a designer-maker becomes a member of designermakersCIO they agree to pay a monthly charge of £80, this affords them a permanent studio space, access to the facilities at designermakers21 and voting rights in the management of designermakersCIO. Membership comes with certain obligations in respect to the general management of designermakers21, designermakersCIO and activities delivered by the charity. These obligations involve additional input of time and are considered (but not quantified) as 'payments in kind'.</p>
13.	Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)	
14.	Please tick if your organisation / group has: <i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i>	<input checked="" type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input checked="" type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input checked="" type="checkbox"/> A disability audit of its own premises <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
15.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	<p>The core activities of demonstrating art and crafts by members is available to the general public, free of charge between 10am and 5pm, for three days a week at 21 St Nicholas Street.</p> <p>In addition, paid individual classes and workshops are available during these times and throughout the week. Courses are tailored to specific levels of experience of participants from beginner to advanced practitioner. The community Gallery is used for exhibiting artwork of members, local and special groups and the public. Links with special interest groups or those with particular needs are also run throughout the year.</p> <p>A shop selling members and affiliates' work is open three days a week from 10am to 5 pm. This is run by local volunteers. (more details can be found in the Appendix)</p>
16.	Does your organisation have its own premises? If yes, are they:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Rented
17.	Are there any restrictions on who can join the organisation?	<p>Yes</p> <p><i>If you selected yes,</i> Please list the restrictions and why you have them?</p> <p>Applications are welcomed from any art/craft practitioner, subject to:</p> <ul style="list-style-type: none"> • a commitment to the aims of the Charity.

		<ul style="list-style-type: none"> • willingness to participate in outreach projects with the general public • willingness to participate in the management of designermakers21 • technical excellence • space, • safety and technical issues for equipment. <p>Applications are reviewed by all members and openly discussed after interview.</p> <p>There are a number of routes to membership through guest status and ways of participating without committing to full membership.</p>
--	--	---

Project

18.	<p>Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.</p> <p><i>Please continue on a separate sheet if necessary.</i></p>	<p>The project is: To save the work of the Educational Charity at dm21 by purchasing 21 St Nicholas street. This will allow for;</p> <ul style="list-style-type: none"> • the continued delivery of educational and volunteering opportunities together with; • support for projects embracing a wide range of needs; • together with employment opportunities for local artists and craftspeople. <p>This work will be completely lost if 21 St Nicholas Street can not be purchased by the Charity.</p> <p>(more details about our activities can be found in the attached Appendix)</p>
19.	When do you expect the project / activity to start?	<p>The project, being the purchase of the freehold on 21 St Nicholas street, started in 2020 and will end in January 2024.</p> <p>The work of the charity started in June 2016 and is ongoing (see Appendix for more information about what we do), it will end in January 2024 if we are unsuccessful in our efforts to raise the necessary funds to purchase 21 St Nicholas street.</p>
20.	When do you expect the project / activity to finish?	The purchase will be completed by January 2024, in which case the educational and other activities of the charity will continue.
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<p>⚠ Yes - with a successful outcome for our project we will necessarily inherit the ongoing maintenance of 21 St Nicholas street, which is a listed building.</p> <p>Please see attached business plan</p>
22.	If yes, how will this ongoing maintenance be funded?	The Charity's business plan shows the capital reserves embedded in our business model that, following the successful purchase of 21 st Nicholas street, will be freed up for use in ongoing maintenance and repair tasks.

		The COF award has an additional component for essential structural improvements/repairs, these improvements/repairs will in turn reduce the ongoing maintenance costs for the building. Please see attached business plan
23.	How long will the project actively involve residents of Diss?	👤 More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<ul style="list-style-type: none"> 👤 Arts and Culture 👤 Enhancing the environment of Diss 👤 Older People 👤 Children and Young People 👤 Women 👤 Men 👤 People with a disability 👤 Black, minority or ethnic groups 👤 LGBTQ + 👤 People on low income 👤 Lone parents
25.	Approximately how many people will benefit from your grant? <i>You will be asked to provide evidence in your end of year report.</i>	<p><i>Select one option</i></p> <p>X 100+</p> <p>The purchase of 21 St Nicholas street will secure the continuation of educational activities at designermakers21, access to which will benefit residents of Diss. While the additional non-resident visitors to designermakers21 will benefit the town economically, increasing business resilience and improving work opportunities. Please see attached business plan</p>

Financials

26.	Grant amount requested	£25,000
27.	Do you intend to secure match funding for this project?	<p>Yes</p> <p><i>If you selected yes, please list all sources and amounts:</i></p> <p>Our main funding partner at the moment is H.M. Government's department for levelling up (Community Ownership Fund) who have pledged £125,000 towards the purchase of 21 St Nicholas street.</p> <p>Our fundraising drive is currently aimed at securing the funding to match this amount, to take us to the purchase price of £250,000.</p> <p>We have pledges from:</p> <ul style="list-style-type: none"> • The Foyle foundation for £50,000 • Sabrina Sutherland trust for £3,000 • The Irving trust for £2,000 <p>designermakersCIO has raised £16,000 to date (24/06/23)</p> <p>If we are awarded a grant from the DSAC it will become part of our match funding for the COF award.</p>
28.	Is your organisation making any non-financial	Yes

	contributions to the project/activity?	<p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p> <p>Members give their time and expertise freely, delivering many services to further the objectives of the charity, promote the work of the charity and achieve the aims of the project.</p> <p>All full members are involved in the project, performing tasks linked to fundraising activities and outreach work. Members perform organisational tasks linked to fundraising events, from planning through to execution.</p> <p>Unpaid work contributed by members include:</p> <ul style="list-style-type: none"> • essential clerical / admin tasks • marketing; design and delivery • interacting with the public / promoting the charity • transporting and setting up promotional events • planning and running fundraising events <p>For more details please see attached business plan and management structure document.</p>
29.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>No</p> <p><i>If you selected yes, Please explain why you are not using your own funds.</i></p>
30.	In addition to the above, the following will be required of grant applications.	<ul style="list-style-type: none"> ▲ The organisation's / group's Bank or Building Society account details ▲ Evidence of efforts to generate income from other sources ▲ Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for ▲ A copy of your group's most recent bank account statement. <i>Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</i>

Outcomes

32.	What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	<p>Purchasing 21 St Nicholas street will enable the continuation of the work of the Charity, providing Opportunities for -</p> <ul style="list-style-type: none"> • Education at all levels • Support for people with special needs • Increasing participation from local residents • Work opportunities for artists/ craftspeople • Opportunities for upskilling through
-----	--	--

		<p>volunteering</p> <ul style="list-style-type: none"> • Working with people of all ages • Growth in volunteer contributions and opportunities • Support for Diss town initiatives • Showcase and exhibiting opportunities for new and established artists. • Elevation of Diss' reputation as an arts-rich town. <p>Measured by:</p> <table border="1" data-bbox="817 474 1513 1234"> <thead> <tr> <th>criteria</th> <th>method</th> </tr> </thead> <tbody> <tr> <td>Monitoring the numbers of attendees</td> <td>We record visitor numbers and conduct regular assessments</td> </tr> <tr> <td>Seeking the views of participants</td> <td>We use feedback forms at all our events, integrating participants' views into future planning</td> </tr> <tr> <td>Being attentive to supporters' views</td> <td>We monitor and respond to feedback from social media</td> </tr> <tr> <td>Designing successful events</td> <td>Qualitative assessment repeated annually</td> </tr> <tr> <td>Working to benefit Diss town</td> <td>We will continue to liaise with community groups, charities and councils to maximise the local impact of our activities.</td> </tr> </tbody> </table>	criteria	method	Monitoring the numbers of attendees	We record visitor numbers and conduct regular assessments	Seeking the views of participants	We use feedback forms at all our events, integrating participants' views into future planning	Being attentive to supporters' views	We monitor and respond to feedback from social media	Designing successful events	Qualitative assessment repeated annually	Working to benefit Diss town	We will continue to liaise with community groups, charities and councils to maximise the local impact of our activities.
criteria	method													
Monitoring the numbers of attendees	We record visitor numbers and conduct regular assessments													
Seeking the views of participants	We use feedback forms at all our events, integrating participants' views into future planning													
Being attentive to supporters' views	We monitor and respond to feedback from social media													
Designing successful events	Qualitative assessment repeated annually													
Working to benefit Diss town	We will continue to liaise with community groups, charities and councils to maximise the local impact of our activities.													
33.	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<p>If we can buy 21 St Nicholas street by the end of 2023 then our project will have been successful and Diss will continue to benefit from the wide range of activities and events delivered by designermakersCIO.</p> <p>Please see our business plan for a full explanation of our vision for the future and the imperative for designermakersCIO to own 21 St Nicholas street.</p> <ul style="list-style-type: none"> • A list of objectives alongside methods of measuring the achievement of those objectives. 												

Please add any additional supporting information you would like considered here.

designermakersCIO worked hard to convince H.M. Government's Department for Levelling Up that we are a worthy recipient for their Community Ownership Fund (COF) grant award. They agreed with our view and In March of this year our value to the local community was recognised with the award of £125,000 towards the purchase of our 'home' designermakers21. However, to bring these Government funds to Diss,

designermakersCIO must raise the same amount in match funding. We have made great strides towards that goal and we hope that the Diss Surveyors Allotment Charity will be willing to join us in securing the cultural legacy that designermakers21 has become and will continue to be, for Diss and South Norfolk.

This form should be returned to The Town Clerk, Diss Town Council, Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to towncouncil@diss.gov.uk.

Terms and Conditions

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Surveyors Allotment Charity' refers to the service providing the resources for which you are applying.

The Grant

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by the Diss Surveyors Allotment Charity.
2. We agree to return any Grant if the project cannot proceed.
3. We will inform the Diss Surveyors Allotments Charity immediately in writing of anything that significantly delays, threatens, or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
4. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
5. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to the Diss Surveyors Allotment Charity.
6. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by the Diss Surveyors Allotment Charity.

The Organisation

7. We will advise the Diss Surveyors Allotment Charity in writing of any changes to our bank or building society bank account.
8. We will keep all financial records and accounts, including receipts for items bought with the Grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.
9. We will make all financial records available for inspection by the Diss Surveyors Allotment Charity as requested. We understand that any documentation supplied will not be returned.
10. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Employment and Health & Safety.
11. If appropriate to the Grant, we agree to comply with guidance as advised by Council Officers.
12. We understand that the Diss Surveyors Allotment Charity will make public information about our Grant, and that if requested to do so we must prepare and present a short report to Trustees following the completion of the grant funded activity.

13. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents to the Diss Surveyors Allotment Charity on request.
14. We understand that the Diss Surveyors Allotment Charity will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or a Grant.

The Diss Surveyors Allotment Charity may withhold a Grant or ask for repayment, in whole or in part for the following reasons:

15. If we fail to keep to these conditions in any way.
16. If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
17. If, for any reason, the organisation ceases to exist, any unused Grant will be returned to the Diss Surveyors Allotment Charity. We will return any equipment or other assets bought with the Grant to Diss Surveyors Allotment Charity or, with prior agreement, transfer the equipment or assets to another organisation with similar objectives.
18. If we sell any asset purchased with a Grant, we will notify the Diss Surveyors Allotment Charity in writing and return an agreed proportion of the sale proceeds agreed with Diss Surveyors Allotment Charity.
19. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to the Diss Surveyors Allotment Charity.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation, we may not receive any Grant, or it may be withdrawn and must be refunded to the Diss Surveyors Allotment Charity.

I confirm that I have read and accept the Terms and Conditions of the Grant.

PLEASE PRINT

Title (Mr, Mrs, Ms, Miss):		
First name:		
Surname:		
Signature:		
Date:		
Position within the organisation:		

Please Note: This must be completed by the same person as named in Question 5 on the application form.

Co-signed by another member of your organisation:

Title (Mr, Mrs, Ms, Miss):	
First name:	
Surname:	
Signature:	
Date:	
Home address:	
Phone number (daytime):	
Email address:	
Position within the organisation:	

Please Note: This must be a different person to the one named above.

Privacy Notice

The Diss Surveyors Allotment Charity takes your privacy seriously and will only use your information in relation to your grant application.

APPENDIX:

designermakersCIO - What we do:

Our 12 permanent members all have studio space within the building where they practice their craft. During opening hours visitors from Diss and further afield, have open access to these studios so they can observe craft processes in action and talk with the designer makers about their process.

These crafts include

- saori weaving,
- jewellery making,
- mosaics,
- vintage textiles & classic dressmaking,
- printmaking,
- pottery making

- theatre crafts,
- wood, ceramic and metalwork, sculpture,
- textile art and felting.

We also exhibit and sell products made by our Associate and Affiliate members; makers who don't have studios at dm21 but who's work enriches and complements the crafts on display at dm21 these include

- metal sculptures,
- hand blown glass,
- ceramics,
- textile art
- millinery.

Our Resident, Associate and Affiliate members also run workshops throughout the year, ranging from 1 to 1 workshops to group workshops of 8 or more participants.

Workshops for more than 4 participants are conducted in our large exhibition space, which is also available to non-resident makers to hire. designermakersCIO facilitates workshops and exhibitions that educate and nurture skills development and personal well-being. Our charitable status means we can subsidise the cost of some of our events, making them free or accessible to people on lower incomes.

We curate around 6 exhibitions each year, these relate to craft processes and objects. These are often collaborative events involving local arts/education organisations like Diss High School and Diss Arts Association.

The work we do and the craft and maker networks we are part of, have meant that, over the years that we have been in operation, the reputation of Diss as a destination for anyone interested in art and creativity has grown. This heightened profile for Diss has inevitably led to increased visitor numbers, boosting the local economy and benefiting the town and its businesses.

The Charity has a very limited window of opportunity to purchase 21 St Nicholas street. Of the £350,000 we need, we have so far raised over £270,000 from

- Community Ownership Fund (Levelling up),
- Foyles Charity
- a number of smaller trusts,
- our own events and fundraising efforts
- and a host of donations some small, some large, from local people.

This reflects the sustainability of the overall project and the tremendous local support to continue the contribution the Charity makes in Diss and the surrounding economy.

We are within touching distance of our overall target of £350,000 but we must reach this by December 2023 to ensure the continuation of dm21.

The work of the Charity has grown over the last ten years and new members with a widening range of interests will ensure continuity.

Projects are delivered now but will cease in December if funds are not available to purchase 21 St Nicholas Street.

Checklist

Before sending us your application, please check that you have done the following:

	<i>Please tick</i>
Answered all the applicable questions on the application form	x
The main contact from Question 5 has signed the Declaration	x
The Declaration has been co-signed by another member of your organisation	x
Included the following:	
<ul style="list-style-type: none"> • A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us. 	x
<ul style="list-style-type: none"> • A dated copy of your most recent yearly accounts verified by an independent person. 	x
<ul style="list-style-type: none"> • A projected statement of income and spending for the next 12 months. 	(included in business plan)
<ul style="list-style-type: none"> • A copy of your group’s most recent bank account statement. 	x
Or	
<ul style="list-style-type: none"> • A copy of the pages in your passbooks showing your group’s name, account number and current balance, stamped and signed by your building society. 	
Or	
<ul style="list-style-type: none"> • If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code. 	
If your project / activity includes work on a building or land, please also provide:	
<ul style="list-style-type: none"> • Copies of any plans, maps or drawings etc. related to your application for work on a building or land • Copy of planning permission if appropriate • Three quotes for any work to be carried out or items to be purchased over the value of £1,000 • A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate • A copy of contents / employer’s liability / public liability insurance policy where appropriate • Confirmation that other statutory/licensing consents have been received (where appropriate) 	

Copied this application to keep for reference

x

PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE DISS SURVEYORS' ALLOTMENT CHARITY.

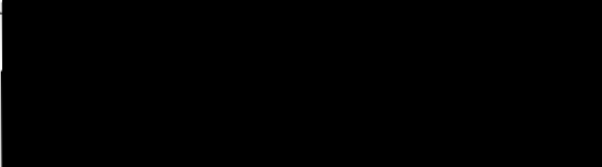

Diss Surveyors Allotment Charity
Grant Scheme – Application Form

Trustees are committed to ensuring 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'.

Administered by Officers at
DISS TOWN COUNCIL
 Council Offices, 11-12 Market Hill,
 Diss, Norfolk, IP22 4JZ.
 Telephone and Fax: (01379) 643848
 Email: towncouncil@diss.gov.uk
 Website: www.diss.gov.uk

Applicants are advised to read the accompanying allocation of funds policy before completing this form.

Organisation's / Individual's Details


1.	Nature of grant requested from DSAC. Is your organisation seeking a capital or revenue grant?	<input checked="" type="checkbox"/> Capital grant <input type="checkbox"/> Revenue grant
2.	Name of Organisation	ST MARY'S CHURCH
3.	Organisation's Address	MOUNT ST DISS, NORFOLK
4.	Do we have an up-to-date copy of your organisations constitution or set of rules?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you selected no, We will need a copy of your organisation's constitution or set of rules. You may email a copy to towncouncil@diss.gov.uk or post this to us.</i>
5.	Name and contact details of applicant	
6.	Position held in organisation	CHURCH WARDEN
7.	How long has this organisation been established? (if applicable)	500 YEARS
8.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state:
9.	Is the organisation a charity registered with the Charity Commission for England and Wales	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If you selected yes, What is your organisation's charity number?</i> 
10.	Company registration number (if applicable)	N/A

11.	<p>How many members are involved in the running of the organisation?</p> <p><i>Please provide an organisational structure chart to show how your organisation is managed</i></p>	<p>PEROCIAL CHURCH COUNCIL SECRETARY, TREASURER PLUS TEN MEMBERS</p>
12.	<p>Does your organisation have a membership?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><i>If you selected yes,</i> Please state current no. of members: 98 Annual subscription cost per member: N/A</p>
13.	<p>Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)</p>	<p>N/A</p>
14.	<p>Please tick if your organisation / group has:</p> <p><i>You do not have to provide any of these documents at the time of application, but they may be required before any grant funds are transferred.</i></p>	<p><input checked="" type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input type="checkbox"/> A risk assessment relating to the activity to which the grant relates.</p>
15.	<p>Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.</p> <p><i>*PLEASE SEE ATTACHED</i></p>	<p>• OPEN EVERY DAY FOR PRAYERS • COFFEE MORNING EVERY FRIDAY • VISITING ELDERLY AND/OR INFIRM PEOPLE • CHRISTMAS CAROL SERVICE • SCHOOLS USE THE CHURCH FOR END OF TERM AND WE ARE ENCOURAGING MORE USE FOR CHILDREN</p>
16.	<p>Does your organisation have its own premises?</p> <p>If yes, are they:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Owned by the organisation <input type="checkbox"/> Rented <input type="checkbox"/> Other (please state)</p>
17.	<p>Are there any restrictions on who can join the organisation?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If you selected yes,</i> Please list the restrictions and why you have them?</p>

Project

18.	<p>Please describe your project / activity: its aims and objectives, what it will deliver, what difference will it make and outline how it will benefit the people of Diss.</p> <p><i>Please continue on a separate sheet if necessary.</i></p>	<p>* PLEASE SEE ATTACHED SHEET</p>
19.	<p>When do you expect the project / activity to start?</p>	<p>DECEMBER 2023</p>
20.	<p>When do you expect the project / activity to finish?</p>	<p>JANUARY 2024 AND MAY 2024</p>
21.	<p>Is the grant for equipment or something else requiring ongoing maintenance?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
22.	<p>If yes, how will this ongoing maintenance be funded?</p>	<p>WE WILL SET ASIDE MONEY FROM A MAINTENANCE FUND. THE CLOGS WILL BE MAINTAINED BY AN ANNUAL INSPECTION BY THE RESTORER.</p>
23.	<p>How long will the project actively involve residents of Diss?</p>	<p><input type="checkbox"/> One day <input type="checkbox"/> Up to one week <input type="checkbox"/> Up to three months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input checked="" type="checkbox"/> More than one year</p>
24.	<p>Which of the following categories of activity or groups apply to your grant application?</p>	<p><input checked="" type="checkbox"/> Advice Services <input checked="" type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input checked="" type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input checked="" type="checkbox"/> Transport <input checked="" type="checkbox"/> Children and Young People <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Men <input checked="" type="checkbox"/> People with a disability <input checked="" type="checkbox"/> Black, minority or ethnic groups <input checked="" type="checkbox"/> LGBTQ + <input checked="" type="checkbox"/> People on low income <input checked="" type="checkbox"/> Lone parents</p>
25.	<p>Approximately how many people will benefit from your grant?</p> <p><i>You will be asked to provide evidence in your end of year report.</i></p>	<p>Select one option</p> <p><input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 49 <input type="checkbox"/> 50 - 99 <input checked="" type="checkbox"/> 100+</p>

Financials

26.	Grant amount requested	£8,000
27.	Do you intend to secure match funding for this project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you selected yes, please list all sources and amounts: CHURCH CONGREGATION } £4,500 JUST GIVING PAGE } CONCERTS ETC } £3,500
28.	Is your organisation making any non-financial contributions to the project/activity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If you selected yes, please list all non-financial contributions to the project/activity:
29.	Do your current cash reserves exceed the amount of grant you are asking for?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If you selected yes, Please explain why you are not using your own funds.
30.	In addition to the above, the following will be required of grant applications 	<input checked="" type="checkbox"/> The organisation's / group's Bank or Building Society account details <input checked="" type="checkbox"/> Evidence of efforts to generate income from other sources <input checked="" type="checkbox"/> Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for <input type="checkbox"/> A copy of your group's most recent bank account statement. Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.

Outcomes

32.	What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	THE CLOCK TO BE WORKING FOR THE BENEFIT OF THE WHOLE COMMUNITY.
-----	--	---

33.	<p>How will you measure the outcomes to ensure your project / activity is successful?</p> <p><i>Please ensure your outcomes are specific, measurable, achievable, realistic and timely.</i></p> <p><i>If not included above, please also provide:</i></p>	<p><input type="checkbox"/> A list of objectives alongside methods of measuring the achievement of those objectives.</p>
-----	---	--

Please add any additional supporting information you would like considered here.

This form should be returned to The Town Clerk, Diss Town Council, Council Offices, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to towncouncil@diss.gov.uk.

Terms and Conditions

Before you submit your application, you must read and agree the following Terms and Conditions of Grant. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Diss Surveyors Allotment Charity' refers to the service providing the resources for which you are applying.

The Grant

1. We will use the Grant as described in our application form. Any changes must be agreed in writing and in advance by the Diss Surveyors Allotment Charity.
2. We agree to return any Grant if the project cannot proceed.
3. We will inform the Diss Surveyors Allotments Charity immediately in writing of anything that significantly delays, threatens, or makes it unlikely that the Grant will either not be used within the agreed period or not be used for the purpose described in the application.
4. We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
5. We understand that the amount and schedule of payments will be indicated in the formal Grant offer, and that no expenditure should be incurred until the Grant offer has been received, signed and returned to the Diss Surveyors Allotment Charity.
6. We agree that in any publicity or public presentation about the funding, we must include an indication that the project / activity was supported by the Diss Surveyors Allotment Charity.

The Organisation

7. We will advise the Diss Surveyors Allotment Charity in writing of any changes to our bank or building society bank account.
8. We will keep all financial records and accounts, including receipts for items bought with the Grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.
9. We will make all financial records available for inspection by the Diss Surveyors Allotment Charity as requested. We understand that any documentation supplied will not be returned.
10. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Employment and Health & Safety.
11. If appropriate to the Grant, we agree to comply with guidance as advised by Council Officers.
12. We understand that the Diss Surveyors Allotment Charity will make public information about our Grant, and that if requested to do so we must prepare and present a short report to Trustees following the completion of the grant funded activity.
13. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents to the Diss Surveyors Allotment Charity on request.
14. We understand that the Diss Surveyors Allotment Charity will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or a Grant.

The Diss Surveyors Allotment Charity may withhold a Grant or ask for repayment, in whole or in part for the following reasons:

15. If we fail to keep to these conditions in any way.
16. If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
17. If, for any reason, the organisation ceases to exist, any unused Grant will be returned to the Diss Surveyors Allotment Charity. We will return any equipment or other assets bought with the Grant to Diss Surveyors Allotment Charity or, with prior agreement, transfer the equipment or assets to another organisation with similar objectives.
18. If we sell any asset purchased with a Grant, we will notify the Diss Surveyors Allotment Charity in writing and return an agreed proportion of the sale proceeds agreed with Diss Surveyors Allotment Charity.
19. If any equipment or asset is stolen, lost or damaged, we will replace it or return monies obtained from insurance to the Diss Surveyors Allotment Charity.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete and that I have authorisation to apply for a Grant on behalf of the organisation.

I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation, we may not receive any Grant, or it may be withdrawn and must be refunded to the Diss Surveyors Allotment Charity.

I confirm that I have read and accept the Terms and Conditions of the Grant.

PLEASE PRINT

Title (Mr, Mrs, Ms, Miss):		
First name:		
Surname:		
Signature:		
Date:		23
Position within the organisation:		

Please Note: This must be completed by the same person as named in Question 5 on the application form.

Co-signed by another member of your organisation:

Title (Mr, Mrs, Ms, Miss):		
First name:		
Surname:		
Signature:		
Date:		
Home address:		DISS, NORFOLK
Phone number (daytime):		
Email address:		UK.
Position within the organisation:		

Please Note: This must be a different person to the one named above.

Privacy Notice

The Diss Surveyors Allotment Charity takes your privacy seriously and will only use your information in relation to your grant application.

Checklist

Before sending us your application, please check that you have done the following:

	<i>Please tick</i>
Answered all the applicable questions on the application form	✓
The main contact from Question 5 has signed the Declaration	✓
The Declaration has been co-signed by another member of your organisation	✓
Included the following:	
<ul style="list-style-type: none"> • A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us. 	✓
<ul style="list-style-type: none"> • A dated copy of your most recent yearly accounts verified by an independent person. 	✓
<ul style="list-style-type: none"> • A projected statement of income and spending for the next 12 months. 	
<ul style="list-style-type: none"> • A copy of your group's most recent bank account statement. 	
Or	
<ul style="list-style-type: none"> • A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society. 	
Or	
<ul style="list-style-type: none"> • If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code. 	
If your project / activity includes work on a building or land, please also provide:	
<ul style="list-style-type: none"> • Copies of any plans, maps or drawings etc. related to your application for work on a building or land 	N/A
<ul style="list-style-type: none"> • Copy of planning permission if appropriate 	N/A
<ul style="list-style-type: none"> • Three quotes for any work to be carried out or items to be purchased over the value of £1,000 	✓
<ul style="list-style-type: none"> • A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate 	✓
<ul style="list-style-type: none"> • A copy of contents / employer's liability / public liability insurance policy where appropriate 	✓
<ul style="list-style-type: none"> • Confirmation that other statutory/licensing consents have been received (where appropriate) 	N/A
Copied this application to keep for reference	✓

PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE DISS SURVEYORS' ALLOTMENT CHARITY.

PAGE 2 – No. 15

- BAPTISMS - usually held on Sundays
- WEDDINGS – available on any day.
- FUNERALS – normally held during the week but can be at weekends
- SOCIAL EVENTS AND FUND RAISING – i.e. QUIZ NIGHTS, CAKE DECORATIONS, FLOWER ARRANGING, etc.
- CONCERTS – A concert was held with singers and pianists from the Ukraine.
- CHEESE & MULLED WINE AFTERNOON – supporting the Christmas Light opening event for the Town.

PAGE 3 – No. 18

The clock appears to be the only one in Diss and is visible from the surrounding areas – from Mere Street, Mount Street, Market Hill, Market Place and the main trading area. If working the clock could be used for Remembrance Day, Christmas celebrations and used by local residents on a daily basis. Enquiries have been asked of members of the Church as to when the clock would be repaired as it has been a vibrant part of the Town for over 200 years. The clock has been a major feature of St Mary's church but the date of its installation is not known at present. It has not been working for over three years and to have it chiming correctly again would be a welcomed asset to the Town.

Financial Review

The largest item of expenditure for 2022 was the Parish Share of £64,275. This was paid in full by St Mary's to the Diocese of Norwich. The Parish Share requested for 2023 is £67,000. It is unlikely that the PCC will generate sufficient funds during 2023 to meet this in full based on the current level of income and expenditure.

The other major expense was the utility bills. The fixed gas contract with Pozitive Energy ended in November and a new 12-month contract with British Gas was obtained through the Diocese of Norwich Parish Buying service. The rates are considerably higher than previously but were the best available at that time. It should be noted that the 2021 gas bills were lower than average due to the boiler being replaced in April and no gas was used in the first quarter of that year. The bills will be significantly higher in 2023 and the PCC is advised to reduce the heating used in the church and hall.

Regular giving was lower during 2022. Amounts eligible for Gift Aid reduced from £43k to £40k and Uncovenanted giving reduced from £13k to £11k.

Office costs including printing and stationery, telephone and internet are paid in full by Diss PPC. Contributions to these were received from the other 10 parishes within Diss Team Ministry. The old office printer (owned by the PCC) has been replaced by a new rental machine under contract with Ricoh.

Maintenance items include clearing of the guttering, repairs to the vestry and new drain covers in the churchyard.

Two legacies were received in 2022 totalling £10,238.

An additional donation of £5,000 was received from the Diss Parochial Charity, making their total donation £10,000 for 2022.

Overall, the excess of expenditure over income is £1,581 for 2022 compared to an excess of expenditure over income of £42,206 for 2021 (the 2021 figure reflects the cost of the new boilers).

Yvonne Gooch
Diss PCC Treasurer

Bankers

Barclays Business Banking, Barclays, Leicester, LE87 2BB

Independent Examiner

Mark Johnstone, Argents

Reserves Policy

It is the policy of this Church to hold in reserves the equivalent of two months general running costs and an additional one month's salary costs. It is also the policy of this Church to hold an amount for likely works that may arise as a result of the next quinquennial inspection.

This policy is reviewed on an annual basis.

Notes for Information:

1. The Charities Act 2011 requires charities to have a purpose in holding onto money. A reserves policy shows the purpose for which reserves are held.
2. General running costs are approximately £9,500 per month compared to 6,616 in 2021
3. Salary costs are £12,597
4. The reserves are maintained as part of St Mary's investments held in CCLA, the CBF Church of England Deposit Fund

Risk Analysis

This note summarises the key risks to the Church of St Mary the Virgin, Diss, and the steps taken to manage them.

(a) Financial Risks

The church is exposed to financial risk through its financial assets. The key risk is the loss of financial assets resulting in the Parochial Church Council becoming unable to meet its financial obligations necessary to maintain the Church as a viable centre of Anglican Worship in Diss.

The Parochial Church Council during 2015 authorised the Treasurer to relocate all suitable financial reserves to accounts operated under the auspices of the Central Board of Finance.

The Parochial Church Council considers that existing internal controls on the management of cash collections, gifts and other similar monetary amounts are adequate to ensure that these are handled in a safe and professional manner.

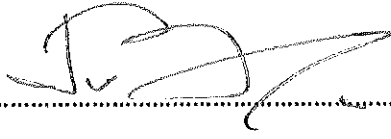
(b) Statutory and Operational Risks

Diss Parochial Church Council manages other risks to which it may be exposed:

- By compliance with all relevant legislation
- By the purchase of adequate property and other relevant insurance covers through a scheme operated by the Diocese of Norwich and underwritten by the Ecclesiastical Insurance Group
- By the carrying out of suitable risk assessments and the implementation of appropriate risk management strategies to minimise risks to employees and third parties using the facilities at St Mary's Church and to reduce the possibility of asset damage or loss. To this end a safety audit of the church and church hall was undertaken by SBJ Safety Solutions in February 2017 and the PCC authorised improvement to the security of the buildings and contents by upgrading the CCTV coverage in 2018

Approved by the PCC on 26th MARCH 2023
Signed on their behalf by Mrs Janet Blight (PCC Chair)

Signed.....

A handwritten signature in black ink, appearing to be 'J. Blight', written over a dotted line. The signature is stylized and cursive.

Receipts and Payments Account

Diss Parochial Church Council – 1 January 2022 to 31 December 2022

	2022	2021	Expenditure	2022	2021
Income					
Barclays Bank Loyalty	50.29	25.74	Bad Debt	0.00	210.00
CH Bookings	2,880.00	775.00	Bank Charges	366.39	255.27
CH Photocopying	0.00	50.00	CH Kitchen	461.10	0.00
Charitable Shopping Online	22.63	28.72	CH Wages	2,847.00	2,761.80
Covenants and Gift Aid	40,231.00	43,144.00	Church Running Expenses - Cleaning	501.05	277.57
Diss Parochial Charity Income	10,000.00	5,000.00	Church Running Expenses - Electricity	2,681.10	906.12
Dividends Received - Restricted	106.49	393.30	Church Running Expenses - Gas	12,607.84	1,468.49
Dividends Received - Unrestricted	3,286.33	3,178.33	Church Running Expenses - Insurance	6,531.75	6,269.42
Donations - Restricted	250.00	20.00	Church Running Expenses - Maintenance	4,694.86	54,502.34
Donations - Unrestricted	2,134.02	1,899.91	Church Running Expenses - Services	1,192.39	935.75
Fees for Church Heating	2,170.00	910.00	Church Running Expenses - Social Activities	150.00	0.00
Fees to PCC	3,178.00	1,424.00	Computer Costs	1,323.63	570.24
Fund Raising - Concerts & Other	1,127.12	0.00	Employee Taxes to HMRC	0.00	10.60
Fund Raising - Mini Market	1,628.97	445.10	Grants to Charities - Home Missions	120.00	120.00
Fund Raising Sales	156.20	0.00	Grants to Charities - Secular	40.00	386.80
Funeral Collections	32.50	30.00	Honorarium - Organist	4,250.00	350.00
Funeral Donation to Organ	105.00	15.00	NI Employer Contributions	8.00	0.00
Interest Received - Restricted	10.23	1.35	Parish Share	64,275.00	52,220.00
Interest Received - Unrestricted	1,161.47	257.13	Printing & Stationery	1,088.86	923.50
Kitchen	135.30	0.00	Rectory Mower Maintenance	861.21	0.00
Legacies	10,238.75	0.00	Salaries & Honorarium - Administrator	5,500.00	4,788.00
Office Costs Contribution	3,626.33	2,244.50	Salaries & Honorarium - Verger	750.00	300.00
Refund for Purchases made on behal	13.94	100.00	Samuel Thorp Pilgrimage payment to DTM	0.00	1,241.85
Rent Received	300.00	300.00	Sundries	744.00	577.00
Samuel Pilgrimage	0.00	1,241.85	Telephone & Internet	3,047.53	2,733.04
Sunday Collections	3,309.54	1,621.30			
Tax Refund	13,273.46	12,523.33			
Unconvenanted Gifts	11,182.92	13,405.67			
Use of Church Building	50.00	0.00			
Wall Box - FWO	1,411.04	296.97			
Weekday Collections	388.87	270.80			
TOTAL INCOME	112,460.40	89,602.00	TOTAL EXPENDITURE	114,041.71	131,807.79
			EXCESS OF INCOME OVER EXPENDITURE	(1,581.31)	(42,205.79)

Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
Barclays Current Account	10,519.60		10,519.60	15575.90
Barclays BPA Fabric		1,760.25	1,760.25	1652.09
Barclays Restricted Funds				
Bells		295.05	294.77	
Flowers		1,168.29	1310.47	
Organ		7,036.24	7260.48	
Choir Robes		372.01	371.65	
			8,871.59	9237.37
CBF Rector & Churchwardens	5,550.36		5,550.36	5998.75
CBF Victoria Hall *	70,069.51		70,069.51	65888.51
Receivables net	0.00		0.00	0.00
	<u>86,139.47</u>	<u>10,631.84</u>	<u>96,771.31</u>	<u>98352.62</u>

* includes £5,000 held for vestments (from restricted legacy)

As at 31 December 2022

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
CBF Investment Fund (Victoria Hall)*		110,414.27	110,414.27	125,240.00
CBF Investment Fund (Fabric Shares)		3,577.93	3,577.93	4,058.36
CBF Fixed Interest Fund (Old Church Hall)	6,739.76		6,739.76	7,812.32
Land at Roydon Fen*	21,500.00		21,500.00	21,500.00
	<u>28,239.76</u>	<u>113,992.20</u>	<u>142,231.96</u>	<u>158,610.68</u>

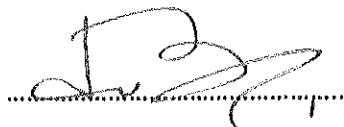
* See Notes 2, 8 and 6

The attached notes form part of these financial statements

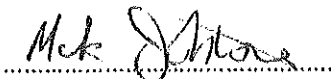
<u>Total Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
	<u>114,379.23</u>	<u>124,624.04</u>	<u>239,003.27</u>	<u>256,963.30</u>
Movement on Reserves				
Opening Reserves	256,963.30			
Surplus of Expenditure over Income	-1,581.31			
Reduction in Value of Investments	-16,378.72			
	<u>239,003.27</u>			

Approved by the PCC on 26th MARCH 2023

Signed on their behalf by Mrs Janet Blight (PCC Chair) and Mrs Yvonne Gooch (PCC Treasurer)



I have reviewed the accounts and notes presented to me for the year ended 31 December 2022 and have agreed them to the underlying records of The Church of St Mary the Virgin



Mark Johnstone, Argents

Notes

1. Financial Statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

2. Victoria Hall Endowment Fund

The Endowment Fund, from the sale of Victoria Hall, must be retained as a Capital Fund and shares may not be sold, but the income is for ordinary church purposes. It is invested in the CBF Church of England Investment Fund and the value as at 31st December 2021 was £ 110,414, a reduction of £ 14,826 since 31 December 2021.

3. Payments to PCC Members

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £9,540 in salary during 2022 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

4. Diss Team Ministry

With effect from 1st September 2013, a new account was created which is not associated with Diss PCC but acts as a 'clearing house' for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

5. Missionary and Charitable Giving

PCC payments were made to Diss and District Churches Together (£120), Norfolk Churches Trust (£30), and Norwich Diocese Ringers (£10).

6. Roydon Fen

This is land just under 3 acres located in the middle of a field at Roydon Fen. It was valued at £21,500 in 2006 and no subsequent valuations have taken place. Rent is received on this asset.

7. Equipment Policy

Any equipment purchased during the year is shown as an expense and is not capitalised.

8. Victoria Hall Endowment Fund (2)

The Church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum. Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in the Restricted Funds column

9. Former Heywood School Fund

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in the above accounts.

10. Legacies

Two legacies were received during 2022 totalling £10,238.

(END)

Safeguarding The Diss Team Ministry

“Treat everyone with respect, setting a positive example for others”.

The Diss Team Ministry puts safeguarding at the heart of all we do, based on the guiding principles of welcome, respect and safety.

We believe that every human being is made in the image of God and that everyone should be treated with respect regardless of their age, gender, sexuality, ethnicity or capabilities.

We are committed to safeguarding children, young people and vulnerable adults so that all feel welcome in our church community and are able to worship safely.

We aim to do this by adopting the Church of England guidance “Promoting a Safer Church”, as set out in the Parish Safeguarding Handbook. This is available in the Team Office and online at the Church of England website.

The PCC of each parish, together with the incumbent, is the lead body for safeguarding. In order to comply with safer recruitment practice all church workers will be required to complete a Confidential Declaration Form, renewable every three years. Church roles that include direct responsibility for children, young people or vulnerable adults may require a DBS disclosure. Church workers will be expected to undertake the safeguarding training offered by the Diocese.

Safeguarding Officer for the Diss Team Ministry

The person appointed to oversee the implementation of this policy is **Gill Abbott**. She will report to the parish PCCs via the nominated safeguarding link for each PCC.

Reporting concerns or allegations of abuse

It is very important that any concerns or allegations of abuse are reported promptly. If there is immediate danger or medical attention is required then 999 should be called.

Otherwise the information should be reported to the Safeguarding Officer, Gill Abbott on 01379 688473 without delay.

If she is not available the Diocesan Safeguarding Adviser, Sue Brice, should be contacted on 07958 377079 or 01603 882345

General Enquiries

The Safeguarding Officer, Gill Abbott, is available to provide information or discuss any queries. She can be contacted by phone on 01379 688473, or by email via adminstrator@dissteamministry.org.uk

Welcome Safe Respected

Guide to Safeguarding in the Diss Team Ministry

The aim of our Safeguarding policy is to promote a culture of care where everyone feels welcome, safe and respected in our church community. Safeguarding should be at the heart of all we do, and the responsibility of all our members. All church activities and initiatives should include consideration of the possible safeguarding implications. So rather than being a separate issue safeguarding should be embedded in our practice and relate to what we actually do.

We have adopted the Church of England guidance "Promoting a Safer Church" as the basis for our safeguarding policy. We will use the Parish Safeguarding Handbook as our reference.

We have a clear procedure in place for reporting any concerns or allegations. The first point of contact is the Safeguarding Officer (Gill Abbott 01379 688473); if not available contact the Diocesan Safeguarding Adviser (Sue Brice 07958 377079) without delay.

The Safeguarding Officer will have an overview and advise the Benefice Team Council on policies and procedures as necessary. She will liaise with the Diocesan Safeguarding Advisers, be available to deal with any concerns or allegations and provide information to church members.

Implementation of the policy will be the responsibility of the PCCs. Each PCC has appointed a member to be the Safeguarding link. Safeguarding is a standing item on each PCC agenda. The Safeguarding Log should be checked and updated at each PCC meeting to ensure that an accurate list of key workers together with the necessary checks is maintained. PCC members should be encouraged to complete online safeguarding training if they have not attended a training event. This can be found at www.safeguardingtraining.cofeportal.org.

The safeguarding policy will be subject to development and be reviewed at the Annual Church Meetings.

Welcome Safe Respected

August 2022
GMAbbott