

# DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Villafuerte-Richards  
Date: 18 October 2024

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 23<sup>rd</sup> October 2024 at 6pm** to consider the business detailed below.

Yours sincerely,



Sarah Villafuerte-Richards  
Clerk to the Trustees

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## **AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To approve the minutes of the last meeting of the Diss Surveyors Allotment Charity held on Wednesday 15<sup>th</sup> November 2023 (copy herewith).
- 3. End of Year Accounts**  
To receive and approve the 2023/24 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 the Charity's policy on allocation of funding (copy herewith).
- 5. Account Balance**  
To note the current interest balance at 18<sup>th</sup> October 2024 is £26,367.55 (copies herewith).
- 6. Release of Funds**  
To consider a grant application from Park Radio Ltd (copy herewith).
- 7. Date of Next Meeting**  
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 (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.