

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 14th 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.



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.