

# DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Villafuerte-Richards  
Date: 09 March 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 15<sup>th</sup> March 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 15<sup>th</sup> June 2022 (copy herewith).
- 3. DesignerMakers21**  
To consider a report (copy herewith) outlining the designermakersCIO legacy for Diss in support of an application to the Diss Surveyors Allotment Charity.
- 4. Charity Commission Account**  
To consider a report (herewith) regarding changes to the management of the Charity Commission account.
- 5. Application Process**  
To consider a draft application form and terms & conditions (herewith) based on the template for Diss Town Council's community grant scheme.
- 6. Progress Report**  
To note progress on actions since the last meeting (copy herewith).
- 7. Date of Next Meeting**  
The annual meeting of the Diss Surveyors Allotment Charity has been scheduled for 14<sup>th</sup> June 2023 and 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 15<sup>th</sup> June 2022 at 7pm.**

Present: M. Gingell  
D. Collins  
A. Kitchen  
K. Murphy  
S. Olander  
J. Robertson  
E. Taylor (Chair)  
S. Warren  
J. Welch  
J. Wooddissee

In attendance: S. French (Acting Clerk to the Trustees)  
A. Jamieson (Responsible Finance Officer)

**1. Apologies for Absence**

There were apologies received from S. Richards, Town Clerk.

**2. Minutes**

Members approved the minutes of the meeting of the Diss Surveyor's Allotment Charity held on Wednesday 16<sup>th</sup> June 2021.

**3. End of Year Accounts**

Trustees received the 2021/22 end of year accounts of the Diss Surveyors Allotment Charity. It was

RESOLVED: to approve the 2021/22 end of year accounts of the Diss Surveyors Allotment Charity for submission to the Charity Commission.

**(Action: RFO; immediately)**

**4. Policy for Allocation of Funds**

Trustees reviewed the Charity's policy on allocation of funding. There were no amendments, and it was

RESOLVED: to approve the Diss Surveyors Allotment Charity's policy on allocation of funding.

*19:07 hours Trustee Olander entered meeting.*

**6. Release of Funds**

Trustees considered a request for funding support from Park Radio. There was discussion regarding the request and for what the funding would be used. Trustees felt that more information regarding the running costs and financial information is required for Trustees to make an informed decision on the proposals for use of the money. It was

RESOLVED: to request further information regarding the running costs and financial information from Park Radio to allow the Trustees of the Charity to make an informed decision.

**(Action: Clerk; immediately)**

**7. Progress Report**

Members noted progress on actions since the last meeting. The Trustees noted that the Town Clerk is waiting on a new application form for DSAC to be produced by the Grants panel.

**(Action: Grants Panel to create a form for DSAC; immediately)**

**8. Date of Next Meeting**

Members noted the annual meeting of the Diss Surveyors Allotment Charity has not yet been scheduled for 2023 and further meetings of the Charity will be called as required.

Meeting closed: 19:10 hours.

---

Chairman of the Trustees

**Outlining the designermakersCIO Legacy for Diss**  
**in support of an application to the DSAC**

1. The building will be owned by designermakersCIO for the current and future benefit of the people of Diss and the surrounding area.
2. Owning 21, St Nicholas Street will secure the future of designermakers21 as a dynamic centre of excellence to nurture and promote creative practice for the benefit of the local community.
3. As a rural Market town, equidistant from Norwich, Bury St Edmunds and Ipswich, Diss needs accessible arts experiences for children and young people who would otherwise have challenges travelling further afield. Securing 21, St Nicholas Street for designermakersCIO will mean that the activities and outreach currently on offer (see below) will be secured and expanded on.
4. dmCIO1 Legacy is about the children and young people currently still living at home and attending local schools; providing opportunities which they can access and benefit from and which will give them experiences they can use in the future. (We have evidence of this benefit which I can expand on)
5. dmCIO Legacy is about providing ongoing arts experiences for all ages: learning a new skill through a workshop or activity; feeling pride in seeing your work exhibited at one of our open access Expos; interacting with makers informally and asking questions; improving wellbeing through creativity.
6. dmCIO Legacy is about continuing to provide spaces for future local craftspeople to produce high quality work which draw visitors to Diss and in turn impacts other local businesses.
7. dmCIO Legacy is about securing and expanding the reputation designermakers21 has as a centre where visitors can uniquely experience the whole creative journey of an object from design through making to completion.
8. dmCIO Legacy will provide a stable feature in Diss Town centre's Heritage Triangle: we have been here for 10 years and have proved that we are sustainable as an organisation. Securing the building will allow the charity to re-invest current rents into making the building energy efficient and converting unused spaces into further facilities.
9. dmCIO Legacy is about securing 21, St Nicholas Street an asset for the people of Diss and the surrounding area. The building would otherwise

become one more empty high-street property, instead of a living, breathing and dynamic community resource which the people of Diss can feel pride in.

### **Background Information in Brief**

designermakersCIO was set up in 2016 to promote Education in the Arts through designermakers21 (set up in 2013). We are based in 21, St Nicholas Street, Diss.

### **What do we do now?**

#### **We make Arts accessible to all through:**

- Open access studios every day we are open to the public (50 weeks a year).
- Workshops in contemporary and traditional crafts.
- Special events.
- Exhibitions.
- Outreach with vulnerable groups and other organisations.

#### **We work with children and young people in the local community:**

- Workshops with Diss Junior School and Diss High School.
- 'In-Action' and 'Have a Go' days aimed at all ages but offering children and young people space to try out new skills.
- Yearly Summer Exhibition with Diss High School curated by young people.
- Volunteer Opportunity for D of E.
- Support work with 'The Arts Award' run at Diss Corn Hall.

#### **We offer mentorship and start up spaces for creatives starting out:**

- Temporary Guest Member studios.
- Summer Public Art Expo.
- Exhibition opportunities for NUA (Norwich University of the Arts) students.
- Showcase Gallery.

#### **We work with other local charities:**

- Solo Housing – working with homeless individuals.
- Street Forge – working with adults with learning challenges.

**We promote expertise in a range of crafts:**

- All work is made on the premises or locally.
- All full studio members excel in their practice.
- We have one of 5 Saori Studios in the UK.
- We offer one of only two stone lithography studios in East Anglia.

**We provide volunteering Opportunities:**

- We have a strong volunteer team who run our welcome area and deal with any sales of work.
- We offer short term volunteering opportunities for young people as part of their Duke of Edinburgh Award.

**Business and Tourism**

We are part of the drive to attract visitors to the town and encourage growth for local businesses. South Norfolk's Economic Development Officer for Tourism recently wrote: 'designermakers21 provides crucial start up and grow on space for the area while supporting the visitor economy and additional local business across the town.' We have supported over 200 businesses since 2013.

Currently we support 23 local small independent businesses through:

- Providing affordable studio space for 11 local craftspeople.
- Providing 2 temporary Guest member studios.
- An Associate member scheme for 7 local makers (who exhibit and sell their work through designermakers21)
- A rotating 3 monthly Showcase Gallery for 3 local makers.

Report to:	The Trustees of Diss Surveyors Allotment Charity
Date of Meeting:	15 <sup>th</sup> March 2023
Authorship:	Responsible Finance Officer
Subject:	Charity Commission changes

### Introduction

- 1) The town council email address received an email from the Charity Commission on 7<sup>th</sup> February, copy attached in the appendix regarding the Diss Surveyors Allotment Charity (DSAC).
- 2) How the Charity Commission account will be managed is changing and trustees are to be made aware of these changes and confirm the information held online and available to the public.

### New Charity Account

- 3) A new account is to be set up using the [www.gov.uk](http://www.gov.uk) website
- 4) The new account will require that the DSAC have policies in place to operate effectively and promote good governance. These would include risk management, investment, safeguarding vulnerable beneficiaries, conflicting interests, volunteer management, complaints handling and paying staff. Many of these would not apply to DSAC but those that did could be easily created by adapting existing policies from Diss Town Council.
- 5) Trustees should be made aware that the Charity Commission will require the full legal names of all trustees and will ask for a residential and an email address for each trustee. They will use the information to match trustee records across different charities. They will use the email address to tell trustees about changes other people make to their record(s).
- 6) The Charity Commission will use the details of the charity contact to get in touch with our charity. The charity contact must be a named individual rather than an organisation. A named individual employed by an organisation such as a local authority can still act as the charity contact. The charity contact details are not shown to the public on the register. An individual may be a trustee and charity contact at the same time. They can choose to have a different address for each role
- 7) The Charity Commission will ask for details of all bank and building society accounts registered in the UK. They are collecting this information to help fulfil their statutory objectives.
- 8) The register will show the names of the trustees to the public. No other personal details or bank/building society account information will be shown to the public. The address shown on the register will be the public address, 11-12 Market Hill, Diss.

### **Recommendations**

1. That all trustees' names, residential and [diss.gov.uk](http://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.

**From:** CharityCommissionComms <[charitycommissioncomms@notifications.service.gov.uk](mailto:charitycommissioncomms@notifications.service.gov.uk)>

**Sent:** 07 February 2023 17:09

**To:** Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>

**Subject:** Charity Commission News February 2023



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Dear Miss Richards

Charity Name DISS SURVEYORS ALLOTMENT CHARITY

Charity Number 293613

You have received this email because you are listed as a charity contact on the register of charities for England and Wales.

## **Share this email with your trustees**

Please forward this email to your charity's trustees, who are sometimes known as directors, board members, governors or committee members.

Charity Commission News contains essential information that you and your charity's trustees need to be aware of. The information will help you manage your charity effectively.

## **My Charity Commission Account**

Last year we let you know that we are introducing a new, improved sign-in process for charities and their trustees to access our online services. This new way of signing in will be through individual Charity Commission Accounts.

We've started inviting charities to set up their accounts ahead of a launch later this year.

## **What you need to do now to get ready**

- Please check your charity details are up to date, including who your charity contact is so we reach the right person. You can check this by logging in to our online services

<https://www.gov.uk/guidance/online-services-for-charities>

- If you are the charity contact, please make sure we have an email address for you that only you access
- Make sure that your date of birth is correct and matches the one we currently have on record. We'll use your date of birth to verify who you are
- Look out for Charity Commission emails (check your junk/spam folders, just in case) and set up your account when you receive your link

To find out more, read our guidance on My Charity Commission Account

Setting up 'My Charity Commission Account' – GOV.UK

<https://www.gov.uk/guidance/setting-up-my-charity-commission-account>

## **Annual Return for 2023**

The Charity Commission has published an updated set of questions that many charities will need to complete as part of their 2023 Annual Return.

We are doing this by asking charities more questions to build a more detailed picture of the risks to individual charities and the overall sector.

A number of changes and improvements have been made as a result of feedback received from charities and interested parties during a

consultation which ended in September 2022. This will not change the questions asked for the 2022 Annual Return.

Find out what questions you might be asked.

<https://www.gov.uk/government/consultations/charity-commission-revisions-to-the-annual-return-2023-25/outcome/annex-11-charity-annual-return-questions-2023-data-publication>

## **Support for Trustees**

Whether you're a new or experienced trustee, our suite of 5-minute guides will help you be sure of your responsibilities and confident you're doing the right thing for your charity. Here are some of the questions we can help you answer confidently:

- Could you spot a conflict of interest and manage it?
- Does every decision help your charity with its mission?
- Is there more you can do to prevent fraud?
- Could you be drifting into activities that your charity is not set up to do?
- How is your charity keeping everyone safe from harm?
- Is your charity reporting the right things at the right time?

<https://beingacharitytrustee.campaign.gov.uk/>

## **Have your say on our consultation on charities' use of social media**

The Charity Commission is consulting with charities, sector organisations and the public to develop new guidance for charities when they use social media.

We are seeking views on draft guidance, which is intended to:

- Help trustees use social media appropriately and with confidence
- Understand their responsibilities and manage the risks
- Encourage them to adopt a social media policy
- Help trustees understand what to do if issues occur, for example if problematic content is posted either by the charity or by someone connected to the charity

Have your say.

<https://www.gov.uk/government/consultations/draft-guidance-charities-use-of-social-media>

## **Protect your charity from the risk of cyber-crime**

The National Cyber Security Centre (NCSC) has released a new report detailing the risks from cyber-crime to charities. The vast majority of fraud is now committed online.

To help you protect your charity, the NCSC has a range of tools, including an e-learning training package: 'Stay Safe Online: top tips for staff'. It's free, easy to use and takes less than 30 minutes to complete.

The training explains why cyber security is important and how attacks happen. It then covers 4 key areas:

- defending yourself against phishing
- using strong passwords
- securing your devices
- reporting incidents

<https://www.ncsc.gov.uk/collection/charity/cyber-threat-report-uk-charity-sector>

# **Tax avoidance: don't get caught out**

HMRC wants to help charities that use contractors to understand their pay arrangements to ensure their suppliers don't get any unexpected tax bills.

HMRC's 'Tax avoidance – don't get caught out' campaign helps contractors check what they're being paid, whether their contract could involve tax avoidance, and how to spot the warning signs.

HMRC is working with a range of organisations to give them the tools to educate the contractors who work for them on the risks of using tax avoidance schemes.

[https://taxavoidanceexplained.campaign.gov.uk/?&utm\\_source=eng\\_doc&utm\\_medium=external&utm\\_campaign=upstream](https://taxavoidanceexplained.campaign.gov.uk/?&utm_source=eng_doc&utm_medium=external&utm_campaign=upstream)

## 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](mailto:towncouncil@diss.gov.uk)  
 Website: [www.diss.gov.uk](http://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 type="checkbox"/> Capital grant <input type="checkbox"/> Revenue grant
2.	Name of Organisation	
3.	Organisation's Address	
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,</i> <b>We will need a copy of your organisation's constitution or set of rules. You may email a copy to <a href="mailto:towncouncil@diss.gov.uk">towncouncil@diss.gov.uk</a> or post this to us.</b>
5.	Name and contact details of applicant	Name: Address:  Phone: Email:
6.	Position held in organisation	
7.	How long has this organisation been established? (if applicable)	
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 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 type="checkbox"/> No <input type="checkbox"/>  <i>If you selected yes,</i> <b>What is your organisation's charity number?</b>
10.	Company registration number (if applicable)	

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>	
12.	<p>Does your organisation have a membership?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> N/A</p> <p><i>If you selected yes,</i>  <b>Please state current no. of members:</b></p> <p><b>Annual subscription cost per member:</b></p>
13.	<p>Please give details of any other organisation or umbrella group to which your organisation is affiliated (if applicable)</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 type="checkbox"/> A formal constitution  <input type="checkbox"/> A child protection policy  <input type="checkbox"/> A protocol for working with vulnerable adults  <input 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>	
16.	<p>Does your organisation have its own premises?</p> <p>If yes, are they:</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> N/A</p> <p><input 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 type="checkbox"/></p> <p><i>If you selected yes,</i>  <b>Please list the restrictions and why you have them?</b></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>	
19.	When do you expect the project / activity to start?	
20.	When do you expect the project / activity to finish?	
21.	Is the grant for equipment or something else requiring ongoing maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	If yes, how will this ongoing maintenance be funded?	
23.	How long will the project actively involve residents of Diss?	<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 type="checkbox"/> More than one year
24.	Which of the following categories of activity or groups apply to your grant application?	<input type="checkbox"/> Advice Services <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Enhancing the environment of Diss <input type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input type="checkbox"/> Children and Young People <input type="checkbox"/> Women <input type="checkbox"/> Men <input type="checkbox"/> People with a disability <input type="checkbox"/> Black, minority or ethnic groups <input type="checkbox"/> LGBTQ + <input type="checkbox"/> People on low income <input type="checkbox"/> Lone parents
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><i>Select one option</i></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 type="checkbox"/> 100+

## Financials

26.	Grant amount requested	£
27.	Do you intend to secure match funding for this project?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, please list all sources and amounts:</i></p>
28.	Is your organisation making any non-financial contributions to the project/activity?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you selected yes, please list all non-financial contributions to the project/activity:</i></p>
29.	Do your current cash reserves exceed the amount of grant you are asking for?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></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"> <li><input type="checkbox"/> The organisation's / group's Bank or Building Society account details</li> <li><input type="checkbox"/> Evidence of efforts to generate income from other sources</li> <li><input 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</li> <li><input type="checkbox"/> 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></li> </ul>

## Outcomes

32.	What are you hoping to achieve from your project / activity and what robust methods will you use to measure success?	
-----	--	--

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 Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto: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

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

*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:

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

*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	
<p>Included the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• A dated copy of your most recent yearly accounts verified by an independent person.</li> <li>• A projected statement of income and spending for the next 12 months.</li> <li>• A copy of your group's most recent bank account statement.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>If your project / activity includes work on a building or land, please also provide:</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawings etc. related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> <li>• Three quotes for any work to be carried out or items to be purchased over the value of £1,000</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents / employer's liability / public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory/licensing consents have been received (where appropriate)</li> </ul>	
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.**



## 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 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.

## Item 6

<b>Minute Reference</b>	<b>Item</b>	<b>Action</b>	<b>Assigned to</b>	<b>Timescale (By)</b>	<b>Comments or further action</b>
0622/04	Policy for Allocation of Funds	To approve the Diss Surveyors Allotment Charity's policy on allocation of funding.	Clerk	immediately	Done
0622/06	Release of Funds	To request further information regarding the running costs and financial information from Park Radio to allow the Trustees of the Charity to make an informed decision.	Clerk	immediately	An email was sent to Park Radio confirming the outcome of this meeting. Providing an application form and guidance notes for Charity funds should help to ensure that Trustees receive the appropriate and required information from applicants.
0622/07	Progress Report	The Trustees noted that the Town Clerk is waiting on a new application form for DSAC to be produced by the Grants panel.	MG / KM / SO / SB	by 31.12.22	On agenda