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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 16th June 2021** at **7pm.**

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

In attendance: S. Richards (Clerk to the Trustees)
A. Jamieson (Responsible Finance Officer)
R. Ludkin (Maintenance Manager)

1. Apologies for Absence

There were apologies from Trustees Browne, Collins and Poulter. Trustee Kiddie was not in attendance.

2. Minutes

Members approved the minutes of the meeting of the Diss Surveyor's Allotment Charity held on Wednesday 16th December 2020.

(Action: Clerk; immediately)

3. End of Year Accounts

Trustees received the 2020/21 end of year accounts of the Diss Surveyors Allotment Charity. It was

RESOLVED: to approve the 2020/21 end of year accounts of the Diss Surveyors Allotment Charity for submission to the Charity Commission.

(Action: RFO; immediately)

4. Account Signatories

Trustees considered new account signatories for the Diss Surveyors Allotment Charity. It was

RESOLVED: To approve new account signatories for the Diss Surveyors Allotment Charity as Trustees Robertson and Taylor along with existing Trustee Olander and the Clerk.

(Action: RFO; immediately)

5. Policy for Allocation of Funds

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

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

(Action: Clerk; immediately)

6. Release of Funds

Trustees noted there have been no requests for funding since the last meeting.

7. Progress Report

Members noted progress on actions since the last meeting. It was agreed that the Council's Grant Panel members would review the Charity's grant application process including the creation of an application form following the Council's community grant scheme review.

(Action: MG / KM / SO / DP; by 31.07.21)

8. Date of Next Meeting

Members noted the annual meeting of the Diss Surveyors Allotment Charity has not yet been scheduled for 2022 and further meetings of the Charity will be called as required.

Meeting closed: 7.09pm.

Chairman of the Trustees