

# DISS SURVEYORS' ALLOTMENT CHARITY

Please ask for: Sarah Richards  
Date: 09 June 2022

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> June 2022** at **7pm**. The agenda for discussion is detailed below.

Yours sincerely



Sarah Richards  
Clerk to the Trustees

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## A G E N D A

- 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 16<sup>th</sup> June 2021 (copy herewith).
- 3. End of Year Accounts**  
To receive and approve the 2021/22 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 and approve the Charity's policy on allocation of funding (copy herewith).
- 5. Release of Funds**  
To consider the principle of supporting Park Radio's request for funding (copy herewith).
- 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 not been scheduled for 2023 and further meetings of the Charity will be called as required.

**DRAFT MINUTES****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 16<sup>th</sup> 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 16<sup>th</sup> 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.

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Chairman of the Trustees

## DISS SURVEYORS ALLOTMENT CHARITY

## Accounts to 31st March 2022

| Notes   | Capital Brought Forward             |                     | Notes                         | Payments   |                     |   |
|---|-------------------------------------|---------------------|-------------------------------|--|---------------------|---|
| <b>Opening balance Capital - as at 1st April 2021</b>                                       | Charinco                            | £ 39,500.00         |                               |  | £                   | -   |
|   | Charishare                          | <u>£ 107,600.00</u> | £ 147,100.00                  |  |                     |   |
|   |                                     |                     |                               |  |                     | <u>£</u> -                                  |
|   | Investment Brought Forward          |                     |                               |  |                     |   |
|   |                                     |                     |                               | Closing Balances Carried Forward                                     |                     | as at 31st March 2022                       |
| <b>Bank Balance as at 1st April 2021 - Business Current Account</b>                         | Community                           | £ 18,543.57         |                               | Capital -  |                     |   |
| <b>Bank Balance as at 1st April 2021 - Business Savings Account</b>                         | Business Saver                      | <u>£ 11,008.08</u>  | £ 29,551.65                   | <b>Closing balance Capital as at 31st March 2022</b>                 |                     |   |
|   |                                     |                     |                               | Charinco   | £ 39,500.00         |   |
|   |                                     |                     |                               | Charishare   | <u>£ 107,600.00</u> | £ 147,100.00                                |
|   | <u>INCOME as at 31st March 2022</u> |                     |                               | Barclays -   |                     |   |
|   | Interest Received                   |                     |                               | <b>Bank balance as at 31st March 2022 - Business Current Account</b> | Community           | £ 25,788.87                                 |
| <b>Interest Received from Black Rock re. Charinco</b>                                       | Charinco                            | £ 1,497.16          |                               | <b>Bank balance as at 31st March 2022 - Business Savings Account</b> | Business Saver      | <u>£ 11,009.43</u> £ 36,798.30 £ 183,898.30 |
| <b>Interest Received from Black Rock re. Charishare</b>                                     | Charishare                          | £ 5,748.14          |                               |  |                     |   |
| <b>Interest Received from Barclays</b>  | Barclays                            | <u>£ 1.08</u>       | £ 7,246.38 <u>£ 36,798.03</u> |  |                     |   |
| <b>Total Capital + Bank Balance as at 31st Mar 2022 + Interest received during the year</b> |                                     |                     | <u>£ 183,898.03</u>           |  |                     | <u>£ 183,898.30</u>                         |

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 Chairman of Trustees

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 Clerk of the Trustees



## 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.

**Sarah Richards**

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**From:** Sarah Richards  
**Sent:** 10 May 2022 11:23  
**To:** Simon Olander; Kieran Murphy; Mark Gingell  
**Subject:** FW: Park Radio

Dear Grants Panel

Please see enquiry below from Park Radio. As previously discussed, it would be good if the grants panel could meet to produce an application form / process for applicants to the DSAC as there isn't anything currently. Of course the form we already have for the grants scheme would be a starter for 10.

Also, I've received feedback from organisations only wanting to apply for small amounts (up to £1k) that the grant scheme is quite a lot of work. Clearly we need to ask for certain information and have a transparent process but I'd like to think there's an opportunity to simplify the forms so that potential applicants are not put off by the process. We only distributed £10,770 of £20k last financial year despite considerable promotion of the scheme and given the economic situation, I'm surprised that we did not have more organisations applying. Could you take a look at this also please?

Kind regards  
Sarah Richards  
Town Clerk

Diss Town Council  
11-12 Market Hill  
Diss, Norfolk, IP22 4JZ

Tel/Fax: 01379 643848 (Ext: #209)

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-----Original Message-----

From: [young.pd@tiscali.co.uk](mailto:young.pd@tiscali.co.uk) <[young.pd@tiscali.co.uk](mailto:young.pd@tiscali.co.uk)>  
Sent: 10 May 2022 11:08  
To: Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>  
Subject: RE: Park Radio

Hi Sarah

Thank you for your reply - you were working late last night!

Whilst there may be capital projects in the future - for example the location of the transmission mast in Harleston is under review but we will not know the cost of that for a few months, the immediate priority is to ensure we can meet the day to day running costs in the absence of grants and fund raising events over the last 2 years.

As you may be aware the station generates income to cover operating costs from 3 main areas - advertising and sponsorship of programmes, grants from local authorities and government bodies, and fundraising events such as quizzes, car boot sales and friends appeals.

We are only permitted to generate a certain maximum % from advertising (to ensure the station is not too 'commercial') so the rest has to be raised from grants and general fund raising, both of which have been seriously curtailed due to the pandemic. The government (through OFCOM) are being lobbied to increase the advertising % but in the meantime we are looking to appeal for local grants, such as the DSAC.

I would hope that we meet the objectives of the DSAC in providing services which serve to the benefit of the townspeople of Diss and that as a one off they could consider a grant towards our running costs. I am not sure what may be available but would respectfully ask for a grant of up to £1,500 which would very much help in the short term.

Best wishes

Douglas

-----Original Message-----

From: Sarah Richards <sarah.richards@diss.gov.uk>

Sent: 09 May 2022 22:02

To: Douglas Young <young.pd@tiscali.co.uk>

Subject: RE: Park Radio

Hi Douglas

The policy for allocation of funds from the DSAC is attached. It doesn't preclude funding for non-capital projects where preference is given. There is not currently an application form so if you could provide a little more detail about the level of funding you require, I could run this past our grants panel and get their thoughts. I'm sure members would be keen to keep Park Radio on air. The issue will be around covering general running costs particularly as funds cannot be re-applied for the following year.

Kind regards  
Sarah Richards  
Town Clerk

Diss Town Council  
11-12 Market Hill  
Diss, Norfolk, IP22 4JZ

Tel/Fax: 01379 643848 (Ext: #209)

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-----Original Message-----

From: Douglas Young <young.pd@tiscali.co.uk>

Sent: 05 May 2022 15:36

To: Sarah Richards <sarah.richards@diss.gov.uk>

Subject: Park Radio

Hi Sarah

Hope you are well?

Whilst I no longer organise the guests for Park Radio I am still trying to help with fundraising and helped set up the Friends of Park Radio. This raised nearly £1500 in 2021 and was important in a period when little external fundraising was possible.

We are still trying to catch up having lost 2 years of fundraising events and I wondered if the Diss Surveyors Allotment Charity would be an appropriate body to approach for some grant funding.

As you may be aware we are limited as to how much advertising income can be raised as a % of total revenue. It is essential, therefore, that the station seeks as much discretionary grant funding as is available to help cover the operating costs.

If you think the charity would be open to a general grant towards running costs so that we can keep Park Radio on air please let me know what we need to do to apply.

Many thanks

Douglas



| <b>Minute Reference</b> | <b>Item</b>                    | <b>Action</b>  | <b>Assigned to</b> | <b>Timescale (By)</b> | <b>Comments or further action</b>                                       |
|-------------------------|--------------------------------|--|--------------------|-----------------------|---|
| 0621/02                 | Minutes                        | To approve the minutes of the meeting of the DSAC held on Wednesday 16th December 2020.  | Clerk              | immediately           | Completed.  |
| 0621/03                 | End of Year accounts           | To approve the 2020/21 end of year accounts of the DSAC for submission to the Charity Commission   | RFO                | immediately           | Completed.  |
| 0621/04                 | Account signatories            | To approve new account signatories for the DSAC as Trustees Robertson and Taylor along with existing Trustee Olander and the Clerk.  | RFO                | immediately           | Requested from Barclays in July 21 but refused. Requested again May 22. |
| 0621/05                 | Policy for Allocation of Funds | To approve the Diss Surveyors Allotment Charity's policy on allocation of funding.   | Clerk              | immediately           | Completed. On agenda for review.  |
| 0621/07                 | Progress Report                | Council's Grant Panel members to review the Charity's grant application process including the creation of an application form following the Council's community grant scheme review. | MG / KM / SO       | by 31.07.21           | This is with the Grant Panel for consideration.                         |