



## REPORT & ACCOUNTS 2015-2016

### Chairman's Report

In March 2016 the Trustees of the Adnams Charity agreed to change its name to the Adnams Community Trust, to better reflect how the charity operates within the local community. The Adnams Community Trust is still a charity, registered with the Charity Commission; there is no change in how the organisation functions. Adnams PLC remains committed to its local community and the Adnams Community Trust enables us to make a real difference.

Since its inception in 1990 the Adnams Community Trust has awarded just over £1,200,000 to local good causes. In 2015-2016 the Adnams Community Trust trustees awarded £72,867 of grants to 68 worthy organisations. A summary of each grant can be found later in this Report.

As usual we invited a selection of guest speakers to our quarterly meetings to increase Trustee knowledge and awareness of issues facing those around us. I should like to take this opportunity to thank Louise Crisp and Philip Riley from Dreamworx (Signpost East Suffolk), Mike Chaplain from Suffolk Positive Futures (Catch 22), Joe Crabb from Community Roots (Suffolk Mind) and Ashley Seabourne from the Greenlight Trust.

Donations from our shareholders are a vital component of the Community Trust's income and are very much appreciated. Thanks to your generosity we have been able to help many more people than would otherwise have been possible. If you do not already donate to the Adnams Community Trust and would like to mandate your dividends, set up a standing order, remember us in your will or make a one-off donation, please contact Rebecca Abrahall, Adnams Community Trust Administrator ([communitytrust@adnams.co.uk](mailto:communitytrust@adnams.co.uk)). Donations can also be made online through the BT MyDonate website ([mydonate.bt.com/charities/theadnamscommunitytrust](http://mydonate.bt.com/charities/theadnamscommunitytrust)). The full amount of donations goes to help good causes; administrative costs are met by Adnams PLC.

If you know of an organisation that would benefit from a grant, do ask them to get in touch with Rebecca. Application guidelines can be found later in the Report & Accounts and there is further information about the Trust on the Adnams Community Trust section of the Adnams website ([adnams.co.uk/communitytrust](http://adnams.co.uk/communitytrust)).

I hope you enjoy reading the report of the donations made during 2015-2016.

A handwritten signature in black ink, appearing to read 'Jonathan Adnams', written in a cursive style.

**Jonathan Adnams OBE**  
Chairman

## ADNAMMS COMMUNITY TRUST

### Income & Expenditure Account from 1 September 2015 to 31 August 2016

2014/2015		2015/2016
£		£
<b>14,860</b>	Brought Forward Surplus	<b>3,690</b>
	<b><u>Income</u></b>	
42,000	Income from Adnams	41,000
1,494	Tax on Gift Aid and Dividends	1,766
2,000	Commitments Reversed	-
1,000	Returned Grant Cheques	1,600
<b>46,494</b>		<b>44,366</b>
	<b><u>Donations</u></b>	
140	Charities Aid	100
800	Speaking Fees	1,250
4,504	Individual Donations	4,791
1,095	Fundraising	10,890
3,455	Donations re Adnams 10K run	2,000
<b>9,994</b>		<b>19,031</b>
	<b><u>Dividends</u></b>	
13,275	Robinson Fund	13,970
2,763	Other Shareholders	2,933
<b>16,038</b>		<b>16,903</b>
<b>72,526</b>	<b><u>Total Income for the year</u></b>	<b>80,300</b>
<b>87,386</b>	<b><u>Total amount available for distribution</u></b>	<b>83,990</b>
	<b><u>Expenditure</u></b>	
(82,186)	Grants paid out during the year	(72,867)
(510)	Independent Examiner Fees	(510)
<b>(82,696)</b>		<b>(73,377)</b>
-	Previously committed	1,000
(1,000)	Commitments made this year	(1,053)
<b>(1,000)</b>		<b>(53)</b>
<b>3,690</b>	Carried forward to next year	<b>10,560</b>
	<b><u>Represented by</u></b>	
5,690	Bank Balance	13,873
(1,000)	Less Commitments	(1,053)
(1,000)	Less Uncleared cheques	(2,260)
<b>3,690</b>	<b>Surplus Carried Forward</b>	<b>10,560</b>

## Independent Examiner's Report to the Trustees of the Adnams Community Trust

I report on the accounts of The Adnams Community Trust for the period 1 September 2015 to 31 August 2016, which are set out on page 2.

### Respective Responsibilities of Trustees and Examiner

The Trust's trustees are responsible for the preparation of the accounts. The Trust's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave not been met; or
- 2 to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Guy K D McGregor

19 January 2017

Guy McGregor & Associates  
Accountants  
2 Lambeth Street  
Eye  
IP23 7AG

## **The Objects of the Adnams Community Trust**

The Adnams Charity was established in 1990 to mark the centenary of Adnams as a company and changed its name to the Adnams Community Trust in 2016. The objects of the Adnams Community Trust, as laid out in the Trust Deed, are:

- 1 the promotion of high standards of planning and architecture in or affecting Southwold, the preservation protection development and improvement of features of public interest in Southwold, and the promotion of civic pride in Southwold;
- 2 to promote the provision of facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants in the area of benefit;
- 3 the promotion and support of musical artistic and other cultural activities within the area of benefit;
- 4 the relief of sickness and poverty among the disabled and other persons in the area of benefit;
- 5 the preservation development and improvement of features of environmental scientific or public interest in the area of benefit;
- 6 the promotion advancement or support of such one or more exclusively charitable purposes as the Trustees think fit.

The Adnams Community Trust fulfils its objectives by giving small grants for specific items to worthy causes within 25 miles of Southwold in Suffolk.

## **Adnams Community Trust Trustees**

The Adnams Community Trust currently has nine trustees who bring with them a wealth of experience and knowledge:

- Jonathan Adnams OBE – Chairman and Director Trustee
- Lizzy Cantwell – Elected Employee Trustee
- Ann Cross – Elected Employee Trustee
- Guy Heald – Co-opted Trustee and Adnams PLC shareholder
- Emma Hibbert – Co-opted Trustee and Adnams Marketing Director
- Melvyn Horn – Co-opted Trustee and former Adnams PLC employee
- Sadie Lofthouse – Elected Employee Trustee
- Simon Loftus – Original Trustee
- Andy Wood – Director Trustee

In accordance with the Trust's Trust Deed there may be up to three Director Trustees, three elected Employee Trustees (who stand for a three-year period but may stand for re-election) and three Co-opted Trustees (who may or may not be employees of the company), and those Original Trustees who have not retired. All Trustees give their time freely, no remuneration is paid.

The Trustees meet quarterly (usually January, April, July and October) to award grants in line with the guidelines to be found on pages 12 and 13 of this Report and dependent upon the funds available. Details of the grants made during 2015-2016 are given on pages 5 to 11 of this Report.

## GRANTS AWARDED

### Education

**Friends of Eyke Primary School** is a parent-teacher association which raises funds to purchase additional resources for the school. The trustees awarded a grant of **£777.09** to buy materials and equipment for a new pond and nature area.

**Great Yarmouth Haven Rotary Club** is working on a project to improve literacy within local schools by providing Years 3 and 4 with Usborne Illustrated dictionaries. The trustees awarded a grant of **£1,300** towards the cost of purchasing the books for 800 year 3 children in Great Yarmouth.

**St Edmunds Catholic Primary School** in Bungay has 100 pupils aged between 4 and 11. The school follows a Catholic ethos but has an open admissions policy. The trustees awarded a grant of **£500** to purchase non-fiction books for the school library.

**Ormiston Denes Academy** in Lowestoft has 970 pupils with approximately 50% eligible to receive free school meals. The school does not currently have a PTA and raising extra funds from disadvantaged families is difficult. The trustees awarded a grant of **£1,270** to purchase an outdoor table tennis table and an outdoor foosball table for use by the younger children at the school during break time.

**Teacher Scientist Network** is a science education charity which works closely with science teachers in primary and secondary schools in Norfolk and north Suffolk. For an annual fee of £100 members have access to high-quality resources facilitating hands-on science lessons; items which would be prohibitively expensive for individual schools to purchase. The trustees awarded a grant of **£1,200** to pay the cost of annual membership for 12 schools from within our catchment area.

**Laxfield Pre-School** caters for 25 children aged between 2 and 5 years. The pre-school is based in a purpose-built building in the grounds of Laxfield Primary School. The trustees awarded a grant of **£1,000** towards the cost of improvements to the outside play area surface.

**The Warren School** is a community special school in Lowestoft for pupils with severe learning difficulties from nursery age right through to post-16. The trustees awarded a grant of **£1,404** towards the cost of a trip to Kingswood Activity Centre for a group of secondary school pupils.

**Friends of Stradbroke High School** raises money to support the school. Stradbroke High School has just 275 pupils. The trustees awarded a grant of **£1,399** to purchase a seated leg press for an outdoor gym to be sited on the school's playing field.

**St Peter and St Paul CEVA Primary School** in Eye has 205 pupils aged between 3 and 11. There is very limited parking at the school so children are encouraged to walk, cycle or scooter to school. The trustees awarded a grant of **£1,299** to purchase a bike shelter to encourage more children to bring their bike to school.

**Burston Community Primary School** has 45 pupils from Reception to Year 6. The school runs an after-school club called TechFuture Girls, specifically designed to encourage girls to stay engaged in IT. The trustees awarded a grant of **£1,666.66** to purchase 10 Asus Chromebooks so that more pupils can attend the club.

**Southwold Primary School** was the lucky recipient of 30 Raspberry Pi computers, used to teach basic computer science. The Adnams Community Trust bid for them at an Adnams Customer Race Day charity auction at Newmarket races. Barclays Bank kindly donated them to the charity auction and the winning bid was for **£350**.

**John Grant School**, Caister-on-Sea, is a school for students with varied and complex needs. It has 135 pupils with a range of learning difficulties and disabilities. The trustees awarded a grant of **£1,020** to purchase ten Balanceability pedal bikes.

**Moorlands Primary Academy**, Belton, has 303 pupils, 20% of whom are registered as having Special Educational Needs. The Trustees awarded a grant of **£1,100** to purchase new books for Key Stages 1 and 2.

**Ringsfield Primary School** is a rural school with 67 pupils. The trustees awarded a grant of **£1,036.60** to purchase fiction and non-fiction books.

**Prisoners' Education Trust** helps prisoners to engage in rehabilitation through learning, providing advice and guidance and enabling access to distance-learning courses. The trustees awarded a grant of **£2,125** to help five prisoners from Warren Hill and Hollesley Bay Prisons.

**Friends of Tivetshall School** raises money to improve opportunities for the school's 36 pupils. The trustees awarded a grant of **£575** to purchase a heavy-duty picnic bench.

**East of England Apples & Orchard Project** is an education and conservation charity which was set up to create a long-term future for local varieties of apple, plum, pear and cherry. The trustees awarded a grant of **£957** to pay for local varieties of fruit trees for 12 primary schools in east Suffolk.

**Friends of Saxmundham Primary School** raises funds to purchase equipment and learning resources which the school would not otherwise be able to afford. The trustees awarded a grant of **£300** to purchase two gates for an outdoor learning area for Key Stage One.

**Wenhaston Primary School** has 80 pupils. In May 2016 the 13 pupils in Class 4 went on a residential visit to Hilltop Outdoor Centre in Cromer. The trustees awarded a grant of **£100** towards the cost of one pupil's participation in the trip.

**Hoxne School Association** is a parent-teacher organisation which raises funds to support the school. The school has 87 pupils. The trustees awarded a grant of **£1,000** towards the cost of new shelving for the school library.

**Darsham Astronomical Society** (DASH Astro) uses Westleton Common once a month for night-time observing and Westleton Village Hall for monthly lectures and astronomy workshops. DASH Astro also contributes to school science lessons. The trustees awarded a grant of **£430.79** to purchase display boards to improve the quality of educational talks and presentations.

**Worlingworth Primary School** is a small rural school with 45 pupils. The trustees awarded a grant of **£1,500** towards the cost of new tables and chairs for the school's two classrooms and the hall.

**Rendlesham Primary School** has 251 pupils and is growing rapidly. The trustees awarded a grant of **£1,000** towards the cost of a canopy to cover an outdoor music area.

## Health and Social Welfare

**Home-Start Suffolk East Ipswich & Coastal** aims to improve the life chances of children by developing their parents' skills in parenting, social relationships and budgeting to make stronger, more cohesive families. Support is provided on a one-to-one basis by trained volunteers, managed by paid staff. Volunteers are carefully matched to their allocated family. The trustees awarded a grant of **£691.79** to purchase portable training equipment so that training can be provided in Leiston, Saxmundham, Beccles and Framlingham.

**Lighthouse Women's Aid Service** supports women and children at risk of domestic abuse in Suffolk. The service is based in Lowestoft but also covers Halesworth, Southwold and Bungay. The trustees awarded a grant of **£420** to purchase fireproof letterboxes to be installed over victims' letterboxes to prevent people from gaining access or causing fires through unprotected letterboxes.

**Emmanuel Luncheon Club** in Bungay is run by volunteers (all aged over 70) and meets in the Orange Hall in Bungay once every two weeks to provide a hot lunch for its 44 members. Membership is open to anyone over the age of 65; transport is provided if needed. The lunches provide an opportunity for the lonely to meet other people in a similar position. The trustees awarded a grant of **£221.94** to purchase padded seat cushions.

**Happy Days** provides respite break holidays, group activity holidays, day trips and theatre trips for children aged 3 to 17 with special needs from poor socio-economic backgrounds. The Trustees awarded a grant of **£700** to pay for a respite break holiday for a 15-year-old boy from the Adnams Community Trust's catchment area who suffers from Aspergers and ADHD.

**Catch22** is a national charity which works with young people who find themselves in difficult situations. Catch22 runs a project called Suffolk Positive Futures which uses sport as the way of engaging with young people. The trustees awarded a grant of **£2,000** towards the cost of weekly open-access sports sessions in Leiston in 2016.

**Waveney Enterprises Craft Workshop** in Beccles is a not-for-profit arts, crafts and social-skills-teaching day service for adults with mild to moderate learning disabilities. It is open five days a week and is run by a team of skilled staff and volunteers. Currently 23 service users attend for between one and five days a week. The trustees awarded a grant of **£599** to purchase a new computer for use by the service users for education and design purposes.

**Involve Active Limited** is a not-for-profit organisation which provides leisure activities and workshops for people aged 5 to 25 with additional needs. The trustees awarded a grant of **£570** to pay for the cost of training new staff in food hygiene and first aid.

**Suffolk Cruse Bereavement Care** offers support to anyone who has suffered bereavement, however and whenever the bereavement happened. The trustees awarded a grant of **£1,350** towards the cost of a training course for at least six volunteers to help those from within 25 miles of Southwold.

**Hands on HeArt**, based in Great Yarmouth, is a peer-run recovery arts group for adults with experience of mental illness, addictions and substance misuse. Around 20 people attend the weekly sessions. The group is led by a committee of people with direct personal experience of the above health issues and by local volunteers and freelance art facilitators. The trustees awarded a grant of **£500** towards the cost of spinning and weaving equipment.

**Lowestoft Shopmobility** provides electric wheelchairs, scooters and manual wheelchairs for elderly people with mobility problems and to people with disabilities in the Lowestoft and Waveney area. The trustees awarded a grant of **£745** to purchase a Freerider Mayfair Scooter, to be kept at Southwold Boating Lake during the summer months.

**Aid and Assist**, based in Lowestoft, works with vulnerable adults with learning difficulties, (known as trainees). Most of the trainees live in specialist residential care homes and all are in need of supervision. Aid and Assist offers them training and the chance to participate in shared activities in a safe environment. The trustees awarded a grant of **£1,557** to pay for repairs and improvements to the trainees' workroom.

**Inspire Suffolk** runs a free 12-week programme called 'Team' to help people aged between 16 and 25 who are unemployed, suffering from mental-health issues, living independently in supported accommodation or with a history of substance or alcohol abuse. The trustees awarded a grant of **£626.03** to purchase a projector and screen to be used to support learning and for presentations by participants in Lowestoft.

**East Coast Community Healthcare** supports a gentleman from Kessingland in the late stages of Motor Neurone Disease. The trustees awarded a grant of **£1,150** towards the cost of a modular wheelchair ramp so that the gentleman is able to go outside.

**Community Roots**, run by Great Yarmouth and Waveney Mind, runs supported gardening sessions to help people with mental-health problems or drug and alcohol issues. The sessions are open to all, removing any stigma associated with attending. Advice is also given on nutrition and health. The trustees awarded a grant of **£2,000** to improve the project's kitchen.

**The Haven Project** in Diss accommodates women and children fleeing from domestic abuse, giving them a chance to rebuild their lives. The trustees awarded a grant of **£1,933**, to purchase and install a log swing with basket seat.

**Suffolk Artlink** works to improve the quality of life of people of all abilities through taking part in creative activities. The trustees awarded a grant of **£1,020** to pay for three half-day 'Clown Round' sessions at the James Paget hospital. Clown Round sessions involve two 'Clown Doctors' visiting the children's ward at hospitals, engaging with ill children through play, music, puppetry, story-telling, magic and tricks.

**Suffolk County Council (Adult Social Work Services)** assists a lady from the Adnams Community Trust's catchment area who has severe learning, sensory and physical disabilities. She has visual impairment and is unable to communicate verbally. The trustees awarded a grant of **£2,135.80** to purchase a specialist chair for her to use for meals and table-top activities.

**Suffolk County Council (Adult and Community Services)** assists a lady from the Adnams Charity catchment area who suffers from bi-polar disorder, scoliosis, arthritis of the spine and a slipped disc. She is in constant pain and has very poor mobility. The trustees awarded a grant of **£1,250** towards the cost of a mobility scooter to enable the lady to access the community, visit family and friends and become more independent.

## The Arts

**Seagull Lowestoft Community Interest Company** is a community theatre in south Lowestoft run on a not-for-profit basis. A wide programme of events takes place throughout the year and it is also used by many community groups. The trustees awarded a grant of **£1,300** to replace damaged carpets, repair damaged plaster and decorate.

**City of London Sinfonia (CLS)** is a leading orchestra committed to providing a 'route in' for people who have not so far been able to access a traditional concert or who haven't engaged with classical music before. For the last seven years the CLS has collaborated with Orchestras Live to bring orchestral music to under-served areas with high levels of economic and social deprivation. The trustees awarded a grant of **£1,000** towards the cost of a series of workshops and interactive concerts for children aged between 2 and 7, to take place Lowestoft in October 2016.

## Recreation

**Topcroft Cricket Club** has 140 members including over 50 junior players. The Club has 11 teams in total; this includes various junior teams (under 9s, 11s, 13s, and 15s), an over 40s team, a senior men's team and a newly formed ladies' team. The trustees awarded a grant of **£1,519.11** to purchase a Kanon bowling machine and a bucket of balls.

**Tunstall Parish Council** owns and maintains Tunstall Play Park. The trustees awarded a grant of **£1,457** to purchase a see-saw.

**Langley with Hardley Parish Council** is responsible for the playing field shared by the two villages. The trustees awarded a grant of **£1,610** to purchase a new double swing.

**Blythburgh Carpet Bowls Club** meets every Tuesday in Wangford. It currently has 16 members plus a small waiting list. The trustees awarded a grant of **£540** to purchase two bowls-mat handling units and two scoreboards to enable the club to take on more members.

**Woodbridge Wheeled Warriors (Woodbridge Rugby Club)** is the only wheelchair rugby club in East Anglia. The club meets and trains weekly at Rock Barracks in Woodbridge. The club has players aged from 18 to 50 with a wide range of disabilities. The trustees awarded a grant of **£1,000** towards the cost of a Rhino defensive wheelchair for a 21-year-old man from Woodbridge.

**Harleston Youth Football Club** is run by volunteers and parents. It has around 100 members (girls and boys) who train and play throughout the year. The trustees awarded a grant of **£600** to purchase two portable lights to enable the children to train on their home ground during the winter months.

**Suffolk Coastal Young People's Project**, based in Saxmundham, provides Saturday clubs and a summer club for young people with complex needs aged between 5 and 18. The clubs enable these children to engage and socialise with other children and also provide respite care for their families. The trustees awarded a grant of **£700** to pay costs associated with trips out for the children attending the Saturday clubs.

**1st Halesworth Scouts Group** has 78 members, male and female, aged between 6 and 25. The Group has four sections (Beavers, Cubs, Scouts and Explorers) and meets weekly during school terms. All four sections go on several camps a year. The trustees awarded a grant of **£1,000** towards the cost of new cooking equipment and tents.

**Suffolk Scouts** supports a county water activities team which arranges water-based activities open to any Scout, Explorer Scout or leader within the county. The trustees awarded a grant of **£638** towards the cost of participation in sailing weekends along the east coast and a sailing week from Weymouth to Falmouth for Scouts from within the Adnams Community Trust's catchment area.

**Kirby Cane and Ellingham Parish Council** is responsible for play equipment in the villages. The trustees awarded a grant of **£1,932.30** to purchase a nest swing.

**Norton Athletic Football Club** operates 3 teams in local leagues and has 60 members. In July 2015 the Trustees pledged a grant of **£1,000** towards the cost of a hot water system for the Club's new pavilion with the grant to be paid once funds for the building had been raised. The funding has now been secured and the trustees were happy to send the donation of **£1,000**.

**Just42** runs weekly term-time youth clubs in Hasketon and Woodbridge. Up to 35 young people, aged between 11 and 16, attend each club, benefitting from the opportunity to socialise, meet friends and take part in a wide range of planned activities. The clubs are run by qualified and experienced youth workers, session workers and volunteers. The trustees awarded a grant of **£1,260** to pay for the hire of Woodbridge Youth Centre and Hasketon Victory Hall for 36 weeks.

**Beccles Town Swimming Club** has 155 swimmers aged from 7 to 40+ years who train at Bungay pool, Harleston high school pool and Beccles Lido. The trustees awarded a grant of **£1,000** to purchase two lane ropes to enable the Club to continue to compete in competitions, league events and open meets and to enhance training sessions.

**Wenhaston with Mells Parish Council** is refurbishing the sports and play facilities in Wenhaston. The trustees awarded a grant of **£500** towards the cost of a nest swing.

**Clopton Village Hall** is responsible for play facilities in the village. Currently there is equipment for older children and teenagers but nothing for younger children. The trustees awarded a grant of **£500** towards the cost of two swings.

**Sweffling Parish Council** is responsible for play-area provision in the village. The trustees awarded **£1,128** to purchase one five-a-side goal post to go with one already purchased.

## **Buildings and Community Facilities**

**Brockdish Village Hall** was awarded a grant of **£350** towards setup costs and insurance for a defibrillator, to be kept in a secure cabinet attached to the village hall and fitted with a keypad.

**Suffolk Punch Trust Ltd** was established in 2002 to purchase the colony of stud Suffolk Horses (an endangered breed) and 183 acres of land and stables when it was sold by Hollesley Bay Prison. The site opened to the public in 2010 and now has Suffolk sheep, pigs, cattle and poultry, a visitor centre and a museum. The trustees awarded a grant of **£2,500** towards the cost of new fencing which will allow the Trust to divide some of the larger fields to better manage the grassland and allow the public closer access to the horses.

**Sutton Heath Parish Council** serves the community's 2,000 residents. The community comprises an army regiment, military-families' housing and civilian-owned properties. The trustees awarded a grant of **£1,000** towards the cost of a new kitchen for the community hall.

**Blythburgh Village Hall** is well used by local residents for various clubs and activities (film club, art classes, dancing classes, dressmaking classes, parties and community events). The trustees awarded a grant of **£933.68** to purchase a new hob, oven, extractor fan and sink for the kitchen.

**Eye Town Hall Improvement Company** was set up to improve the hall, making it fit for wider community use. The hall is the biggest hall in the area and is now used regularly by many groups and for many community events. The trustees awarded a grant of **£1,500** towards the cost of new chairs for the hall.

**St Laurence Church Room, Brundall**, has been a very well used venue over the years but is in need of much repair work and updating to meet current standards and legislation. The trustees awarded a grant of **£1,559.06** to pay for sanitary ware, tiles and sundries for a new disabled-access toilet.

**Halesworth Millennium Green** extends east from Halesworth Town Park and consists of over 50 acres of meadow and new woodland lying in the flood plain of the River Blyth and the Town River. The Green is used by a wide range of people and provides a habitat for a wide variety of flora and fauna. The whole site is managed by a board of trustees and maintained by almost 50 volunteers. The trustees awarded a grant of **£1,500** towards the cost of a 20ft steel shipping container to house maintenance equipment securely and accessibly.

**Aldeburgh & Thorpeness Rugby Football Club** has recently moved to Aldeburgh and has been given a lease by Aldeburgh Town Council on a building adjacent to the pitch to use as a club house with changing facilities. The trustees awarded a grant of **£500** towards the cost of replacing the doors and windows.

**Station House Community Connection** is a charitable community benefit society established to create and manage a new community amenity in Campsea Ashe's disused station house. When complete the station building will have four meeting rooms, computer access with wi-fi, a café, a local map and bookshop, a railway-history exhibition and passenger services (the station is still in use). The trustees awarded a grant of **£1,560** to purchase a workstation for the training room.

## Committed Funds

**Police Community Clubs of Great Britain** provides resources for primary schools including a series of activity books about keeping safe whilst online, anti-social behaviour, drugs-and-alcohol education and bullying. The trustees pledged a grant of **£1,053** to provide an anti-bullying safety programme for Key Stage 2 children from Southwold, Wenhaston and Bramfield Primary Schools with the grant to be paid once confirmation has been received from the schools that the resources are required.

## Returned Grants

**Debenham Community Swimming Pool** received a grant of **£1,000** from the Adnams Charity in January 2013 towards a cover for a new pool to be built in Debenham. Unfortunately it was not possible to raise all the funds needed to build the pool so the grant was returned in July 2016.

# The Adnams Community Trust Application Guidelines

## The Adnams Community Trust

- 1 The Adnams Community Trust (formerly known as the Adnams Charity) was founded in 1990 to mark the centenary of Adnams as a company and is funded by the annual donation of at least 1% of the profits of Adnams PLC and by the generosity of others – including a major legacy from a former shareholder.
- 2 The trustees publish accounts and disclose all grants made on an annual basis.

## Who may/may not apply

- 3 Applications must be for charitable causes within a 25-mile radius of St Edmund's Church, Southwold. Applications from national charities which operate within the 25-mile catchment area may be considered if assurances can be given that the money will be used for a specific purpose, exclusively within the above catchment area.
- 4 The Adnams Community Trust does not normally make grants to religious organisations or private clubs unless these can demonstrate that the purpose of the grant is for something of clear public benefit, accessible to all.
- 5 No grants are made to individuals. However, public bodies and charities may apply on behalf of individuals.

## What grants are/are not made for

- 6 The trustees prefer applications for specific items.
- 7 Grants are generally of a one-off nature.
- 8 Grants are not generally made in successive years.
- 9 The trustees are reluctant to give grants to cover on-going running costs, although in very exceptional circumstances they may do so.
- 10 The Adnams Community Trust does not provide sponsorship of any kind.
- 11 The Adnams Community Trust does not provide raffle prizes.
- 12 The Adnams Community Trust does not give funds indirectly to charities, for example, by sponsoring the fundraising efforts of individuals.
- 13 The Adnams Community Trust does not provide funding for any hardware associated with solar panels. However, consideration will be given to applications for educational equipment linked to 'green energy' and energy conservation.

## How to apply

- 14 An application form is available from the Adnams Community Trust Administrator by e-mailing [communitytrust@adnams.co.uk](mailto:communitytrust@adnams.co.uk), telephoning 01502 727200 or by writing to Rebecca Abraham, Adnams Community Trust Administrator, c/o 23 The Street, Brockdish, Norfolk, IP21 4JY.

- 15 Applications must be submitted in writing.
- 16 Please provide information on:
- what the grant is for
  - who will benefit
  - how much the item(s) will cost – a detailed quotation should be provided
  - other fundraising activities being undertaken and amount raised so far
  - to whom cheques should be made payable in the event of a grant being made
- 17 Where possible the most recent set of audited accounts should be enclosed with the application. If this is not possible (for example, if the organisation has not been running for a full year) then a copy of the most recent bank statement and an income and expenditure statement should be sent.
- 18 Please provide a copy of your Reserves Policy if you are applying from a Registered Charity. Information about Reserves Policies can be found on the Charity Commission website.
- 19 Please note, if an application is successful the Trustees will expect the grant to be spent within one year. Copies of receipt(s) will be required as proof of purchase/expenditure and the End-of-Project Reporting Form must be completed and returned. The Trustees reserve the right to ask for a grant to be returned if these conditions are not met.
- 20 The trustees meet quarterly, normally in January, April, July and October. Applications should be submitted early to ensure they are placed on the review list. Application deadline dates can be found on the Adnams website ([adnams.co.uk/communitytrust](http://adnams.co.uk/communitytrust)) or by contacting the Adnams Community Trust Administrator.

# **The Adnams Community Trust Reserves Policy**

## **1 Risk Assessment**

- 1.1 The risk for most charities can be summarised as a risk to future income (because of poor investments or for other reasons) and/or a risk from excessive future commitments, which (if income fell short of expectations) might endanger the operations of on-going recipients of charity funding.
- 1.2 In the case of the Adnams Community Trust, both risks are minimal. The primary source of income is from Adnams PLC (as a percentage of annual profits) and the secondary source is from dividends on Adnams shares (a mixture of legacy income and mandates from existing shareholders). Given the stability and record of Adnams, this income is not believed to be seriously at risk – and if circumstances were to change it is likely that this would be foreseeable by the trustees in sufficient time to take appropriate action.
- 1.3 As far as commitments are concerned, it is the policy of the Adnams Community Trust not to give funds on an on-going basis, year on year, but to make one-off donations to achieve specific ends. Under these circumstances the risk of being unable to fulfil commitments to recipients is very small.
- 1.4 The trustees do not, therefore, feel it necessary to accumulate large Reserves to cover significant potential shortfalls in income or contingent liabilities. This policy will be reviewed on an annual basis.

## **2 Reasons for Reserves**

- 2.1 Although the typical donation from the Adnams Community Trust is quite small, the trustees wish to be able to fund more significant local ventures, as and when these occur, and it is therefore felt prudent to maintain a reserve against this possibility.
- 2.2 Applications are occasionally received where funding is ‘time-critical’, particularly in the case of matched-funding, and the trustees wish to be able to respond promptly in such circumstances. This will only be possible if funds are held in Reserve.
- 2.3 Applications in any given quarter may exceed the funds available but may, nonetheless, be deserving of a positive response. Once again, a Reserve will allow for greater flexibility in meeting local needs.

## **3 Reserves Policy**

- 3.1 For the reasons outlined above, the trustees feel it prudent to accumulate a Reserve up to a maximum of 20% of annual income.
- 3.2 The percentage retention, and the Risk Assessment which helps justify this Policy, will be reviewed on an annual basis, in the final quarter of each financial year.

**Reviewed July 2016**

## **Legal and Administrative Details**

### **Adnams Community Trust Bankers**

Barclays Banks Plc  
67 High Street  
Southwold  
IP18 6DT

### **Adnams Community Trust Independent Examiners**

Guy McGregor & Associates  
2 Lambeth Street  
Eye  
Suffolk  
IP23 7AG

### **Adnams Community Trust Solicitors**

Nicholson's Solicitors  
23 Alexandra Road  
Lowestoft  
NR32 1PP

