



REPORT & ACCOUNTS 2016-2017

Chairman's Report

Since its inception in 1990 the Adnams Community Trust has donated almost **£1,300,000** to local good causes. In 2016-2017 the Adnams Community Trust trustees awarded **£79,677** of grants to 84 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 the issues facing those in our local community. Our thanks go to Cassie Edmiston from the Prisoners' Education Trust, Geoff Stevens from Pathways Care Farm, Tim Skazick from PRU First Base in Lowestoft and Doug Mizon and Derek Wilkin from Halesworth Men's Shed, who all took the time to come along to talk to us, giving us an insight into their valuable work.

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). Donations can also be made online through BT MyDonate (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).

I hope you enjoy reading the report of the donations made during 2016-2017.

A handwritten signature in black ink, which appears to read 'Jonathan Adnams', is written over a light blue horizontal line.

Jonathan Adnams OBE
Chairman

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ADNAMS COMMUNITY TRUST

Income & Expenditure Account from 1 September 2016 to 31 August 2017

2015/2016		2016/2017
£		£
3,690	Brought Forward Surplus	10,560
	<u>Income</u>	
41,000	Income from Adnams	38,000
1,766	Tax on Gift Aid and Dividends	-
1,600	Returned Grant Cheques	236
44,366		38,236
	<u>Donations</u>	
100	Charities Aid	100
1,250	Speaking Fees	2,050
4,791	Individual Donations	8,988
10,890	Fundraising	484
2,000	Donations re Adnams 10K run	6,400
19,031		18,022
	<u>Dividends</u>	
13,970	Robinson Fund	14,617
2,933	Other Shareholders	3,022
16,903		17,639
80,300	<u>Total Income for the year</u>	73,897
83,990	<u>Total amount available for distribution</u>	84,457
	<u>Expenditure</u>	
(72,867)	Grants paid out during the year	(79,677)
(510)	Independent Examiner Fees	(480)
(73,377)		(80,157)
1,000	Previously committed	1,053
(1,053)	Commitments made this year	(1,500)
(53)		(447)
10,560	Carried forward to next year	3,853
	<u>Represented by</u>	
13,873	Bank Balance	8,100
(1,053)	Less Commitments	(1,500)
(2,260)	Less Uncleared cheques	(2,747)
10,560	Surplus Carried Forward	3,853

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 2016 to 31 August 2017 which are set out on page 3.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act, and
- to 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 Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Guy K D McGregor
15 January 2018

Guy McGregor & Associates
Accountants
2 Lambseth Street
Eye
IP23 9AG

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
- Sarah Churchyard – Elected Employee Trustee
- Ann Cross – Elected Employee Trustee
- Guy Heald – Co-opted Trustee and Adnams PLC shareholder
- Alexandra Hemen – Elected Employee Trustee
- Emma Hibbert – Co-opted Trustee and Adnams Marketing Director
- Melvyn Horn – Co-opted Trustee and former Adnams PLC employee
- 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 16 and 17 of this Report and dependent upon the funds available.

GRANTS AWARDED

Education

Ringsfield Hall Trust aims to educate children and young people to support their physical, emotional and spiritual development through connection with nature, creativity, learning and play. The trustees awarded a grant of **£1,000** towards the cost of equipment for a new music studio.

The Garage is a Norwich-based arts charity which specialises in working with young people and families from Norfolk. The trustees awarded a grant of **£1,300** to pay a bursary for two terms for an individual from Lowestoft to study for a GCSE in dance on a part-time basis.

Gillingham St Michael's Primary Academy is a small rural primary school with 65 pupils. Over the last few years the school has more than doubled in size and now accommodates pupils to the end of Year 6. To make room for these new pupils, an extension has been built to provide an additional classroom and a library. The trustees awarded a grant of **£1,637** towards the cost of library shelving and seating.

Elm Tree Primary School in Lowestoft has 400 pupils aged between 4 and 11. The trustees awarded a grant of **£1,466.19** to purchase an outside play lodge to stimulate imaginative play.

Southwold Primary School is a small primary school with 70 pupils aged between 4 and 11. The trustees awarded a grant of **£315** to cover the travel costs for trips to the Dinosaur Park at Lenwade and a Rainforest Discovery Session at Africa Alive's Education Centre.

Dennington Primary School is a small rural primary school with an above-average percentage of disadvantaged pupils and pupils with special needs. The trustees awarded a grant of **£1,000** towards the cost of a wooden play boat to aid social and physical development.

The Country Trust is a national educational charity dedicated to bringing food, farming and the working countryside alive for children least able to access it, whether through disadvantage or disability. The Trust organises hands-on visits to the working farms of volunteer host farmers and landowners. The trustees awarded a grant of **£1,140** to pay for Farm Discovery Visits for Year 6 pupils from Beccles Primary Academy.

Northfields Primary School has 493 pupils and is based in an area of high deprivation in central Lowestoft. The trustees awarded a grant of **£1,000** towards the cost of an outdoor play gym.

The Friends of Woodbridge Primary School raise funds to support the work of the school. The trustees awarded a grant of **£675** to purchase an art island for use by the school's Early Years pupils.

Friends of Ilketshall St Lawrence Primary School raise funds to support the work of this small rural primary school. The trustees awarded a grant of **£1,207.34** to purchase three book collections aimed at those children who find reading difficult.

Roman Hill Primary School has 541 pupils aged between 2 and 11 and is situated in the most deprived area of Suffolk. The trustees awarded a grant of **£800** to purchase 110 topic books on the United Kingdom.

Benhall St Mary's Primary School PTA raises funds to support the school. The school is working on a 'Get out-get active' project intended to promote healthier lifestyles and wellbeing through a range of extra-curricular activities. The trustees awarded a grant of **£1,301.67** to pay for gardening tools, materials to make a mud kitchen and fire pit, a shed, fencing and paint.

Friends of St Benet's Primary School Association raises funds to pay for extras which cannot be met by the school budget. The trustees awarded a grant of **£560** to furnish the reception area so that it can be used for one-to-one support work and small-group work.

Alpington & Bergh Apton CEVA Primary School has 123 pupils aged between 4 and 11 and is rated 'outstanding' by Ofsted. The number of pupils at the school has increased in recent years and the school's current stage, used for school and community events, is no longer large enough to allow all the children to perform. The trustees awarded a grant of **£990** to purchase modular staging.

Blundeston CEVCP School has 200 pupils. The school has a small number of iPads which are used in many lessons and the children are given responsibility for looking after them and for ensuring that they are put away properly. The trustees awarded a grant of **£825** to purchase three additional iPads.

St Margaret's Primary Academy, Lowestoft, has 446 pupils aged between 3 and 11 and is situated in an urban area of high deprivation. The trustees awarded a grant of **£1,000** towards the cost of picnic tables, parasols and parasol bases so that the children can eat lunch outside during the summer months.

Wetheringsett Primary School has 67 pupils aged between 4 and 11. The school has developed a strategy involving teachers and parents to encourage children to read widely and often. The trustees awarded a grant of **£485.70** to purchase six large bean bags and overhead reading lamps to encourage reading by making the library a more attractive and inviting place.

Charsfield CEVC Primary School is a rural school with 47 pupils. The trustees awarded a grant of **£1,246.67** to purchase kitchen units and two single ovens for a teaching kitchen, to be used during cookery lessons, for the daily breakfast and afternoon clubs and for the weekly cookery club.

Earsham CEVA Primary School is a rural school with 105 pupils aged between 4 and 11. The trustees awarded a grant of **£1,000** towards the cost of outdoor toys and the repair of a slide in the reception-class outside area.

Alpington & Yelverton Pre-school cares for 42 children aged between 2 and 5 from Monday to Thursday during term time. The pre-school is based in Alpington Village Hall and is rated 'outstanding' by Ofsted. The pre-school recently took over responsibility for the village hall garden. The trustees awarded a grant of **£522.65** towards the cost of plants and materials for transforming the outdoor space into a sensory garden for the children and others who use the hall.

Friends of Occold School raises funds to support the school. The school has 70 pupils. The trustees awarded a grant of **£1,000** towards the cost of a new interactive touchscreen whiteboard to replace an old, failing, projector-based whiteboard.

The Friends of Holton St Peter Community Primary School raises funds to support the work of the school. The school has 105 pupils aged between 5 and 11. The trustees awarded a grant of **£473.72** to replace the wooden support timbers on the traversing wall.

Health and Social Welfare

Joseph Patrick Trust provides financial support to individuals affected by muscle-wasting conditions so that they can purchase independence-enabling equipment not available on the NHS. The trustees awarded a grant of **£346.80** towards the cost of a riser chair for a lady from Lowestoft who suffers from myotonic dystrophy.

Cancer Campaign in Suffolk helps local people before, during and after cancer. The trustees awarded a grant of **£1,848** to pay for therapy sessions for 11 people from within the Adnams Community Trust catchment area.

Lowestoft Thursday Club caters for over 16s with learning difficulties. The Club is run by volunteers and meets every Thursday during term time at Ormiston Denes High School; over 70 people attend. The Club provides an opportunity for members to meet their friends, see an entertainer or go on an outing. The trustees awarded a grant of **£750** to pay for a performance by the tribute band Planet Abba.

Suffolk County Council supports a gentleman from the Adnams Community Trust catchment area who lives in constant pain following a suicide attempt. The trustees awarded a grant of **£1,800** to purchase a mobility scooter so that he can live a more independent life.

Great Yarmouth Community Trust runs a twice-weekly community lunch programme aimed at the long-term unemployed, older people suffering from social isolation and other vulnerable members of society. It is attended by up to 36 people who pay a small amount for a two-course cooked meal. The service is run by learning co-ordinators with assistance from volunteers. The meals provide an opportunity for people to socialise at the same time as teaching the volunteers how to cook and prepare meals. The trustees awarded a grant of **£958.80** to purchase a new commercial oven.

Surviving United is a peer-led support group in Lowestoft formed by sexual-abuse survivors and an experienced facilitator to provide support, advice and encouragement to people who have experienced sexual abuse. Surviving United runs twice-monthly drop-in sessions at the Kirkley Centre in Lowestoft and an online support forum for women. The trustees awarded a grant of **£990** towards the cost of running a year-long peer-support project for male survivors of sexual abuse and violence across Lowestoft and Waveney.

Adult Community Services (Suffolk County Council) support an individual from the Adnams Community Trust catchment area who suffers with mental and physical disabilities. She lives in a one-bedroom WDC flat in very poor conditions. The trustees awarded a grant of **£547.95** to purchase a bed, washing machine, fridge-freezer, cooker and curtain track.

Listening Books is a national charity which provides an audiobook service to anyone with an illness or disability which makes it hard to hold a book, turn the pages or read in the usual way. The trustees awarded a grant of **£1,500** to pay for membership for ten people from within the Adnams Community Trust catchment area.

Over the Rainbow Children's Charity supports children with serious illnesses or disabilities by purchasing equipment to improve their quality of life. The charity is based in Woodbridge and is run entirely by volunteers. The trustees awarded a grant of **£2,119.99** to purchase a custom-moulded seat for a 15-year-old from Kessingland who has microcephaly. The chair will allow her to sit safely and comfortably with her family.

St George's Dementia Support Group, Upper Stoke, is a non-profit-making group which runs café-style sessions for dementia sufferers and their carers. Free two-hour sessions take place twice a month. The trustees awarded a grant **£540** to pay for a boat trip on the Broads. The trip will provide stimulation for the dementia sufferers and a break for the carers.

Pathways Care Farm is a 13-acre farm in north Lowestoft which provides day care for vulnerable people such as those with mental-health issues, dementia and learning difficulties. Currently 30 people attend each week. Service users get to work in the open air with plants and animals. The trustees awarded a grant of **£1,750** towards the cost of milking equipment for the farm's small herd of Golden Guernsey goats.

Loddon & District Day Centre provides a safe and stimulating social environment for the elderly and disadvantaged people of Loddon and the surrounding area. Activities include educational talks, physical exercises, craft sessions and games. The trustees awarded a grant of **£436** to pay for two open days aimed at attracting new members.

Norfolk and Suffolk NHS Foundation Trust is organising a day out to Pleasurewood Hills for young carers from Norfolk and Suffolk who care for family members with mental health problems. The trustees awarded a grant of **£1,000** to pay for refreshments and transport costs.

Suffolk County Council supports a lady from the Adnams Community Trust catchment area who suffers from numerous serious health conditions which leave her in a lot of pain and cause loss of feeling in her hands and feet. She lives in a WDC flat with her young daughter in very basic conditions. The trustees awarded a grant of **£359.98** to purchase a dishwasher and washing machine to enable her and her daughter to live a more normal life.

North East Suffolk Citizens Advice Bureau (NES CAB), based in Lowestoft, provides free, confidential and impartial advice on people's rights and responsibilities. In 2015-16 NES CAB advised more than 4,700 clients on almost 13,000 issues. The trustees awarded a grant of **£1,701.47** towards the cost of equipping a meeting room so that it can be hired out to bring in income without impacting on NES CAB's work.

Fresh Start – New Beginnings provides support to children in Norfolk and Suffolk who have disclosed sexual abuse. The trustees awarded a grant of **£2,500** to pay for a full therapeutic treatment service for two children from within the Adnams Community Trust catchment area.

HOUR Community provides a range of services to reduce social isolation, loneliness and disadvantage in the Framlingham area. The ethos behind HOUR Community is '*give an hour of your time a month to help someone in need. If you can't give an hour of time, give an hour of your salary*'. HOUR responds to the requests of local people and co-ordinates volunteers to help those in need. The trustees awarded a grant of **£1,000** to purchase 50 carbon monoxide detectors which will be given to vulnerable households.

Suffolk Befriending Scheme for People with Learning Disabilities (SBSPLD) provides activities and one-to-one befriending to vulnerable people. SBSPLD runs a disability football team, 'Kirkley & Pakefield', which has between 12 and 15 members who take part in weekly training sessions and football tournaments. The trustees awarded a grant of **£1,000** towards the cost of the football training sessions for a year.

The Arts

Band of the Royal British Legion Leiston is a marching brass band with 46 members aged between 8 and 80. The group meets twice a week and all instruments and uniforms are provided free of charge to the members. The trustees awarded a grant of **£1,857** to purchase new music stands and carrying cases.

Jubilee Opera is a not-for-profit organisation run by volunteers. It provides opportunities for local children with little musical experience to perform in public with professional musicians, conductors and directors. Productions are of a very high quality and there is no fee to the children to take part. The trustees awarded a grant of **£1,000** towards the cost of a rehearsal pianist and training for 50 children taking part in performances of 'The Winter Star', a short opera by Malcolm Williamson.

Kessingland Amateur Dramatics is a not-for-profit drama group for children and adults in Lowestoft. It has 30 members aged between 3 and 78; membership is open to all. The group performs two shows a year at Kessingland Sports & Social Centre. The trustees awarded a grant of **£1,196** to purchase an LED lighting system.

Elizabeth Garrett Anderson Commemoration Group was set up to commemorate the pioneering role played by Elizabeth Garrett Anderson in transforming the lives of British women. 2017 is the centenary of her death and a programme of events is planned in Aldeburgh and Leiston, where she grew up. The trustees awarded a grant of **£450** towards the cost of a promenade play to visit four sites in Aldeburgh reflecting important moments in Elizabeth Garrett Anderson's life.

INK writers' Festival is held annually at The Cut in Halesworth. The Festival is a springboard for new writing from East Anglian playwrights and showcases new short scripts for stage, radio and film from emerging and established writers. The trustees awarded a grant of **£2,300** to pay for the hire of The Cut during the Festival weekend in April 2017.

East Anglian Academy of Organ and Early Keyboard Music provides six or seven public concerts a year with professional musicians from around the world. The concerts focus on Baroque music and take place in St Michael's Church in Framlingham. The trustees awarded a grant of **£300** towards the cost of a concert featuring organist Mattias Havinga.

FlipSide is an arts charity which has produced literature and arts festivals at Snape Maltings, school projects, writing competitions, art exhibitions and 'Big Draw' community art events. The trustees awarded a grant of **£1,200** towards the cost of hiring and installing a dome marquee for an arts festival in Lowestoft with the theme of the environment and sustainability.

Sole Bay Arts CIO has taken over the operation of St Edmund's Hall in Southwold to run the building as an arts and community centre. The building needs refurbishing to improve facilities. The trustees awarded a grant of **£465** to purchase LED stage lighting.

Pro Corda Trust is a national music school for musicians aged between 5 and 24. It is based at Leiston Abbey and focuses on small ensemble music and chamber music performance training. Over the last two years Pro Corda has put on a series of events and concerts for the local community. This is largely a deprived rural community and around 70% of the audience members have never regularly attended concerts before. The trustees awarded a grant of **£1,000** to pay for events cards for a year and towards the cost of artist fees for a series of 15 community concerts.

The Art Station is a new organisation which is developing Saxmundham Station as a contemporary art space to include exhibitions, a café, an artist-curated Airbnb and a place for arts education programmes and therapy. Saxmundham Station is used by 3,000 people a week but the station building itself has been boarded up for five years. The development of the building is part of a programme of regeneration for Saxmundham and has the support of local schools and councils. The trustees awarded a grant of **£500** to pay for materials for a series of art workshops for children, families and young people.

HighTide Theatre is dedicated to commissioning new playwrights and fully producing their plays. The plays are premiered in an annual festival in Aldeburgh, which also features readings of new plays and productions by Suffolk-based artists. Ticket prices are kept low and there are several free events. The trustees awarded a grant of **£1,000** to pay for a leader to deliver workshops to 100 disadvantaged young people from within the Adnams Community Trust catchment area at the 2017 Festival.

Recreation

Framlingham Ladies Hockey Club has 44 members and runs three teams; the Firsts and Seconds play in the Suffolk league and the Thirds are juniors who play mainly for fun. The trustees awarded a grant of **£287.92** to purchase eight face masks for the defenders.

1st Eye Scouts has 110 members, an increase of 30 in the last few years. Scouts undertake a wide range of activities including camping, volunteering, craft work and survival skills. The trustees awarded **£767.88** to purchase lightweight-hike tents, Trangia standard cookers and fuel bottles to enable the Scouts and Explorers to take part in overnight expeditions.

South Norfolk Players is an amateur dramatics group based at the village hall in Brooke. It has 15 full-time members; membership is open to all. The group puts on performances throughout the year and organises community events with the WI. The trustees awarded a grant of **£1,000** towards the cost of dimmers for a new stage-lighting system at the village hall.

Stradbroke Parish Council is working to improve the village playgrounds. The Trustees awarded a grant of **£1,000** towards the cost of new playground equipment.

Brampton Village Hall is a well-used asset serving the villages of Brampton and Stoven. There is also a playing field which is used for football and bowls. The trustees awarded a grant of **£1,600** to pay for improvements to the drainage on the playing field.

Hacheston Village Hall was built in 2009 and is well used by villagers and others. The hall has a pétanque piste which is used several times a week. The trustees awarded a grant of **£892** towards the cost of materials for refurbishing the pétanque piste.

The Friends of Seething, Mundham and Thwaite Play Park is a small group of parents and grandparents who are working with the village hall committee to raise funds to renew the play equipment on Seething village sports field. The trustees awarded a grant of **£2,500** towards the cost of a woodland toddler tower.

Wortwell Bowls Club has 25 members; membership is open to all. The club's bowling green is in poor condition which means that it is not currently possible to open it for as many sessions as liked. The trustees awarded a grant of **£750** towards the cost of a sprinkler system to improve the condition of the green.

Newton Flotman Village Centre and Alan King Playing Field improve the quality of life of all residents of this rural commuter village. The trustees awarded a grant of **£745.20** to purchase and install a Turtle four-way springer for the recreation ground.

Southwold Sailing Club is a small volunteer-run sailing club based at Southwold Harbour. The Club provides sailing facilities for the local community and visitors and has 237 members. Since 2013 the Club has been training children and adults new to sailing in the basics and would now like to help these sailors progress to racing. The trustees awarded a grant of **£449.91** to purchase six river buoys and three sea buoys.

Scole Community Centre and Playing Field are well used by the local community. The playing field is home to several football teams and a children's playground. The trustees awarded a grant of **£700** to purchase a toddler swing.

The Saints Youth Club, Wickham Market runs every Thursday evening for young people aged between 10 and 16. Around 50 young people attend each week to socialise and play games. The club is run by two qualified youth leaders, adult volunteers and three older teenage helpers. The trustees awarded a grant of **£449** to purchase an indoor table tennis table.

Play Area for Rendham Kids is situated on land given to the village for recreational use in 2000. Play equipment was installed in 2001 and has been enjoyed by many children over the years. A recent safety inspection highlighted that some of the equipment needs to be repaired or replaced. The trustees awarded a grant of **£500** towards the cost of a toddler swing.

Burston and Shimpling Parish Council is working to improve the BMX trail on Burston playing field. The track was set up as simple humps of earth, providing somewhere for the young people to have fun and exercise in the open air. The trustees awarded a grant of **£520** towards the cost of the materials and equipment hire needed to install a proper drainage system so that the track can be used all year round.

Ringsfield and Weston Parish Council is responsible for Ringsfield play area. Work is under way to improve and enlarge the play area to make it safe, modern and inclusive. The trustees awarded a grant of **£600** towards the cost of an environmentally friendly, vandal-resistant picnic table with wheelchair access.

Buildings and Community Facilities

Thurlton Community Store and Post Office is a Community Interest Company run by volunteers. The shop is at the heart of the village, providing important social contact, particularly for the elderly and those without transport. Goods are sourced locally where possible and volunteers deliver to those unable to get to the shop. The trustees awarded a grant of **£798** to purchase a double-door display fridge.

Huntingfield Millennium Green is an open space maintained for local residents. It is used for informal recreation, play, meetings and community events and by many dog walkers. It has play equipment and an adventure trail. The trustees awarded a grant of **£495** to purchase five new benches so that people can sit to enjoy the views or watch their children play.

Holton and Blyford Village Hall is well used by local residents. Regular bookings include badminton, U3A, an art group and a physical training club. It is also used for parties, bingo, quizzes and monthly 'breakfast-for-the-community' sessions. The trustees awarded a grant of **£500** towards the cost of a new, energy-efficient, dimmable LED lighting system.

St Margaret South Elmham Village Hall is well-used and serves St Margaret South Elmham and surrounding villages, many of which do not have their own village hall. The hall was built 60 years ago by local villagers. The trustees awarded a grant of **£500** towards the cost of improving toilet facilities at the Hall.

Loddon Country Market is based in the Hollies Community Centre in Loddon. It has been running for 42 years and operates every Tuesday between 9.15 and 10.30. The market is run as a co-operative and managed entirely by volunteers. The trustees awarded a grant of **£500** to purchase equipment for the market, to improve the appearance of the stalls.

Worlingworth Community Centre is used by a wide range of local people. The Centre has recently developed an outside area which incorporates a children's playground and a peaceful garden, used particularly by older residents and by the local Home Start group. The trustees awarded a grant of **£636** to pay for the materials to build a brick wall along the side of the Quiet Garden.

Rumburgh and St Michael Village Hall is well used by the local community for a wide variety of activities including yoga, bowls, table tennis and dancing. The wooden hall was built in 1937 and much work has been undertaken in recent years to renovate it, including a new roof, double glazing and the replacement of some internal walls with plasterboard. Unfortunately, whilst preparing to replace further internal walls, woodworm was discovered. The trustees awarded a grant of **£1,000** towards the cost of woodworm treatment.

Wrentham Village Hall Management Committee runs a monthly film club which is proving increasingly popular. For a donation, attendees get to watch a film, refreshments are provided and a 'taxi' service is offered for those who find transport a problem. The trustees awarded a grant of **£900** towards the cost of a projector to make it possible to show films more reliably and more frequently.

Easton and Letheringham Village Hall is used by a wide range of local people on a regular basis for social functions, fundraising events, meetings, lectures, fitness classes, dance classes, table tennis and adult learning. The trustees awarded a grant of **£481.15** towards the cost of twelve small folding tables.

Yoxford Allotment Association has 13 plots and 28 members. The site has a communal shed, polytunnel, wildflower and fruit plot and a communal compost area. It is situated next to Yoxwood, a community wood. The trustees awarded a grant of **£1,000** towards the cost of an Eco toilet, to be shared with Yoxwood and visitors to the nearby cemetery.

Norfolk Mobile Library Service provides residents living in isolated rural communities with the opportunity to borrow books and other items and to access other library and council services. The trustees awarded a grant of **£860.40** to purchase cube seating and a folding table for use by the children who visit the mobile libraries.

Halesworth in Bloom (HIB) is run by a large group of volunteers who work to make Halesworth a more beautiful place to live. HIB is working to make Halesworth Town Park a park to be proud of. The trustees awarded a grant of **£849.60** to purchase two long-lasting benches suitable for older people.

Dickleburgh and Rushall Village Centre is a valued community resource with more than 75% usage during the week. The trustees awarded a grant of **£1,000** towards the cost of improvements to the toilet facilities.

Campsea Ashe Victory Hall is used for fundraising events, local bookings and meetings. To ensure the hall can be used for more activities in the future the trustees awarded a grant of **£1,000** towards the cost of refurbishing the floor and decorating the hall.

History

Suffolk Records Society (SRS) was founded in 1957 to encourage the study and preservation of Suffolk records from the Middle Ages to the present day. Every year SRS produces a volume of previously unpublished manuscripts, each focusing on a specific aspect of Suffolk history. The production of the books is funded through subscription fees and grant applications. The trustees awarded a grant of **£479** to pay for the cost of printing the eight colour plates in SRS's latest book which looks at the restoration of Blythburgh Church, 1881-1906.

Metfield Parish Council is supporting a project to print and distribute a book written by a local resident. The book is filled with memories, anecdotes and pictures dating back to 1926. The trustees awarded a grant of **£500** towards the cost of printing and publicising the book.

Nancy Blackett Trust (NBT) looks after the Nancy Blackett, an 8.5 metre Bermudan cutter, built in 1931. The boat was once owned by Arthur Ransome and was the inspiration for two of his books. The Nancy Blackett is kept at Robertson's Boatyard in Woodbridge. The NBT aims to maintain the Nancy Blackett and provide an inexpensive opportunity for anyone to learn to sail under the tutelage of qualified and experienced skippers. The NBT works with local schools and hosts educational groups. The trustees awarded a grant of **£1,000** towards the cost of a new wooden mast.

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. In July 2016 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. This grant was paid in September 2016 once confirmation had been received from the schools that the resources were required.

Somerleyton Primary School has 56 pupils. Pupils grow their own produce and are taught how to prepare and cook a wide variety of things in weekly cookery lessons. The school requested a grant towards the cost of a mobile cookery unit. The trustees were impressed by the work done by the school but, given the high cost of the item, they suggested that the school work with the Adnams 'Food for Thought' project to see if a lower-cost option could be found. The trustees set aside **£1,500** towards the cost of a solution, to be held for one year.

Returned Grants

Suffolk County Council returned £236 from a grant of £1,800 awarded to purchase a mobility scooter as a cheaper model was bought.

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.
- 14 Grant are not usually awarded retrospectively (ie for items which have already been purchased).

How to apply

- 15 An application form is available from the Adnams Community Trust Administrator by emailing communitytrust@adnams.co.uk, telephoning 01502 727200 or by writing to Rebecca Abraham, The Adnams Community Trust Administrator, The Adnams Community Trust, c/o 23 The Street, Brockdish, Norfolk, IP21 4JY.
- 16 Applications must be submitted in writing.
- 17 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
- 18 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.
- 19 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.
- 20 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.
- 21 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) 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 2017

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 Lambseth Street
Eye
Suffolk
IP23 7AG

Adnams Community Trust Solicitors

Nicholson's Solicitors
23 Alexandra Road
Lowestoft
NR32 1PP

