



REPORT & ACCOUNTS 2017-2018

Chairman's Report

Since its inception in 1990 the Adnams Community Trust has donated over **£1,340,000** to local good causes. In 2017-2018 the Adnams Community Trust trustees awarded **£58,917** of grants to 68 worthy organisations. A summary of each grant can be found later in this report.

To ensure that our trustees have up-to-date knowledge of the issues facing our local communities, we invited a selection of guest speakers along to our quarterly meetings to give us an insight into their work. We are grateful to Ann Osborn from the Rural Coffee Caravan, Fran Flower and Helen Rolfe from Music in our Bones, Bev Clark from P.L.O.T. CIC and David Lees from Beccles and Saxmundham Free Schools for giving us their time to come to talk to us.

We have seen a steady increase in the number of applications received over the last few years, possibly due to a reduction in other sources of funding. This has coincided with a fall in the contribution from Adnams Plc (1% of Adnams' profits) and means that donations from our shareholders are more valued than ever and an essential element of the Community Trust's income. Anything you are able to give is very much appreciated and put to good use helping those in need. Thanks to your generosity we have been able to support 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 Abraham, 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; all administrative and staffing 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 document and there is further information about the Trust on the Adnams Community Trust section of the Adnams website (adnams.co.uk/communitytrust).

I am delighted to present our accounts and hope you enjoy reading the report of the grants awarded during 2017-2018.

A handwritten signature in black ink, appearing 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 1 September 2017 TO 31 August 2018

These accounts have been prepared on a receipts and payments basis

2016/2017		2017/2018
£		£
10,560	Brought forward surplus	3,853
	<u>Income</u>	
38,000	Income from Adnams	22,000
-	Tax on Gift Aid and dividends	2,630
-	Commitments reversed	1,500
236	Returned grant cheques	1,660
38,236		27,790
	<u>Donations</u>	
100	Charities Aid	200
2,050	Speaking fees	2,250
8,988	Individual donations	4,739
484	Fundraising	4,651
6,400	Donations re Adnams 10K run	1,800
18,022		13,640
	<u>Dividends</u>	
14,617	Robinson Fund	14,746
3,022	Other shareholders	3,058
17,639		17,804
73,897	<u>Total Income for the year</u>	59,234
84,457	<u>Total amount available for distribution</u>	63,087
	<u>Expenditure</u>	
(79,677)	Grants paid out during the year	(58,917)
(480)	Independent Examiner's Fee	(420)
(80,157)		(59,337)
1,053	Previously committed	-
(1,500)	Commitments made this year	-
(447)		-
3,853	Carried forward to next year	3,750
	<u>Represented by</u>	
8,100	Bank balance	5,525
(1,500)	Less commitments	-
(2,747)	Less uncleared cheques	(1,775)
3,853	Surplus Carried Forward	3,750



23 November 2018

Independent examiner's report to the trustees of Adnams Community Trust

I report to the trustees on my examination of the accounts of the Adnams Community Trust (the Trust) for the year ended 31 August 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and 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.

Signed:

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Dimitrios Alafouzos
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Dimitrios Alafouzos
Director

Relevant professional qualification or membership of professional bodies:

- Association of Chartered Certified Accountants
- Association of Accounting Technicians

Guy McGregor & Associates Ltd
2 Lambseth Street
Eye
Suffolk
IP23 7AG

Date: 17 January 2019

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.

THE 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
- Ann Cross – Elected Employee Trustee
- Sarah Groves – Co-opted Employee Trustee
- Guy Heald – Co-opted Trustee and Adnams Plc shareholder
- Alexandra Hemen – Elected Employee Trustee
- Melvyn Horn – Co-opted Trustee and former Adnams Plc employee
- Simon Loftus OBE – Original Trustee
- Benedict Orchard – Elected Employee Trustee
- Dr Andy Wood OBE – 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

Kessingland Church of England Primary Academy has 250 pupils aged between 4 and 11. The school has recently established a new library which allows all children to have reading books and weekly library sessions. £5,000 has been spent on books and there has already been an improvement in the children's attitude to reading. The trustees awarded a grant of **£574.80** to purchase 30 bean bags so that the children can read in comfort in a non-classroom environment.

Friends of Rockland St Mary School raise funds to purchase items not met by the school budget. The trustees awarded a grant of **£1,000** towards the cost of gazebos and outside percussion instruments.

Thurilton Primary School is a rural Norfolk school with 60 pupils. A recent Ofsted inspection highlighted a need to improve the Reception Class outside area. The trustees awarded a grant of **£1,000** towards the cost of outside play equipment.

Edward Worlledge Ormiston Academy is situated in a deprived area of Great Yarmouth. It has 356 pupils aged between 4 and 11; over 25% of these are pupil-premium children. The school recently won an award for best primary school music in Norfolk. The trustees awarded a grant of **£840** to pay for coach hire to take the 210 Key Stage 2 children to a music event at Norwich City Football Club. A higher grant of £980 was originally awarded, but after a slight change of use, £140 was returned to the Adnams Community Trust.

Alburgh & Denton Toddler Group meets on Tuesday mornings during term time in Alburgh Village Hall. The group is run by the mothers and aims to provide a welcoming environment for parents and children to meet and play. The trustees awarded a grant of **£478.68** to purchase folding tables and chairs.

Nexus Engineering Training Centre is part of the Great Yarmouth Community Trust. Nexus designs and delivers formal engineering qualifications to local secondary schools and carries out science, technology, engineering and maths enrichment activities. One planned enrichment course is to design, manufacture and install bird boxes in local woods, in collaboration with Great Yarmouth Green Gym. The trustees awarded a grant of **£396.75** to purchase the materials to make 50 nest boxes.

Broome & Ditchingham Playgroup has 22 pupils aged between 2 and 5. It is open for 15 hours a week and is rated 'good' by Ofsted. The trustees awarded a grant of **£869.70** to purchase wooden children's tables and chairs.

St Edmund's Roman Catholic Primary School, Bungay, has 82 pupils aged between 4 and 11. Admission is open to children from all faiths. The trustees awarded a grant of **£1,523.91** to purchase guided-reading books to give teachers a much wider choice in the books they study with the children.

Benjamin Britten Music Academy, Lowestoft, became a music academy in May 2016. The school believes pupils who want to learn an instrument should be able to have their own instrument, irrespective of whether their family can afford to buy one. The trustees awarded a grant of **£1,192.50** to purchase a selection of instruments to be used by pupils at school, at home and in the school orchestra.

Woodlands Primary Academy in Bradwell has 415 pupils aged between 4 and 11 years. Pupils come from a range of backgrounds. Music is taught to all during class music lessons, but this work is restricted due to a lack of instruments. The trustees awarded a grant of **£499.80** to purchase 15 glockenspiels so that pupils can learn to make music as an ensemble.

P.L.O.T. CIC, Wickham Market, was set up in 2017 by a team of experienced professionals concerned about the rise in mental-health issues amongst children and the lack of support and educational opportunities for these children. P.L.O.T. offers personally tailored, therapeutic support for young people not engaged in mainstream education because of mental-health issues. The pupils are given a chance to learn vocational skills and gain nationally recognised qualifications in a supportive and safe environment. The trustees awarded a grant of **£1,400** to purchase woodwork benches, woodwork and art resources and a computer for use by the young people.

The Attic Pupil Referral Unit currently provides alternative provision across four sites for 70 children and young people experiencing social, emotional and mental-health difficulties, including attention deficit hyperactivity disorder (ADHD), autism spectrum disorder (ASD) and other complex conditions, which put them at risk of exclusion from mainstream education. In 2018 the Attic opened a new centre within the Adnams Community Trust catchment area and the trustees awarded a grant of **£956** to purchase sports equipment for this centre.

Little Monkeys Baby and Toddler Group is a drop-in group in Framingham Earl for parents and young children. The Group helps to reduce social isolation and provides support. The trustees awarded a grant of **£227.97** to pay for hall hire for seven weeks and one year's insurance to give the group more financial stability.

Reydon Primary School serves Reydon, Southwold, Wangford, Wrentham and Frostenden and has 186 pupils aged between 4 and 11. The school currently has 15 iPads for use by pupils which have proved a great success as a teaching aid, for research and for school projects. The trustees awarded a grant of **£1,427.50** to purchase 5 more iPads and protective cases.

Leiston Primary School has 300 pupils aged between 3 and 11. The school serves a diverse catchment area with 38% of the pupils classed as disadvantaged. This year Suffolk County Council stopped providing its School Library Service, which many schools relied on to provide a changing range of texts for pupils. The removal of this service has left a hole in the school's library provision. The trustees awarded a grant of **£400** to purchase reference and modern literature books.

Thomas Mills Academy, Framlingham, has 1,100 pupils, 100 on pupil premium. The trustees awarded a grant of **£881.64** to purchase non-fiction books and a 'book pod' in which to display the new books.

East Norfolk Sixth Form College (ENSFC) is based in an area of high deprivation. ENSFC is taking a group of ten disadvantaged art students to Bulgaria as part of a cultural exchange with the University of Sofia. The students will visit Karpachevo in the Devetaki Plateau region of Bulgaria. They will work with a professor and students from the University of Sofia and will share ideas and develop their thinking in art. They will also experience a different culture and see poverty on a different scale. The trustees awarded a grant of **£950** to pay for insurance, minibus hire and food costs.

Gunton Primary Academy, Lowestoft, has 350 pupils. The school is leading a community initiative involving children, parents, sports coaches and volunteers. Funds are being raised to install an outdoor gym on an unused area of tarmac at the school entrance. The gym will be used in the delivery of SHAPE (School Health and Physical Education), a programme to encourage parents and children to work together to improve their fitness. The trustees awarded a grant of **£1,033** to purchase a twister and sit twister.

Kelsale Primary School is a rural primary school with 155 pupils aged between 4 and 11. The trustees awarded a grant of **£507** to purchase a play-gym set for the Early Years section of the school.

Rosebuds Pre-school is based at Southwold Primary School. The pre-school is a committee-run charity which caters for children aged 2 to 5 years. It operates full-time during term time and has 26 pupils. The trustees awarded a grant of **£1,000** to pay for the supply and installation of a sink and taps in the new Early Years classroom.

Wickham Market Primary School has 163 pupils aged from 3 to 11. The school is working to improve music provision. The trustees awarded a grant of **£798.38** to pay for Charanga training for staff, 9 glockenspiels, 30 ukuleles and 30 ukulele hangers.

Hopton Primary School PTA raises funds to purchase equipment for the benefit of the children. The school has 194 pupils. The PTA has raised £10,000 towards the cost of a trim trail for the school field. The trim trail will be accessible all year round and will improve the children's balance, co-ordination and fitness. The trustees awarded a grant of **£1,000** towards the cost of the trim trail.

St Mary & St Peter Catholic Primary School is a co-educational primary school for children aged 3 to 11. It has 236 pupils with a high proportion on pupil premium. All classes receive weekly music lessons. Some children also receive peripatetic instrument lessons, but many miss out on this opportunity due to cost and lack of parental support. The trustees awarded a grant of **£574** to purchase 15 chromatic glockenspiels and a music trolley so that more children can make music.

Friends of St Mary's, Woodbridge, raise funds to purchase additional items to support the development of the school's 210 pupils. The Friends have worked hard raising funds for a new library area. The trustees awarded a grant of **£700** to purchase non-fiction books.

Worlingworth CEVC Primary School is a rural school with 63 pupils aged between 3 and 11; 20% of them have special needs. It is rated 'Outstanding' by Ofsted but has previously been through a period of instability. There has been significant investment in classroom resources, but this has left little funding for improvements to the outdoor area. The trustees awarded a grant of **£500** to purchase oak decking for the school pond area.

Sir John Leman High School, Beccles, is a high-achieving comprehensive school with 1,500 students. Students are encouraged to participate in raising money for charities and many events are held, involving at least 60% of students. The trustees awarded a grant of **£955.50** to purchase lighting equipment to enhance the events and to allow students to be trained in the use of technical theatre equipment.

Health and Social Welfare

St James Parish Meeting works for the benefit of the residents of St James South Elmham. The trustees awarded a grant of **£672** to pay for a heated cabinet and associated electrical work for a defibrillator which is to be installed on the outer wall of the village hall.

Family Action (FA) is a national charity which supports vulnerable families by providing practical and emotional support. FA runs an Autism Support Service in Great Yarmouth and Waveney which supports families in which a child has recently received a diagnosis of ASD or ADHD or is waiting to be assessed. The trustees awarded a grant of **£580.94** to pay for two Lego-based-play training courses and Lego, which is helpful for children with ASD.

Suffolk County Council Social Services care for an 85-year-old widow who suffers from macular degeneration and has difficulty walking. She has two hobbies which she would love to carry on doing - playing the organ and cooking. The trustees awarded a grant of **£195.52** to purchase two lamps, scales and an easy-to-see jug to help her continue with her hobbies.

Suffolk County Council Social Services care for a lady from Lowestoft who suffers with various conditions which make movement difficult and painful. The trustees awarded a grant of **£300** to purchase a bath lift so that she can take a bath to alleviate pain without assistance from others.

Suffolk County Council's Adult Social Care Services care for a gentleman from Lowestoft who suffers from a movement-limiting condition. He currently spends all day in his wheelchair. The trustees awarded a grant of **£1,875** to purchase a riser-recliner chair to improve his quality of life.

Music in Our Bones provides accessible, therapeutic and community-building singing opportunities for people in Suffolk who experience disadvantage due to having a caring role or through physical or mental health issues. The trustees awarded a grant of **£1,650** to pay for costs associated with running the HeartSong singing group in Carlton Colville.

Asperger East Anglia (AEA) offers personal support and assistance for those with, or suspected of having, Asperger syndrome. One of AEA's services is the 'Moving on Project' in Beccles. This project helps young people with Asperger syndrome, or suspected of having high-functioning autism, to develop independent-living skills whilst being supported by a personal support worker. The trustees awarded a grant of **£1,785.44** to pay for a fire-detection system in a flat above one of AEA's shops in Beccles which is being fitted out for the project.

Sensing Change is an independent social-work practice owned by Suffolk County Council. It provides social work, rehabilitation and support to people with sight and hearing loss, delivered by a team of qualified professionals. The trustees awarded a grant of **£119.50** to purchase two lights for an individual with sight problems to enable him to carry out small tasks which he currently can't see to do.

Catalyst Counselling provides high-quality, affordable counselling and training to people in Lowestoft, Great Yarmouth and Waveney. Open-ended or time-limited counselling sessions are offered through an open referral system. Clients are assessed by trained counsellors and they are then able to see a counsellor for as long as necessary and, if needed, a psychiatrist. The trustees awarded a grant of **£1,000** to subsidise 100 counselling sessions for clients who have very limited financial resources and who would not otherwise be able to access counselling.

Eye Opportunity Group (EOG) is a support group for families who have children up to the age of five with disabilities. EOG runs six sessions a week for up to ten children at a time offering specialised play activities. Approximately 40 children attend each year. The trustees awarded a grant of **£1,736** towards the cost of an automatic fire-detection system and emergency-lighting system.

Suffolk County Council's Adult Social Care Services provide support for a family from the ACT catchment area; two parents and four children. Both parents have learning disabilities and the family is struggling financially. Two of the four children have incontinence issues. The trustees awarded a grant of **£215** to purchase two new mattresses and two waterproof mattress protectors.

Suffolk County Council cares for a lady from Lowestoft who suffers from rheumatoid arthritis in her hands and feet, osteoporosis in her spine and arthritis in most joints. Her mobility is poor meaning she is unable to get in or out of the bath without help. The trustees awarded a grant of **£200** to purchase a bath lift to enable her to bathe independently.

Suffolk County Council cares for a lady from Lowestoft who suffers from fibromyalgia, sciatica and arthritis in all joints. Taking a bath helps to relieve pain but she is unable to get in or out of the bath without help. The trustees awarded a grant of **£200** to purchase a bath lift so that she can bathe independently.

Suffolk County Council's Adult Social Care Services provide care for a gentleman from the Waveney area with multiple health issues which have left him with very limited mobility and a poor quality of life. The trustees awarded a grant of **£2,000** towards the cost of a dual-motor, riser-recliner armchair which will allow him to change position. This will reduce the risk of pressure sores, improve his digestion and posture and will enable him to participate more in family life.

The Arts

Pakefield Singers is an amateur choir based in Lowestoft. The choir puts on five performances a year and has a wide musical repertoire, from opera to cabaret. The trustees awarded a grant of **£750** towards the cost of mobile staging which will enable the choir to perform in a wider range of venues.

Koan Arts CIC delivers arts, film, animation and radio workshops to educational, social and community groups, giving them an opportunity to speak out and to learn new skills. The trustees awarded a grant of **£975** towards the cost of a three-day social and creative residential event at the Warden's Centre, Sizewell, for up to 25 young adults with additional needs, such as autism or Down's syndrome, from Suffolk.

Suffolk Philharmonic Orchestra provides access to professional orchestral performances for people not otherwise able to attend classical music concerts. Three or four professional musicians go out to villages and put on free concerts in venues such as village halls, schools and nursing homes. It is funded by grants, corporate sponsorship, donations and a 'friends' scheme. The trustees awarded a grant of **£500** towards the cost of two community days with performances planned for All Hallows Nursing Home in Bungay, Bungay High School, Bungay Community Centre, Wenhaston Primary School, Yoxford Primary School and Bramfield Village Hall.

Recreation

Palgrave & District Community Council aims to provide recreation and leisure facilities for the people of Palgrave. The trustees awarded a grant of **£1,000** towards the cost of a junior carousel.

Bungay Town FC runs twelve junior teams and four adult teams. Around 130 boys and girls and 50 men and women regularly use the pitches, clubhouse and facilities. The trustees awarded a grant of **£1,000** towards a set of portable goals for children's football.

1st Rendlesham Scout Group has 66 members. The Scouts have fun outdoors, learn lots of new skills and make new friends. The trustees awarded a grant of **£500** towards a mess tent which will enable the Group to take more young people on camp together.

Leiston Football Club Youth Section was formed in 2017 and already has over 80 members, boys and girls. The Club aims to give children of all ages and abilities the chance to participate in youth football. The trustees awarded a grant of **£700** towards a set of goals for the under 13s team

Lowestoft & Oulton Broad Swimming Club is a community swimming club run by a team of volunteer coaches and committee members. Fees are kept low so that membership is accessible to all children in this deprived area. The trustees awarded a grant of **£573.60** to purchase a new shallow-end block, necessary for completion of the Amateur Swimming Association's Competitive Start Certificate.

Broadland Cricket Club was established in 2017 and currently has 11 members aged between 17 and 60. The Club aims to increase provision of cricket in the Great Yarmouth area to improve the health and well-being of the community. The Club is affiliated to the Norfolk Cricket Board and has been accepted into the Norfolk Cricket League. The Club has signed up to the ECB All Stars Programme which involves fun training sessions for 5 to 8-year-olds on Saturday mornings. The trustees awarded a grant of **£739** to purchase training equipment for indoor and outdoor sessions.

1st Fressingfield Scout Group (FSG) has over 100 members. The Scouts undertake a varied programme of activities including camping, hiking, arts and crafts, sports, dance, community engagement and environmental projects. FSG currently operates from a rented hut but has been gifted just under an acre of land for the development of a new HQ and activity centre. The trustees awarded a grant of **£450** to purchase fencing and gates for a wildlife area at the new HQ.

Suffolk Coastal Young People's Project (SCYPP) in Saxmundham is a club for 5 to 18-year-olds with disabilities and/or additional needs. SCYPP runs a Saturday club once a month and a Summer Club for three days a week for four weeks of the summer holidays. The Summer Club allows the young people to socialise and take part in activities and provides parents with some child-free time. The trustees awarded a grant of **£594.80** to pay for four workshops to be held during the summer holidays to provide the children with stimulating and enjoyable experiences.

Kirby Cane & Ellingham Parish Council has worked hard over the last two years to redevelop the village park for the whole community, raising funds to purchase play items chosen by the children. The park now has equipment for people of all ages, able-bodied and disabled, and children regularly travel from specialist schools in Norwich, Lowestoft and Yarmouth to use the park. The trustees awarded a grant of **£1,375** to pay for a nursery swing.

1st Southwold Scout Group has 22 members (boys and girls) in Beavers, Cubs and Scouts, aged between 6 and 14. Camping is a key part of the Scouting experience but, until recently, 1st Southwold Scout Group's camping opportunities have been limited so the Group does not have much camping equipment. The trustees awarded a grant of **£1,021.88** to purchase a mess tent and two toilet tents.

Buildings and Community Facilities

Halesworth Men's Shed (HMS) aims to combat the loneliness and isolation often experienced by men who have excess time on their hands for reasons such as retirement, bereavement, unemployment or ill health. HMS has a fully equipped workshop where the 40 mostly male members meet, socialise and work on a range of practical projects. The trustees awarded a grant of **£1,446.63** to purchase a sanitary-ware pack and a Belfast sink and taps for new toilet facilities.

Compass Suite Trust is a charitable organisation responsible for managing a suite of meeting rooms and offices. The rooms are let out to the community for leisure and recreation purposes. Sometimes the rooms are let free of charge, for example to the CAB and the Food Bank. The trustees awarded a grant of **£1,509.68** to purchase a transportable hearing loop for use in offices and the main meeting room.

Oulton Broad Parish Council (OBPC) was formed in April 2017 and represents around 8,000 people. OBPC works to develop and enhance the local area and provides a platform for people to raise any concerns and gain information on local matters. The trustees awarded a grant of **£725** to purchase a noticeboard to help the council communicate with residents, particularly those who don't have access to a computer.

St Peter and St John Kirkley Church is in the tenth most deprived neighbourhood in England with high levels of social isolation. The church's PCC works hard to support the whole community. Part of the north aisle of the church has been developed as a café-style area and is used for coffee mornings, 'knit and natter' sessions and various activity sessions for young children. In Autumn 2017, the church also started a group for people suffering from dementia. The trustees awarded a grant of **£2,500** towards the cost of two zoning gas heaters for the café area so that sessions for young children and the elderly can continue during the winter months.

Geldeston Village Memorial Hall is well used by the local community for a wide variety of purposes such as coffee mornings, meetings, indoor bowls and art classes. The activities at the hall help to combat loneliness in this isolated rural community. The trustees awarded a grant of **£1,338** to purchase a six-plate cooker as part of a wider refurbishment project.

Southwold Rugby Club is located on Southwold Common and shares the pavilion with two other clubs. Between them the three clubs have over 600 members. The pavilion is also used for yoga and dance classes, meetings, conferences and by the Beach Mission. The trustees awarded a grant of **£800** towards the cost of a defibrillator, to be fitted securely on the outside of the pavilion, available for all to use.

Westleton Village Hall is well used by the residents of Westleton and the surrounding villages. The activities at the hall are particularly appreciated by the over 60s who make up over 60% of the local population. The trustees awarded a grant of **£500** towards the cost of a new internal door as part of larger project to improve access to the hall.

Mendham & Withersdale Village Hall is used for public and private events, by regular clubs and for exercise classes. The trustees awarded a grant of **£500** to purchase a cooker with separate oven and grill.

Kelsale cum Carlton Parish Council is trying to encourage more people to use the recreation ground by developing a woodland area as a place for wildlife, for people to sit and for children to explore. The Council is extending the area to include a meadow with mown pathways leading to four chainsaw sculptures. The trustees awarded a grant of **£263.20** to purchase wooden stakes to define the new meadow boundary and dry-mix concrete for the footings for the wooden sculptures.

Darsham Parish Council, through the work of the village tree warden, has established a community orchard on council-owned land next to the village allotments. So far 42 donated fruit trees have been planted and more will be planted later in the year. A team of 10 to 15 people meet weekly to water and maintain the site and to socialise. The trustees awarded a grant of **£463.40** towards the cost of picnic tables and chairs to encourage more residents to make use of the orchard.

Lowestoft Men's Shed (LMS) was established to promote the preservation and protection of men's health for public benefit - particularly men who are retired, unemployed or have health problems. LMS has a five-year lease on 'The Hut' which they are working hard to make fit for purpose. The trustees awarded a grant of **£1,000** towards the cost of a new heating system.

Eye Town Council has been modernising Eye Town Hall (a Grade II listed building) to better meet the needs of the growing population of Eye and the surrounding villages. Improvements include a new heating system, new kitchen, new lighting, new roof and refurbished disabled toilets. The trustees awarded a grant of **£1,000** to pay for basins for the refurbished toilets.

2nd Beccles Scout Group has 83 members who meet weekly at the Scout hut during term time. The Scouts undertake a wide variety of activities such as archery, canoeing and camping. Over the last few years they have worked hard to extend and update the Scout hut. The next area to update is the boys' toilets. The trustees awarded a grant of **£490.98** to pay for the materials to refurbish the toilets.

Friends of Bungay Community Library (FOBCL) raise funds to support the running of Bungay Community Library. FOBCL was established in 2012 when Suffolk County Council divested the library service to an independent, mutual organisation, Suffolk Libraries. The library offers a traditional lending service, free access to IT, weekly activities for adults and children, and holiday activities for children. The trustees awarded a grant of **£1,000** towards the cost of new furniture for the children's area.

Conservation

Suffolk Owl Sanctuary (SOS) runs the only raptor hospital in the region, providing care, recuperation and rehabilitation facilities for injured wild birds of prey. The hospital deals with a wide variety of cases including disease, starvation, road-traffic accidents, poisoning and shooting. SOS also aims to raise awareness of the need for the conservation of native owls and other birds of prey and provides educational facilities to encourage conservation awareness. The trustees awarded a grant of **£844** to purchase an examination table and an intensive care unit for an enlarged and improved raptor hospital able to accommodate more and larger birds of prey, such as buzzards, red kites and marsh harriers.

Committed Funds

The **£1,500** set aside in October 2016 towards the cost of a mobile cookery unit for **Somerleyton Primary School** was made available for grants in January 2018 as the school had purchased cookery equipment without assistance from the Adnams Community Trust.

Returned Grants

Edward Worlledge Ormiston Academy returned **£140** of a £980 grant awarded in October 2017 after a change of use. The grant of £980 was originally awarded to pay for a class trip to the Royal Albert Hall in London, but the school subsequently received funding for this from elsewhere, so £840 of the Adnams grant was used to pay the travel costs for a school trip to a music event in Norwich instead.

Burston & Shimpling Parish Council returned a grant of **£520** awarded in July 2017 to purchase materials and hire the equipment needed to install a proper drainage system for a BMX track as funding was received from elsewhere.

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 2018

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 e-mailing 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 If your organisation is VAT exempt, or is able to reclaim VAT, please ensure VAT is not included in your application.
- 19 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 up-to-date income and expenditure statement should be sent.
- 20 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.
- 21 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.
- 22 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.

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 Limited
2 Lambseth Street
Eye
Suffolk
IP23 7AG

Adnams Community Trust Solicitors

Nicholsons Solicitors
23 Alexandra Road
Lowestoft
NR32 1PP

