



REPORT & ACCOUNTS 2021-2022

Chairman's Report

During 2021-2022 the Adnams Community Trust reached the **£1.5 million** landmark of grants awarded since its inception in 1990, something about which we are extremely proud. This year we were delighted to provide support totalling **£52,076** to 51 worthy organisations and paid the **£1,000 pledge** we made to Lowestoft Museum in 2020-2021. A summary of the grants can be found on pages 6 to 12 of this report.

We were pleased to be able to resume our practice of inviting guest speakers to our meetings, to broaden our knowledge and better inform our grant making. Our thanks go to Oa Hackett from Little Lifts, Cath Pickles from Restitute, Stuart Watson from Young People Taking Action (CYDS) and Simon Weeks and Zoe Mair from Cookpole Energy Action.

Despite the challenging times being experienced by communities all over the country, the number of applications we received in 2021-2022 actually fell. This is possibly no bad thing as the Adnams Community Trust's income from its traditional funding streams is still much reduced. Funds from Pennies (the electronic charity box scheme operated in Adnams shops and online) are now a vital source of funding for the Trust and we are grateful to all our customers who donate in this way. In March 2022 Adnams plc took the decision to direct funding from Pennies to the DEC Ukraine Emergency Appeal for part of 2022, which again had an impact on our income. However, right at the end of our financial year we were most fortunate and extremely grateful for an exceedingly generous bequest from a former shareholder, Leona Levine.

With uncertainties around the Adnams Community Trust's traditional sources of income, donations from shareholders, and others, are really welcome and enable us to help many more good causes than would otherwise be 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, the Adnams Community Trust Administrator, communitytrust@adnams.co.uk. Donations can also be made online through the Adnams Community Trust page on TotalGiving, <https://www.totalgiving.co.uk/charity/the-adnams-community-trust>. 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 this document.

I hope you enjoy reading the report of the grants awarded during 2021-2022.


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

Jonathan Adnams OBE
Chairman

THE ADNAMS COMMUNITY TRUST
RECEIPTS & PAYMENTS ACCOUNT 1 September 2021 TO 31 August 2022

These accounts have been prepared on a receipts and payments basis

2020/2021		2021/2022
£		£
9,155	Brought forward surplus	7,343
	<u>Income</u>	
25,000	Income from Adnams	2,470
843	Tax on Gift Aid and dividends	495
1,114	Returned grants	3,975
26,957		6,940
	<u>Donations</u>	
300	Charities Aid	0
370	Total Giving	579
3,200	Speaking Fees	50
3,883	Individual donations	74,722
22,051	Pennies	19,828
0	Fundraising	116
5,266	Donations re Adnams 10K run	8,942
35,070		104,237
	<u>Dividends</u>	
0	Robinson Fund	10,089
177	Other shareholders	1,095
177		11,184
62,203	<u>Total income for the year</u>	122,361
71,358	<u>Total amount available for distribution</u>	129,704
	<u>Expenditure</u>	
(63,015)	Grants paid out during the year	(53,076)
(63,015)		(53,076)
	<u>Commitments</u>	
0	Previously committed	1,000
(1,000)	Commitments made this year	0
(1,000)		1,000
7,343	Carried forward to next year	77,628
	<u>Represented by</u>	
8,343	Bank balance	77,628
(1,000)	Less commitments	0
7,343	Surplus carried forward	77,628


24 November 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ADNAMS COMMUNITY TRUST

I report to the trustees on my examination of the accounts for The Adnams Community Trust (the Trust) for the year ended 31 August 2022.

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.



P N van Dijk FMAAT
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17 January 2023

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 sources of **income** are from Adnams plc activities and 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 in the long term but, to aid resilience, the Trust is able to turn to other sources of income such as the Pennies electronic cash box.
- 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.
- 2.4 It may be prudent to deal differently with large legacies or other unusually large donations, either by holding such funds in reserve against larger than usual projects or by spreading their disbursement over a number of years when other funding sources are insufficient to meet our normal pattern of giving.

3 Reserve 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.
- 3.3 As noted above, the Trustees may decide to deal differently with the proceeds of large legacies or other donations, holding such funds in reserve for a longer period, but this should not normally exceed five years.

The Reserves Policy was reconsidered and amended in October 2022, after the end of the financial year, following the large one-off legacy from Leona Levine.

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 modest 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 ten trustees who bring with them a wealth of experience and knowledge:

- Jonathan Adnams OBE – Chairman and Director Trustee
- Josh Freeman – Elected Employee Trustee
- Clare Teasdel – Elected Employee Trustee
- Samantha Crocker – Elected Employee Trustee
- Juliet Grimes – Co-opted Trustee
- Guy Heald – Co-opted Trustee and Adnams Plc shareholder
- Melvyn Horn – Co-opted Trustee and former Adnams Plc employee
- Simon Loftus OBE – Original Trustee
- Geoff Stevens – Co-opted Trustee
- Dr Andy Wood OBE DL – Director Trustee

In accordance with the Trust's Trust Deed there may be up to three Director Trustees, three Elected Employee Trustees and four 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 13 and 14 of this Report and dependent upon the funds available.

GRANTS AWARDED

Education

Ormiston Denes Academy in Lowestoft has around 800 pupils aged between 11 and 16. The school serves one of the most deprived areas in the country – 60.6% of pupils are classed as disadvantaged (the national average is 25%). The trustees awarded a grant of **£2,000** to purchase equipment to facilitate Year 9 pupils' participation in the Duke of Edinburgh Award Scheme, including sleeping mats, tents and sleeping bags.

Bawdsey Primary School is a rural primary school with around 60 pupils. The school is converting one of its buildings into a teaching kitchen so that the children can learn how to cook healthy meals, making use of produce grown on site. The trustees awarded a grant of **£478.31** to purchase a fridge-freezer to allow fresh produce to be stored for longer, which will mean less food is wasted.

The Friends of Bramfield Primary School raise funds to provide resources to enhance the learning environment for the school's 89 pupils. The trustees awarded a grant of **£513.79** to purchase eight raised beds for a new outside growing space.

Broome & Ditchingham Preschool is a community preschool providing early-years education for up to 24 children aged 2 to 4 years. The preschool is based at Ditchingham Village Hall and operates five days a week. It focuses on preparing the children for school, learning through play, with a lot of time spent outside. As the Preschool is based in the village hall, all equipment has to be packed away at the end of each session. The trustees awarded a grant of **£665** to purchase a storage shed to make it easier to put things away at the end of the sessions and allow the children to help with tidying up.

St Edmund's Parent and Toddler Group meets every Wednesday in term time at St Edmund's Hall in Southwold. It offers parents a safe, low-cost place to bring their children to play and an informal support network for parents. The trustees awarded a grant of **£510.84** to purchase large indoor toys to help the children to learn to play together and to improve their balance and motor skills.

Moorlands Primary Academy, Belton, has 303 pupils, 25% of whom are registered as having Special Educational Needs and 26% of whom are Pupil Premium children. Belton has the lowest percentage of active library users in the whole of Norfolk and a significant number of pupils do not own any books. The trustees awarded a grant of **£1,000** to purchase new books for the library and the classrooms.

Worlingworth Primary School is a rural school with 65 full-time pupils and 10 nursery children. The school aims to develop the children academically and pastorally and runs lots of after-school clubs. The trustees awarded a grant of **£1,000** towards the cost of a new reading scheme.

PLOT CIC is an alternative education provider offering pupils of primary and secondary school age not currently engaged in mainstream education the opportunity to learn in a therapeutic outdoor environment. Pupils are taught vocational skills which also help to develop confidence and communication skills. The pupils come from a variety of challenging backgrounds and suffer from high levels of anxiety. PLOT has an outdoor classroom which allows the children to explore and develop an understanding of the environment and conservation. A key aspect of this is caring for PLOT's two horses. The trustees awarded a grant of **£500** towards the cost of a horse trailer so that the children can ride the horses in different environments and take them to local shows.

Bedfield Primary School is rural a school with 39 pupils, a high proportion of whom have Special Educational Needs (SEN). The trustees awarded a grant of **£600** to purchase materials needed to create a sensory garden, particularly beneficial to SEN pupils, many of whom find it difficult to be in a classroom all day.

Friends of Hemblington Primary School raise funds to benefit the school's 150 pupils, aged between 4 and 11 years. The trustees awarded a grant of **£1,000** towards the cost of a mini trim trail, made from recycled plastic, which will help to develop the children's motor skills, balance and fitness.

Newton Flotman Primary Academy has 108 pupils, with 31 pupils in the Early Years Foundation Stage and Year 1 class. The younger children at the school spend a lot of time outside learning through play. The trustees awarded a grant of **£919.49** to purchase a sand and water duo unit and a mini shed.

St Margaret's Primary Academy in Lowestoft has 431 pupils aged 3 to 11. The school is situated in an area of high deprivation and 56% of pupils are in receipt of free school meals. As part of an effort to provide a rounded education for the children, improvements are being made to the school hall and stage. The trustees awarded a grant of **£1,000** towards the cost of new stage lighting to enhance school productions for pupils and audiences.

Orford CEVA Primary School is a rural school with 53 pupils aged 2 to 11 years. The school's catchment area is very large as most families cannot afford to live in the immediate village unless in social housing. Over 20% of pupils receive free school meals. Working with the local community, the school is redeveloping a rundown outdoor area to give the children and their families a place to reflect and relax. The trustees awarded a grant of **£1,125.88** to purchase a wooden playhouse and mural paint.

Wickham Market Primary School is a rural school with just over 170 pupils. The trustees awarded a grant of **£1,244** to purchase a sheltered loft and a writing house to enhance the Foundation Stage outdoor learning environment.

Gissing Children's Centre (GCC) is an outstanding parent-managed community preschool for children aged 2 years to school age. It caters for up to 24 pupils a session and is open from 8.00 am to 4.00 pm Monday to Friday during term time. GCC runs weekly Forest School sessions which teach the children to be resilient, independent, assess risk and care for the countryside. The trustees awarded a grant of **£924.15** to purchase equipment for the Forest School.

Cobholm Primary Academy is situated in a deprived area of Great Yarmouth. It has 151 pupils; 56% of whom qualify for Pupil Premium (the national average is 25%). The trustees awarded a grant of **£561.24** to purchase a mud kitchen and a bird hide.

Kyson Primary School PTFA raises funds to enable the school to do the best for the pupils. The school (in Woodbridge) has approximately 400 pupils from a wide catchment area, 21% of whom qualify for Pupil Premium. The trustees awarded a grant of **£1,916.67** to pay for the external cladding on a small multi-purpose building which will provide space for tutoring, music lessons, playtime activities, wrap-around care and for teachers to give support to children individually.

Health & Social Welfare

Suffolk County Council's Learning Disability & Autism Team supports an individual from the Adnams Community Trust catchment area who is awaiting a formal diagnosis of autism. The individual has no support network and, due to their autistic traits, struggles to deal with confrontation and suffers from anxiety. The individual lives in a first-floor flat, with support from Social Services, and has received complaints from a downstairs neighbour about noise on the floorboards when walking around the flat. The trustees awarded a grant of **£963** to purchase underlay and carpets to reduce the noise.

Restitute, based in Frostenden, supports third-party victims of crime – the parents, carers, partners, siblings and other loved ones of those who have survived sexual abuse, sexual violence, domestic violence and other serious crimes. The crimes perpetrated on their loved one often leave Restitute's clients feeling stigmatised, isolated, guilty and shamed. The trustees awarded a grant of **£2,500** to enable Restitute to provide practical support, such as help with deep cleans, activities for children and the provision of household items for Restitute clients from within the Adnams Community Trust catchment area.

Great Yarmouth & Lowestoft Remap uses a team of ten volunteer engineers to help disabled people achieve independence and a better quality of life by designing and making personalised equipment to meet their needs - typically items such as grab rails, ramps or sofa raisers, but occasionally something more unusual. The trustees awarded a grant of **£500** to pay for the materials to build ten external ramps.

Headway Suffolk provides rehabilitation and care for adults with a neurological condition, and respite care, support and advice for their families, friends and carers. The trustees awarded a grant of **£500** to pay for five 'rehab kit bags' containing items to stimulate the brain which can be used in the home by Headway Suffolk's clients from isolated rural areas within the Adnams Community Trust catchment area.

Lowestoft & Waveney Breastfeeding Support provides free breastfeeding support to families across the area served by the James Paget Hospital in Great Yarmouth. Lowestoft & Waveney Breastfeeding Support runs breastfeeding cafés, loans out breast pumps, gives advice and offers home visits from - Certified Lactation Consultants for those who are really struggling with breastfeeding. The trustees awarded a grant of **£262.30** to purchase two medical-grade breast pumps, to loan out to new mothers.

Great Yarmouth & Waveney Diabetes Family Group is a voluntary support group for families with children with type 1 diabetes who are patients of the James Paget Hospital in Great Yarmouth. Membership is free and the Group has 87 members. Diabetes UK organised a Type 1 Games Event in August 2022 in King's Lynn to give young people with diabetes the chance to meet other children with diabetes whilst taking part in sporting activities. The trustees awarded a grant of **£650** to pay for coach hire and entrance fees for 30 children to attend the games.

Asperger East Anglia (AEA) offers support services for those with or suspected of having Asperger syndrome, and their families. Support is given through social groups, personal support programmes, skills workshops, parenting groups and educational assistance. AEA runs an Employment and Training Workshop in Beccles where students are taught a range of skills to enable them to upcycle and renovate donated electrical items and furniture. The trustees awarded a grant of **£ 426.95** to purchase two drills, two sanders and a staple and brad tacker.

Beccles Allotment and Gardens Association (BAGA) is a community organisation which, along with the Fenland Trust, oversees the running of the 200+ allotments in Beccles. BAGA aims to make allotmenting available to as wide a section of society as possible. The trustees awarded a grant of **£500** to purchase timber to enable BAGA to turn existing beds on a community plot into double-height raised beds suitable for use by those with limited mobility, so that older members who are no longer able to look after a plot can keep gardening and maintain social contact with other allotment holders.

Suffolk County Council's Adult & Community Services care for a lady from Lowestoft with numerous health conditions. Her mobility is deteriorating, and she is now unable to leave her home as her manual wheelchair is too heavy for her to push outside. The trustees awarded a grant of **£2,495** to purchase a foldable powered wheelchair to enable her to live a more independent life.

Disability Advice North East Suffolk (DANES) provides free advice and support to people with disabilities or long-term health conditions (and their carers) to allow them to live independently and to improve their well-being. DANES has a team of experienced advisers who give advice on benefits, specialist equipment and grants to help with the costs of living with a disability and ill-health, transport and accessibility. The trustees awarded a grant of **£529.79** to purchase a new laptop for one of the advisers.

Bact Community Transport provides accessible and affordable transport for people in the Waveney area of East Suffolk and parts of South Norfolk. Bact has nine accessible vehicles and a team of volunteer car drivers, who transport the service's 2000+ registered users to appointments, the shops or to social engagements. Bact's services are available to anyone who does not have access to a car or bus service or is unable to use a bus. The trustees awarded a grant of **£510** to provide an emergency fund, to be used on an ad hoc basis to help those in real financial difficulty.

Suffolk County Council Adult Social Care Department cares for an individual (from the Adnams Community Trust catchment area) with multiple health issues, who is non-weight-bearing and spends a lot of time in bed. The trustees awarded a grant of **£2,330** to purchase a specialist adjustable chair.

The Arts

Saxmundham Music & Arts CIC organises an annual music festival in Saxmundham to provide a platform for emerging talent and to bring together members of the local community. The trustees awarded a grant of **£750** towards the cost of free music workshops for young people at the music festival in July 2022.

Wonderful Beast is an Aldeburgh-based theatre company specialising in inclusive intergenerational educational outreach and community arts projects, inspired by myth, legend, folk and fairy tales. In 2022 Wonderful Beast brought together professional artists and instrumentalists of Eastern European musical traditions, in partnership with Eastern Angles Theatre Company, for a community music/dance/drama project involving one urban primary school (Handford Primary School in Ipswich) and three rural primary schools (including Holton Primary School). The project, inspired by the Hungarian folk tale 'First the Dance, then the Feast', featured a magic violin with the power to make people dance. The trustees awarded a grant of **£1,000** towards the cost of Holton Primary School's involvement in the project, which culminated in a professional performance involving 80 children at Thorington Outdoor Theatre in June 2022.

Clock House Arts Association (CHAA) is a registered charity set up to promote, develop and maintain public education in and appreciation of the visual arts. CHAA is based at Butley Mills Studios, and provides 16 studios and a foundry, at an affordable rent, for a collective of artists. CHAA supports the artists, provides educational residencies, internships and work experience for students and newly qualified artists, runs workshops and collaborates with schools and colleges. The trustees awarded a grant of **£1,305** to pay for the materials and labour costs associated with repairing the roof at the studios, as part of a project to create a gallery, which will increase the public's engagement with art and improve the cultural landscape of Suffolk.

Recreation

Sweffling Parish Council has responsibility for the local playing field and children's play area. The playing field currently has one set of heavy-duty goalposts (purchased previously with a grant from the Adnams Community Trust). The trustees awarded a grant of **£1,120** to purchase another set to complete the small pitch as more children are now using the area. The goalposts are made by a local blacksmith and double up a climbing frame.

Mettingham Bowls Club has around 25 members aged between 50 and 80 (most are 70+). The Club has provided a supportive, safe haven for its members during the pandemic, giving them somewhere to socialise and exercise outdoors. The trustees awarded a grant of **£1,000** towards the cost of an eco-toilet, which will also be available for use by visitors to the nearby church.

Lowestoft Army Cadets currently has 25 cadets aged between 12 and 18 who meet every Thursday evening. Army Cadets learn skills such as military field skills, shooting, navigation and first aid. Most of the members come from deprived families from north Lowestoft and the Whitton estate. The trustees awarded a grant of **£1,879.70** to purchase ten sets of expedition equipment to enable more of the cadets to participate in the Duke of Edinburgh Award Scheme.

Hempnall Parish Council is responsible for the village play area, used by children from Hempnall and surrounding villages, but it has not been updated for over 30 years. The trustees awarded a grant of **£1,000** towards the cost of a swing set.

Bradwell Parish Council is responsible for providing open spaces and recreational facilities for Bradwell residents. Bradwell's population has grown rapidly in recent years and more new houses are planned. Facilities for young people in the town have not kept up with the growth in population and there are few activities for them, leading to an increase in anti-social behaviour. The trustees awarded a grant of **£2,063.25** to pay for 13 weeks of youth club provision, to be run by YMCA Norfolk.

Beccles Sea Cadet Corps (BSCC) has 45 members aged between 9 and 18. As well as waterborne sports, including sailing, canoeing and rowing, the cadets also learn leadership skills, first aid and teamwork. All cadets are encouraged to learn to swim and the unit also delivers the Duke of Edinburgh Award Scheme. The trustees awarded a grant of **£2,000** to purchase bicycles and cycling equipment so that BSCC can offer mountain biking, which can be used as an activity for the Duke of Edinburgh Award.

Harleston Running Club was set up in June 2021 by local running enthusiasts and already has 60 members. The Club aims to offer fun, friendly, supportive and inclusive running opportunities. The trustees awarded a grant of **£1,000** towards the cost of a gazebo for use at races and events.

Yoxford Allotment Association was founded in 2010 and encourages local people to grow their own fruit and vegetables in a sustainable and environmentally friendly way. The allotment site has 14 plots, all taken by local people aged between approximately 20 to 70. The site operates in a very communal manner, with a communal shed and polytunnel. The trustees awarded a grant of **£500** towards the cost of a communal mower.

Buildings/Community Facilities

St John the Baptist Church, Snape, is a Grade II* listed building which is only used for a few hours a week for religious purposes. The church is a building of historic interest and gets many lay visitors. In addition, it has excellent acoustics and a world-class organ. Some concerts and events are held in the church, but its use is limited due to the lack of toilet facilities. The trustees awarded a grant of **£1,000** towards the cost of connecting the church site to mains water as part of a project to install a toilet block so that the church can be used more as a community space.

1st Fressingfield Scout Group has around 100 members aged between 6 and 17³/₄. Over the last five years, 1st Fressingfield Scout Group has been involved in a project to build new headquarters. The new headquarters include a large multi-purpose hall, lecture room, medical room, activity room, kitchen, toilets and showers. The trustees awarded a grant of **£1,450.98** to purchase a commercial-style fridge and a freezer for a teaching kitchen.

Mettingham Village Hall serves a wide rural area with an increasingly elderly population. The hall hosts many multi-age groups/clubs such as a baby sign-language group, an art group, bridge groups and dance groups. The hall is also used as a voting centre, for community events and is available for private hire. The trustees awarded a grant of **£1,000** towards the cost of replacing an old, failing, 'cold' felt roof with a 'warm deck' flat roof with added insulation.

Kessingland Men's Shed was established at the beginning of 2020 with the aim of tackling loneliness and isolation. The Shed currently has 37 members, mostly men aged 55+, and is open from 9.00 am to 1.00 pm four days a week. Kessingland Men's Shed is based in a former Sunday School building which was very dilapidated when they took it on, and a lot of work has been done to update the electrics, plumbing, lighting and heating. The trustees awarded a grant of **£598** for two UPVC sash windows to replace broken or rotten windows.

Sole Bay Arts Centre (SBAC), based in St Edmund's Hall in Southwold, is an important cultural and entertainment venue, attracting many visitors to the Southwold area. It has a 240-seat auditorium with full stage set up and a meeting room. SBAC hosts the Southwold Summer Theatre, the Southwold Arts Festival, the Way with Words literary Festival, live music events, films, stand-up comedy, pantomimes and lectures. SBAC is also used by local community organisations such as a mother and toddler group, schools, Southwold library and the local jazz club. The trustees awarded a grant of **£1,185.14** to purchase a new hot-water cylinder, as part of a larger project to replace the hall's heating system.

Barsham & Shipmeadow Village Hall serves two scattered rural communities with a population of 355. It is well used by groups including the WI, AA, Woodcraft Folk, music groups, a model-railway group, a dog-training school and the parish council. The Hall is the only community venue in the parishes apart from the church. Since 2016 the Hall's management committee has been carrying out work to improve the Hall, to make it an energy-efficient building fit for the 21st century. The trustees awarded a grant of **£1,500** towards the cost of infrared heating panels for the main hall.

History

Halesworth & District Museum is housed in the old railway station buildings and is home to artefacts and information on the heritage of Halesworth and the surrounding villages. The Museum aims to engage with local people to help them understand the past and increase interest in local history. The Museum is run entirely by volunteers and is funded by donations and fundraising. In 2022 the Museum took on more space making it possible to exhibit a hoard of gold Iron-Age coins for the first time. The trustees awarded a grant of **£1,000** towards the cost of exterior paintwork.

Seething Control Tower Museum is a memorial to the American service personnel who served at Seething Airfield during the Second World War, and a record of the social history of people from the nearby village. Entry to the Museum is free and it is open on the first Sunday of every month, May to October and for special events or group visits. The Museum's 1,000+ artefacts and exhibits are housed in a former control tower and adjoining Nissen hut. The trustees awarded a grant of **£725** to purchase a laptop and associated IT equipment to allow the Museum volunteers to catalogue the items held by the Museum.

Conservation

Brocks Barn Hedgehog Rescue takes in sick and injured hedgehogs, orphaned hoglets and autumn juveniles who are underweight (if they weigh less than 500g they will not survive the average winter). Each hedgehog is cared for until it has recovered and is then released, normally back to where it was found. Brocks Barn Hedgehog Rescue is run entirely by a small but dedicated team of volunteers. The trustees awarded a grant of **£242.91** to purchase nine front-opening cages for the larger hedgehogs, which can be housed on shelving, allowing more hedgehogs to be accommodated in a smaller area.

Scole Nature Trails Trust was formed in 2018 to manage and improve land purchased by Scole Parish Council as an amenity to benefit wildlife and parishioners. A dedicated team of volunteers maintains and improves wild areas with footpaths which are well used by all generations. Scole Parish Council has now purchased a ten-acre pocket park on the Norfolk-Suffolk border, along the River Waveney. Scole Nature Trails Trust is working to improve the park, installing fishing platforms, upgrading footpaths and strengthening site security. The trustees awarded a grant of **£629.48** to purchase an information board to display a site map, details of park activities and information about fauna and flora.

Gunton Woodland Community Project is a volunteer-run project that has restored an overgrown woodland bordering the 'Painter's Estate' in Gunton. A group of around 30 pensioners meet every Thursday morning to carry out a variety of tasks, including the creation of wheelchair-friendly woodchip paths, the planting of trees and shrubs and the maintenance of the wood itself. Around 1,000 people visit the woods each month. The trustees awarded a grant of **£1,000** towards the cost of a secure steel container in which to store large tools.

Pledge

In July 2021 the trustees made a pledge **£1,000** to **Lowestoft Museum** towards the cost of repairs, to demonstrate local support and as part of match-funding for the Museum's application to the Arts Council England's Museum Estate and Development Fund. The Museum's application to this fund was successful, so the grant from the Adnams Community Trust was paid in April 2022.

Returned Grants

Reframe Coaching CIC received a grant of **£850** in April 2021 to pay for gambling awareness sessions in schools. The sessions were initially delayed due to the pandemic and the grant was then returned in April 2022 when Reframe Coaching had to close.

Realise Futures CIC received a grant of **£795** in January 2021 towards the cost of an intensive HGV driving course for an individual, but the young man got a job and didn't have time to take the course, so the grant was returned in May 2022.

Suffolk County Council Adult Social Care Department received a grant of **£2,330** in July 2022 to purchase a specialist adjustable chair for an individual with multiple health issues from the Adnams Community Trust catchment area. This grant was subsequently returned as it was no longer required.

THE ADNAMS COMMUNITY TRUST APPLICATION GUIDELINES

The Adnams Community Trust

- 1 The Adnams Community Trust (charity no 1000203) was founded in 1990 to mark the centenary of Adnams as a company. It is funded by a percentage of Adnams plc's profits, Adnams dividends donated by shareholders, customer donations through the 'Pennies' scheme in Adnams shops and online, general donations, legacies, and funds raised through events like the annual Adnams 10k Run.
- 2 The Adnams Community Trust is managed by a skilled board of Trustees, who run the Trust independently from Adnams plc. The Trustees are a mix of elected Adnams employees, Adnams directors and others whose expertise and commitment add to the quality of decision-making. All Trustees give their time freely, and no remuneration is paid.
- 3 The trustees publish independently examined accounts on an annual basis.

Who may/may not apply

- 4 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/exclusively for the benefit of individuals from within our catchment area.
- 5 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.
- 6 No grants are made to individuals. However, public bodies and charities may apply on behalf of individuals.

What grants are/are not made for

- 7 The Trustees prefer applications for specific items.
- 8 Grants are generally of a one-off nature.
- 9 There must be at least two years between grants to the same organisation.
- 10 The Trustees are reluctant to give grants to cover on-going running costs, although in very exceptional circumstances they may do so.
- 11 The Adnams Community Trust does not provide sponsorship of any kind.
- 12 The Adnams Community Trust does not provide raffle prizes.
- 13 The Adnams Community Trust does not give funds indirectly to charities, for example by sponsoring the fundraising efforts of individuals.
- 14 Grants are not awarded retrospectively (ie for items which have already been purchased).

How to apply

- 15 The Trustees meet quarterly, in January, April, July and October. For application deadline dates, please contact the Adnams Community Trust Administrator.
- 16 For an application form, please contact 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.
- 17 When completing your application, please include the following information:
 - what the grant is for
 - who will benefit
 - how much the item(s) will cost, including a detailed quotation
 - fundraising activities being undertaken and/or other grants applied for and the amount raised so far
 - necessary financial documents (see points 19 and 20)
- 18 If your organisation is VAT exempt, or is able to reclaim VAT, please ensure VAT is not included in your application.
- 19 Please include with your application:
 - your organisation's most recent set of audited or examined accounts. If the accounts are more than 12 months old, please also provide management accounts for the most recent financial year
 - your organisation's planned budget for the coming year
 - a copy of your organisation's most recent bank statement
 - details of the number of people needed to authorise payments from the organisation's bank account

If your accounts show a significant surplus or deficit, high or low reserves, please provide an explanation. If your organisation has not been running for a full year, then a copy of the most recent bank statement and income and expenditure statement/management accounts must be sent.
- 20 Please provide a copy of your Reserves Policy.
- 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. Any changes to the use of the grant must be approved in writing **in advance** by the Adnams Community Trust. The Trustees reserve the right to ask for a grant to be returned if these conditions are not met.

LEGAL AND ADMINISTRATIVE DETAILS

The Adnams Community Trust Bankers

Barclays Bank plc
67 High Street
Southwold
IP18 6DT

The Adnams Community Trust Independent Examiners

van Dijk Accountants Limited
Georgian House
34 Thoroughfare
Halesworth
Suffolk
IP19 8AP

The Adnams Community Trust Solicitors

Nicholsons Solicitors
23 Alexandra Road
Lowestoft
NR32 1PP



**The Adnams Community Trust
Sole Bay Brewery
Southwold
Suffolk
IP18 6JW**

Registered charity number 1000203