

THE ADNAMS COMMUNITY TRUST

England & Wales · Charity number 1000203

Details

Other names	THE ADNAMS CHARITY
Status	Registered
Legal form	Trust
Registered	1990-08-30
Register	View on the Charity Commission register

Contact

Address	The Adnams Community Trust Sole Bay Brewery East Green Southwold IP18 6JW
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Activities

Objects: 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 IMOPROVEMENT OF FEATURES OF ENVIRONMENTAL SCIENTIFIC OR PUBLIC INTEREST IN THE AREA OF BENEFIT 6) THE PROMOTION ADVANCEMENT OF SUPPORT OF SUCH ONE OR MORE EXCLUSIVELY CHARITABLE PURPOSES AS THE TRUSTEES THINK FIT

Activities: The Adnams Community Trust supports good causes within 25 miles of Southwold. Grants range from £100 to £2,500. National charities may apply providing the grant is for use exclusively within the Adnams Community Trust catchment area. Grants are made under the headings of Health & Social Welfare, Education, Recreation, The Arts, Buildings/Community Facilities, History, Environment/Conservation.

Classification

- **How:** Makes Grants To Organisations
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Arts/culture/heritage/science, Amateur Sport, Animals, Environment/conservation/heritage, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** FROM 25 MILES FROM THE PARISH CHURCH OF ST EDMUNDS SOUTHWOLD
- Norfolk
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£39,658	£54,743	-	-
2024-08-31	£52,512	£40,112	-	-
2023-08-31	£19,575	£77,310	-	-
2022-08-31	£122,361	£53,076	-	-
2021-08-31	£62,203	£63,015	-	-

Trustees

Name	Role	Appointed
Andrew Michael Hilliard Heald		2023-10-19
Clare Louise Teasdel		2021-07-30
Diana June Archer		2024-10-18
Geoffrey Stevens		2021-01-28
Jennifer Elizabeth Hanlon		2024-07-11
Juliet Rose Grimes		2021-01-28
Melvyn Horn		1991-05-01
Samantha Anne Crocker		2021-09-10
Simon Piers Dominic Loftus		1990-05-01
Thomas Charles Mead		2025-11-20

Accounts



REPORT & ACCOUNTS 2024-2025

Chairman's Report

In the year 2024-2025 the Adnams Community Trust paid out 46 grants totalling **£54,743**. A summary of the grants can be found on pages 7 to 11 of this report.

We were delighted to welcome guest speakers along to each of our meetings to broaden our knowledge and better inform our grant making. Our thanks go to Nick Corke from Hour Community, Steve Falvey and David George from Bike Active North Suffolk, Maria Dobing and Caroline Henderson-Holmes from MORABE Rural Music and Jessica Jeans from SouthGen (The Old Hospital, Southwold).

Applications to the Adnams Community Trust have remained constant over the last year, demonstrating a continuing need within the Trust's catchment area. It has only been possible for the Trust to continue awarding grants thanks to the generosity of our wonderful customers, shareholders and others, and we are most grateful for this support.

Whilst Adnams plc strives to become a profitable business once more, able to donate a percentage of profits to the Adnams Community Trust, donations from shareholders, customers and others are vital in allowing the Trust to continue its work. If you do not already donate to the Adnams Community Trust and would like to make a one-off donation, set up a standing order, remember us in your will or mandate your dividends, please contact Rebecca Abrahall, 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>. **Your full donation, and any Gift Aid we are able to claim, will go to help good causes, as all administrative and staffing costs for the Trust 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 the Trust's administrator, Rebecca. Application guidelines can be found later in this document.

I hope you enjoy reading the report of the grants awarded during 2024-2025.

A handwritten signature in black ink, appearing to read 'Geoff Stevens', with a horizontal line drawn underneath it.

Geoff Stevens
Chairman

THE ADNAMS COMMUNITY TRUST
RECEIPTS & PAYMENTS ACCOUNT 1 September 2024 TO 31 August 2025
These accounts have been prepared on a receipts and payments basis

2023/2024		2024/2025
£		£
<u>19,893</u>	Brought forward surplus	<u>32,293</u>
	<u>Income</u>	
0	Income from Adnams	0
0	Tax on Gift Aid and dividends	279
<u>2,439</u>	Returned grants	<u>846</u>
2,439		1,125
	<u>Donations</u>	
494	TotalGiving	314
0	Speaking Fees	0
0	Managed properties – fish & chips donations	24,466
40,525	Individual donations	535
5,561	Pennies	1,463
365	Fundraising	679
<u>2,951</u>	Donations re Adnams 10K run	<u>10,899</u>
49,896		38,356
	<u>Dividends</u>	
<u>177</u>	Shareholders	<u>177</u>
177		177
52,512	<u>Total income for the year</u>	39,658
<u>72,405</u>	<u>Total amount available for distribution</u>	<u>71,951</u>
	<u>Expenditure</u>	
(40,112)	Grants paid out during the year	(54,743)
(40,122)		(54,743)
	<u>Commitments</u>	
0	Previously committed	0
(1,500)	Commitments made this year	(2,975)
(1,500)		(2,975)
<u>30,793</u>	Carried forward to next year	<u>14,233</u>
	<u>Represented by</u>	
32,293	Bank balance	17,208
1,500	Less commitments	2,975
0	Less uncleared cheques	0
<u>30,793</u>	Surplus carried forward	<u>14,233</u>



16 October 2025

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 2025.

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
3. the accounts do not comply with the applicable requirements concerning the form and contents 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 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
van Dijk Accountants Limited
Georgian House
34 Thoroughfare
Halesworth
Suffolk
IP19 8AP

14 January 2026

THE ADNAMS COMMUNITY TRUST RISK & RESERVES POLICY

1. Risk Assessment – Internal Controls

- 1.1 The need for robust internal controls is fundamental to guarding against **reputational risk**, through poor decision making.
- 1.2 The Trust undertakes an annual **skills audit** to ensure that the Trustees are collectively competent to make informed and responsible decisions.
- 1.3 The Trust keeps a register of **interests** which is regularly updated. Potential **conflicts of interest** are declared at the start of every meeting to ensure decisions are bias-free. The Trustees take care to ensure that decisions are never taken in order to benefit the commercial objectives of Adnams plc.
- 1.4 The **loss of key staff** is not an issue because the Trust employs no staff but benefits from secretarial and administrative services provided free of charge by Adnams plc, which has the resources to ensure appropriate cover, as necessary.
- 1.5 Accurate minutes are kept and reviewed, and up-to-date financial statements provided for each meeting, to ensure Trustees have adequate **information** to assist decision-making.
- 1.6 Applicants dealing with children or vulnerable people are required to demonstrate that they have the appropriate **safeguarding** procedures in place.
- 1.7 **Data protection** is taken seriously. The IT systems provided by Adnams plc have high levels of protection and regular training is provided in GDPR (General Data Protection).
- 1.8 **Due diligence** is undertaken on grant applicants, including follow-up checks to ensure grants have been spent in accordance with the stated objectives.
- 1.9 **Regulatory compliance** is checked against Charity Commission guidelines and updated as necessary.

2. Risk Assessment - Funding

- 2.1 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. In the case of the Adnams Community Trust, the risk to future income is mitigated by the avoidance of future commitments.
- 2.2 Historically the primary sources of income have been from a percentage of the profits of Adnams plc and from dividends on Adnams shares (a mixture of legacy income and mandates from existing shareholders). Both are seriously impacted at present because the company has not been profitable for a number of years. Although annual income is currently lower than previous years, the Trust has been able to turn to other sources of income such as in-store donations by Adnams customers, profit from the Adnams 10k run and a levy of 50p on portions of fish and chips sold in Adnams managed properties.
- 2.3 These risks to income have been offset by 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 immediate specific ends. Under these circumstances the risk of being unable to fulfil commitments to recipients is very small.

- 2.4 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.

3. Reasons for Reserves

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

4. Reserve Policy

- 4.1 For the reasons outlined above, the Trustees feel it prudent to accumulate a Reserve up to a **maximum of 20%** of annual income.
- 4.2 The percentage retention, and the Risk Assessment which helps justify this Policy, will be **reviewed on an annual basis**.
- 4.3 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**.

Reviewed and updated January 2025

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, for public benefit.

THE ADNAMS COMMUNITY TRUST TRUSTEES

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

- Geoff Stevens - Chair
- Diana Archer – Elected Employee Trustee
- Samantha Crocker – Elected Employee Trustee
- Juliet Grimes – Co-opted Trustee
- Jenny Hanlon – Director Trustee
- Andrew Heald – Director Trustee
- Melvyn Horn – Co-opted Trustee and former Adnams plc employee
- Simon Loftus OBE – Original Trustee
- Clare Teasdel – Co-opted Trustee
- Helen Williams – Elected Employee 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 Trust's Conflict of Interest and Conflict of Loyalty Policy is followed when awarding grants.

The trustees meet quarterly (usually January, April, July and October) to award grants in line with the guidelines to be found on pages 12 and 13 of this Report and dependent upon the funds available.

GRANTS AWARDED

Education

Farlingaye High School in Woodbridge has 1,917 pupils. It has an outstanding PE department with PE clubs running every day throughout the school year, including volleyball. The trustees awarded a grant of **£1,500** towards the cost of new volleyball facilities. This grant was awarded in July 2024 but not paid until September 2024.

Coldfair Green Primary School PTA is run by teachers and parents for the benefit of the 149 pupils at the school, 13% of whom are in receipt of free school meals. The trustees awarded a grant of **£750** to purchase a shed to store equipment needed for fundraising events.

The Friends of Wilby School work with parents and staff to raise funds for the benefit of pupils. The school has 94 pupils, 12.7% of whom are in receipt of free school meals. The trustees awarded a grant of **£1,294.98** to purchase six laptops for use by pupils.

The Broads Specialist Unit is a new unit attached to Barnby and North Cove Primary School which will support 18 children aged between 8 and 11 with cognition and learning needs from across Suffolk. The trustees awarded a grant of **£1,000** to purchase items to create an 'outdoor continuous provision' area to give the children the best opportunities to progress.

The Friends of Alburgh with Denton Primary School raise funds to provide items for the benefit of the school's 106 pupils. The trustees awarded a grant of **£1,666.78** to purchase six iPads and cases.

Red Oak Primary School PTA raises funds for the benefit of the school's 435 pupils. The school is situated in the Kirkley area of Lowestoft, one of the most deprived wards in the country. The trustees awarded a grant of **£1,130** to pay for a trip to the local cinema for the school's 240 Key Stage Two pupils as a Christmas reward.

Friends of Mendham Primary School raise funds for the benefit of this rural school's 63 pupils, 28% of whom are eligible for Pupil Premium. The trustees awarded a grant of **£1,499.99** to purchase a new outdoor building for use by Early Years pupils.

Friends of Ilketshall St Lawrence Primary School raise funds to support the work of the school. The school is very rural with 101 pupils. The trustees awarded a grant of **£379.27** to purchase handheld microscopes, a butterfly life cycle kit, a frog life cycle kit, eight two-way bug viewers and ten bug pots for use in science lessons.

Friends of St Mary's Primary School Woodbridge organise events and raise funds for the benefit of the school's 185 pupils. The trustees awarded a grant of **£784.50** to purchase two room dividers to allow the school hall to be split into a separate area, for use by the breakfast and after-school clubs and as a dedicated Special Education Needs and Disabilities area during the day.

Health & Social Welfare

Eye Opportunity Group provides support for children with a wide range of additional needs up to the age of five. The Group works with the children to equip them with the skills they need to transition to school. The trustees awarded a grant of **£1,000** towards the cost of converting the current toilets to a baby-change area.

Halesworth Volunteers provide support for older and vulnerable people in Halesworth and the surrounding area. It works with the Blyth Valley Team Ministry to run the Halesworth Community Larder, a welcoming space, open to all, where people can donate or swap food, or receive food if they are in need, free of charge and with no questions asked. The trustees awarded a grant of **£2,415** to purchase a large cooker, cooking pans and trays.

Bike Active North Suffolk is a new organisation set up to provide adults with disabilities (physical or mental) or those lacking confidence or strength with a safe cycling experience on traffic-free cycle paths or quiet lanes on specially adapted bikes or e-bikes. The trustees awarded a grant of **£1,000** towards the cost of a second-hand ISO storage container.

My Life runs a project entitled 'Unlock my life' which delivers bespoke mental-health and well-being-awareness training in prisons. The aim of the project is to educate prisoners on how the brain processes stimuli which lead to thoughts, actions and behaviour which subsequently result in people being sent to prison. After training, participants can volunteer as mental-health ambassadors, providing peer-to-peer support. The trustees awarded a grant of **£2,500** to purchase furniture for an office at Hollesley Bay Prison from where My Life will run drop-in sessions for prisoners experiencing mental-health issues and offer support and advice on anything else affecting their wellbeing.

Make Them Smile is a national charity which provides tailored support to improve the quality of life for children and young people with disabilities, life-limiting conditions and complex needs. The trustees awarded a grant of **£2,000** towards the cost of a specialist chair for a four-year-old boy from Lowestoft. The chair will improve his quality of life, enabling him to sit in comfort and interact with his family.

The Befriending Scheme runs groups and activities for people aged over 16 with learning disabilities. Sessions in Lowestoft run every Friday from 10 until 3 and are attended by 15 people aged between 30 and 90. The trustees awarded a grant of **£319.51** to pay for an entertainer, board games and craft materials for the group.

Swell Music CIC is a not-for-profit arts organisation which delivers singing workshops across east Suffolk. Swell runs a project, 'Singing for lung health', in Reydon for 20 people living with life-limiting lung conditions. Attendees learn breathing exercises, movement, mindfulness and singing, all of which give them the tools to manage their breathlessness, having a positive effect on physical and mental health. The trustees awarded a grant of **£1,550** to pay for ten sessions in Reydon.

Bike Active Norfolk is a volunteer-run charity which provides cycling experiences for adults and children with a disability, injury or who are recovering from illness. The trustees awarded a grant of **£2,500** towards the cost of cycle-maintenance training courses for three volunteers so that the group can maintain its cycling equipment.

Music in our bones runs free health and well-being singing groups for family carers and people living with illness such as Parkinson's and dementia, or those with mental-health issues. Attendance at the sessions reduces social isolation, boosts mood and self-confidence, and improves posture and breathing. The trustees awarded a grant of **£1,950** to pay for ten sessions of the monthly HeartSong singing group in Oulton Broad.

Catalyst Counselling CIC provides high-quality counselling and well-being workshops for people living in Lowestoft, Waveney and Great Yarmouth who would not otherwise be able to afford counselling. Typically, clients have issues with loss, depression, anxiety, relationships, eating disorders, post-traumatic stress and self-harming. The trustees awarded a grant of **£1,000** to subsidise counselling sessions for those in need.

The PBC Foundation provides support and information to those affected by Primary Biliary Cholangitis, a progressive autoimmune liver condition, with no known cause or cure. The trustees awarded a grant of **£556.80** to pay for copies of 'The Bear Facts', a publication which provides information on the disease, for 29 sufferers from within 25 miles of Southwold.

Reflect Productions Great Yarmouth CIC uses drama and creative arts to support mental health, well-being and social inclusion. Activities are open to over 18s from the Great Yarmouth area, particularly those experiencing depression, anxiety, addiction, social isolation or trauma. The trustees awarded a grant of **£895** to pay for materials for 'Next Stage', community drop-in theatre sessions for adults with mental-health issues.

Status Creative CIC carries out creative activities to improve wellbeing and provide opportunities for creative expression. It runs workshops for marginalised communities, and for people with mental-health issues or disabilities, or who are recovering from addiction, experiencing poverty, isolation or domestic abuse. The trustees awarded a grant of **£2,500** to pay for workshops in music composition, singing, drumming and creative writing for clients of Christies Care in Saxmundham who have disabilities and/or poor mental health.

The Arts

INK is a theatre company based in Halesworth and is the UK's largest producer of new short plays. The trustees awarded a grant of **£1,050** to pay for a creative workshop in Halesworth for young writers and performers aged 12 to 16 years during the 2025 Easter holidays.

Recreation

Pulham's Youth Engagement Project is a volunteer-run not-for-profit organisation which offers youth activities and a safe space for Year Six pupils from the Pulhams and surrounding villages. The trustees awarded a grant of **£1,000** towards either hall fees for 2025 or the purchase of musical instruments.

Bedfield & Monk Soham Tennis Club has a growing membership, and holiday and after-school coaching sessions are offered for junior players. The tennis court was built in 1982 for the benefit of local residents and has been well used but now needs to be resurfaced. The trustees awarded a grant of **£1,000** towards the cost of resurfacing the court.

Halesworth Dolphins Swimming Club, based at Bungay swimming pool, offers Learn to Swim, Development and Masters sessions for children and adults. The trustees awarded a grant of **£963.56** to purchase Nabaiji Fins, used in training sessions.

1st Bungay Sea Scouts gives its 72 members the opportunity to learn many new skills and make new friends. The trustees awarded a grant of **£837.98** to purchase two fridges and two trolleys for use on camping trips.

1st Halesworth Scout Group has 68 members, male and female, aged between 6 and 25, who attend Beavers, Cubs, Scouts or Explorers. The trustees awarded a grant of **£1,055.83** to purchase lightweight foldable benches for use at camps, and a gas storage basket for gas canisters at HQ.

Buildings/Community Facilities

Scole Parish Hub CIO was set up to bring about a new parish hall for the village. The new hall will use around 50% of the site, the rest being grass and woodland. The trustees awarded a grant of **£1,080** to purchase six benches so that parishioners can make use of the site now, whilst funds are raised to build the hall.

Mettingham Village Hall is well used for a wide variety of activities - baby sign language, bridge club, yoga, art groups, local bands and community lunches. The trustees awarded a grant of **£1,495** to cover the funding shortfall to redecorate the food preparation and food consumption areas.

Limpenhoe Village Hall is the only community facility in this rural village. It is used for social, recreational and educational activities, including a monthly Breakfast Café. The trustees awarded a grant of **£364.95** to purchase five parasols for the hall's picnic tables.

Worlingham Community Hall is a new village hall, completed in the summer of 2025. The trustees awarded a grant of **£1,000** towards the cost of a hearing loop which will help to ensure the new hall is as inclusive and accessible as possible.

Southwold Allotment Holders Association was established 75 years ago to provide the local community with an allotment-gardening resource. Plotholders are a mix of older people and families with young children. The allotments improve physical and mental health and increase the social interaction of members and their families. The trustees awarded a grant of **£1,995** to pay for the urinal aspect of an off-grid toilet with disabled access.

Seething and Mundham Village Hall is well used for private and community events, clubs, classes, as a polling station and as a refreshment venue for marriages and funerals. The trustees awarded a grant of **£1,381** towards the cost of roof repairs.

Kessingland Men's Shed aims to prevent social exclusion and loneliness by providing opportunities for people over the age of 18 to meet whilst carrying out DIY tasks and creative projects in a safe environment. The trustees awarded a grant of **£1,000** towards the cost of a new roof.

Strumpshaw Parish Council represents a rural community of 700 residents and is responsible for the village's amenities. The trustees awarded a grant of **£700** as match funding towards the cost of reinstating a former trod (a type of footpath).

The Rifle Hall, Halesworth, is a listed building used by residents from Halesworth and the surrounding villages. The Hall regularly hosts keep-fit classes, ballroom dancing classes, Slimming World sessions, table tennis, Pilates, the WI, a gardening group, curling, a monthly produce market as well as private events. The trustees awarded a grant of **£1,818.90** to meet the funding shortfall for repairs to the hall's entrance.

Metfield Stores CIC Co-operative is the only shop serving a wide area between Harleston and Halesworth. The village has no bus service, making the shop invaluable to those without transport. The shop is staffed by 30 volunteers and acts as a community hub. The trustees awarded a grant of **£1,078** to purchase a double-door display cooler which will be more efficient and reliable.

Homersfield Parochial Church Council is responsible for looking after St Mary's Church Homersfield and the churchyard, which has an old and new section. The churchyard is well used by visitors and the local community, including for events such as community picnics - the village does not have a village hall. The trustees awarded a grant of **£1,000** towards the cost of repairs to the flint wall which separates the old and new churchyards.

Holton Pits CIC is run by a small volunteer committee. The site is maintained by volunteers and used by local residents, holidaymakers, school children, a Forest School and anglers. The trustees awarded a grant of **£600** to purchase two rustic wooden benches to be made by Street Forge Workshops in Thornham, an organisation which provides activities for adults with disabilities or learning difficulties.

Fortrey Heap Village Hall is a meeting place for the residents of North Cove and Barnby. It is well used by numerous groups and classes and for village events. The trustees awarded a grant of **£1,200** to purchase tables and chairs.

Bungay Allotment and Gardens Association is run by volunteers for the local community on a site owned by Bungay Town Council. Plotolders range in age and there is a community plot which is used by the local school and locals with additional needs. The trustees awarded a grant of **£1,929.75** to purchase the materials and hire the equipment needed to improve the site's water system.

Sole Bay Men's Shed in Southwold is a newly formed organisation open to anyone aged 18 or over. The Shed aims to encourage people to come together to make, repair and repurpose items whilst reducing loneliness and improving wellbeing. The trustees awarded a grant of **£680** to purchase a wood planer.

Acle Parish Council is replacing a community building currently used by the pre-school, Beavers and Scouts with a new community facility with two rooms and a kitchen. The trustees awarded a grant of **£390.40** to purchase a fridge and an electric cooker.

Environment/Conservation

Langley with Hardley Parish Council works for the benefit of residents of the two villages and visitors to the area. The trustees awarded a grant of **£250** to purchase bulbs and wildflower seeds to be planted and sown by villagers along the roadside as part of a village clean-up.

Gunton Woodland Community Project is a group of 25 to 30 volunteers aged between 60 and 91 who work on a weekly basis to maintain Gunton Wood. The volunteers fell trees where needed and create woodchip paths so that the woodland is accessible to people with wheelchairs and mobility scooters. The wood is open to the public and is frequently visited by local schools. The trustees awarded a grant of **£1,000** towards the cost of a second-hand ride-on mower/tractor. This will be used with a trailer to transport wood chippings through the wood.

Returned Grants

In October 2023 the trustees awarded a grant of £200 to **Creative Collisions** to purchase art materials. There was an underspend of **£95.60** which Creative Collisions returned in November 2024.

In January 2023 the trustees awarded **Middleton Village Hall** a grant of £850 to replace some concrete at the entrance to the hall. It was subsequently decided that it was not necessary to replace as much concrete, so the **£750** underspend was returned.

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. The Trust is funded by a percentage of the profits of Adnams plc, Adnams' dividends donated by shareholders, customer donations in store and online, a 50p levy on portions of fish & chips in Adnams-managed properties, profits from the Adnams 10K run, general donations and legacies.
- 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.
- 7 The Adnams Community Trust is keen to support educational establishments but prefers these applications to be submitted by 'Friends of' or Parent Teacher Associations. However, if an educational establishment does not have a Friends group or Parent and Teacher Association, we shall always be willing to consider other applications on their merits.

What grants are/are not made for

- 8 The Trustees prefer applications for specific items.
- 9 Grants are generally of a one-off nature.
- 10 There must be at least two years between grants to the same organisation.
- 11 The Trustees are reluctant to give grants to cover on-going running costs, although in very exceptional circumstances they may do so.
- 12 The Adnams Community Trust does not provide sponsorship of any kind.
- 13 The Adnams Community Trust does not provide raffle prizes.

- 14 The Adnams Community Trust does not give funds indirectly to charities, for example by sponsoring the fundraising efforts of individuals.
- 15 The Adnams Community Trust does not award grants to Community Pubs or community Christmas light displays.
- 16 Grants are not awarded retrospectively (ie for items which have already been purchased).

How to apply

- 17 The Trustees meet quarterly, in January, April, July and October. For application deadline dates or an application form please contact the Adnams Community Trust Administrator by emailing communitytrust@adnams.co.uk, or by writing to Rebecca Abrahall, The Adnams Community Trust Administrator, The Adnams Community Trust, c/o 23 The Street, Brockdish, Norfolk, IP21 4JY.
- 18 When completing your application, please include the following information:
 - what the grant is for
 - who will benefit and how
 - 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 supporting documents (see point 20)
- 19 If your organisation is VAT exempt, or is able to reclaim VAT, please ensure VAT is not included in your application.
- 20 Please include with your application:
 - most recent set of audited or examined accounts (if applicable) and management accounts for the most recent financial year.
 - planned budget for the coming year
 - most recent bank statement(s) for all bank accounts and details of the number of people needed to authorise payments from the organisation's bank account(s)
 - Constitution
 - Reserve Policy
 - Safeguarding Policy/Procedures (if relevant)

If your accounts show a significant surplus or deficit, high or low reserves, please provide an explanation.

- 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. **Items must not be purchased before the grant is awarded. 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
Waveney Valley
Leicester
Leicestershire
LE87 2BB

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
2 Quay View Business Park
Barnards Way
Lowestoft
NR32 2HD



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

Registered charity number 1000203

Accounts



REPORT & ACCOUNTS 2023-2024

Trustees' Report

In September 2024 Jonathan Adnams stepped down as Chairman of the Adnams Community Trust, having been a trustee since the Trust's inception in 1990. He has worked hard for the Trust over the years and his input will be greatly missed. The trustees would like to thank Jonathan for all he has done. A new Chair will be appointed shortly.

In the year 2023-2024 the Adnams Community Trust awarded 44 grants totalling **£40,070**. A summary of the grants can be found on pages 7 to 11 of this report.

We were delighted to welcome guest speakers along to each of our meetings to broaden our knowledge and better inform our grant-making decisions. Our thanks go to Toby Lindsay-White from Project 47, a social supermarket in Leiston; Hannah Tuckwell and Alice from the Nest Farms near Framlingham, a care farm for young people with mental health issues; Jo Critch from Feathers Futures, a help centre for women in Great Yarmouth; and Kaya Thorpe and Beth Fleischer from Lowestoft and Waveney Breastfeeding Support.

The number of applications remained high despite a slight fall over the year. Income continues to be a challenge for the Trust with none able to be received directly from Adnams plc profits and only a very small amount from dividends, historically our two main sources of income. Adnams plc continues to support the Trust financially by covering all running costs. The Adnams Community Trust was able to award grants to help our community thanks to the generous bequest received in July 2022 from a former shareholder, Leona Levine, and donations from customers through the Pennies scheme online and in Adnams stores within 25 miles of Southwold, the Adnams Southwold 10k run, and individuals.

As outlined above, these are financially challenging times for the Adnams Community Trust so donations from shareholders and others are more important than ever. 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, the Adnams Community Trust Administrator, communitytrust@adnams.co.uk, or donate online through the Adnams Community Trust TotalGiving page <https://www.totalgiving.co.uk/charity/the-adnams-community-trust>. Your full donation will go to help good causes, as all the Trust's 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 the Trust's administrator, Rebecca. Application guidelines can be found later in this document.

I hope you enjoy reading the report of the grants awarded during 2023-2024.

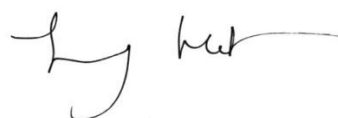
A handwritten signature in black ink, appearing to read 'Jenny Hanlon'.

Jenny Hanlon

Director Trustee, on behalf of the trustees

THE ADNAMS COMMUNITY TRUST
RECEIPTS & PAYMENTS ACCOUNT 1 September 2023 TO 31 August 2024
These accounts have been prepared on a receipts and payments basis

2022/2023		2023/2024
£		£
<u>77,628</u>	Brought forward surplus	<u>19,893</u>
	<u>Income</u>	
0	Income from Adnams	0
264	Tax on Gift Aid and dividends	0
<u>3,095</u>	Returned grants	<u>2,439</u>
3,359		2,439
	<u>Donations</u>	
0	Total Giving	494
50	Speaking Fees	0
1,660	Individual donations	40,525
8,156	Pennies	5,561
79	Fundraising	365
<u>6,093</u>	Donations re Adnams 10K run	<u>2,951</u>
16,038		49,896
	<u>Dividends</u>	
0	Robinson Fund	0
<u>177</u>	Other shareholders	<u>177</u>
177		177
 19,575	<u>Total income for the year</u>	 52,512
<u>97,203</u>	<u>Total amount available for distribution</u>	<u>72,405</u>
	<u>Expenditure</u>	
(77,310)	Grants paid out during the year	(40,112)
<u>(77,310)</u>		<u>(40,112)</u>
	<u>Commitments</u>	
0	Previously committed	0
<u>0</u>	Commitments made this year	<u>(1,500)</u>
0		(1,500)
<u>19,893</u>	Carried forward to next year	<u>30,793</u>
	<u>Represented by</u>	
19,893	Bank balance	32,293
0	Less commitments	1,500
<u>19,893</u>	Surplus carried forward	<u>30,793</u>



13 November 2024

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 2024.

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

2 January 2025

THE ADNAMS COMMUNITY TRUST RISK & RESERVES POLICY

1. Risk Assessment – Internal Controls

- 1.1 The need for robust internal controls is fundamental to guarding against **reputational risk**, through poor decision making.
- 1.2 The Trust undertakes an annual **skills audit** to ensure that the Trustees are collectively competent to make informed and responsible decisions.
- 1.3 The Trust keeps a register of **interests** which is regularly updated. Potential **conflicts of interest** are declared at the start of every meeting to ensure decisions are bias-free. The Trustees take care to ensure that decisions are never taken in order to benefit the commercial objectives of Adnams plc.
- 1.4 The **loss of key staff** is not an issue because the Trust employs no staff but benefits from secretarial and administrative services provided free of charge by Adnams plc, which has the resources to ensure appropriate cover, as necessary.
- 1.5 Accurate minutes are kept and reviewed, and up-to-date financial statements provided for each meeting, to ensure Trustees have adequate **information** to assist decision-making.
- 1.6 Applicants dealing with children or vulnerable people are required to demonstrate that they have the appropriate **safeguarding** procedures in place.
- 1.7 **Data protection** is taken seriously. The IT systems provided by Adnams plc have high levels of protection and regular training is provided in GDPR (General Data Protection).
- 1.8 **Due diligence** is undertaken on grant applicants, including follow-up checks to ensure grants have been spent in accordance with the stated objectives.
- 1.9 **Regulatory compliance** is checked against Charity Commission guidelines and updated as necessary.

2. Risk Assessment - Funding

- 2.1 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. In the case of the Adnams Community Trust, the risk to future income is mitigated by the avoidance of future commitments.
- 2.2 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). Both are at serious risk at present because the company has struggled to remain profitable since the onset of COVID-19 and the subsequent economic difficulties that the country has faced. The Trust has been able to turn to other sources of income such as the Pennies electronic cash box, but these, too, have been adversely affected, and recent donations have only been possible because of a substantial legacy from a shareholder, Leona Levine.
- 2.3 These risks to income have been offset by 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 immediate specific ends. Under these circumstances the risk of being unable to fulfil commitments to recipients is very small.

- 2.4 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.

3. Reasons for Reserves

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

4. Reserve Policy

- 4.1 For the reasons outlined above, the Trustees feel it prudent to accumulate a Reserve up to a **maximum of 20%** of annual income.
- 4.2 The percentage retention, and the Risk Assessment which helps justify this Policy, will be **reviewed on an annual basis**.
- 4.3 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**.

Reviewed October 2023

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, for public benefit.

THE ADNAMS COMMUNITY TRUST TRUSTEES

The Adnams Community Trust trustees bring with them a wealth of experience and knowledge.

- Jonathan Adnams OBE – Chairman and Original Trustee until September 2024
- Helen Williams – Elected Employee Trustee
- Clare Teasdel – Elected Employee Trustee
- Samantha Crocker – Elected Employee Trustee
- Juliet Grimes – Co-opted Trustee
- Andrew Heald – Director Trustee from October 2023
- Guy Heald – Co-opted Trustee until October 2023
- 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 until July 2024
- Jenny Hanlon – Director Trustee from July 2024

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 Trust's Conflict of Interest and Conflict of Loyalty Policy is followed when awarding grants.

The trustees meet quarterly (usually January, April, July and October) to award grants in line with the guidelines to be found on pages 12 and 13 of this Report and dependent upon the funds available.

GRANTS AWARDED

Education

St Edmund's Primary School, Hoxne, is a rural school with 61 pupils. The trustees awarded a grant of **£438.99** to purchase a reading shed to make the library area more appealing to the children.

Friends of Occold Primary School raise funds to support the school's 45 pupils. The trustees awarded a grant of **£551.32** to purchase a storage shed, tools and equipment for a Forest School.

Friends of Rockland St Mary School raise funds to advance the education of the school's 50 pupils. The trustees awarded a grant of **£711.56** to purchase recorders and glockenspiels.

Morabe Rural Music provides music tuition, instruments, performance opportunities and community projects for the pupils of Eyke Primary School and the wider community. The trustees awarded a grant of **£1,000** to purchase violins and replacement strings so that more children can take home a stringed instrument and take up one-to-one lessons.

The Friends of Albert Pye School in Beccles raise money to support the school's 400 pupils. The trustees awarded a grant of **£1,739** to purchase a moveable interactive whiteboard.

The Friends of Acle St Edmund Primary School work to advance the education of the school's 187 pupils. The trustees awarded a grant of **£743.99** to purchase a shed for the storage of fundraising equipment.

Pakefield High School is a non-selective state school with 691 pupils aged 11 to 16. The trustees awarded a grant of **£537** to purchase expedition equipment so that pupils could participate in the Duke of Edinburgh's Award Scheme.

Alde Valley Academy in Leiston has 586 pupils; 22.9% are in receipt of free school meals and 21% have Special Educational Needs. The trustees awarded a grant of **£1,500** to purchase shelving and books for the school's new library.

Health & Social Welfare

Riding for the Disabled Woodbridge & District Group provides therapeutic riding and carriage driving for children and adults with physical and/or serious learning difficulties, and those with mental health issues. The trustees awarded a grant of **£653.98** to purchase mobile safety steps and a rollout trackway to be laid over the surface of the riding arena. Both will make accessing carriages easier for wheelchair users.

The Nest Farms provides mental health support to at-risk young people aged 11 to 25 years through care farming activities such as working with animals and plants, growing vegetables, carpentry and mechanics. The trustees awarded a grant of **£959.95** to purchase power tools which will allow clients to maintain animal enclosures, fences and hutches, and make raised beds, bird boxes and bug hotels.

Adult Social Care at Suffolk County Council provides support for a 65-year-old male with cerebral palsy who lives in sheltered housing. The trustees awarded a grant of **£300** to purchase a new mattress to improve his quality of sleep.

Headway Suffolk provides rehabilitation and care for adults with a neurological condition, helping clients become more independent and mobile and improving communication skills. The trustees awarded a grant of **£500** to purchase resources for use at outreach centres in Aldeburgh and Leiston.

Sunflower Community Care Farm CIC, Snape, is an award-winning care farm for vulnerable adults with disabilities and/or mental health issues. Attendees look after animals, plant and harvest vegetables and care for the environment. These activities help with issues such as depression, anxiety, PTSD, low self-esteem and low confidence. The trustees awarded a grant of **£832.75** towards the cost of rubber matting for field entrances.

Emmaus Norfolk and Waveney (ENW) is a non-religious charity based in a former convent near Ditchingham which provides a home for people aged 18 and over who have experienced homelessness or the risk of homelessness. Residents (known as Companions) can self-refer or be referred by an agency or another person. Companions must sign off benefits and commit to volunteering for up to 40 hours a week in ENW's social enterprises. The trustees awarded a grant of **£968** to prepare a shower room ready for a new floor to be laid in Holy Cross House, which is home to 16 Companions.

Suffolk County Council's Adult and Community Services care for an individual from Lowestoft who suffers from numerous serious health conditions. The trustees awarded a grant of **£1,040** to make up the funding shortfall for a dual-motor riser-recliner chair which will greatly improve the individual's quality of life.

Lowestoft & Waveney Breastfeeding Support provides support for new parents, including breastfeeding community cafés, home visits from qualified lactation consultants, breast-pump hire, babywearing community sessions and perinatal mental-health drop-in sessions. The trustees awarded a grant of **£459.65** to purchase three baby slings which will be made available for families to trial in community sessions.

Happy Days Children's Charity provides respite breaks, residential group activity holidays, day trips and visiting-theatre performances for children and young people aged 3 to 17 with special needs from poor socio-economic backgrounds. The trustees awarded a grant of **£1,074** to cover the cost of a stay in a youth hostel as part of a London sightseeing trip for a group of 12 boys from the Great Yarmouth area.

Break Charity works across East Anglia to provide support for children and young people who have been taken into care, are leaving care or who need respite care. The trustees awarded a grant of **£911.94** to purchase a UV tactile panel for the sensory room at Break's respite-care centre in Long Stratton.

Chedgrave Oxygen Therapy Centre provides access to high-pressure oxygen therapy for adults living with multiple sclerosis and other conditions. The trustees awarded a grant of **£1,079.10** to purchase two chairs for patient use in the oxygen-therapy sessions.

The Arts

Creative Collisions, based in Great Yarmouth, designs and delivers creative programmes for young people aged between 11 and 25 in partnership with Norfolk Museums Service, local high schools and further education colleges. The trustees awarded a grant of **£200** to pay for art materials for a Saturday Club at the Tide and Time Museum.

The Lowestoft Players is a charitable theatre company set up to promote, improve, develop and maintain the education and appreciation of music and the theatre in the Lowestoft area. The trustees awarded a grant of **£1,150** to purchase a poster light box, to be used to advertise upcoming shows.

Halesworth Harmony Choir is a non-audition, "by ear" a cappella community choir with 36 members from the Halesworth area. The choir meets bi-monthly at the Cut. The trustees awarded a grant of **£560** to pay for a singing workshop for choir members and the wider community.

Recreation

Leiston FC Youth has approximately 60 members aged between 4 and 16, a mix of boys and girls. The trustees awarded a grant of **£1,000** towards the cost of footballing equipment for training and matchdays.

Saxmundham Adventure Playground provides an outdoor play area for local and visiting children. The trustees awarded a grant of **£915** to pay for the basketball backboard and hoop to be updated to meet current safety standards.

Woodbridge Table Tennis Club provides weekly sessions attended by people of all ages. The Club has around 70 regular players and is run by a committee of volunteers. The trustees awarded a grant of **£974.98** to purchase a table tennis table, net and posts.

Oulton Broad Water Sports Centre is a Community Interest Company which offers a range of water-sports activities including sailing, kayaking, canoeing, power-boat courses and wind surfing. The trustees awarded a grant of **£720** to purchase 12 small-to-medium buoyancy aids.

The Loft Youth Club is a community-led youth group based in the Stella Peskett Hall in Southwold. The Loft provides a place for young people to learn skills, socialise, volunteer and get support in a safe environment. The trustees awarded a grant of **£589** to purchase a multi-games table – a reversible pool and air hockey table with a table tennis top.

Gorleston Clifftop Festival is a free annual family orientated festival organised by local volunteers to provide low-cost entertainment in an area of high deprivation. The Festival includes live music, a children's area, a fun fair, a dog show and fireworks. The trustees awarded a grant of **£1,000** to pay for a magic show and circus-skills workshops for the children's area.

Framlingham Sports Club is responsible for 16 acres of sports land and aims to provide facilities to enable people to participate in their chosen sport. The trustees awarded a grant of **£1,000** towards the cost of new floodlights for the main football pitch, which is used by Framlingham Town Football Club, the U18s team and the running club.

First Light Festival CIC is a not-for-profit arts organisation which provides a free annual arts festival on Lowestoft's South Beach over the weekend closest to the summer solstice. In 2023 the Festival was attended by over 40,000 people, 70% of whom came from Lowestoft. The trustees awarded a grant of **£1,295** to pay for the hire of a marquee for the Planet Positive Zone, focusing on Lowestoft's growing green-energy sector, climate change and environmental issues, helping to raise awareness and educate.

Exchange 2 is based in the Cabin on Harleston Recreation Ground and provides free drop-in facilities for young people from Harleston and the surrounding villages. The trustees awarded a grant of **£600** to pay for two ten-week gym courses for twenty young people.

Topcroft Cricket Club runs senior teams, a women's and girls' team, an over 40s team, numerous junior teams and provides free youth training for children aged five and over. The trustees awarded a grant of **£1,395.85** to purchase youth kit as the current kit is tired and not fit for purpose.

Southwold Model Yacht Regattas organises and runs model-yacht regattas on the boating lake north of the pier in Southwold. Model yachts have been sailed competitively in Southwold for over 100 years. Anyone can enter the regattas and there are boats available to borrow. The trustees awarded a grant of **£261.93** to purchase new pond flags and an awning to provide shelter during the season.

Eastern Rivers Community Gym Loddon is a not-for-profit organisation which provides low-cost gym facilities for the local community. It is run by volunteers but employs a professional trainer who carries out initial assessments for all members and prepares tailored exercise regimes. The trustees awarded a grant of **£1,259.58** to purchase gym flooring mats.

Buildings/Community Facilities

Yoxwood Trust is a community group of volunteers who meet once a month to maintain this community woodland. Yoxwood is well used by members of the community for picnics, parties, meeting up with friends, drawing and painting, school visits, walks, and observing nature. The trustees awarded a grant of **£902.40** to purchase two recycled-plastic picnic tables.

The Fressingfield Shed aims to prevent people from becoming socially excluded by providing facilities where they can meet to take part in woodwork, gardening and modelling activities. The trustees awarded a grant of **£1,000** to purchase building materials for a veranda.

Middleton Village Hall is well used for village meetings and activities. It has a main hall, meeting room, a well-equipped kitchen, accessible toilets, a storeroom, and parking. The trustees awarded a grant of **£850** to replace the concrete in the pathway outside the main entrance to the hall to prevent it from becoming a trip hazard.

Earl Soham Village Hall was built in 1934 and is used for many community events. It is well equipped with a main hall, meeting room, stage, sprung floor, wi-fi, kitchen, events lawn, drop-down screen for films, PA system and parking. The trustees awarded a grant of **£850.68** to replace a currently boarded-up window high in the eaves of the building.

Southwold and Waveney Valley Regeneration Society Ltd (SouthGen) was set up in 2015 to purchase Southwold Hospital, in partnership with Hastoe Housing Association. The Old Hospital is now home to Southwold Library, the Geography Fieldwork Academy, a café and a nursery. Many of SouthGen's community activities are centred around food – they offer pay-what-you-can-afford sessions, a family tea club and cookery classes. They also maintain a heritage orchard and have taken on an allotment to teach the nursery children how to grow fruit and vegetables. The trustees awarded a grant of **£1,800** to purchase the materials needed to construct a custom-made wooden storage shed, to be used to store equipment for SouthGen's holiday camp, allotment tools and donated food.

Holy Trinity Church Middleton-cum-Fordley is well used by the local community for church services and special events. The large churchyard is used by walkers. The trustees awarded a grant of **£1,000** towards the cost of building work to prevent land from the churchyard falling into nearby gardens – the landslide problem was caused by work carried out in the mid-1800s.

Denham Community Council supports the parish council in the renovation and maintenance of the village hall on behalf of the parish. The village hall is part of Horham Airfield and is the only community facility in this very rural village. The trustees awarded a grant of **£518** to purchase a fridge and a freezer for the hall's new kitchen.

Bungay Town Council is working with a group of volunteers on a community-led project to turn Annis Hill Green, a former school playing field, into a community green space with native trees, a wildflower meadow and mown paths, accessible by all members of the community, including those with mobility issues. The trustees awarded a grant of **£1,250** to purchase fencing and gates for a disabled-parking area.

Brockdish and Thorpe Abbots Allotment Association provides allotments for local residents and is run by a committee of volunteers. Membership is open to all. The trustees awarded a grant of **£1,148.23** to purchase a lawnmower, brush cutter and safety equipment for communal use.

Knodishall Village Hall is run by a group of trustees for the local community. It is used for many regular activities and classes and is also available for private hire. The trustees awarded a grant of **£1,828.27** to install energy-efficient LED lighting.

Returned Grants

Orford CEVA Primary School received a grant of £1,125.88 to purchase items to improve the school's outdoor area in April 2022 and returned underspent grant in August 2023, as reported in last year's report and accounts. However, **the school returned £41.67 too much**, so the Adnams Community Trust repaid **£41.67** to Orford Primary School in October 2023.

Inspire Suffolk received a grant of £1,500 in October 2022 towards the cost of converting a storeroom at their base in Lowestoft into a confidential Wellbeing-Service Counselling Room. The work cost less than expected so the underspend of **£164.10** was returned in November 2023.

Alburgh Parish Council received a grant of £1,050 in April 2023 to replace rotten bollards and install a handrail down to the river Waveney. The work cost considerably less than anticipated so the **£609.07** underspend was returned.

Pulham Youth Engagement Project received a grant of **£1,666** in July 2023 to pay for holiday outings for youth club members. The grant was returned as the outings did not take place.

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 in Adnams shops and online, a 50p levy on portions of fish and chips sold in Adnams managed properties, 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).
- 15 The Adnams Community Trust does not award grants to Community Pubs or community Christmas light displays.

How to apply

- 16 The Trustees meet quarterly, in January, April, July and October. For application deadline dates or an application form please contact the Adnams Community Trust Administrator by emailing communitytrust@adnams.co.uk, telephoning 01502 727200 or by writing to Rebecca Abrahall, 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 supporting documents (see point 19)
- 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:
- Most recent set of audited or examined accounts (if applicable) and management accounts for the most recent financial year
 - Planned budget for the coming year
 - Most recent bank statement(s) for all bank accounts and details of the number of people needed to authorise payments from the organisation's bank account(s)
 - Constitution
 - Reserve Policy
 - Safeguarding Policy/Procedures (if relevant)

If your accounts show a significant surplus or deficit or high or low reserves, please provide an explanation.

- 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. **Items must not be purchased before the grant is awarded. 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
Waveney Valley
Leicester
Leicestershire
LE87 2BB

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
2 Quay View Business Park
Barnards Way
Lowestoft
NR32 2HD



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

Registered charity number 1000203

Accounts



REPORT & ACCOUNTS 2022-2023

Chairman's Report

In the year 2022-2023 the Adnams Community Trust awarded 60 grants totalling **£77,310**. A summary of the grants can be found on pages 8 to 14 of this report.

We were delighted to welcome guest speakers along to each of our meetings to broaden our knowledge and better inform our grant making. Our thanks go to **Christine Pinder and Jo Ashton** from **Footsteps, walking with you** (a Woodbridge-based charity which provides low-cost counselling sessions to young people), **Laura Drysdale, Darren France and Phil Wells** from **The Restoration Trust** (a Norfolk-based charity which aims to connect people experiencing mental health issues with arts and creativity through the mediums of the natural environment and archives), **Linda Bailey** from **Bungay Community Support** (a new organisation which provides a wide range of services for residents of Bungay and its environs, including a Local Pantry and a Warm Room) and **Andrew Quartermain** from **Pro Corda** (which, as well as being the national school for chamber music, provides music therapy sessions for young people with special education needs and disabilities).

The Adnams Community Trust saw a rise in the number of applications received in the last year, perhaps a reflection of the difficult economic times through which we are living. This increase in demand for assistance has come at the same time as a huge fall in funds being received from Adnams plc due to difficult trading conditions and a reduction in funds received from Pennies (the electronic charity box scheme operated in Adnams shops and online). The Adnams Community Trust was able to continue awarding grants to help those in need in our community thanks to the generous bequest received from a former shareholder, Leona Levine, in July 2022.

As the UK and global economic situation continues to have a big impact on the fortunes of Adnams plc and therefore the percentage of profits and dividends received by the Adnams Community Trust, donations from shareholders and others are more important than ever. 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, 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>. Your full donation will go to help good causes, as all administrative and staffing costs for the Trust 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 the Trust's administrator, Rebecca. Application guidelines can be found later in this document.

I hope you enjoy reading the report of the grants awarded during 2022-2023.

A handwritten signature in black ink, appearing to read 'Jonathan Adnams', written over a white background.

Dr Jonathan Adnams OBE
Chairman

THE ADNAMS COMMUNITY TRUST
RECEIPTS & PAYMENTS ACCOUNT 1 September 2022 TO 31 August 2023

These accounts have been prepared on a receipts and payments basis

2021/2022 £		2022/2023 £
<u>7,343</u>	Brought forward surplus	<u>77,628</u>
	<u>Income</u>	
2,470	Income from Adnams	0
495	Tax on Gift Aid and dividends	264
<u>3,975</u>	Returned grants	<u>3,095</u>
6,940		3,359
	<u>Donations</u>	
579	Total Giving	0
50	Speaking Fees	50
74,722	Individual donations	1,660
19,828	Pennies	8,156
116	Fundraising	79
<u>8,942</u>	Donations re Adnams 10K run	<u>6,093</u>
104,237		16,038
	<u>Dividends</u>	
10,089	Robinson Fund	0
<u>1,095</u>	Other shareholders	<u>177</u>
11,184		177
122,361	<u>Total income for the year</u>	19,575
<u>129,704</u>	<u>Total amount available for distribution</u>	<u>97,203</u>
	<u>Expenditure</u>	
(53,076)	Grants paid out during the year	(77,310)
(53,076)		(77,310)
	<u>Commitments</u>	
1,000	Previously committed	0
<u>0</u>	Commitments made this year	<u>0</u>
1,000		0
<u>77,628</u>	Carried forward to next year	<u>19,893</u>
	<u>Represented by</u>	
77,628	Bank balance	19,893
0	Less commitments	0
<u>77,628</u>	Surplus carried forward	<u>19,893</u>



19 October 2023

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 2023.

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

15 December 2023

THE ADNAMS COMMUNITY TRUST RISK & RESERVES POLICY

1 Risk Assessment – Internal Controls

- 1.1 The need for robust internal controls is fundamental to guarding against **reputational risk**, through poor decision making.
- 1.2 The Trust undertakes an annual **skills audit** to ensure that the trustees are collectively competent to make informed and responsible decisions.
- 1.3 The Trust keeps a register of **interests** which is regularly updated. Potential **conflicts of interest** are declared at the start of every meeting to ensure decisions are bias-free. The trustees take care to ensure that decisions are never taken in order to benefit the commercial objectives of Adnams plc.
- 1.4 The **loss of key staff** is not an issue because the Trust employs no staff but benefits from secretarial and administrative services provided free of charge by Adnams plc, which has the resources to ensure appropriate cover, as necessary.
- 1.5 Accurate minutes are kept and reviewed, and up-to-date financial statements provided for each meeting, to ensure trustees have adequate **information** to assist decision-making.
- 1.6 Applicants dealing with children or vulnerable people are required to demonstrate that they have the appropriate **safeguarding** procedures in place.
- 1.7 **Data protection** is taken seriously. The IT systems provided by Adnams plc have high levels of protection and regular training is provided in GDPR (General Data Protection).
- 1.8 **Due diligence** is undertaken on grant applicants, including follow-up checks to ensure grants have been spent in accordance with the stated objectives.
- 1.9 **Regulatory compliance** is checked against Charity Commission guidelines and updated as necessary.

2 Risk Assessment - Funding

- 2.1 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. In the case of the Adnams Community Trust, the risk to future income is mitigated by the avoidance of future commitments.
- 2.2 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). Both are at serious risk at present because the company has struggled to remain profitable since the onset of COVID-19 and the subsequent economic difficulties that the country has faced. The Trust has been able to turn to other sources of income such as the Pennies electronic cash box, but these, too, have been adversely affected, and recent donations have only been possible because of a substantial legacy from a shareholder, Leona Levine.
- 2.3 These risks to income have been offset by 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 immediate specific ends. Under these circumstances the risk of being unable to fulfil commitments to recipients is very small.

- 2.4 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.

3 Reasons for Reserves

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

4 Reserve Policy

- 4.1 For the reasons outlined above, the trustees feel it prudent to accumulate a Reserve up to a **maximum of 20%** of annual income.
- 4.2 The percentage retention, and the Risk Assessment which helps justify this Policy, will be **reviewed on an annual basis**.
- 4.3 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**.

Reviewed October 2023

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, for public benefit.

THE ADNAMS COMMUNITY TRUST TRUSTEES

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

- Dr Jonathan Adnams OBE – Chairman and Original Trustee
- Helen Williams – 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 Trust's Conflict of Interest and Conflict of Loyalty Policy is followed when awarding grants.

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

Blundeston Primary School has 192 pupils; 19.3% are eligible for Pupil Premium and 12.5% have Special Education Needs. The school has recently signed up to the WildEast pledge to rewild 20% of its land and has launched a school eco-council to make the school 'greener'. The trustees awarded a grant of **£1,500** to purchase outdoor musical instruments, gardening equipment, a polytunnel, sensory support materials and wildlife night cameras.

Friends of Surlingham School raise funds to provide resources for the school's 65 pupils. 9.2% of pupils have Special Educational Needs and 8% receive Pupil Premium. The trustees awarded a grant of **£803** to purchase kits which will enable pupils to design, build, test and evaluate different computer-controlled models and vehicles.

Bungay High School has 946 pupils; 223 are eligible for Pupil Premium. The trustees awarded a grant of **£851.05** to purchase 19 graphic-drawing tablets for use by GCSE pupils.

Friends of Forncett School raise funds to provide additional financial support for the school. The school has 96 pupils; 20.8% are eligible for school meals and 23% have Special Educational Needs. The trustees awarded a grant of **£600** to purchase equipment to support the teaching of science, technology, engineering and maths throughout the school.

Leiston Primary School has 337 pupils and is situated in an area of high deprivation. Staffing costs take up most of the school's budget, with little left to spend on resources. The trustees awarded a grant of **£2,500** towards the cost of two interactive whiteboards.

Gillingham St Michael's Primary School has 56 pupils from the local area and further afield from Reception to Year 6. The trustees awarded a grant of **£1,000** to purchase outdoor resources.

Reydon Primary School has over 200 pupils, 19.7% of whom are eligible for free school meals. The trustees awarded a grant of **£1,000** to purchase musical instruments to give all pupils the opportunity to learn an instrument.

East Norfolk Sixth Form College provides further education to young people in an area of high deprivation in Gorleston. Nearly a quarter of their students receive free school meals or a bursary due to financial hardship. The trustees awarded a grant of **£1,000** towards the cost of a radio microphone system for use by pupils in the performing arts department.

Health & Social Welfare

The Restoration Trust (TRT) works in partnership with heritage, arts and health & social care bodies to provide 'culture therapy' for people with mental health problems through participation in heritage and creative projects. TRT is currently working with 80 people with serious mental health problems. In March 2022 TRT began a funded heritage pilot project in Great Yarmouth in partnership with Access Community Trust and Dial Great Yarmouth. The project connects isolated local people on low incomes and with mental health problems with local heritage, bringing about an improvement in well-being and mental health, giving them a greater sense of belonging. The trustees awarded a grant of **£797** towards transport costs for participants, as this was proving to be a barrier to participation.

Disability Advice Service (East Suffolk) (DAS) provides independent, free advice on welfare benefits, housing rights, adaptations to homes, accessible transport, leisure, and energy efficiency for physically and mentally disabled people in East Suffolk. Due to a large increase in the number of people using the service, DAS has taken on more staff and office space to ensure demand can be met. The trustees awarded a grant of **£1,000** towards the cost of office furniture.

Inspire Suffolk delivers education and sports initiatives for those 'Not in Employment, Education or Training' (NEET) or at risk of becoming NEET, to improve skills, confidence, self-esteem and well-being. Inspire Suffolk has recently set up a Well-being Helpline to support young people aged 16 to 24 experiencing poor mental health and has seen an increase in demand for face-to-face counselling. The trustees awarded a grant of **£1,500** towards the cost of converting a storeroom at Inspire Suffolk's base in Lowestoft into a confidential well-being-service Counselling Room.

Sunbeams Play in Great Yarmouth provides regular respite sessions for 70 children and young people up to the age of 25 with autism and related conditions such as ADHD, anxiety and depression. The trustees awarded a grant of **£1,390.98** to purchase a hydraulic changing table for use by older members who require support changing nappies and pads.

The PBC Foundation provides support and information to those affected by primary biliary cholangitis, a progressive autoimmune liver condition, which eventually leads to destruction of the bile ducts and cirrhosis of the liver. The trustees awarded a grant of **£537.60** to pay for copies of an informative magazine which helps sufferers cope with their condition, for the 28 registered service users in the Adnams Community Trust catchment area.

Cohere Arts CIC offers a route to health and wellbeing through projects which bring about engagement with arts and heritage in East Suffolk. One such project, Gentle, is a free programme of seated yoga to music, which encourages vulnerable people to take gentle exercise in a sociable and creative environment. Typically participants suffer from Parkinson's, motor neurone disease, dementia, long COVID, anxiety and depression, visual impairment or mobility issues. The trustees awarded a grant of **£400** to pay for venue hire and refreshments for a new class of 'Gentle' in Saxmundham.

Woodbridge Ukraine Hub works with volunteers in Woodbridge to provide support for people fleeing the conflict in Ukraine. The trustees awarded a grant of **£1,092** to pay for Disclosure and Barring Service checks and safeguarding training for all volunteers, venue hire for monthly social events and educational games for use by the Ukrainian children whilst their parents attend English classes.

Hour Community in Framlingham provides support from volunteers to vulnerable people living in the town and surrounding area. Hour Community runs a community transport service, a mental health drop-in café, a dementia-friendly lunch club, a befriending service and a help-in-the-home service. The trustees awarded a grant of **£739.98** to purchase two lightweight wheelchairs, to be used in Hour Community's wheelchair-accessible vehicles.

Norfolk Schools Sailing Association (NSSA) is a charity based near Filby which has been teaching children to sail for over 60 years. All of NSSA's instructors and helpers are volunteers and receive no payment for time or travel costs. In addition to sailing lessons for individuals, NSSA offers sailing courses for schools and other youth groups and runs instructor-training courses for adults. The trustees awarded a grant of **£1,000** towards the cost of first aid equipment, including a defibrillator.

Debenham Parochial Church Council runs a weekly Parish Pantry. The PCC purchases food from Fareshare (an organisation which purchases unused food from supermarkets and others) and then sells bags of food for £3 a bag to their weekly customers. The PCC makes a small surplus on food sold which is put into a discretionary fund to help those in the community who are really struggling. The trustees awarded a grant of **£247.20** to purchase 100 jute bags, which are given to new customers to ensure fairness.

Families Together Suffolk (previously Home-Start Mid & West Suffolk) has been supporting families in Suffolk for over 40 years. It became an independent organisation in May 2022 and helps families with children under the age of 12, particularly those struggling with poor mental or physical health, isolation or financial difficulties. The trustees awarded a grant of **£875.36** to purchase equipment and toys for a free 'Chill, chat and play' perinatal mental health support group in Bungay or Eye.

Brave Futures (formerly Fresh Start - New Beginnings) provides one-to-one therapeutic support to children and young people who have been sexually abused. Brave Futures works with children from 3 years up to the age of 18. The service aims to help them make sense of what they are feeling, improves confidence and equips them with coping strategies. The trustees awarded a grant of **£2,062.50** to pay for 15 therapeutic sessions for a young person from Lowestoft.

Waveney Hygiene Bank is a local, volunteer-run, autonomous branch of the national charity, the Hygiene Bank. Waveney Hygiene Bank consists of a team of three volunteers who collect and sort donated hygiene products and then distribute them to community partners, supporting those in need so they don't have to choose between food and hygiene. The trustees awarded a grant of **£600** to purchase six months' supply of hygiene products to distribute locally.

Feathers Futures CIO is a women's charity based in Great Yarmouth which aims to provide a safe space for women to build confidence and resilience and to make friends. Feathers Futures runs groups and training courses to reduce isolation and teach new skills and offers specialist support for health and well-being, peer mentoring and counselling. The trustees awarded a grant of **£810** to purchase and install an oven and hob, which will allow them to provide meals for those in need and run cookery classes.

The Arts

Jubilee Opera, based in Suffolk, offers a platform for local children aged between 7 and 14, to explore the world of music and performance. The children get to work with professional musicians, conductors, directors and animateurs. Membership of Jubilee Opera is free and open to all. The trustees awarded a grant of **£425.10** towards the cost of Jubilee Opera's involvement with Shake Fest in October 2023, giving around 30 children a unique opportunity to explore Shakespeare's work in a creative and imaginative way.

Pro Corda Trust is a national music school, based at Leiston Abbey, internationally recognised for its chamber music courses. Pro Corda also runs weekend courses for young people from Suffolk with additional needs, focusing on musical theatre. Through these courses Pro Corda has seen how performing arts training can translate into skills for life. In 2023 Pro Corda started a free twice-weekly pop-up Musical Café in the Barn Theatre at Leiston Abbey for the families of young people with additional needs from Suffolk. The trustees awarded a grant of **£1,400** towards the cost of a good-quality digital mini-grand piano for use in these sessions.

The Norwich Dandies is an award-winning Norfolk-based arts collective of three professional artists who work primarily with people from hard-to-reach communities or who have mental health problems or disabilities. The trustees awarded a grant of **£2,500** to fund the production of a mural at Lowestoft Community Hub (a social care provider for people with learning disabilities and complex needs) in the communal outside courtyard play space to make the area more colourful and engaging for those that use the centre.

Pakefield Singers is an amateur choir with 70 members ranging in age from early 30s to over 90 years. The choir works with local musical ensembles as well as renowned musicians and soloists, bringing high-quality musical performances to an area of deprivation, enriching the life of its members and the local community. The trustees awarded a grant of **£2,100** towards the cost of a new trailer for transporting the equipment needed for concerts.

Eye Bach Choir aims to advance, improve and develop public education in and appreciation of choral music. The Choir performs three concerts a season and has strong links with the local community. It brings enormous physical and mental health benefits to its members. The trustees awarded a grant of **£500** to pay for the hire of Eye Parish Church for a 50th anniversary concert.

Recreation

Waveney Gymnastics Club, based in Lowestoft, provides gymnastic sessions, trampolining and Parkour for the local community. It is used by people of all ages and abilities and over 1,000 people use the Club on a regular basis. The trustees awarded a grant of **£2,460** to purchase a new competition beam and competition rails.

1379 (Leiston) Squadron Royal Air Force Air Cadets is an organisation for young people with an interest in aviation and its supporting services, as well as sports, craft and life skills. It has approximately 20 members. The trustees awarded a grant of **£1,994** towards the cost of a multi-task Science Technology Engineering and Maths kit which will help the cadets to develop useful skills and competencies, such as conceptual and logical thinking, accurate measuring, planning, practical maths and teamwork.

Syleham & Wingfield Village Hall and the adjacent open space, J's Meadow, are managed by a committee of trustees to provide residents with indoor and outdoor areas to meet but there are currently no play facilities for children in the village. The trustees awarded a grant of **£1,500** towards the cost of a nest swing.

1st Rendlesham Scout Group has over 100 members aged between 6 and 18. Scouting teaches the young people many skills, such as map reading, fire lighting and using tools safely, and provides an opportunity to try new activities, such as hillwalking, sailing, climbing, and shooting. 1st Rendlesham Scout Group's equipment is currently stored at the local army barracks, but this space will soon be unavailable. The trustees awarded a grant of **£2,500** to purchase a shipping container to be used for storing equipment and to be fitted with toilet facilities.

Easton Cricket Club is a not-for-profit community club which aims to promote cricket at all levels. The Club has over 100 playing members and runs three men's teams, a ladies' team and several junior teams. Players of all abilities are welcome. The trustees awarded a grant of **£1,038.10** to replace stained carpet tiles in the clubhouse with laminate flooring, to make it easier to keep clean.

Blundeston & Flixton Parish Council is responsible for the village play park which is well used by children from the village and surrounding area. A recent safety inspection highlighted the need to replace some equipment. The trustees awarded a grant of **£1,530** to purchase a seesaw.

Wortwell Short Mat Bowls Club has 27 members ranging in age from mid 40s to late 80s. The Club meets on Monday afternoons and Wednesday evenings for three-hour sessions, providing an opportunity for social interaction and exercise. The trustees awarded a grant of **£1,182** to purchase a bowling mat.

Orford Recreation Ground Charity cares for Orford Recreation Ground which has two tennis courts used by family-ticket holders, visitors who pay to play and by the local school. One of the courts is a multi-use court which is also used for football. The trustees awarded a grant of **£1,680** to repair cracks in the surface of the multi-use court.

Woodbridge Cricket Club is a grassroots club with 40 members, male and female, including 20 children. Training sessions are held each Wednesday, matches are played every Saturday and there are also competition matches. The trustees awarded a grant of **£1,000** towards the cost of a reconditioned roller to be used to compact the soil to make the pitch more uniform and improve bounce. The roller will mean more matches can be played on the cricket squares during a season and the pitches will be safer.

Newton Flotman Parish Council has engaged the services of the YMCA to run a free weekly youth club at the Village Centre for up to 20 young people aged 8 to 16 years. The young people are given the opportunity to learn new transferable skills and interact with others in a safe environment. The trustees awarded a grant of **£780** to pay for the venue hire for 40 weeks of youth club provision.

1st Deben Valley Scout Group is a small but growing scout group with 39 members in Cubs, Scouts and Explorer sections. The Group meets weekly in Kettleburgh Village Hall. Members come from Framlingham and the surrounding villages. The trustees awarded a grant of **£1,450.92** to purchase tables and benches for use at residential camps.

1st Halesworth Scout Group has 56 members, male and female, who meet weekly during term time. The Scouts work towards badges which cover a wide range of subjects. The trustees awarded a grant of **£1,800** to supply and fit new fencing to secure the premises when not in use and to prevent younger members running onto the road.

Reydon Parent & Toddler Group is a volunteer-run group which meets every Thursday morning at Reydon Sports & Community Centre. Sessions last two hours and are open to all pre-school age children with their parents, carers and relatives. Attended by 30 to 40 people a week, the sessions give the children the opportunity to socialise and play with different toys and allow the parents to meet others, reducing isolation. The trustees awarded a grant of **£740.97** to purchase an outdoor storage box, a play table and a boomwhacker frame.

Wish List Bikers Charity was set up by experienced bikers to provide motorcycling experiences to sick and disabled children and adults. Since its inception in 2020, it has given over 130 rides. Riders may be fulfilling a dream or being reunited with motorcycling, reducing social isolation. The rides are given on a specialist motor trike and all safety equipment is provided. A full risk assessment is undertaken before any ride, including a medical assessment, and each ride is tailor-made. The trustees awarded a grant of **£1,969.52** to purchase a heavy-duty branded gazebo for use at shows and events to raise awareness of the charity.

Pulham's Youth Engagement Project is a new youth group for young people aged 11 to 17 in the Pulhams and the surrounding area. Sessions take place at either the Pennoyer Centre in Pulham St Mary or Pulham Market Memorial Hall every Monday evening and provide a safe place to meet, with activities, even during school holidays. The trustees awarded a grant of **£1,666** to pay for trips during the school holidays including transport costs.

Buildings/Community Facilities

Holton & Blyford Village Hall is the only community building in the two villages. It is very well used by local groups and organisations, as well as for community events, as a polling station and for private bookings. The hall has been greatly improved in recent years, but its 40-year-old sewage system frequently fails. The trustees awarded a grant of **£1,500** towards the cost of a new sewage system, which will make the hall more pleasant to use and reduce running costs.

Reydon Sports & Community Centre is a new building, available for hire for functions, events, societies, clubs, sports and weddings. The Centre incorporates a large lounge and bar area, hall and public toilets. The trustees awarded a grant of **£2,433.60** to purchase tables and chairs to increase the number of people the venue can accommodate at any one time.

Yoxford History Group was formed in 2018 to manage an existing archive started in the 1970s by the former postmistress, to research Yoxford's history and to share this history with the village through exhibitions. Materials stored include photographs, letters, newspaper articles, posters, books and ledgers. The trustees awarded a grant of **£384** to purchase a metal, fire-proof cupboard.

Framlingham Parochial Church Council has built a new community building, Castle Community Rooms, to replace old community rooms which were beyond repair. The new building will be well-used for a broad variety of community activities – dancing and fitness classes, education and training, youth activities, events and social occasions. The trustees awarded a grant of **£1,302.60** to purchase tables and chairs for the new building.

The Rifle Hall Trust in Halesworth is used as a venue for numerous classes and clubs, a produce market, exhibitions, as a polling station and for private parties. Over the last decade much has been done to make the hall more sustainable and a pleasanter place to be. The trustees awarded a grant of **£1,500** towards the cost of flooring as part of a larger project to improve toilet facilities.

Ilketshall St Andrew Village Hall is the hub of this very rural community and is used regularly for dance clubs, indoor bowls, sewing and knitting groups, community support groups, parish council meetings, private bookings and large events. The trustees awarded a grant of **£1,500** towards the cost of new UPVC vented soffits to increase ventilation in the hall roof.

Debenham Shed has 35 members aged from late 30s to over 80 and is a place to make or mend things. Attending sessions at the Shed allows members to work with tools they would not otherwise have access to and reduces social isolation. The trustees awarded a grant of **£1,000** towards the cost of enclosing an external storage space.

Bungay Community Support was established in 2020 at the start of the pandemic to assist with shopping and medication deliveries to vulnerable people in Bungay but has since developed to provide many more services. The trustees awarded a grant of **£2,412** to purchase building materials, kitchen units, a kitchen sink and taps and a kitchen worktop for a new community hub which will provide a Warm Room, a food hall (amalgamating the existing Food Bank with the community larder), a hot desk for the Citizen's Advice Bureau, an advice service, and an area for activities such as art groups.

Runham Village Hall is the only community venue in this rural village. It is run by a group of local residents for the benefit of the community. The trustees awarded a grant of **£1,000** to purchase kitchen equipment, so that the hall can be used for community events, provide hot meals, warm-space sessions and drop-in sessions to combat loneliness.

Alburgh Parish Council and the River Waveney Trust look after Homersfield Bridge picnic site. The area is equipped with picnic tables and benches and is well used by the public. The trustees awarded a grant of **£1,050** to install a handrail for the steps down to the river and to replace rotting bollards.

Brampton with Stoven Village Hall is well used by local residents for community events, Pilates classes, crafting, bingo, dog-training classes, a summer play scheme, meetings and private hire. The trustees awarded a grant of **£1,000** towards the cost of partially glazed aluminium doors which will increase the light in the hall and reduce heat loss.

Weybread Village Hall is the only meeting place in this rural village. The hall is well used for social evenings, events, private parties and regular bookings – an art group, coffee mornings and a ladies' social club. The trustees awarded a grant of **£1,000** towards the cost of a new kitchen.

Creative Leiston CIC has set up Project40Seven in the centre of Leiston. Project40Seven will include The Leiston Pantry, a Fuel Bank, a Library of Things, a Repair Shop and a uniform exchange. To help to fund these activities the building will also be home to a zero-waste shop, Crafted (a shop selling locally made craft items) and two micro-shop units. The Project is run entirely by volunteers. The trustees awarded a grant of **£2,000** towards the cost of a commercial freezer for the community pantry.

Cransford Village Hall is the hub of the village – there is no school, shop or pub. It is managed by a committee of local residents and used for a wide variety of activities and events. The trustees awarded a grant of **£1,960** to pay for the site-preparation aspect of refurbishing the hall's toilets to make them more accessible.

St Andrew's Melton Parochial Church Council looks after the village church and church hall. As well as being used during church services, the church hall is used throughout the week by the wider community, including by a parent and toddlers' group and a lunch club for older members of the community. The trustees awarded a grant of **£1,320** to replace the hall's lighting with energy-efficient lighting and to install safety lighting.

Conservation/Environment

Waveney Volunteers for Nature is a wildlife conservation and environmental protection group made up of local volunteers who meet weekly to carry out practical activities such as scrub clearance, tree planting, maintenance of hedges, trees, wildflower meadows, ditches and ponds on the commons in Brockdish, Rushall and Dickleburgh. The trustees awarded a grant of **£2,100** to purchase and fit out a storage shed to store the group's tools.

Debenham Green Team is a recently formed community group which aims to reduce the community's environmental impact and build resilience to cope with more expensive energy and a changing climate. The trustees awarded a grant of **£574.80** to purchase an infra-red thermal-imaging camera attachment which can be used with phones to show energy loss in buildings. The equipment will be loaned out to local residents to show them where to target insulation and draught proofing.

The Friends of St Peter's Church, Sibton, exist to maintain and repair the Church of St Peter's in Sibton and its churchyard. The Church is the only community building in the village and is used for exhibitions, concerts, indoor games and bazaars as well as church services. The churchyard is still open for burial and has a public footpath running through it. The trustees awarded a grant of **£750** towards the cost of improving and maintaining the churchyard to allow wildflowers to thrive.

Returned Grants

Waveney Volunteers for Nature were able to purchase items for less money than expected and therefore returned the underspend of **£143.32**.

East Suffolk & North Essex Foundation Trust (Aldeburgh Hospital) received a grant of **£600** in January 2021 to purchase two cycle storage units for Aldeburgh Hospital. However, the units were not purchased, and the grant was returned in May 2023.

Suffolk County Council received a grant of **£1,836** to purchase a wheelchair for a lady in their care but the wheelchair was never purchased, so the grant was returned.

Orford CEVA Primary School received a grant of £1,125.88 in April 2022 to purchase items to improve the school's outdoor area. The items purchased cost less than expected to the school returned **£515.95**.

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, 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.
- 7 The Adnams Community Trust does not award grants to Community Pubs or community Christmas light displays.

What grants are/are not made for

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

How to apply

- 16 The trustees meet quarterly, in January, April, July and October. For application deadline dates, please contact the Adnams Community Trust Administrator.
- 17 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 Abrahall, The Adnams Community Trust Administrator, The Adnams Community Trust, c/o 23 The Street, Brockdish, Norfolk, IP21 4JY.
- 18 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 to 21)
- 19 If your organisation is VAT exempt, or is able to reclaim VAT, please ensure VAT is not included in your application.
- 20 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.
- 21 Please provide copies of your Reserves Policy and your Safeguarding Policy/Procedures (if relevant).
- 22 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

Accounts



REPORT & ACCOUNTS 2020-2021

Chairman's Report

I am delighted to say that during the 2020-2021 year the Adnams Community Trust was up and running again, providing much-needed support to our local community. Despite the challenging year, in 2020-2021 the trustees awarded 66 grants totalling just over **£63,000**. They also made a pledge of £1,000, to be held for one year. A summary of these grants can be found later in this report.

Due to these extraordinary times Adnams Community Trust meetings have taken place virtually with no guest speakers presenting to the trustees. We hope to resume our practice of broadening our knowledge of the communities around us through guest speakers in the coming months.

The number of applications received has remained high over the last year, making the trustees' grant-making decisions difficult. With the Adnams Community Trust's normal income sources of a percentage of Adnams profits and mandated Adnams dividends unavailable due to the pandemic, Adnams plc made the exceptional decision to donate £25,000 from its hardship fund to the Trust to enable its work to continue. Funds received through Pennies, the electronic charity box scheme operated in Adnams shops, has continued through the crisis and is becoming an increasingly important source of income, and thanks is due to all those Adnams customers who generously donate in this way.

With uncertainties around the Adnams Community Trust's traditional funding sources, donations from shareholders (and others) are a really welcome addition 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 Abrahall, 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, including, from this year, the independent examiner fee.

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 2020-2021.

A handwritten signature in black ink, which appears to read 'Jonathan Adnams'.

Jonathan Adnams OBE
Chairman

THE ADNAMS COMMUNITY TRUST
RECEIPTS & PAYMENTS ACCOUNT 1 September 2020 TO 31 August 2021

These accounts have been prepared on a receipts and payments basis

2019/2020 £		2020/2021 £
<u>4,215</u>	Brought forward surplus	<u>9,155</u>
	<u>Income</u>	
2,000	Income from Adnams	25,000
2,435	Tax on Gift Aid and dividends	843
<u>1,000</u>	Returned grant cheques	<u>1,114</u>
5,435		26,957
	<u>Donations</u>	
150	Charities Aid	300
0	Total Giving	370
750	Speaking Fees	3,200
1,022	Individual donations	3,883
14,968	Pennies	22,051
<u>8,000</u>	Donations re Adnams 10K run	<u>5,266</u>
24,890		35,070
	<u>Dividends</u>	
5,045	Robinson Fund	0
<u>1,153</u>	Other shareholders	<u>177</u>
6,198		177
36,523	<u>Total income for the year</u>	62,203
<u>40,738</u>	<u>Total amount available for distribution</u>	<u>71,358</u>
	<u>Expenditure</u>	
(30,983)	Grants paid out during the year	(63,015)
<u>(600)</u>	Independent Examiner's Fee	<u>0</u>
(31,583)		(63,015)
0	Previously committed	0
0	Commitments made this year	(1,000)
<u>9,155</u>	Carried forward to next year	<u>7,343</u>
	<u>Represented by</u>	
9,655	Bank balance	8,343
	Less commitments	(1,000)
(500)	Less uncleared cheques	
<u>9,155</u>	Surplus Carried Forward	<u>7,343</u>



7 October 2021

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 2021.

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

16 December 2021

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 – 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 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, in the final quarter of each financial year.

Reviewed October 2020

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 – 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 14 and 15 of this Report and dependent upon the funds available.

GRANTS AWARDED

Education

Tas Valley Pre-School is a registered charity, operating in the village hall and managed by a committee of parent volunteers. The pre-school cares for 22 children aged between two and five and employs five members of staff. The trustees awarded a grant of **£1,500** to purchase equipment to improve the learning environment.

Sir Robert Hitcham CEVAP School Debenham is a rural primary school with 172 pupils aged between three and eleven years. During lockdown staff and the children of key workers worked hard to clear the school's pond area and laid a path by reusing bark chippings from a condemned climbing wall. The trustees awarded a grant of **£500** towards the cost of fencing so the pond can be used as an educational resource.

Framingham Earl High School in Poringland has 783 pupils aged between eleven and sixteen. The trustees awarded a grant of **£420** to purchase six display boards to showcase students' artwork.

Harleston Church of England Primary Academy has 460 pupils. The trustees awarded a grant of **£1,989** to purchase an outdoor wooden castle for the 120 pupils in Early Years and Key Stage One.

Red Oak Primary School has 444 pupils and is situated in a deprived area of Lowestoft. The proportion of pupils supported by the Pupil Premium is above the national average, as is the proportion of pupils with special educational needs and/or disabilities. The trustees awarded a grant of **£648.42** to purchase books for the school library.

Grove Primary School in Carlton Colville has 272 pupils. The proportion of pupils supported by the Pupil Premium is above the national average and the proportion of pupils with an Education, Health and Care Plan in place is double the national average. The trustees awarded a grant of **£664.34** to purchase books and two rugs for the school library.

Westwood Primary School in Lowestoft has 200 pupils. The proportion of pupils supported by the Pupil Premium is above the national average and an above average proportion of pupils have a Statement of Education Needs or an Education, Health and Care Plan. The trustees awarded a grant of **£664.34** to purchase books and rugs for the school library.

Reydon Primary School has 187 pupils, 37 of whom are eligible for free school meals. The school has seven classes which were operating as 'bubbles' as part of Covid measures. It was not possible to share resources between the 'bubbles' which severely limited the choice of books available to pupils. The trustees awarded a grant of **£700** to purchase books.

Albert Pye Community Primary School in Beccles has 391 pupils, 83 of whom are supported by the Pupil Premium. In Spring 2021 the school launched a new 'Help to Grow' project. The project involves the children in growing activities in a new allotment in the school grounds. The trustees awarded a grant of **£650** to purchase gardening equipment.

Beccles Primary Academy has 199 pupils aged between 3 and 11 and is situated in an area of high deprivation and unemployment. The trustees awarded a grant of **£1,200** to purchase education iPads to assist learning.

The Farlingaye Foundation raises funds to support Farlingaye High School in Woodbridge. The trustees awarded a grant of **£1,223.50** to purchase five laptops to be loaned out to pupils so that they can access on-line lessons.

Elm Tree Primary Academy in Lowestoft has 322 pupils. Gardening is used as an enrichment activity with each year group being responsible for an area of the school grounds. The children prepare their area, plan what they will grow, sow seeds and care for the plants and then harvest and cook the resulting produce. The trustees awarded a grant of **£1,260** to purchase sleepers for raised beds and fruit plants for a new soft-fruit cage.

Friends of St Edmund's Primary School Bungay raise funds to support this school of 106 pupils. The trustees awarded a grant of **£423.33** to purchase soft furnishings for a redesigned school library.

Hillside Primary School in Bradwell has 212 pupils. The school incorporates a nursery and a Special Resource Base, which takes pupils from across the borough, focusing on supporting their learning and cognition. The school also has a high percentage of children with special educational needs. The trustees awarded a grant of **£1,000** towards the cost of an interactive whiteboard for the Year 3 classroom.

Archbishop Sancroft High School in Harleston has 485 pupils aged between 11 and 16. The school's library is used for an increasing number of activities, not just as a traditional library. This heavy use has taken its toll and the library now needs refurbishing to make it a welcoming environment with good IT resources. The trustees awarded a grant of **£894** to purchase a ChromeBook charging cabinet.

Martlesham Primary School has just over 100 pupils and is situated in a village with few amenities. The trustees awarded a grant of **£321.76** to purchase a water feature and wind chimes as part of the creation of a sensory garden.

Southwold Primary School has around 80 pupils aged between 2 and 11. In recent years, the outdoor area for Nursery and Early Years children has been improved, but there is no equipment to develop gross motor skills, which is something the children have missed out on during the pandemic. The trustees awarded a grant of **£3,745** to pay for a Get Set! Go! trim trail.

Ravensmere Infant School in Beccles has 53 pupils aged between five and seven. The school grounds include a reading garden, a trim trail and a sensory garden, and children are encouraged to learn outside where possible. The trustees awarded a grant of **£460.85** to purchase deckchairs, parasols, blankets, a firepit and musical instruments so that residents from the nearby care home, Abbeyfields, can visit to interact with the children through reading and playing musical instruments.

The Warren Trust Association raises money to purchase specialist equipment for the Warren School, a special school with 113 pupils aged between 3 and 19, which caters for children and young people with severe and complex learning difficulties and physical disabilities. Improvements are planned for the school's outdoor area to encourage creative learning. The trustees awarded a grant of **£1,623.42** to pay for upright rainbow panels for a rainbow-walk zone.

Sir John Leman High School in Beccles has 1,453 students aged between 11 and 18. Improvements are being made to the school grounds to enable pupils to work and socialise outside. The trustees awarded a grant of **£950** to purchase ten picnic benches.

The Friends of Rockland St Mary School aim to advance the education of the 45 pupils at this rural school through building relationships and raising funds. Rockland St Mary School has recently adopted the 'Curiosity Approach' to learning which encourages active learning, critical thinking and enjoyment through play. The trustees awarded a grant of **£765.47** to purchase the materials necessary to build an outdoor learning area.

The Friends of Ilketshall St Lawrence Primary School raise money for this rural school of 99 pupils. The trustees awarded a grant of **£605.19** to purchase maths resources.

Health & Social Welfare

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 (for example dementia, stroke, Parkinson's, Multiple Sclerosis, depression or bereavement). The trustees awarded a grant of **£540** to pay for singer-leader time to allow them to continue to support the HeartSong singing group in Oulton Broad through phone calls and Zoom sessions.

Burston & Shimpling Parish Council is responsible for local government in these two rural parishes of south Norfolk. The well-used Boudicca Way passes through Shimpling and attracts many visitors to the village. The trustees awarded a grant of **£500** towards the cost of a community defibrillator, to be located on the Boudicca Way.

The PBC Foundation provides support and information to those affected by Primary Biliary Cholangitis, a progressive autoimmune liver condition with no known cause or cure. Symptoms include lethargy and chronic fatigue, dry eyes, joint pain, diarrhoea, bruising, abdominal pain, indigestion, jaundice and swelling of the ankles and abdomen. The trustees awarded a grant of **£518** to pay for a year's worth of 'The Bear Facts', a magazine which helps sufferers cope with their condition, for 27 registered service users in the Adnams Community Trust catchment area.

Aldeburgh Hospital (East Suffolk & North Essex Foundation Trust) is a community hospital with 20 beds for inpatients and various outpatients' clinics. The trustees awarded a grant of **£600** to purchase two cycle-storage units so that staff and patients who choose to cycle to the hospital can park their bicycles securely.

Realise Futures is a Community Interest Company that works across Norfolk and Suffolk to improve and promote the economic and social welfare of disadvantaged and disabled individuals. The support provided is tailored to meet an individual's needs. The trustees awarded a grant of **£795** towards the cost of assisting a 21-year-old to obtain an HGV licence, to help him secure employment as a lorry driver.

Rural Coffee Caravan aims to address the causes and alleviate the symptoms of rural isolation and loneliness in Suffolk by holding events which get people talking to each other in a non-threatening atmosphere. Services have not operated as normal during the pandemic, but contact has been made by telephone, digitally and through random acts of kindness. The trustees awarded a grant of **£1,000** to purchase slow cookers, which use little power and can be used to make cheap, nutritious meals. The slow cookers will be given to households in need, as identified by foodbanks in Halesworth, Bungay and Beccles, by Homestart and by Hour Community Framlingham.

Suffolk County Council's Adult and Community Services Team provides support for a lady from Lowestoft who suffers from Multiple Sclerosis. The Council has provided her with a bariatric hi-lo bed because its mattress is wider than a normal bed, allowing her to transfer from wheelchair to bed unaided. However, the mattress is designed for a much heavier person and is therefore not comfortable for this individual. The trustees awarded a grant of **£510.10** towards the cost of a custom-made pocket-sprung mattress.

Suffolk County Council's Adult Social Care Team cares for a lady from Carlton Colville who suffers from post-traumatic stress disorder. She has numerous other health issues and is no longer able to sleep in a bed. The trustees awarded a grant of **£1,599** towards the cost of a dual-motor riser-recliner chair to enable her to sleep in more comfort.

Young People Taking Action (The CYDS Project) provides a wide range of services to young people aged between 8 and 24 in the Leiston and Saxmundham area. Pre-Covid, in partnership with another organisation, the CYDS Project ran free, open-access sessions three times a week at the Youth Booth in Saxmundham Skate Park, attended by around 76 young people. When permitted, the CYDS Project would like to resume these sessions and the trustees awarded a grant of **£1,050** to purchase three sofas, a pool table, pool table wheels and paint materials for the Youth Booth to enhance the provision. In addition, Adnams plc donated and delivered two filing cabinets the company no longer needed.

Footsteps – Walking with You, based in Woodbridge, provides professional counselling for 11 to 25-year-olds across Suffolk. During lockdown this was carried out via Zoom or telephone but normally takes place face to face. Since 2018 Footsteps has worked with around 50 young people affected by a variety of issues such as anxiety, depression, bullying, abusive relationships and bereavement. Clients are referred by GPs or their families and receive weekly sessions with a professional counsellor. Early intervention can prevent more complex problems later in life. The trustees awarded a grant of **£1,500** to subsidise the cost of counselling sessions for clients unable to meet the full cost.

Swell Music CIC is a new, not-for-profit, social enterprise run by a local music practitioner. Swell Music runs music sessions for people living with dementia in Lowestoft and Halesworth and a mentoring and training project with young autistic musicians. Since December 2020 Swell Music has been running ‘Singing for the Brain’ sessions via video conference for 20 families affected by dementia in Halesworth. ‘Singing for the Brain’ is a research-based approach which uses singing and vocal exercises to engage with those with dementia, improving well-being, cognitive function and memory. The trustees awarded a grant of **£900** to pay for six sessions to be delivered in person for up to 30 families, once restrictions permit.

Reframe Coaching CIC supports individuals in recovery from a gambling disorder and individuals who have been affected by their loved ones’ gambling. Reframe also provides educational awareness sessions for schools. The trustees awarded a grant of **£850** to pay for these sessions for five high schools in the Adnams Community Trust catchment area.

The Pear Tree Fund was set up in 1989 to augment NHS services through the provision of extra nursing, holistic care and specialist equipment for terminally ill patients attending Cutlers Hill Surgery in Halesworth. The charity now has a state-of-the-art drop-in information and support centre – The Pear Tree Centre – for use by the 50,000 people who live within 15 miles of Halesworth. The trustees awarded a grant of **£1,000** to pay for professional counselling sessions for those recently diagnosed with a life-limiting illness (and their families) and for those who have suffered bereavement.

Suffolk County Council Adult Social Care Services supports a lady from the Adnams Community Trust catchment area who suffers from long-term health conditions which mean she is unable to walk. The NHS has supplied an electric wheelchair, but this is too wide and heavy for many situations and buildings. The trustees awarded a grant of **£1,836** to purchase a manual wheelchair to provide flexibility so that the individual is not excluded from activities.

The Arts

The Lowestoft Players is an award-winning amateur musical theatre group based at The Bethel in Lowestoft. All performers, backstage and front-of-house staff are volunteers from the local community. The theatre is also used by other community groups. The trustees awarded a grant of **£1,923.50** to purchase a commercial glasswasher for the theatre’s small bar to improve hygiene and increase the number of customers who can be served.

The Lettering and Commemorative Arts Trust (LACT) aims to ensure the survival of the heritage craft of letter carving in the UK. LACT runs an apprenticeship scheme and placements with master cutters, to train a new generation of carvers and is also the custodian of the Art & Memory Collection which presents memorials as art forms. The trustees awarded a grant of **£500** towards a series of workshops in local schools, in conjunction with Suffolk Wildlife Trust. 'Wild Little Letters' involves school children collecting natural items and then using them to create letter-based artwork.

The INK Festival based in Halesworth aims to discover, develop and showcase new short scripts by writers linked to East Anglia and to develop creativity in the local community by using local actors/directors and by working with schools and community groups to reach a large and varied audience. The trustees awarded a grant of **£500** to pay for INKLINGS workshops, at which children aged 9 to 13 will devise and perform a radio play.

Recreation

Geldeston Parish Council is responsible for play facilities in this rural village of 157 households. The trustees awarded a grant of **£1,000** towards the cost of a play bus for the new outdoor area, to encourage role play and social skills.

Bredfield Bowls Club has 35 members ranging in age from mid-thirties to mid-eighties. Bowls is one of the few sports which can be played by people of any age and the Club hopes to focus next year on encouraging more young members. The trustees awarded a grant of **£595** towards the cost of replacing worn and dangerous carpet tiles in the clubhouse hallway and toilet area.

Orford and Gedgrave Parish Council is responsible for the village recreation ground. The area is well used, particularly as it is situated next to the primary school. The trustees awarded a grant of **£500** towards the cost of a climbing dome, suitable for older children.

Thurilton Bowls Club is a non-profit making community club with over 60 members including a strong junior section. The Club runs after-school sessions and the clubhouse is used by members, friends, families and visiting teams. After 20 years of fundraising the Club's new clubhouse is approaching completion. The clubhouse will be used by members but also the wider community. The trustees awarded a grant of **£506** to purchase an auto-fill hot water boiler to provide a safe way to make hot drinks.

Bungay and District Sports Association manages Maltings Meadow and the Maltings Pavilion in Bungay. The facilities are used by Bungay Town Football Club, Bungay Cricket Club and Bungay Tennis Club on a regular basis and by the Black Dog Running Club on an occasional basis. In addition, the Pavilion is used by the public and community organisations for social and leisure activities. The trustees awarded a grant of **£534.65** towards the cost of new chairs.

Woodbridge Cricket Club has 30 senior members, 20 junior members and 10 social members and runs two Saturday sides, a T20 side and a full junior section. The club is run entirely by volunteers. The trustees awarded a grant of **£765** to purchase a rotary mower for the square, essential for producing and maintaining the wicket.

Wrentham Tennis Club is a small club with 18 adult members and 4 child members (3 of these play for the county). In addition, the two courts are used on a pay-and-play basis by members of the community and holidaymakers. The courts are used most days. The trustees awarded a grant of **£1,032** to pay for the courts to be deep cleaned and treated with moss and weedkiller.

Oulton Broad Water Sports Centre is a water-sports training centre for schools and youth groups which has been established for over thirty years. A group of local volunteers has recently taken over the management of the Centre after the previous management company pulled out. The trustees awarded a grant of **£500** to purchase IT equipment to set up the office to ensure the operation runs smoothly.

Waveney Surf Lifesaving Club is a volunteer-run club which aims to promote water safety and lifeguarding in the Lowestoft and Southwold areas. It currently has 45 members aged between 7 and 99. The trustees awarded a grant of **£1,595** to purchase an adjustable-length rescue ski.

Wacton Parish Council is responsible for the village play area, which has recently been condemned, leaving nowhere for local children to play. The trustees awarded a grant of **£592.95** to pay for the supply and installation of grass matting for a new swing.

Buildings/Community Facilities

Aldeburgh Library Foundation is a charity which supports Aldeburgh Public Library. The library operates as a traditional lending library and also offers 33 hours of events each week. Aldeburgh Library Foundation runs courses such as Zumba, jewellery-making, languages, music, philosophy and photography at the library and other venues in Aldeburgh. The courses are educational and bring people together, combatting loneliness. The trustees awarded a grant of **£960** to purchase a disabled-access, circular picnic bench.

Rumburgh and St Michael Village Hall is well used by the local community. The trustees awarded a grant of **£1,000** towards the cost of new chairs.

Ilketshall St Margaret Village Hall is the only public facility in the village (apart from the church) and in normal times is widely used by local residents. The trustees awarded a grant of **£1,000** towards the cost of alterations and improvements to the kitchen.

Ditchingham Village Hall is at the heart of the community and is well used by residents of Ditchingham and the surrounding villages. It is also home to Ditchingham Pre-School. Due to strong demand the Village Hall Committee, along with the Parish Council, agreed to build an extension to create a purpose-built facility for the pre-school enabling them to provide additional care. The trustees awarded a grant of **£1,000** towards the cost of a perimeter fence to secure the play area.

Bramerton Parish Council wishes to build a footpath along a busy section of the main Surlingham Road to make it easier and safer for residents and visitors to move around the village. The trustees awarded a grant of **£500** towards the cost of the first stage of building the footpath.

Debenham Men's Shed was founded in 2018 to reduce social isolation and encourage skill-sharing and friendship, particularly (but not exclusively) for older men. The Shed has twelve members who would normally meet once a week to repair and make things, reducing the number of items sent to landfill. The trustees awarded a grant of **£500** towards the cost of groundworks associated with enlarging facilities so that more members can be accommodated.

Snape Parish Council would like to develop and enhance the village green opposite and adjacent to the Crown pub to strengthen the community feel of the village and provide a wildlife-friendly area which could be used as an educational resource. The trustees awarded a grant of **£1,000** towards the cost of sleepers for a perimeter wall and for trees on the village green, as part of the larger project.

Gillingham Village Hall is used by many local groups, by Gillingham Early Years and for private parties. The trustees awarded a grant of **£539.40** to purchase ten tables as the existing tables are unsafe.

Beccles Library Community Trust supports and fundraises for Beccles Library. In normal times the library is open seven days a week and, alongside traditional library services, provides free access to computers, copying, printing and scanning facilities. The library works with other organisations to support vulnerable people and is used by numerous groups and for events aimed particularly at children and young people. The trustees awarded a grant of **£648** to purchase four tall 'kinderbox browsers' for the children's section of the library.

Badingham Village Hall is the only community building in the village and is well used by locals of all ages, including the pre-school, a toddler group, the Maypole ladies' group, the Parish Council and numerous exercise groups. A significant renovation project is planned to upgrade the accommodation at the hall. A grant of **£1,000** was awarded towards the cost of dimmable LED downlights which will improve lighting and reduce electricity bills.

Leiston Community Land Trust (LCLT) is a Community Benefit Society which works with local organisations to drive the regeneration of Leiston town centre. One area LCLT is endeavouring to improve is the Church Community Garden, an area of land beside the United Reform Church in the centre of Leiston. The garden is currently wasteland, but plans have been drawn up and planning permission granted to transform it into a community garden. The trustees awarded a grant of **£2,077.20** to purchase two benches.

Cookpole Energy Action is a voluntary group established in 2009 by local residents wanting to promote and develop 'green' projects in the villages of Cookley and Walpole. Since then, the group has been involved in numerous initiatives to reduce the carbon footprint of the villages. The trustees awarded a grant of **£864.50** towards the cost of a community shredder, to be used by villagers to reduce the amount of garden waste either burnt or taken to the Sizewell recycling centre.

Blaxhall Commons and Open Spaces Charitable Trust was set up in 2015 by a group of local people who wish to protect and enhance the green spaces in and around Blaxhall, for the benefit of wildlife, biodiversity and the general public. In 2020 the Trust was gifted 6.5 areas of rough grassland adjoining Blaxhall Great Common. The land had been unused for years and work has begun to clear it of unwanted bracken so that it can once more become acid grassland, rich in wildflowers. The Trust aims to allow the site to become 'rewilded' as a habitat for wildlife with open public access. The trustees awarded a grant of **£1,000** towards the cost of asbestos removal.

Royal British Legion Band Leiston (RBLBL) is a self-supporting, social brass band with 35 members, run by volunteers. The Band also runs a Training Band for learners of all ages and will be starting a drum section for young people, having recently acquired the equipment of Southwold Drum and Bugle Corps. All management, tuition and support are provided free of charge. In normal times the Band rehearses twice a week. In February 2021 RBLBL took over ownership of the Ex-Servicemen's Club in Leiston. The trustees awarded a grant of **£1,000** towards the cost of repairs to the Club building.

The Market Hall Saxmundham is a Victorian building and now a hub for community activities. It is used for Town Council meetings, music events, exercise classes, parties, as a polling station and, most recently, has become home to the new Alde and Blythe Community Radio. During lockdown, the main hall was refurbished but the kitchen still requires a complete renovation to ensure that it meets hygiene standards. The trustees awarded a grant of **£2,000** towards the cost of stainless-steel kitchen units.

Enterprise Badingham is a small group of volunteers who aim to nurture community spirit in the village through small, sustainable projects and initiatives. Membership of the group is open to all villagers, who can participate in whichever projects are of interest to them. Members of Enterprise Badingham have recently planted fourteen heritage fruit trees in Badingham's Pocket Park, a two-acre site managed by the Parish Council. The trustees awarded a grant of **£795** to purchase a bench, to be sited amongst the newly planted orchard in the Pocket Park.

Thurlton Community Store CIC village shop is run by over 30 volunteers for the local community. It was set up in 2016 and is the only shop within three miles, providing an important local facility, particularly for those without transport. On two mornings a week the shop hosts an Outreach Post Office. Prior to the pandemic the shop ran numerous regular community events. During the pandemic, the shop has offered a delivery service to the vulnerable and those who are self-isolating. The trustees awarded a grant of **£1,180** to purchase a double chiller which will improve energy efficiency and safety and increase the amount of chilled food which can be stored.

Pledge

Lowestoft Museum is a volunteer-run community museum of local importance. It is housed in a Grade 2 listed building, leased from the Nicholas Everitt Park Trust. The Museum collects, preserves and displays objects relating to the history of the area and its people, including a collection of rare porcelain. Lowestoft Museum has a long-term problem with flooding in the cellar. Water has compromised the foundations and integrity of the walls, including a supporting wall. The damp issues are putting the building and the collections it houses at risk. Lowestoft Museum has applied to the Arts Council England's Museum Estate and Development Fund for a £465,000 grant to pay for building repairs, but in order to submit this application it needed to find 5% match-funding and show local support. The trustees made a pledge of **£1,000**, to be held for one year, to demonstrate support from a local organisation.

Returned Grants

In July 2019 the Trustees awarded a grant of **£1,200** to **Barsham and Shipmeadow Village Hall** for non-slip flooring, £114 of which was subsequently returned due to an underspend.

In October 2019 the Trustees awarded a grant of **£500** to **Suffolk County Council** towards the cost of a dual-motor riser-recliner chair for a lady from Carlton Colville. This grant was returned as the Social Worker was unable to raise the outstanding funds needed to purchase the item. An application to the Adnams Community Trust for the full amount was then subsequently submitted and was successful in January 2021.

In October 2020 the Trustees awarded a grant of **£500** to **Orford and Gedgrave Parish Council** towards the cost of a climbing dome. The council was unable to raise the rest of the funds needed and therefore returned the grant.

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 see the Adnams website, <https://adnams.co.uk/pages/act-grants> or 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 Abrahall, 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
 - 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 Banks 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
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Registered charity number 1000203