



THE ADNAMS CHARITY

## REPORT & ACCOUNTS 2009-2010 Chairman's Report

2010 sees the Adnams Charity celebrate its 20<sup>th</sup> anniversary. Since its inception, in the region of £730,000 has been awarded to good causes within 25 miles of Southwold and I am immensely proud of the difference the Charity has made and continues to make to the locality. The Adnams Charity remains at the heart of Adnams involvement in the local community and we are delighted to be able to help so many people.

In 2009-2010 the Adnams Charity awarded grants totalling £76,463 to 61\* good causes within 25 miles of Southwold in Suffolk. Grants were made for a wide variety of things. For example £1,575 was donated to St Johns Housing Trust for gardening equipment and fencing to enable the residents to gain new skills. Numerous grants were also awarded to village halls and schools to improve facilities. A summary of each grant can be found later in this Report.

Once again we invited a selection of guest speakers to our quarterly meetings in order to increase our knowledge of our local area. I should like to take this opportunity to thank John Watt and Stephen Bower from the Disabled Information Advice Line in Great Yarmouth, Christopher Lucas from Eastfeast, Rachel Harris from St Johns Housing Trust in Lowestoft and Jenni Maxwell from Macmillan Cancer Support. Their contributions were varied and interesting.

As ever donations from our shareholders have been extremely important and very much appreciated, enabling the Charity to help many more people than would otherwise have been possible. Thank you once again for your support. I can assure you the money is always spent wisely helping worthy causes in our local area.

If you do not already donate to the Adnams Charity 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, Charity Administrator by e-mail ([charity@adnams.co.uk](mailto:charity@adnams.co.uk)). Donations can also be made through the JustGiving website, <http://www.justgiving.com/adnamscharity>.

2009-2010 was a bumper year for enquiries about the Charity with an increasing number of people coming to us for help – but we always welcome more. Details of how to apply can be found later in the Report & Accounts and on the recently improved Adnams Charity section of the Adnams website ([adnams.co.uk/charity](http://adnams.co.uk/charity)). We have also produced a new leaflet (copy enclosed) to spread the word further. If you would like an application form or have a general enquiry about the Charity, please e-mail Rebecca Abrahall at the address given above.

I hope you enjoy reading the Report of the donations made during 2009-2010.

**Jonathan Adnams OBE**  
Chairman

26 August 2010

\* Figures exclude returned grants

Trustees: Jonathan Adnams (Chairman), Rob Chase, Guy Heald, Emma Hibbert, Melvyn Horn, Sadie Lofthouse, Simon Loftus, Andy Wood Administrator: Rebecca Abrahall

## ADNAMS CHARITY

### Income & Expenditure Account for the year ended 30<sup>th</sup> June 2010

2008/2009		2009/2010
£		£
42,007	Brought Forward Surplus	45,651
	<b><u>Income</u></b>	
10,500	Income from Adnams	34,500
853	Tax on Gift Aid and Dividends	2,257
11,353		36,757
	<b><u>Donations</u></b>	
30,030	Charities Aid	50
4,550	Speaking Fees	2,763
3,111	Individual Donations	4,958
1,213	Fundraising	1,230
1,500	Returned Grants	3,147
40,404		12,148
	<b><u>Dividends</u></b>	
12,174	Robinson Fund	12,239
1,840	Other Shareholders	1,902
14,014		14,141
<b>65,771</b>	<b><u>Total Income for the year</u></b>	<b>63,046</b>
<b>107,778</b>	<b><u>Total amount available for distribution</u></b>	<b>108,697</b>
	<b><u>Expenditure</u></b>	
61,227	Grants paid out during the year	78,669
400	Independent Examiner Fees	391
61,627		79,060
0	Less previously committed	500
500	Add commitments made this year	7,000
500		6,500
<b>45,651</b>	Carried forward to next year	<b>23,137</b>
	<b><u>Represented by</u></b>	
46,875	Bank Balance	30,836
500	Less commitments	7,000
724	Less cheques not cleared	699
45,651		23,137
<b>45,651</b>	<b>Surplus carried forward</b>	<b>23,137</b>

## Independent Examiner's Report to the Trustees of The Adnams Charity

I report on the accounts of The Adnams Charity for the year ended 30 June 2010 which are set out on page 2.

### Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

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

### Basis of Independent Examiner's Statement

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

### Independent Examiner's Statement

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

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



Guy K D McGregor

10 November 2010

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

## The Objects of The Adnams Charity

The Adnams Charity was established in 1990 to mark the centenary of Adnams as a company. The objects of The Adnams Charity, 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 Charity fulfils its objectives by giving small grants for specific items to worthy causes within 25 miles of Southwold in Suffolk.

## The Adnams Charity Trustees

The Adnams Charity currently has eight Trustees who bring with them a wealth of experience and knowledge:

- Jonathan Adnams – Chairman and Director Trustee
- Rob Chase – elected Employee Trustee
- Guy Heald – co-opted Trustee and Adnams Plc shareholder
- Emma Hibbert – co-opted Trustee and Adnams Corporate Affairs Manager
- Melvyn Horn – elected Employee Trustee
- Sadie Lofthouse – elected Employee Trustee
- Simon Loftus – Director Trustee
- Andy Wood – Director Trustee

In accordance with the Charity's Trust Deed there may be up to three Director Trustees, three elected Employee Trustees (who stand for a three-year period but may stand for re-election) and three co-opted Trustees (who may or may not be employees of the company). 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 19 and 20 of this Report and dependent upon the funds available. The Trustees keep under constant consideration the issue of reputational risk when making awards.

Details of the grants made during 2009-2010 are given on pages 6 to 17 of this Report.

## GRANTS AWARDED

### Education

**Thomas Mills High School** is a rural comprehensive school with around 1,200 pupils. In addition to providing a good education for students, the school also offers a wide range of opportunities to its local community, such as adult learning classes and holiday activities. The school is planning to build four new classrooms dedicated to teaching foreign languages.

The Trustees awarded a grant of **£1,750** towards the cost of an interactive whiteboard for one of the new classrooms.

**I made this** is a new organisation which works with 'looked after' children from local children's homes and foster homes and also children who have either been excluded or are in danger of exclusion from school. 'I made this' works on the philosophy that music and film, delivered in a one-to-one environment, can help disadvantaged children realise their potential. The children participate in activities such as music, singing, dance, D.J-ing, rap, drama, music production, TV production, painting and graffiti art. As well as being creative, the children learn transferable skills and gain in confidence.

The Trustees awarded a grant of **£1,560** to purchase a keyboard, drums and cymbals.

**The Friends of Woods Loke Primary School** raise money to purchase equipment for Woods Loke Primary School. The school has 379 pupils aged between 3 and 9.

The Trustees awarded a grant of **£2,000** towards the cost of an octagonal wooden outdoor classroom, to be used by the whole school for nature and science lessons all year round.

**Rendlesham Primary School** is a new school with 190 pupils, due to increase to 210 when the school nursery opens. There is also a Children's Centre on the site, which provides help, support, advice and activities for families with children between the ages of 0 and 5 years. The Children's Centre runs activities such as a toddler group and a dads' group. As the school is new, the outside area is relatively under-developed and, in consultation with the pupils, plans have been drawn up for an imaginative play area. The area will be open to the school and the Children's Centre. It will be used as an informal play area and also as a working area to stimulate the children's imagination.

The Trustees awarded a grant of **£2,400** to pay for three sets of seating areas.

**Blofield Primary School PTA** is raising money to update and refurbish the school swimming pool changing rooms. The pool was built and funded by the PTA 45 years ago and every pupil in the school has swimming lessons three times a week during the summer term. Parents help at each session and the PTA partially funds the teaching and life-guarding for the lessons. Once the changing rooms have been renovated they will be used all year round for school and community sport.

The Trustees awarded a grant of **£2,000** for a new heating system for the changing rooms.

**Corton Primary School** in Lowestoft has around 70 pupils. The school has a garden where the pupils learn about plants and where food comes from. The garden is also used by the local Brownies.

The Trustees awarded a grant of **£700** to purchase a potting shed, a greenhouse and greenhouse staging.

**Sir John Leman High School and Bungay High School** are working in partnership to raise funds to send some of their students on a five-day Firebreak Course. The course is run by the Suffolk Fire and Rescue Service and is targeted at disaffected young people aged between 13 and 17. It aims to raise self-esteem, improve self-discipline and engender responsibility in the pupils by involving them in activities led by the fire service. These include parade, hose drills, health and safety, first aid, the use of breathing apparatus, search and rescue, using ladders and dealing with road traffic accidents. There is an emphasis on punctuality, bearing and cleanliness of kit, teamwork, helping colleagues, discipline and responsibility.

The Trustees awarded a grant of **£1,200** to Sir John Leman High School to pay for two places on the Firebreak Course.

**Mendham Primary School** has 40 pupils split into two classes, Key Stage 1 (foundation, year 1 and year 2) and Key Stage 2 (years 3, 4, 5 and 6). The pupils come from a wide variety of backgrounds. The school is working to relocate the library, which is currently situated in the school entrance hall.

The Trustees awarded a grant of **£1,356.60** to purchase new library shelving.

**Friends of Ilketshall St Lawrence Primary School** is made up of a small number of parents who raise funds to provide extra equipment and resources for the school. The school is situated in a rural area and has around 60 pupils. The current play area for foundation-stage pupils, which is used by 20 pupils, is to be moved and enlarged and the old equipment replaced.

The Trustees awarded a grant of **£1,394** to purchase a playhouse, sandpit and a 10-metre traversing wall.

**Fressingfield Primary School** serves the villages of Fressingfield, Weybread and Metfield. It has 94 full-time pupils aged between 5 and 11. An additional 24 children attend the nursery. The school is working to convert the site of the old swimming pool (currently under concrete) into a multi-use school garden. Once in place the garden will be used by the children to grow fruit and vegetables, as a sensory garden for children with special needs and as a wildlife area. It will also provide a secure area in which the children can work independently.

The Trustees awarded a grant of **£1,679.26** to purchase landscape sleepers, topsoil, fence posts, a greenhouse, a pond liner, a solar-powered pond pump and two wooden benches.

**Southwold County Primary School** has 38 pupils aged between 5 and 9. In July 2010 the school is taking its Key Stage 2 pupils on a residential visit to Aymerton Field Study Centre in Norfolk. Aymerton Field Study Centre offers a wide variety of outdoor activities.

Trips of this kind enhance pupils' social skills, provide opportunities for team building and heighten awareness of environmental issues.

The Trustees awarded a grant of **£1115** to pay for one pupil to go on the school trip.

**St Edmund's Primary School, Hoxne**, is a small rural school with 85 pupils in three classes. The school strives to provide a full and varied curriculum and has recently gained Healthy School status and a Gold Eco-schools award. Currently the school only has six computers, which is restricting the children's learning.

The Trustees awarded a grant of **£2,446.18** to purchase six RM nBook 200 laptops.

**Hartismere High School** in Eye has 850 pupils aged between 11 and 18. Attempts are being made to make the school more sustainable, allow pupils to grow and cook their own produce and also provide an example of sustainable living by incorporating gardening into school life.

The Trustees awarded a grant of **£642.60** to purchase a polytunnel to be used by the gardening club, in food technology lessons and also by the local community.

**Bungay High School** is the lead partner in a modern foreign languages project based on being backstage at a festival. The project also involves Bungay and Halesworth Middle Schools and seven primary schools. The children will be working on a wide range of activities including adapting a story, making costumes, producing French advertising campaigns and making a film trailer. The project aims to instil an enthusiasm for language learning and increase uptake of foreign languages at GCSE and A level. It will end with a festival, an awards evening and the chance to perform in the family area at the Latitude Festival.

During the project the pupils will be mentored by a local film company and the Trustees awarded a grant of **£1,500** towards the cost of the mentoring.

## **Health & Social Welfare**

**Credit Action** is a national money education charity which provides practical resources, budget and debt advice and information on issues of personal finance and money education. The charity's work particularly targets disadvantaged and vulnerable groups such as the financially excluded, students, single parents, the homeless, those with housing difficulties or uncontrollable debt problems, prisoners and members of the armed forces. Amongst other things Credit Action runs budget and debt-advice training workshops, which are free to those who attend.

The Trustees awarded a grant of **£1,250** to pay for two debt-advice training workshops within 25 miles of Southwold.

**St Johns Housing Trust** provides accommodation, support and resettlement services for homeless people in the Waveney area. The Trust operates eight projects accommodating 24 families and 80 individuals each night. Residents include single men and women, families, ex-offenders, young people and young mothers. At Phoenix House, the Trust runs a gardening project. Residents, assisted by staff, grow their own fruit and

vegetables and look after eight chickens. The project has been a real hit, giving residents new interests and skills as well as the experience of taking responsibility for something.

The Trustees awarded a grant of **£1,575** to extend the gardening project to other residents, to replace the fencing around the chicken enclosure and to purchase various items of gardening equipment.

**Waveney Crossroads** supports carers and people with care needs throughout the Waveney area of Suffolk. Help is mainly provided by support workers who visit people at home, caring for the person needing care and allowing the carer a valuable rest.

The Trustees awarded a grant of **£2,152.50** to pay for 150 hours of respite care for carers who live in Southwold and the immediate vicinity.

**The Multiple Sclerosis Society Norfolk & Suffolk Branch** provides emotional, financial and social support for people with MS and their families and friends. The Society has 60 members but also provides support for sufferers who are not members of the Society. The symptoms of MS vary greatly but include fatigue, the loss of motive power to limbs and the loss of sight and speech.

The Trustees awarded a grant of **£1,500** to purchase one Thera-fit Plus passive exercise machine to be used at weekly exercise classes and also loaned out weekly to branch members for home use.

**Suffolk County Council's Children with Additional Needs Team** provides help and support for a mother from the Adnams Charity catchment area and her severely disabled 11-year-old son. The son has Angelmans Syndrome, severe learning disabilities, epilepsy, scoliosis and global development delay. He is also doubly incontinent and is registered partially sighted. He requires manual handling to transfer to and from his wheelchair, the car and his bed but he is able to crawl independently at great speed. He has no awareness of danger and requires constant supervision. His sleep pattern is variable – usually three to four hours at a time. At home he sleeps in a large cot bed and is therefore relatively safe when he wakes up. However, the family have had some very stressful holidays when he has had to sleep in a normal bed.

The Trustees awarded a grant of **£2,299** to purchase a Spacesafe Voyager (a portable safer sleeping system), which will increase the boy's safety away from home and allow his mother to get some sleep.

**Halesworth Area First Responders** attend emergency calls on behalf of the Ambulance Service. Community First Responders (CFRs) are trained to use Automatic External Defibrillators, which get the heart working following a heart attack. The first eight minutes after a heart attack are the most vital if a collapsed person is to survive and therefore the work carried out by CFRs before the arrival of an ambulance can be crucial. Halesworth Area First Responders cover Halesworth and also, increasingly, more rural locations such as Wenhaston, Blythburgh and Bramfield.

The Trustees awarded a grant of **£1,575** to purchase a defibrillator to allow Halesworth Area First Responders to better serve these more rural communities.

**Lowestoft Shopmobility** is a small local charity which provides mobility vehicles on short-term loan to the residents of Lowestoft and Waveney as well as visitors and holidaymakers. The service enables people with impaired mobility to get out of the house and do things for themselves.

The Trustees awarded a grant of **£1,500** towards the cost of a four-wheel electric scooter required by people with more severe disabilities such as stroke victims, people with muscular wasting ailments or particularly heavy people (it has a weight limit of 31 stone).

**The Renal Unit at the James Paget University Hospital** provides haemodialysis (HD) for nearly 100 patients, all chronically ill. HD is provided three times a week to all 100 patients with a session lasting for three to four hours. All of the patients require further care including intravenous fluids and/or medication. This medication is currently administered using old-fashioned drip lines, which can be inaccurate.

The Trustees awarded a grant of **£1,175** to purchase an infusion pump.

**North Suffolk Portage Service** is a home-visiting educational service for pre-school children with developmental or learning difficulties and/or a physical disability (such as Autistic Spectrum Disorders, Down's Syndrome, Cerebral Palsy or developmental delay). The Service currently helps 20 families in North Suffolk and there is a long waiting list. The Service's main objective is to help parents to teach their child new skills and build on the child's existing abilities.

The Trustees awarded a grant of **£756.74** to purchase Makaton DVDs and a mini interactive bubble tube and roll bag.

**Lowestoft and Waveney Alzheimer's Society** supports people with dementia, their families and carers to help them cope with the disease. The branch provides practical help, information, emotional support, home visits, short respite breaks and regular group meetings and activities. A new support group is being piloted in Southwold. At the meetings people affected by dementia are able to access information and specialist workers as well as meet people in a similar situation.

The Trustees awarded a grant of **£1,690** towards the cost of the Southwold support group for one year.

**Topcats** provides activities for over 100 children and young people with additional needs in the Waveney area of Suffolk. Based in Lowestoft, it runs a fortnightly 'Cats Club' for children aged 5 to 12 and a fortnightly 'Tops Group' for 13 to 25 year olds. During school holidays it runs a playscheme and activity days. Topcats offers stimulation for the young people and develops social skills. It also gives carers a break.

The Trustees awarded a grant of **£1,000** to purchase sensory equipment.

**Victim Support** provides confidential emotional and practical support for victims and witnesses of crime. The Witness Service Team at Lowestoft Court, which is run by Victim Support, has supported more than 180 witnesses over the last three months. The team provides home visits to witnesses, often showing them a short film about Lowestoft Court and the process of giving evidence.

The Trustees awarded a grant of **£819.89** to purchase a portable DVD player and two TV/DVD combis for use on home visits and at the court in the Victim Support suite of rooms.

**North Suffolk & Great Yarmouth Cruse Bereavement Care** aims to provide free information, advice and support to anyone who is bereaved. The bereaved person contacts their local branch and is then assigned a support volunteer who visits them as soon as possible. The support continues for as long as necessary. In the Beccles area there is a shortage of trained Bereavement Support Volunteers (BSVs).

The Trustees awarded a grant of **£1,800** to pay for ten bursaries for ten people in the Beccles area to attend a training course to become BSVs.

**Waveney Women's Health Information Centre** provides information and advice to women through drop-in centres in Lowestoft and Beccles. Services offered by the Centre include advice on sexually transmitted infections, free pregnancy testing, free condoms, sexual health lessons in high schools, talks at youth groups, free counselling to women and free hand massages in residential homes and day centres. The Centre is open for three hours a day, six days a week.

The Trustees awarded a grant of **£1,307.63** to purchase two flood barriers, a coffee table, two armchairs, a printer, a metal A board and a wheelchair ramp.

**Halesworth Rainbow Savers** is a new collection point for the Rainbow Saver Anglia Credit Union, based in Lowestoft (registered by the FSA). Credit Unions exist to support generally lower paid people by offering a money-management system of both putting money safely aside for future needs and providing a small-loans facility at rates vastly below those of doorstep or Internet lenders. The success of credit unions depends on having considerably more depositors than lenders - credit unions never lend out more than they have immediately available. Collection points are sited in public areas such as libraries and schools. Individuals sign up, provide identification and get their deposit books. They are then able to make deposits at either a collection point or anywhere with a PayPoint sign. The Credit Union in Lowestoft has been well used and local clergy identified a similar need in Halesworth.

The Trustees awarded a grant of **£1,140** to pay for start-up costs and publicity.

**Lowestoft Blind Bowls Club** has 17 visually impaired bowlers and 13 sighted helpers. Membership costs £5 a year and is open to anyone who is registered visually impaired. The Club provides an activity for visually impaired people and also the opportunity for social interaction.

The Trustees awarded a grant of **£1,686.44** to pay for various items.

## **The Arts**

**Open Space Theatre Company** is a new theatre company which tours contemporary and classic plays in East Anglia. It works with local playwrights and employs young, local actors coming out of drama school. In October 2009 the Company will be touring with a play written by Peppy Barlow from Woodbridge, which deals with the issues around

carbon-emission reduction. The play will be performed free of charge to interested groups.

The Trustees awarded a grant of **£660** to pay for one performance of the play within 25 miles of Southwold.

**Fressingfield Music Festival** aims to provide high-quality live music to a rural population at an affordable price. As part of the festival a day of cultural activities for children has been organised. Around 100 children from local schools will take part. In the morning the children will visit Wingfield Barns to see the Quentin Blake Exhibition and participate in a willow-weaving workshop. In the afternoon there will be a talk on the history of Fressingfield church and Archbishop Sancroft followed by a bug hunt in the churchyard and an interactive session with Julian Lloyd Webber.

The Trustees awarded a grant of **£550** towards the cost of the children's activity day.

**Pro Corda** is an educational charity and one of Europe's leading music schools, specialising in ensemble training and chamber music. Over 1,500 young people participate in Pro Corda programmes each year. Pro Corda carries out a lot of work with Special Educational Needs (SEN) schools in Suffolk. Pro Corda's SEN workshops are designed to develop behavioural, social and communication skills alongside music and performance skills. Each workshop includes sessions in Dalcroze Eurhythmics, Creative Musicianship, performance skills and technical theatre and results in a mini music-theatre performance for parents, carers and family members.

The Trustees awarded a grant of **£1,580** towards the cost of a music workshop for 70 participants from Warren School in Lowestoft.

**HighTide Festival Productions** source emerging playwrights and develop new plays, pairing the playwrights with established dramaturges and directors. The new plays are then performed at the annual HighTide Festival, which takes place at The Cut in Halesworth. This year HighTide is setting up 'Still Active', a way of getting the elderly, retired and disabled community in and around Halesworth involved in the arts. The group will participate in the whole process of developing a new piece of writing through creative sessions, interaction with the creative team and working as front-of-house staff during the Festival itself. It is hoped that the initial group of around 25 volunteers will grow in number, year on year.

The Trustees awarded a grant of **£1,000** towards the cost of the 'Still Active' project.

**Fisher Youth Theatre Group** (FYTG) provides an opportunity for young people aged between 7 and 18 from the Bungay area to develop their knowledge, understanding and experience of theatre skills. This includes acting, singing and dancing and also the technical and backstage aspects of theatre. FYTG currently has around 40 junior members and 20 senior members. The Group puts on regular productions each season and there is also a weekly drama club.

The Trustees awarded a grant of **£1,340** to pay for screen braces, curtain tabs, a laptop and software and a drill and toolkit.

**Beccles Music Festival** takes place annually to promote music and musical activity in the region. In 2010 the Festival included a series of three concerts by the Oxford Concert Party (accordion, harpsichord, viola, violin, cello, bass) for 600 local primary school children. The concerts introduced the children to the instruments and the musicians, giving an experience of music from around the world.

The Trustees awarded a grant of **£500** towards the cost of hiring the Oxford Concert Party.

**Southwold & Reydon Corps of Drums** was set up to provide focus, attention and discipline for young people in the Southwold area and also as a way of introducing them to group music making. The band provides an important social-inclusion role for children with learning difficulties and physical disabilities. The children learn discipline and gain in confidence by being part of the band. The band performs at civic and social events locally – they estimate 25,000 people see them perform each year.

The Trustees awarded a grant of **£2,381.74** to purchase new drums.

**The Poetry Trust** (TPT) discovers, nurtures, celebrates and promotes the best contemporary poetry. The highlight of TPT's work is the Aldeburgh Poetry Festival, which showcases work of poets from all over the world. To encourage and maximise audience engagement and enjoyment at the Festival, in particular the wider local community, TPT holds a range of free events.

The Trustees awarded a grant of **£1,490** to fund an exhibition in the Peter Pears Gallery and a series of poem posters to be displayed around Aldeburgh during the 2010 Festival.

## **Recreation**

**Wortwell Fete Committee** is organising the first village fete in 17 years in an attempt to revive community spirit by bringing together people who would not normally meet.

The Trustees awarded a grant of **£1,099** towards the cost of the fete.

**1<sup>st</sup> Blundeston Scout Group (Cubs)** is a group of 25 young boys aged between eight and ten. The boys meet once a week and take part in many activities such as clearing rubbish, making things and fundraising. The children learn lots of new skills and are involved with their local community.

The Trustees awarded a grant of **£377.68** to purchase a ten-man camping tent and new play equipment (all of which will also be available for use by the Scouts, Beavers and school holiday clubs).

**1<sup>st</sup> Halesworth Scout Group** has 52 members (boys and girls) and eight volunteer leaders running three sections – Beavers (aged 6 to 8 years), Cubs (aged 8 to 11 years) and Scouts (aged 11 to 14 years). One of the Scout leaders has just trained as an archery instructor and would like to train the Cubs and Scouts in Halesworth and other groups in the district - approximately 125 young people in total.

The Trustees awarded a grant of **£1,000** to purchase archery equipment.

**Deben Rowing Club**, based in Woodbridge, has around 80 members, 23 of whom are Juniors (under 16s). Most of the Juniors attend Farlingaye School in Woodbridge. Membership fees are kept to a minimum to try to involve as many people as possible and fees may be waived or adjusted depending upon the individual's ability to pay.

The Trustees awarded a grant of **£2,500** to purchase one junior double rowing boat, to be branded with the Adnams Charity logo.

**Kelsale cum Carlton Youth Club** has recently been set up by a group of local volunteers (parents, parish councillors, a teacher, a police community support officer and a qualified teaching assistant), as there are currently no facilities of this kind in the area. The Club is aimed at children aged between 8 and 12 and it is hoped that between 30 and 40 children will attend on a fortnightly basis.

The Trustees awarded a grant of **£1,125** to pay for board games, a Wii console, a digital camera, bean bags/cubes, a first aid kit, stock for the tuck shop, a television, a tennis table, books, arts and craft equipment, a junior snooker table, a DVD player and a quick cricket set.

**IDC Diamonds** is an unincorporated charity run by parents and volunteers. IDC Diamonds runs classes in gymnastics, cheerleading and dance for young people under the age of 25 in the Lowestoft area. The club currently has 47 members with a waiting list of 10 for special needs cheerleading. Approximately 65% of children attending the group come from disadvantaged families.

The Trustees awarded a grant of **£450** to pay for a cheerleading training course for 30 cheerleaders.

**Bridge Street Feasts & Festivals** is a small community-based committee set up to organise and fund the annual Bridge Street Pumpkin Night in Bungay. On 31 October each year Bridge Street is closed to traffic and lined with carved pumpkins. The pumpkins are donated by a local farmer and carved by volunteers. The festival offers a safe environment for parents to bring their children to enjoy the pumpkins, trick-or-treating, dressing up and street entertainment. In 2008 7,000 people attended the festival. The volunteers work hard to raise funds and keep the festival non-commercial and free to those who wish to attend.

The Trustees awarded a grant of **£280** to pay for the cost of temporary road closure and a training course in putting up street signs safely.

The '**Go with the flow bus project**' was set up to provide exciting, flexible, staffed youth provision for a number of villages and small towns around Framlingham and Leiston. A double-decker bus has been converted into a mobile facility for young people aged between 13 and 19 to meet up in the evenings. The bus will visit Saxmundham, Yoxford and Wickham Market on a weekly basis and rotate between Dennington, Knodishall and Snape. It is expected that at least 80 young people will visit the bus each week.

The Trustees awarded a grant of **£500** towards the cost of a new generator for the bus. This grant was provisionally awarded in April 2009 but not paid until October 2009, once the rest of the outstanding money had been raised.

**Wickham Market Youth Football Club** provides weekly training sessions for 139 young people, male and female. It also participates in competitive league and cup football. The Club works hard to ensure young footballers realise their potential, stressing the importance of teamwork and the development of skills.

The Trustees awarded a grant of **£921.50** to purchase three toilets and three urinals for a new sports pavilion, which will be used by the whole community.

**Bungay Youth Partnership Bunka Project** is a new initiative, which provides a safe and welcoming place for young people aged between 13 and 24 to meet, socialise, learn, train and become involved in a community project. The Bunka has a TV room, a café, computers, Internet access, a music system, a kitchen and also an office. It is run by a Project Manager and qualified youth workers.

The Trustees awarded a grant of **£2,053.90** to pay for household goods to furnish the Bunka.

### **Buildings and Community Facilities**

**Mutford & Rushmere Village Hall Committee of Management** manages the village hall, playing field and children's playground in Mutford. The current children's playground is well-used but very old and no longer fit for purpose. Work is now underway to update the playground. It is hoped that once the refurbishment work is completed more children will be able to play outdoors safely in a stimulating environment.

The Trustees awarded a grant of **£2,102** to purchase a seesaw.

**Harleston Allotments Association** is a newly established organisation set up by plot holders at the new allotments in Harleston. There are 30 plots on the site, all are filled and there is a waiting list of around 10 people. The plot holders are all local residents from a variety of different backgrounds. All plot holders pay annual rent of £52 to the Town Council, which covers start-up costs, rent, legal fees, installation of the water supply and water rates.

The Trustees awarded a grant of **£920** to extend the water supply across the site to reach all the plots.

**St James Village Orchard Project** is a new venture in the village of St James South Elmham. A group of residents has secured a long-term rent on a plot of land, the Greshaw Green Enclosure, for £50 a year, with the intention of planting an orchard for the benefit of the residents. Initially it will simply be a pleasant recreational space but in the longer term it will produce fruit. The orchard will also provide a wildlife habitat – the trees will be under-planted with wildflowers and there will be bird boxes, bat boxes and beehives. It will be managed under organic principles. The provision of information signs and tagging for the identification of trees, wildflowers and birds will mean that the orchard can be used for educational visits.

The Trustees awarded a grant of **£350** to purchase seeds.

**Metfield Association of Allotment and Leisure Gardeners** has 34 members, 25 of whom have allotments in Metfield. The allotment holders are mainly retired people but there are also a few young couples and families with young children. The Association works to improve the allotment site and members work together to share knowledge, seeds and equipment. Surplus produce grown on the allotments is sold in the village shop (a Community Interest Company). In order to provide a water supply to the allotments a borehole has been dug - the most cost effective and ecologically sound way of getting water to the site.

The Trustees awarded a grant of **£900** to purchase an India Mark II hand pump for use with the borehole.

**Westleton Village Hall** is a Grade II listed building in a conservation area. It is very well used by many local organisations and societies and is also available for private hire. A lot of work has been carried out over the past year to improve the hall – in particular updating the toilets and installing insulation. More money has been raised to replace the windows and this work should be completed shortly. However, the Hall still does not meet modern standards for heating. The building is currently heated by electrical bar heaters which have no thermostatic control.

The Trustees awarded a grant of **£2,500** towards the cost of thermatic radiators which will lead to better heat control and reduce bills by around 50%.

**Little Glemham Parish Room** is the only secular meeting place available in this small village, apart from the pub. Events at the parish room provide opportunities for members of the community to get to know each other. The room is used regularly for coffee mornings, games and darts evenings as well as one-off events such as a gardeners' question time. However, the room is in need of urgent repairs and refurbishment.

The Trustees awarded a grant of **£1,063** to purchase a cooker and a fridge for the new kitchen.

**Bruisyard Village Hall**, completed in January 2010, is the only public building in the village, other than the church. The hall has been built to the latest environmental standards with high levels of insulation, solar panels and an air-source heat pump. Although new, the hall is already extensively used.

The Trustees awarded a grant of **£1,253** to supply and install fencing and a gate.

**St Mary's Church, Cratfield** is currently being adapted to develop its secular role in the village so that it can be used as a social, artistic and community centre as well as a religious building. The church already hosts a successful concert series and further events are in the pipeline. The planned work on the church includes providing disabled access, toilet facilities and catering facilities. The first phase of the work is the installation of a kitchen.

The Trustees awarded a grant of **£500** to purchase a hot water heater.

**Kessingland Sports and Social Centre** is used for many activities - keep fit, table tennis, short tennis, short mat bowls, ceroc and ballroom dancing. It is also used by a number of groups and clubs including a toddler group, a youth club, a friendship club and a 'knit and natter' club.

The Trustees awarded a grant of **£958.24** to purchase light-weight tables and bistro-type chairs with arms.

**Sibton Parish Council** received a grant of **£500** to purchase a new bench, which will be well used by the villagers.

**Bredfield Village Hall** was built 25 years ago. It was designed and paid for by the villagers. The hall is used for a wide range of activities from theatre to quiz evenings and further education classes. Over the last two years much work has been carried out to refurbish the hall and money is currently being raised to replace the 25-year-old boiler.

The Trustees awarded a grant of **£500** towards the cost of the new boiler, which will be rated 'B' in energy efficiency (86-90% efficient).

**Laxfield Village Hall** was completely renovated and refurbished two years ago and now offers superb facilities. It is used by a number of different clubs and organisations. Over the weekend of 8 - 10 October 2010 there is to be an art exhibition - Articipate - at the village hall. The show will exhibit artworks owned by village residents. The weekend coincides with the Big Draw, a national initiative to increase public awareness of and participation in drawing.

The Trustees awarded a grant of **£198.58** to purchase ten large boards to form exhibition panels. After the exhibition the panels will be stored for use at future events and by other groups.

**Pakefield Coastwatch** is one of the Coastal Surveillance Stations around the coast of the UK. It is based in an old lighthouse situated in the grounds of Pontins Holiday Centre and is run by a group of 35 volunteers who operate the lighthouse during daylight hours, 365 days a year. Pontins allows the group to use the lighthouse rent free - providing maintenance is carried out.

The Trustees awarded a grant of **£1,000** towards the cost of repairing and painting the exterior of the lighthouse.

## Returned Grants

In July 2008 The Adnams Charity awarded a grant of £940 to **Waveney Amplifier CIC Ltd** to purchase a Bravo 2 CD/DVD Player. This grant was returned in July 2009 as the group no longer had a need for the equipment.

In July 2009 The Adnams Charity awarded a grant of £1,137 to **Southwold Allotments Association** towards the cost of improving the water supply. This grant was returned in January 2010 because of uncertainties surrounding work being carried out by the water company.

In July 2009 **Wild Meadow Learning Group** received a grant of £1,008 for a wildflower roof. The group later decided not to carry out this work at present and the grant was returned in May 2010.

In January 2010 **Little Glemham Parish Room** received a grant of £1,063 for various items of kitchen equipment. The amount they spent was less than the grant awarded and a total of £61.72 was returned in June 2010.

## Committed Funds

**Edgar Sewter Primary School** serves Halesworth and the surrounding villages and has around 190 pupils aged between three and nine. As well as the main school there is also a playschool, a breakfast club and an after-school club. A grant was requested to purchase a 'Hide n seek' trail adventure playground or a play castle.

The Trustees agreed to set aside **£2,000** towards the cost of either the hide 'n' seek trail or the play castle. The money will be paid once the outstanding amount towards the selected item has been raised. The grant will be held for one year (until the end of April 2011). If the school has not managed to raise the necessary additional funds by that date the offer will be withdrawn.

**Eastfeast** brings together gardeners, artists and children through a creative learning programme. During the project the children learn, by working an allotment or garden area at the school and by working with various artists, that living off the land can be a skilled and creative process. A sum of **£5,000** is to be set aside each year for the next three years to assist schools and other organisations working with Eastfeast.

## **The Adnams Charity Application Guidelines**

### **The Adnams Charity**

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

### **Who may/may not apply**

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

### **What grants are/are not made for**

- 6 The Trustees prefer applications for specific items.
- 7 Grants are generally of a one-off nature.
- 8 Grants are not generally made in successive years.
- 9 The Trustees are reluctant to give grants to cover ongoing running costs, although in very exceptional circumstances they may do so.
- 10 The Adnams Charity does not provide sponsorship of any kind.
- 11 The Adnams Charity does not provide raffle prizes.
- 12 The Adnams Charity does not give funds indirectly to charities, for example, by sponsoring the fundraising efforts of individuals.

## How to apply

- 13 An application form is available from the Charity Administrator by e-mailing [charity@adnams.co.uk](mailto:charity@adnams.co.uk), telephoning 01502 727200 or writing to Rebecca Abrahall, Charity Administrator, The Adnams Charity, Sole Bay Brewery, Southwold, IP18 6JW.
- 14 Applications must be submitted in writing.
- 15 Applicants are asked to provide information on:
  - the aims and objectives of the organisation requiring a grant
  - what the grant is for
  - who will benefit and how
  - how much the item(s) will cost – a detailed quotation should be provided
  - other fundraising activities being undertaken and amount raised so far
  - to whom cheques should be made payable in the event of a grant being made
- 16 Where possible the most recent set of audited accounts should be enclosed with the application.
- 17 If applying from a registered charity please provide a copy of your Reserves Policy.
- 18 Please note, if an application is successful the Trustees will expect the grant to be spent within one year and copies of receipt(s) will be required as proof of purchase/expenditure.
- 19 The Trustees meet quarterly, normally in January, April, July and October. Applications should be submitted early to ensure they are placed on the review list.

# The Adnams Charity Reserve 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 Charity, both risks are minimal. The primary source of **income** is from Adnams Plc (as a percentage of annual profits) and the secondary source is from dividends on Adnams shares (a mixture of legacy income and mandates from existing shareholders). Given the stability and record of Adnams, this income is not believed to be seriously at risk – and if circumstances were to change it is likely that this would be foreseeable by the Trustees, in sufficient time to take appropriate action.
- 1.3 As far as **commitments** are concerned, it is the policy of the **Adnams Charity 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 Charity 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 first quarter of each financial year.

Reviewed July 2009

## **Legal and Administrative Details**

### **Adnams Charity Bankers**

Barclays Banks Plc  
67 High Street  
Southwold  
IP18 6DT

### **Adnams Charity Independent Examiners**

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

### **Adnams Charity Solicitors**

Nicholson's Solicitors  
23 Alexandra Road  
Lowestoft  
NR32 1PP