

THE ADNAMS CHARITY  
**REPORT & ACCOUNTS**  
**2008-2009**  
**Chairman's Report**

In 2008-2009 the Adnams Charity awarded grants totalling £61,227 to 55 good causes within 25 miles of Southwold in Suffolk. Grants were made for a wide variety of things. For example, £15,000 was awarded to Suffolk Coast & Heaths AONB Unit to update the Visitors' Centre at Dunwich and numerous awards were made to schools for gardening equipment to enable pupils to learn about growing their own food. A summary of each grant made can be found later in this Report.

Once again we invited a variety of guest speakers to our quarterly meetings in order to increase our knowledge of the issues facing our local communities. I should like to take this opportunity to thank Audrey Ludwig from the Council for Racial Equality, Maggie Williams from Norcas, David Clarke from Meadow Primary School in Lowestoft and Mary Whetren from Breakout. Their contributions were varied and interesting, highlighting many different areas of concern.

The Adnams Charity remains an integral part of Adnams' work within the local community. We are immensely proud of the difference that the Charity makes, in particular to those small organisations that often find it difficult to get funding from other sources. In these difficult financial times donations from our shareholders have been particularly important to the continuation of the much-needed work of the Charity and I should like to thank all of you who mandate your dividends to the Adnams Charity or contribute in some other way. Your generosity is very much appreciated and 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 via the Adnams Charity page on the Justgiving website, <http://www.justgiving.com/adnamscharity>.

2008-2009 has seen a record number of enquiries about applying for a grant from the Charity but we always welcome more applications. Details of how to apply can be found later in the Report & Accounts. If you would like an application form or have a general enquiry about the Charity, please e-mail Rebecca Abrahall.

I hope you enjoy reading the Report of the donations made during 2008-2009.

**Jonathan Adnams**  
Chairman

17 August 2009

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 2009

2007/2008		2008/2009
£		£
18,184	Brought Forward Surplus	42,007
	<b><u>Income</u></b>	
40,000	Income from Adnams*	10,500
566	Tax on Gift Aid and Dividends	853
<u>40,566</u>		<u>11,353</u>
	<b><u>Donations</u></b>	
30,030	Charities Aid	30,030
1,000	Speaking Fees	4,550
3,011	Individual Donations	3,111
0	Fundraising	1,213
3,700	Returned Grants	1,500
<u>37,741</u>		<u>40,404</u>
	<b><u>Dividends</u></b>	
11,975	Robinson Fund	12,174
1,546	Other Shareholders	1,840
<u>13,521</u>		<u>14,014</u>
<b>91,828</b>	<b><u>Total Income for the year</u></b>	<b>65,771</b>
<u><b>110,012</b></u>	<b><u>Total amount available for distribution</u></b>	<u><b>107,778</b></u>
	<b><u>Expenditure</u></b>	
67,623	Grants paid out during the year	61,227
382	Independent Examiner Fees	400
<u>68,005</u>		<u>61,627</u>
0	Less previously committed	0
0	Add commitments made this year	500
<u>68,005</u>		<u>62,127</u>
<u><b>42,007</b></u>	Carried forward to next year	<u><b>45,651</b></u>
	<b><u>Represented by</u></b>	
44,368	Bank Balance	46,875
0	Less commitments	500
2,361	Less cheques not cleared	724
<u><b>42,007</b></u>	<b>Surplus carried forward</b>	<u><b>45,651</b></u>

\* Adnams donations are based on 1% of Adnams PLC operating profits, which were lower in 2008 than 2007.

## 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 2009 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.

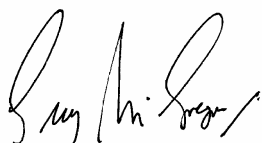
### Basis of Independent Examiner's Statement

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

28 October 2009

Guy McGregor & Associates  
Accountants  
2 Lambseth 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 13 and 14 of this Report and dependent upon the funds available.

Details of the grants made during 2008-2009 are given on pages 5 to 12 of this Report.

## GRANTS AWARDED

### Education

**Trinity Methodist Playgroup** is situated in a Sure-Start area of Lowestoft. Many of the families involved with the Playgroup are on low incomes. Around thirty children attend the group, which meets daily. The Playgroup aims to provide care and education to children from two and a half to five years through a rich, structured and planned experience of play-based learning. The Trustees awarded a grant of £450 towards the cost of a photocopier to facilitate communication with parents, carers and the wider community.

**Edgar Sewter CP School** has a Year Two pupil who suffers from quadriplegic cerebral palsy. He is unable to move or communicate on his own and is totally reliant on two support staff. He is becoming more difficult to lift/move as he grows. The Trustees awarded a grant of £1,000 to purchase a wheelchair insert.

**Orford Church of England VA Primary School** is a small rural school with 81 pupils aged between four and eleven. The school also hosts the local playgroup. Through recent association with EastFeast areas of the school grounds are now used to grow organic vegetables, which are then used in the school kitchen and food technology lessons. The children have weekly food technology lessons but these currently take place in the staff room. The Trustees awarded a grant of £1,500 towards the cost of the roof for a new teaching kitchen, which is to be built adjacent to the school hall.

**The Friends of Dennington School** raise money to purchase items for the pupils of Dennington School. A grant of £700 was awarded to purchase two 'Rowan' Picnic Tables to enable the pupils to make more use of outdoor space - for eating lunch, the occasional lesson and for 'quiet time'. The picnic tables are made from 100% recycled plastic and are manufactured locally by adults with disabilities.

**The Albert Pye School** in Beccles has 223 pupils. The school has just completed a major building project costing £1.3 million. The children are now all under one roof for the first time ever. As part of the building work the school's library was relocated to a more central location making it more accessible to the pupils. The Trustees awarded a grant of £535.72 to purchase a carousel shelving unit for the library.

**Gillingham St Michael School** has recently undergone some building work which destroyed the garden area at the entrance to the School. It is planned to develop this area into two large raised beds containing flowers and vegetables. Cultivating and caring for plants extends through the school and across the curriculum and the vegetables grown will be used in the school kitchen. The Trustees awarded a grant of £766 to purchase ten new oak railway sleepers and eight tonnes of topsoil.

**K Play Radio** has been running for three years. There are currently 15 students involved with the station but it is expected that this figure will rise by another 20 or 30 in the near future as it is opened up to the local community. Working at K Play Radio has enabled several young people to get work experience at radio stations such as Radio Broadland, Radio Suffolk and Talk Sport. A grant of £431 was awarded to purchase a sound mixer and two mic-live lights.

**Ringsfield Primary School** is a small rural school with a nursery. Money is being raised to improve the play facilities on the main school field. The Trustees awarded a grant of £900 towards the cost of a wooden play fort, a ramp with rope and a green polymer slide.

**Halesworth Middle School** is a comprehensive community school with 490 pupils aged between 9 and 13. An area of the school grounds is being prepared with raised beds to enable pupils to grow vegetables. The Trustees awarded a grant of £572.25 to purchase gardening equipment and seeds.

**All Saints Primary School, Laxfield** is a rural school with 103 pupils. The school is also used as a resource by the whole village – the hall and outside area are hired out for keep fit classes, Brownies, youth club, badminton, meetings, netball and the local pre-school. The school is raising money to improve the outside play area. The Trustees awarded a grant of £988 towards the cost of a tyre play area.

**Yoxford Primary School** is a small rural school with its own swimming pool. From May to October all classes have swimming lessons at least three times a week and all pupils are able to swim 25 metres by the time they are 9. The pool is also used for swimming lessons for the local community, by a mother-and-toddler group and an after-school club as well as throughout the school holidays. The Trustees awarded a grant of £1,000 towards the cost of upgrading the surround to the pool.

**Whitton Green Community Primary School** has a large outdoor learning area for use by the nursery (45 children) and reception class (25 children) but does not currently have the correct equipment to allow the children to garden. The school would like the children to grow their own fruit and vegetables and also encourage them to think about sustainable living. The Trustees awarded a grant of £479.80 to purchase various items of gardening equipment.

**Leiston Primary School** has 236 pupils and is situated in the area with the greatest deprivation in the Suffolk Coastal District. 75% of parents are classed as either 'hard pressed' or of 'moderate means'. A major priority for the school this year is to make the grounds a stimulating environment for learning. As part of this project a grant is requested to purchase equipment to facilitate imaginative play. The Trustees awarded a grant of £1,000 towards the cost of a wooden semi-circular stage.

**Kirkley High School** has over 1,000 pupils and is situated in a deprived area of Lowestoft. Many of the pupils have difficult home lives and the school provides a counselling service to support these pupils. The pupils work on a one-to-one basis with a counsellor for six sessions of approximately 40 minutes. The meetings are confidential unless there is a child protection issue or, with the pupil's permission, there are issues which can be dealt with in school. If necessary the counsellor will offer a review or make a referral to more specialist services. The Trustees awarded a grant of £2,500 towards the cost of providing the counselling service for one year.

## Health & Social Welfare

**Waveney Sailability**, based in Oulton Broad, provides sailing opportunities for the disabled using specially designed sailing dinghies. The members have a wide range of disabilities such as blindness, Downs Syndrome, Multiple Sclerosis and Parkinson's Disease. Training and guidance is given to allow the members to sail without assistance. The Trustees agreed a grant of £2,000 towards the cost of a new boatshed.

**Just 42** delivers a variety of programmes and services to young people aged between three and nineteen living in and around Woodbridge. Programmes and services include mentoring, drugs education, outreach and drop-in centres, after-school clubs and youth clubs and self-esteem or goal-setting workshops. Many of the people benefiting from these services are socially excluded or have special needs. A grant of £1,648 was awarded to pay for one part-time youth worker for a year to work on Just 42's Rural Isolation Programme. This initiative helps and strengthens existing local youth work in the villages of Rendlesham, Sutton Heath, Grundisburgh, Hasketon, Bredfield and Melton and involves around 150 children and young people.

**NCH** is one of the UK's leading children's charities and offers support to vulnerable and excluded young people. NCH is also the UK's leading provider of family and community centres, children's services in rural areas, services for disabled children and their families and services for young people leaving care. A grant of £1,175 was awarded towards the cost of a special chair for a young man who suffers from cerebral palsy, spastic quadriplegia, severe learning disabilities and controlled microcephaly.

**DIAL (Great Yarmouth)** provides information and advice to disabled people and their carers on all aspects of daily living. This is predominately advice on welfare rights and disability-related benefits. The service is run by sixteen volunteers (70% of whom have a disability) and one paid member of staff. A grant of £595 was awarded towards the cost of additional benefit-adviser training, needed because of reforms to Incapacity Benefit.

**The Prisoners' Education Trust** provides grants to prisoners to enable them to undertake distance-learning courses. The Trust believes that education is the key to the rehabilitation of prisoners. A grant of £2,500 was awarded to pay for distance learning courses in a wide range of vocational and academic subjects for approximately ten prisoners from HMP Warren Hill.

**Waveney First Responders** is a newly established group of sixteen volunteers covering Withersdale Street, Mendham, Fressingfield, St James, Syleham, Hoxne and Weybread. Community First Responders (CFRs) respond to emergency calls on behalf of the ambulance service, particularly in difficult-to-access areas. CFRs are trained to use Automatic External Defibrillators which get the heart working following a heart attack. A grant of £400 was awarded to purchase a pulse oxymeter.

**Adam Outreach Project** provides living accommodation for men who are in the final stages of rehabilitation from life-controlling addictions or who have been rendered homeless by the breakdown of a relationship and resultant personal trauma or who have just been released from prison. Such accommodation is in short supply and great demand. The Adam Outreach Project also provides life-skills training to residents. Residents are selected on the basis of need and are usually referred by Adam Outreach Project volunteer workers, Social Services or the Probation Service. The Trustees

awarded a grant of £1,527.34 to purchase a new kitchen for a house that the Adam Outreach Project is in the process of renovating.

**Waveney Hospice Care** offers palliative care for patients in the Waveney area. Day care is given at Beccles Hospital and All Hallows Hospital in Ditchingham. Home care is also provided throughout the Waveney area, enabling carers to have a break. The Trustees awarded a grant of £1,500 towards the cost of home-care provision for people from within the Adnams Charity catchment area.

**Diss and District Riding for the Disabled Group** provides riding lessons for children aged between five and eleven with a variety of disabilities. The group meets once a week in term time for two sessions. The children benefit immensely from the riding lessons, gaining confidence and ability with the mastering of new skills. As well as learning to ride the children learn stable management and how to look after a pony. The Trustees awarded a grant of £850 to purchase a pony called Bumble.

**Funtastic Futures** is a new group being set up in Lowestoft by parents of children and young adults with learning difficulties and physical disabilities to allow them to access mainstream activities such as drama, dance and singing. The group meets at the Ashley School and at least 30 children attend. The Trustees awarded a grant of £500 towards the cost of studio hire for the first year.

**Adult Community Care Service** received a grant of £620 towards the cost of a powered armchair for a lady who suffers from Alzheimer's disease. She finds it difficult to follow instructions and has reduced physical mobility. She lives at home with her husband who provides ongoing care and support throughout the day and night. Currently her husband has to assist her with getting from sitting to standing and also has to use a leg rest and cushions to alter her position when seated.

**Adult Community Care Service** received a grant of £214 towards the cost of an Aqua Joy bath lift to enable an individual to take regular supervised baths without injuring herself or her husband. She has many health problems and cannot move without help from her husband. She has been unable to use the bath for two years. The Council is unwilling to fit her property with a level-access shower.

**Soldiers, Sailors, and Airmen and Families Association** helps ex-service men and women, their dependents and children. The Trustees awarded a grant of £750 towards the cost of a special bed for a 95-year-old lady who suffers from multiple health problems who is currently unable to get in and out of bed by herself.

**Asthma Relief** aims to relieve the suffering of those with asthma, chronic obstructive pulmonary disease and general breathing difficulties through the provision of nebulisers and special breathing equipment. The machines are based in hospitals but serviced and maintained by Asthma Relief. The Trustees awarded a grant of £1,150 to purchase 10 nebulisers, to be based in hospitals in Southwold, Great Yarmouth and Lowestoft.

**Suffolk County Council Social Services** received a grant of £510 towards the cost of a bed to enable a mattress elevator to be fitted so that an individual can sleep in an upright position. The lady suffers from osteoporosis and osteoarthritis, which mean she has an increased likelihood of bone fractures. At present she sleeps in an armchair with

her legs resting on a stool. Her current bed is 9 inches too high for her to get onto and she is unable to lie flat due to a past rib injury and a hernia.

**British Dyslexics** is a small national charity which provides free information, help and advice to parents of children with a learning difficulty/dyslexia. The Trustees awarded a grant of £750 towards the cost of information packs to be distributed within 25 miles of Southwold.

**DIAL (Lowestoft & Waveney)** is a free, impartial and confidential information, advice and advocacy service for people with any kind of disability. It is accessed by telephone, visits to the office, pre-booked appointments, home visits and outreach services at GP surgeries in Kessingland, Beccles and Bungay. The Trustees awarded a grant of £450 to purchase one new computer.

**Harleston Information Plus** provides a wide range of services for the Harleston area including: acting as a one-stop-shop for information, hosting a jobs and volunteers opportunity board, processing senior bus passes and railcards, selling tickets for local events, taking in lost property, providing meeting facilities for other voluntary organisations, running a monthly Carers Support Group and fortnightly over-60s club, managing the Harleston website and offering IT workshops and training. The Trustees awarded a grant of £498 to pay for two Microsoft software packages.

**Lowestoft Minibus for the Blind** is used to provide affordable transport for all the clubs for the blind in Lowestoft and is currently used by Lowestoft Live Arts, Lowestoft Visually Impaired Activities Group, Lowestoft Blind Bowls Club, The East Suffolk Association for the Blind (Lowestoft) and the Suffolk Deaf Association. The Trustees awarded a grant of £800 towards the cost of a major brake overhaul.

## The Arts

**Nutmeg Puppet Company** produces and tours original and entertaining puppet shows and workshops, inspired by environmental issues, social history and local legends. The Company works with people of all ages and abilities. Nutmeg Puppet Company is currently working on a new show for three to six year olds about gardening in a wildlife-friendly way. The show will last for thirty minutes and will include puppets, storytelling and original music. This will be followed by a thirty-minute drama workshop and will be accompanied by an education pack. The Trustees awarded a grant of £495.40 to pay for four shows in the Adnams Charity catchment area.

**Singout2010** is a major new arts and educational initiative focused on local young people, encouraging more of them to sing, compose and perform. It is being promoted and managed by Saxmundham Rotary Club. Two local professional composers and the Britten-Pears Chamber Choir will work with children from as young as eight, involving 20 schools and youth choirs. Up to eight local young composers will be selected to work on compositions and over 300 children will have a chance to participate in the first performance of two new choral works by local professional composers. The Trustees awarded a grant of £600 to pay for a half-day workshop at Aldeburgh and rehearsals supported by the Music Director of Britten-Pears Chamber Choir.

## Recreation

**Waveney Amplifier CIC Ltd** offers workshops in popular music song writing and performance for 11 to 24 year olds. The workshops are held at The Cut in Halesworth. There are three two-hour workshops a week over ten-week terms with a public performance at the end. The main emphasis of the workshops is to encourage creative writing of words and music and to help young people to develop as individuals and learn to work as a team. The workshops are very popular with over 70 young people involved – and there is a waiting list. The Trustees awarded a grant of £940 to purchase a Bravo 2 CD/DVD Player.

**Lowestoft International Support Group** is a support and self-help group for the increasing number of international residents of Lowestoft including refugees, asylum seekers and migrant workers. It aims to provide practical support to these residents, enabling them to access health, education, employment and community services. It also challenges racism and prejudice and raises awareness of different cultures within our communities. The Trustees awarded a grant of £240 towards the cost of an outing for a group of families of many different nationalities to a nature reserve in Oulton Broad.

**Suffolk Coastal Young People's Play Scheme** provides a much-needed service for families with disabled children in the Suffolk Coastal area. It runs a youth club twice a week for disabled children aged between 5 and 13 and another one on a Friday for children aged between 14 and 18 (siblings are also able to attend). The groups offer a range of activities including a sensory room, workshops and music. They provide an opportunity for disabled young people to make new friends and for their carers to have a break. A grant of £330.70 was awarded to pay for an outing to Africa Alive at Kessingland for fourteen children and twelve accompanying adults.

**The Wickham Market Partnership** is extending the existing outdoor public basketball court in Wickham to a full-size court. It is hoped that, once complete, the court will be well used and will encourage physical activity and team building. It will be run and managed by the young people. The Trustees awarded a grant of £428 to purchase two benches.

**The Get-a-life-gang** is an after-school club run by a group of volunteers and led by the parish children's worker. It is held once a week for children up to the age of 12 and offers a safe environment for children to engage in a wide variety of activities. The club is based in an under-privileged area of Beccles and is free of charge. Around 30 – 50 children attend each session. A grant of £250 was awarded to pay for craft materials and refreshments for the summer-holiday play scheme.

**Bungay Youth Association** was established in 2002 to provide facilities for young people in Bungay and the surrounding area. The Association's biggest project has been the creation of a skate park and hard-surface play area in a deprived area. The skate park is used by around 50 young people a week. It is managed by the Youth Association which deals with repairs, upkeep and litter and weed clearance. The Trustees awarded a grant of £1,700 towards the cost of a road ramp for the skate park.

**1<sup>st</sup> Brampton Girls Brigade** has sixteen members aged between five and sixteen years of age. The Girls Brigade is similar to the Brownies and the Guides except that it is church-based (but membership is open to all, regardless of faith). The girls do badge work, craft

work and help out in the local community. The Trustees awarded a grant of £344 to purchase sixteen sets of the new Girls Brigade uniform.

**St Raphael Club** is a group of 20 to 30 retired disabled people aged between 61 and 85 who meet on alternate Wednesdays at the May Centre in Beccles. The group is funded through a £1 attendance fee, raffles, bingo and donations from charities. Attendance at the Club provides entertainment for the members and a break for their carers. Outings are organised throughout the year as part of the group's activities. The Trustees awarded a grant of £350 towards the cost of summer outings and guest speakers.

### **Buildings and Community Facilities**

**Mendham and Withersdale New Village Hall** is nearing completion. The Hall will be used by many groups including a mother-and-toddler group, the church, senior-citizen groups, the WI, the Parish Council, a playgroup, dance and Pilates classes and a summer holiday school. Interest has been expressed by 21 groups in total. The Trustees awarded a grant of £500 to purchase a built-in electric oven and an A-rated larder fridge.

**Knodishall Village Hall** is well used by the local community with many groups meeting there on a regular basis. Adjacent to and behind the hall is some land which was owned by the Royal British Legion (RBL) and available for use by the village until 1995. The RBL then withdrew the land from village use. The land has recently been purchased by the Village Hall Committee and the Trustees awarded a grant of £1,000 towards the cost of the land.

**Needham Coronation Village Hall** is the only amenity left in Needham and is well used by the bowls club, a theatre group, the mobile library, a breakfast club for the church, plus private hires such as weddings. Work on replacing the toilets highlighted the need to reinforce the floor of the toilet area. The Trustees awarded a grant of £1,000 towards the cost of this work.

**Leiston Women's Institute Hall** is used by numerous groups in addition to the Women's Institute - an art group, a keep fit group, a dancing class, The Royal British Legion, Neighbourhood Watch and a children's theatre group. The Hall is currently being rewired, all the electric points replaced and wall heaters fitted to comply with current health and safety standards. The Trustees awarded a grant of £750 to purchase four wall heaters.

**Friston Village Hall** is well used by the local community (by various exercise classes, a book group, the church, the Post Office, Friston WI and Friston Parish Council, as well as for private bookings). The Hall is the only meeting place in the village. The Trustees awarded a grant of £300 towards the cost of roof repairs.

**Metfield Chicken Co-op** is a group of Metfield residents who would love to keep chickens but are not able to do so at home. The group rents a plot of land at the village allotments and keeps hens (a mixture of rescue and point-of-lay) to produce eggs for the participating families, to provide first-hand experience of rearing chickens for the children in the scheme and to develop educational links with local schools. A grant of £339 was awarded to purchase a shed.

**Occold Recreation & Amenities Council's** primary responsibility is to provide a village hall for the community of Occold – a rural community with no shop, post office or pub. The

existing village hall is a second-hand pre-fabricated building which is well used but unfit for purpose. Over recent years a substantial amount of money has been raised to build a new village hall and building work has now started. The new hall will be used for a lunch club for the elderly/retired, by the local primary school for indoor PE lessons and for extended schools services for local children, as well as the groups which currently use the old hall, such as the pre-school and youth group. The Trustees awarded a grant of £1,000 towards the cost of a commercial dishwasher with a three-minute cycle.

**Pennoyers Village Centre Project** aims to restore a disused former village school in Pulham St Mary to create a multi-use community facility. Once complete the building will be used by groups such as Over 60s, Mother and Toddlers, Keep Fit and PCC lunches. It will also be used as a centre for education, training and businesses. A community café is planned, to be staffed by volunteers, which will provide somewhere for locals and visitors to relax. The Trustees awarded a grant of £500 towards the cost of kitchen equipment.

### **Environment/Conservation**

**Suffolk Coast and Heaths AONB Unit** runs the Visitors Centre at Walberswick. The Centre is situated in a former congregational chapel dating from the late nineteenth century and is staffed entirely by volunteers. It is currently open from 2pm to 5pm for approximately 80 days a year during the summer months. In 2007 there were 6,853 visitors to the Centre. Due to the way the Centre is funded there have been very few changes made during the last 15 years and it is desperately in need of updating. The Trustees awarded a grant of £15,000 towards refurbishment work at the Centre.

**Dunwich Coast Protection Demonstration Project** aims to stabilise the beach at Dunwich in front of the eroding cliffs. The Project is a trial in the use of geotextiles as an alternative to timber groynes (which are more expensive, need constant management and can cause damage to the beach). Geo-membrane structures are filled with local shingle and used as humped groynes. The trial has now been running for 15 months and, for various reasons, some repair work is now required. A grant of £2,000 was awarded towards the cost of building one or two new humps to a new design.

### **History/Conservation**

**The Leila Sailing Trust** is restoring a 116-year old East Coast gaff cutter sailing yacht for sail training for local youngsters, in particular those from a disadvantaged background. Once complete she will operate from Lowestoft Historic Quay and compete in Tall Ships Races. A grant of £400 was awarded towards the cost of repairs to the Leila.

### **Provisional Grant (not yet paid)**

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 to be paid once assurances have been received that the outstanding £2,000 has been raised.

## 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 – please provide a detailed quotation
  - 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 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. Please contact the Charity Administrator for application deadline dates.

## 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 2008**

## **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