



A Guide to Suffolk ACRE's Projects and Services 2012

Suffolk Action with Communities in Rural England is an independent charity enabling the development of community self-help projects, tackling disadvantage and building the capacity of the charitable sector in Suffolk for over 70 years.



INTRODUCTION

Suffolk ACRE is a charity established since 1937. Our aim is to help communities in Suffolk to identify and tackle their needs through community action. In this context Suffolk ACRE's role is to support community self-help and enable communities to take ownership for their own well-being.

The aim of the charity means that it gets engaged in a variety of activities and offers a range of professional support. Our objective is to be responsive to what our users are telling us.

As a result of a users' evaluation of Suffolk ACRE's services, many respondents indicated that they would appreciate a list of Suffolk ACRE's services and projects, showing all of the areas in which we are involved, and ways of contacting the relevant officers. This list has now been compiled and is provided within this booklet. It should be noted that Suffolk ACRE is constantly changing and developing in response to community needs, therefore, this list is up to date as of January 2012.

As new projects come on board and as old projects cease, the list will be amended, and an up to date list can be found on Suffolk ACRE's website, www.suffolkacre.org.uk or if you would prefer a hard copy of the list, please contact Natalie Lomas either by email nat.lomas@suffolkacre.org.uk or by telephone on 01473 345300.

If you are supportive of the work that we do, then please help us to fulfil our aim of

...making life better...

by becoming a member. Further details are available on Suffolk ACRE's website, www.suffolkacre.org.uk or by contacting Natalie Lomas either by email membership@suffolkacre.org.uk or by telephone on 01473 345300, or you can detach, complete and return the Membership form included within this guide.

BRIGHTSPACE

BRIGHTSPACE

BRIGHTSPACE is more than your average serviced office; designed with social enterprise at its heart it is here to help **support social enterprise in Suffolk**.

The buildings are **newly refurbished** and finished to a high standard; with everything you need to successfully run your organisation close at hand. It's **safe and secure** and can provide you with the **ideal location; for an office or to hold a meeting**. If you are usually out and about but occasionally need a desk and an office environment, you may like to use **the Hot Desking facilities** that Brightspace has to offer.

Coupled with the office space, meeting rooms, hot desk facilities and virtual office services is our **business support**.

BRIGHTSPACE is for people looking for offices within an innovative space, who are concerned with tackling the economic, social, environmental and cultural challenges we face today.

If you are a small business, social enterprise, entrepreneur, a charity or community organisation, campaigner or freelance agent wanting to respond to these challenges by putting people and planet first, **BRIGHTSPACE** offers the space for your business to thrive.

BRIGHTSPACE is located near the centre of Ipswich with easy access to public transport and the A12/14. The offices are clean and bright and the building has a lovely atmosphere.

Contact: Roger Turkington, Director of Operations or Jane Taylor, Social Enterprise Specialist
Tel: 08452 500508 Email: info@brightspace.org Web: www.brightspace.org

COMMUNITY SUPPORT AND CONSULTATION SERVICES

ADVICE & SUPPORT FOR ALL GROUPS

- * Start up and on going business support like governance, charity law, HR, finance
- * Business development including: advice in types of funding & income generation following an assessment of need, planning & research
- * Consultation & engagement services offering processes, tools & resources for different contexts and audiences that can be offered as a flexible menu of off the shelf & bespoke options including parish / neighbourhood planning
- * Access to specialist advice e.g. legacies, community fundraising, corporate sponsorship, marketing, tendering for contracts, trading
- * Training, coaching & mentoring, peer networking
- * One-to-ones & group sessions
- * Web based resources & support, telephone hotline

Contact: Elizabeth Storer, Funding Advisor or Barry Henson, Community Support & Consultation Manager
Tel: 01473 345300 Email: communitysupport@suffolkacre.org.uk

FAIR SHARE TRUST

Fair Share is a Big Lottery Fund initiative to ensure that deprived areas receive their 'Fair share' of lottery money. The Fair Share Trust programme runs until March 2013 and will invest over £800,000 into the community of North Lowestoft. The designated area includes the wards of Harbour, Normanston, Oulton Broad and St. Margaret's. The programme will help the area plan its own future and to encourage the investment of even more funds from different bodies.

Contact: Elizabeth Storer, Funding Advisor or Barry Henson, Community Support & Consultation Manager
Tel: 01473 345300 Email: communitysupport@suffolkacre.org.uk

FUNDING ADVICE

This service offers community groups and organisations support in finding places to access funding and support, in applying for funds, and advice on all aspects of the funding process throughout the life of a project. The Service has access to a number of databases with details of funding from charitable trusts, commercial companies with charitable objectives, as well as other sources of Statutory and Lottery funding, which is available for community based initiatives, from anywhere from a local to a regional level.

Contact: Elizabeth Storer, Funding Advisor or Barry Henson, Community Support & Consultation Manager
Tel. 01473 345300 Email fundingadvice@suffolkacre.org.uk

PARISH PLANS AND COMMUNITY LED PLANNING

Suffolk ACRE promotes the influential work of Parish and Town Consultations. By carrying out an all inclusive consultation, the ideas, needs and concerns of the community can be identified and an action plan produced to address them. Some action points can be dealt with by the community, such as setting up new community groups, or seeking funding to improve facilities, but other actions may require partnership working with other Service Providers to tackle these issues. Parish/Town consultations are referred to by a variety of terms, such as Village Appraisals, Community Action Plans, Parish Plans or Market Town Health Checks.

Contact: Annette Gray, Community Support and Consultation Officer or Gillian Benjamin, Community Led Planning Officer
Tel. 01473 345300 Email communitysupport@suffolkacre.org.uk

VILLAGE HALLS ADVISORY SERVICE

This service offers help with all sorts of Village Hall issues, such as: Funding, Charity Law, Constitutions, Legislation Compliance, Community Consultation, etc. The Service is available through visits, by phone, letter, fax and email and through specialist information and advice sheets. Suffolk ACRE also acts as the County Playing Field Association.

Contact: Robert Horn, Village Halls Advisor or Barry Henson, Community Support & Consultation Manager
Tel: 01473 345300 Email: communitysupport@suffolkacre.org.uk

AFFORDABLE RURAL HOUSING

The role of this project is to carry out Parish wide housing needs surveys to investigate local needs; To work with the local communities, Parish Councils and other organisations, including Housing Associations and the local authority housing and planning departments to explore development options to meet identified needs; To promote the value of affordable housing as a means of securing sustainable rural communities; To influence future policy; and To act as an honest broker between all parties.

Contact: Louise Wilby or Sunila Osborne, Rural Affordable Housing Enablers
Tel: 01473 345300 Email: communitysupport@suffolkacre.org.uk

GOOD NEIGHBOUR SCHEME

A Good Neighbour Scheme revolves around a team of volunteers who help their neighbours with such tasks as giving lifts, collecting pensions and prescriptions, befriending, minor household repairs including checking smoke alarms, moving furniture and hanging pictures, a one-off tidy up of a garden, help with pets when someone goes into hospital for a short while, help filling forms and advocacy. Every resident can use the scheme and the only cost to clients is compensation for a car's running costs. Volunteers give their time freely, rarely more than two hours per volunteer per month.

Contact: Robert Horn or Nat Bocking, Good Neighbour Scheme Co-ordinators
Tel: 01473 345300 Email: communitysupport@suffolkacre.org.uk

COMMUNITY INFORMATION PROJECT

The Community Information Project (CIP) maps and audits the provision of local services with an innovative methodology which enables ordinary people to find or refer others to the most appropriate agency or action to meet their needs by creating accessible 'road maps' to local services. The project aims to remove barriers to voluntary participation, lower the cost of provision and extend the reach of essential services and build stronger links between citizens and the services provided by statutory, private and third-sector organisations. The process can also improve the identification of need and response to users' feedback and thus will enable better strategic decisions by commissioning bodies. It is hoped that use of this methodology will become routine for the mapping of services and creating directories and delivering person to person referrals across a wide range of public services.

Contact: Nat Bocking, Community Development Officer
Tel. 01473 345300 Email nat.bocking@suffolkacre.org.uk

HERITAGE COAST MARKET TOWNS INITIATIVE

This project, which began in May 2009, aims to co-ordinate and contribute to economic development within the Market Towns of Aldeburgh, Framlingham, Leiston and Saxmundham, and their immediate surrounding areas, to help to offset the economic effect on local communities of the closure of Sizewell 'A'. The Heritage Coast Market Towns Initiative aims to support and develop the Business Associations in the Towns, and the wider business communities. The range of interventions includes skills training, business support, marketing and promotion, and strengthening of local supply chains and inter-company trading, and the project area may expand further according to local needs. Key business sectors such as food production, retail, culture, hospitality and leisure, and knowledge transfer, amongst others, are the focus. Networking events take place regularly, and close collaboration between the Business Associations in the area is being encouraged. The project now represents over 300 Member businesses, and has a wider database of over 600 businesses in the designated area. A Project Co-ordinator works with the Business Associations and a wide range of other Agencies to bring about permanent improvements to the economy of the area.

Contact: Barry Henson, Business & Community Support Manager
Tel: 01473 345300 Email: barry.henson@suffolkacre.org.uk

LOCAL FOODS SUFFOLK

Suffolk ACRE believes food has the ability to bring people together, which is why we started Local Foods Suffolk, our new local food project. It aims to connect people with the growing, cooking and eating of local produce, by supporting the development of new initiatives such as community allotments, orchards, farms, animal cooperatives and lunch clubs. Funded by the Big Lottery Fund, Suffolk County Council and Healthy Ambitions Suffolk until spring 2014, the project's three community development officers will be offering grants, advice and support to anyone interested in starting new food projects. Alongside supporting communities to produce and enjoy their own food, we will also be working on broader projects to help give everyone more access to local food. These include supporting the mapping and promotion of local producers, and organising local food celebrations, lunches and training workshops. The project officers have split the county geographically between them, so you can contact the appropriate officer for your district, or for general enquiries contact Kirsty Wilmot, based in our Ipswich office. For the latest news, the project's Facebook page has lots of information and updates: www.facebook.com/LocalFoodsSuffolk.

Kirsty Wilmot (Ipswich, Babergh, Mid Suffolk): 07775 661970; kirsty.wilmot@suffolkacre.org.uk
Mik Bedson (Suffolk Coastal and Waveney): 07540 620404; mik.bedson@suffolkacre.org.uk
Tim Freathy (Forest Heath, St Edmundsbury and west Babergh): 07816 828016; tim.freathy@suffolkacre.org.uk

SOCIAL ENTERPRISE SUPPORT @ BRIGHTSPACE

The Social Enterprise Support Team at Brightspace brings together expert advisors who can help Suffolk's Social Enterprise community to continue to grow, expand and diversify, through provision of a variety of services. You ask, and we respond.

Companies Limited by Guarantee, Cooperatives and Community Interest Companies are all regularly benefitting from the services we provide. A sample of the sort of advice and support our specialist advisors can give to your business include:

- * Start up support
- * Business Planning
- * Management and governance
- * Finance
- * Marketing
- * Staffing
- * Sustainability

Contact: Barry Henson, Social Enterprise Manager

Tel: 01473 345300 Email: barry.henson@suffolkacre.org.uk

Contact: Jane Taylor, Social Enterprise Specialist

Tel: 01473 345376 Email: socialenterprise@brightspace.org

SUFFOLK ACRE COMMUNITY BUYING

Suffolk ACRE has launched a new group buying company to bring cheaper heating oil to households, businesses and communities across the whole of the County.

Suffolk ACRE Community Buying Ltd aims to harness the purchasing power of Suffolk's 400 or so rural villages who are without mains gas, to make significant price savings through oil companies delivering to several addresses in one community on the same day.

Experience in other counties has already shown that it's possible to get a discount of around £50 on a single order using a group buying syndicate. The Suffolk scheme will see local people collating monthly orders for their local area and passing the information to Suffolk ACRE who will negotiate one price for the whole county.

Membership of the scheme is open to anyone and members will be able to purchase as many times as they like during the year in return for a small annual membership fee. Providing opportunities to buy small quantities of oil monthly at a good price should help those facing the biggest disadvantages to keeping warm.

Contact: Nat Lomas, Scheme Administrator or Roger Turkington, Director of Operations

Tel: 01473 345300 Email: oil@communitybuying.org.uk

Website: www.communitybuying.org.uk

EMPLOYMENT & TRAINING SERVICES

EMPLOYMENT & TRAINING

The Employment and Training Department at Suffolk ACRE offer a range of training which includes Adult Literacy and Numeracy courses as well as Employability Skills courses. Courses are held at the Suffolk ACRE head office, but we are also able to bring training out into the community. For further details please contact Lynn Cross, Employment and Training Manager.

Contact: Lynn Cross, Employment & Training Manager
Tel. 01473 345316 Email lynn.cross@suffolkacre.org.uk
Jessica Mckenna, Employment & Training Officer – Currently on Maternity Leave
Tel. 01473 345306 Email jessica.mckenna@suffolkacre.org.uk

LEAP (LEARNING AND ENTERPRISE ACCESS POINT)

Suffolk ACRE is now a Learning and Enterprise Access Point (LEAP). LEAP Points compliment the LEAP Centres around the county. Points offer information and advice, and provide a sign-posting service to local learning opportunities and LEAP Centres. This Project will raise the awareness of adult learning for all and improve the information available about the full range of opportunities for adults in Suffolk from entry level through to degrees.

Contact: Lynn Cross, Employment & Training Manager
Tel. 01473 345316 Email lynn.cross@suffolkacre.org.uk

INFORMATION AND COMMUNICATION TECHNOLOGY

ICT SUPPORT SERVICE

This project is designed to provide high quality affordable ICT Support to voluntary organisations and charities through the helpdesk that was setup to provide support for Suffolk Online. It is designed to save money in the long term by maintaining and supporting ICT infrastructure and providing advice for future ICT purchases and therefore, maximising resources of those organisations/charities who sign up to the service.

Contact: Matthew Morling, ICT Support and Development Manager
Tel. 01473 345321 Email matthew.morling@suffolkacre.org.uk

SUFFOLK ONLINE

Suffolk Online is a non-profit making initiative to bring internet access to rural communities and voluntary organisations. Suffolk Online offers ethical, fast internet access, while also offering quality customer support with a locally-based helpdesk.

Contact: Matthew Morling, ICT Support and Development Manager
Tel. 01473 345321 Email matthew.morling@suffolkacre.org.uk

PERFORMANCE MANAGEMENT SYSTEM

The Performance Management System (PMS) is designed to provide an overview and some management of multiple projects within an organisation.

Its use is two-fold:

For Project Managers it is a tool to:

- * Record and store details of their project
- * Keep track of the reporting requirements of funders and other resources
- * The production of monthly reports and gauging the performance of the project
- * To find sources of potential funding

For Organisational and Senior Managers it is a tool:

- * To maintain an overview of all projects
- * To answer ad hoc queries about funding and work being carried out in specific areas
- * To provide a consistent source of information
- * To help assess the impact of their projects and the organisation
- * To help identify additional partners and potential sources of funding

Contact: Roger Turkington, Director of Operations
Tel: 01473 345369 Email roger.turkington@suffolkacre.org.uk
Nat Lomas, Quality Standards and Research Officer
Tel. 01473 345300 Email nat.lomas@suffolkacre.org.uk

KEY SAFES

This project provides a Key Safe fitting service to elderly and vulnerable people throughout Suffolk, which enables carers and family members' secure access to their property. People can access the service through Social Care Services referral or on a private basis.

Contact: Matthew Morling, ICT Support and Development Manager
Tel. 01473 345321 Email matthew.morling@suffolkacre.org.uk

TRANSPORT PROJECTS AND SERVICES

IPSWICH DIAL A RIDE

Ipswich Dial a Ride aims to provide a comprehensive Dial a Ride accessible transport service to elderly and mobility impaired residents of Ipswich Borough.

Booking Line: 08453 479 379 open Monday to Friday between 10.30 a.m. and 4.00 p.m.

Contact: Billy Morton, Transport Co-ordinator
Tel. 01473 345342 Email billy.morton@suffolkacre.org.uk

BUZABOUT

The Buzabout project is a Community Transport Service providing door to door transport on the Shotley Peninsula. Service is available to everyone who doesn't have access to their own transport or is unable to use conventional public transport for any reason, or if it does not run at the times required. The service is accessible, therefore, capable of carrying people with wheelchairs, and pushchairs, prams, etc. The service can be used to access doctors, shops, cinema and theatre. It can also be used to connect with other means of transport for onwards journeys further a field, either through the railways or bus stations. The service operates between the hours of 0700 and 1900 on Monday to Saturday and between 1900 and 2400 on Friday and Saturday evenings.

Booking Line: 0845 458 19 20 open Monday to Friday between 9.00 a.m. and 4.00 p.m.

Contact: Billy Morton, Transport Co-ordinator
Tel. 01473 345342 Email billy.morton@suffolkacre.org.uk

KICKSTART

The project aims to help those in the Mid Suffolk district who experience difficulties in obtaining training and employment, due to the lack of mobility, by the loan of a moped for a six month period. This will 'break the cycle' of rural residents' inability to obtain places due to the lack of transport, and inability to obtain transport due to poor transport infrastructure, or scheduled services not operating at the required times or a lack of income. The project also operates a "gifting" scheme, which is tailored to those who are currently employed, but are not able to afford the upfront costs associated with purchasing their own transport.

Contact: Andy Simpson, Kickstart Co-ordinator
Tel. 01473 345300 Email andy.simpson@suffolkacre.org.uk

SUFFOLKCARSHARE.COM

SuffolkCarShare.com is an automated journey matching service for people offering, or seeking, a lift within a private car. Interested users register their details, including journey patterns, email address and type of journey required for free on www.SuffolkCarShare.com, and the system searches for a suitable match. If one is found, the result is emailed to the users, who can determine if they wish to offer or accept a lift. It is recommended that any preliminary contact after this anonymous email process should be carried out in a public place and that no personal details should be given out initially. Ultimately there is no need to go through with the process – users must apply their own judgement before accepting a lift. Any reimbursement is agreed between the driver and passenger, but a recommended level of 10p per mile, or alternatively costs could be split, or the driving responsibility rotated regularly.

SuffolkCarShare.com is marketed to local employers as an alternative to providing large volumes of car parking on site, and a way of achieving green travel plan targets. Employers are able to establish private groups within the main website so that searches can be limited to employees only, thus allowing significant monitoring of the success of the scheme. Employees are able to look outside of the scope of their colleagues and search the main database to widen possibility of securing a suitable match for their journey.

Contact: Sue Hall, Rural & Community Transport Manager
Tel. 01473 345318 Email sue.hall@suffolkacre.org.uk

CORE SERVICES

MEMBERSHIP

The membership service administers subscriptions and produces membership certificates for all members. Suffolk ACRE is a “facilitator” helping others to help themselves. If you value our work, join us as a member or volunteer. Membership rates range from £15 for individuals, £25 for Voluntary Organisations, Village Halls, Playing Field Associations, Parish and Town Councils and there are also special rates for Business/Statutory Organisations. For more information, please contact us.

Contact: Natalie Lomas, Membership Services
Tel. 01473 345319 Email membership@suffolkacre.org.uk

PAT ELECTRICAL APPLIANCE TESTING

Suffolk ACRE inspects and carries out tests on electrical equipment. These tests are performed to reflect the British Standards Type Approval tests applicable to the type of unit to be tested. In addition, Suffolk ACRE provides a report showing all equipment tested and the results. It is important that this report is kept in a safe place as part of the recipients Health & Safety management system and records. A 10% discount is offered to Members of Suffolk ACRE

Contact: Robert Horn, Village Halls Advisor
Tel. 01473 345359 Email robert.horn@suffolkacre.org.uk

EQUIPMENT HIRE

We have a variety of equipment that is available for members of Suffolk ACRE to hire:

Audio-Visual

If your event requires a visual presentation then we can supply you with a mobile screen and a digital projector for use with laptop/computer or DVD player / video. The projectors are especially suited to PowerPoint presentations etc. We can also supply a laptop or DVD player if required.

Battery operated Public Address (PA) Systems

These are ideal if you need to address a large group of people without raising your voice. Being battery powered they are good for awkward locations where mains electricity is hard to reach and a generator is not available. They are extremely easy to use with excellent voice reproduction using the radio microphone provided.

Hearing Aid Loop System

This is a portable system which can be set up in medium to large rooms.

Infonnaire

This is a touch screen questionnaire computer. We can design a questionnaire according to your needs and load it on the machine. It can be used for a single event or left to gather information over a longer period of time. We have both desktop and freestanding versions.

Hire Charges

We have to make a charge for the larger items but these costs are significantly below commercial rates. All charges are per day and include VAT. If you wish to hire any equipment for a longer period please contact us. We have a number of smaller items which can be loaned at no cost if part of a package. These include a DVD/CD player, projector screens, overhead projectors (OHPs), display stands, mains extension cable drums, flip chart stands, heavy duty folding tables and lecterns. All equipment comes with clear instructions.

Digital Projector	£30	Laptop Computer	£15
PA System with Radio Mic	£55	Hearing Induction Loop	£50
Infonnaire	POA	OHP Screen	£7

To find out more about any of the above items or make a booking, please contact:

Reception

Tel. 01473 345300 Email info@suffolkacre.org.uk

PROBERT COMMUNITY INITIATIVE AWARDS

The Probert Community Initiative Awards are a way of recognising the dedication, drive, enthusiasm and achievements of both individuals and organisations in Suffolk. Nominations are sought in the spring of each year, and following a short-listing and judging process presentation of the awards takes place at the AGM in July.

Contact: Reception

Tel. 01473 345300 Email info@suffolkacre.org.uk

ACCOUNTING SERVICES FOR THE THIRD SECTOR

Suffolk ACRE provides a complete range of accounting services to organisations within the Third Sector from the small unincorporated charity to the established social enterprise and everything in between and beyond:-

1. Start-up advice including:-

- What is the best structure, Trust, Limited Company, CIC, CIO;
- How to deal with the tax man, PAYE & VAT;
- Accounting records and year end accounts;
- Raising finance.

2. Accounting records:-

- Maintenance of computerised accounting records using our systems tailored to your requirements;
- Assistance with preparation of annual budgets and forecasts;
- Monthly or quarterly management accounts;
- Commentaries on management accounts and financial advice;

3. Payroll services:-

- Fully computerised Inland Revenue approved;
- Monthly payslips, payment summaries and details of amounts due to the Inland Revenue;
- Online year end filing of Employer's Annual Return and completed year end forms for all employees;
- Advice and assistance in dealing with the Inland Revenue.

4. Year end reporting:-

- Preparation of annual accounts to meet the requirements of the Charity Commission and the 2005 SORP;
- Assistance in dealing with auditors;
- Provision of Independent Examination to satisfy the requirements of the Charity Commission.

Initial meetings and several areas of advice are free and for those services where there will be a cost our charges will be agreed up front. For more information on the services we provide please contact one of our finance team on:-

Contact: Ed Day, Director of Assets and Resources
Tel. 01473 345320 Email ed.day@suffolkacre.org.uk

Sharon Baker, Finance Manager
Tel. 01473 345325 Email sharon.baker@suffolkacre.org.uk

Alison Butterfield, Finance Assistant
Tel. 01473 345329 Email alison.butterfield@suffolkacre.org.uk

INSURANCE SERVICES

INSURANCE

Building on our knowledge of Suffolk's voluntary sector, in 1994 Suffolk ACRE realised that the voluntary sector were often confused by and frequently overcharged for their insurances. We, therefore, established several Group Insurance schemes to allow:

- appropriate cover
- affordability
- group buying power

Our insurances are for:

- Parish Councils
- Village Halls and Community Buildings
- Local Community Groups

A range of covers are provided, including: Property; Contents; Public Liability; Employers Liability; Fidelity Guarantee; Events.

Contact: Nicola Glading, Insurance Manager

Tel. 01473 345336 Email nicola.glading@suffolkacre.org.uk

Lorna Hart, Insurance Services Officer

Tel. 01473 345361 Email lorna.hart@suffolkacre.org.uk

If you have any queries, or would like any further information on any of Suffolk ACRE's projects or services, please feel free to get in touch with the contact listed, or alternatively, you can contact Suffolk ACRE reception either by telephone on 01473 345300, email info@suffolkacre.org.uk or by post at Suffolk ACRE, Brightspace, 160 Hadleigh Road, Ipswich IP2 0HH



Suffolk Action with Communities in Rural England
Reg. Charity No. 1062038

SUFFOLK ACRE
BRIGHTSPACE
160 HADLEIGH ROAD
IPSWICH
IP2 0HH

TEL: 01473 345300
DIRECT TEL: 01473 345319
FAX: 01473 345330
EMAIL:
membership@suffolkacre.org.uk

SUFFOLK ACRE MEMBERSHIP

APPLICATION / RENEWAL FOR 2011-2012

Over the last 7 decades Suffolk ACRE has helped many Suffolk communities and residents improve their lives. Please help us celebrate the community spirit of Suffolk by becoming a member of Suffolk ACRE. You can also further support this vital work by including a donation. This will go towards helping to provide advice, services and support to communities throughout the county.

If you have a passion for your community and want to give something back, then please support us by becoming a member so that Suffolk ACRE can continue making life better during 2010-2011. We now offer a new improved range of community support services and specialist expertise is available through Suffolk ACRE. Your membership subscription will help us to support these and other local services, to connect like-minded people, and to help make Suffolk a better place to live, work and play.

Membership benefits include access to all our services, many at reduced cost or even free:

- Community Support Services (including village halls, community buildings, social enterprise and funding advice)
- Community Engagement and Consultation Support (including Parish Plans, Rural Housing and Good Neighbour Schemes)
- Insurance for community groups, community buildings and Parish Councils
- Hire of fully accessible minibuses
- PAT electrical testing
- Hire of Resource Centre Rooms, Equipment and UK Online centre ICT Suite
- Hire of Hearing Induction Loop
- Annual Community Awards
- Membership Certificate & invitation to the AGM

If you share our belief in keeping community spirit alive and would like to support Suffolk ACRE by becoming a member, please complete the Membership Application form over the page.

Yours sincerely

Natalie Lomas
Membership Services

**SUFFOLK ACRE
MEMBERSHIP APPLICATION
1st April 2011 – 31st March 2012**



Please complete and return this form to ensure we have the most up to date contact details for you and/or your organisation.

Organisation (if applicable):

Membership No.: **For office use only**

Contact Name:

Position:

Address:

SUFFOLK ACRE
BRIGHTSPACE
160 HADLEIGH ROAD
IPSWICH
IP2 0HH

TEL: 01473 345300
DIRECT TEL: 01473 345319
FAX: 01473 345330
EMAIL:
membership@suffolkacre.org.uk
www.suffolkacre.org.uk

Post Code:

Email:

Tel. No.:

Fax No.:

Membership Rates

Membership Category	Rate	Cheque Enclosed (made payable to Suffolk ACRE Ltd)	Direct Debit	Standing Order
Village Hall / Community Centre	£25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playing Field Association	£25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary Organisation	£25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Enterprise	£25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parish / Town Council	£25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business / Statutory Organisation	1 – 20 employees	£30	<input type="checkbox"/>	<input type="checkbox"/>
	21 – 50 employees	£45	<input type="checkbox"/>	<input type="checkbox"/>
	51-100 employees	£105	<input type="checkbox"/>	<input type="checkbox"/>
	101+ employees	£200	<input type="checkbox"/>	<input type="checkbox"/>
Individual	£15	<input type="checkbox"/>	Gift Aid <input type="checkbox"/>	<input type="checkbox"/>

(Gift Aid is tax relief on money donated to UK charities and enables Suffolk ACRE to obtain tax relief. If you are a UK tax payer and pay enough UK income tax to cover the amount of tax that Suffolk ACRE will reclaim, and would like us to reclaim the tax, please tick the box above). You would be helping Suffolk ACRE if you could pay by Direct Debit, if you would like further information, please tick Direct Debit box above.

I would like to receive Briefings & Updates by Email , Paper Copy or both

I would like to make a donation to Suffolk ACRE's work, payable to Suffolk ACRE Ltd of £

I enclose the Membership Subscription made payable to Suffolk ACRE Ltd for the sum of £

Please Turn Over

Suffolk ACRE Ltd Registered Charity No. 1062038
A company limited by guarantee and registered in England No. 3330270 Registered Office as above

Data Protection: The information that we currently hold for you (which consists of your name, address and contact numbers) is contained on our Mailing Register/Database. This information will be processed by Suffolk ACRE employees and/or volunteers only in connection with Suffolk ACRE's services.

Suffolk ACRE will **NOT** supply details of its database to external organisations or individuals unless it has the express permission of individuals to do so. If you have no objections to your details being passed onto a third party please tick here .

We often get requests for Village Hall, Parish Council and Voluntary Organisations contact details from members of the public requiring your services. If you do not tick the above box, we cannot pass on your contact details to your potential service users.

If you give us your permission to pass on your contact details, these will only be passed on to people requesting your specific organisation's details and to trusted voluntary and community sector partners.

I wish to renew / apply for* membership of Suffolk ACRE in accordance with the Memorandum and Articles of Association. (*Please delete as applicable).

Signed

Date

Please return your completed and signed form (and payment, if applicable) to the following FREEPOST address. No stamp is required, however, if you use one, this will reduced our costs. If you do use a stamp, please cross out the Freepost line of the address,

**Natalie Lomas, Membership Services,
Freepost RSEX-ZKZH-KGZU
Suffolk ACRE
160 Hadleigh Road
Ipswich IP2 0HH**