

BUZZness Constitution

The organisation founded in Bo'ness, Scotland shall be known as BUZZness hereinafter referred to as the Organisation.

The organisation will operate fully on a non-profit basis.

PURPOSE OF THE GROUP:

BuzzNess is a group of local volunteers, seeking to create, reinvent, and revitalise Bo'ness Town Centre for the benefit of local people. By hosting regular events and activities in the town, targeted at every age and interest, we not only hope to invoke an even greater sense of community - it's about seeing ALL of the funds we raise being reinvested in Bo'ness, for the good and growth of the town and it's people.

The recent announcement of mammoth cuts from Falkirk Council has been a catalyst in constituting our group, and getting started!

1. Objectives

The Organisation will work in partnership with all relevant stakeholders to deliver our objectives including but not limited to:

 Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony

2. Powers

In furtherance of the said purpose and objects, but not otherwise, the Organisation shall have power to:

- 1. Raise funds and invite/receive contributions by way of subscriptions, donations and grant funding.
- 2. To use the Organisation's funds to make donations to individuals or organisations in furtherance of its purpose and objectives, subject to any restrictions from the Organisations funders.
- 3. To secure the establishment, maintenance and management of premises for programmes, activities and initiatives promoted by the Organisation.
- 4. Engage and pay fees to professional and technical advisers/consultants to assist in the work of the Association.
- 5. Take out membership with organisations whose activities and interests are

- compatible with the aims of the Organisation.
- 6. The Chair, Secretary and the Treasurer may execute legal documents on behalf of the Organisation such documents shall be signed by either two of the office bearers of the organisation.
- 7. Provide exhibitions, meetings, lectures, classes, seminars or training courses, and other recreational and leisure-time activities.
- 8. Do all such other lawful things as are incidental or conducive to the attainment of the objects.

3. Membership

- 1. Our membership shall be open to people residing in the Bo'ness and Blackness area who wish to further the purpose and objectives of the Organisation.
- 2. The Management Committee shall approve all membership applications before being registered in the membership register. All data will be safely protected and all issues concerning data protection will be utilised in our practice.
- 3. Any person who wishes to become a member must sign and lodge with the Organisation a written application for membership.
- 4. All members must abide by the Constitution of the Organisation.
- 5. The Management Committee has the power to refuse membership; all decisions are at the discretion of the Management Committee.
- 6. A membership subscription fee may apply as set out by the management committee and agreed at the annual general meeting (AGM)
- 7. All membership income shall be used fully for advancing the Organisation purpose and objectives.

4. Voting Rights

Members shall have the right to vote at Annual General Meetings and Special General Meetings provided they have been accepted as members for a period of one year.

5. Termination of Membership

- The Management Committee shall have the right (for good and sufficient reason)
 to suspend or terminate the membership of any individual whose actions are in
 contradiction with the aims of the Organisation. The individual member
 concerned shall have the right to be heard by the Management Committee
 before a final decision is taken.
- A person(s) will cease to be a member of the Organisation upon resignation or failing to fulfil the aims and objective of the Organisation or acting in contradiction thereof.

6.Committee

- 1. The Committee shall be elected at the Annual General Meeting (AGM). The Committee shall consist of a minimum of three (3) and a maximum of eight (8), including the office bearers.
- 2. All nominations for election to the Management Committee should be received by the registered office of the organisation at least 10 working days before the AGM. The nomination papers shall be available at the registered office of the Organisation.
- 3. Any member of the Elected Management Committee who fails to attend 3 consecutive meetings of the minimum of 4 annual Management Committee meetings, without proper noted apologies will be deemed to have resigned and his/her position revoked.
- 4. In the event of members of the Management Committee declining below 3 members, the Management Committee shall co-opt members till the next AGM.
- 5. The Committee shall have the power to co-opt other persons, or members (to a maximum of **three**) as they consider necessary to further the Organisation's aims and objectives. Co-opted members will have equal rights to elected members.
- 6. The Committee shall meet not less than 4 times per calendar year. Minutes shall be kept of all meetings.
- 7. The Management Committee may appoint sub-Committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-Committees shall be reported back to the Management Committee as soon as possible.

8. Remuneration

- 8.1. Committee members may be remunerated for services provided to the organisation, provided that the maximum amount of remuneration between a committee member and the organisation is set out in a written agreement and is reasonable in its terms; and that less than half of the total numbers of committee members are remunerated.
- 8.2. Committee members can be remunerated for travel and reasonable out of pocket expenses in relation to their involvement with the Organisation's work and activities.
- 9. The quorum for Management Committee meeting shall be **two thirds** of the committee present in person to include all office bearers.
- 10. Voting at Management Committee meetings shall be a simple majority of those present at the meeting. The Chairperson shall have the casting vote when tied.
- 11. The Management Committee shall keep a register of all Committee members. All data will be safely protected and all issues concerning data protection will be utilised in our practice.
- 12. A full and correct record of all proceedings (agenda, minutes and annual reports) will be kept by the Management Committee.

7. Sub-Committees

The Management Committee may appoint one or more sub-committees for supervising or performing any activity or service. In each such case:

- The Management Committee shall define the terms of reference of the subcommittee and may also determine its composition and the duration of its activities;
- 2. All acts and proceedings of the sub-committee shall be reported as soon as possible to the Management Committee.

8. Conduct of Members of Management Committee

Each member of the Management Committee shall, in exercising his/her functions act in the best interests of the Organisation, and in particular must:

- Seek in good faith to ensure that the Organisation acts in accordance with its aims and objectives (as set out in this constitution);
- 2. Act with care and due diligence which are reasonably expected of a person who is managing the affairs of other individuals and vulnerable people;
- In circumstances giving rise to the possibility of a conflict of interest between the Organisation and any other party, put the interests of the Organisation before that of the other party in taking decisions as a member of the Management Committee;
- 4. Where any other duty prevent him/her from doing so, disclose the conflicting interest to the Management Committee and refrain from participating in any discussions or decisions;

9. The Duties of the Officers

The duties of the Chairperson shall include but not limited:

- 1) Chair meetings of the Committee and the Group
- 2) Represent the organisation at functions/meetings that the organisation has been invited to
- 3) Act as the spokesperson of the organisation when necessary.

The duties of the Secretary shall include but not limited:

- 1) Keep a membership list
- 2) Prepare in consultation with the Chairperson the agenda for meetings of the Committee and the organisation
- 3) Take and keep minutes of all meetings and
- 4) Collect and circulate any relevant information within the organisation

The duties of the Treasurer shall include but not limited:

- 1) Supervise the financial affairs of the organisation
- 2) Keep proper accounts that show all monies received and paid out by the Group.

10. Termination of Office

A member of the management committee shall automatically vacate office if:-

- 1. He/she becomes debarred under any statutory provision from being a trustee
- 2. He/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
- 3. He/she resigns office by notice to the association
- 4. He/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office

11. Finance

- 1. The Management Committee shall ensure that proper accounting records are maintained.
- 2. If an audit is required under any statutory requirements or if members of the Management Committee otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor. Otherwise annual accounts shall be independently verified by a competent person.
- 3. The treasurer will be responsible for keeping appropriate accounting records and ensuring accurate financial reporting at the AGM.
- 4. The Executive Committee (Chair, Vice Chair, Treasurer and Secretary) shall clear any single expenditure item in excess of £100; accurate records of all expenditure should be kept.
- 5. The Organisations bank account shall have three signatories, of which two are required for any cheque writing.
- 6. All accounts and books shall be open to inspection by any member at reasonable notice; reasonable notice being not less than seven days.

12. Annual General Meeting

- Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Committee shall determine. At least 14 clear days' notice shall be given to each member by such means as the Committee thinks fit (postage, emails, adverts, etc.).
- 2. Members shall elect at the AGM a new Committee and vote on any recommendations, motions or any amendments to the existing constitution if needed.
- 3. The business of each Annual General Meeting shall be:
 - 3.1. Present Annual Report overview, which shall give accounts of the work of the Organisation and its activities during the preceding year;

- 3.2. To receive the accounts of the Organisation for the preceding financial year;
- 3.3. To elect the committee members:
- 3.4. Appointment of account examiners;
- 3.5. Consider any other matter as may be decided;
- 3.6. The secretary of the Organisation shall notify all the members and advertise the details of the AGM not less than 14 days before the meeting.
- 3.7.Every eligible member will have one vote which must be given impartially either by show of hands or secret ballot which will be publicly declared after the meeting.
- 3.8. Voting at the AGM shall be by a show of hands or by ballot. Elected committee shall elect members of the Executive Committee positions at the first meeting after the AGM.
- 4. No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be **two thirds** members, present in person.
- 5. If a quorum is not present within 15 minutes after the time at which a general meeting was due to commence or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting

13. Special General Meeting

- 1. A Special General Meeting (SGM) open to all members of the Organisation will be held if **two thirds** or more members submit a written request to the Secretary for such a meeting to take place, the request should clearly state the business to be considered.
- 2. The Chair, Secretary or Treasurer of the Organisation may at any time call a Special General Meeting (SGM) either for the purpose of altering the Constitution or for considering an urgent or any other matter which the Committee feel should be referred to the members in general.
- 3. The secretary shall advise the members at least 14 clear days beforehand of the request for such a meeting to take place and the theme of the meeting by such means as the Committee thinks fit (postage, emails, adverts, etc.).
- 4. No business shall be dealt with at any special general meeting (SGM) unless a quorum is present; the quorum for a special general meeting shall be **two thirds** members, present in person.
- 5. If a quorum is not present within 15 minutes after the time at which a special general meeting was due to commence or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting

14. Minutes

The Management Committee shall ensure that minutes are kept for all the proceedings

(general meeting, special meetings and Management Committee's meetings). Minutes of any meeting shall include the names of those present. A copy of the minutes shall be made available to any interested third party. The Secretary or other person specially appointed by the committee shall keep a full record of proceedings at every meeting of the charity.

15. Changes to Constitution

Alteration or amendments to the constitution shall not be made except at an annual general meeting or at a special general (SGM) meeting called specifically for that purpose. The notice calling such meeting shall state the alteration or alterations to be made but no such alteration shall be effected unless it is carried out by a two-thirds majority of members attending in person and voting.

All proposed changes to the constitution must be submitted in writing to the Secretary at least 14 days before the meeting.

16. Dissolution & Asset Lock

For the avoidance of doubt, the income and property and all assets of the Organisation shall be applied solely towards promoting the Organisation's purpose and objectives.

If the Management Committee, by a simple majority, decide at any time it is necessary or advisable to dissolve the organisation, it shall call a special general meeting, giving the membership not less than 14 clear days' notice.

If the decision is confirmed by a two third majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Organisation; however, such assets and any assets remaining after satisfaction of the debts and liabilities of the Organisation shall be transferred to other charitable bodies who share similar objectives to the Organisation; the members of the Organisation shall have the say (at or prior to dissolution) on which charitable body or bodies such assets can be transferred to.

17. Subscribers to and Adoption of Constitution

This document was certified as a 'true copy' of the constitution BUZZness and was acknowledged and adopted by the Committee at the Meeting

On: 6th March, 2017

Held at: The Bo'ness Bakery

Names and titles of establishing board members

SIGNED:	
NAME: [REDACTED]	
Chairperson	
ADDRESS:	
[REDACTED]	
[REDACTED]	
[REDACTED]	
SIGNED:	
NAME: [REDACTED]	
Secretary	
ADDRESS:	
[REDACTED]	
[REDACTED]	
[REDACTED]	
SIGNED:	
NAME: [REDACTED]	
Treasurer	
ADDRESS:	
[REDACTED]	
[REDACTED]	
[REDACTED]	

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 FALKIRK COUNCIL ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is an application form which can be used to make an Asset Transfer request to Falkirk Council.

Any Community Body interested in making an Asset Transfer Request is advised to contact the Asset Team on strategicpropertyreview@falkirk.gov.uk before making the request so that we can discuss your proposal.

Please complete the asset transfer request form if the property/land is owned/leased/managed by Falkirk Council.

It is essential that you read the <u>Asset Transfer guidance</u> provided by the Scottish Government before making a request.

When completed, this form should be emailed to strategicpropertyreview@falkirk.gov.uk or sent to

The Asset Team

Falkirk Council

4 Stadium Way

Falkirk

FK2 9EE

Section 1: Information about the Community Transfer Body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

1.2 CTB address. This should be the registered address, if you have one.

Postal address: [REDACTED]

Postcode: [REDACTED]

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: [REDACTED]

Postal address: [REDACTED]

Postcode: [REDACTED]

Email: [REDACTED]

Buzzness

Telephone: [REDACTED]

X We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. (*Please tick to indicate agreement*)

You can ask Falkirk Council to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4	Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.				
	Company and its company number is				
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is				
	Community Benefit Society (BenCom) and its registered number is				
X	Unincorporated organisation (no number)				
asso	use attach a copy of the CTB's constitution, articles of ociation or registered rules. se note that under The Community Empowerment (Scotland) Act 2015, where a				
СТВ	is seeking <u>ownership</u> rather than a lease, the organisation must have at least embers. See the Scottish Government's <u>Guidance for Community Transfer</u>				
1.5	Has the organisation been individually designated as a community transfer body by the Scottish Ministers?				
No	X				
Yes					
Pleas	se give the title and date of the designation order:				
1.6	1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?				
No					
Yes	X				
If yes what class of bodies does it fall within?					
2 Tie	2 Tiered Community Association				

Section 2. Information about the land and rights requested

2.1 Please identify the property/land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.

Details of Property:



Figure 1: Aerial map view of Bo'ness Public Toilets



Figure 2: Exterior view of Bo'ness Public Toilets

Address:

Bo'ness Public Convenience

Register Street

Bo'ness

EH51 9AE

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

UPRN: 136079010

Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:
for ownership (under section 79(2)(a)) - go to section 3A
x for lease (under section 79(2)(b)(i)) – go to section 3B
for other rights (section 79(2)(b)(ii)) - go to section 3C
3A – Request for Ownership
What price are you prepared to pay for the land requested?
Proposed price: £
Please attach a note setting out any other terms and conditions you wish to apply to the request.
3B – Request for Lease
What is the length of lease you are requesting?
20 years
How much rent are you prepared to pay? Please make clear whether this is per year or per month.
Proposed rent: £ 1 per year
Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – Request for other Rights What are the rights you are requesting? Do you propose to make any payment for these rights? Yes □ No □ If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day? Proposed payment: £ per Please set out any other terms and conditions you wish to apply to the request. N/A

Section 4. Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

4.1.1 Objectives of Project

To bring the toilets up to an efficient and modern standard

To continue to organise, promote, and run events within the Bo'ness area for the benefit of the people of Bo'ness and visitors.

4.1.2 Why there is a need for your Project?

There is no other public toilets in Bo'ness.

For events such as the Bo'ness Fair, shoppers in the town centre and those walking/cycling on the John Muir Way.

4.1.3 Will any Development/changes/modifications to the asset be required?

There is no immediate development/changes/modifications required to the asset.

4.1.4 What activities will take place?

Public toilet

4.1.5. If the asset is to be used by the public, please provide details of lettings policy and opening times.

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.

The toilets will be opened and closed by one of our volunteers/board members.

The toilets will be cleaned every night once the toilets are closed.

4.1.6 What provision will be provided for people with disabilities?

The unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are flat, without steps and good for restricted mobility people.

4.1.7 Any other relevant information?

There will be baby changing facilities in the public facilities.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

Local Authorities are permitted to dispose of property at less than market value where there are wider public benefits to be gained. This is set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010. These public benefits are listed below.

In this section, please explain how the project will benefit your community, and others. Please refer to the Scottish Government <u>guidance</u> on how the Council will consider the benefits of a request.

Please explain how the project will benefit your community by detailing how your project will promote or improve:-

4.2.1. Economic development/income generation

ie. Please include details of any job creation or <u>volunteering and training</u> opportunities that will be available as a result of the Asset Transfer. Also details of how your organisation will involve the <u>local community</u> and of any incentives that may be available to encourage the local community to use the proposed services.

The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo'ness Town Centre. Help to promote tourism in the local area. We are a volunteer-led organisation and encourage volunteers to join and we provide training opportunities.

4.2.2. Regeneration

i.e. Please include details of whether your organisation will contribute to the **physical regeneration** of the area, and how your proposal will impact the regeneration of the area, in terms of volunteering or employment, giving examples.

The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take in to future employment. We strive to work as part of a team, always doing what's best for the local community.

4.2.3. Public Health

i.e. How likely is the proposal to improve the Public Health of the Community, in terms of **physical and mental health**, for example through volunteering, training, or taking part in activities, giving examples.

Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.

4.2.4. Social Wellbeing

i.e. How will the proposal improve the Community's Social Well-Being and mental health, or how might it improve the **learning offer and activities** available in the area? Please give brief examples of these activities.

People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive.

4.2.5. Environmental Wellbeing / Environmental Benefits

i.e. Will the proposal bring green / environmental benefits and / or have an impact on the **local environment**? Will it help mitigate the effects of climate change? If so please give details.

The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.

4.2.6. Does your project contribute to the reduction of inequalities?

i.e. Will the proposal enable the community to access activities not otherwise available; will these activities be available at an affordable rate; how will your organisation work with other local providers to **reduce inequalities**?

The public toilets are free at the point of use, open to everybody and easily accessible for all.

4.2.7 Will local people be engaged in the use and management of the Asset?

A "community of interest" may not represent the people living near to the asset. Please provide evidence of how <u>local people and communities</u> will be engaged in the use and management of the asset, and how they have been consulted.

We are a voluntary organisation with 30 members from the local community. We are open to anybody in the local area becoming a member and operate the public toilets with a volunteer rota.

4.2.8 How will you monitor whether the Asset Transfer is benefiting the community?

ie. Will you survey the users / invite feedback / compare user numbers with a baseline etc

We will monitor user feedback through social media, online forms, speaking with people at events and QR codes. We will keep track of the usage of the public toilets to monitor the ongoing need.

4.2.9 Any other relevant information?

We have already been running the public toilets for over a year and have gathered feedback to show the importance of keeping the facility open.

Restrictions on use of the land

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

Negative consequences

4.4 Are there any negative consequences that will affect *other groups or individuals* if your request is agreed to? How you propose to minimise / reduce these?

For example, increased traffic etc. Please consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

We do not consider there to be any potential negative consequences for our proposal.

Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

4.5.1 Has your organisation or any of its members managed projects or owned / leased property/land prior to this?
Yes X
No 🗆
Please provide details of:
4.5.2 Skills and experience of the members of the organisation

Buzzness has been operating for 7 years, gaining a vast wealth of experience in planning, managing, and running various events and fundraisers in the Bo'ness area. The group has developed many skills during that time, and we believe that we have the necessary skills and knowledge to successfully operate a public convenience for the benefit of the local community, and the addition of a storage bothy will enhance the delivery of our events and fundraisers. We have experience of owning and leasing commercial property as individuals within the area. Our board has experience of running our own businesses, managing staff and complying with different legislations.

4.5.3 Do you intend to use professional advisors? Please provide details.

We will carry out the necessary record keeping from home and employ an agent/Accountant/Bookkeeper to complete our annual report if required. We recognise we will require legal advice from a solicitor for this process.

4.5.4 Do you currently lease/manage a property from Falkirk Council? If yes, please provide details.

We already lease the public toilets from Falkirk Council.

4.5.4 Please detail how you plan to manage the building?

For example opening and closing the building / managing lets / will you have staff etc?

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.

The toilets will be opened and closed by one of our volunteers/board members.

The toilets will be cleaned every night once the toilets are closed.

4.5.5 Please provide any other information you think may be relevant.

The facility has been managed by us for over a year and are confident we can continue to manage the facility effectively for the local community.

Section 5. Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

5.1.1. What community engagement has taken place to help develop your business plan? Please provide evidence, for example any completed surveys, questionnaires, letters of support, minutes of public meetings etc.

We have engaged with the community on multiple occasions through our community events, social media and directly contacting. The response from the Community Council poll received 503 votes and quotes can be seen below which highlight how valuable the public toilets are to the local community and the importance of keeping them open. We also received donations regularly from local people which helps us to keep the facility free to access.

[IMAGES REDACTED]

5.1.2 Have you consulted with other local stakeholder groups or agencies? Please provide evidence.

We have consulted with Bo'ness Community Council who are fully supportive of our proposal. We have worked with CVS Falkirk & District on our business plan and application. We will continue to work with them in the future for help and support with volunteering, funding etc.

5.1.3 Have you been in contact with any other communities or community groups that may be affected? Please give details.

We have been in contact with the Scouts and Bo'ness Rugby Club who have used the shoreline for activities, knowing they are able to do so because of the nearby public toilets.

5.1.4 Please provide any other information you think may be relevant.

We have spoke with the local community who require the facility to stay open and received quotes which can be found in our business plan.

Section 6. Financial Viability of Project

Your Business Plan should contain full information about the financial viability of the project, evidencing that the organisation will be able to sustain the project in the long term.

Please submit

- at least 1 year's audited accounts to evidence your organisations financial stability (if available)
- where audited accounts are not available (for instance for new groups) please provide a bank statement.
- a projected 5 year income and expenditure account
- a cash flow forecast for the proposed asset transfer.

6.1 Please outline the Policies and Procedures your organisation has in place to govern the group's finances

We have submitted our accounts for the previous year. We plan to become a registered SCIO and after we do we will submit audited accounts yearly to OSCR. Our finances are presented and scrutinised on a quarterly basis at our board meetings. We will follow OSCR's <u>Guidance and Good Practice for Charity Trustees (oscr.org.uk)</u> to ensure we manage our finances correctly.

Section 7. Funding

7.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

7.1.1 Please show your calculations of the costs associated with the transfer of the land or buildings and your future use of it, including any redevelopment, ongoing, maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations.

Proposal price

Please see our Cash Flow for all our planned start up, ongoing, maintenance and planned redevelopment costs. Our Cash Flow also shows all proposed income and investment.

We have fundraisers on a regular basis to help generate income for the group.

We recognise we will require a solicitor to review and negotiate the terms of our agreement.

We have calculated our volunteer hour contribution to the project in the table below.

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2 Benefit	Year 3 Benefit
Board of Trustees	£40	180	£7,200	£7,452	£7,713
Event Volunteers	£12	474	£5,688	£5,887	£6,093
WC Volunteers	£15	750	£11,250	£11,644	£12,051
•	Total	1,404	£24,138	£24,983	£25,857

Community Benefit		Year 1	Year 2	Year 3
Economic Development	The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo'ness Town Centre. Help to promote tourism in the local area. We are a volunteer-led organisation and encourage volunteers to join and we provide training opportunities.	£7,250	£7,503	£7,766
Regeneration	The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take into future employment. We strive to work as part of a team, always doing what's best for the local community.	£8,200	£8,487	£8,784
Public Health	Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.	£2,500	£2,587	£2,678
Social Wellbeing	People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive.	£5,400	£5,589	£5,784
Environmental Wellbeing	The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.	£3,200	£3,312	£3,427
Inequalities	The unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are	£1,150	£1,190	£1,231

7.1.2 Please supply details of what funding you have received so far, and of any conditions attached to it.

Historically we have received funding from Walkers Timber, Tesco and Coalfield Regeneration.

7.1.3 Please supply details of any funding you have applied for but have not yet received a response or decision. Please include timescales if known.

We aim to reapply for Walkers Timber funding when it reopens and Tesco in the new year. We plan to apply for The National Lottery – Awards for All.

7.1.4 Details of any other funding you will have access to? i.e. voluntary contributions, borrowing etc.

From our previous years running our group, we have successfully managed to build our reserves to a level we feel comfortable with to take on the assets through community ownership.

We have regular fundraisers and have received donations from the community, local businesses and groups.

7.1.5 Please outline your funding strategy if you have one, as well as any other relevant information.

We recognise that there is a need to continually update and upgrade our facilities, and we keep up to date with the various funding opportunities available to us, thanks to our local third sector interface, CVS Falkirk & District.

We will continue to organise regular fundraisers and install a donation system for the public toilets.

Section 8. Enablement Fund

Falkirk Council will hand the building over wind and watertight and compliant. However, this is quite light-touch and would involve (for example) patching of a leaky roof. For more significant building works, groups can apply to the Enablement Fund, to pay for capital improvements such as energy efficiency improvements or larger capital renewals which support the viability of the project going forward. **Only capital items are eligible**. Running repairs are revenue costs and are not eligible. You are strongly advised to email strategicpropertyreview@falkirk.gov.uk to confirm eligibility criteria before you submit this application.

Requests to the Fund must be supported by estimates / quotations from professionals which should be provided as supporting documents.

Please provide details of your request to the Enablement Fund, if applicable.

Enablement Fund request for larger capital renewals which support the viability of the CAT			
Item	Estimate Provided By	Amount not more than (including VAT)	
		Not applicable to Enablement Fund as property is not SPR	

Total including VAT	£0

Checklist of accompanying documents

⊠Section 7 – Funding – Copy of Business Case etc

☐ Section 8 – Enablement Fund – copies of estimates

To check that nothing is missed, please tick which additional documents are accompanying this form.
⊠Section 1 – You <u>must</u> attach your organisation's constitution, articles of association or registered rules
⊠Section 2 – Any maps, drawings or description of the land requested
\square Section 3 – Note of any terms and conditions that are to apply to the request
\boxtimes Section 4 – Any additional evidence regarding your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.
⊠Section 5 – Evidence of community support
⊠Section 6 – Financial – Copies of accounts, forecasts, etc

Declaration

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at Section 1, make an asset transfer request as specified in this form.					
We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.					
Name					
Address					
Date					
Position					
Signature					
Name					
Address					
Date					
Position					
Signature					

BUZZness Business Plan

28 March 2025





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BUZZness Business Plan

1. Introduction

BUZZness is located at **[REDACTED]**, **[REDACTED]**. The group formed on the 6th of March 2017.

BUZZness is a group of local volunteers, seeking to create, reinvent, and revitalise Bo'ness Town Centre for the benefit of local people. By hosting regular events and activities in the town, targeted at every age and interest, we not only hope to invoke an even greater sense of community – it's about ensuring all of the funds we raise are being reinvested in Bo'ness, for the good and growth of the town and its people.

Bo'ness is a town and former burgh and seaport on the south bank of the Firth of Forth in the Central Lowlands of Scotland. Historically part of the county of West Lothian, it is a place within the Falkirk council area, 17 miles northwest of Edinburgh and 6 ¾ miles east of Falkirk. As of the 2011 census, the population of the Bo'ness locality was 15,100.

Until the 20th century, Bo'ness was the site of various industrial activities, including coal mining, salt-making and pottery production. With its location beside the Forth, the town and its harbour grew in importance in the industrial revolution and later continued to grow into the Victorian era. Since the late 20th century, deindustrialisation has changed the nature of the town, with the coal mine closing in 1982 and the waterfront area now being primarily used for leisure purposes. However, some industry remains in the town including an ironworks and a timberyard/sawmill beside the Forth. The centre of the town contains several listed buildings and is part of a conservation area. The town is the home of the Museum of Scottish Railways and also a regional motor museum.

Our local public toilet has lacked any develop and drive usage, we believe that we have the necessary skills to manage our building and get the best for our community.

Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony

We want to Community Asset Transfer the following Falkirk Council Property:

Bo'ness Public Toilet Public Convenience Register Street Bo'ness EH51 9AE

UPRN: 136079010



It is the Buzzness Group's intention to request a Community Asset Transfer Lease of the Bo'ness Public Toilets for a term of 20 years, and are willing to pay a rent of £1 per calendar year.

1.1. Objectives for Buzzness

Our key objectives are to offer the people of Bo'ness and all the visitors to our community a quality community service giving it a financially secure future.

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community:

Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony.

Our current and future aims are:

To bring the toilets up to an efficient and modern standard To continue to organise, promote, and run events within the Bo'ness area for the benefit of the people of Bo'ness.

The Group will carry out all its activities with the Falkirk Plan 2021 – 2030, at the forefront of our minds when our strategic priorities are agreed upon, wherever practicable, with reference to page 21, 'outcome 12: fewer people struggle with feeling socially isolated or lonely.'

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
The (Falkirk) Council Plan 2022-2027	Supporting stronger and healthier communities: Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.	Falkirk Council will Encourage and support local third sector organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer; Provide support to community projects and partner agencies to help with transforming/improvin g local areas and	More communities taking control over the places they meet in (asset transfers); More anchor organisations established in communities.	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds; Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer people essential public toilet facilities and transferring New Carriden Bothy in to

		amenities for the benefit of local communities.		community ownership will ensure we are able to continue and expand the events we run for the local community. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.
Falkirk Health and Social Care Partnership Strategic Plan 2023- 2026	Community-based services; Early intervention and prevention.	Enhance services to improve the 'flow' through hospital settings, prevent admission, and promote independent living; Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.	People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their health, wellbeing and quality of life.	Buzzness will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working with partners to bring information to people in the community. Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.
The Falkirk Plan 2021- 2030	Community-led organisations are stronger and more independent (T1/02); More decisions are made together at local level (T1/03);	Work with local community bodies to widen opportunities to access funding, and help them apply for funding; Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;	Funds invested in communities by partners; There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;	We aim to strengthen our organisation by applying to become a SCIO, engaging with support offered, getting the backing of our community through engagement and collaboration. The board plan to undertake training such as digital training with external training providers such as Business Gateway. This will strengthen our group and make it more reflective of the community we live in through open



•	T		.	
	Social,		Number of	recruitment/engagement
	community and	Support Anchor /Hubs/	activities targeted	events.
	economic	community	at vulnerable	
	planning	organisations to	groups.	
	focusses on	establish and /or		By taking ownership of our
	place, and	develop across Falkirk;		community asset, this will
	reflects the	develop across raikirk;		strengthen the ability to meet
	needs and			the needs of the people that
	aspirations of			live in the local area,
	the people that			increased opportunities for
	live there	Improve digital		local volunteering,
	(T1/04);	inclusion amongst		participation and support.
	, ,,	young people and		
		families in the most		
	People of all	deprived areas, and		By providing a local facility,
	ages have equal	within priority groups;		the people in the area will
	opportunity to	within priority groups,		benefit from services they
	access digital			would otherwise have to
	services and	Work with the third		travel to. This will make it far
	have the skills	sector to create		more accessible to the local
	and confidence	mechanisms to identify		community.
	to safely	people that may be		community.
	participate	experiencing poverty		
	online (T2/05)	but aren't known to the		
	011111111111111111111111111111111111111			
		system;		
	Individuals and			
	families affected	F		
		Ensure people have		
	by poverty have access to joined-	access to affordable		
	up, multi agency	food, including		
		emergency food		
	support services, and	provision;		
	know how and			
	where to access	I		
		Improve support and		
	them (T2/07);	activities targeted at		
		groups at higher risk of		
	F	feeling isolated or		
	Fewer people	lonely, and increased		
	struggle with	awareness of support		
	the costs of	and opportunities		
	food, fuel and	available.		
	transport			
	(T2/08);			
	Fewer people			
	struggle with			
	feeling socially			
	isolated or			
	lonely			
	(T3/012).			
	<u> </u>			



1.2. Benefits for the Local Community

We currently run a range of community events such as Summer Fun Days, Christmas Light Switch On and Transport Festival

We work with the community, for the community. We will continue to develop partnerships with local organisations, service providers and community groups.

Our vision for taking ownership of the public toilets is to provide an essential service that helps deliver long-term, social, economic, sustainable and environmental benefits to the local community.

Our values are based on:

- Working in an inclusive and respectful manner, not discriminating against anyone
- Being a not for profit organisation and investing any surplus in the advancement of facilities for the local community
- Being community led
- Intergenerational approach to serving all age ranges in the community
- Provide events that benefit people's mental health within the local community
- Innovative and proactive approach to local people's needs

Our objectives are:

- To improve health and wellbeing of the local community
- Provide increased social benefits
- Empower our community and families
- Reduce poverty in the area by providing essential services to help the wellbeing of the community

Measuring Performance (KPI)

We will monitor user feedback through social media, online forms, speaking with people at events and QR codes. We will keep track of the usage of the public toilets to monitor the ongoing need.

We will monitor our social impact by collecting information on the demographics of the facilities, gathering feedback in terms of health and social benefits of users. We will continue to evaluate the demographics of those attending our events and monitor the effectiveness.

2. The Group status

The organisation is called BUZZness and has the legal status of a constituted group. We aim to apply to be a registered 2-tier SCIO.

The toilets will offer a full range of services as listed below. Initially it will be managed by volunteers from our membership group, however, we may in the future look at employing an individual to manage the building.

We have Public Liability insurance for £5million.

We seek a 20-year lease with the option to purchase during the length of the lease for the building.



2.1. Exemptions

We will seek VAT exemption.

We will seek full rates relief.

2.2. Current Plan

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.

The toilets will be opened and closed by one of our volunteers/board members.

The toilets will be cleaned every night once the toilets are closed.

Consumables for the running of the toilets will be paid for by funds raised.

INCOME

Donations £1900 Grants £1000

Pay to use £5 per day estimate - £1,800 PA

The donations and grants are already banked between the Bo'ness Community Council and Buzzness.

All disposable materials have been donated so far with around 2 months stock remaining at present.

3. Market Information

3.1. Products and Services

The toilet will offer the following range of services:

- Ladies Toilets
- Gents Toilets
- Accessible Toilets
- Baby Change facilities

3.2. Market

Our target market will be the people of Bo'ness, and those visiting the town centre and other amenities.

The size of the market is estimated at 14,361 ie the population of Bo'ness.

3.3. Sustainability

Plans for making our toilets sustainable.



- Use of natural light
- Low maintenance structure and furnishings
- Support by local events
- Advertisement/sponsorship
- Long term plans to fit with LED lighting, and the use of solar panels

We have thoroughly researched the above and believe that by offering a community toilet that is cost effective to maintain a viable public convenience for the town centre.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>		
Local Community Support	Vandalism		
7 years' experience of the Group	Succession Planning		
Low running costs and easily managed	Ongoing maintenance		
<u>Opportunities</u>	<u>Threats</u>		
Employment Opportunities	Weather Damage/Vandalism		
Volunteer Opportunities	Utilities		
Improve Building efficiencies	Loss of Volunteers		

3.5. Potential Negative Consequences

We foresee no external Negative Consequences for the wider community, as we have been maintaining the public toilets effectively for over a year with no planned change of use. New Carriden Bothy will be used for storing equipment for our community events so will not have any increase in traffic or other external negative consequences.

3.6. Community Engagement



We have engaged with the community on multiple occasions through our community events, social media and directly contacting. The response from the Community Council poll received 503 votes and quotes can be seen below which highlight how valuable the public toilets are to the local community and the importance of keeping them open. We also received donations regularly from local people which helps us to keep the facility free to access.

[IMAGES REDACTED]

Ouotes

[REDACTED], Taxi Driver – 'the service is a must for any town really, for taxi and bus drivers to be able to work the long shifts they do.'

[REDACTED]– 'Suffering from exhaustion due to long covid, the convenience of a rest room close by makes town centre shopping much more manageable.'

[REDACTED] – 'I suffer degenerative back disorder. Having an easily accessible facility close by the car park ad shops means I can actually get out in the community and shop locally.'

[REDACTED] – 'It's been very refreshing to see the public involvement reopening the toilet block. Donations of disposables, money and time have been very good indeed.'

[REDACTED] – 'as a fairly new member of the team, I'm amazed at the enthusiasm and generosity of the people of Bo'ness. There's enough supplies in stock for several months.'

3.7. Marketing Activities

We will promote the facility for all those visiting, or living, within the Bo'ness and surrounding area. Buzzness has a business presence on Facebook and will continue to highlight the opening hours of the toilets. We aim to benefit from word-of-mouth. We aim to continue to promote events and fundraisers on our Facebook page and advertise locally through posters and leaflets.

We will endeavour to work with all our partners in the area, including local business, rugby clubs, cycling groups, walking groups, local schools, other local community organisations, and other local authority services.

3.8. Community Asset Transfer Plan

The current rental value of both buildings is £7,700. We propose that the community benefit that we can provide through volunteer hours is £24,138 for year 1. We therefore propose to pay the value of £1 per annum for each building.

(Calculation for Years 2 and 3 use an inflationary increase of 3.5% per annum).



Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2 Benefit	Year 3 Benefit
Board of Trustees	£40	180	£7,200	£7,452	£7,713
Event Volunteers	£12	474	£5,688	£5,887	£6,093
WC Volunteers	£15	750	£11,250	£11,644	£12,051
	Total	1,404	£24,138	£24,983	£25,857

Community Benefit		Year 1	Year 2	Year 3
Economic Development	The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo'ness Town Centre. Help to promote tourism in the local area. We are a volunteer-led organisation and encourage volunteers to join and we provide training opportunities.	£7,250	£7,503	£7,766
Regeneration	The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take into future employment. We strive to work as part of a team, always doing what's best for the local community.	£8,200	£8,487	£8,784
Public Health	Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.	£2,500	£2,587	£2,678
Social Wellbeing	People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive.	£5,400	£5,589	£5,784
Environmental Wellbeing	The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.	£3,200	£3,312	£3,427
Inequalities	The unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are	£1,150	£1,190	£1,231



flat, without steps and good for restricted mobility people.			
Total	£27,700	£28,670	£29,675

Proposed start-up costs, projected capital costs, and ongoing annual costs.

Planned Purchases for New Activities								
Item	Cost	Funder						
Donation Boxes	£40	Self-Funded						

Ongoing Costs									
Item	Cost								
Cleaning Materials	By Donation								
Insurance	£180								
Utilities	£680								
Water	£960								
PHS Sanitary	£450								

4. Location

The facilities will operate from the addresses at: Bo'ness Public Toilet Public Convenience Register Street Bo'ness EH51 9AE

UPRN: 136079010



4.1. The Buildings



Figure 1: Aerial map view of Bo'ness Public Toilets



Figure 2: Exterior view of Bo'ness Public Toilets

5. People

Buzzness has been operating for 7 years, gaining a vast wealth of experience in planning, managing, and running various events and fundraisers in the Bo'ness area. The group has developed many skills during that time, and we believe that we have the necessary skills and knowledge to successfully operate a public convenience for the benefit of the local community, and the addition of a storage bothy will enhance the delivery of our events and fundraisers. We have experience of owning and leasing commercial property as individuals within the area. Our board has experience of running our own businesses, managing staff and complying with different legislations.

Several members of Buzzness have served on the management board for many years, bringing a wealth of experience, and strong relationships with the Bo'ness community. Many trustees have also volunteered extensively with various other charities over the years. Our commitment to our community extends beyond our facilities.

Our backgrounds span different industries, ensuring a well-rounded perspective in decision-making. Comfortable in public settings, the committee actively participates in meetings and engages with the community. We communicate effectively, whether addressing large audiences, or having those one-on-one conversations. The committee champion causes that benefit the local area and our local residents. Our committee members bring project management experience, enabling us to manage projects efficiently. Our ability to plan, execute, and evaluate projects ensures successful outcomes.

The public toilets have been managed by us for over a year and are confident we can continue to manage the facility effectively for the local community.

We will carry out the necessary record keeping from home and employ an agent/Accountant/Bookkeeper to complete our annual report if required.

6. Finance

We have worked hard as a group to review our 5-Year cashflow and sales plan. This is based on our recent experiences and market research.

Cash Flow

A Monthly Cash Flow Forecast has been prepared for the first 5 years of trading and is detailed in the Financial Appendix.

Reserve Levels

We estimate the need for reserves at £1,500 which we will maintain throughout the year. We will review this figure quarterly.

Bank account

Royal Bank of Scotland

7. Summary

This document is the written request of Buzzness who are making a formal asset transfer request, made under Part 5 of the Community Empowerment (Scotland) Act 2015 section 79(2)(b)(i).

The Charity offers Falkirk Council £1 per year to lease New Carriden Both and Bo'ness Public Toilets. The basis of this offer is:

- Market value has been assessed by the Valuers Rydens Ltd as [£15,000], and rental value as [£2,500].
- The community benefit of the group's work over five years is estimated at [£BLANK].

Name of Community Group:

Buzzness

Contact:

[REDACTED]

Address:

[REDACTED]

[REDACTED]

[REDACTED]

Email:

[REDACTED]

Phone:

[REDACTED]

INCOME Fundraising	Start up	Apr-25 308.33	May-25 308.33	Jun-25 308.33	Jul-25 308.33	Aug-25 308.33	Sep-25 308.33	Oct-25 308.33	Nov-25 308.33	Dec-25 308.33	Jan-26 308.33	Feb-26 308.33	Mar-26 308.33	TOTAL 3700
Donations		416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5000
Grants		110.07	110.07	110.07	110.07	110.07	110.07	110.07	110.07	110.07	110.07	110.07	110.07	0
Reserves	11119.59													11119.6
														0
TOTAL CASH IN	11120	725	725	725	725	725	725	725	725	725	725	725	725	19820
EXPENDITURE														
Events Insurance		61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	737
Gambling License		40.00												40
Donation Boxes	40													40
Utilities		56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	680
Public Liability Insurance		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180
Water		80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960
PHS Sanitary		37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450
Advertising/Marketing														0
Professional fees														0
Advertising/Marketing														0
Events Equipment		55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	664.51
Event Prizes		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300
Sundries		6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	81.12
TOTAL CASH OUT	40	378	338	338	338	338	338	338	338	338	338	338	338	4133
NET CASH FLOW	11080	347	387	387	387	387	387	387	387	387	387	387	387	15687
OPENING BALANCE	0	11080	11427	11814	12201	12589	12976	13363	13750	14138	14525	14912	15299	
CLOSING BALANCE	11080	11427	11814	12201	12589	12976	13363	13750	14138	14525	14912	15299	15687	

Notes

INCOME	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	TOTAL
Fundraising	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	3829.5
Donations	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	5175
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	750	750	750	750	750	750	750	750	750	750	750	750	9005
EXPENDITURE													
Events Insurance	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	763
Gambling License	41.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	703.8
Public Liability Insurance	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	186.3
Water	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	993.6
PHS Sanitary	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	466
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	687.768
Event Prizes	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	310.5
Sundries	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	83.9592
TOTAL CASH OUT	391	350	350	350	350	350	350	350	350	350	350	350	4236
NET CASH FLOW	359	401	401	401	401	401	401	401	401	401	401	401	4768
OPENING BALANCE	15687	16046	16447	16848	17248	17649	18050	18451	18852	19253	19653	20054	
CLOSING BALANCE	16046	16447	16848	17248	17649	18050	18451	18852	19253	19653	20054	20455	

INCOME	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	TOTAL
Fundraising	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	3963.53
Donations	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	5356.13
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	777	777	777	777	777	777	777	777	777	777	777	777	9320
EXPENDITURE													
Events Insurance	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	790
Gambling License	42.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	728.433
Public Liability Insurance	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	192.821
Water	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	1028.38
PHS Sanitary	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	482
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	711.84
Event Prizes	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	321.368
Sundries	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	86.8978
TOTAL CASH OUT	405	362	362	362	362	362	362	362	362	362	362	362	4384
NET CASH FLOW	372	415	415	415	415	415	415	415	415	415	415	415	4935
OPENING BALANCE	20455	20827	21242	21657	22071	22486	22901	23316	23731	24146	24560	24975	
CLOSING BALANCE	20827	21242	21657	22071	22486	22901	23316	23731	24146	24560	24975	25390	

INCOME	Apr-28	May-28	Jun-28	Jul-28	Aug-28	Sep-28	Oct-28	Nov-28	Dec-28	Jan-29	Feb-29	Mar-29	TOTAL
Fundraising	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	4102.26
Donations	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	5543.59
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL CASH IN	804	804	804	804	804	804	804	804	804	804	804	804	9 646
EXPENDITURE													
Events Insurance	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	817
Gambling License	44.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	753.928
Public Liability Insurance	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	199.569
Water	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	1064.37
PHS Sanitary	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	499
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	736.754
Event Prizes	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	332.615
Sundries	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	89.9392
TOTAL CASH OUT	419	374	374	374	374	374	374	374	374	374	374	374	4538
NET CASH FLOW	385	429	429	429	429	429	429	429	429	429	429	429	5108
OPENING BALANCE	25390	25775	26205	26634	27063	27493	27922	28351	28781	29210	29639	30069	
CLOSING BALANCE	25775	26205	26634	27063	27493	27922	28351	28781	29210	29639	30069	30498	

INCOME	Apr-29	May-29	Jun-29	Jul-29	Aug-29	Sep-29	Oct-29	Nov-29	Dec-29	Jan-30	Feb-30	Mar-30	TOTAL
Fundraising	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	4245.84
Donations	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	5737.62
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL CASH IN	832	832	832	832	832	832	832	832	832	832	832	832	9 983
EXPENDITURE													
Events Insurance	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	846
Gambling License	45.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	780.316
Public Liability Insurance	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	206.554
Water	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	1101.62
PHS Sanitary	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	516
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	762.541
Event Prizes	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	344.257
Sundries	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	93.0871
TOTAL CASH OUT	433	388	388	388	388	388	388	388	388	388	388	388	4697
NET CASH FLOW	398	444	444	444	444	444	444	444	444	444	444	444	5287
OPENING BALANCE	30498	30897	31341	31785	32230	32674	33118	33563	34007	34452	34896	35340	
CLOSING BALANCE	30897	31341	31785	32230	32674	33118	33563	34007	34452	34896	35340	35785	

COMMUNITY ASSET TRANSFER ASSESSMENT PRO-FORMA

Appendix 6

,		Buzzness	- Group	SCIO Pending	Lease				
1. Objectives D	OMES)			APPLICATION DE		20 years ADDITIONAL COMMENTS	£1.00 ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor		
,									
	Do project outcom achieving the Cou		and healthier co	ins with all of the Council's Strategic ommunities; promoting opportunities; omy and a green transition.	Supporting stronger and healthier communities is at the heart of community ownership	Very Strong			
	s there a financia public sector cost		The group estir SAVING).	mates a revenue saving to the Counc	The figure shown is the amount of non-domestic rates Due in 24/25.	Very Strong			
						The property has been under a FRI License to Occupy for over a year. Prior to that it was closed for several years. As such the only valid cost saving if the facility was closed would be the rates payable.			
рі	Is there an enhanced provision of public benefit through volunteering hours? They estimate they generate 1404 volunteer hours per annum Generating a financial equivalent of over £24,138 public benefit per annum (financ					See Business plan section 3.8 This outweighs the rentable value by almost 10 times in the first year alone. As Per Pydens I td Valuation 2024 Very Strong			
_	Current market va property whether		Current Valuati annum rental.	on according to Rydens Ltd is £15,00	00 outright sale and £2,500 per	As Per Rydens Ltd Valuation 2024	Very Strong		
В	Backlog maintenance figure from C&B report Building is Non – SPR and as such was not included in the programme of Condition Surveys performed by Curry & Brown. The Backlog maintenance is therefore rated as £ Zero					The property was leased in 2023 to the community and was therefore Wind, Watertight and statutorily compliant.	Very Strong		
3. Non-financial W	What is the impac	ot on:				•			
benefits ((i) economy		The availability of Public toilets including disability facilities and baby changing facilities in Bo'ness town centre will help and assist in driving footfall to both the local businesses and for any events being run in the town. Further users of the john muir way may well plan a break in the town and utilise shops and services, enhancing tourism to the area.				Very Strong		
(i	(ii) regeneration	1	As above, the a attractions. This relationship wit	See Application form 4.2.2	Very Strong				
(i	(iii) public health		ive a positive impact on the der group of individuals who may	See Application form 4.2.3	Very Strong				
(i	(iv) social wellbe	ing	perhaps attend particularly in the	e the Bo'ness town centre and combat social isolation, and or ill health. This makes Bo'ness ople with very young children as there	See Application form 4.2.4	Very Strong			
(1		/ climate uding figures on de equivalent)		orks objectives to reduce carbon emison electric water heater, LED Lighting	ssions are proposed including Solar	See Application Section 4.2.5 See Business Plan Section 3.3	Very Strong		
(\	vi) other	<u> </u>							

COMMUNITY ASSET TRANSFER ASSESSMENT PRO-FORMA

4. Equality	What evidence is there that the			
	project: (i) contributes to reducing inequalities (protected characteristics)	The public toilets, including disability facilities, are free at point of use, and available to all. They also include disability function and baby changing facility	See application form 4.2.6	Very Strong
	(ii) Promotes equality	As above	As above	Very Strong
ABILITY TO DEL	IVER / SUSTAINABILITY			
5. Governance / Accountabilit y	Are appropriate governance structures in place?	Yes. The group is a 2-tiered Constituted Community Organisation as is required for a CAT Lease under the 2015 Community Empowerment Act. The group has applied to be a SCIO, decision pending.	See Group constitution	Very Strong
6. Availability of Resources / Business Plan	Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project?	Yes – A business plan has been provided and reviewed by Business Gateway staff. It has been found to be acceptable under this process.	See Business plan supplied	Very Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	Yes – Subject to the Groups 5 year financial projections there appears to be clear fiscal sustainability.	See 5 year Financial projections	Very Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The group is entirely volunteer led, with 30 community volunteers. The membership is open to anyone who wishes to become a member and assist with keeping the facility clean and open.	. See application form 4.2.7	Very Strong
COMMUNITY SU	 PPORT			
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led.	See Constitution Document See Application form 5.1.1 See Business plan sect. 3.6	Very Strong
10. Local Community Support	What evidence has been provided of local community support?	Evidence of community engagement and support is provided in the business plan, with a response of 503 answers to a Community Council led Poll referencing the toilets	See Application form 5.1.1 See Business plan sect. 3.6	Very Strong
OTHER				
Is the building co	urrently staffed?	Bo'ness Public Toilets are not staffed due to their long term closure, as such there are no staffing issues. As No employees work within the building being considered for Community Asset Transfer in this report, no TUPE considerations apply.		Very Strong

CONCLUSION	
COMMENTS	OVERALL ASSESSMENT (See Table below)
The Bo'ness public toilets were historically closed for several years before a group came forward to re-open them. It seems quite clear that the ongoing operation of these facilities will benefit the community, local economy etc in a number of ways. Support for this project is widespread locally and the facilities are consistently used by locals and visitors alike.	Very Strong application

COMMUNITY ASSET TRANSFER ASSESSMENT PRO-FORMA

Evidence	Overview
Very strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money.
Poor	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.

Equality & Poverty Impact Assessment 01026 (Version 1)

SECTION ONE:	ESSENTIAL INFORMATION						
Service & Divis							
	Invest Falkirk						
				T	el: 01324504816		
Proposal:	Community Asset To	ransfer of Bo'ness Public Conve	eniences	Reference N	o : 01026		
What is the Proposal?		Budget & Other Financial Decision	Policy (New or Change)		HR Policy & Practice	Change to Service Delivery / Service Design	
		No		No	No	Yes	
Who does the Proposal affect?		Service Users	Members of the Public		Employees	Job Applicants	
		No	Yes		No	No	
Other, please s	specify:						
Identify the ma	ain aims and projected ou	tcome of this proposal (please	add date o	f each update):			
01/05/2025	25 Community Asset transfer (Lease) of Bo'ness Public Conveniences.						

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SECTION TWO: FINANCIAL INFORMATION				
For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average	
Current spend on this service (£'0000s)	Total:	0	N/a	
Reduction to this service budget (£'0000s)	Per Annum:	0	N/a	
Increase to this service budget (£'000s)	Per Annum:			
If this is a change to a charge or concession please complete.	Current Annual Income Total:			
	Expected Annual Income Total:			
If this is a budget decision, when will the	Start Date:			
saving be achieved?	End Date (if any):			

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SECTION THREE: EVIDENCE	Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include
	demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the
	protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

Local Service User Base - Town population of 14840 plus visitors to the area

Online survey yielded 503 Reponses

Asset Transfer Body project volunteer hours at 1404 in the first year

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Bo'ness Public Toilets were re-opened initially by the Bo'ness Community Council under an FRI License to Occupy in the summer of 2023. This license was later transferred to the Buzzness Community Group. The Public Toilets have now been open for approximately 18 Months and has been run very successfully, with many community members either volunteering or making donations of consumables and/or money.

Quotes

Alex, Taxi Driver - 'the service is a must for any town really, for taxi and bus drivers to be able to work the long shifts they do.'

Ann-Marie - 'Suffering from exhaustion due to long covid, the convenience of a rest room close by makes town centre shopping much more manageable.'

Barrie - 'I suffer degenerative back disorder. Having an easily accessible facility close by the car park ad shops means I can actually get out in the community and shop locally.'

Karen - 'It's been very refreshing to see the public involvement reopening the toilet block. Donations of disposables, money and time have been very good indeed.'

Linda - 'as a fairly new member of the team, I'm amazed at the enthusiasm and generosity of the people of Bo'ness. There's enough supplies in stock for several months.'

Best Judgement:	
Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	Community Engagement and Council Officers

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What gaps in data / information were identified?	There is no Data on the protected characteristics of service users
Is further research necessary?	No
If NO, please state why.	Data used was from the Asset transfer request application and business planning documents, as well as some material made available through report appendices.

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SECTION FOUR: ENGAGEMENT Engagemen	t with individua	s or organisations affected by the policy or proposal must take place	
Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes		
If YES, please state who was engagement with.	The group launched a Facebook survey shared on various local pages. The result was 503 returns from the people of Bo'ness. The survey did not gather any protected characteristic data.		
If NO engagement has been conducted, please state why.			
How was the engagement carried out?		What were the results from the engagement? Please list	
Focus Group	No		
Survey	Yes	Consulted local residents of Bo'ness Town via Facebook survey, 503 returns. There was an overwhelming sentiment of support in keeping the facility open (see quotes Section 3B).	
Display / Exhibitions	No		
User Panels	No		
Public Event	No		
Other: please specify			
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?		Yes / No	
Have the results of the engagement been fed back to the consultees?		Yes	
Is further engagement recommended?		Yes / No	

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SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics:

What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness". Senior citizens enjoy the benefits of the town centre with the public toilets being very close to the core shops and businesses, making this a positive impact.
Disability		√		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all." The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness". Persons who are physically disabled or who have the disbenefit of limited mobility or who are wheelchair users enjoy the benefits of the town centre, with disabled facilities that are easily accessible being in close proximity to the shops and businesses of Bo'ness.
Sex	√			No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all." The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Ethnicity	√			No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".

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		everybody and easily accessible for all. "
		The Constitution, Section 3.0 states "General membership is available to all
		individuals and groups living or working in Bo'ness".
Sexual Orientation	✓	No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Transgender		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Pregnancy / Maternity		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness". The proximity of the baby changing facilities at the public toilets is a positive impact for mothers of very young children.
Marriage / Civil Partnership	~	No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Poverty		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness". There is, as stated above no charge for the use of the public conveniences which is a benefit to persons who suffer from poverty.

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Care Experienced	√		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Other, health, community justice, carers etc.	✓		No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 - "The public toilets are free at the point of use, open to everybody and easily accessible for all." The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness".
Risk (Identify other risks associated with this change)		1	

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	The proposed transfer will not result in any unlawful discrimination
Advance Equality of Opportunity:	The Facilities are open and free at point of use, and available to everyone with no restrictions
Foster Good Relations (promoting understanding and reducing prejudice):	It is unclear how the proposed transfer will foster good relations between groups.

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SECTION SIX: PARTNERS / OTHER STAKEHOLDERS				
Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.		
Business	No			
Councils	No			
Education Sector	No			
Fire	No			
NHS	No			
Integration Joint Board	No			
Police	No			
Third Sector	Yes	The Proposal reflects a transfer of management via a long term lease to the local community.		
Other(s): please list and describe the nature of				
the relationship / impact.				

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SECTION SEVEN: ACTION PLANNING

Mitigating Actions:

If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	and Review	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes	

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

This property was identified for closure in January 2022 as agreed by Council in January 2022. Officers have been working closely with community groups to progress Community Asset Transfer for this facility and are now in receipt of a full CAT application for the Bo'ness Public Conveniences.

This EPIA is undertaken with the information available to Falkirk Council at this time and based on current operations. However, Under A CAT model it's up to the community group in question to manage the operations of the building going forward as Falkirk Council have now withdrawn from these buildings in line with the councils decision.

This building will continue to be available to the local community as a key community asset, and its anticipated that locals and visitors to the town can continue to utilise the building. Therefore there is no perceived negative impact at this time.

Are actions being reported to Members?	Yes
If yes when and how ?	Executive Committee decision of 1st May 2025

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SECTION EIGHT: ASSESSMENT OUTCOME					
Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.					
No major change required	Yes	Keeping the asset open will result in no negative impacts on people			
The proposal has to be adjusted to reduce impact on protected characteristic groups	No				
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No				
Stop the proposal as it is potentially in breach of equality legislation	No				

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SECTION NI	NE: EPIA TASK	GROUP C	DNLY					
OVERALL AS	SSESSMENT OF	EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?					
ASSESSMENT FINDINGS			Noting that there is limited data on the protected characteristics of the people who would be					
If YES, use this box to highlight evidence in support of the assessment of the EPIA			impacted by this proposal, the assessment refers to consultation feedback and information from the community group regarding the current usage of the facility.					
If NO, use the EPIA	his box to highl	ight actio	ns needed to improve					
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing without making changes been made?			Yes / No	If YES, pleas	e describ	oe:		
LEVEL OF IN	/IPACT: The EPI	IA Task G	roup has agreed the follow	ving level of in	npact on the p	rotected	d characteristic groups highlighted within t	he EPIA
LEVEL COMMENTS								
HIGH	No							
MEDIUM	No							
LOW	Yes	The prop	ne proposal to transfer this asset to a local community indicates a positive impact on those who would benefit.					
SECTION TE	N: CHIEF OFFIC	ER SIGN (OFF					
Director / H	lead of Service:							
Signature:	Malcolm Bennie				Da	te:	27/03/2025	

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