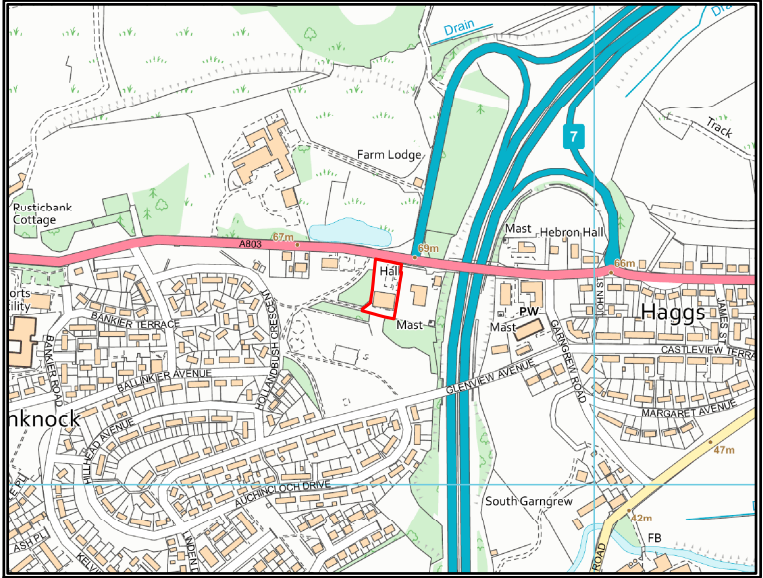


Falkirk Council



LOCATION PLAN scale: 1:10,000

Subject:

Banknock Community Centre

Area:	2596 sqm (0.64 acre)	or thereby.	
Scale:	1:500	Plan No:	
Date:			2.5.2024

Place Services

Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE

Open Grass Area

0 10 20 40 Meters

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O.S.Ref
NS7879

Constitution of

Banknock Community Hall Management Committee SCIO

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Charities and Trustee Investment (Scotland) Act 2005

**Constitution of
Banknock Community Hall Management Committee SCIO**

In this constitution, the following definitions apply throughout:

- **"2005 Act"** means the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification and re-enactment thereof for the time being in force.
- **"AGM"** means an Annual General Meeting.
- **"Board"** means the Board of Charity Trustees.
- **"Charity"** means a body entered in the Scottish Charity Register as defined under section 106 of Charities and Trustee Investment (Scotland) Act 2005.
- **"Charity Trustees"** means the persons having the general control and management of the Organisation.
- **"Clauses"** means any clause.
- **"Clear days"**, in relation to notice of a meeting, means a period excluding the day when notice is given and the day of the meeting.
- **"Community"** has the meaning given in clause 4.
- **"GM"** means a General Meeting.
- **"Group"** means those other organisations (incorporated or not) that are not this organisation.
- **"Individual"** means a human/person.
- **"Members"** means those individuals and groups who have joined this organisation.
- **"Organisation"** means the SCIO whose constitution this is.
- **"OSCR"** means the Office of the Scottish Charity Regulator
- **"Property"** means any property, assets or rights, heritable or moveable, wherever situated in the world.
- **"SCIO"** means Scottish Charitable Incorporated Organisation.
- **"them"** and **"their"** refer to individuals or groups (either he, she or they).

Words in the singular include the plural and words in the plural include the singular.

These Clauses supersede any model clauses. Any words or expressions defined in the 2005 Act shall, if not inconsistent with the subject or context, bear the same meanings in the Clauses.

The Schedule to these Clauses is deemed to form an integral part of these Clauses.

	NAME
1	The name of the organisation is Banknock Community Hall Management Committee SCIO ("the Organisation").
2	The Organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
	REGISTERED OFFICE
3	The principal office of the organisation will be in Scotland (and must remain in Scotland).
	DEFINITION OF COMMUNITY AND PURPOSES
4	The Organisation has been formed to benefit the community of Banknock, Haggs and Longcroft and the surrounding area (the "Community"), with the following purposes (the "Purposes"):
4.1	The advancement of community development through maintaining and managing the Banknock Community Hall ; and
4.2	The provision of recreational and social facilities, with the aim of improving the conditions of life of the Community.
	POWERS
5	The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
5.1	To purchase, take on lease, hire, or otherwise acquire, any property or rights (heritable or otherwise) which are suitable for the Association's activities.
5.2	To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Association.
	GENERAL STRUCTURE OF THE ORGANISATION
6	The organisation is composed of:
6.1	Members (composed of Ordinary Members and Junior Members);
6.2	Associates ; and
6.3	Charity Trustees (composed of Elected Charity Trustees, Appointed Charity Trustees; and Co-Opted Charity Trustees, following the first GM).
	MEMBERSHIP

7	The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership under the following clauses.
8	The organisation shall have not fewer than 20 members at any time; and
8.1	In the event that the number of members falls below 20, the Board may conduct only essential business other than taking steps to ensure the admission of sufficient Ordinary Members to achieve the minimum number.
9	Membership of the organisation is open to:
9.1	<p>Individuals aged 16 or over who (and groups which) are members of the Community ("Ordinary Members");</p> <p>Each Member which is a group shall appoint one named authorised representative to represent and act for such Member at all GMs. Any change in the appointment of an authorised representative may be made at any time by the appointing Member, but only by written notice to the Organisation. Such notice will take effect upon its receipt by the Organisation;</p> <p>and</p>
9.2	Individuals aged between 12 and 15 who are members of the Community ("Junior Members") (such Members not being eligible to serve as Charity Trustees).
9.3	If an Individual or group ceases to fulfil the criteria within clause 9.1 or 9.2, that Individual or group must inform the Organisation. The Organisation may choose to reclassify a Junior Member as an Ordinary Member.
APPLICATION FOR MEMBERSHIP	
10	No Individual or Group may become a Member unless that Individual or Group has submitted a written application for membership in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
10.1	The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Ordinary Member or Junior Member.
11	Membership of the organisation may not be transferred by a member.
RE-REGISTRATION OF MEMBERS	
13	The Board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the Board.
13.1	If a member fails to provide confirmation to the Board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-

	day period referred to in clause 13, the Board may expel them from the membership.
13.2	A notice under clause 13 will not be valid unless it refers specifically to the consequences (under clause 13.1) of failing to provide confirmation within the 28-day period.
	LIABILITY OF MEMBERS
14	The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
15	The members and Charity Trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 14 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.
	CESSATION OF MEMBERSHIP
16	A member shall cease to be a member if:
16.1	that Member sends a written notice of resignation to the registered office of the Organisation; they will cease to be a member as from the time when the notice is received by the organisation;
16.3	that Member has failed to respond to any re-registration request under clause 13;
16.4	a resolution that that Member be expelled (where that Member's conduct, in their/its capacity as a Member, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Member is entitled to be heard;
16.5	in the case of an Individual, that Individual has died (membership of the Organisation not being transferable);
16.6	in the case of a group, that group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist (membership of the Organisation not being transferable);
16.7	where the Member is a Charity Trustee of the Organisation, that Member has failed to comply with the code of conduct for Trustees in a manner which would result in them ceasing to be a Trustee and a member.
	REGISTER OF MEMBERS
17	The Board must keep a register of members, setting out for each current member: <ul style="list-style-type: none"> a) their full name; b) their address; and

	c) the date on which they were registered as a member of the organisation.
17.1	<p>Where any member is not an individual, the register must also contain:</p> <ul style="list-style-type: none"> a) any other name by which the member is known; b) the principal contact for the member; c) any number assigned to it in the Scottish Charity Register, if it is a charity; and d) any number with which it is registered as a company, if it is a company.
17.2	<p>For each former member the register must set out, for at least six years from the date on they ceased to be a member:</p> <ul style="list-style-type: none"> a) their name; and b) the date on which they ceased to be a member.
17.3	The Board must ensure that the register of members is updated within 28 days of receiving notice of any change.
17.4	If a member or Charity Trustee of the Organisation requests a copy of the register of members, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable. If the request is made by a member (rather than a Charity Trustee), the Board may provide a copy which has the addresses blanked out.
	ASSOCIATES
18	Individuals and Groups wishing to support the Purposes who are not members of the Community may become associates of the Organisation ("Associates"). Associates may attend and speak at GMs but may not participate in such meetings for voting or quorum purposes.
18.1	No Individual or Group may become an Associate unless that Individual or Group has submitted a written application to become an Associate in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
18.2	The Charity Trustees shall consider applications for associateship promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Associate.
19	<p>The Charity Trustees shall cause a register of associates to be maintained containing:</p> <ul style="list-style-type: none"> (a) the name and address of each Associate; (b) the date on which each Individual or Group was registered as an Associate; and (c) the date at which any Individual or Organisation ceased to be an Associate.

20	An Associate shall cease to be an Associate if:
20.1	that Associate sends a written notice of resignation to the Organisation;
20.2	that Associate becomes a member of the Community;
20.3	a resolution that that Associate be expelled from being an Associate (where that Associate's conduct, in their capacity as Associate, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Associate is entitled to be heard);
20.4	in the case of an Individual: <ul style="list-style-type: none"> (a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or (b) that Individual has died; or
20.5	in the case of a Group, that Group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist.
	GENERAL MEETINGS (Meetings of the Members)
21	The Board may call a GM at any time and must call a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by at least 5% of the Members, must clearly state the purposes of the meeting, and must be delivered to the registered office of the Organisation. The requisition may consist of several documents in like form each signed by one or more of the Members.
	Annual General Meeting
22	The Board shall convene one GM a year as an AGM. An AGM need not be held during the calendar year during which the Organisation is incorporated, provided an AGM is held within 15 months of the date of incorporation. Thereafter, not more than 15 months shall elapse between one AGM and the next.
22.1	The business of each AGM shall include: <ul style="list-style-type: none"> (a) a report by the Chairperson on the activities of the Organisation; (b) the election of Elected Charity Trustees; (c) the fixing of annual subscriptions; (d) consideration of the accounts of the Organisation; (e) a report of the auditor if applicable; and (f) the appointment of the auditor if applicable.
	Notice of General Meetings
23	Subject to the terms of clause 67, notice of a GM shall be given as follows:

23.1	At least 14 Clear Days' notice must be given of any GM.
23.2	<p>The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and</p> <p>(a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and</p> <p>(b) in the case of any special resolution (as defined in clause 30) must set out the exact terms of the resolution.</p>
23.3	Notice of every members' meeting must be given to all the members of the organisation, and to all the Charity Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
	CHAIRPERSON OF GENERAL MEETINGS
24	<p>(a) The Chairperson of the organisation shall act as Chairperson of each GM.</p> <p>(b) If the Chairperson is not present or willing to do so the Vice-Chairperson of the organisation shall act as Chairperson of the GM.</p> <p>(c) If neither the Chairperson nor the Vice-Chairperson is present or willing to act as Chairperson of the GM within 15 minutes after the time at which it was due to start, the Charity Trustees present shall elect from among themselves one of the Elected Charity Trustees who will act as Chairperson of that GM.</p>
	QUORUM AT GENERAL MEETINGS
25	<p>The quorum for a GM shall be the greater of:</p> <p>(a) eleven Members; or</p> <p>(b) 10% of the Members,</p> <p>present either in person or by proxy.</p> <p>No business shall be dealt with at any GM unless a quorum is present.</p>
25.1	If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.
25.2	The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.
	VOTING AT GENERAL MEETINGS

26	The Chairperson of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.
26.1	Each Member shall have one vote, to be exercised in person or by proxy, by a show of hands
26.2	A secret ballot may be demanded by: <ul style="list-style-type: none"> (a) the chairperson of the GM; or (b) at least two Members present at the GM, before a show of hands and must be taken immediately and in such manner as the chairperson of the GM directs. The result of a secret ballot shall be declared at that GM.
27	Whilst the attendance of Members at GMs is encouraged, a Member may appoint a proxy to attend a GM on behalf of that Member. A proxy appointed to attend and vote at a GM on behalf of a Member need not be a Member and shall have the same rights as the Member who appointed them to speak and vote at the GM.
27.1	The form appointing the Proxy shall be in the form set out in Schedule 1 annexed to these Clauses;
27.2	The form appointing a proxy and the power of attorney or other authority (if any) under which it is signed, or a certified copy thereof, shall be lodged at the Registered Office not less than 48 hours before the time of the GM at which the proxy is to be used; and
27.3	No form of proxy shall be valid more than 12 months from the date it was granted.
28	In the event of an equal number of votes for and against any resolution, the Chairperson of the meeting shall have a vote in their capacity as a member of the organisation.
	Resolutions
29	At any GM an Ordinary Resolution put to the vote of the meeting may be passed by a simple majority of the Members voting (in person or by proxy).
30	Certain resolutions must be passed as Special Resolutions, including resolutions: <ul style="list-style-type: none"> a) to alter the name of the Organisation; or b) to amend the Purposes; or c) to amend these Clauses; or d) to wind up the Organisation in terms of clause 72. At any GM a Special Resolution put to the vote of the meeting may be passed by not less than two thirds of the Members voting (in person or by proxy).

31	Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.
31.1	An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.
31.2	A Special Resolution to wind up the Organisation or amend its constitution may be passed in writing if signed by all the Members.
31.3	Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.
31.4	Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), or by means of a website.
31.5	Written resolutions must be accompanied by a statement informing the Member: <ul style="list-style-type: none"> (a) how to signify agreement to the resolution; (b) how to return the signed resolution to the Organisation (in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed)); (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date); and (d) that they will not be deemed to have agreed to the resolution if they fail to reply.
31.6	A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.
31.7	Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.
31.8	The Members may require the Organisation to circulate a written resolution.
31.8.1	The resolution must be requested by at least 5% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.
31.8.2	The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.
31.8.3	If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days, and may require the requesting Members to cover the expenses it incurs circulating the resolution.
	MEETING ADJOURNMENT

32	The Chairperson of the GM may, with the consent of a majority of the Members voting (in person or by proxy), adjourn the General Meeting to such time, date and place as the Chairperson may determine.
	ORGANISATION MANAGEMENT
33	The affairs, property and funds of the organisation shall be directed and managed by a Board of Charity Trustees. The Board:
33.1	shall set the strategy and policy of the Organisation;
33.2	shall, where no employees or managers are appointed, be responsible for the day-to-day management of the Organisation;
33.3	shall hold regular meetings between each AGM, meeting as often as necessary to despatch all business of the Organisation;
33.4	shall monitor the financial position of the Organisation;
33.5	shall direct and manage the affairs and Property of the Organisation;
33.6	shall generally control and supervise the activities of the Organisation;
33.7	may, on behalf of the Organisation, do all acts which may be performed by the Organisation (other than those required to be performed by the Members at a GM);
33.8	may exercise the powers of the Organisation; and
33.9	may not also be paid employees of the Organisation.
	INTERIM BOARD
34	Upon incorporation of the organisation, the individuals who signed the Charity Trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as Charity Trustees with effect from the date of incorporation of the Organisation.
34.1	The Interim Board shall retire at the first GM, which shall be held as soon as practicable following incorporation, but shall remain eligible for re-election (the period of office between the date of incorporation and the date of the first GM not being regarded as a "term of office" for the purposes of clause 24.6).
	COMPOSITION OF THE BOARD OF CHARITY TRUSTEES
35	The number of Charity Trustees shall be not less than three and the total number of Charity Trustees shall not be more than 10.

	APPOINTMENT OF CHARITY TRUSTEES
36	From and after the first General Meeting of the organisation, the Board shall comprise the following individual persons (a majority of whom shall always be Elected Charity Trustees):
36.1	up to 10 individual persons elected as Charity Trustees by the Members in accordance with clause 37 ("the Elected Charity Trustees"), who must themselves be Ordinary Members; and
36.3	up to 2 individual persons co-opted in accordance with clause 39 ("the Co-opted Charity Trustees"), so as to ensure a spread of skills and experience within the Board.
36.4	Employees of the organisation may not be nominated as or become Charity Trustees.
	ELECTED CHARITY TRUSTEES
37	At the first General Meeting of the Organisation, the Members shall elect up to 10 individual Ordinary Members as Elected Charity Trustees.
37.1	Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as an Elected Charity Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.
37.2	Each Member has one vote for each vacancy in the Elected Charity Trustees on the Board.
37.3	Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).
37.4	At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.
37.5	A retiring Charity Trustee shall be eligible for re-election, up to a maximum of two consecutive terms of office (a term being five years). A Charity Trustee having served two consecutive terms shall not be eligible for re-election until a period of one year in which they have not been a Charity Trustee has passed.
37.6	The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.

	CO-OPTED CHARITY TRUSTEES
39	Subject to clause 35, the Charity Trustees may appoint Individuals as Charity Trustees to ensure a spread of skills and experience within the Board ("Co-opted Charity Trustees") and may remove a Co-opted Charity Trustee at any time.
39.1	A Co-opted Charity Trustee shall retire at the AGM following their appointment unless re-appointed by the Charity Trustees.
39.2	A Co-opted Charity Trustee can be removed from office at any time by a simple majority of the Board.
39.3	For the avoidance of doubt, a Co-opted Charity Trustee may participate fully in at all Board meetings which they attend, and is eligible to vote at them.
	VACANCY
40	The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Charity Trustee from or after the date of such retiral or deemed retiral until the next AGM.
	CHARITY TRUSTEES – GENERAL DUTIES
41	Each of the Charity Trustees has a duty, in exercising functions as a Charity Trustee, to act in the interests of the organisation; and, in particular, must:
41.1	seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
41.2	act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
41.3	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; where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question;
41.4	ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
42	In addition to the duties outlined in clause 41, all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:
42.1	that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and
42.2	that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.

43	Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a Charity Trustee will not be debarred from entering into an arrangement with the group in which they have a personal interest; and (subject to clause 61 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.
44	No Charity Trustee may serve as an employee (full time or part time) of the organisation; and no Charity Trustee may be given any remuneration by the organisation for carrying out their duties as a Charity Trustee.
45	The Charity Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.
	CODE OF CONDUCT FOR CHARITY TRUSTEES
46	Each of the Charity Trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the Board from time to time.
46.1	The code of conduct shall be supplemental to the provisions relating to the conduct of Charity Trustees contained in this constitution and the duties imposed on Charity Trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.
	REGISTER OF CHARITY TRUSTEES
47	The Board must keep a register of Charity Trustees, setting out for each current Charity Trustee: <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) the address of the Charity Trustee; c) the date on which they were appointed as a Charity Trustee; and d) any office held by them in the organisation.
47.1	Where a Charity Trustee is not an individual the register must also contain: <ul style="list-style-type: none"> a) Any other name by which the Charity Trustee is known; b) the principal contact for the Charity Trustee; c) any number assigned to it in the Scottish Charity Register (if it is a charity); and d) any number with which it is registered as a company, if it is a company.
47.2	Where the Charity Trustee is appointed by OSCR under section 70A of the 2005 Act it must be recorded in the register.

47.3	<p>For each former Charity Trustee the register must set out, for at least 6 years from the date on which they ceased to be a Charity Trustee:</p> <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) any office held by the Charity Trustee in the Organisation; and c) the date on which they ceased to be a Charity Trustee.
47.4	The Board must ensure that the register of Charity Trustees is updated within 28 days of receiving notice of any change.
47.5	<p>If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee of the Organisation, the Board may provide a copy which has the name and address of any of the Charity Trustees blanked out. The name of a Charity Trustee may only be blanked out if the Organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.</p>
TERMINATION OF CHARITY TRUSTEES OFFICE	
48	A Charity Trustee will automatically cease to hold office if: -
48.1	they give the Organisation a notice of resignation, signed by them;
48.2	they become an employee of the Organisation;
48.3	in the case of a Charity Trustee elected under clause 37, they cease to be a member of the Organisation;
48.4	in the case of a Charity Trustee co-opted under clause 39, the Board under clause 39.2 vote to end the appointment;
48.5	they become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;
48.6	they are absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board - but only if the Board resolves to remove them from office;
48.7	they become incapable for medical reasons of carrying out their duties as a Charity Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
48.8	they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in clauses 46);

48.9	they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the 2005 Act;
48.10	they become prohibited from being a Charity Trustee by virtue of section 69(2) of the 2005 Act
48.11	they commit any offence under section 53 of the 2005 Act.
49	Clauses 48.8 and 48.9 apply only if the following conditions are met:
49.1	the Charity Trustee who is subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for removal is to be proposed;
49.2	the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed prior to the resolution being put to a vote; and
49.3	at least two thirds of the Charity Trustees then in office vote in favour of the resolution.
	CHAIRPERSON AND VICE-CHAIRPERSON
50	The Board shall meet as soon as practicable meeting immediately after each AGM or following the resignation of the existing Chairperson/Vice-Chairperson to appoint: (a) an Elected Charity Trustee to chair Board meetings and GMs (the "Chairperson"), and (b) an Elected Charity Trustee to chair Board meetings and GMs in the event that the Chairperson is not present and willing to do so (the "Vice Chairperson").
50.1	In the event that: (a) the Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Chairperson is currently appointed; and (b) the Vice-Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Vice-Chairperson is currently appointed, the Charity Trustees present must appoint an Elected Charity Trustee to chair the GM/Board meeting.
	BOARD MEETINGS
51	The quorum for Board meetings shall be not less than 50% of all the Trustees, a majority of whom are Elected Charity Trustees. No business shall be dealt with at a Board meeting unless such a quorum is present.

51.1	A Charity Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.
51.2	The Board may make any arrangements in advance of any Board meeting to allow members to fully participate in such meetings so long as all those participating in the meeting can clearly comprehend each other; a member participating in any such means other than in person shall be deemed to be present in person at the Board meeting.
52	7 Clear Days' notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in clause 30 is to be made, which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided.
52.1	All other Board meetings shall require not less than 7 days' prior notice, unless all Charity Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
52.2	On the request of a Charity Trustee the Chairperson shall summon a meeting of the Board by notice served upon all Charity Trustees, to take place at a reasonably convenient time and date.
53	No alteration of the Clauses and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
54	The Board may act notwithstanding any vacancy in it, but where the number of Charity Trustees falls below the minimum number specified in clause 35, it may not conduct any business other than to appoint sufficient Charity Trustees to match or exceed that minimum.
55	The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.
56	The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Clauses, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members/Charity Trustees.
VOTING AT BOARD MEETINGS	
57	The Chairperson of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote,
57.1	Each Charity Trustee present (and who is eligible to vote) has one vote. In the event of an equal number of votes for and against any resolution at a Board meeting, the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.

57.2	A resolution in writing shall be as valid and effectual as if it had been passed at a meeting of the Board or of a sub-committee. A resolution may consist of one or several documents in the same form each signed by one or more Charity Trustees or members of any relative sub-committee as appropriate.
	SUB-COMMITTEES
58	The Board may delegate any of its powers to sub-committees, each consisting of not less than one Charity Trustee and such other person or persons as it thinks fit or which it delegates to the committee to appoint.
58.1	Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Clauses for regulating the meetings and proceedings of the Board so far as applicable and so far as they are not superseded by any regulations made by the Board.
58.2	Each sub-committee shall ensure the regular and prompt circulation of, the minutes of its meetings to all Charity Trustees.
	CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND CHARITY TRUSTEES
59	The income and property of the Organisation shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Organisation are to be applied for the benefit of the Community.
60	No part of the income or property of the Organisation shall be paid or transferred (directly or indirectly) to the members of the Organisation, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in clause 61.
61	No benefit (whether in money or in kind) shall be given by the Organisation to any member or Charity Trustee except the possibility of:
61.1	repayment of out-of-pocket expenses (subject to prior agreement by the Board);
61.2	reasonable remuneration in return for specific services actually rendered to the Organisation (in the case of a Charity Trustee such services must not be of a management nature normally carried out by a Trustee of an Organisation);
61.3	payment of interest at a rate not exceeding the commercial rate on money lent to the Organisation;
61.4	payment of rent at a rate not exceeding the open market rent for property let to the Organisation;

61.5	the purchase of property from any member or Charity Trustee provided that such purchase is at or below market value;
61.6	the sale of property to any member or Charity Trustee provided that such sale is at or above market value; or
61.7	payment by way of any indemnity, where appropriate in accordance with clause 70.
62	Where any payment is made under clause 61, the terms of clause 63 must be observed.
	PERSONAL INTERESTS & CONFLICTS OF INTEREST
63	Whenever a Charity Trustee finds that there is a personal interest, as defined in sub-clauses 63.3 and 63.4, they have a duty to declare this to the Board meeting in question.
63.1	A Charity trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the SCIO.
63.2	It will be up to the Chairperson of the meeting in question to determine: <ul style="list-style-type: none"> (a) whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, or (b) whether the Charity Trustee in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or (c) whether the Charity Trustee in question should be required to be absent during that particular element of the meeting. Where a Charity Trustee leaves, or is required to leave, the meeting they no longer form part of the quorum for that meeting.
63.3	An interest held by an individual who is "connected" with the Charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that Charity trustee;
63.4	A Charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.
63.5	The Board shall determine from time to time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and members

	of the Organisation and, with the express prior written approval of the Charity Trustee or employee concerned, by members of the public.
	OFFICER BEARERS
64	The Board shall appoint office bearers, including Chair, Vice-Chair, Treasurer, Secretary and Vice-Secretary, and such other office bearers as they think fit, for such term and upon such terms and conditions as they think fit. Any officer bearer may be removed by the Board at any time
	FINANCES & ACCOUNTS
65	The Board shall determine:
65.1	which banks or building societies the bank accounts of the Organisation shall be opened with;
65.2	how bank accounts shall be maintained and operated (all withdrawals requiring to be authorised by the signature of no fewer than 2 trustees); and
65.3	how cheques and other negotiable instruments, and receipts for monies paid to the Organisation, shall be signed, drawn, accepted, endorsed or otherwise executed.
66	The Board shall cause accounting records to be kept for the Organisation in accordance with the requirements of the 2005 Act and other relevant legislation.
66.1	The accounting records shall be maintained by the Treasurer and overseen by the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.
66.2	The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor.
66.3	At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports of the Board.
66.4	Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary and the auditor being made aware that they are so available for inspection there).
	NOTICES
67	The Organisation may serve a notice on a Member in hard copy (addressed to the address given for that Member in the register of members, and posted or hand-

	delivered) or electronic form (faxed or e-mailed). A notice is deemed to have been served on the day following the day on which it is hand-delivered, posted faxed or e-mailed.
68	The Organisation may communicate with a Member by electronic means (including fax and e-mail) unless the Member has requested that communications from the Organisation be sent in hard copy. The Organisation may publish notifications by means of a website provided the Organisation has advised Members of this and taken reasonable steps to notify Members who have informed the Organisation that they do not have internet access.
	RECORDS OF MEETINGS
69	The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairperson of such meeting, or by the Chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
	INDEMNITY
70	Subject to the terms of the 2005 Act and without prejudice to any other indemnity, the Charity Trustees, or member of any sub-committee, the Organisation Office Bearers and all employees of the Organisation may be indemnified out of the funds of the Organisation against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may incur or sustain, in connection with or on behalf of the Organisation.
	ALTERATION TO THE CLAUSES
71	Subject to the terms of this clause, this constitution may be altered by a Special Resolution of the members passed in accordance with clause 30 or 31.3
71.1	Any changes to the purposes set out in clause 4 are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005
71.2	The Board must notify OSCR (and its successors) of any changes to the constitution not relating to the purposes, in terms of section 17 of The Charities and Trustee Investment (Scotland) Act 2005
	DISSOLUTION
72	The Organisation may be wound up or dissolved only on the passing of a Special Resolution for that purpose in accordance with clauses 30 and 31.4, and subject to written consent being obtained from OSCR.
72.1	If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred

	<p>to such other community body or bodies or charitable group, which has purposes which resemble closely the purposes of the Organisation, as may be:</p>
--	---

(a) determined by not less than two thirds of the Ordinary Members of the Organisation voting (in person or by proxy) at a General Meeting called specifically (but not necessarily exclusively) for the purpose; and

(b) approved by OSCR (and its successors).

**Schedule 1
Form of Proxy**

Banknock Community Hall Management Committee SCIO

I,

residing at

being a Member of the above Organisation hereby appoint

.....

of

and, failing him or her,

of

as my proxy to vote on my behalf at the [Annual General Meeting / General Meeting] of
the Organisation to be held on

.....
and at any adjournment thereof.

I hereby instruct my proxy to vote in favour of/against the following resolution[s]:

[insert resolution(s)]

Signed the day of

Signature of member appointing proxy

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

BANKNOCK COMMUNITY HALL BANKNOCK

REV. 10/09/2024

IMPORTANT NOTES:

You do not need to use this form to make an asset transfer request, but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request.

You are strongly advised to contact the authority and discuss your proposals with us before making an asset transfer request.

When completed, this form must be sent to Falkirk Council which owns or leases the land your request relates to.

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Banknock Community Hall Management Committee (BCHMC)

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

Postal address:

[REDACTED]

Postcode:

[REDACTED]

Email:

[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: bchmc@yahoo.com

Telephone:

[REDACTED]

☒ 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	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC049567
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB's constitution, articles of association or registered rules.

- 1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No ☒

Yes ☐

Please give the title and date of the designation order:

--

- 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 ☐

If yes what class of bodies does it fall within?

--

Section 2: Information about the land and rights requested

2.1 Please identify the 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 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.

Banknock Community Hall, Kilsyth Road, Banknock , Bonnybridge, FK4 1HY

E 278725 N 679247

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

Please see Falkirk Council's register of land assets for UPRN

UPRN:000136000704

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

☐

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: £1

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?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: -

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?

Carpark & adjoining land to be included (as per map)

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 attach a note setting out any other terms and conditions you wish to apply to the request.

We do not agree that land to the south of the building will require planning permission as it will be used as open space for children & hall users and local people. We consider there is no change of use and planning permission is not required.

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.

The objective is to improve & upgrade the facility so that use is maximised & it becomes a well-used & valued community asset.

There is a need for the proposal because Falkirk Council has been trying to close the hall since 2016. There is no similar facility in the area.

There is a need for a community facility that can be used as a community hub & meeting place for functions such as parties, weddings, funerals, sports clubs, mental health clubs, community café, warm space, youth clubs, adult social functions, exercise classes & many other things for young & old alike.

The first steps have been to clean & decorate the hall and upgrade the kitchen & toilets - with funding secured from a Community Choices Grant.

Based upon feedback from the local community, future projects may include, 1) the creation of a small hall/meeting room by removal of walls in the former doctor's surgery to form a larger area, and 2) the provision of a community cafe.

Another, perhaps longer-term project may be the formation of a metal balcony access area along the south wall (rear) of the hall with some of the south windows of the hall converted to fold slide or patio doors. This will improve access for wheelchair users and persons who are less able and improve natural lighting and heat gain.

Funding will come from fundraisers such as bingo nights, race nights, ladies' nights, afternoon tea, live music, sports and games events, children's events and fun days etc. We will also be applying for grants from National Lottery, Screwfix & others we fit the criteria for.

Local business Direct Slating Supplies Ltd has provided funding for skip hire, paint & blinds for the hall (approx. £5000).

Benefits of the proposal

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

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Significant improvement by way of basic repairs, cleaning & redecoration in the short term.

Greater use of the facility with it being an asset for the local people.

The intention is to generate interest & community involvement to improve the hall & surrounding area.

It is intended that the increased use of the hall will provide benefits to the local community including a pre & after school club, toddler group, book swap, Autism friendly events, fun days, community café, warm space, youth club, exercise classes, music groups, sports clubs, suitable for young & older people & the retention of the long established Nifty 50's activities – indeed within the last 10 months the mother and toddler group, book swap, exercise classes and the community cafe elements have been established or well progressed. The benefits will include improved physical well-being for all age groups and tackling social isolation of the elderly.

A much greater level of use by "individual bookings" is planned & local feedback is that there is demand for such use.

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.

We are not aware of any restrictions. The Planning status will not change as it will be used as public open space. We have obtained a Certificate from F C Planning that confirms the suitability of the existing use. If there is any proposal in the future for a change of use planning consent, and approval from Falkirk Council will be sought.

Negative consequences

- 4.4 What negative consequences (if any) may occur if your request is agreed to?
How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

No public open space will be removed.

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.

We have established the "Banknock Community Hall Management Committee" which is a properly constituted SCIO (SC049567). The hall will be operated by BCHMC based on the business plan which is attached. The financial viability will be secured by maximising use & income & by working to a prudent budget in terms of expenditure.

Improvements to the facility will come through external funding/applications to a range of funders e.g National Lottery (and several other funding sources). Local business Direct Slating Supplies is providing funding for skips, paint & blinds (approx. £5000) The improvements will be capital funding.

Community fundraising activities will be undertaken to "match fund"/or part fund projects as necessary & to build up revenue funds – as necessary.

The BCHMC has a wide range of members with professional & technical skills who have volunteered their help. They include electricians, joiners, builders, painter & decorators along with a qualified solicitor who runs his own practice, qualified chartered building surveyors, directors of SME's with many years of experience running profitable & successful businesses & persons who have retired, one of whom has lengthy experience of working in local government at the highest level.

In the last 10 months or so that BCHMC have managed the hall the local community and management team have engaged with each other to secure new regular hall user groups to deliver extensive hall improvements, and to significantly increase the number of occasional bookings-thus increasing income.

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.

BCHMC (and previously the local community council) has held numerous meetings regarding Banknock Community Hall & there is very substantial local support.

More than 50 members have signed up to BCHMC membership & are recorded in the register. There are many more local people who have committed to helping "in kind" with tasks such as cleaning, decoration etc. & to assist in delivering the objectives agreed at meetings.

Social media including BCHMC Facebook page & "Banknock Banter" Facebook page have been used to consult the local community re:

Why the hall is not being used?

What action can be taken to improve it & maximise use?

The response has been positive with numerous suggestions however the answers to the two questions were that:

A) The hall has been neglected & needs to be cleaned up, decorated & improved to let. Kitchen, toilets, decoration & difficulty trying to book were the issues raised the most.

B) The main suggestions for improvement were regarding the toilets & kitchen decoration & external appearance which was described as "neglected looking".

Existing regular hall users repeated the points raised by the public & advised they would welcome improvements. New potential hirers include a Pre & After School Club provider who is very supportive of upgrading the hall to the standards required by the Care Commission.

The Impact of the foregoing is that we have retained existing groups and attracted new groups that will contribute to improvement in social well-being and public health for all age groups-and help to tackle social inequalities.

Section 6: Funding

6.1 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.

You should show your calculations of the costs associated with the transfer of the land or building 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. 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.

We do not propose any payment other than the £1.

A business plan & budget has been completed which is based on maximising income by maximising use – so that income at least matched the running costs.

Recent experience and feedback from the local community is that the ability to provide food and drink at BCHMC social fund-raising events and at lets to third parties can generate significant income and an application to Falkirk Council Licensing Board is being progressed.

Capital spend will be found through external funding sources with funding for toilet & kitchen refurb already secured (£63,000) from Community Choices Grant. An application for a CAT small grant has also been approved. An application to Scottish Power was not successful. More applications will be made to potential funding sources such as The National Lottery, The Robertson Trust, Screwfix Foundation, Asda Foundation etc.

Monies will be sought from the FC Enabling Fund for Roof repairs/renewal; replacement of the boiler and heating system repairs; and repair/replacement of the main hall ceiling. Costings/quotes from 3 sources are being sought and will be provided.

Also local business Direct Slating Supplies Ltd has provided funding for skips, paint and window blinds (approx. £5000).

Signature

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

2nd August 2023 Revised 10/09/2024

Position

Chairperson

Signature

Name

Address

Date

2nd August 2023 Revised 10/09/2024

Position

Secretary

Signature

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation's constitution, articles of association or registered rules

Title of document attached:

Constitution

Section 2 – any maps, drawings or description of the land requested.

Documents attached: Plan of Banknock Hall building & land.

Section 3 – note of any terms and conditions that are to apply to the request

Documents attached: List of repairs requested.

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.

Documents attached: Business plan.

Section 5 – evidence of community support

Documents attached: Community Council minutes, Facebook consultation, Letters of support.

Section 6 – funding

Documents attached: Business Plan, Community Choices award confirmation.

Banknock Community Hall Management Committee (BCHMC) Business Plan 2023/24-2027/28

10 October 2024

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Business Plan

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Banknock Community Hall Management Committee (BCHMC) Business Plan

1. Introduction

BCHMC are located at Banknock Community Hall, Kilsyth Road, Banknock, Bonnybridge, FK4 1HY. The group was established by Banknock Hags and Longcroft Community Council and formed in about June 2016.

The group have been working - to prevent Falkirk Council from closing the hall; to improve the hall; and to ensure it is used as a community asset.

The purpose of this plan is to determine if Banknock Community Hall can be operated as a business on at least a "break even" basis and to consider what other issues need to be addressed.

Our current and future aims are:

- To manage maintain and improve Banknock Community Hall.
- To maximise community use of the hall.
- To provide recreational and social activities to improve the conditions of life of the community.
- To make the hall a valued asset for the local community

We believe that we have the necessary skills to manage our building and get the best for our community.

Our Mission Statement is - To maximise use of the hall to deliver benefits for the community of Banknock, Hags and Longcroft and surrounding area

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

Banknock Community Hall
Kilsyth Road
Banknock
Bonnybridge
FK4 1HY.

UPRN (Unique Property Reference Number): 136000704

We are unaware of any other interested parties in a community asset transfer of the above property.

We are unaware of any restriction on the use of the asset, designation, or listing, that would prohibit Falkirk Council from disposing of the asset

The proposed plan will keep the proposed asset in community usage, and we will strive to make it an ongoing success.

The current valuation of the building is £60,000; the current rental value of the building is £11,000/annum. We propose to pay the sum of £1 to purchase the hall.

1.1. Operational Structure

The business will trade from the hall. A business email and website address will be established.

The business will be owned by the members of Banknock Community Hall Management Committee and managed by the Committee of BCHMC.

Day to Day Business Operations

Keyholders will undertake the caretaker/day to day work of opening and closing the hall and "housekeeping" work.

Insurances. Legal, Health & Safety and Other Operational Issues

BCHMC will arrange required Insurances prior to commencing business. Employers Liability Insurance will not be required at the start, as volunteer keyholders have come forward, but it may be necessary prior to employees (if any) being engaged.

Policies and procedures regarding Health & Safety, including fire safety will be updated, compiled, and publicised.

1.2. Objectives

Our key objectives are to offer the people of Banknock, Haggs, and Longcroft, a quality service and to build a successful community hub giving it a financially secure future.

The objective is to improve & upgrade the facility so that use is maximised & it becomes a well-used & valued community asset.

There is a need for the proposal because Falkirk Council has been trying to close the hall since 2016. There is no similar facility in the area.

There is a need for a community facility that can be used as a community hub & meeting place for functions such as parties, weddings, funerals, sports clubs, mental health clubs, community café, warm space, youth clubs, adult social functions, exercise classes & many other things for young & old alike.

The first steps have been to clean & decorate the hall and upgrade the kitchen & toilets - with funding secured from a Community Choices Grant.

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)	Supporting stronger and	Falkirk Council will Encourage and support	More communities taking control over	Engaging with relevant organisations – Falkirk

Council Plan 2022-2027	<p>healthier communities:</p> <p>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.</p>	<p>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;</p> <p>Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.</p>	<p>the places they meet in (asset transfers);</p> <p>More anchor organisations established in communities.</p>	<p>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;</p> <p>Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer both meeting space and ensure the services and activities that take place are available for our community for many years to come. 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.</p>
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	<p>Community-based services;</p> <p>Early intervention and prevention.</p>	<p>Enhance services to improve the ‘flow’ through hospital settings, prevent admission, and promote independent living;</p> <p>Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.</p>	<p>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.</p>	<p>Early intervention and prevention will support many activities: including physical activity classes such as bootcamp, other organisations who use the Centre as a base for outreach work such as nifty-fifties.</p> <p>Banknock Community Hall Management Committee 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 space they frequent.</p>

<p>The Falkirk Plan 2021-2030</p>	<p>Community-led organisations are stronger and more independent (T1/O2);</p> <p>More decisions are made together at local level (T1/O3);</p> <p>Social, community and economic planning focusses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p> <p>Individuals and families affected by poverty have access to joined-up, multi agency support services, and know how and where to access them (T2/O7);</p> <p>Fewer people struggle with the costs of food, fuel and transport (T2/O8);</p>	<p>Work with local community bodies to widen opportunities to access funding, and help them apply for funding;</p> <p>Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;</p> <p>Support Anchor /Hubs/ community organisations to establish and /or develop across Falkirk;</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups;</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system;</p> <p>Ensure people have access to affordable food, including emergency food provision;</p> <p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>	<p>Funds invested in communities by partners;</p> <p>There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;</p> <p>Number of activities targeted at vulnerable groups.</p>	<p>We have strengthened our organisation by becoming 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 Board and make it more reflective of the community we live in through open recruitment/engagement events.</p> <p>By taking ownership of our community asset, this will strengthen the ability to meet the needs of the people that live in the local area, increased opportunities for local volunteering, participation and support.</p> <p>We have Wi-Fi in our building for the local community to access which will improve digital inclusion and employability opportunities for the local community.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to the local community.</p>
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	Fewer people struggle with feeling socially isolated or lonely (T3/O12).			
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1.3. Benefits for the Local Community

We currently have lets from local community groups such as the toddlers' group, Autism friendly events, youth clubs, exercise classes, and music groups

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

Our vision is to provide a community led space 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 a space for mental health support services for 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
- Provide a space for children to help alleviate child poverty in the area

Measuring Performance (KPI)

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase usage by 20% for the first 2 years.

We will monitor our social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users.

2. The Group status

The charity is called the Banknock Community Hall Management Committee and has the legal status of a Scottish Incorporated Charity. The charity was registered on 26/08/2019 with OSCR.

SCIO 2 tier

SCIO number SC049567

The group operates as a 2-tier membership organisation managed by a board of trustees and a broader membership base, composed of local individuals and organisations interested in the building's success. As a Board of Trustees, we are fully aware of our roles and responsibilities in ensuring good governance and we take these obligations seriously. We have already demonstrated our effectiveness and will continue to build on this strong foundation.

The hall will offer a full range of services including social, recreational and leisure activities. 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 £5 million.

We seek to purchase the property for £1.

2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

2.2. Development Plan

Hall Improvement Plan

To fully maximise income, it will be necessary to comprehensively upgrade the hall including; - a) internal decoration/furnishings and amenity;

b) the kitchen;

c) the toilets;

d) access for less able users (e.g. wheelchair access);

e) external areas including the grounds; parking; boundaries — the entrance and signage;

f) electrical, plumbing & heating installations;

g) repairs to the fabric of the building including roof, walls/graffiti removal, windows and doors; and

h) security.

As part of the previously proposed lease Agreement Falkirk Council had stated it would undertake fundamental repairs to ensure the property is wind and watertight, and safe. They have recently changed position, and we will now apply to the F C Enabling Fund for monies.

Capital Budget — Hall Improvements will be delivered by BCHMC through capital funding obtained from a range of sources including funders that invite funding applications from community groups. The works will be phased as follows:

Phase 1

- a) upgrading of the kitchen and toilets which was funded from a Community Choices award of about £63,000; and
- b) internal decoration and renewal of blinds/curtains (following thorough cleaning of the hall) with the work carried out directly by the local community, with funding of about £5000 for paint/decoration materials, window blinds, and skips from Direct Slating Supplies (a long-established local business).

Phase 2

The second phase will comprise building fabric and wind and watertight type repairs as agreed with Falkirk Council, for example roof repairs, hall ceiling tiles work, and boiler/heating replacement funded from the Enabling Fund as part of the CAT agreement, with Falkirk Council.

Phase 3

The third phase is likely to comprise the formation of a lesser hall/meeting room by converting the small individual spaces (within what was the Doctors Consulting Rooms) to a larger space for meetings/use by small to medium sized groups. A Structural Engineers Report has been processed and the viability/extent of this "medium term" project may be determined by which internal walls are and are not loadbearing.

Lastly, an aspirational longer-term improvement is replacing some windows on the south (rear) wall with accessible fold/slide doors opening onto the ramped access area, which will also provide accessible access and improve natural lighting and solar gain to the hall. It is intended that funding for these medium-term and long-term third phase projects will come from sources such as Awards for All, National Lottery, funding sources linked to financial institutions and very large UK businesses including major retailers and energy/service companies, and potentially from quarry/aggregate tax and landfill tax funding related sources.

3. Market Information

3.1. Products and Services

The community hall will be a community managed business that provides a local and affordable venue for social, recreational and leisure activities.

BCHMC will accept hall bookings primarily for social, recreational and leisure activities. Business bookings will also be accepted.

The business will seek to maximise and prioritise local use and maximise total use. The level of demand for the hall has been low for more than a decade - mainly because the external and interior condition had deteriorated to a poor standard.

The community hall will offer the following range of services:

- Large Hall with kitchen/catering facilities

- Committee Room
- Community Cafe Area

Bookings are and will continue to be taken from regular users ,and there has been a steady increase in the “one-off” bookings for social events such as christenings, parties and fund-raising events. Some new regular users have been attracted and we are working to attract more.

3.2. Market

Our target market will be primarily local groups and individuals from the Banknock Haggs Longcroft and surrounding areas.

We plan to specifically target all age groups within the local community who will be prioritised.

Commercial bookings will also be taken where capacity is available.

3.3. Competition

Competitors - other community facilities operate in the wider area with competitors likely to be:

- the Archibald Russell Centre
- possibly Falkirk Council
- perhaps from church halls

All of which offer broadly similar services. The future closure of local church halls is a possibility.

Our research indicates that offering a community space that is cost effective, will generate a good income to build and maintain a viable centre – albeit fund raising will also be required.

We believe that we will differentiate from competitors by being proactive and by providing a clean, warm, well-furnished, well managed and well serviced facility at competitive prices.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<p>The hall is local and local people have indicated it will be used.</p> <p>Existing users wish to continue to use the hall.</p> <p>Initial experience is that there is no shortage of volunteers.</p> <p>Upgraded kitchen and toilets</p>	<p>The hall needs to be improved to a much better standard.</p> <p>A potential weakness may be our reliance on volunteers and a fall-off in numbers.</p>

<u>Opportunities</u>	<u>Threats</u>
Attract volunteering of local people. Grants to improve the hall are achievable and improvement will deliver increased use. Alterations can increase letting options and improve the hall as a venue.	Failure to attract enough business to generate sufficient revenue income will threaten viability. Rising utility costs

A large number of local people have stated they will provide assistance to keep the hall open and improve it. Feedback is that there is a need for a good hall in the local area.

3.5. Potential Negative Consequences

We have considered potential threats and weaknesses and theoretical negative consequences of BCHMC taking over the building through Community Asset Transfer are:

- Future repair and maintenance work will need to be funded by BCHMC.
- Utility costs are high and there is a risk of these increasing.
- A lot of volunteering is required and there will be a need for continued involvement from the community.

We foresee no negative consequences for the wider community that cannot be addressed as we will be maintaining the Hall as a going concern for the community with no planned change of use. The positive benefits hugely outweigh any negative risk.

3.6. Community Engagement

Based upon feedback from the local community, future projects may include, 1) the creation of a small hall/meeting room by removal of internal partition walls in the former doctor's surgery area to form a larger area; and 2) the provision of a community café - with the community café already well advanced. We have provided considerable evidence of our very extensive community consultations to officers and our intention is to generate interest & community involvement to improve the hall and the surrounding area.

It is intended that the increased use of the hall will provide benefits to the local community including a pre & after school club, toddler group, book swap, Autism friendly events, fun days, community café, warm space, youth club, exercise classes, music groups, sports clubs/activities suitable for young & older people and the retention of long established groups, such as the Nifty 50's — indeed within the last 10 months, the mother and toddler group, book swap, exercise classes and the community cafe elements have been started or are well progressed. The benefits will include improved physical well-being for all age groups and tackling social isolation of the elderly.

A much greater level of hall use by “individual bookings” is planned, local feedback is that there is a real demand for such use, and recent months there has been an increase in such bookings.

BCHMC (and previously the local community council) has held numerous meetings regarding Banknock Community Hall and it is considered that there is very sustainable local support.

More than 50 members have signed up to BCHMC membership and are recorded in the register. There are many more local people who have committed to helping “in kind” with tasks such as cleaning, decoration etc. & to assist in delivering the objectives agreed at meetings.

Social media including BCHMC Facebook page & “Banknock Banter” Facebook page have been used to update and consult the local community – and as a marketing tool, particularly re fundraising.

We have consulted on - Why the hall is not being used? and, What action can be taken to improve & maximise use?

The response has been positive with numerous suggestions, however the answers to the two questions were that:

A) The hall has been neglected & needs to be cleaned up, decorated & improved. The state of the kitchen, the toilets, and the decoration, plus difficulty trying to book were the issues raised the most.

B) The main suggestions for improvement were re the toilets, the kitchen, decoration, general cleanliness- and the external appearance which was described as “neglected looking”.



Figure 1: Evidence of our Community Engagement on Facebook

Existing regular hall users repeated the points raised by the public and advised they would welcome improvements. New potential hirers include a Pre & After School Club provider who is very supportive of upgrading the hall to the standards required by the Care Commission.

The Impact of the foregoing is that we have retained existing groups and attracted new groups that will contribute to improvement in social well-being and public health for all age groups and help to tackle social inequalities.

We have engaged with the community on multiple occasions through social media, public meetings, leaflet drops and door to door visits – with more than two thousand local people canvassed and voting for our Community Choices application.

The most recent community consultation was on 23/10/2024 using social media with questions being posed on the types of activities local people would like to participate in. The response confirmed the previous findings and was supportive of what has been delivered in the last 12 months.

There is a need, genuine desire, and support, for the community asset transfer.

Dozens of letters of support from local people, local councillors, regular users, and potential new users have been obtained and provided to Falkirk Council. There were no objections and support has been overwhelming.

3.7. Marketing Activities

The group will seek to maximise the use of the hall and thus maximise revenue income generation by promoting use of the hall to, in the main, local people and organisations. The objective will be to provide an attractive venue in order to increase use and secure repeat business. Advertising will be undertaken through social media including the "Banknock Page" and adverts in local shops etc. Use by public sector bodies and businesses will be encouraged. We have already undertaken extensive community consultation, and we also canvassed almost every house in the BHL area to secure support for our Community Choices funding application. We will leaflet every household in the BHL area with a marketing leaflet providing the core information required to hire the hall and why it is an attractive and cost-effective venue for events.

We have consulted with all existing regular hall users regarding their continued use.

We are working hard to secure new users, including a pre and after school club. Evidence of our Community Consultation activities has been provided to officers. Marketing work will be shared between the Treasurer, the Secretary and the Chair.

3.8. Prices and Margins

We have carried out checks on the prices being charged by potential competitors to ensure our prices are very competitive. The attached financial information shows that our pricing structure will help to deliver a viable business.

A hall website will be established which will provide information re the facilities available, on letting charges, on working arrangements; and on how to book. Online booking and online payment will be established as soon as possible.

Our forecasts are based on the following sample prices and costs for the most popular products and services:

Large Hall & Kitchen	£25 per hour
Discounted rate Large Hall & Kitchen	£15 per hour
Meeting room only	£12.50 per hour

Our forecasts for 2025/2026 are based on the services that we provide, with a review/revision of prices being agreed upon at least annually.

3.9. Community Asset Transfer Plan

The current valuation of the building is £60,000; the current rental value of the building is £11,000/year. Essential building repairs identified in the Condition Survey Report are £329,867, which Falkirk Council would be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We have already undertaken work to improve the hall, but we intend to carry out additional work/repairs in the value of £167,885, over the next 5 years, to bring the building up to a much better standard and fit for purpose. We consider that the community benefit that we can provide is of the order of £1.02 million over the next 5 years. We propose to pay the sum of £1 for the Community Asset Transfer of the Hall.

We will endeavour to put in place relevant permissions, funding, and partnerships during the asset transfer process.

Volunteers from the local community will deliver the work and services that FC will no longer carry out. The extent of the volunteering, based on the year since the first lease was agreed, is calculated at 18,600 volunteer hours/year comprising 10,700 hrs re janitorial work, deep cleaning, basic cleaning, external cleaning, minor repairs and maintenance, painting and decorating; 3,800 hrs re fundraising activities, and service provision re café/drinks/catering; and 4100 hrs by Trustees and the management group on administration, bookings, management, meetings, dealing with emergencies, and much more. It is anticipated that the volume of management work etc undertaken by Trustees will reduce in the coming years as the level of work in the first year has been exceptionally high. Similarly, the volunteer work on matters such as deep cleaning, painting, decoration, and minor repairs is likely to decrease - whilst increased use will result in more janitorial work, basic cleaning and café /catering duties,

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees	£40	4100	164,000	82,000	82,000
Volunteers	£12	14,500	174,000	261,000	261,000
	Total	18,600	338,000	343,000	343,000

Our plan for Community Asset Transfer will significantly benefit public health and social wellbeing in our area.

Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development / income generation	<p>The activities mentioned can all contribute to reduce socio-economic inequality and BCHMC are hopeful that a pre and after-school care service will be operated from the hall. This will assist working parents to secure employment or extend their hours of work and increase their income - which links in with promoting and improving income generation within the area, as the average weekly income for the Banknock area is around £90 lower than the Falkirk average; where percentage of children living in low-income families (0-19) is 18.8%, which is higher than the Falkirk average.</p> <p>Our community hall provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We may offer employment opportunities once the asset transfer is complete. The hall remaining open and in community ownership will help to develop the skills and experience of our local community through volunteer places, building upon an individual's experience and skills capacity, thus supporting our community's future employability.</p> <p>By offering volunteer positions, the hall will help residents develop new skills and gain valuable work experience. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community.</p> <p>The hall can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.</p> <p>The community hall can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability.</p> <p>Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment, 36.8% of people in our community have no qualifications.</p> <p>Our community hall will foster social cohesion and well-being, which are essential for a thriving economy. By providing a space for community activities and support services, the community hall can improve the quality of life for residents, making</p>	£14,500	£30,540	£32,715

	Banknock a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.			
Regeneration	<p>Improving the building fabric of the community hall, and the environment around the hall and hugely increasing the level of use will help to regenerate a community building in both a physical and "spiritual" context and generate a feeling of pride and positivity in the local community.</p> <p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of another vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs mean that we are actively engaging with our broader community: our community hall helps create a more vibrant, connected, and resilient local area.</p> <p>We will be upgrading the building with the help of various funders, which will ensure that the building is upgraded and fit for purpose, encouraging regeneration in the local area, as the community engages with the new vibrant and modernised local hall. The community hall can act as a hub for local economic activity. By hosting markets, fairs, and other events, it can attract visitors and stimulate spending in the area. This is particularly important in Banknock, where 19% of children live in low-income families. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.</p> <p>Upgrading the community hall and its garden area can provide much-needed recreational spaces for residents. This can improve the quality of life and make Banknock a more attractive place to live. With 63% of the population being of working age, having accessible and well-maintained community spaces can support the well-being and productivity of the workforce.</p>	£4,800	£10,109	£10,829
Public Health	The keep fit/bootcamp classes will provide direct physical exercise and mental health benefits. The mother and toddler group will have mutual benefits for young children and from parents meeting, interacting, and providing support. The additional	£29,750	£62,660	£67,123

	<p>needs support group for parents - provides support for adults caring for young children with ASN — which in turn assists the young people.</p> <p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our initiatives help combat mental health issues and social isolation in our local area. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities at our centre, such as keep-fit classes and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programs that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals but also reduces the burden on public resources, allowing them to be allocated more effectively to areas where they are needed the most.</p> <p>Physical activities such as dance classes and indeed some undertaken at other group meetings such as the Nifty 50's can help maintain physical health and mobility. This is particularly important in a community where 18.7% of the population is aged 65 and over. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.</p> <p>By improving the overall health of the community, the centre can help ease the pressure on public and social services. Healthier individuals are less likely to require medical interventions, which can reduce the burden on healthcare facilities. This proactive approach allows public resources to be allocated more effectively to areas where they are needed the most.</p> <p>Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. These programs can provide valuable knowledge and skills that contribute to long-term health and well-being.</p> <p>The community hall can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need.</p>			
Social Wellbeing	The issues noted above all benefit social welfare directly or indirectly. The long-established Nifty Fifties group has "grown" in numbers recently —	£32,500	£68,452	£73,327

	<p>almost certainly due to the improved hall facilities — and there is no doubt that their activities helps to address social isolation of the elderly. The new café/warm space provisions will prove beneficial, particularly during the winter months and particularly for elderly people, but for anyone facing disadvantage due to fuel poverty etc.</p> <p>The activities and social interactions facilitated at the Banknock Community Hall will contribute significantly to both the mental and social well-being of our community. Our centre provides a safe space for the local community to meet and engage with each other in a vast range of activities and events.</p> <p>Our vibrant community hall fosters social cohesion by providing a space for our residents to come together, share experiences, and support one another. This is crucial in a community where a significant portion of the population is claiming Disability Living Allowance/PIP at a rate of 34%, 3 times the Falkirk average. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.</p> <p>The hall can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of community and belonging, which is essential for social well-being. With 64.2% of the population being of working age, these events can also provide a much-needed break from daily stresses and help build out those much-needed social networks.</p> <p>Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose.</p> <p>The hall can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.</p> <p>By facilitating intergenerational activities, the centre can bridge the gap between different age groups. This is beneficial in a community where 18.7% of the population is aged 65 and over. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.</p> <p>The hall can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.</p>			
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Environmental Wellbeing / Environmental Benefits	<p>By focusing on the below areas, the Banknock Community Hall will enhance environmental well-being and promote sustainable living practices, making a positive impact on both the environment and the community.</p> <p>We are committed to working in an environmentally conscious manner and we will engage with funders to ensure our building is energy efficient. Upgrades to the hall will help reduce our carbon footprint, benefiting both the environment and our local community. Such improvements will contribute to a healthier, more attractive, and more liveable area for everyone.</p> <p>We can significantly lower our carbon footprint by securing funding for energy efficiency projects and an energy-efficient building can reduce costs, allowing more of our resources to be directed towards community programs and services.</p> <p>Implementing energy-efficient technologies and sustainable practices at the hall, such as installing solar panels, and using energy-efficient lighting, will reduce our environmental impact. These initiatives not only benefit our environment but also demonstrate our community's commitment to sustainability.</p> <p>We have already undertaken community litter picks and we will carry out other environmental initiatives such as tree planting, and recycling activities. This will foster a sense of community pride and responsibility, encouraging our villagers to actively participate in protecting their local environment.</p>	£11,500	£24,221	£25,946
Total		£93,050	£195,984	£209,943

Sample Activities	Economic Development / regeneration	Public Health	Social wellbeing	Environmental wellbeing	Reducing inequalities of outcomes from socio-economic disadvantage
Keep fit		X	X		
Dog training			X		X
Cafe	X	X	X	X	X
Over 50's	X	X	X	X	X
Indoor Sports		X	X		X
Local Councillors				X	X
Local Group meetings		X	X		X

Toddlers		X	X		X
Dancing	X	X	X		X

The table below gives an indication of how our community asset transfer proposal will deliver savings for Falkirk Council.

The Community Asset Transfer of Banknock Community Hall will result in direct financial savings to Falkirk Council in respect of— reduced manpower, management and employment costs; reduced costs in caretaking/cleaning and maintaining the building; reduced services costs re electricity, gas, water; reduced grounds maintenance costs. Whilst Falkirk Council are best placed to quantify these costs our estimate is that savings will exceed £58,000/year.

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities		16900	33800	33800
Insurance		1200	2400	2400
Maintenance Costs		28000	60000	62000
Staffing (direct/indirect)		32000	66000	68000
	Total	44300	162200	166200

Proposed start-up costs, access to Falkirk Council's Enablement Grant, projected capital costs, and ongoing annual costs.

Planned Purchases for New Activities		
Item	Cost	Funder
Entry System	£5,000	Fundraising
Projector & PA System	£4,800	The Robertson Trust

Funding Awarded		
Item	Cost	Funder

Toilets	£43000+volunteers	Community Choices/volunteers
Kitchen	£20000+volunteers	Community Choices/volunteers
Café/Warm space	Volunteers+£8000	Volunteers /CEG Small Grant

Start Up Costs			
Item	Cost		Funder
New Signage	£300	Fundraising	
Posters, Flyers & Roller-Banner	£350	Fundraising	

We seek funding through Falkirk Council's Enablement grant for the following items in the table below. We have selected appropriate match funding from external sources. We are applying for the amount of £160,785 to carry out significant capital improvements to the property, which includes upgrades of our electrical system to improve energy efficiency; major repairs to the roof; rough casting of some external walls; new windows; insulation and replacement of dangerous hall ceiling; redevelopment of old doctor's surgery; and new external seating area. The amount indicated in the table below, represents the full cost as provided by professional contractors – quotes have been submitted along with our application.

We will continue in our endeavours to research and apply for various external match-funding to support the costs of these vital works. If we are successful in acquiring this funding, this amount will reduce the amount of funding required via the Enablement Fund, and we would inform Falkirk Council promptly, to allow funds from the Enablement Fund to be reallocated in a timely manner.

To be negotiated with Falkirk Council using their Enablement Fund and Match Funded by External Funders			
Item	Date	Cost	Funder
Redevelopment of old doctor's surgery	2025-26	£35,940.00	Enablement Fund & BCHM - £5K
New seating area (back of building)	2026	£3,552.00	Enablement Fund & BCHM - £600
Insulation & Hall Ceiling	2025	£21,818.47	Enablement Fund
New Windows	2025	£28,728.00	Enablement Fund
Roughcasting & Pointing	2025	£8,856.00	Enablement Fund & BCHM - £1500
Roof Renewal	2025	£68,990.40	Enablement Fund
Total £167,885	Enablement Fund - £160,785 BCHMC - £7100		

Ongoing Costs	
Item	Cost/Year
PAT Testing	£159
Fire Extinguishers	£239
Security	£200
Performance Rights; TV Licence; Film Licence; Sports Rights	£159; £340; £150; £2,100
Trade Waste	£500
Hall Cleaning	£3,000
Accountant/Auditor	£300
Cleaning Materials	£750
Insurances	£1500
Sundries	£100
Phone/Internet	£1,000
Utilities	£9800 + £6100 + £1000
Rates	100% Rates Relief
Sanitary	£240

4. Location

We will operate from Banknock Community Hall, Kilsyth Road, Banknock, Bonnybridge, FK4 1HY.

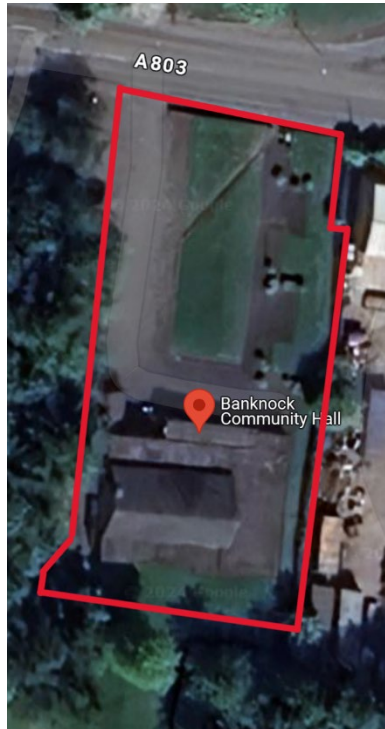


Figure 2: Map view of Banknock Community Hall with Boundary

Include Falkirk Council's map with Boundary

4.1. The Building

A floor plan of the building is attached which shows the use of the individual rooms. The building was constructed in about 1961 by the local authority and has been used as a hall since then. At one time it also accommodated the Doctor's Surgery.

5. People

The BCHMC has a wide range of members with professional & technical skills who have volunteered their help. They include electricians, joiners, builders, painter & decorators, a chartered building surveyor, directors of SME's with many years of experience running profitable & successful businesses & persons who have retired. The Chair has lengthy experience of working in local government at the highest level and owned and operated a Development and Environmental Consultancy Business for 17 years. The Treasurer has been the Company Secretary of a long established large local Limited Company for more than 20 years.

In the last year or so that BCHMC have managed the hall the local community and management team have engaged with each other to secure new regular hall user groups; to deliver extensive hall improvements; to significantly increase the number of occasional bookings; to fund raise; and consequently, to greatly increase income and significantly upgrade/improve the Banknock Community Hall.

The bookings are managed by the BCHMC.

Management Team members will be encouraged to undertake training, for example by way of Business Gateway webinars.

We will carry out the necessary record keeping from home and complete our annual return to OSCR. We will also instruct an Accountant/Bookkeeper to deal with annual accounts.

6. Finance

Budget

Revenue budget projections for Banknock Hall comprising the estimated Income and Expenditure figures for the financial years from 2022/2023 to 2027/2028 are provided at the Appendices. Historic figures show that the hall has been heavily subsidised by Falkirk Council and has probably operated at a loss since it was built in about 1961. Our objective is to operate the business on at least a "break-even" basis from the first year and this will be achieved by minimising revenue expenditure and maximising revenue income.

There is a bottom limit re minimising expenditure. Maximising income may take about 3 years and will be achieved by:

a) increasing hourly rates charged to hall users whilst at the same time keeping letting costs competitive; b) by significantly increasing hall usage; c) by increasing hourly rates/payments to reflect inflation and higher costs such as heating; and, d) by generating new income through the provision of catering and drinks services.

Any funding gap for the first year or two will be bridged by "other income" — which will consist of monies from fund-raising events and activities. F C have reneged on promised small parachute payments and additional fund-raising events will therefore be undertaken. The closing balance within the previous Banknock Hall Management account has been transferred to the BCHMC. The fund-raising events will be social events aimed at different local groups (including all age groups) and will include a wide range of disco nights and social events. There is no intention to borrow money.

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.

Bank account

Bank of Scotland

Financial Plan

Basic Philosophy to the Business Plan is the same as previously — a) Maximise use and therefore income; and b) Minimise Costs.

The plan requires an approximate "Doubling and a bit more" of income from Hall letting. Income from the previous committee is included. Falkirk Council have reneged on their promise of small parachute payments for first 3 years and removal of this income will be replaced with additional income from fund raising events.

Income from fund raising events (Run by the BCHMC) of about £3000/year is included in the budget. These will be social/party events including Karaoke nights, disco nights, games nights, "themed" nights, and "seasonal" party nights.

Previously included wage costs exceeding £5000/year for hall caretaking etc has been completely removed and the duties will initially be covered on a keyholder/volunteers basis.

Energy cost provision has been greatly increased. It is hoped that it may come down again in a couple of years' time if and when the factors giving rise to increases are settled.

The new figures are dependent on Community fundraising and Community involvement/volunteering. It is sincerely considered that community interest and commitment is such that the budget projections are realistic.

The improvement to the kitchen toilets and decoration have been welcomed. The provision of the café/bar has generated new income at private functions -for example where the hiring party requests BCHMC to provide the catering and/or drinks service. This type of income will be developed to contribute to achieving the revenue budget targets.

Funding/Fundraisers

Funding will come from fundraisers such as bingo nights, race nights, ladies 'nights, afternoon tea, live music, sports and games events, children's events and fun days etc. We will also be applying for grants from National Lottery, Screwfix & others we fit the application criteria.

Local business Direct Slating Supplies Ltd has provided funding for skip hire, paint, and blinds for the hall (approx. £5000).

7. Summary

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

The Charity offers Falkirk Council £1 to purchase the Banknock Community Hall. The basis of this offer is:

- Market value has been assessed by the District Valuer as £60,000, and rental value as £11,000.
- The community benefit of the Charity's work over five years is estimated at £1.02 million.

Essential repairs (as demonstrated in the Condition Survey Report – appendices) to the building are £329,867 which Falkirk Council would be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. Instead, BCHMC, using Enablement and other funding, propose to carry out additional work/repairs in the value of £167,885, according to estimates, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose.

Name of Community Group:
Banknock Community Hall Management Committee.

Contact:
[REDACTED]

Address:
[REDACTED]

Email:
[REDACTED]

**COMMUNITY ASSET TRANSFER
FORMA**
Banknock Community Hall BCHMC
ASSESSMENT PRO-

Name of property Banknock Community Hall		Name of group Banknock Community Hall Management Committee	SCIO number or equivalent SCO49567	Sale or lease? Sale at £1	Length of lease	Rental per annum (or outright cost)
		APPLICATION DETAILS			ADDITIONAL COMMENTS	ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor
BENEFITS (OUTCOMES)						
1. Objectives	Do project outcomes contribute to achieving the Council's priorities?	The project aligns with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition.			Supporting stronger and healthier communities is at the heart of community ownership	Very Strong
2. Financial	Is there a financial saving on public sector costs?	The group estimates a revenue saving to the Council of £25,420 per annum (SPR SAVING)			BCHMC self estimate £28k Savings on revenue items, Plus £2k on direct / Indirect Staff Costs See Section 3.9 of Business Plan	Strong
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 18,600 volunteer hours per annum Generating a financial equivalent of over £338,000 public benefit per annum			Please see section 3.9 of Business Plan	Very Strong
	Current market valuation of the property whether by sale or rent	Current Market value is £60,000, With a Rental Value of £11,000 per annum			As estimated by the District Valuer	
	Backlog maintenance figure from C&B report					
3. Non-financial benefits	What is the impact on:					
	(i) economy	A busy, thriving Hall will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities			Please see Section 3.9 of the Business plan for detail under Community Benefits / Economy	Very Strong
	(ii) regeneration	Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable.			Please see Section 3.9 of the Business plan for detail under Community Benefits / Regeneration	Very Strong
	(iii) public health	Many of the classes running in the Hall contribute towards good wellbeing of participants particularly those associated with physical fitness. This extends to various age groups from young activities such as Martial Arts training through to classes specialising in Fitness and mobility for community members who are over 50			Please see Section 3.9 of the Business plan for detail under Community Benefits / Physical Health	Very Strong
	(iv) social wellbeing	As above several activities proposed to either continue or to commence will have a beneficial effect on social wellbeing. These activities are beneficial physically but also tackle social isolation. An additional Social Benefit will be the provision of a "Warm Space" which will assist with Fuel Poverty and ill health in the area.			Please see Section 3.9 of the Business plan for detail under Community Benefits / Social Wellbeing	Very Strong
	(v) environment / climate change (including figures on carbon dioxide equivalent)	Building works to reduce carbon emissions are proposed including improving the energy efficiency of the building by replacing old windows and improving the Insulation. Future projects are being considered that are not represented here, but which are hoped to further decrease the buildings Carbon Footprint			Please see Section 3.9 of the Business plan for detail under Community Benefits /Environment & Climate – Reduced from Very Strong – Lack of detail on how they would reduce energy and encourage recycling.	Strong
	(vi) other					

4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	The organisation has a membership policy that states inclusion to all parties, including those with protected characteristics	See SCIO Constitution	Strong
	(ii) Promotes equality	Throughout the application the group refer to actions to both promote equality and reduce inequality amongst a wide variety of groups, such as elderly, youth, neurodivergent and others	Application / Business plan throughout.	Strong
ABILITY TO DELIVER / SUSTAINABILITY				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number SCO 49567	See Scio 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?	The Group have shown excellent access to volunteer and funding resources throughout their existing tenancy. Their funding appears to be adequate for the proposed changes. Skillsets embedded in the current management Committee appear to be good for the ongoing sustainability of the Asset Transfer.	See Section 5 of Business Plan "People" See Section 6 of the Business Plan "Finance" See	Very Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	The Application and Business plan show that the resources to be used will be sustainable, as the funding needed to support and maintain the hall will be generated by the activities and lets proposed. Additional works will be fulfilled using external funding as they come up.	See Section 6 of Business Plan	Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The Trustees meet regularly and keep in close contact with all groups and projects operating from the Hall. Accounts will be analysed monthly and audited yearly	.	Strong
COMMUNITY SUPPORT				
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	Very Strong
10. Local Community Support	What evidence has been provided of local community support?	The Group have conducted extensive consultation with the community and enjoy extremely good local support	See Business Plan section 3.6	Very Strong
OTHER				
Is the building currently staffed?		1. For buildings which were staffed (including with cleaners) No employees remain at the building being considered by this report. Having considered the options available to them, all employees chose to accept either voluntary severance or redeployment and therefore no TUPE considerations apply.		Very Strong

CONCLUSION**COMMENTS****OVERALL ASSESSMENT (See Table below)**

This application is thorough and addresses the points needed for a successful Asset Transfer Lease at less than best consideration.

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.

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services Invest Falkirk	Lead Officer Name:	Arthur Berg
		Team:	Asset Management
		Tel:	01324504816
		Email:	arthur.berg@falkirk.gov.uk
Proposal:	Community Asset Transfer of Banknock Community Hall	Reference No:	00961

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
	Yes	Yes	No	No
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):

30/01/2025	Community Asset Transfer of Ownership of the Banknock Community Hall

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£44,300	N/A
Reduction to this service budget (£'0000s)	Per Annum:	£44,300	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 saving be achieved?	Start Date:	15/08/2023	
	End Date (if any):		

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 Statistics:

- Number of community facilities in Banknock is 1 - The Banknock Community hall. No other social facility exists.
- Population of Banknock = 2400 in 2022 - All of which are potential users or the dependants thereof.
- Combined Population of area serviced by Banknock Hall ie Banknock, Longcroft and Haggs villages is 4107 in 2021- All of which are either potential users or the dependants thereof.
- No Public Library exists in the Banknock, Longcroft and Haggs area
- There are no Public Houses in Banknock
- The number of persons serviced by the Banknock hall from further afield is unknown.
- 18.8% of the population are over the age of 65.
- Statistics on persons with protected characteristics are not available.
- Consultation
- 50 volunteers / Voting Members of the Banknock Community Hall MC Scio At time of Asset Transfer application
- 30 Sign ins of local residents to 2022 public meeting
- 18 Emails of support for the Asset transfer of the Hall
- 3 Messages of support from Local Elected Members
- Activities
- 12 Activities & Classes (Including generic) currently available to the public, Plus individual bookings for parties & events

Activities detail:

- pre & after school club for primary School children
- Mother & toddler group,
- book swap,
- Autism friendly events,
- fun day events,
- community café,
- warm space,
- youth club,
- exercise classes,
- music groups,
- sports clubs/activities suitable for young & older people
- Nifty 50's Club

Social - case studies; personal / group feedback / other

Support from Local Residents of Banknock Area for the Community Hall

Below is a series of representations from residents of Banknock, Hallglen and Longcroft areas in support of keeping the hall open through Asset Transfer lease:

Regarding Banknock Community Hall

To whom it may concern

I am writing to express that I would love the Banknock Community Hall to stay open.

This is a great hall which I have accessed in the past for Toddler Clubs, parties and exercise classes and would love to continue to do so. It really brings the community together. I was hoping to have my daughters party here next year. Its a brilliant space and handy to access.

Thank you

(Resident 1)

To whom it may concern,

I believe the hall should stay open because of the following reasons:

1. We have no suitable venue in Banknock for community and public events.
2. Having the hall available will lift community spirit and this has already been seen within the community.
3. The current team who have been working on renovating and making the hall useable have worked so hard and deserve to keep the venue open.
4. Having a space for the younger generation will keep them off the streets and give them something to do as there currently isn't.

The community deserve to have at least one building within the area. It was built with a purpose and we have a team who is bringing that purpose back.

Please recognise the importance of this building on the community. I know plenty of the Banknock community members, wish to use the building for many different reasons.

Thank you and kind regards,

(Resident 2)

Hi I think the loss of the hall would be a massive loss to the community as there is no where else left in the village to hold any kind of activity or function I feel the hall want used by locals as it was filthy and in much need of a renovation. The community is coming together to help refurbish and modernise the hall and plenty of support for the new committee with all their ideas for the hall

(Resident 3)

To whom it may concern

I felt I had to have my say in the saving of Banknock community centre is a must for children and adults alike.

It give a safe space for many ventures, clubs etc. I myself have been to lots of children's parties, local government polling events and adult fund raising for local schools so, as you can see us local people need and want this community centre to remain open and functional.

(Resident 4) Haggs resident of 23 years

I think it's an amazing effort all the people of Banknock and surrounding areas are putting into cleaning up and trying to save the community centre this shows everyone that we are dedicated to saving what is a massive part of Banknock, haggis, Longcroft and even the ever growing Coneypark. There is a distinctive forever and bringing together of all these small places surrounding the community centre. All the discos, clubs, for both young and old birthday parties, fund raisers and maybe one day a mighty Banknock gala day could be held once again.

(Resident 5)

This email is in support of the Banknock Community Hall.

Most if not all social areas in Banknock have closed such as pubs and church and Chapel meeting areas. The Hall is more important than ever to keep residents and others connected to the community.

The majority of groups and people looking to use community halls on a regular basis are physical health based clubs such as slimming groups or groups where the mental health benefits are proven such as over 50s clubs, kids clubs etc. There is a need more than ever for these groups in our Increasingly disconnected society.

Although I am not involved in the community centre I can say with some confidence that the people now In charge are strong business minded individuals who have come together as a group ensuring the Hall will be successful going forward.

Regards

(Resident 7)

I feel that the community hall will be a fantastic resource for the community, especially now that community council members have updated it and are able to make the changes. This hall has always provided the community with a place for people to have a variety of activities and events to take place, and now that we have a fresh perspective on the future of the hall, and the endless possibilities for the community we are creating so much opportunity for the community.

(Resident 8)

I want the hall to stay open as it's a great venue that can cater for a variety of events. I've been able to attend numerous events such as fun days, parties, charity nights and been able to hold my own child's birthday, the space is fantastic. It's a great place for the local community to gather.

Kind regards

(Resident 9)

To whom it may concern - support for Banknock community Hall to remain open .

It is vital for the community hall to be supported to remain open and accessible for all local residents . In the current climate people are becoming more isolated and rely on being able to access the hall for local events , family celebrations, face to face meetings with local counsellors and local activities for all age groups The hall is also imports for self employed people & charity workers trying to provide services in the form of support groups. Without being able to access space within communities it becomes impossible to provide the vital services & support . we all need opportunities within our community to have positive human contact that we once took for granted in years gone by .

Don't isolate our communities further but support us to grow and flourish .

Regards

(Resident 10)

I wish to support the retaining of the Banknock Community Hall. It is central to the spirit of the community. It will be used for various functions and help retain community spirit.

(Resident 11)

I am writing in support of Banknock Community Hall. The hall has been a valuable asset for me since my Teen years in the late 1960's and the people will make good use of it

Regards

(Resident 12)

To Whom It May Concern,

I am writing this mail to voice my support of the restoration and upkeep of Banknock Community Centre by the members of the community. It is a vital resource that is often overlooked. It is the only building within the Banknock community that can be used for functions ie birthday parties, communions, anniversaries, fund raising events etc. I believe that if the hall were to be of an acceptable standard (which it was not previously!) then it would be used by the public much more often. Please assist those that are willing to give their time and effort to this project to do so! So far the improvement within this facility has far outshone the efforts of Falkirk Council and I wish for it to improve further.

With regards,

(Resident 13)

I wish to support the retaining of the Banknock Community Hall.
It is central to the spirit of the community. It will be used for various functions and help retain community spirit.

(Resident 14)

Looking forward to seeing the banknock community hall up and running as this is good venue for party's and gatherings alike

(Resident 15)

Members of the community have rallied together to keep Banknock Community Centre open, which could be the hub of our community and the local areas. Community halls attract groups, classes and clubs with regular bookings that benefit the community with social interaction, physical wellbeing and most importantly, helping with mental health. People may use the hall for private functions or community engagement events, showcasing what a great community we have.

(Resident 16)

The community centre should stay open to ensure that the community has a place to use and help promote a sense of community in the area. If the centre was to close this would be a major blow for the area and leave there no where for Groups, charity's, families and locals to gather and use. Should you wish to discuss this with me please do not hesitate to call me on (Mobile number)

(Resident 17)

To whom it may concern - support for Banknock community Hall to remain open .

It is vital for the community hall to be supported to remain open and accessible for all local residents . In the current climate people are becoming more isolated and rely on being able to access the hall for local events , family celebrations, face to face meetings with local counsellors and local activities for all age groups The hall is also imports for self employed people & charity workers trying to provide services in the form of support groups. Without being able to access space within communities it becomes impossible to provide the vital services & support . we all need opportunities within our community to have positive human contact that we once took for granted in years gone by .

Don't isolate our communities further but support us to grow and flourish .

(Resident 18)

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.
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.	We used data from the Asset Transfer request application and business planning documents, as well as some materials made available as Appendices, and some material available from available online such as population statistics. There is sufficient information to continue with the proposed transfer.
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SECTION FOUR: ENGAGEMENT

Engagement with individuals 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 consulted with their users and local residents	
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	Users and local residents via Facebook survey. Unanimous agreement to remain open under community control
Display / Exhibitions	No	
User Panels	No	
Public Event	Yes	Historic Public meetings, Full Agreement to remain open.
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

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		✓		There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone" And "Being community led" with "Intergenerational approach to serving all age ranges in the community"
Disability	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Sex	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Ethnicity	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Religion / Belief / non-Belief	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Sexual Orientation	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:				
				Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Pregnancy / Maternity	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Marriage / Civil Partnership	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Poverty	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Care Experienced	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Other, health, community justice, carers etc.	✓			There is no evidence to support the identification of positive or negative impacts. However, The Business plan for Asset Transfer, Section 1.3 Benefits to the Community, A public Document, states that the Groups Values are based on "Working in an inclusive and respectful manner, not discriminating against anyone".
Risk (Identify other risks associated with this change)				
		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 Hall, with its inclusive activities and services, will remain open and accessible to all.
Foster Good Relations (promoting understanding and reducing prejudice):	It is unclear how The Hall remaining open will foster good relationships between groups.

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 ownership to the third sector.
Other(s): please list and describe the nature of the relationship / impact.		

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	Evaluation and Review Date	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 as part of the Strategic Property review, From 1st October 2024 as agreed by Council in January 2024. The opportunity for a Community asset Transfer (CAT) was identified as a mitigating factor to closure and this was noted in the EPIA's undertaken. 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 Banknock Community Hall.

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 existing groups 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 ?	Agenda item and full report to the Executive Committee Meeting of 13th March 2025

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 Hall open means no negative impact on Groups or individuals
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	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:	Arthur Berg	Date:	31/01/2025
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT 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?	No
ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	The EPIA relies on best judgement, as information on the protected characteristics of those using the community hall is unknown.	
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ?	No	If YES, please describe: No negative impacts identified.

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA		
LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	No negative impacts identified.

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:	Malcolm Bennie	Date:	06/02/2025

BANKNOCK COMMUNITY HALL
MANAGEMENT COMMITTEE
REVENUE BUDGET PROJECTIONS FOR
BANKNOCK HALL 2023-2027

INCOME

Sales – Income from Lets
Sales – Income from food & drink
Other Income FC parachute
Other Income (Previous Committee)
Other Income fundraising & events
TOTAL INCOME

	2023/24	2024/25	2025/26	2026/27	2027/28
Sales – Income from Lets	10370	16800	20500	23000	23500
Sales – Income from food & drink	8222	15000	20000	25000	32000
Other Income FC parachute	0	3250	0	0	0
Other Income (Previous Committee)	7680	0	0	0	0
Other Income fundraising & events	2500	2900	3000	3100	3200
TOTAL INCOME	28772	37950	43500	51100	58700

EXPENDITURE

Purchases – stock food drink
Direct Wage Costs (wages, NIC etc.)
Other Employee Costs
Premises – Gas
Premises – Electric
Premises – Water
Premises – Repairs
Premises – Refuse

Motor/Travel
Grounds Maintenance
Telephone/Broadband
Postage & Stationery
IT/Website Support
Professional fees
Interest – Bank
Loan repayments (Capital Only)
Loan Interest
Rates – NDR
Insurance
Adverts/Promotions
Other Expenditure (£)

Purchases – stock food drink	6943	8000	10000	12000	14000
Direct Wage Costs (wages, NIC etc.)	0	0	0	0	0
Other Employee Costs	0	0	0	0	0
Premises – Gas	9800	9800	10000	10000	10200
Premises – Electric	6100	6100	5600	5600	5800
Premises – Water	950	1000	1050	1100	1150
Premises – Repairs	1500	1500	1800	2000	2000
Premises – Refuse	500	500	800	900	1000
Motor/Travel	0	0	0	0	0
Grounds Maintenance	200	300	400	400	400
Telephone/Broadband	930	1000	1100	1150	1200
Postage & Stationery	0	0	0	0	0
IT/Website Support	0	200	200	200	200
Professional fees	283	300	300	300	300
Interest – Bank	0	0	0	0	0
Loan repayments (Capital Only)	0	0	0	0	0
Loan Interest	0	0	0	0	0
Rates – NDR	1020	1500	1800	1900	2000
Insurance	0	0	0	0	0
Adverts/Promotions	0	0	0	0	0
Other Expenditure (£)	0	0	0	0	0
TOTAL EXPENDITURE	28226	30200	33050	35550	38250

CASH POSITION

Movement – Income less Expenditure
Opening balance – bank
Closing Balance

Movement – Income less Expenditure	546	7750	10450	15550	20450
Opening balance – bank					
Closing Balance					

21/07/2024