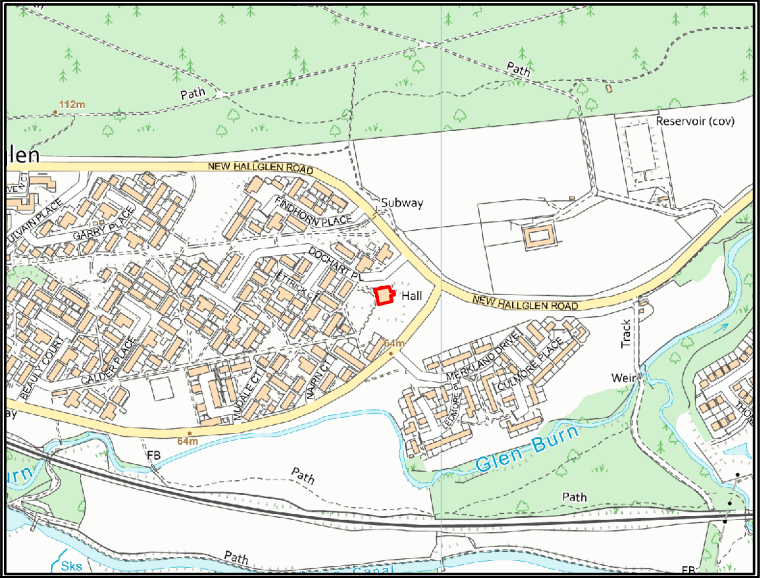


Falkirk Council



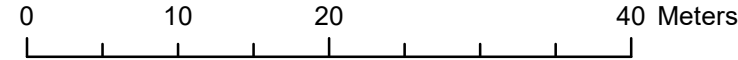
LOCATION PLAN scale: 1:500

Subject:
Ettrick Dochart Community Hall

Area:	403 sqm (0.10 acre)	or thereby.
Scale:	Plan No:	Date:
1:500	3196	3.5.2024



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



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CONSTITUTION
Of
The Ettrick Dochart Community Group

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GENERAL

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

Name

- 3 The name of the organisation is The Ettrick Dochart Community Group

Purposes

- 4 The organisations' purposes are:

4.1 The advancement of education by means of, but not exclusively, through the provision or facilitation of educational activities, workshops, training seminars, lectures, exhibitions, conferences, gatherings and other activities as determined from time to time by the Trustees.

4.2 The provision of recreational facilities or the organisation of recreational activities that contribute towards the well-being of individuals and families including, but not exclusively, lunch clubs for the elderly, youth activities, parent/guardian and toddler groups.

4.3 The relief of those in need including those experiencing financial hardship, distress and suffering particularly amongst poor people and other people in need, by means of, but not exclusively, through making grants or loans to provide or pay for items, equipment, services and facilities, including the provision or assistance in the provision of food and clothing for the benefit of the public.

Powers

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability of members

- 7 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.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 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.

General structure

- 9 The structure of the organisation consists of:-
 - (a) the MEMBERS - who have the right to attend members' meetings (including any annual members' meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
 - (b) the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

MEMBERS

Qualifications for membership

- 11 Membership is open to any individual aged 16 years and over who:-
 - 11.1 Reside in Hallglen, Glen Village, Lionthorn & Callendar Rise and Wish to further the purpose and objectives of the Organisation.
- 12 Employees of the organisation are not eligible for membership.

Application for membership

- 13 Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the board at its next board meeting.
- 14 The board may, at its discretion, refuse to admit any person to membership.

- 15 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit them to membership.

Membership subscription

- 16 No membership subscription will be payable.

Register of members

- 17 The board must keep a register of members, setting out
- (a) for each current member:
 - (i) their full name and address; and
 - (ii) the date on which they were registered as a member of the organisation;
 - (b) for each former member - for at least six years from the date on which they ceased to be a member:
 - (i) their name; and
 - (ii) the date on which they ceased to be a member.
- 18 The board must ensure that the register of members is updated within 28 days of any change:
- (a) which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - (b) which is notified to the organisation.
- 19 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.

Withdrawal from membership

- 20 Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by them; they will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

- 21 Membership of the organisation may not be transferred by a member.

Re-registration of members

- 22 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.
- 23 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 22, the board may expel them from membership.
- 24 A notice under clause 22 will not be valid unless it refers specifically to the consequences (under clause 23) of failing to provide confirmation within the 28-day period.

Expulsion from membership

- 25 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:-
- (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;
 - (b) the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination

- 26 Membership of the organisation will terminate on death.

DECISION-MAKING BY THE MEMBERS

Members' meetings

- 27 The board must arrange a meeting of members (an annual members' meeting or "AGM") in each calendar year.
- 28 The gap between one AGM and the next must not be longer than 15 months.
- 29 Notwithstanding clause 27, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.
- 30 The business of each AGM must include:-
- (a) a report by the chair on the activities of the organisation;

- (b) consideration of the annual accounts of the organisation;
- (c) the election/re-election of charity trustees, as referred to in clauses 67 to 70.

31 The board may arrange a special members' meeting at any time.

Power to request the board to arrange a special members' meeting

32 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 25% or more of the total membership of the organisation at the time, providing:

- (a) the notice states the purposes for which the meeting is to be held; and
- (b) those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.

33 If the board receive a notice under clause 32, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

34 At least 14 clear days' notice must be given of any AGM or any special members' meeting.

35 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

- (a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
- (b) in the case of any other resolution falling within clause 53 (requirement for two-thirds majority) must set out the exact terms of the resolution.

36 The reference to "clear days" in clause 34 shall be taken to mean that, in calculating the period of notice,

- (a) the day after the notices are posted (or sent by e-mail) should be excluded; and
- (b) the day of the meeting itself should also be excluded.

- 37 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.
- 38 Any notice which requires to be given to a member under this constitution must be: -
- (a) sent by post to the member, at the address last notified by them to the organisation; *or*
 - (b) sent by e-mail to the member, at the e-mail address last notified by them to the organisation.
- 39 If members and charity trustees are to be permitted to participate in a members' meeting by way of audio and/or audio-visual link(s) (see clause 42), the notice (or notes accompanying the notice) must:
- (a) set out details of how to connect and participate via that link or links; and
 - (b) (particularly for the benefit of those members who may have difficulties in using a computer or laptop for this purpose) draw members' attention to the following options:
 - (i) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
 - (ii) (where attendance in person is to be permitted, either on an open basis or with a restriction on the total number who will be permitted to attend) attending and voting in person at the meeting;
 - (iii) (where clause 40 applies) submitting questions and/or comments in advance of the meeting.
- 40 Where a members' meeting is to involve participation *solely* via audio and/or audio-visual link(s), the notice (or notes accompanying the notice) must include a statement inviting members to submit questions and/or comments in advance of the meeting, which (subject to clause 41) the chairperson (or chosen representative) of the meeting will be expected to read out, and address, in the course of the meeting.
- 41 Where clause 40 applies, the chairperson of a members' meeting will not require to read out or address any questions or comments submitted by members in advance of the meeting if and to the extent that the questions or comments are of an unreasonable length (individually or taken together), or contain material which is defamatory, racist or otherwise offensive.

Procedure at members' meetings

- 42 The board may if they consider appropriate (and must, if this is required under clause 43) make arrangements for members and charity trustees to participate in members' meetings by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting, providing:
- (a) the means by which members and charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all or a significant proportion of the membership - a barrier to participation;
 - (b) the notice calling the meeting (or notes accompanying the notice) contains the information required under clause 39; and
 - (c) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those members and charity trustees who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those members and charity trustees (if any) who are attending in person (and vice versa).
- 43 If restrictions arising from public health legislation or guidance are likely to mean that attendance in person at a proposed members' meeting would not be possible or advisable for all or a significant proportion of the membership, the board must make arrangements for members and charity trustees to participate in that members' meeting by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting; and on the basis that the requirements set out in paragraphs (a) to (c) of clause 42 will apply.
- 44 A members' meeting may involve two or more members or charity trustees participating via attendance in person while other members and/or charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
- 45 The quorum for a members' meeting is fifty percent plus one of members, present in person.
- 46 An individual participating in a members' meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a member) will be deemed to be in attendance) at the meeting.
- 47 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices

of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.

- 48 The chair of the organisation should act as chairperson of each members' meeting.
- 49 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members' meetings

- 50 Every member has one vote, which must be given personally (subject to clause 55).
- 51 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 52.
- 52 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 59):
- (a) a resolution amending the constitution;
 - (b) a resolution expelling a person from membership under clause 25;
 - (c) a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - (d) a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
 - (e) a resolution for the winding up or dissolution of the organisation.
- 53 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 54 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 55 Where members are participating in a meeting via an audio or audio-visual link, they may cast their votes on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically - and providing the board have no reasonable grounds for suspicion as regards authenticity, any such action shall be deemed to be a vote cast personally via a show of hands.

- 56 The chairperson in consultation with the office bearers will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.
- 57 Where members are participating in a meeting via audio and/or audio-visual links, the chairperson's directions regarding how a secret ballot is to be conducted may allow those members to cast their votes on the secret ballot via any or all of the methods referred to in clause 55, providing reasonable steps are taken to preserve anonymity (while at the same time, addressing any risk of irregularities in the process).

Technical objections to remote participation in members' meetings

- 58 This constitution imposes certain requirements regarding the use of audio and/or audio-visual links as a means of participation and voting at members' meetings; providing the arrangements made by the board in relation to a given members' meeting (and the manner in which the meeting is conducted) are consistent with those requirements:
- (a) a member cannot insist on participating in the members' meeting, or voting at the members' meeting, by any particular means;
 - (b) the members' meeting need not be held in any particular place;
 - (c) the members' meeting may be held without any particular number of those participating in the meeting being present in person at the same place (but, notwithstanding that, the quorum requirements - taking account of those participating via audio and/or audio-visual links - must still be met);
 - (d) the members' meeting may be held by any means which permits those participating in the meeting to hear and contribute to discussions at the meeting;
 - (e) a member will be able to exercise the right to vote at the members' meeting (including where a secret ballot is to be held) by such means as is determined by the chairperson of the meeting (consistent with the arrangements made by the board) and which permits that member's vote to be taken into account in determining whether or not a resolution is passed.

Written resolutions by members

- 59 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the

resolution will be taken to be the date on which the last member agreed to it.

Minutes

- 60 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 61 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

BOARD

Number of charity trustees

- 62 The maximum number of charity trustees is six (6) out of that:
- (a) no more than three (3) shall be charity trustees who were co-opted under the provisions of clauses 71 and 72.
- 63 The minimum number of charity trustees is three (3).

Eligibility

- 64 A person shall not be eligible for election/appointment to the board under clauses 67 and 68 unless they are a member of the organisation; a person appointed to the board under clause 71 need not, however, be a member of the organisation.
- 65 A person will not be eligible for election or appointment to the board if they are: -
- (a) disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
 - (b) an employee of the organisation.

Initial charity trustees

- 66 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.

Election, retiral, re-election

- 67 At each AGM, the members may elect any member (unless they are debarred from membership under clause 65) to be a charity trustee.

- 68 The board may at any time appoint any member (unless they are debarred from membership under clause 65) to be a charity trustee.
- 69 At each AGM, all of the charity trustees elected/appointed under clauses 67 and 68 (and, in the case of the first AGM, those deemed to have been appointed under clause 66) shall retire from office – but shall then be eligible for re-election under clause 67.
- 70 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- (a) they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
 - (b) an election process was held at the AGM and they were not among those elected/re-elected through that process; or
 - (c) a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

- 71 In addition to their powers under clause 68, the board may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 62, and providing they are not debarred from membership under clause 65) either on the basis that they have been nominated by a body with which the organisation has close contact in the course of its activities *or* on the basis that they have specialist experience and/or skills which could be of assistance to the board.
- 72 At each AGM, all of the charity trustees appointed under clause 71 shall retire from office – but shall then be eligible for re-appointment under that clause.

Termination of office

- 73 A charity trustee will automatically cease to hold office if: -
- (a) they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - (b) 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 twelve months;
 - (c) (in the case of a charity trustee elected/appointed under clauses 67 and 68) they cease to be a member of the organisation;
 - (d) they become an employee of the organisation;

- (e) they give the organisation a notice of resignation, signed by them;
- (f) 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;
- (g) 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 clause 90);
- (h) 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 Charities and Trustee Investment (Scotland) Act 2005; or
- (i) they are removed from office by a resolution of the members passed at a members' meeting.

74 A resolution under paragraph (g), (h) or (i) shall be valid only if: -

- (a) the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for their removal is to be proposed;
- (b) 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 the vote; and
- (c) (in the case of a resolution under paragraph (g) or (h)) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

Register of charity trustees

75 The board must keep a register of charity trustees, setting out:-

- (a) for each current charity trustee:
 - (i) their full name and address;
 - (ii) the date on which they were appointed as a charity trustee; and
 - (iii) any office held by them in the organisation;
- (b) for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
 - (i) the name of the charity trustee;

- (ii) any office held by them in the organisation; and
- (iii) the date on which they ceased to be a charity trustee.

76 The board must ensure that the register of charity trustees is updated within 28 days of any change:-

- (a) which arises from a resolution of the board or a resolution passed by the members of the organisation; or
- (b) which is notified to the organisation.

77 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 addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

78 The charity trustees must elect (from among themselves) a chairperson, secretary and treasurer.

79 In addition to the office-bearers required under clause 78, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.

80 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 78 or 79.

81 A person elected to any office will automatically cease to hold that office: -

- (a) if they cease to be a charity trustee; *or*
- (b) if they give to the organisation a notice of resignation from that office, signed by them.

Powers of board

82 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.

83 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.

84 The members may, by way of a resolution passed in compliance with clause 52 (requirement for two-thirds majority), direct the board to take any

particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

- 85 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:-
- (a) seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - (c) in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - (i) put the interests of the organisation before that of the other party; or
 - (ii) 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;
 - (d) 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.
- 86 In addition to the duties outlined in clause 85, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- (a) that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - (b) that any trustee who has been in serious or persistent breach of those duties is removed as a trustee.
- 87 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 organisation in which they have a personal interest; and (subject to clause 88 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.

- 88 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.
- 89 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

- 90 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.
- 91 The code of conduct referred to in clause 90 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

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of board meetings

- 92 Any charity trustee may call a meeting of the board or ask the secretary to call a meeting of the board.
- 93 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.
- 94 If charity trustees are to be permitted to participate in a board meeting by way of audio and/or audio-visual link(s), the charity trustees must, in advance of the meeting, be provided with details of how to connect and participate via that link or links; and (particularly for the benefit of those charity trustees who may have difficulties in using a computer or laptop for this purpose) the charity trustees' attention should be drawn to the following options:
- (a) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
 - (b) (where attendance in person is to be permitted, either on an open basis or subject to a restriction on the total number who will be permitted to attend) the ability to attend the meeting in person.

Procedure at board meetings

- 95 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is two thirds charity trustees, present in person.
- 96 An individual participating in a board meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a charity trustee, will be deemed to be in attendance) at the meeting.
- 97 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 95, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 98 The chair of the organisation should act as chairperson of each board meeting.
- 99 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 100 Every charity trustee has one vote, which must be given personally (subject to clause 109).
- 101 All decisions at board meetings will be made by majority vote.
- 102 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 103 The board may if they consider appropriate (and must, if this is required under clause 107), allow charity trustees to participate in board meetings by way of an audio and/or audio-visual link or links which allow them to hear and contribute to discussions at the meeting, providing:
- (a) the means by which charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all, or a significant proportion, of the charity trustees - a barrier to participation; and
 - (b) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those charity trustees who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those charity trustees (if any) who are attending in person (and vice versa).
- 104 If restrictions arising from public health legislation, directions or guidance are likely to mean that attendance in person at a proposed board meeting would

not be possible or advisable for one or more of the charity trustees, the board must make arrangements for charity trustees to participate in that board meeting by way of audio and/or audio-visual link(s); and on the basis that:

- (a) the requirements set out in paragraphs (a) and (b) of clause 106 will apply; and
 - (b) the board must use all reasonable endeavours to ensure that all charity trustees have access to one or more means by which they may hear and contribute to discussions at the meeting.
- 105 A board meeting may involve two or more charity trustees participating via attendance in person while other charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
- 106 Where a charity trustee or charity trustees are participating in a board meeting via an audio or audio-visual link, they may cast their vote on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically.
- 107 The board may, at its discretion, allow any person to attend (whether in person or by way of an audio or audio-visual link) and speak at a board meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
- 108 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 organisation; they must withdraw from the meeting while an item of that nature is being dealt with.
- 109 For the purposes of clause 108: -
- (a) 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;
 - (b) 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.
- 110 The principles set out in clause 58 (technical objections to remote participation) shall apply in relation to remote participation and voting at board meetings, as if each reference in that clause to a member were a

reference to a charity trustee and each reference in that clause to a members' meeting were a reference to a board meeting.

- 111 A resolution agreed to in writing (or by e-mail) by a majority of the charity trustees then in office shall (subject to clauses 112 and 113) be as valid as if duly passed at a board meeting.
- 112 A resolution under clause 111 shall not be valid unless a copy of the resolution was circulated to all of the charity trustees, along with a cut-off time (which must be reasonable in the circumstances) for notifications under clause 113.
- 113 If a resolution is circulated to the charity trustees under clause 112, any one or more charity trustees may, following receipt of a copy of the resolution, notify the secretary that they consider that a board meeting should be held to discuss the matter which is the subject of the resolution; and if any such notification is received by the secretary prior to the cut-off time:
- (a) the secretary must convene a board meeting accordingly, and on the basis that it will take place as soon as reasonably possible;
 - (b) the resolution cannot be treated as valid under clause 111 unless and until that board meeting has taken place;
 - (c) the board may (if they consider appropriate, on the basis of the discussions at the meeting) resolve at that board meeting that the resolution should be treated as invalid, notwithstanding that it had previously been agreed to in writing (or by e-mail) by a majority of the charity trustees then in office.

Minutes

- 114 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 115 The minutes to be kept under clause 114 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

ADMINISTRATION

Delegation to sub-committees

- 116 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 117 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.

- 118 When delegating powers under clause 116 or 117, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 119 Any delegation of powers under clause 116 or 117 may be revoked or altered by the board at any time.
- 120 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

- 121 Subject to clause 122, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 122 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 121.

Accounting records and annual accounts

- 123 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 124 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

- 125 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
- 126 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the constitution

- 127 This constitution may (subject to clause 128) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 52) or by way of a written resolution of the members.
- 128 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 129 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- (a) any statutory provision which adds to, modifies or replaces that Act; and
 - (b) any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph (a) above.
- 130 In this constitution: -
- (a) "charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;
 - (b) "charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

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

IMPORTANT NOTES:

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

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

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

It is essential that you read the [Asset Transfer guidance](#) provided by the Scottish Government before making a request.

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

The Asset Team

Falkirk Council

4 Stadium Way

Falkirk

FK2 9EE

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

1.1 Name of the CTB making the asset transfer request

The Ettrick Dochart Community Group

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

Postal address:

Ettrick Dochart Community Hall,
Dochart Place
Hallglen
Falkirk

Postcode:

FK1 2QR

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:

Ettrick Dochart Community Hall,
Dochart Place
Hallglen
Falkirk

Postcode:

FK1 2QR

Email:

at.edch@gmail.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	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is SC052605	X
	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.

Please note that under The Community Empowerment (Scotland) Act 2015, where a CTB is seeking ownership rather than a lease, the organisation must have at least 20 members. See the Scottish Government's [Guidance for Community Transfer Bodies](#).

- 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 80(1)(b) 'it is a Scottish charitable incorporated organisation the constitution of which includes provision that the organisation must have not fewer than 20 members'.

Section 2. Information about the land and rights requested

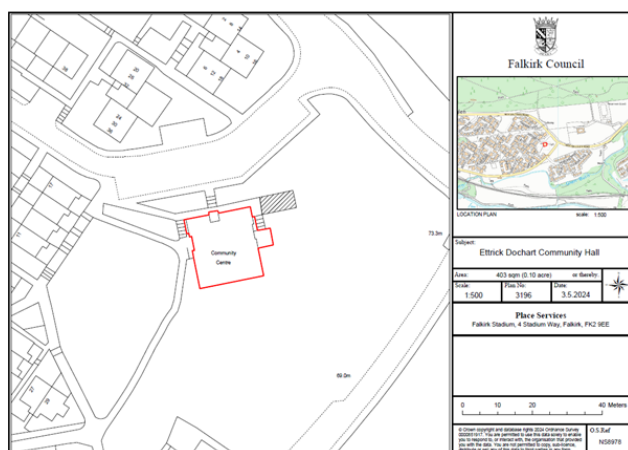
2.1 Please identify the property/land to which this asset transfer request relates.

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

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

Details of Property:

All and whole the building known as Ettrick Dochart Community Hall, Falkirk, and the lands as shown above, and bounded as outlined in red.



Address:

Ettrick Dochart Community Hall
Dochart Place
Hallglen
Falkirk

Postcode:
FK1 2QR

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

UPRN: 136071834

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

☐

Request for Ownership

What price are you prepared to pay for the land requested?

Proposed price: £

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

3B – Request for Lease

What is the length of lease you are requesting?

20 Year Lease

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

Proposed rent: £ 1 per annum

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – Request for other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes ☐

No ☐

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ per

Please set out any other terms and conditions you wish to apply to the request.

N/A

Section 4. Community Proposal

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

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

4.1.1 Objectives of Project

Our current and future aims are to:

- Ensure the maintenance and improvement of the community hall.
- Ensure the financial viability of the community hall by having a range of income sources, such as hiring out space, donations, grants/3rd sector funding.
- Facilitate events to involve a wide cross section of the community.
- Improve our general marketing and advocacy of the hall, particularly to potential new users.
- Seek ways to use the hall to create employment and help stimulate the local economy.
- Work in partnership with others, for example the local primary school & nursery.

Our charitable purpose is to promote the benefit of the inhabitants of the Hallglen area without distinction of sex or of political, religious or other opinions by associating the local and statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare, for recreation and other leisure time occupations with the object of improving the conditions of life for the said inhabitants. To maintain and manage or to co-operate with any local authority in the maintenance and management of the Ettrick Dochart Community Hall for activities promoted by the committee in the furtherance of the above objects.

4.1.2 Why there is a need for your Project?

We believe that the hall operating under community ownership, will improve the sense of community with many groups, attracting people to come from a wider area, and will be able to pass on information to others. The members of the hall propose to look at holding a variety of activities which will encourage different age groups to mix both socially and in specific classes.

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

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

We intend to update and upgrade the toilets once we take on the lease of the building.

4.1.4 What activities will take place?

The community hall will offer the following range of services:

- £ Space for party/class bookings
- £ Social gatherings
- £ Space for meetings, business & public
- £ Gym use/membership
- £ Space for counselling services
- £ Soft play area
- £ Community cinema
- £ Help desk area

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

All lets are subject to groups/individuals signing our Let Agreement Form, and abiding by the terms and conditions as listed.

The Hall will be open when lets are required.
In general, these are between the times of 9am to 9pm, 7 days a week.

The Hall will be closed over the 2 weeks at Christmas. However, the hall will be open if there was a private let during this period.

4.1.6 What provision will be provided for people with disabilities?

There is a ramp in place for disabled access; there are also a number of accessible toilets in the building; our groups and activities are available to all.

4.1.7 Any other relevant information?

The hall is the hub of the community, and the group has spent a large amount of funds to maintain and upgrade the building, through our various endeavours to fundraise, source external funding, and the work of our volunteers, which has produced a modern interior that groups and individuals want to let. This includes a new kitchen; gym area; games room; soft play; toilets; CCTV; door entry system; to name a few.

Benefits of the proposal

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

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

In this section, please explain how the project will benefit your community, and others. Please refer to the Scottish Government [guidance](#) on how the Council will consider the benefits of a request.

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

4.2.1. Economic development/income generation

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

Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, cafe staff, and potentially a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.

4.2.2. Regeneration

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

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 a 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, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.

4.2.3. Public Health

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

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 Positivitea cafe, helps to combat mental health issues 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 yoga classes, martial arts 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 programmes 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.

4.2.4. Social Wellbeing

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

The activities and social interactions facilitated at the Ettrick Dochart Community, will contribute significantly to both the mental and social wellbeing 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. Our specialist counsellors who volunteer in our Scott Martin Foundation, Martin's Room, offer a unique service to our young people, who need that specialist support to tackle mental health issues, suicide ideation, low-mood and general wellbeing.

4.2.5. Environmental Wellbeing / Environmental Benefits

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

We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. We have recently installed new energy saving windows, which has reduced our heat loss, and decreased our overall energy usage.

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

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

We run the local food pantry which ensures that the people of Hallglen have access to essential supplies, meaning that no one in our community goes hungry. There is a vast amount of food insecurity in the area due the cost-of-living crisis, and, as with many areas within the district, Hallglen & Glen Village qualify as being among the most deprived 20% in Scotland, under the Scottish Index of Multiple

Deprivation (SIMD). Our letting structure is reasonable and affordable for our community. The hall is local, and as such, people do not have to travel far to access the services that we have to offer.

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

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

The Ettrick Dochart Community Hall has been a staple within the village of Hallglen since the 1970s. While originally managed by Falkirk council, management and administration duties transferred to the Ettrick Dochart Community Hall Management Committee in 2009 under a tenant-occupiers lease agreement and the management committee has managed the building since.

Under the management committee's leadership, the hall has developed into a well-used community space that is vital to the people of Hallglen and surrounding areas. Our hall is currently used by The Scott Martin Foundation, Positivitea Cafe, Kint 'N' Knatter, Youth Club, 4th Falkirk Boys Brigade, Andy's Man Club, Love Church as well as private business lets. We have consulted with our user groups to highlight the importance of the centre remaining open and their confidence in The Ettrick Dochart Community Group running it on behalf of the community.

We are a 2-tier membership organisation, run by a board of trustees selected by our members. Membership is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.

As a board of trustees, our effectiveness has been demonstrated over the last 15 years and we will continue to build on the programme of activities we already have in place. We take our responsibilities seriously in relation to good governance and work with various governing bodies to educate ourselves on a regular basis.

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

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

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase overall usage by 25% in 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, amongst others.

4.2.9 Any other relevant information?

The hall is the hub of the community, and the group has spent a large amount of funds to maintain and upgrade the building, through our various endeavours to fundraise, source external funding, and the work of our volunteers, which has produced a modern interior that groups and individuals want to let. This includes a new kitchen; gym area; games room; soft play; toilets; CCTV; door entry system; to name a few.

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.

There are no known restrictions to the use of the land. We do not have any intention to redevelop the land.

Negative consequences

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

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

There are no known negative consequences to the proposal, as we do not intend to change the use of the hall, nor alter the types of let.

Capacity to deliver

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

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

4.5.1 Has your organisation or any of its members managed projects or owned / leased property/land prior to this?

Yes ☒

No ☐

Please provide details of:

4.5.2 Skills and experience of the members of the organisation

The board of trustees at the Ettrick Dochart Community Hub, has a diverse group of individuals, with each bringing their own unique set of skills and experience. Several of our trustees have served on the management board of the hall for many years, bringing a wealth of experience, and strong relationships with current, past, and future users of the hall, and the wider community. Many trustees have also volunteered extensively with various other charities over the years. Our commitment to our community extends beyond our community hall.

The board have a varied skill mix with a rich blend of skills and experiences, that includes full-time professionals and retired individuals. Our backgrounds span different industries, ensuring a well-rounded perspective in decision-making. Comfortable in public settings, the board actively participates in meetings and engages with the community. We communicate effectively, whether addressing large audiences, or having those one-on-one conversations. The board champion causes that benefit the local area and our local residents. Our trustees bring project experience, enabling us to oversee initiatives efficiently. Our ability to plan, execute, and evaluate projects ensures successful outcomes. Our experience in negotiation, collaboration, and strategic planning enhances the hall's operations. Our charity trustees handle costings and budgets adeptly. Our financial acumen ensures responsible resource allocation, where several trustees have successfully run their

own profitable businesses. Our entrepreneurial insights contribute to sustainable practices and financial stability. The board maintains valuable connections with skilled professionals such as joiners, builders, and electricians – these contacts prove invaluable for maintenance and improvement projects.

Treasurer:

Our Treasurer has B.A. Degree, Management experience, Quality assurance management, Captain of Girls Brigade, Volunteering for 25yrs, Activities Co-ordinator for people with a learning disability, Certificates in 1st Aid, Moving & Handling, Fire Safety, Computer Safety, Food Safety, PVG Certificate to work with vulnerable adults & children.

Secretary:

Our secretary has over 17 years' experience as a Senior Administrator, where the role included responsibility for staff training; computer system upgrades; staff rotas; etc. She has also been volunteering for 8 years with the hall, and has certificates in digital marketing, minute taking, amongst others.

Chairperson:

Our current Chairperson, was a director of her own company; she also has vast catering and retail management experience, which she gained whilst enlisted in the army; she then took these skills to become the head cook within a school; she also gained invaluable management experience during her time in the hospitality business, gaining certificates in food hygiene, health and safety, etc. She has also had her PVG for children and vulnerable adults, for a number of years.

Our wider membership also included tradespeople, local business owners, elected officials, nursing staff, etc, which we can draw upon for support to access their unique skills and abilities.

Collectively we will ensure compliance, ethical behaviour, and accountability. We are able to identify and address issues promptly. By careful financial management, we will manage financial resources, ensuring long-term stability.

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

We intend to instruct a solicitor to negotiate a lease agreement with Falkirk Council. We intend to instruct a number of surveyors, architects, etc, as the need arises.

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

We currently have a licence to occupy / management lease, of the Ettrick Dochart Community Hall

4.5.4 Please detail how you plan to manage the building?

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

Collectively we will ensure compliance, ethical behaviour, and accountability. We are able to identify and address issues promptly. By careful financial management, we will manage financial resources, ensuring long-term stability.

The hall will be managed, and staffed, by a dedicated group of volunteers. We already successfully manage the running of the hall, the booking of lets, and the opening and closing of the hall.

The Hall will be open when lets are required.

In general, these are between the times of 9am to 9pm, 7 days a week.

The Hall will be closed over the 2 weeks at Christmas. However, the hall will be open if there was a private let during this period.

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

The hall is the hub of the community, and the group has spent a large amount of funds to maintain and upgrade the building, through our various endeavours to fundraise, source external funding, and the work of our volunteers, which has produced a modern interior that groups and individuals want to let. This includes a new kitchen; gym area; games room; soft play; toilets; CCTV; door entry system; to name a few.

Section 5. Level and nature of support

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

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members

of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

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

We have held numerous community engagement days including Summer fun days. We carried out an online survey (results can be seen below) to gauge the local community's interest in using the hall, what they would like it to be used for and whether they support us taking over the building through community ownership. We have received impact statements from The Scott Martin Foundation who use the building for counselling sessions. We have received further quotes/testimonials from current users of the building to show how vital it is for them that it remains open.

Etrick Dochart Community Hall Activities and usage survey 2024

64 Responses 05:03 Average time to complete Active status

1. Halglen needs a high quality community hall for use by the whole community.



2. How often do you use the community hall?



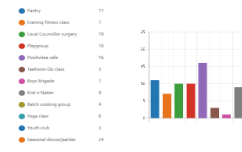
3. In the last year have you hired the community hall?



4. What was the purpose of the hire?



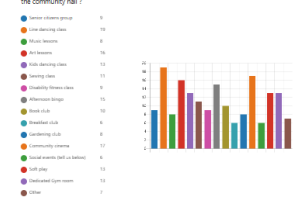
5. In the last year have you attended any of the following in the hall?



6. If you do not attend any of the above, can you give reasons please



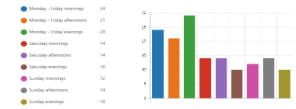
7. What types of activities would you or someone in your household be interested in attending at the community hall?



8. What would make you more likely to attend activities/events at the community hall?



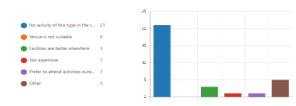
9. What days and times suit you best to attend activities/events



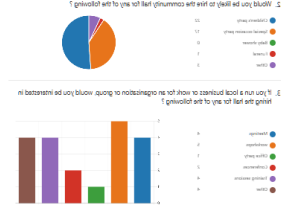
10. What activities do you attend outside of Halglen



11. What prevents you from attending this kind of activity in Halglen



12. If you could, what would you like to see at the community hall?



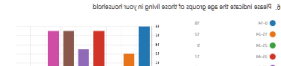
13. If you could, what would you like to see at the community hall?



14. If you could, what would you like to see at the community hall?



15. If you could, what would you like to see at the community hall?



16. If you could, what would you like to see at the community hall?



17. If you could, what would you like to see at the community hall?



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

We have worked with CVS to help with our business plan and CAT application. We have collaborated with local schools and ran children's events at the hall. We have recently received new lets from community groups and businesses for the use of the hall through our community engagement consultation.

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

We have attended CVS's Community Ownership Group meetings which has put us in contact with other community groups going through the Community Asset Transfer process.

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

We have included evidence of community support, surveys, impact statements in our appendices.

Section 6. Financial Viability of Project

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

Please submit

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

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

We recognise our organisation's requirements as a registered SCIO. We will continue to submit audited accounts yearly to OSCR. Our finances are presented and scrutinised at every board meeting. We will follow OSCR's [Guidance and Good Practice for Charity Trustees \(oscr.org.uk\)](https://www.oscr.org.uk/guidance/guidance-and-good-practice-for-charity-trustees) to ensure we manage our finances correctly.

We have set rates for each of our spaces available to let and will review these yearly at our AGM.

Section 7. Funding

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

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

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

We recognise we will require a solicitor to review and negotiate the terms of our lease. We have secured funding to upgrade the building and will continue to seek funding in the future.

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

Hall Lets	Selling Price £
Private Functions	£20 per hour
Instructional classes	£20 per hour
Meetings in hall	£20 per hour
Small meeting room	£10 per hour
Gym membership	£10 per month

Volunteering Hours	Rate	Hours Yearly	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees – Meetings	£40ph	216	£8,640	£18,197	£19,493
Skilled Volunteers – Scott’s Room	£25ph	1,488	£37,200	£78,351	£83,932
Volunteers – General Duties	£12ph	5,568	£66,816	£140,729	£150,752
	Total	7,272	£112,656	£237,278	£254,179

Our volunteer contributions can be seen in the table above.

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

Funding Received 2024			
Item	Date	Cost	Funder
Soft Play Gym Equipment Film Projector & Screen Lights & Sound System	2024	£19,920	National Lottery
Window Replacement	2024	£24,119	Community Choices
Pantry	2024	£1,000	Foundation Scotland
Pantry	2024	£1,000	Arnold Clark
Pantry	2024	£500	INEOS

Evidence of funding received can be found in the appendices.

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

- Community Empowerment Grant (Small and CAT)
- National Lottery Community Led

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

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

As a registered SCIO we have access to overdraft and borrowing facilities with our bank.

Our voluntary contributions is evidenced in the table below. General duties can include redecorating and other maintenance duties.

Volunteering Hours	Rate	Hours Yearly	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees – Meetings	£40ph	216	£8,640	£18,197	£19,493
Skilled Volunteers – Scott’s Room	£25ph	1,488	£37,200	£78,351	£83,932
Volunteers – General Duties	£12ph	5,568	£66,816	£140,729	£150,752
	Total	7,272	£112,656	£237,278	£254,179

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

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

We have a good track record of receiving funding and this experience will be valuable to us moving forward.

Section 8. Enablement Fund

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

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

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

Enablement Fund request for larger capital renewals which support the viability of the CAT		
Item	Estimate Provided By	Amount not more than (including VAT)
New Heating System Radiators	Awaiting Estimate	£86,400
New Electrical System	Awaiting Estimate	£70,000
Roof Repair	Awaiting Estimate	£51,480
Rough Casting	Awaiting Estimate	£30,000
Upstairs disabled toilet men/women	Awaiting Estimate	£23,000
Total including VAT		£260,880

We are applying for the amount of £260,880 to carry out significant capital improvements to the property, which includes the replacement of our heating system; the replacement of our electrical system; significant repairs to the roof; rough casting of external walls; and work carried out for a disabled toilet. The amount indicated in the table above, 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.

Checklist of accompanying documents

To check that nothing is missed, please tick which additional documents are accompanying this form.

- ☒ Section 1 – You must attach your organisation's constitution, articles of association or registered rules
- ☒ Section 2 – Any maps, drawings or description of the land requested
- ☐ Section 3 – Note of any terms and conditions that are to apply to the request
- ☒ Section 4 – Any additional evidence regarding your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation's capacity to deliver.
- ☒ Section 5 – Evidence of community support
- ☒ Section 6 – Financial – Copies of accounts, forecasts, etc
- ☒ Section 7 – Funding – Copy of Business Case etc
- ☐ Section 8 – Enablement Fund – copies of estimates

Declaration

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

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

We, the undersigned on behalf of the community transfer body as noted at Section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

The Ettrick Dochart Community Group Business Plan - 2025



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Valuation Report

Charity Trustee Cost Rationale

Next Generation Building Energy Report

Asset Boundary Map

The Ettrick Dochart Community Group

Business Plan

1. Introduction

Hallglen

Hallglen is a small council estate within the south ward of Falkirk council. It adjoins the settlement of Glen Village and is home to approximately three thousand people combined. Together they comprise a primary school, ELC nursery, pharmacy, hairdresser, two grocers, butchers, church of latter-day saints and the Ettrick Dochart Community Hall. As with many areas within the district, Hallglen & Glen Village qualify as being among the most deprived 20% in Scotland, under the Scottish Index of Multiple Deprivation (SIMD). The last unemployment figures in 2020 were 11.3% for Hallglen, higher than the Falkirk figure of 8.2%. Also, in 2020 those claiming Disability Living Allowance was higher (32.74 per 1000) than the Falkirk rate of 9.45 per 1,000. This is not expected to have dropped because the demographics of Hallglen have not altered much over the years, they may have gotten worse because of a rise in the local population.

Ettrick Dochart Community Hall

Our hall is situated just off the New Hallglen Road as you enter Dochart Place, with ample parking facilities available. Spread over two floors, we have a large main hall on the lower level which hosts community gatherings and events as well as private parties and lets. The ground floor is home to the Hallglen community pantry, The Scott Martin foundation counselling room, and an ample sized meeting room. The building and facilities are well used by the local community with an average footfall of three hundred per week.

The Ettrick Dochart Community Hall has been a staple within the village of Hallglen since the 1970s. While originally managed by Falkirk council, management and administration duties transferred to the Ettrick Dochart Community Hall Management Committee in 2009 under a tenant-occupiers lease agreement and the management committee has managed the building since.

Under the management committee's leadership, the hall has developed into a well-used community space that is vital to the people of Hallglen and surrounding areas. Our hall is currently used by The Scott Martin Foundation, Positivitea Cafe, Kint 'N' Knatter, Youth Club, 4th Falkirk Boys Brigade, Andy's Man Club, Love Church as well as private business lets. We have consulted with our user groups to highlight the importance of the centre remaining open and their confidence in The Ettrick Dochart Community Group running it on behalf of the community.

In 2023 the management committee made the decision to become a SCIO and to apply for a Community Asset Transfer of Ettrick Dochart Community Hall. The details of the new charity, to which this business plan relates, are as follows:

Charity Name: The Ettrick Dochart Community Group

Address: Ettrick Dochart Community Hall, Dochart Place, Hallglen, Falkirk, FK1 2QR

Registered charity number: SCIO SC052605

Our SCIO was granted in June 2023.

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

Ettrick Dochart Community Hall, Dochart Place, Hallglen, Falkirk, FK1 2QR

UPRN: 136071834

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 £85,000 the current rental value of the building is £13,700 per annum. We propose to pay the value of £1 per calendar year.

A detailed breakdown can be found in section 3.7 Community Asset Transfer Plan.

1.1. The Ettrick Dochart Community Group Objectives

Our current and future aims are to:

- Ensure the maintenance and improvement of the community hall.
- Ensure the financial viability of the community hall by having a range of income sources, such as hiring out space, donations, grants/3rd sector funding.
- Facilitate events to involve a wide cross section of the community.
- Improve our general marketing and advocacy of the hall, particularly to potential new users.
- Seek ways to use the hall to create employment and help stimulate the local economy.
- Work in partnership with others, for example the local primary school & nursery.

Our charitable purpose is to promote the benefit of the inhabitants of the Hallglen area without distinction of sex or of political, religious or other opinions by associating the local and statutory authorities, voluntary organisations and inhabitants in a common effort to

advance education and to provide facilities in the interests of social welfare, for recreation and other leisure time occupations with the object of improving the conditions of life for the said inhabitants. To maintain and manage or to co-operate with any local authority in the maintenance and management of the Ettrick Dochart Community Hall for activities promoted by the committee in the furtherance of the above objects.

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

We believe that the hall operating under community ownership, will improve the sense of community with many groups, attracting people to come from a wider area, and will be able to pass on information to others. The members of the hall propose to look at holding a variety of activities which will encourage different age groups to mix both socially and in specific classes.

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

The group will carry out all its activities with the Falkirk Plan (Falkirk Community Planning Partnership) 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.' We have aligned our objectives with The Falkirk Council Plan and Falkirk Health and Social Care Partnership Strategic Plan, referenced in the following table:

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
The (Falkirk) Council Plan 2022- 2027	Supporting stronger and healthier communities: Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.	Falkirk Council will Encourage and support local third sector organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer; Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.	More communities taking control over the places they meet in (asset transfers); More anchor organisations established in communities.	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds; Whilst it is early days for our group and our CAT we are working towards becoming a local anchor organisation, rooted in x and ensuring both meeting space and the services and activities that take place there 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>	<p>Community-based services; 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: to include all physical activity, other organisations who use the Centre as a base for outreach work such as substance misuse support, welfare benefits, CAB, mental health and wellbeing, suicide prevention.</p> <p>Ettrick Dochart 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</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</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. We plan to undertake training such as digital training, bookkeeping, pat testing, food hygiene, first aid, 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 will have wifi in our building for the local community to access.</p>

	<p>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>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	<p>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>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> <p>We run a food pantry for our community to benefit those in need who are able to access a dignified food response service.</p> <p>Our centre is in an area of high deprivation, being among the most deprived 20% in Scotland, under the Scottish Index of Multiple Deprivation (SIMD). The last unemployment figures in 2020 were 11.3% for Hallglen, higher than the Falkirk figure of 8.2%. Also, in 2020 those claiming Disability Living Allowance was higher (32.74 per 1000) than the Falkirk rate of 9.45 per 1,000.</p>
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1.2. Benefits For the Local Community

We currently have lets from local community groups such as Positivitea Cafe and Knit 'n' Knatter. These groups were set up by the committee and handed over to the community, who then went on to become small, constituted 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 overall usage by 25% in 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, amongst others.

2. The Group status

The charity is called The Ettrick Dochart Community Group SCIO SC052605 and has the legal status of a Scottish Incorporated Charity.

We are a 2-tier membership organisation, run by a board of trustees selected by our members. Membership is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.

As a board of trustees, our effectiveness has been demonstrated over the last 15 years and we will continue to build on the programme of activities we already have in place. We take our responsibilities seriously in relation to good governance and work with various governing bodies to educate ourselves on a regular basis.

The hall will offer a full range of services including the letting of space to groups, individuals & businesses. Initially it will be managed by the board of trustees and volunteers from our membership group, however, in the future we may look at employing an individual to manage the building.

We have Public Liability insurance for insert value £5m annual cover.

We seek a 20-year lease with the option to purchase during the length of the lease.
<https://www.lawscot.org.uk/members/journal/issues/vol-60-issue-10/land-registration-and-leases/>

2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

We will seek exemption from water charges as a registered SCIO.

3. Market Information

3.1. Products and Services

The community hall will offer the following range of services:

- Space for party/class bookings
- Social gatherings
- Space for meetings, business & public
- Gym use/membership
- Space for counselling services
- Soft play area
- Community cinema
- Help desk area

Through consultation with our community and our membership, we will look to increase the usage of our facilities by offering new and unique opportunities.

3.2. Market

Our target market will be the local community and surrounding area.

We plan to specifically target the private party and class letting market.

The size of the market is estimated currently at 3,318 people residing in the local area according to Falkirk Council Settlement Profile, however with a new social housing development ongoing this figure will increase. We will also look to offer to let the hall to the wider Falkirk community.

With the addition of the new housing estate that is being built across from the hall, we see this as an ideal new target market for the services that we are offering.

3.3. Competition

Competition will come from the other similar buildings including:

- Laurieston Community Hall
- Shieldhill Community Hall
- Reddingmuirhead Community Hall
- Westfield Park Community Centre

- Tamfourhill Community Hub

We have thoroughly researched the above and believe that by offering a community space that is cost effective, generating sufficient income to build and maintain a viable centre.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
Local – no travel costs. Dedicated volunteers with experience running the building Support of CVS Falkirk & District. Using local tradespeople (community members) for repairs/maintenance. Good customer base Cost of living crisis increasing use of hall facilities	Repair work required on the building. Falkirk Council Letting Schools as an alternative. Cost-of-Living Crisis forcing drop off in users. Split level of the building Noise complaints from neighbours
<u>Opportunities</u>	<u>Threats</u>
Develop skills of local people Attract grants to develop range of services to improve health and leisure opportunities. Redevelop side-room for further letting Increase usage by utilising Letting Booking System New housing development bringing people to the area	Failure to attract enough business to ensure funds Rising utility costs Costly repairs Competition Pandemic

3.5. Marketing Activities

We currently advertise within the community hall and notice boards outside the building, and periodically in the Falkirk Herald. We also have a business presence on Facebook through both our hall page and community page.

To continue our promotion of Ettrick Dochart Community Hall we have engaged a social media agency to further our presence on Facebook, Instagram and Twitter and are currently building our first website. Our website will be user friendly highlighting our services with links

to booking facilities, blogs and other useful information relevant to the community. In conjunction with the website, we will produce a quarterly newsletter to be distributed by letterbox drops and available to collect from the hall and local businesses in the area.

We intend on creating professionally produced catalogues advertising our services and equipment to hire, leaflets and business cards, which will be displayed in the hall, handed out during events such as fun days, and kept in local business premises.

We aim to establish new clientele and benefit from word-of-mouth recommendations from our current users. Social media will be used to promote our activities and to survey local people to find out what their needs are. We will also introduce the following promotional activities to market the services of the business:

- Seasonal and other promotions such as Christmas raffles, Easter and summer activities to attract new customers
- Monthly preloved sale with cafe to encourage people from other areas to view the hall.
- Reduced rates for new lets for a specified timeframe
- Use taster sessions to gauge interest in new activities

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

3.6. Prices and Margins

We have carried out extensive checks on the prices being charged by my main competitors and have based our prices on being competitive with them. The attached Financial Appendices show that this pricing structure will allow me to make sufficient profit to build a viable business.

Our forecasts for 2025/2026 are based on the following sample prices and costs for the most popular products and services:

Hall Lets	Selling Price £
Private Functions	£20 per hour
Instructional classes	£20 per hour
Meetings in hall	£20 per hour
Small meeting room	£10 per hour
Gym membership	£10 per month

The overall gross margin will depend on the sales mix that is achieved in the business. Please see Sales Plan for Year 1 projected monthly sales and cost of materials.

Our forecasts for 2026/2027 are based on the following sample prices, with a revised increase in the let price which will be agreed upon at our AGM.

Hall Lets	Selling Price £
Private Functions	£22 per hour
Instructional classes	£22 per hour
Meetings in hall	£22 per hour
Small meeting room	£12 per hour
Gym membership	£12 per month

Our forecasts for 2027/2028 are based on the following sample prices, with a revised increase in the let price which will be agreed upon at our AGM.

Hall Lets	Selling Price £
Private Functions	£24 per hour
Instructional classes	£24 per hour
Meetings in hall	£24 per hour
Small meeting room	£14 per hour
Gym membership	£15 per month

3.7. Community Asset Transfer Plan

The current valuation of the building is £85,000; the current rental value of the building is £13,700 per annum. Falkirk Council will be required to undertake essential repairs to ensure that the building is wind and watertight, and statutorily compliant, such as the fire doors which are currently not fit for purpose. We expect to have to carry out additional repairs in the value of £232,500, according to the survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose. We propose that the community benefit that we can provide is £1,612,214 over the next 5 years; £300,648 benefit in year 1. We propose to pay the value of £1 per calendar year, as highlighted in the table below.

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

(Calculation for Years 2-5 are using an inflationary increase of 3.5% per annum).

We have calculated our group's volunteering hours and the value this brings to the community.

Our board of trustees' rate of £40/hour is based on our group being made up of a company director, senior administrator, and a quality assurance manager.

Our skilled volunteers are made up of qualified councillors, contract managers, and skilled labourers.

Volunteering Hours	Rate	Hours Yearly	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees – Meetings	£40ph	216	£8,640	£18,197	£19,493
Skilled Volunteers – Scott's Room	£25ph	1,488	£37,200	£78,351	£83,932
Volunteers – General Duties	£12ph	5,568	£66,816	£140,729	£150,752
Total		7,272	£112,656	£237,278	£254,179

Our plan for community asset transfer will benefit the public health and social wellbeing in the area.

Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development/ income generation	Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, cafe staff, and potentially a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.	£17,500	£36,858	£39,484
Regeneration	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	£9,700	£20,430	£21,885

	<p>of a 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, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.</p>			
Public Health	<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 Positivitea cafe, helps to combat mental health issues 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 yoga classes, martial arts 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 programmes 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>	£47,000	£98,992	£106,043
Social Wellbeing	<p>The activities and social interactions facilitated at the Ettrick Dochart Community, will contribute significantly to both the mental and social wellbeing 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. Our specialist counsellors who volunteer in our Scott Martin Foundation, Martin's Room, offer a unique service to our young people, who need that specialist support to tackle mental health issues, suicide ideation, low-mood and general wellbeing.</p>	£52,000	£109,523	£117,324

Environmental Wellbeing / Environmental Benefits	We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here.	£7,500	£15,796	£16,921
Total		£ 133,700	£ 281,602	£ 301,659

Sample Activities	Economic Development / regeneration	Public Health	Social wellbeing	Environmental wellbeing	Reducing inequalities of outcomes from socio-economic disadvantage
Pilates		X	X		
Yoga		X	X		
Line Dancing		X	X		
Tae Kwon Do		X	X		
Andy's Man Club		X	X		
Boys Brigade	X	X	X		
Positivi-Tea Cafe	X	X	X		X
Local Councillors				x	X
Scott's Room Counselling		X	X		X
Knit 'n' Knatter		X	X		

	X	X	X		
Sunny Stars Drama	X		X		
Local Church	X		X		X
Soft Play & Cafe			X	X	X

The below table highlights how our plans for community asset transfer will ensure savings of Falkirk Council.

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£11,602	£11,602	£24,436	£26,176
Insurance	£589	£589	£1,240	£1,328
Cleaning and Domestic	£1,200	£1,200	£2,527	£2,707
Maintenance Costs	£5,937	£5,937	£12,504	£13,395
Staffing (direct/indirect)	£34,964	£34,964	£73,642	£78,887
	Total	£54,292	£114,351	£122,495

Start Up Costs		
New Signage	2025	£350
Business Cards	2025	£50

2025 – 2026 Capital Costs			
Item	Date	Cost	Funder

Toilets	2025	£5,000	Garfield Weston
Black-out Blinds	2025	£1,200	Edinburgh Airport Fund

Funding Received 2024			
Item	Date	Cost	Funder
Soft Play Gym Equipment Film Projector & Screen Lights & Sound System	2024	£19,920	National Lottery
Window Replacement	2024	£24,119	Community Choices
Pantry	2024	£1,000	Foundation Scotland
Pantry	2024	£1,000	Arnold Clark
Pantry	2024	£500	INEOS

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 £260,880 to carry out significant capital improvements to the property, which includes the replacement of our heating system; the replacement of our electrical system; significant repairs to the roof; rough casting of external walls; and work carried out for a disabled toilet. 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 the Enablement Fund and Match Funded by External Funders			
Item	Date	Cost	Funder
New Heating System Radiators	2025	£86,400	CARES

			Funding advice for renewable energy projects in Scotland (localenergy.scot)
New Electrical System	2025	£70,000	Scottish Power Energy Network Funding Support - SP Energy Networks
Roof Repair	2025	£51,480	CARES Funding advice for renewable energy projects in Scotland (localenergy.scot)
Rough Casting	2025	£30,000	Morrison Foundation Morrison Foundation
Upstairs disabled toilet men/women	2025	£23,000	Garfield Weston Home - Garfield Weston Foundation Garfield Weston Foundation
Total	£260,880		

Ongoing Costs (yearly)	
PAT Testing (Training) – Upfront Cost	£150
Fire Extinguishers	£250
Security	£500
Licenses – music, gambling, movies	£156
Trade Waste	£224.64
Hall Cleaning materials	£2,500
Accountant	£300
Public Liability Insurance & contents	£235.92
Utilities	£10,000

Floor Maintenance	£750
Virgin Internet	£604.80
Printer Ink	£96
Rates	£166
Stationery	£200
TV	£159
Water	£1,704
Building Insurance	£588
Advertising	£120
Training	£180

We will endeavour to work with all our partners in the area, including local business, the local churches, local schools, other local community spaces and local authority services.

3.8. Community Engagement

We have spoken to our community by conducting online surveys, Facebook polls, and gathered information during our community days and our weekly activities, to understand what our community would like to see in their hall. Some of the feedback above along with additional services which we will be able to offer within the hall. We have hosted a Christmas Party, Breakfast with Santa, an Easter Walk, a country music night, and a summer end of term kids' party. Our current hall users have been actively engaged in the process, and they are fully supportive of our group maintaining the running of the hall. Our users and stakeholders are an integral part of the success of our hall.

[IMAGES REDACTED]

Figure 1: Community Engagement events held at Ettrick Dochart

The Ettrick Dochart Community Group have been working together to form a plan of action, which has covered a variety of improvements to support our hall.

The feedback from the majority has been to save our hall from closure, and to continue to use this as a community hub for our community.

1. Hallglen needs a high quality community hall for use by the whole community.

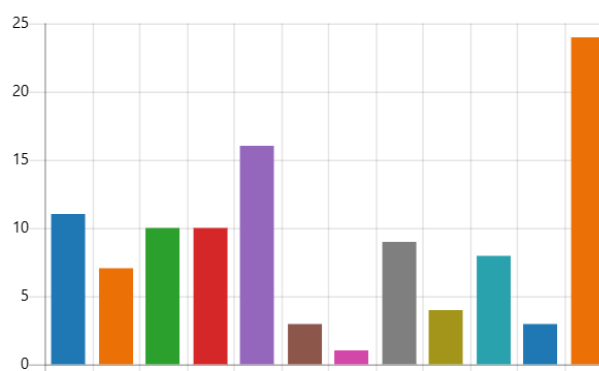
Strongly disagree	8
Disagree	0
Neutral	2
Agree	10
Strongly agree	44



We asked our community what services they used within our hall.

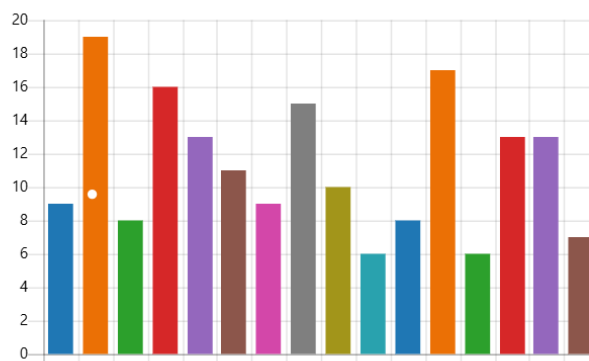
5. In the last year have you attended any of the following in the hall ?

Pantry	11
Evening fitness class	7
Local Councillor surgery	10
Playgroup	10
Positivitea cafe	16
TaeKwon-Do class	3
Boys Brigade	1
Knit n Natter	9
Batch cooking group	4
Yoga class	8
Youth club	3
Seasonal discos/parties	24



7. What types of activities would you or someone in your household be interested in attending at the community hall ?

Senior citizens group	9
Line dancing class	19
Music lessons	8
Art lessons	16
Kids dancing class	13
Sewing class	11
Disability fitness class	9
Afternoon bingo	15
Book club	10
Breakfast club	6
Gardening club	8
Community cinema	17
Social events (tell us below)	6
Soft play	13
Dedicated Gym room	13
Other	7



We want to create a stronger community and ensure that we are promoting opportunities for all to get involved to help reduce inequality and isolation.

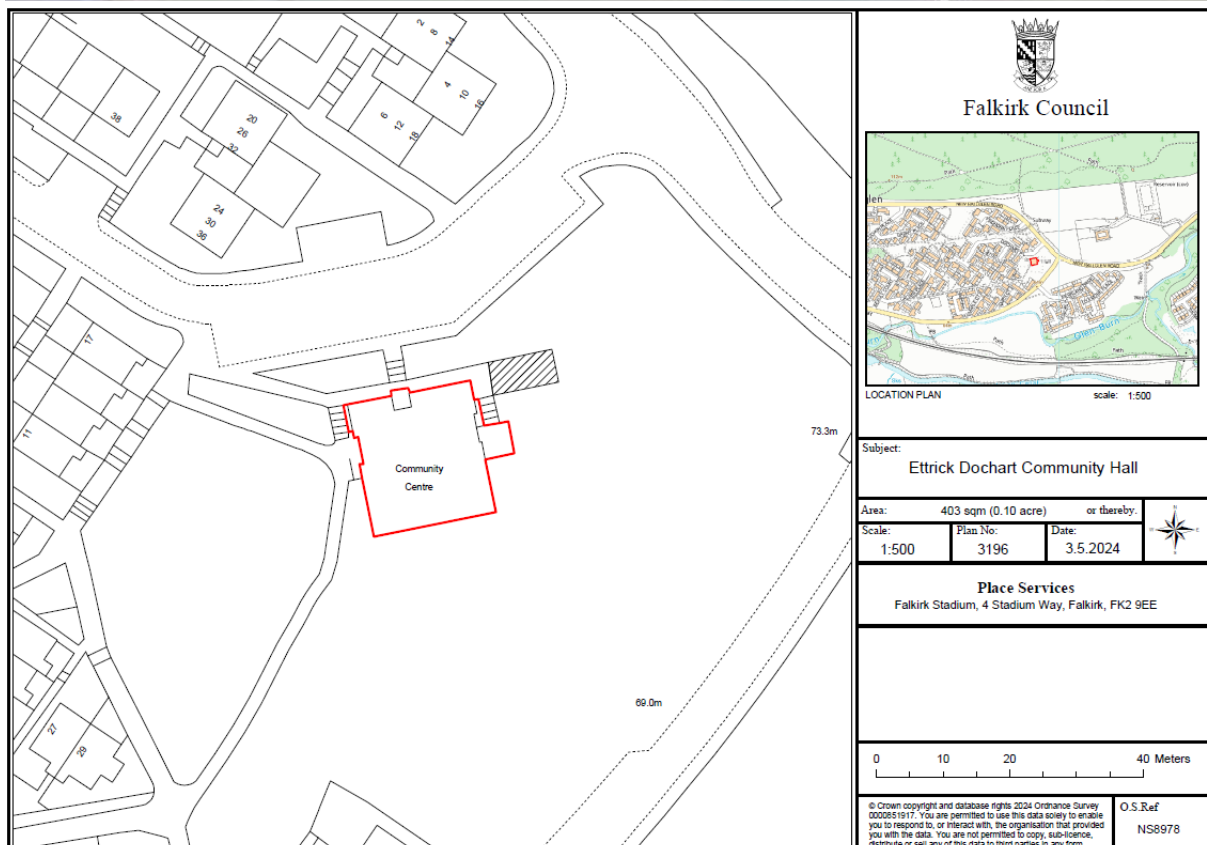
Quotes/Testimonials from current users:

'I use the cafe every week. I never miss the cafe even my doctors arrange my appointments for me to attend the cafe and hall. I get depressed and the cafe makes me happy. I sit in the house really low and don't see anyone I miss seeing my friend's and the cafe is a way for me to be able to still do this.' 84 years young.

'I really feel the Ettrick Dochart centre is a lifeline to the residents of Hallglen. I help run the community cafe and the committee got it up and running it was handed to the community and we were helped to set up a constituted group. We now have a group of 32 plus people attending. They all meet for a meal and tea. They support each other through hard and good times. They have social activities. Feedback we receive is very positive. It helps tackle problems such as loneliness, mental health issues and poverty. Attendees say they will be distraught if the centre closed. There is no alternative suitable place in Hallglen to meet.'
[REDACTED]

4. Location

The organisation will operate from Ettrick Dochart Community Hall, Dochart Place, Hallglen, Falkirk, FK1 2QR, United Kingdom.



4.1. The Building

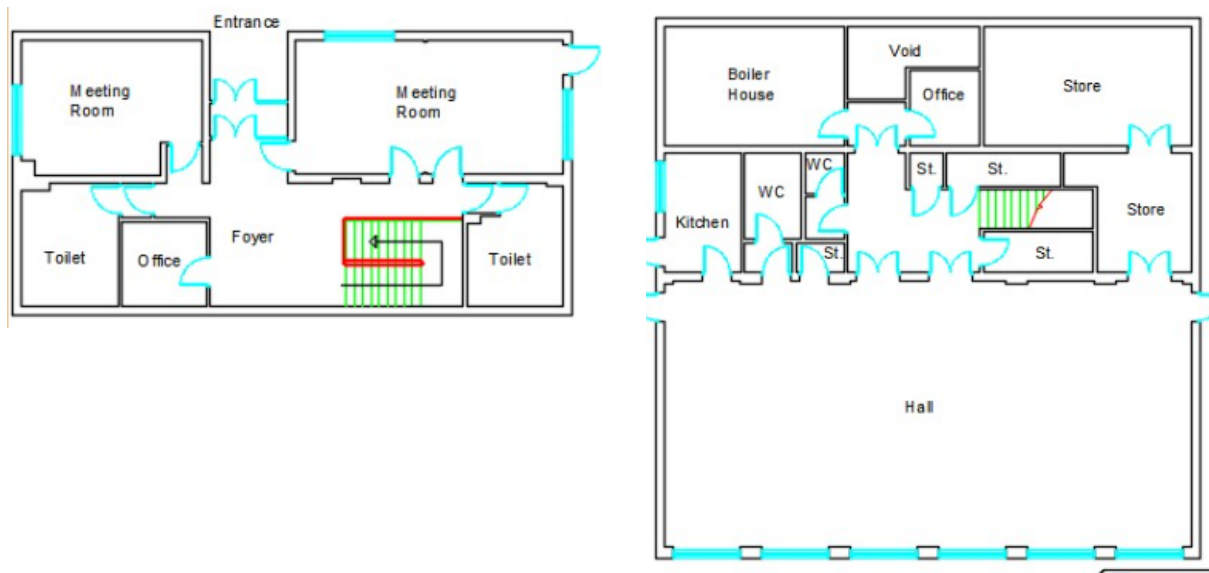


Figure 2: Photos of Ettrick Dochart

5. People

THE BOARD

The board of trustees at the Ettrick Dochart Community Hub, has a diverse group of individuals, with each bringing their own unique set of skills and experience. Several of our trustees have served on the management board of the hall for many years, bringing a wealth of experience, and strong relationships with current, past, and future users of the hall, and the wider community. Many trustees have also volunteered extensively with various other charities over the years. Our commitment to our community extends beyond our community hall.

The board have a varied skill mix with a rich blend of skills and experiences, that includes full-time professionals and retired individuals. Our backgrounds span different industries, ensuring a well-rounded perspective in decision-making. Comfortable in public settings, the board actively participates in meetings and engages with the community. We communicate effectively, whether addressing large audiences, or having those one-on-one conversations. The board champion causes that benefit the local area and our local residents. Our trustees bring project experience, enabling us to oversee initiatives efficiently. Our ability to plan, execute, and evaluate projects ensures successful outcomes. Our experience in negotiation, collaboration, and strategic planning enhances the hall's operations. Our charity trustees handle costings and budgets adeptly. Our financial acumen ensures responsible resource allocation, where several trustees have successfully run their own profitable businesses. Our entrepreneurial insights contribute to sustainable practices and financial stability. The board maintains valuable connections with skilled professionals such as joiners, builders, and electricians – these contacts prove invaluable for maintenance and improvement projects.

Treasurer:

Our Treasurer has B.A. Degree, Management experience, Quality assurance management, Captain of Girls Brigade, Volunteering for 25yrs, Activities Co-ordinator for people with a learning disability, Certificates in 1st Aid, Moving & Handling, Fire Safety, Computer Safety, Food Safety, PVG Certificate to work with vulnerable adults & children.

Secretary:

Our secretary has over 17 years' experience as a Senior Administrator, where the role included responsibility for staff training; computer system upgrades; staff rotas; etc. She has also been volunteering for 8 years with the hall, and has certificates in digital marketing, minute taking, amongst others.

Chairperson:

Our current Chairperson, was a director of her own company; she also has vast catering and retail management experience, which she gained whilst enlisted in the army; she then took these skills to become the head cook within a school; she also gained invaluable management experience during her time in the hospitality business, gaining certificates in food hygiene, health and safety, etc. She has also had her PVG for children and vulnerable adults, for a number of years.

Our wider membership also included tradespeople, local business owners, elected officials, nursing staff, etc, which we can draw upon for support to access their unique skills and abilities.

The group will look to access funding for a self-employed cleaner.

Our treasurer will carry out the necessary record keeping, passing the monthly detail to our bookkeeper who will maintain our accounts and forward to our accountant to complete our annual Return to OSCR.

Collectively we will ensure compliance, ethical behaviour, and accountability. We are able to identify and address issues promptly. By careful financial management, we will manage financial resources, ensuring long-term stability.

We will look to undertake a full survey of the building and work with the council on a list of changes that are required prior to our lease agreement, the council will also provide their own survey, and all details of building works planned, etc

6. Finance

We have worked hard as a group to review our 5-Year cashflow and sales plan. This is based on our recent experiences and market research. We started from April 2025 to allow time for us to have the lease in place.

Cash Flow

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

Reserve Levels

We estimate the need for reserves at £12,500 which we will maintain throughout the year. We will review this figure quarterly.

Bank account

Virgin Money

Grants

We will apply to various funders for a variety of different grants.

7. Summary

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

Name of Community Group:
Ettrick Dochart Community Group

Contact:
[REDACTED] Chairperson

Address: Ettrick Dochart Community Hall, Dochart Place, Hallglen, Falkirk, FK1 2QR

Email: at.edch@gmail.com

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

Ettrick Dochart Community Hall, Dochart Place, Hallglen, Falkirk, FK1 2QR - 20 year lease, £1 per annum – The Ettrick Dochart Community Group SCIO SC052605				
ASSESSMENT CRITERIA		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 or enhanced provision of public benefit?	The group estimates a revenue saving to the Council of £54,292 per annum. They estimate generating over £112,656 of public benefit per annum through their volunteering hours.		Very strong
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 in Hallglen and Glen Village. The group plans to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, cafe staff, and potentially a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of the local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting the community's future employability.	A thriving Hall will trigger wider economic benefits for surrounding businesses.	Strong
	(ii) regeneration	Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable.	The group plans to upgrade the facility including the garden area, so that it can be enjoyed by the whole community.	Strong
	(iii) public health	Many of the classes running in the Hall contribute towards good wellbeing of participants particularly the men's mental health charities Andy's Man Club and the Scott Martin Foundation.	Physical activities at the centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them	Very strong
	(iv) social wellbeing	Involvement in the Youth Club and Knit And Natter crafting group combat social isolation. A user statement has been provided that testifies to this benefit: <i>'I use the cafe every week. I never miss the cafe even my doctors arrange my appointments for me to attend the cafe and hall. I get depressed and the cafe makes me happy. I sit in the house really low and don't see anyone I miss seeing my friend's and the cafe is a way for me to be able to still do this.'</i> 84 years young.		Very strong
	(v) environment / climate change	Building works to reduce carbon emissions are proposed.	The group are applying for Enablement Funding to carry out energy efficiency improvements to the building, including a new more efficient heating system.	Moderate
	(vi) tackling inequality	The building is a precious community resource in an area of deprivation: Hallglen & Glen Village qualify as being among the most deprived 20% in Scotland, under the Scottish Index of Multiple Deprivation (SIMD). The last unemployment figures in 2020 were 11.3% for Hallglen, higher than the Falkirk figure of 8.2%. Also, in 2020 those claiming Disability Living Allowance was higher (32.74 per 1000) than the Falkirk rate of 9.45 per 1,000.	The community food pantry benefits local people in need who are able to access a dignified food response service.	Very strong
	(vii) other			

COMMUNITY ASSET TRANSFER
ASSESSMENT PRO-FORMA

4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities	The food pantry and different groups cater to people on limited income, addressing areas of core social need. The group's Enablement Fund request for disabled upstairs toilets will make the building more accessible to those with additional needs.	Being a locally-run building, it can be used for services and activities that matter to local people including initiatives to tackle inequality.	Very strong
	(ii) Promotes equality	The group's charitable purpose is to promote the benefit of the inhabitants of the Hallglen area without distinction of sex or of political, religious or other opinions. The building is a community resource open to all.		Very 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 SC052605	Their constitution meets the criteria for a Community Transfer Body under the 2015 Act	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 has submitted a comprehensive Business Plan which covers all expected area and identifies the necessary resources. The trustees appear to have a wealth of experience and skills which will be crucial to the operation and success. The cash flow is in a positive position with detailed breakdown of income based on a number of lets.	They have identified funding (secured and projected), volunteer hours and skills.	Very strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	5-year forecast has been provided. Principal Officer Business Support notes that the group will need to apply for funding to carry out capital improvements. Enablement Fund request has been received.		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. They will measure the usage of the hall on a monthly, quarterly and yearly basis, against their aim to increase overall usage by 25% in the first 2 years. They 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, amongst others.	The Business Plan gives a coherent account of how the Trustees are engaged in a dynamic process of user feedback and service improvement.	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. The management committee became a SCIO in response to the call for Community Asset Transfer when the building was identified for closure. The Trustees have sought community input via online surveys, Facebook polls, and gathered information during community days and regular weekly activities	Community Consultations are described and evidenced in the Business Plan, including a pie chart showing that 84% of respondents either agreed or strongly agreed with the statement " <i>Hallglen needs a high quality community hall for use by the whole community</i> "	Strong
10. Local Community Support	What evidence has been provided of local community support?	Heartfelt testimonies from users have been included in the business plan, as well as evidence of supportive messages on social media.	The group are active and have a good following on social media with followers liking and sharing posts.	Strong

CONCLUSION	
COMMENTS	OVERALL ASSESSMENT (See Table below)

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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.

Cash Flow YR 3

INCOME	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	TOTAL
Big Hall Lets	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	1152.64	13831.66
Small Meeting Room Lets	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	1285.47
Gym Membership	321.37	321.37	321.37	321.37	321.37	374.93	374.93	374.93	374.93	374.93	374.93	374.93	4231.34
Soft Play & Café	417.78	417.78	417.78	417.78	417.78	417.78	417.78	417.78	417.78	417.78	417.78	417.78	5013.33
Fundraising	428.49	428.49	428.49	428.49	428.49	428.49	428.49	428.49	428.49	428.49	428.49	428.49	5141.88
Scott's Room	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Grants													0.00
Reserves													0.00
TOTAL CASH IN	2438	2438	2438	2438	2438	2492	2492	2492	2492	2492	2492	2492	29632
EXPENDITURE													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Extinguishers	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	267.81
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses - Music, Gambling, Movies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	240.64
Hall Cleaning Materials	223.17	223.17	223.17	223.17	223.17	223.17	223.17	223.17	223.17	223.17	223.17	223.17	2678.06
Accountant/Bookkeeper	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	321.37
Funded Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Liability and Contents Insurance	252.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.72
Utilities	892.69	892.69	892.69	892.69	892.69	892.69	892.69	892.69	892.69	892.69	892.69	892.69	10712.25
Floor Maintenance	66.95	66.95	66.95	66.95	66.95	66.95	66.95	66.95	66.95	66.95	66.95	66.95	803.42
Sanitary Bins	20.52	20.52	20.52	20.52	20.52	20.52	20.52	20.52	20.52	20.52	20.52	20.52	246.30
Internet	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	647.88
Mobile Contract	23.57	24.64	25.71	26.78	27.85	28.92	29.99	31.07	32.14	33.21	34.28	35.35	353.50
Mobile Phone	32.55	32.55	32.55	32.55	32.55	32.55	32.55	32.55	32.55	32.55	32.55	32.55	390.65
Printer Ink	8.57	8.57	8.57	8.57	8.57	8.57	8.57	8.57	8.57	8.57	8.57	8.57	102.84
Rates (if applicable)	14.82	14.82	14.82	14.82	14.82	14.82	14.82	14.82	14.82	14.82	14.82	14.82	177.82
Stationary	17.85	17.85	17.85	17.85	17.85	17.85	17.85	17.85	17.85	17.85	17.85	17.85	214.25
TV License	170.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.32
Water Rates(if applicable)	152.11	152.11	152.11	152.11	152.11	152.11	152.11	152.11	152.11	152.11	152.11	152.11	1825.37
Building Insurance	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	52.49	629.88
Advertising	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Training	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	192.82
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CASH OUT	2078	1656	1657	1658	1660	1661	1662	1663	1664	1665	1666	1667	20356
NET CASH FLOW	360	782	781	780	779	831	830	829	828	827	826	825	9276
OPENING BALANCE	31975	32335	33117	33898	34677	35456	36287	37117	37946	38774	39601	40426	
CLOSING BALANCE	32335	33117	33898	34677	35456	36287	37117	37946	38774	39601	40426	41251	

Note: Rows 21 and 22 refer to capital expenditure items.											
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Cash Flow YR 2

INCOME	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	TOTAL
Big Hall Lets	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	1113.66	13363.92
Small Meeting Room Lets	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	1242.00
Gym Membership	310.50	310.50	310.50	310.50	310.50	362.25	362.25	362.25	362.25	362.25	362.25	362.25	4088.25
Soft Play & Café	403.65	403.65	403.65	403.65	403.65	403.65	403.65	403.65	403.65	403.65	403.65	403.65	4843.80
Fundraising	414.00	414.00	414.00	414.00	414.00	414.00	414.00	414.00	414.00	414.00	414.00	414.00	4968.00
Scott's Room	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Grants													0.00
Reserves													0.00
TOTAL CASH IN	2356	2356	2356	2356	2356	2407	2407	2407	2407	2407	2407	2407	28630
EXPENDITURE													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Extinguishers	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	258.75
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses - Music, Gambling, Movies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	19.38	19.38	19.38	19.38	19.38	19.38	19.38	19.38	19.38	19.38	19.38	19.38	232.50
Hall Cleaning Materials	215.63	215.63	215.63	215.63	215.63	215.63	215.63	215.63	215.63	215.63	215.63	215.63	2587.50
Accountant/Bookkeeper	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	310.50
Funded Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Liability and Contents Insurance	244.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.18
Utilities	862.50	862.50	862.50	862.50	862.50	862.50	862.50	862.50	862.50	862.50	862.50	862.50	10350.00
Floor Maintenance	64.69	64.69	64.69	64.69	64.69	64.69	64.69	64.69	64.69	64.69	64.69	64.69	776.25
Sanitary Bins	19.83	19.83	19.83	19.83	19.83	19.83	19.83	19.83	19.83	19.83	19.83	19.83	237.97
Internet	52.16	52.16	52.16	52.16	52.16	52.16	52.16	52.16	52.16	52.16	52.16	52.16	625.97
Mobile Contract	22.77	23.81	24.84	25.88	26.91	27.95	28.98	30.02	31.05	32.09	33.12	34.16	341.55
Mobile Phone	31.45	31.45	31.45	31.45	31.45	31.45	31.45	31.45	31.45	31.45	31.45	31.45	377.44
Printer Ink	8.28	8.28	8.28	8.28	8.28	8.28	8.28	8.28	8.28	8.28	8.28	8.28	99.36
Rates (if applicable)	14.32	14.32	14.32	14.32	14.32	14.32	14.32	14.32	14.32	14.32	14.32	14.32	171.81
Stationary	17.25	17.25	17.25	17.25	17.25	17.25	17.25	17.25	17.25	17.25	17.25	17.25	207.00
TV License	164.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164.57
Water Rates(if applicable)	146.97	146.97	146.97	146.97	146.97	146.97	146.97	146.97	146.97	146.97	146.97	146.97	1763.64
Building Insurance	50.72	50.72	50.72	50.72	50.72	50.72	50.72	50.72	50.72	50.72	50.72	50.72	608.58
Advertising	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Training	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	186.30
													0.00
TOTAL CASH OUT	2008	1600	1601	1602	1603	1604	1605	1606	1608	1609	1610	1611	19668
NET CASH FLOW	348	755	754	753	752	803	802	801	800	799	798	797	8962
OPENING BALANCE	23013	23361	24116	24870	25624	26376	27179	27981	28782	29582	30381	31178	
CLOSING BALANCE	23361	24116	24870	25624	26376	27179	27981	28782	29582	30381	31178	31975	

INCOME	Start up	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	TOTAL
Big Hall Lets		1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	1076.00	12912.00
Small Meeting Room Lets		60.00	60.00	60.00	60.00	60.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1000.00
Gym Membership		300.00	300.00	300.00	300.00	300.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	3950.00
Soft Play & Café		390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	4680.00
Fundraising		400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4800.00
Scott's Room		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Grants	6200.00	23000.00		37000.00	35000.00		24000.00	30000.00						155200.00
Reserves	15104.00													15104.00
TOTAL CASH IN	21304.00	25236.00	2236.00	39236.00	37236.00	2236.00	26326.00	32326.00	2326.00	2326.00	2326.00	2326.00	2326.00	197766.00
EXPENDITURE														
PAT Testing	150.00													150.00
Fire Extinguishers		20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	250.00
Security														0.00
Licenses - Music, Gambling, Movies														0.00
Trade Waste		18.72	18.72	18.72	18.72	18.72	18.72	18.72	18.72	18.72	18.72	18.72	18.72	224.64
Hall Cleaning Materials		208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	2500.00
Accountant/Bookkeeper		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Funded Works	6200.00	23000.00		37000.00	35000.00		24000.00	30000.00						155200.00
Public Liability and Contents Insurance		235.92												235.92
Utilities		833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10000.00
Floor Maintenance		62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	750.00
Sanitary Bins		19.16	19.16	19.16	19.16	19.16	19.16	19.16	19.16	19.16	19.16	19.16	19.16	229.92
Internet		50.40	50.40	50.40	50.40	50.40	50.40	50.40	50.40	50.40	50.40	50.40	50.40	604.80
Mobile Contract		22.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00	30.00	31.00	32.00	33.00	330.00
Mobile Phone		30.39	30.39	30.39	30.39	30.39	30.39	30.39	30.39	30.39	30.39	30.39	30.39	364.68
Printer Ink		8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	96.00
Rates (if applicable)		13.83	13.83	13.83	13.83	13.83	13.83	13.83	13.83	13.83	13.83	13.83	13.83	166.00
Stationary		16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	200.00
TV License		159.00												159.00
Water Rates(if applicable)		142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	1704.00
Building Insurance		49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	588.00
Advertising (including signage and business cards for start-up)	400.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	520.00
Training		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
														0.00
TOTAL CASH OUT	6750.00	24940.09	1546.17	38547.17	36548.17	1549.17	25550.17	31551.17	1552.17	1553.17	1554.17	1555.17	1556.17	174752.96
NET CASH FLOW	14554.00	295.91	689.83	688.83	687.83	686.83	775.83	774.83	773.83	772.83	771.83	770.83	769.83	23013.04
OPENING BALANCE	0.00	14554.00	14849.91	15539.74	16228.57	16916.40	17603.23	18379.06	19153.89	19927.72	20700.55	21472.38	22243.21	
CLOSING BALANCE	14554.00	14849.91	15539.74	16228.57	16916.40	17603.23	18379.06	19153.89	19927.72	20700.55	21472.38	22243.21	23013.04	

Note

Soft play is based on 15 kids at £2.50/hour, twice a week and increasing

Big hall lets includes knitting, taekwondo, yoga, line dancing, church, Boys Brigade, parties, pre-loved fair

Small meeting room lets is for councilors and other meetings

P & L YR 1

2% 98%

Sales	13912	
Cost of Sales	250	
		13662
Add Other Income		
Grants	3950	
Gross Income		17612
EXPENDITURE		
Wages	0	
Licenses - Music, Gambling, Movies	0	
Trade Waste	225	
Hall Cleaning Materials	2500	
Accountant/Bookkeeper	300	
Funded Works	155200	
Public Liability and Contents Insurance	236	
Utilities	10000	
Floor Maintenance	750	
Mobile Contract	330	
Mobile Phone	365	
Printer Ink	96	
Stationary	200	
TV License	159	
Depreciation	209	
Total		170569
Net Profit		-152957

Break Even YR 1

Overheads

Licenses - Music, Gambling, Movies	0
Trade Waste	225
Hall Cleaning Materials	2500
Accountant/Bookkeeper	300
Funded Works	155200
Public Liability and Contents Insurance	236
Utilities	10000
Floor Maintenance	750
Mobile Contract	330
Mobile Phone	365
Printer Ink	96
Rates (if applicable)	166
Stationary	200
TV License	159
Water Rates(if applicable)	1704
	0

	Total	172230
Contribution to costs		98%

Annual Break Even Point	175382
Monthly Break Even Point	14615
Weekly Break Even	3373

Bal. Sheet YR 1

Balance Sheet

Fixed Assets	Value	Depn	N.B.V	Total
Equipment	230	57	172	
Vehicle	604.8	151.2	453.6	626
Current Assets				
Debtors				
Bank				23013
Total Assets				23639
Less Liabilities				
Loan Balance	155034			
HMRC				-131395
Financed By				
Capital Introduced	15104			
Net Profit	-152957			
Less Drawings	1704			
Tax				-139557

P & L YR 2

								1%	99%
Sales		28506							
Cost of Sales		259							
				28247					
Add Other Income									
Grants		124							
Gross Income				28371					
EXPENDITURE									
Security		0							
Licenses - Music, Gambling, Movies		0							
Trade Waste		233							
Hall Cleaning Materials		2588							
Accountant/Bookkeeper		311							
Funded Costs		0							
Public Liability and Contents Insurance		244							
Utilities		10350							
Floor Maintenance		776							
Mobile Contract		342							
Mobile Phone		377							
Printer Ink		99							
Building Insurance		609							
Advertising		124							
Depreciation		372							
Total				16425					
Net Profit				11947					

Break Even YR 2

Overheads		
Security		0
Licenses - Music, Gambling, Movies		0
Trade Waste		233
Hall Cleaning Materials		2588
Accountant/Bookkeeper		311
Funded Costs		0
Public Liability and Contents Insurance		244
Utilities		10350
Floor Maintenance		776
Mobile Contract		342
Mobile Phone		377
Printer Ink		99
Water Rates(if applicable)		1764
Building Insurance		609
Advertising		124
Training		186
0		0
	Total	18002
Contribution to costs		99%
Annual Break Even Point		18167
Monthly Break Even Point		1514
Weekly Break Even		349

Balance Sheet						
Fixed Assets		Value	Depn	N.B.V		Total
Equipment		410	103	308		
Vehicle		1080	269.892	809.676		1117
Current Assets						
Debtors						
Bank						31975
Total Assets						33093
Less Liabilities						
Loan Balance		153270.4				
HMRC						-120178
Financed By						
Bal. B/F plus Cap. Inv		-139557				
Net Profit		11947				
Less Drawings		186.3				
Tax						-127796

Cash Flow YR 4

INCOME	Apr-28	May-28	Jun-28	Jul-28	Aug-28	Sep-28	Oct-28	Nov-28	Dec-28	Jan-29	Feb-29	Mar-29	TOTAL
Big Hall Lets	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	1192.98	14315.77
Small Meeting Room Lets	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	1330.46
Gym Membership	332.62	332.62	332.62	332.62	332.62	388.05	388.05	388.05	388.05	388.05	388.05	388.05	4379.44
Soft Play & Café	432.40	432.40	432.40	432.40	432.40	432.40	432.40	432.40	432.40	432.40	432.40	432.40	5188.80
Fundraising	443.49	443.49	443.49	443.49	443.49	443.49	443.49	443.49	443.49	443.49	443.49	443.49	5321.85
Scott's Room	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Grants													0.00
Reserves													0.00
TOTAL CASH IN	2523	2523	2523	2523	2523	2579	2579	2579	2579	2579	2579	2579	30669
EXPENDITURE													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Extinguishers	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	277.18
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses - Music, Gambling, Movies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	20.76	20.76	20.76	20.76	20.76	20.76	20.76	20.76	20.76	20.76	20.76	20.76	249.06
Hall Cleaning Materials	230.98	230.98	230.98	230.98	230.98	230.98	230.98	230.98	230.98	230.98	230.98	230.98	2771.79
Accountant/Bookkeeper	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	332.62
Funded Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Liability and Contents Insurance	261.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261.57
Utilities	923.93	923.93	923.93	923.93	923.93	923.93	923.93	923.93	923.93	923.93	923.93	923.93	11087.18
Floor Maintenance	69.29	69.29	69.29	69.29	69.29	69.29	69.29	69.29	69.29	69.29	69.29	69.29	831.54
Sanitary Bins	21.24	21.24	21.24	21.24	21.24	21.24	21.24	21.24	21.24	21.24	21.24	21.24	254.92
Internet	55.88	55.88	55.88	55.88	55.88	55.88	55.88	55.88	55.88	55.88	55.88	55.88	670.55
Mobile Contract	24.39	25.50	26.61	27.72	28.83	29.94	31.04	32.15	33.26	34.37	35.48	36.59	365.88
Mobile Phone	33.69	33.69	33.69	33.69	33.69	33.69	33.69	33.69	33.69	33.69	33.69	33.69	404.33
Printer Ink	8.87	8.87	8.87	8.87	8.87	8.87	8.87	8.87	8.87	8.87	8.87	8.87	106.44
Rates (if applicable)	15.34	15.34	15.34	15.34	15.34	15.34	15.34	15.34	15.34	15.34	15.34	15.34	184.05
Stationary	18.48	18.48	18.48	18.48	18.48	18.48	18.48	18.48	18.48	18.48	18.48	18.48	221.74
TV License	176.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.29
Water Rates(if applicable)	157.44	157.44	157.44	157.44	157.44	157.44	157.44	157.44	157.44	157.44	157.44	157.44	1889.26
Building Insurance	54.33	54.33	54.33	54.33	54.33	54.33	54.33	54.33	54.33	54.33	54.33	54.33	651.93
Advertising	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Training	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	199.57
													0.00
TOTAL CASH OUT	2151	1714	1715	1716	1718	1719	1720	1721	1722	1723	1724	1725	21069
NET CASH FLOW	372	809	808	807	806	860	859	858	857	856	855	854	9600
OPENING BALANCE	41251	41623	42433	43241	44048	44853	45714	46573	47431	48287	49143	49998	
CLOSING BALANCE	41623	42433	43241	44048	44853	45714	46573	47431	48287	49143	49998	50851	
Note: Rows 21 and 22 refer to capital expenditure items.													

Cash Flow YR 5

INCOME	Apr-29	May-29	Jun-29	Jul-29	Aug-29	Sep-29	Oct-29	Nov-29	Dec-29	Jan-30	Feb-30	Mar-30	TOTAL
Big Hall Lets	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	1234.73	14816.82
Small Meeting Room Lets	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	1377.03
Gym Membership	344.26	344.26	344.26	344.26	344.26	401.63	401.63	401.63	401.63	401.63	401.63	401.63	4532.72
Soft Play & Café	447.53	447.53	447.53	447.53	447.53	447.53	447.53	447.53	447.53	447.53	447.53	447.53	5370.41
Fundraising	459.01	459.01	459.01	459.01	459.01	459.01	459.01	459.01	459.01	459.01	459.01	459.01	5508.11
Scott's Room	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Grants													0.00
Reserves													0.00
TOTAL CASH IN	2612	2612	2612	2612	2612	2669	2669	2669	2669	2669	2669	2669	31743
EXPENDITURE													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Extinguishers	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	286.88
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses - Music, Gambling, Movies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	21.48	21.48	21.48	21.48	21.48	21.48	21.48	21.48	21.48	21.48	21.48	21.48	257.78
Hall Cleaning Materials	239.07	239.07	239.07	239.07	239.07	239.07	239.07	239.07	239.07	239.07	239.07	239.07	2868.81
Accountant/Bookkeeper	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	344.26
Funded Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Liability and Contents Insurance	270.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.72
Utilities	956.27	956.27	956.27	956.27	956.27	956.27	956.27	956.27	956.27	956.27	956.27	956.27	11475.23
Floor Maintenance	71.72	71.72	71.72	71.72	71.72	71.72	71.72	71.72	71.72	71.72	71.72	71.72	860.64
Sanitary Bins	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	263.84
Internet	57.84	57.84	57.84	57.84	57.84	57.84	57.84	57.84	57.84	57.84	57.84	57.84	694.02
Mobile Contract	25.25	26.39	27.54	28.69	29.84	30.98	32.13	33.28	34.43	35.57	36.72	37.87	378.68
Mobile Phone	34.87	34.87	34.87	34.87	34.87	34.87	34.87	34.87	34.87	34.87	34.87	34.87	418.48
Printer Ink	9.18	9.18	9.18	9.18	9.18	9.18	9.18	9.18	9.18	9.18	9.18	9.18	110.16
Rates (if applicable)	15.87	15.87	15.87	15.87	15.87	15.87	15.87	15.87	15.87	15.87	15.87	15.87	190.49
Stationary	19.13	19.13	19.13	19.13	19.13	19.13	19.13	19.13	19.13	19.13	19.13	19.13	229.50
TV License	182.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.46
Water Rates(if applicable)	162.95	162.95	162.95	162.95	162.95	162.95	162.95	162.95	162.95	162.95	162.95	162.95	1955.38
Building Insurance	56.23	56.23	56.23	56.23	56.23	56.23	56.23	56.23	56.23	56.23	56.23	56.23	674.74
Advertising	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Training	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	206.55
													0.00
TOTAL CASH OUT	2226	1774	1775	1777	1778	1779	1780	1781	1782	1783	1785	1786	21806
NET CASH FLOW	385	837	836	835	834	890	889	888	887	886	885	883	9936

Cash Flow YR 5

OPENING BALANCE	50851	51237	52074	52911	53746	54580	55470	56359	57247	58134	59020	59904	
CLOSING BALANCE	51237	52074	52911	53746	54580	55470	56359	57247	58134	59020	59904	60788	
Note: Rows 21 and 22 refer to capital expenditure items.													

Equality & Poverty Impact Assessment 00887 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services Invest Falkirk	Lead Officer Name:	Jessica Kate Paterson
		Team:	Asset Management
		Tel:	07830929734
		Email:	jessica.paterson@falkirk.gov.uk
Proposal:	Community Asset Transfer of Ettrick Dochart Community Hall	Reference No:	

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):

20/11/2024	Community Asset Transfer of Ettrick Dochart 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:	£54,292	N/A
Reduction to this service budget (£'0000s)	Per Annum:	£54,292	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:	01/10/2024	
	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.

The average footfall of the hall is over 300 unique users a week, taking part in a wide range of activities including

Pilates

Yoga

Line Dancing

Tae Kwon Do

Andy's Man Club

Boys Brigade

Sunny Stars Drama

Local Church

Soft Play & Cafe

Positivi-Tea Cafe

Local Councillors

Scott's Room Counselling

Knit 'n' Knatter

B - Qualitative Evidence

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

Social - case studies; personal / group feedback / other

Heartfelt testimonials were received from users, including the following:

'I use the cafe every week. I never miss the cafe even my doctors arrange my appointments for me to attend the cafe and hall. I get depressed and the cafe makes me happy. I sit in the house really low and don't see anyone I miss seeing my friend's and the cafe is a way for me to be able to still do this.' 84 years young.

'I really feel the Ettrick Dochart centre is a lifeline to the residents of Hallglen. I help run the community cafe and the committee got it up and running it was handed to the community and we were helped to set up a constituted group. We now have a group of 32 plus people attending. They all meet for a meal and tea. They support each other through hard and good times. They have social activities. Feedback we receive is very positive. It helps tackle problems such as loneliness, mental health issues and poverty. Attendees say they will be distraught if the centre closed. There is no alternative suitable place in Hallglen to meet.' Liz Scott

Best Judgement:

Has best judgement been used in place of data/research/evidence?	No
Who provided the best judgement and what was this based on?	
What gaps in data / information were identified?	
Is further research necessary?	No
If NO, please state why.	Best judgement was not used; we used data from the application form and Business Case

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.	Group consulted with their users	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	No	
Survey	Yes	Consulted users, full agreement from users to stay open
Display / Exhibitions	No	
User Panels	No	
Public Event	Yes	Open days, full agreement from users to stay 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	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Disability	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Sex	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Ethnicity	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Religion / Belief / non-Belief	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.

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:

				matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Transgender	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Pregnancy / Maternity	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Marriage / Civil Partnership	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Poverty	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Care Experienced	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.

Other, health, community justice, carers etc.	✓			Membership of the SCIO is open to all residents of Hallglen, Glen Village, Lionthorn and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.
Risk (Identify other risks associated with this change)				
	Evidence of Due Regard			
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	The centre and its services will remain open and accessible to all			
Advance Equality of Opportunity:	The centre and its services will remain open and accessible to all			
Foster Good Relations (promoting understanding and reducing prejudice):	It is not clear how the centre remaining open will foster good relations between different 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	No	
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 mitigation to closure and this was noted in the EPIA's undertaken. Officers have been working closely with community groups to progress with Community Asset Transfer for this facility and are now in receipt of a full CAT application.

This EPIA has been 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 to manage the operations of that building going forward as Falkirk Council have now withdrawn from these buildings in line with the Council decision.

This building will continue to be available to the local community as a key community asset and it's anticipated that existing groups can continue to utilise the building and therefore there is no known perceived negative impact at this time.

Are actions being reported to Members?	Yes
If yes when and how ?	Executive Committee, 23 January 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 facility open means no negative impacts on groups or people
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:	Jessica Kate Paterson	Date:	20/11/2024
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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?	Yes
ASSESSMENT FINDINGS		The EPIA is based on consultation with service users and the local community, and draws on available data.	
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			
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> ?		Yes / No	If YES, please describe:

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	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:	Malcolm Bennie	Date:	27/11/2024