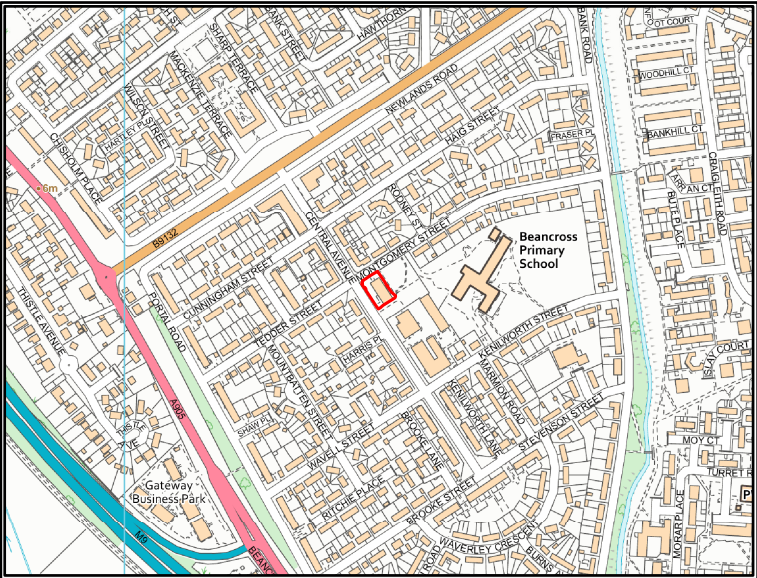


Falkirk Council



LOCATION PLAN scale: 1:10,000

Subject: **Newlands Community Hall,  
Montgomery Street**

Area: 1129 sqm (0.28 acre) or thereby.



Scale:  
1:500

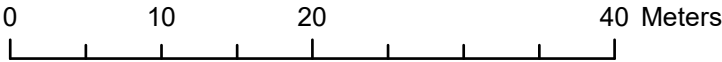
Plan No:  
3202

Date:  
21.8.2024



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

-  Telecoms
-  Access



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O.S.Ref  
NS9280

Charities and TRUSTEE Investment (Scotland) Act 2005

**Constitution**

**of**

# SeaLock Infinity



**SCIO Constitution**

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### Definitions

In this constitution, the following definitions apply throughout:

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

## Organisation

Clause 01 The name of the Organisation is

### SeaLock Infinity

Clause 02 What is the Organisation

The Organisation will, upon registration be a Scottish Charitable incorporated Organisation (SCIO)

## Registered Office

Clause 03 Scottish Principal Office

The Principle office of the Organisation will be in Scotland  
(and must remain in Scotland)

Clause 04 Purpose: - The Organisation SeaLock Infinity has been formed to benefit the community of Grangemouth and postcode FK3, FK2 and its purposes are:

- (a) The advancement of the Organisation in the provision of recreational facilities or the organisation of recreational activities with the object of improving the conditions of life for the person for whom the facilities or activities are primarily intended to provide a happy, safe and relaxed Safe Space;
- (b) The advancement of the Organisation to provide a sense of belonging connecting individuals to society and reduce social isolation;
- (c) The advancement of the Organisation by strengthening our ties with the community bringing people together to advocate and support each other to be an understanding community, offer skills to help them learn how to collaborate and compromise with others, recognising and respond to others feeling, share show affection, resolve conflicts and adhere to the rules, hone their social skills as they figure out how to negotiate group dynamics;
- (d) The advancement of the Organisation to Increase Wellbeing and encourage belonging to a group or a community to develop identity and assist to boost self-esteem, providing a sense of belonging connecting individuals to society and reduce social isolation;
- (e) The advancement of the Organisation to provide awareness and encourage volunteer participation and increase the involvement of individual in the common interest groups and the community
- (f) The advancement of the Organisation to facilitate community development including advancement of urban regeneration with the community;
- (g) The advancement of the Organisation of the arts, heritage, culture or science;
- (h) The advancement of the Organisation to promote educational support initiatives, opportunities for all ages, that is adaptable to visual, auditory and kinaesthetic styles of learning.

### Powers-

#### Clause 05

The Organisation has the power to do anything which is calculated and to further its purposes or is conducive or incidental to doing so  
In Particular, (but without limiting the range of powers available under the 2005 act)  
The SCIO Has Power:

5.1

The Organisation has the power to encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Organisation to achieve the Purposes;

5.2

The Organisation has the power to promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes;

5.3

The Organisation has the power to provide advice, consultancy, training, tuition, expertise and assistance;

5.4

The Organisation has the power to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute clauses, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;

5.5

The Organisation has the power to purchase, take on lease, hire, or otherwise acquire any property suitable for the organisation;

5.6

The Organisation has the power to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate (or arrange for the professional or other appropriate management and operation of) the organisation's property;

5.7

The Organisation has the power to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the organisation;

5.8

The Organisation has the power to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;

5.9

The Organisation has the power to employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate for the proper conduct of the activities of the organisation;

5.10

The Organisation has the power to take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the organisation;

## Constitution of SeaLock Infinity (SCIO)

- 5.11 The Organisation has the power to accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely, conditionally or in trust;
- 5.12 The Organisation has the power to borrow or raise money for the Purposes and to give security in support of any such borrowings by the organisation and/or in support of any obligations undertaken by the Organisation;
- 5.13 The Organisation has the power to set aside funds not immediately required as a reserve or for specific purposes;
- 5.14 The Organisation has the power to invest any funds which are not immediately required for the activities of the organisation in such investments as may be considered appropriate, which may be held in the name of a nominee organisation under the instructions of the Board of Trustees, and to dispose of, and vary, such investments;
- 5.15 The Organisation has the power to make grants or loans of money and to give guarantees;
- 5.16 The Organisation has the power to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the purposes;
- 5.17 The Organisation has the power to establish, operate and administer and/or otherwise acquire any separate trading organisation or association, whether charitable or not;
- 5.18 The Organisation has the power to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the organisation and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charitable organisation;
- 5.19 The Organisation has the power to enter into contracts to provide services to or on behalf of others;
- 5.20 The Organisation has the power to effect insurance of all kinds (which may include indemnity insurance in respect of the Board of Trustees and employees);
- 5.21 The Organisation has the power to oppose, or object to, any application or proceedings which may prejudice the interests of the organisation;
- 5.22 The Organisation has the power to pay the costs of forming the organisation and its subsequent development;
- 5.23 The Organisation has the power to carry out the Purposes as principal, agent, contractor, Trustee or in any other capacity.

## General Structure of the Organisation

### Clause 06

The structure of the Organisation consists of: - Charity Trustees and Members.  
The Membership shall compose of:-

## Constitution of SeaLock Infinity (SCIO)

6.1

Ordinary Members:- (see Clause 9.1)

6.2

Junior Members:- (see Clause 9.2)

6.3

Associate Members:- (see Clause 9.3 and 18)

6.5

Charity Trustees (composed of Elected Charity Trustees, Appointed Charity Trustees; and co-Opted Charity Trusted, following the first GM) (Schedule 1)

## Membership

### Clause 07 Membership

The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership under the following clauses.

### Clause 08

The organisation shall have not fewer than 20 members at any time.

8.1

In the event that the number of members falls below 20 the Board of Trustees may conduct only essential business, other than taking steps to ensure the admission of sufficient Members to achieve the minimum number.

### Clause 09 Qualification for Membership shall be open to the following Categories

Membership of SeaLock Infinity is open to any individual or group of the Community and any users or user groups of our facilities.

9.1

“Ordinary Membership” is available to any individual aged sixteen years and over. who (and groups which) are members of the Community

9.2

“Junior Membership” is available to any individual under the age of sixteen years and who (and groups which) are members of the Community.

9.3

Associate Membership is available to any person or community group representative aged 16 years and over who wish to assist in the furtherance of the purpose of the Organisation. These Members shall be eligible to a vote at all Members meetings and are eligible to be nominated to serve on the Board of the Charity SeaLock Infinity

9.4

If an individual or group ceases to fulfil the criteria within clause 9.1, 9.2 or 9.3, that individual or group must in inform the Organisation.

## Application for Membership

### Clause 10 Application for Membership

No Individual or Group may become a Member unless that Individual or Group has submitted a written application form prescribed by SeaLock Infinity Board of Trustees and the Charity Trustees have approved the application. An application submitted by a group must be signed on behalf of that group.

#### 10.1

The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Ordinary Member or Junior Member or Associate Member.

### Clause 11 Transfer of Membership

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

## Membership Subscriptions

### Clause 12

Members may be required to pay an annual Membership subscription.

#### 12.1

Annual subscriptions (if any) shall be set by Members at the AGM. Different rates may be set for Ordinary, Junior or Associate Member.

#### 12.2

Any Individual or Organisation who/which ceases to be a Member shall not be entitled to a refund of their/its Membership subscription.

## Re-registration of Members

### Clause 13

The Board may, at any time, (generally prior to the AGM) issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the Board.

#### 13.1

If a Member fails to provide confirmation to the Board (in writing or by e-mail) that they wish to remain as a Member of the Organisation before the expiry of the 28 days period referred to in **clause 13**, the Board may expel them from the Membership.

#### 13.2

A notice under **clause 13** will not be valid unless it refers specifically to the consequences (**under clause 13.1**) of failing to provide confirmation within the 28-day period.

## Liabilities of Members

### Clause 14 Liability of Members

The Members/Membership of the Organisation have no liability to pay any sums to help to meet the debts (or other liabilities) to the Organisation if it is wound up; accordingly, if the Organisation is unable to meet its debts, the Members will not be held responsible.

### Clause 15 Liability of Members

The Members and Charity Trustees have certain legal duties under the Charities and Trustees Investment (Scotland) Act 2005; and Clause 14 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

## Cessation of Membership

### Clause 16

A Member shall cease to be a Member if:

16.1

the Member sends a written notice of resignation to registered office of the Organisation; they will cease to be a Member as from the time when the notice is received by the Organisation;

16.2

the Member has failed to pay an annual Membership subscription for over six months and has received at least one written reminder, and the Board has resolved to expel that Member;

16.3

the Member has failed to respond to any re-registration request under clause 13;

16.4

a resolution that the Member be expelled (where that Member's conduct, in their/its capacity as a Member, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state:

(a) the full text of the resolution proposed; and

(b) the grounds on which it is proposed) at which the Member is entitled to be heard;

16.5

in the case of an Individual, that Individual has died (Membership of the Organisation is not transferable);

16,6

in the case of a group, that group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist (Membership of the Organisation is not transferable);

16.7

where the Member is a Trustee of the Organisation, that Member has failed to comply with the code of conduct for Trustees in a manner which would result in them ceasing to be a Trustee and a Member.

## Register of Members

### Clause 17

The BOARD must keep a register of the Membership, setting out for current members:

- (a) Their full name,
- (b) Their address and contact details
- (c) The date on which they were registered as a Member of the Organisation;

17.1

Where any Member is not an individual, the register must also contain:

- (a) any other name by which the Member is known;
- (b) the principal contact for the Member;
- (c) any number assigned to it in the Scottish Charity Register, if it is a charity; and
- (d) any number with which it is registered as a company, if it is a company

17.2

For each former Member the register must set out, for at least seven years from the date on they ceased to be a Member:

- (a) their name; and
- (b) the date on which they ceased to be a Member.

17.3

The Board must ensure that the register of Members is updated within 28 days of receiving notice of any change.

17.4

If a member, Trustees 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 Trustee), the Board may provide a copy which has the addresses blanked out (Redacted) for GDPR and Data Protection purposes.

## Associates

### Clause 18

Individuals and Groups wishing to support the Purposes of the Organisation who are not Members of the Community or Organisation may become Associates of the Organisation ("Associates"). Associates may attend and speak at GMs and participate in such meetings for voting or quorum purposes.

18.1

No Individual or Group may become an Associate unless that Individual or Group has submitted a written application to become an Associate in the form prescribed by the Board of Trustees and the Board of Trustees must have approved the application. An application submitted by a Group must be signed on behalf of that Group.



18.2

The Board of Trustees shall consider applications for Associateship promptly. The Board of Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Associate.

### Clause 19

The Board of Trustees shall cause a register of associates to be maintained containing:

- (a) the name and address of each Associate;
- (b) the date on which each Individual or Group was registered as an Associate; and
- (c) the date at which any Individual or Organisation ceased to be an Associate.

### Clause 20

An Associate shall cease to be an Associate if:

20.1

the Associate sends a written notice of resignation to the Organisation;

20.2

that Associate becomes a Member of the Community;

20.3

a resolution that that Associate be expelled from being an Associate (where that Associate's conduct, in their capacity as Associate, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Associate is entitled to be heard);

20.4

in the case of an Individual:

- (a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or
- (b) that Individual has died; or

20.5

in the case of a Group, that Group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist.

## General Meetings (Meeting of the Membership)

### Clause 21

The Board may call a GM at any time and must call a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by at least 5% of the Members, must clearly state the purposes of the meeting, and must be delivered to the registered office of the Organisation. The requisition may consist of several documents in like form each signed by one or more of the Members.

## Annual General Meeting (AGM)

### Clause 22

The Board shall convene one GM a year as an AGM. An AGM need not be held during the calendar year during which the Organisation is incorporated, provided an AGM is

held within 15 months of the date of incorporation. Thereafter, not more than 15 months shall elapse between one AGM and the next.

22.1

The business of each AGM shall include:

- (a) a report by the Chair of the Board of Trustees on the activities of the Organisation;
- (b) the election of the Board of Trustees;
- (c) the fixing of annual subscriptions( if any);
- (d) consideration of the accounts of the Organisation;
- (e) a report of the auditor if applicable;
- (f) a report from the Director of Finance;
- (g) the appointment of the auditor if applicable.

## Notice of General Meetings

### Clause 23

Subject to the terms of **clause 67**, notice of a GM shall be given as follows:

23.1

At least 14 Clear Days' notice must be given of any GM.

23.2

The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and

- (a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and
- (b) in the case of any special resolution (as defined in **clause 30**) must set out the exact terms of the resolution.

23.3

Notice of every Members' meeting must be given to all the Members of the organisation, and to all Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.

## Chairperson of General Meetings

### Clause 24

- (a) The Chair of the Board of Trustees of the Organisation shall act as Chairperson of each GM.
- (b) If the Chair of the Board is not present or willing to do so the Vice- Chair of the Board of Trustees of the Organisation shall act as Chairperson of the GM.
- (c) If neither the Chair of the Board nor the Vice-C Chair of the Board is present or willing to act as Chairperson of the GM within 15 minutes after the time at which it was due to start, the Trustees present shall elect from among themselves one of the Trustees who will act as Chairperson of that GM.

## Quorum at General Meetings

### Clause 25

The quorum for a GM shall be the greater of:

- (a) eleven Members; or
- (b) 10% of the Members,  
present either in person or by proxy.

No business shall be dealt with at any GM unless a quorum is present.

#### 25.1

If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.

#### 25.2

The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.

## Voting at General Meetings (Aide Memoire for Chairperson)

### Clause 26

The Chairperson of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.

#### 26.1

Each Member shall have one vote, to be exercised in person or by proxy, by a show of hands.

#### 26.2

A secret ballot may be demanded by:

- (a) the Chairperson of the GM; or
- (b) at least two Members present at the GM,

before a show of hands and must be taken immediately and in such manner as the chairperson of the GM directs. The result of a secret ballot shall be declared at that GM.

### Clause 27

Whilst the attendance of Members at GMs is encouraged, a Member may appoint a proxy to attend a GM on behalf of that Member. A proxy appointed to attend and vote at a GM on behalf of a Member need not be a Member and shall have the same rights as the Member who appointed them to speak and vote at the GM.

#### 27.1

The form appointing the Proxy shall be in the form set out in **Schedule 2** annexed to these Clauses;

27.2

The form appointing a proxy and the power of attorney or other authority (if any) under which it is signed, or a certified copy thereof, shall be lodged at the Registered Office not less than 48 hours before the time of the GM at which the proxy is to be used; and

27.3

No form of proxy shall be valid more than 12 months from the date it was granted.

### Clause 28

In the event of an equal number of votes for and against any resolution, the Chairperson of the meeting shall have a vote in their capacity as a Member of the Organisation.

## Resolutions

### Clause 29

At any GM an Ordinary Resolution put to the vote of the meeting may be passed by a simple majority of the Members voting (in person or by proxy).

### Clause 30

Certain resolutions must be passed as Special Resolutions, including resolutions:

- a) to alter the name of the Organisation; or
- b) to amend the Purposes; or
- c) to amend these Clauses; or
- d) to wind up the Organisation in terms of clause 72.

At any GM a Special Resolution put to the vote of the meeting may be passed by not less than two thirds of the Members voting (in person or by proxy).

### Clause 31

Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.

31.1

An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.

31.2

A Special Resolution to wind up the Organisation may be passed in writing if signed by all the Members.

31.3

Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.

31.4

Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (e-mailed), or by means of a website.

31.5

Written resolutions must be accompanied by a statement informing the Member:  
(a) how to signify agreement to the resolution;

- (b) how to return the signed resolution to the Organisation (in hard copy (posted or hand-delivered) or electronic form (e-mailed));
- (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date); and
- (d) that they will not be deemed to have agreed to the resolution if they fail to reply.

31.6

A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.

31.7

Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.

31.8

The Members may require the Organisation to circulate a written resolution.

31.8.1

The resolution must be requested by at least 5% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.

31.8.2

The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.

31.8.3

If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days, and may require the requesting Members to cover the expenses it incurs circulating the resolution.

## Meeting Adjournment

### Clause 32

The Chairperson of the GM may, with the consent of a majority of the Members voting (in person or by proxy), adjourn the General Meeting to such time, date and place as the Chairperson may determine.

## Organisational Management

### Clause 33

The affairs, property and funds of the organisation shall be directed and managed by a Board of Trustees:

33.1

shall set the strategy and policy of the Organisation;

33.2

shall, where no employees or managers are appointed, Trustees will be responsible for the day-to-day management of the Organisation;

- 33.3 shall hold regular meetings between each AGM, meeting as often as necessary to despatch all business of the Organisation;
- 33.4 shall monitor the financial position of the Organisation;
- 33.5 shall direct and manage the affairs and Property of the Organisation;
- 33.6 shall generally control and supervise the activities of the Organisation;
- 33.7 may, on behalf of the Organisation, do all acts which may be performed by the Organisation (other than those required to be performed by the Members at a GM)
- 33.8 may exercise the powers of the Organisation; and
- 33.9 may not also be paid employees of the Organisation.

### Interim Board

#### Clause 34

Upon incorporation of the organisation, the individuals who signed the Trustees declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as Trustees with effect from the date of incorporation of the Organisation.

#### 34.1

The Interim Board shall retire at the first GM, which shall be held as soon as practicable following incorporation, but shall remain eligible for re-election (the period of office between the date of incorporation and the date of the first GM not being regarded as a “term of office” for the purposes of clause 37.5).

### Composition of the Board of Trustees

#### Clause 35

The number of the Board of Trustees shall be not less than 4 with the number of the Board of Trustees not be more than 12 (Schedule 1 )

### Appointment of Board of Trustees

#### Clause 36

From and after the first General Meeting of the Organisation, the Board shall comprise the following individual persons (a majority of who shall always be elected Trustees):

#### 36.1

up to 10 individual persons elected as Charity Trustees by the Members in accordance with clause 37 (“the Elected Charity Trustees”), who must themselves be Ordinary Members;

36.2

up to 2 individual persons co-opted in accordance with **clause 38** ("the Co-opted Charity Trustees"), so as to ensure a spread of skills and experience within the Board.

36.3

Employees of the organisation may not be nominated as or become Charity Trustees.

### Elected Charity Trustees

#### Clause 37

At the first General Meeting of the Organisation, the Members shall elect up a maximum of 10 and a minimum of 4 individual Ordinary Members as Elected Charity Trustees.

37.1

Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.

37.2

Each Member has one vote for each vacancy in the election of each Charity Trustee on the Board.

37.3

Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).

37.4

At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.

37.5

A retiring Charity Trustee shall be eligible for re-election after one term of office. A retiring Charity Trustee shall not be eligible for re-election after three consecutive terms of office until a period of one year in which they have not been a Charity Trustee has passed.

37.6

The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.

### Co-opted Charity Trustees

#### Clause 38

Subject to **clause 36**, the Charity Trustees may appoint Individuals as Charity Trustees to ensure a spread of skills and experience within the Board ("Co-opted Charity Trustees") and may remove a Co-opted Charity Trustee at any time.

##### 38.1

A Co-opted/Charity Trustee shall retire at the AGM following their appointment unless re-appointed by Charity Trustees.

##### 38.2

A Co-opted Charity Trustee, can be removed from office at any time by a simple majority of the Board.

##### 38.3

For the avoidance of doubt, a Co-opted Charity Trustee, may participate fully in at all Board meetings and sub-committee meeting which they attend, and is eligible to vote at them.

### Vacancy

#### Clause 39

The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Charity Trustee from or after the date of such retiral or deemed retiral until the next AGM.

### Charity Trustees General Duties

#### Clause 40

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:

##### 40.1

seek, in good faith, to ensure that the Organisation acts in a manner which is in accordance with its purposes;

##### 40.2

act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

##### 40.3

in circumstances giving rise to the possibility of a conflict of interest between the Organisation and any other party, put the interests of the Organisation before that of the other party; where any other duty prevents them from doing so, disclose the conflicting interest to the Organisation and refrain from participating in any deliberation or decision of the other Board Member and/or TRUSTEE with regard to the matter in question;

##### 40.4

ensure that the Organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.



### Clause 41

In addition to the duties outlined in **Clause 40** all Charity Trustee must take such steps as are reasonably practicable for the purpose or ensuring:

#### 41.1

that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and

#### 41.2

that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.

### Clause 42

Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a Charity Trustee, will not be debarred from entering into an arrangement with the group in which they have a personal interest; and (subject to **clause 61** and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.

### Clause 43

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.

### Clause 44

The Charity Trustee 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

### Clause 45

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.

#### 45.1

The code of conduct shall be supplemental to the provisions relating to the conduct of Charity Trustees contained in this constitution and the duties imposed on Charity Trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.

## Register of Charity Trustees

### Clause 46

The Board must keep a register of Charity Trustees, setting out for each current Charity Trustee:

- a) the name of the Charity Trustee;
- b) the address of the Charity Trustee;
- c) the date on which they were appointed as a Charity Trustee; and

- d) any office held by them in the Organisation.

46.1

Where a Charity Trustee is not an individual the register must also contain:

- a) Any other name by which the Charity Trustee is known;
- b) the principal contact for the Charity Trustee;
- c) any number assigned to it in the Scottish Charity Register (if it is a charity); and
- d) any number with which it is registered as a company, if it is a company.

46.2

Where the Charity Trustee is appointed by OSCR under section 70A of the 2005 Act it must be recorded in the register.

46.3

For each former Charity Trustee, the register must set out, for at least 7 years from the date on which they ceased to be a Charity Trustee:

- a) the name of the Charity Trustee;
- b) any office held by the Charity Trustee in the Organisation; and
- c) the date on which they ceased to be a Charity Trustee.

46.4

The Board must ensure that the register of Board Members and/or TRUSTEE is updated within 28 days of receiving notice of any change.

46.5

If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee of the Organisation, the Board may provide a copy which has the name and address of any of the Charity Trustee blanked out. The name of a Charity Trustee may only be blanked out if the Organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

## Termination of Charity Trustees Office

### Clause 47

A Charity Trustee will automatically cease to hold office if: -

47.1

they give the Organisation a notice of resignation, signed by them;

47.2

they become an employee of the Organisation;

47.3

in the case of a Charity Trustee elected under **clause 37** they cease to be a member of the Organisation;

## Constitution of SeaLock Infinity (SCIO)

47.4

in the case of a Charity Trustee appointed under **clause 38**) they cease to be a member of the appointing group;

47.5

in the case of a Charity Trustee co-opted under **clause 39**) the Board under **clause 39.2** vote to end the appointment;

47.6

they become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;

47.7

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;

47.8

they become incapable for medical reasons of carrying out their duties as a Charity Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;

47.9

they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in **clauses 45**);

47.10

they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the 2005 Act;

47.11

they become prohibited from being a Charity Trustee by virtue of section 69(2) of the 2005 Act

47.12

they commit any offence under section 53 of the 2005 Act.

### Clause 48

**Clauses 47.9 and 47.10** apply only if the following conditions are met:

48.1

the Charity Trustee who is subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for removal is to be proposed;

48.2

the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed prior to the resolution being put to a vote; and

48.3

at least two thirds of the Charity Trustee then in office vote in favour of the resolution.

## Chair and Vice-Chair of the Board of Trustees

### Clause 49

The Board shall meet as soon as practicable, meeting immediately after each AGM or following the resignation of the existing Chair of Board/Vice-Chair of Board to appoint:

(a) a Elected Charity Trustee to chair Board meetings and GMs (the “Chair of Board”), and

(b) a Elected Charity Trustee to chair Board meetings and GMs in the event that the Chair of Board is not present and willing to do so (the “Vice Chair of Board”).

49.1

In the event that:

- (a) the Chair of the Board is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Chairperson is currently appointed; and
- (b) the Vice-Chair of the Board is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Vice-Chair of the Board is currently appointed,

the Trustees present must appoint a Trustee to chair the GM/Board meeting.

## Board Meetings

### Clause 50

The quorum for Board meetings shall be not less than 50% of all the Trustees, a majority of whom are Elected Charity Trustees. No business shall be dealt with at a Board meeting unless such a quorum is present.

50.1

A Charity Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.

50.2

The Charity Trustee may make any arrangements in advance of any Board meeting to allow members to fully participate in such meetings so long as all those participating in the meeting can clearly comprehend each other; a Member participating in any such means other than in person shall be deemed to be present in person at the Board meeting.

### Clause 51

7 Clear Days’ notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in **clause 31** is to be made, which notice shall be accompanied

51.1

All other Board meetings shall require not less than 7 days’ prior notice, unless all Charity Trustees agree unanimously in writing to dispense with such notice on any specific occasion.

51.2

On the request of a Charity Trustee the Chair of the Board shall summon a meeting of the Board by notice served upon all Charity Trustee, to take place at a reasonably convenient time and date.

### Clause 52

No alteration of the Clauses and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.

### Clause 53

The Board may act notwithstanding any vacancy in it, but where the number of Charity Trustees falls below the minimum number specified in **clause 35**, it may not conduct any business other than to appoint sufficient Charity Trustee to match or exceed that minimum.

### Clause 54

The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.

### Clause 55

The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Clauses, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members/ Charity Trustee

## Voting at Board Meetings

### Clause 56

The Chair of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote,

#### 56.1

Each Charity Trustee present (and who is eligible to vote) has one vote. In the event of an equal number of votes for and against any resolution at a Board meeting, the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.

#### 56.2

A resolution in writing shall be as valid and effectual as if it had been passed at a meeting of the Board or of a sub-committee. A resolution may consist of one or several documents in the same form each signed by one or more Charity Trustees or members of any relative sub-committee as appropriate.

## Sub-Committees

### Clause 57

The Board may delegate any of its powers to sub-committees, each consisting of not less than 1 Charity Trustee and such other person or persons as it thinks fit or which it delegates to the committee to appoint.

#### 57.1

Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Clauses for regulating the meetings and proceedings of the Board so far as applicable and so far, as they are not superseded by any regulations made by the Board of Trustees

57.2

Each sub-committee shall ensure the regular and prompt circulation of, the minutes of its meetings to all Charity Trustees.

### Constraints on payments/benefits to members and Charity Trustees.

Clause 58

The income and property of the Organisation shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Organisation are to be applied for the benefit of the Community.

Clause 59

No part of the income or property of the Organisation shall be paid or transferred (directly or indirectly) to the members of the Organisation, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in **clause 60**.

Clause 60

No benefit (whether in money or in kind) shall be given by the Organisation to any member or Charity Trustee except the possibility of:

60.1

repayment of out-of-pocket expenses (subject to prior agreement by the Board);

60.2

reasonable remuneration in return for specific services actually rendered to the Organisation (in the case of a Charity Trustee such services must not be of a management nature normally carried out by a Trustee of the Organisation);

60.3

payment of interest at a rate not exceeding the commercial rate on money lent to the Organisation;

60.4

payment of rent at a rate not exceeding the open market rent for property let to the Organisation;

60.5

the purchase of property from any member or Charity Trustee provided that such purchase is at or below market value;

60.6

the sale of property to any member or Charity Trustee provided that such sale is at or above market value; or

60.7

payment by way of any indemnity, where appropriate.

Clause 61

Where any payment is made under **clause 61**, the terms of **clause 63** must be observed.

### Personal Interests & Conflicts of Interest

Clause 62

Whenever a Charity Trustee finds that there is a personal interest, as defined in **clauses 63.3 and 63.4**, they have a duty to declare this to the Board meeting in question.

62.1

A Charity Trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the SCIO.

62.2

It will be up to the Chairperson of the meeting in question to determine:

- (a) whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, or
- (b) whether the Charity Trustee in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or
- (c) whether the Charity Trustee in question should be required to be absent during that particular element of the meeting. Where a Charity Trustee leaves, or is required to leave the meeting, they no longer form part of the quorum for that meeting.

62.3

An interest held by an individual who is “connected” with a 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;

62.4

A Charity Trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

62.5

The Board shall determine from time to time what interests shall be relevant interests and shall ensure that a Register of Declaration of Interest of Charity Trustees is maintained, which shall be open for inspection by both the Board and members of the Organisation and, with the express prior written approval of Charity Trustee or employee concerned, by members of the public.

## Finance & Accounts

### Clause 63

The Board shall determine:

63.1

which banks or building societies the bank accounts of the Organisation shall be opened with;

63.2

how bank accounts shall be maintained and operated; and

63.3

how cheques and other negotiable instruments, and receipts for monies paid to the Organisation, shall be signed, drawn, accepted, endorsed or otherwise executed.

### Clause 64

The Board shall cause accounting records to be kept for the Organisation in accordance with the requirements of the 2005 Act and other relevant legislation.

#### 64.1

The accounting records shall be maintained by the Trustee for Finance (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.

#### 64.2

The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor

#### 64.3

At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports by the Board and the Trustee for Finance.

#### 64.4

Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary (Secretary to the Board) and the auditor being made aware that they are so available for inspection there).

## Notices

### Clause 65

The Organisation may serve a notice on a Member in hard copy (addressed to the address given for that Member in the register of members, and posted or hand-delivered) or electronic form (e-mailed). A notice is deemed to have been served on the day following the day on which it is hand-delivered, posted or e-mailed.

### Clause 66

The Organisation may communicate with a Member by electronic means (including e-mail) unless the Member has requested that communications from the Organisation be sent in hard copy. The Organisation may publish notifications by means of a website provided the Organisation has advised Members of this and taken reasonable steps to notify Members who have informed the Organisation that they do not have internet access.

## Records of Meetings

### Clause 67

The Board shall cause minutes to be made of all appointments made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairperson of such meeting, or by the Chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.



### Indemnity

#### Clause 68

Subject to the terms of the 2005 Act and without prejudice to any other indemnity, the Charity Trustees, or member of any sub-committee, the Organisation and all employees of the Organisation may be indemnified out of the funds of the Organisation against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may incur or sustain, in connection with or on behalf of the Organisation.

### Alterations to Clauses

#### Clause 69.

Subject to the terms of this clause, this constitution may be altered by a Special Resolution of the Members passed in accordance with **clause 30 or 31.3**

##### 69.1

Any changes to the purposes set out in **clause 4** are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005

##### 69.2

The Board, must notify OSCR (and its successors) of any changes to the constitution not relating to the purposes, in terms of section 17 of The Charities and Trustee Investment (Scotland) Act 2005

### Dissolution

#### Clause 70

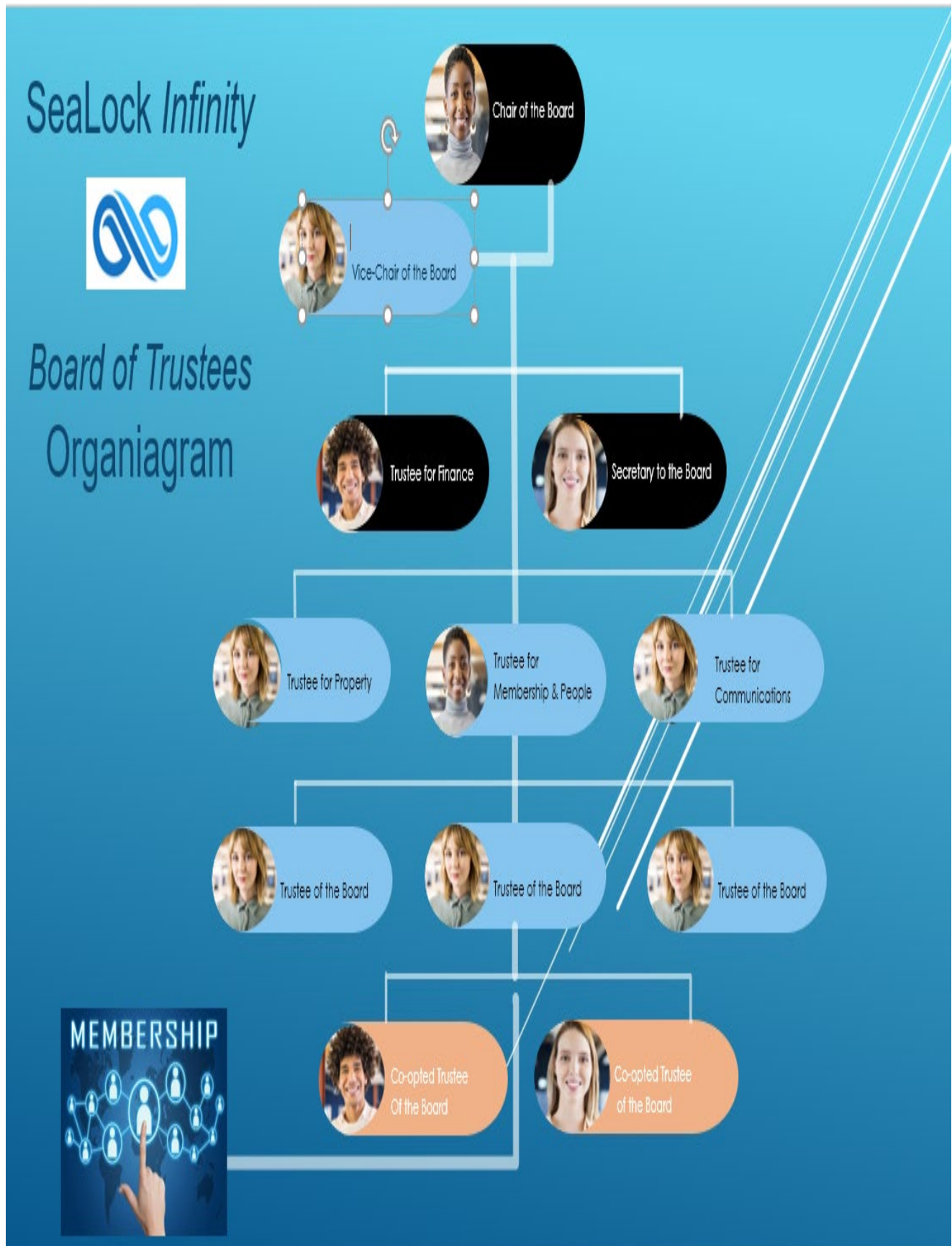
The Organisation may be wound up or dissolved only on the passing of a Special Resolution for that purpose in accordance with **clauses 30 and 31.4**, and subject to written consent being obtained from OSCR.

##### 70.1

If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred to such other community body or bodies or charitable group, which has purposes which resemble closely the purposes of the Organisation, as may be:

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

Schedule 1 SeaLock Infinity Board of Trustees Organigram  
(Structure of Organisation)



Schedule 2 Form of Proxy Vote



**SeaLock Infinity**

*DELIVERING THE FUTURE WITH  
THE PEOPLE OF  
GRANGEMOUTH*



Form of Proxy for SeaLock Infinity

I, .....,

residing at .....,

being a Member of the above Organisation hereby appoint

.....,

of .....,

and, failing him or her, .....,

of .....,

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

.....

and at any adjournment thereof.

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

[insert resolution(s)]

Signed the ..... day of .....

Signature of member appointing proxy .....

### Schedule 3 Metadata

|                                    |                         |                         |  |
|------------------------------------|-------------------------|-------------------------|--|
| Metadata:                          |                         |                         |  |
| Date Created:                      | 04/03/2024              |                         |  |
| Created By                         | [REDACTED]<br>(TRUSTEE) |                         |  |
| Data Sources                       |                         |                         |  |
| Review Document<br>(every 3 years) | Date of Review          | Reviewed By             | Ament or Alteration to which section and why<br>(if amended) |
| Version 1 (v1)                     | 01/05/2024              | [REDACTED]<br>(TRUSTEE) | Created the Document   |
| Version 1.1 (v1.1)                 |                         |                         |  |
|                                    |                         |                         |  |

## Constitution of SeaLock Infinity (SCIO)



*DELIVERING THE FUTURE WITH  
THE PEOPLE OF  
GRANGEMOUTH*

[illegible]

## **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](mailto: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](mailto: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

SeaLock Infinity

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

Postal address: Beancross & Newland (Newlands) Community Centre,

Montgomery Street, Grangemouth

Postcode: FK3 8QR

### 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: Beancross & Newland (Newlands) Community Centre,

Montgomery Street, Grangemouth

Postcode: FK3 8QR

Email: [REDACTED]

Telephone: [REDACTED]



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

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

### 1.4 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.

|   |  |          |
|---|--|----------|
|   | Company and its company number is .....  |          |
| X | Scottish Charitable Incorporated Organisation (SCIO) and its charity number is ..... | SC053502 |
|   | 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?

SCIO

## **Section 2. Information about the land and rights requested**

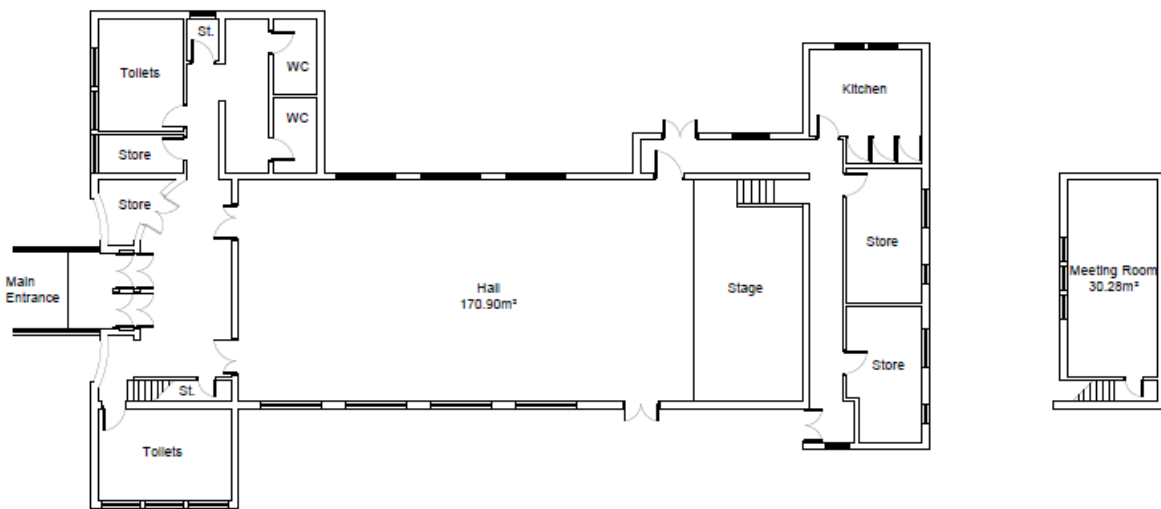
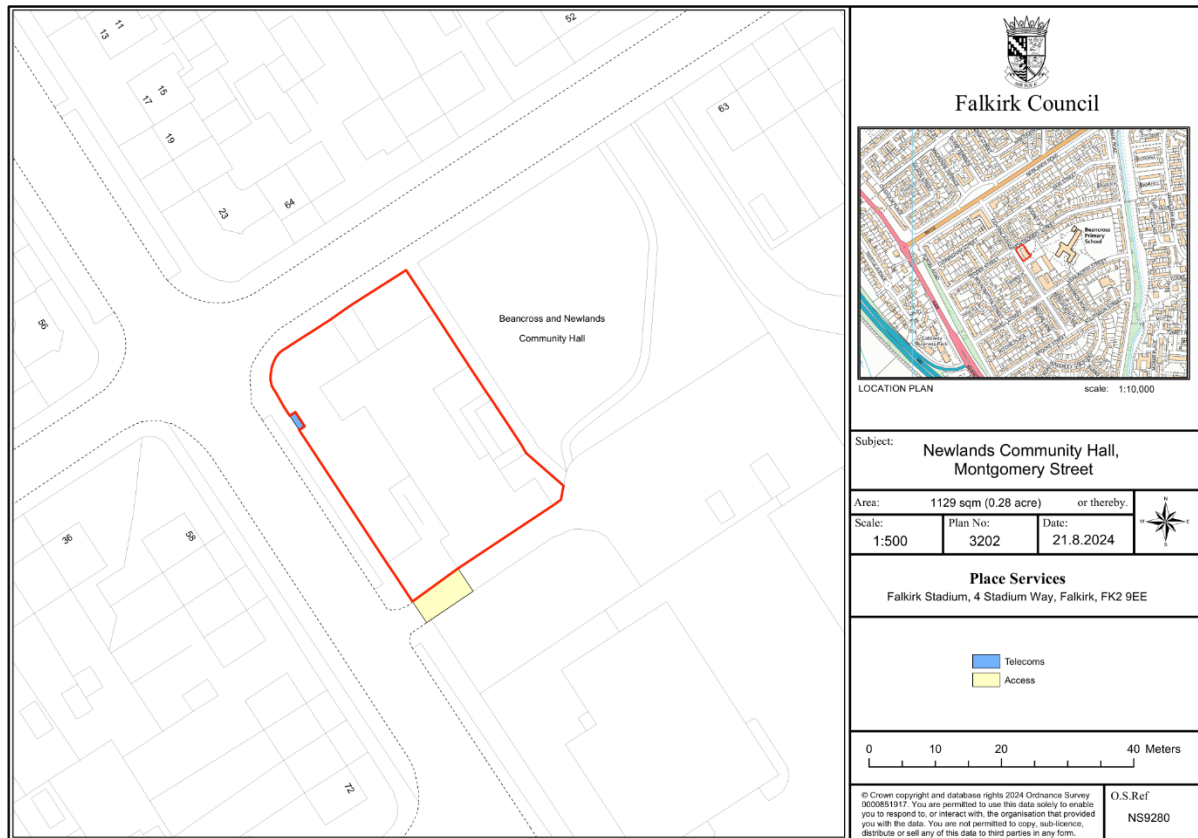
2.1 Please identify the property/land to which this asset transfer request relates.

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.*



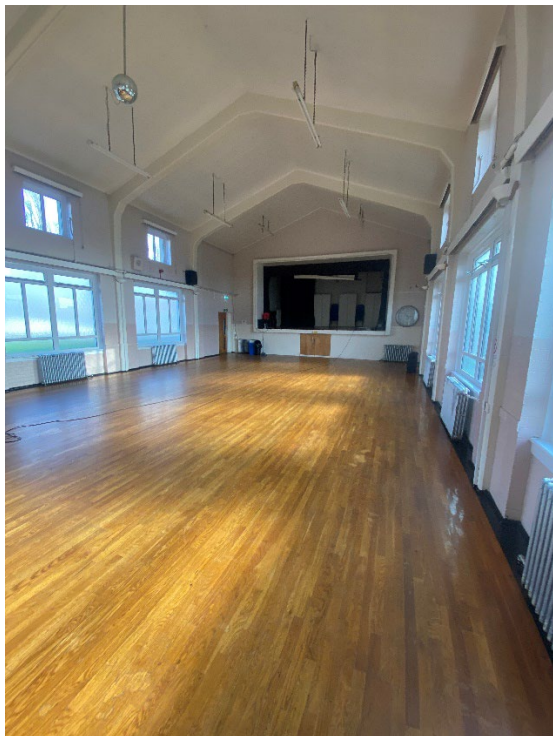
## Details of Property:



## Floorplan of the building



## Exterior images of the building



## Interior images of the main hall and kitchen

Address: Beancross & Newland (Newlands) Community Centre,

Montgomery Street, Grangemouth

Postcode: FK3 8QR

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

UPRN: 136044696

## Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:

☒ for ownership (under section 79(2)(a)) - go to section 3A

☐ for lease (under section 79(2)(b)(i)) – go to section 3B

☐ for other rights (section 79(2)(b)(ii)) - go to section 3C

### 3A – Request for Ownership

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

Proposed price: £1

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

### 3B – Request for Lease

What is the length of lease you are requesting?

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

Proposed rent: £                      per

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.

## 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

SeaLock Infinity's Key objectives going forward is to:

- Keep the doors open to the Centre to let the community know we are open and accessible to all
- Facilitate lets and promote uses of the centre
- Engage with the community on what they want when they want it
- Identify and try out group such as Social Dancing, Youth Clubs, Community engagement events.
- Look at how the Centre can become more integrated with the local community by the name and facilities offered.
- Facilities to promote recreational activities with the object of improving the conditions of life for all individuals and groups in the area

Offer a quality service and build a successful community centre that has a secure and viable financial future.

- We provide a happy, safe and relaxed Safe Space
- We will support and provide relief to those in need regardless of age, ill-health, disability, financial hardship or other disadvantage.
- We are working towards reducing inequality and the undertraining of equality and the importance of diversity to economic, environmental and social progress whilst creating sustainable inclusive growth.
- We want to provide a sense of belonging connecting individuals to society and reduce social isolation.
- Increase Wellbeing and encourage belonging to a group or a community to develop a stronger sense of identity to boost self-esteem.
- The organisation will promote educational initiatives, opportunities for all ages, that is adaptable to visual, auditory and kinaesthetic styles of Learning.

### 4.1.2 Why there is a need for your Project?

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

To provide facilities for individuals or groups to gather at affordable prices to benefit the whole of Grangemouth, Falkirk District and beyond.

- To provide support with age, ill-health, disability, financial hardship, we will provide a sense of belonging connecting individuals to society and reduce social isolation.
- To be sensitive and responsive to individual's situation and needs.
- To provide awareness and encourage volunteer participation.
- To provide awareness, encouragement and promotion of arts, heritage, culture or science.
- To provide and support our centre to be a happy, safe, relaxed and caring environment for all to enable learning and individuals and groups to develop their skills, through play and structured activities that is adaptable to visual, auditory and kinaesthetic styles of learning.
- To facilitate community development including advancement of urban regeneration with the community.
- To promote principles of sustainable development where "sustainable development" means development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

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

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community. Our initial development plan consists of the following:

- New accessible toilet and washroom facilities to ensure the centre to ensure equal access to all in the community.
- Create a welcoming Games room including pool, darts etc for all ages to use on a drop-in basis and available for private bookings.
- Create and usable space like a café/barista style area to encourage individuals to walk in have a drink and some company, to meet others or just get out. During the day this can serve drinks and snacks and provide a warm space. This adaptable space can be used for many things including private bookings. This will also allow the front of the centre to be self-serving and sufficient.
- Developing 2 smaller rooms to create a larger ground floor space that can be utilised for parties, exercise classes, community café and more and supplement and offer alternatives to our Main Hall.
- Partitioning Stage area that has separate access from the Main Hall this can become a space for dance classes, meeting and offer alternative booking space whilst still maintaining the option of performances and groups to open up the stage for productions and concerts, dances etc.
- It is our intention to carry out a full programme of upgrading the Centre to make it more energy efficient and self-sustaining work to include replacing all light to LED reducing running cost and more friendly to environment. Installing Solar PV Panels to our roof and backing that up with a storage battery, to use the energy we generate, reduce cost and surplus can be sent to the grid for others to use whilst bringing in much needed funds.
- We will overhaul the heating to reduce the fuel that we use to heat the building and giving us control of the heat provided to each and every room.
- By installing insulation in the building, and protecting the building from the weather effectively giving the building a big water proof jacket to protect it from the elements, We will be able to reduce the running costs of the centre, Provide better acoustics for our user groups especially our performance and arts groups whilst still maintaining the characterising of the building which are so much loved by all user groups

#### 4.1.4 What activities will take place?

The Centre will be home to user groups, which will include the following:

- Social Gatherings and Occasion
- Toddlers
- Theatre Groups
- Private Lets and Parties
- Meeting and Working Space
- Cooking Classes
- Roller-skating
- Animal Training
- Kung Foo classes
- Yoga classes
- Dance Groups (covering all ages of the community)
- Yoga Classes
- Party Political Meetings
- Local Councillor Meetings
- Council Meetings
- Young People's Counselling
- Carers Group
- Positivity Cafe
- Grangemouth Lodge
- Brass Band
- Marching Band
- Music Club
- Youth Club
- Let's Get Messy
- Slimming Groups
- Games Night
- Election/Polling Station

Other bookings include the following:

- Social Gatherings and Occasion
- Private Lets and Parties
- Hen Do's
- Individual Dance Practice for Competitions
- Other Sports Competitions
- Fundraisers
- Charity Events

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

Current Operating Times - 7 days per week 8am until 11.30pm or by arrangement for Weekend opening hours

We have a Bookings Terms & Conditions that each booking must adhere to.

#### 4.1.6 What provision will be provided for people with disabilities?

The full ground floor of our centre is accessible to those with limited mobility and we have sourced quotes for a stair lift to the Sky Lounge.

#### 4.1.7 Any other relevant information?

## 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

ie. 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 sits within a SIMD area of high deprivation. We will provide essential services for people who cannot access other facilities due to cost or travel.

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. By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience.

The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.

We plan to offer employment opportunities once the asset transfer is complete

We will look to provide support to look at income maximisation through the groups we run and others we facilitate.

Crafting Group with regular craft fayres to develop traditions or artisan skill then produce items that can be sold on to cover costs of develop into something more for individuals or groups.

Paul Geek Guy Developing skills on Event Organising, party planning and DJing with a view to offering service for function at a reduced rate whilst providing the individual and the centre to increase revenue and reward.

Lets Get Messy is a community interest company that employs individual to organise and run parent and child classes. this a very valuable service whilst offering individual to learn and



develop in child and possible employment or evidence and experience that can be used towards employment.

Youth Theatre: Project Theatre An award-winning arts charity working with young people across Falkirk pushing what's possible with the power of potential at the heart of everything we do.

With classes, holiday programmes, stage productions and more they are a platform to help everyone unlock possibilities, learn without limits, take the stage at any stage, experience new adventures and letting everyone perform to your potential, They provide employment and career advancement opportunities, and are involved with our organisation to benefit all.  
<https://projecttheatre.org/>

#### 4.2.2. Regeneration

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

The closing of a vital community building would be hugely damaging to the local area. We plan to regenerate the hall so it is fit for purpose as its use as a modern community centre.

Develop and maintain the small garden area, facilitating space for the Glitter team (Grangemouth Litter Team)

FEL growing team and learning programme. to come as show others how to maintain and grow spaces, plant and food. how to be aware of the environment and climate change.

Youth Drop in: bring back our young people into the community in a positive way where they can be seen doing good. The group will provide a safe area to try new things, mix with other people, integrate with others age groups through group activities and events contributing to society making the future brighter.

#### 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. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose.

Fitness Classes at our centre such as Su-ASANA Yoga, Falkirk Kung-Fu provide options to become healthier and to support discipline and exercise which showing and feeling the benefits.

Slimming World: providing support and guidance toward managed weight loss whilst still eating healthily and promoting a wellbeing support group.

Cooking and Taster Sessions supported by partner organisation we will provide batch cooking, meal planning and promote healthy eating for a budget and making the best of what you have and try to reduce food waste in order that we can love food and hate waste. this will be open to our community and operate as a group managed and run by the centre

#### 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 centre, 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.



Positivity Cafe – offer a safe space for individuals to meet, providing healthy refreshments at a low cost open to all possible develop into a meeting place for individual with a similar interest to reduce social isolation, a place to get together or just come and get refreshed and be a part or feel included has the many benefits not just for your mental health.

Parent and Toddler: providing a required service to support and enable parents provide safe play for you children to learn and develop social skills, encouraging parent interaction in a safe supported group. This group will initially be supported and organised by our organisation with a view when established that it will self-governing.

Craft Group this group has many benefits and this will be open to our community and operate as a group managed and run by the centre

Music Classes: the ability to learn something new regardless of age in a safe inviting space as a group or individual at reasonable costs. to develop many skill and talent

Basic Ballroom, Latin & Sequence Dancing: learning something new with other people in a friendly setting whilst keeping fit and using your mind an body.

Line Dancing: providing a social activity in the local area at reasonable cost whilst exercising and having fun.

Rollerbeats: Family Fund whilst exercising and socialising. <http://www.rollerbeats.co.uk/>

We host Voice and Play Therapy who offer counselling therapeutic interventions.

One Parent Families use the centre for therapeutic supports.

#### 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.

Dr Bike – look to bring him in to help the fit for travel to improve environment.

Upcycling group to help people reduce, reuse, recycle operated form within and for the community and sell on good to reuse at a reduced price and avoid items going to landfill.

Working with (FEL) for the Environment Link

We will work with the community on how to be aware of the environment and climate change. Energy efficiency measures and run information securing encouraging householders to apply and engage with support like Energy Saving Trust, Home Energy Scotland and Warmer Homes Scotland.

As a Centre we have been working with Business Energy Scotland to assess the building and come up with a plan to upgrade and reduce energy usage. We have been engaging with Low Energy Scotland which as a focus on working to reduce emission and increase the use of renewable energy that we are going to put in place.

#### 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**?

Many of our user groups based at our centre require the facility to remain open as they facilitate classes and activities that contribute to the reduction of inequalities in the local community.

Our centre is used by groups such as One Parent Families and Home Start, both of whom work with disadvantaged people within the local community.

With local amenities in Grangemouth closing, it is essential that the centre remains open in community ownership so local people can access the essential services that are based here. Otherwise, local people may not be able to travel to access these.

#### 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 group operates as a 2-tier membership organisation managed by a board of trustees and a broader membership base, composed of local individuals and organizations interested in the building's success. General membership is open to all individuals and groups residing or operating within Grangemouth and the surrounding areas. They may vote on matters to be decided at all Annual General Meetings.

We held an open day in October 2024. We have undertaken a Facebook poll on our own site and shared this on our own personal pages, local pages and asked our perspective user groups to share the post. We will also conduct a survey soon, to determine the usage of the hall, what the community want from the SCIO, and what they would like the new name of the hall to be.

We will provide support and collaborate with local schools, such as Beancross Primary School. and work with other local community groups.

Weekly timetables will be posted on social media and on our website. With the permission of the groups, we will publish contact details for main contact of the group.

We have a feedback box at the front desk for anybody who visits the centre to provide any ideas on the building and the future of the project.

#### 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 keep records of the number of people who attend our facility, our membership levels, the number of people engaging with us on social media and website users.

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. We will keep records of feedback to measure the impact our services have on the local community.

We estimate that the current usage of the centre is about 50%. We currently measure the usage of the centre through our online booking system and will continue to do so with the aim to increase that to about 70% by the end of Year 2.

#### 4.2.9 Any other relevant information?

## 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.

|                       |
|-----------------------|
| No restrictions known |
|-----------------------|

## Negative consequences

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

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

|  |
|--|
| <p>We have considered potential negative consequences of the group taking over the building through Community Asset Transfer as:</p> |
|--|

- |   |
|---|
| <ul style="list-style-type: none"><li>- Costly repair work is required for the building we will need to fund</li><li>- Utility costs are high for the building, and we understand the risk of these increasing</li><li>- There is a risk of us not being able to attract enough business to ensure the hall is able to continue</li><li>- We understand there is a lot of volunteering work required for our proposal to work and are reliant on there being a continued involvement from the community to help with this</li><li>- Increase in the level of traffic due to increased usage of the hall</li><li>- Increase in the level of noise pollution due to the increase in usage of the hall</li></ul> |
|---|

|   |
|---|
| <p>We foresee some external Negative Consequences for the wider community, as we are increasing the usage of the hall ongoing. These negative consequences could include:</p> |
|---|

- |  |
|--|
| <ul style="list-style-type: none"><li>• Increased traffic in the area</li><li>• Increase in off-street parking during our events</li><li>• Increase in noise</li></ul> |
|--|

## 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

[REDACTED] (Chair of the Board of Trustees)

I have been volunteering since I was 14, it started with YMCA and Crime Prevention Panel, organising and running events on a weekly basis to around 40 users.

Then I got involved in more community education work whilst I was working towards Duke of Edinburgh awards, I then moved on and became President of the Gala day Committee whilst operating along with a committee that I chaired to manage a community centre.

I have been involved in the managing and operating many community facilities over the past 20 years.

I moved to Grangemouth around 16 years ago and even though I have lived in the area for these years my volunteering has taken place throughout the Central Scotland Area.

I am currently an active relief Officer for Falkirk and District Boys' Brigade. I have undertaken many roles within Individual companies and the battalion, and I have a good understanding of the local area and what young people like to do and the types of learning.

I am also an active Chairing Member of the Stirling Children's panel which is part of Children's Hearings Scotland. within my role I see firsthand the struggles that children and families have daily and make decision that are in the best interest of the child/young person. The role and the training that is provided helps to make an informed decision based on evidence and best interest.

It is my training, experience and attributes that, will provide a stability to our charity and using my transferable skills to enable everyone to visualise the bigger picture to go toward providing a safe and inclusive environment to all the membership and the patrons of our centre.

My day Job is working for SEPA (Scottish Environment Protection Agency) SEPA are the Scottish Environment Protection Agency. Our role is to make sure that the environment and human health are

protected, to ensure that Scotland's natural resources and services are used as sustainably as possible and contribute to sustainable economic growth.

[REDACTED] (Secretary to the Board of Trustees)

I am a mother of 5 kids ages 7 years old to 24 years old. Two of my children have ASD needs, with this I have knowledge and understanding on how to support these things in the community. I have spent the past 15 years dedicated to looking after my late partner who suffered with addiction and heart issues up until his passing last year. This has given me personal experience in the addiction services and issues in the area.

I have used the centre ever since moving to Grangemouth. This was for various events and to hold my children's birthday parties.

I have worked as a support worker for adults with neurodiversity disabilities. My role included doing risk assessments, health and safety checks, and data protection to name a few. I am fully vetted and PVG Checked, along with being a member of SSSC.

I have my NC in working with the community, with the aim to complete my HNC later this year.

[REDACTED] (Trustee for Finance)

My experience comes from running my own community benefit business for 4 years, Let's Go Get Messy provides affordable sensory class for children aged 5 and under, craft and art workshops for older children and parties for children of all ages.

I studied childcare and have an HNC in business studies.

I have a passion for helping people to have the opportunity to access sensory and creative experiences to aid in a child's development.

I have experiences working with a variety of community groups such as Kincardine Community Centre, Airth Community Centre, St. Ninians Church, Dennyloanhead Community Centre, Kersiebank Community Group, Sauchie Active 8 and Beancross & Newlands Community hall.

I have also worked with the Falkirk Councils Community Learning Development team providing workshops for young parents.

I provided sensory classes at Beancross Primary school, helped raise funds for Grangemouth Children's Day and Kersiebank Community Group.

My work has been rewarding and I feel I have the skills and experience to continue working within the community and benefiting it. Not just for parents and children but for all members of the community.

I myself am a single parent with disabilities and I feel I have a wide range of knowledge and experiences that will help bring the community of Grangemouth closer together.

[REDACTED] (Vice-Chair of Board of Trustees)

I have been in management roles for many years both in building and retail industries.

I now work for the Scottish Prison Service. My interpersonal skills are key in my job.

I deal with a wide range of people from all backgrounds, some with difficulties so I understand how important it is for community halls and the groups who use them within the area.

I would like to emphasise the importance of the halls to the community.

Personally, I cannot wait for the hall to reopen and be the hub of the community and adjoining areas.

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

We intend to instruct a solicitor to negotiate an agreement with Falkirk Council.

We intend to instruct several 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 obtained a short-term FRI license to occupy the building from 23rd of August 2024. In this time, we have been able to deliver on the following objectives:

- Increased usage in the centre from 0% to 50%
- To stop Beancross and Newlands Community Centre being permanently closed
- Obtain a Licence to Occupy from Falkirk Council to open the Centre in the soonest time to limit the effect that closure of the Centre has on the users, groups residents and the individual and community that it serves
- Obtain a Licence to Occupy from Falkirk Council reviewed and extended to allow the organisation to go forward with an application for full (CAT) Community Asset Transfer.
- Allow funders and governing bodies the opportunities to meet with the organisation in the heart of the community and the opportunity to evidence that the organisation can operate the Centre to the benefit and good of individuals and the community.
- Allow the organisation to meet regularly with its membership give them opportunity to use the facilities whilst being involved practically to operate the centre and taking ownership of the organisation.
- Allow the organisation to go forward with surveys and undertake costings in a timely manner to meet the needs of the and consideration for a business case and business plan to proceed with CAT.
- Allow the organisation to seek quotes for work to be carried out and engaging with professionals and organisations such as CVS, COSS, DTAS, Falkirk Council, in order to secure the future of the centre and when considering the viability of such proposal to incorporate into a business plan and the full application for CAT.
- Evidence the operation of the centre by the community we can approach and apply for funding to secure the future of the centre. Make good on business plan with a structure and the viability with the funders support evidencing with the surveys and costing undertaken that we can secure the funding pre or post CAT.
- Allow the organisation and its membership time to reflect on what is happening, the space and flexibility to move forward with the CAT. To engage with support that is available without overwhelming volunteers and allow opportunity for all to be involved at a more manageable pace, regardless of age, ill-health, disability, financial hardship or other disadvantage. To encourage Equality, Diversity and the ability to consider the economic, environmental and social progress whilst creating sustainable inclusive growth.

- We have paid for and installed new sockets in the kitchen, electric cupboard, the Sealock lounge and corridor. We have put in emergency lighting, sensor, CCTV, alarm system and door entry

#### 4.5.4 Please detail how you plan to manage the building?

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

The centre is run fully by volunteers who manage the opening and closing of the building and managing lets.

Our website is now live and we have implemented an online booking system. The systems ensures all trustees have visibility of bookings to help us manage this in an efficient and effective way.

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

## 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 held an open day in October 2024.

We have undertaken a Facebook poll on our own site and shared this on our own personal pages, local pages and asked our perspective user groups to share the post. We will also conduct a survey soon, to determine the usage of the hall, what the community want from the SCIO, and what they would like the new name of the hall to be.

The comments were positive responses to the post. They mostly gave mention to the need for the centre in the area.

The fact that people do not know the activities held within the centre will have to be addressed.

We plan to do this through social media and our website once in place and promoting with the links with other groups that we have established.

We will provide support and collaborate with local schools, such as Beancross Primary School. and work with other local community groups.

Weekly timetables will be posted on social media and on our website. With the permission of the groups, we will publish contact details for main contact of the group.

This will allow potential users to contact the group leader directly to book into classes or with any other general queries.

There is a need, genuine desire, and support, for SeaLock Infinity to Occupy and operate the building and to move forward with the community asset transfer.

## Community Support

Results from our Community Engagement survey (A full copy can be found in the appendix):

Do you currently use the Centre?

47 responses

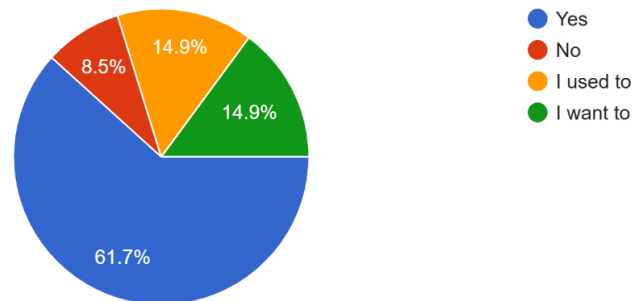


Figure 1: Community Engagement survey question

Are you interested in becoming part of the Charities committee?

48 responses

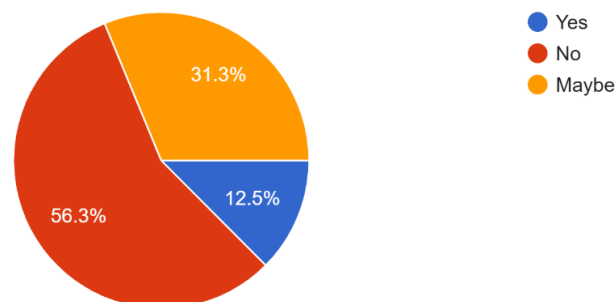


Figure 2: Community Engagement survey question 2

What activities/groups or facilities do you use at the Centre?

42 responses

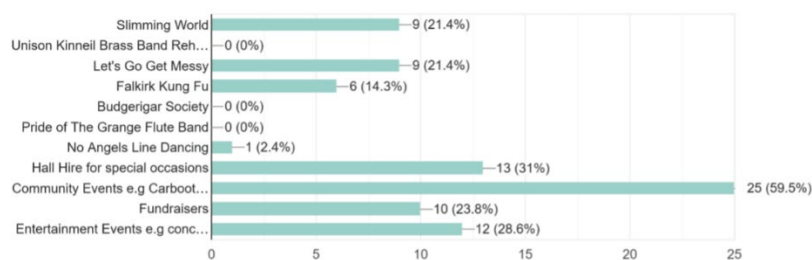


Figure 3: Community Engagement for current usage



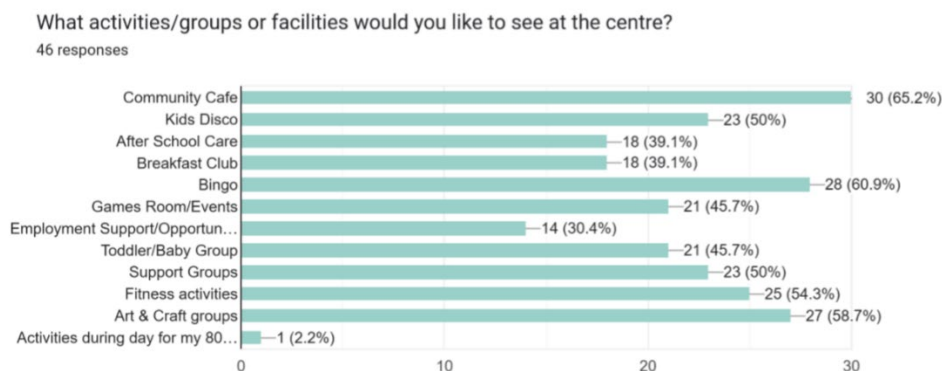


Figure 4: Community Engagement for potential future use

**What do you think the benefits of the building being owned by the community and not the Council would be? Would its use increase?**

'Yes, if people have ownership they will take pride in it and invest more time and effort in their community'

'The community benefits loads from small groups and there is no community centers left'

'Yes, I feel it will be run to its fullest by listening to community wants (this survey for example)'

'Yes because if not it will be closed and just go to ruin'

'Yes I do. It's well used and would be a big miss if it were to close'

'Yes, looking at the hard work that has already been put in by [the] committee and the new ideas going forward I would see the footfall and use increasing and a great benefit to the community.'

'I think the community can really help as they can build a place for people to meet and support and know what the community would want and be useful'

**Quotes**

'The Sealock centre provides a centre location next to transport and schools making it the ideal location for us to be based. It has a main hall and several other rooms which allow meetings with parents when needed in a confidential setting. The space is warm and inviting and the team are extremely helpful and dedicated to enhancing the support and activities offered in their locality.' – Home-Start

'I held an event at Sealock Centre on Sunday 26th January 2025. It is a fabulous venue and spotless clean. I dealt directly with [REDACTED] of the Committee, who was very helpful and well organised'. – Centre User

'The centre came to our rescue last year, when our original meeting room and show hall in Grangemouth closed suddenly. We were fortunate enough to find Newlands community centre where we received a warm welcome. We have since been able to continue our meetings which involve all age groups in our hobby. We look forward to the improvements they want to make in the future which will be a great asset to us and the area.' - Forth Valley Budgerigar Society and The Scottish Budgerigar Society

Letters of Support (A full list can be found in the appendix):

[REDACTED]

Figure 5: Letter of Support from One Parent Families Scotland

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

We have attended CVS Falkirk & District's Community Ownership Group meetings which has put us in contact with other community groups going through the Community Asset Transfer process. We are in close contact with several community groups in Grangemouth.

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 several meetings hosted by other community groups interested in taking community ownership of their community space. We have assisted other groups in the Grangemouth area to help with their Community Asset Transfer applications. We have engaged extensively with the community, our current users and potential future users of the centre. Evidence of this engagement can be found in our appendices.

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

## 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://oscr.org.uk) 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.

We have a Financial Policy for our group.

A copy of our 5-year cash flow projection can be found in our appendices.

## 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 be required to instruct a solicitor to review and negotiate the terms of our purchase, conclude missives, and conduct the conveyance. We will continue to seek further funding in the future.

We have gathered quotes from contractors and Business Energy Scotland have carried out a survey on our building to give us costs for the redevelopment of the centre, as well as energy efficiency improvements we plan to carry out.

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

We have 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 SeaLock Infinity to have an income less expenditure build a viable business.

Current Operating Times - 7 days per week 8am until 11.30pm or by arrangement for Weekend opening hours

Charges will remain unchanged in 2025-2026 which is competitive with other community buildings.

We are looking at the possibility of the introduction of a membership fee. If implemented, we will look at a member's benefit package scheme. This would give all our members the opportunity to become more involved with the running of the centre. This will also give them access to a member benefit package scheme. Any decision will be consulted on with the membership and decision will be taken at our Annual General Meeting (AGM) or by calling an Extraordinary General Meeting (EGM) for that purpose.

## Main Hall m2 Ceiling Height

Capacity – 150 Seated with Dance Floor - 200 Standing - 180 Theatre Style Seating

| Charging / Booking Structure (per Hour)                                      | Members and Not for Profit | Businesses and Classes | Parties and Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|----------------------------|------------------------|-------------------------|--|
| Monday to Friday (before 5pm)  |                            | £15                    | £15                     |  |
| Sunday to Thursday (after 5pm)   |                            | £18                    | £18                     |  |
| Friday to Saturday (after 5pm)   |                            | £22                    | £25                     |  |
| Saturday to Sunday (before 5pm)  |                            | £20                    | £25                     |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                            |                        |                         |  |

## Crafty Lounge m2 Ceiling Height

Capacity - 15 Seated - 15 Standing – 15 Theatre Style Seating

| Charging / Booking Structure (per Hour)                                      | Members and Not for Profit | Businesses and Classes | Parties and Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|----------------------------|------------------------|-------------------------|--|
| Monday to Friday (before 5pm)  |                            | £10                    | £10                     |  |
| Sunday to Thursday (after 5pm)   |                            | £10                    | £10                     |  |
| Friday to Saturday (after 5pm)   |                            | £10                    | £10                     |  |
| Saturday to Sunday (before 5pm)  |                            | £10                    | £10                     |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                            |                        |                         |  |

## Kitchen:- m2 Ceiling Height

Capacity – 6-8 People

| Charging / Booking Structure<br>(per Hour)                                   |  | Initial<br>Charge of | Per Hour<br>After Initial<br>Charge | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|--|----------------------|-------------------------------------|--|
| Prepare Food and then remove to Booking Area                                 |  | £15                  | 0                                   |  |
| Prepare Food and use Equipment then remove to Booking Area                   |  | £15                  | £15                                 |  |
| Prepare Food, Use Equipment and Serve Food                                   |  | £20                  | £20                                 |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |  |                      |                                     |  |

## SeaLock Lounge m2 Ceiling Height

Capacity – 15 Seated – 15 Standing – 15 Theatre Style Seating

| Charging / Booking Structure<br>(per Hour)                                   | Members and<br>Not for Profit | Businesses<br>and Classes | Parties and<br>Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|-------------------------------|---------------------------|----------------------------|--|
| Monday to Friday (before 5pm)  |                               | £10                       | £10                        |  |
| Sunday to Thursday (after 5pm)   |                               | £10                       | £10                        |  |
| Friday to Saturday (after 5pm)   |                               | £10                       | £10                        |  |
| Saturday to Sunday (before 5pm)  |                               | £10                       | £10                        |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                               |                           |                            |  |

Our forecasts for 2025/2026 are based on the services that we provide, with a revised increase in the let price which will be agreed upon at our AGM.

Our board of trustees/volunteer hours projected for the next 5 years:

| <b>Volunteer Hours</b>                    | <b>Year 1</b>  | <b>Year 2</b>   | <b>Year 3</b>  | <b>Year 4</b>  | <b>Year 5</b>  | <b>Total</b>    |
|---|----------------|-----------------|----------------|----------------|----------------|-----------------|
| <b>Board of Trustees Hours</b>            | 1560           | 2080            | 1040           | 1040           | 1040           | <b>6,760</b>    |
| <b>Board of Trustees Value (£40/Hour)</b> | £62,400        | £83,200         | £41,600        | £41,600        | £41,600        | <b>£270,400</b> |
| <b>Volunteers Hours</b>                   | 3120           | 3630            | 5200           | 5200           | 5200           | <b>22,350</b>   |
| <b>Volunteers (£12/Hour)</b>              | £37,440        | £43,680         | £48,920        | £48,920        | £48,920        | <b>£227,880</b> |
| <b>Total</b>                              | <b>£99,840</b> | <b>£126,880</b> | <b>£90,520</b> | <b>£90,520</b> | <b>£90,520</b> | <b>£498,280</b> |

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

We have secured funding through Falkirk Council's Community Empowerment Grant and their Capital Equipment Grant.

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

We have applied for Falkirk Council's Community Choices and will hear back on the 28th of March 2025.

Business Energy Scotland and Local Energy Scotland who manage CARES

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

We have outlined our request for Falkirk Council's Enablement Fund as part of the Community Asset Transfer.

National Lottery Awards for All, Wee Grants – The Robertson Trust, (SLCF, Scottish Landfill Communities Fund

Some of the funding you have to be trading a least 12 months and published accounts before you can apply.

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.

## 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](mailto: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) | Match Funding Amount | Match Funder     |
| Solar PV   | [REDACTED]           | £33,072.00                           |                      |                  |
| Loft insulation  | [REDACTED]           | £10,000.00                           |                      |                  |
| Lighting systems, fitting and controls   | [REDACTED]           | £8,000.00                            |                      |                  |
| Cavity wall insulation   | [REDACTED]           | £8,500.00                            |                      |                  |
| High performance internal doors  | [REDACTED]           |                                      | £2,000.00            | SeaLock Infinity |
| High performance window coverings  | [REDACTED]           | £8,000.00                            |                      |                  |
| Heating controls (New distribution system)   | [REDACTED]           | £19,800.00                           |                      |                  |
| Battery Storage (connected to solar PV)  | [REDACTED]           | £12,480.00                           |                      |                  |
| New roof to improve long-term viability and energy efficiency to replace the Flat Roof at front of building Inc., Insulation | [REDACTED]           | £18,000.00                           |                      |                  |
| New roof to improve long-term viability and energy efficiency to replace the Flat Roof at Rear of Building Inc., Insulation  | [REDACTED]           | £18,360.00                           |                      |                  |
| Disabled / Assess to Main Entrance Resurfacing to increase accessibility to the building                                     | [REDACTED]           | £4,839.00                            |                      |                  |
| East side of Building Bottom of Fire Exit Ramp to increase accessibility to the building                                     | [REDACTED]           |                                      | £580.00              | SeaLock Infinity |

|   |            |             |            |                                    |
|---|------------|-------------|------------|------------------------------------|
| Runing Gear to allow Access to Stage  | [REDACTED] |             | £1,880.00  | Scottish landfill Communities Fund |
| Bifold Partition for Stage to allow Creation of Usable Flexible Space whilst still retaining Stage for Productions                  | [REDACTED] |             | £14,000.00 | Scottish landfill Communities Fund |
| Painting of Roof and Gutters to Prevent further Deterioration   | [REDACTED] | £7,500.00   |            |                                    |
| Scaffolding for flat roof replacement etc   | [REDACTED] | £6,300.00   |            |                                    |
| Asbestos removal of suffetes and replacement  | [REDACTED] | £2,500.00   |            |                                    |
| Create, Full access Gender Neutral Disabled toilet shower room  | [REDACTED] | £8,900.00   |            |                                    |
| Create, Second Full access Gender Neutral Disabled toilet shower room   | [REDACTED] |             | £8,900.00  | Changing Places Scotland           |
| Create Baby Changing disability Gender Neutral Toilet   | [REDACTED] | £5,690.00   |            |                                    |
| Make 2 small Rooms into one larger usable ground floor space  | [REDACTED] |             | £5,900.00  | B&Q Foundation SeaLock (£900)      |
| Repairs for Interior cracks, holes in walls   | [REDACTED] |             | £900.00    | SeaLock Infinity                   |
| Convert large, dilapidated Gents Toilet into A Games room for all ages as a lettable space to increase the viability of the project | [REDACTED] |             | £7,800.00  | National Lottery Awards for All    |
| Create a café-style meeting room from dilapidated Female Toilets as a lettable space to increase the viability of the project       | [REDACTED] |             | £6,000.00  | Community Choices SeaLock (£1,000) |
| Main Hall Ceiling Lowered for Sound proofing and insulation   | [REDACTED] | £12,009.92  |            |                                    |
| Insulation of walls in Main Hall  | [REDACTED] | £5,292.88   |            |                                    |
| Insulation and boarding of stage Ceiling after removal of asbestos  | [REDACTED] | £4,680.00   |            |                                    |
| Insulation of Main Floor and Ceiling for energy efficiency  | [REDACTED] | £6,300.00   |            |                                    |
| Total including VAT   |            | £200,223.80 | £47,960.00 |                                    |



## 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 [REDACTED]

Address [REDACTED]

Date 17/03/2025

Position Chair of the Board of Trustees for SeaLock Infinity

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

Date 17/03/2025

Position Secretary to the Board of Trustees for SeaLock Infinity

Signature [REDACTED]



**A Physical Symbol of Our Community**

**SeaLock  Infinity**

Business Plan for Community Asset Transfer

## **PURPOSE**

Delivering the future with the People of Grangemouth. The purpose of this document is to provide evidence on our aim to provide inclusion, consultation and support to the local community groups, schools and our neighbours. This document will demonstrate our ideas and action that are our future plans to develop the Centre and the services we provide, so that we are at the heart of Grangemouth.

20 May 2025

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# Community Group Name Here

## Business Plan

### 1. Introduction/Executive Summary

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#### 1.1. Overview/Background

SeaLock Infinity was formed in March 2024 in order that we could provide the community of Grangemouth with a stable anchor organisation that has a view to take over Beancross and Newlands Community Centre. Unfortunately, due to decision taken by the council and action of the previous group operating the centre the Centre closed on 1st of April 2024 which was out with the control of our organisation.

Since that time, SeaLock Infinity have been working tirelessly to work with Falkirk Council and CVS Falkirk, and other adviser to be in a position to establish a Charity. An application was made to OSCR Charities regulator in May 2024 and our 2 tier SCIO was registered in July 2024.

During this time, we have been attending COSS training, liaising with Falkirk Council with regards to the condition of building and what is required from our Charity to be able to occupy the building and gathered the required information and evidence that is required in order to make the application for a full (CAT) Community Asset Transfer. We have worked with CVS Falkirk on the best way to proceed.

The vision was to create a multi-functional and fully utilised facility in the heart of a deprived community.

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

Mission Statement - To create a multi-functional, fully utilised and inclusive facility in the heart of a deprived community.

#### 1.2 Purpose

- To provide facilities for individuals or groups to gather at affordable prices to benefit the whole of Grangemouth, Falkirk District and beyond.
- To provide support with age, ill-health, disability, financial hardship, we will provide a sense of belonging connecting individuals to society and reduce social isolation.
- To be sensitive and responsive to individual's situation and needs.
- To provide awareness and encourage volunteer participation.
- To provide awareness, encouragement and promotion of arts, heritage, culture or science.

- To provide and support our centre to be a happy, safe, relaxed and caring environment for all to enable learning and individuals and groups to develop their skills, through play and structured activities that is adaptable to visual, auditory and kinaesthetic styles of learning.
- To facilitate community development including advancement of urban regeneration with the community.
- To promote principles of sustainable development where “sustainable development” means development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

### 1.3 Achieved Over Our First 6 Months

We obtained a short-term FRI license to occupy the building from 23rd of August 2024. In this time, we have been able to deliver on the following objectives:

- Increased usage in the centre from 0% to 50%
- To stop Beancross and Newlands Community Centre being permanently closed
- Obtain a Licence to Occupy from Falkirk Council to open the Centre in the soonest time to limit the effect that closure of the Centre has on the users, groups residents and the individual and community that it serves
- Obtain a Licence to Occupy from Falkirk Council reviewed and extended to allow the organisation to go forward with an application for full (CAT) Community Asset Transfer.
- Allow funders and governing bodies the opportunities to meet with the organisation in the heart of the community and the opportunity to evidence that the organisation can operate the Centre to the benefit and good of individuals and the community.
- Allow the organisation to meet regularly with its membership give them opportunity to use the facilities whilst being involved practically to operate the centre and taking ownership of the organisation.
- Allow the organisation to go forward with surveys and undertake costings in a timely manner to meet the needs of the and consideration for a business case and business plan to proceed with CAT.
- Allow the organisation to seek quotes for work to be carried out and engaging with professionals and organisations such as CVS, COSS, DTAS, Falkirk Council, in order to secure the future of the centre and when considering the viability of such proposal to incorporate into a business plan and the full application for CAT.
- Evidence the operation of the centre by the community we can approach and apply for funding to secure the future of the centre. Make good on business plan with a structure and the viability with the funders support evidencing with the surveys and costing undertaken that we can secure the funding pre or post CAT.
- Allow the organisation and its membership time to reflect on what is happening, the space and flexibility to move forward with the CAT. To engage with support that is available without overwhelming volunteers and allow opportunity for all to be involved at a more manageable pace, regardless of age, ill-health, disability, financial hardship or other disadvantage. To encourage Equality, Diversity and the ability to consider the economic, environmental and social progress whilst creating sustainable inclusive growth.

- We have paid for and installed new sockets in the kitchen, electric cupboard, the Sealock lounge and corridor. We have put in emergency lighting, sensor, CCTV, alarm system and door entry

## 1.4. Future Objectives

Sealock Infinity's Key objectives going forward is to:

- Keep the doors open to the Centre to let the community know we are open and accessible to all
- Facilitate lets and promote uses of the centre
- Engage with the community on what they want when they want it
- Identify and try out group such as Social Dancing, Youth Clubs, Community engagement events.
- Look at how the Centre can become more integrated with the local community by the name and facilities offered.
- Facilities to promote recreational activities with the object of improving the conditions of life for all individuals and groups in the area
- Offer a quality service and build a successful community centre that has a secure and viable financial future.
- We provide a happy, safe and relaxed Safe Space
- We will support and provide relief to those in need regardless of age, ill-health, disability, financial hardship or other disadvantage.
- We are working towards reducing inequality and the undertraining of equality and the importance of diversity to economic, environmental and social progress whilst creating sustainable inclusive growth.
- We want to provide a sense of belonging connecting individuals to society and reduce social isolation.
- Increase Wellbeing and encourage belonging to a group or a community to develop a stronger sense of identity to boost self-esteem.
- The organisation will promote educational initiatives, opportunities for all ages, that is adaptable to visual, auditory and kinaesthetic styles of Learning.

## 1.5. Proposal for Community Ownership

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

Mission Statement - To create a multi-functional, fully utilised and inclusive facility in the heart of a deprived community.

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



Beancross & Newland (Newlands) community Centre,  
Montgomery Street, Grangemouth,  
FK3 8QR.

We are unaware of any other interested parties in 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 current valuation of the building is £75,000; the current rental value of the building is £11,250/year. We propose to pay the purchase price of £1.

UPRN (Unique Property Reference Number): 136044696

## 2. The Group status

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The charity is called SeaLock Infinity, has the legal status of a Scottish Charitable Incorporated Organisation.

The group is a 2-Tier membership organisation and will be run by a board of trustees and a membership, these will be drawn from a range of local people and organisation who have an interest in the building.

As a Board of trustees, we are aware of our role and responsibilities in relation to good governance and take these seriously.

Membership is open to any individual who are local to Grangemouth and postcode FK3, FK2 and or any person or community group representative who wish to assist in the furtherance of the purpose of the organisation.

SCIO number SC053502

SeaLock Infinity will offer a full range of lets including a large hall, small hall, meeting room, backstage room, kitchen area etc. Initially it will be managed by volunteers that are on the Board of Trustees for SeaLock Infinity, however, we will in the immediate future look at employing individual to manage, promote and develop SeaLock Infinity and outbuilding.

We have Insurance to cover the following

- Public Liability of £5,000,000
- Contents at present of £75,000
- Building Insurance through Falkirk Council Payable at present through Licence to occupy but will move over with Community Asset Transfer (CAT)
- Employers' Liability of £10,000,000 to cover volunteers and any employees.
- Charity Trustees Management Liability of £100,000
- Legal Expenses of £250,000
- Hirer's Liability of £2,000,000

Policies SeaLock Infinity adhere to, but are not exclusive are in the following Appendix:

1. Equality and Diversity Policy
2. Health and Safety Policy Statement and Risk Register

3. Volunteer Policy
4. Safeguarding Policy
5. Comments, Compliments and Complaints Procedure
6. GDPR and DPA of
7. Financial Policy
8. Communication Policy
9. Trustee and Membership Policy including conflict of interest and Trustee registers.
10. Bookings Terms & Conditions

## 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. Community Engagement

---

### 3.1. Community Consultation

We held an open day in October 2024.

We have undertaken a Facebook poll on our own site and shared this on our own personal pages, local pages and asked our perspective user groups to share the post. We will also conduct a survey soon, to determine the usage of the hall, what the community want from the SCIO, and what they would like the new name of the hall to be.

The comments were positive responses to the post. They mostly gave mention to the need for the centre in the area.

The fact that people do not know the activities held within the centre will have to be addressed.

We plan to do this through social media and our website once in place and promoting with the links with other groups that we have established.

We will provide support and collaborate with local schools, such as Beancross Primary School. and work with other local community groups.

Weekly timetables will be posted on social media and on our website. With the permission of the groups, we will publish contact details for main contact of the group.

This will allow potential users to contact the group leader directly to book into classes or with any other general queries.

There is a need, genuine desire, and support, for SeaLock Infinity to Occupy and operate the building and to move forward with the community asset transfer.

## 3.2. Community Support

Results from our Community Engagement survey (A full copy can be found in the appendix):

Do you currently use the Centre?

47 responses

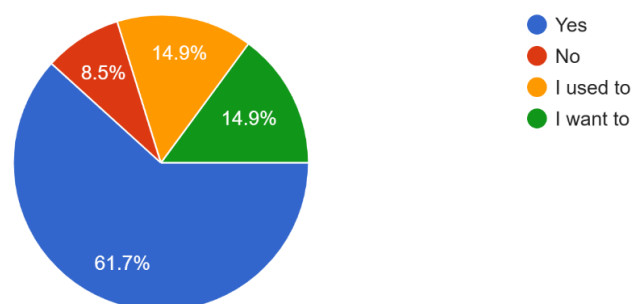


Figure 1: Community Engagement survey question

Are you interested in becoming part of the Charities committee?

48 responses

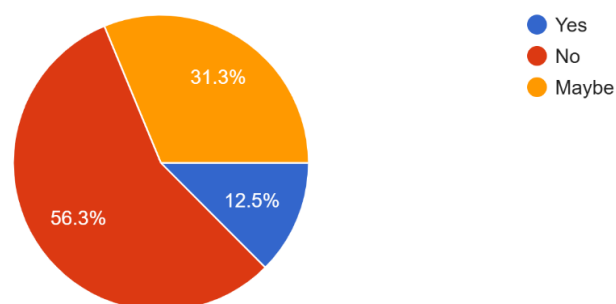


Figure 2: Community Engagement survey question 2

What activities/groups or facilities do you use at the Centre?

42 responses

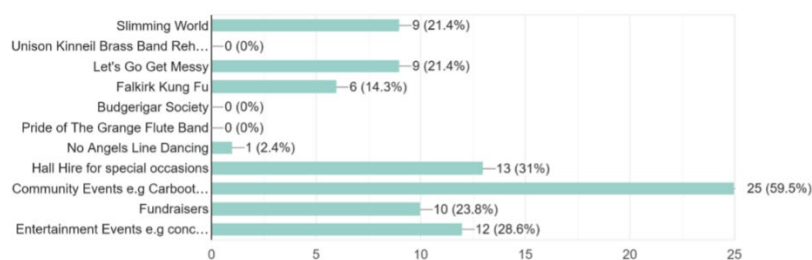
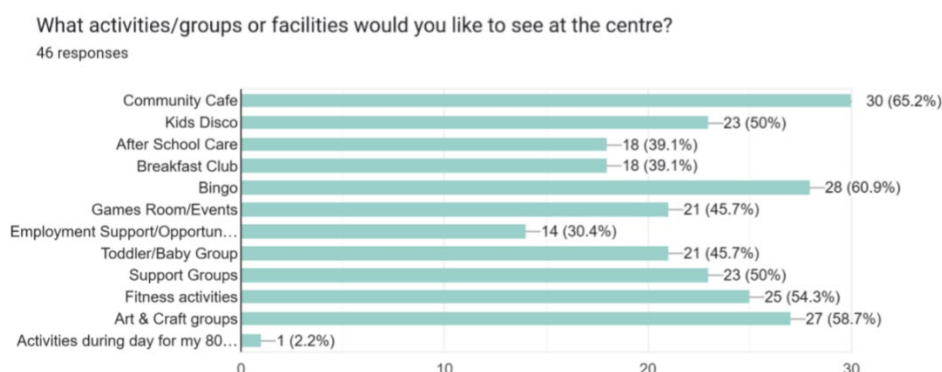


Figure 3: Community Engagement for current usage



**Figure 4: Community Engagement for potential future use**

### What do you think the benefits of the building being owned by the community and not the Council would be? Would its use increase?

*'Yes, if people have ownership they will take pride in it and invest more time and effort in their community'*

*'The community benefits loads from small groups and there is no community centers left'*

*'Yes, I feel it will be run to its fullest by listening to community wants (this survey for example)'*

*'Yes because if not it will be closed and just go to ruin'*

*'Yes I do. It's well used and would be a big miss if it were to close'*

*'Yes, looking at the hard work that has already been put in by [the] committee and the new ideas going forward I would see the footfall and use increasing and a great benefit to the community.'*

*'I think the community can really help as they can build a place for people to meet and support and know what the community would want and be useful'*

### Quotes

*'The Sealock centre provides a centre location next to transport and schools making it the ideal location for us to be based. It has a main hall and several other rooms which allow meetings with parents when needed in a confidential setting. The space is warm and inviting and the team are extremely helpful and dedicated to enhancing the support and activities offered in their locality.'* – Home-Start

*'I held an event at Sealock Centre on Sunday 26th January 2025. It is a fabulous venue and spotless clean. I dealt directly with [REDACTED] of the Committee, who was very helpful and well organised'.* – Centre User

*'The centre came to our rescue last year, when our original meeting room and show hall in Grangemouth closed suddenly. We were fortunate enough to find Newlands community centre where we received a warm welcome. We have since been able to continue our meetings which involve all age groups in our hobby. We look forward to the improvements they want to make in the future which will be a great asset to us and the area.'* - Forth Valley Budgerigar Society and The Scottish Budgerigar Society

## Letters of Support (A full list can be found in the appendix):

[REDACTED]

Figure 5: Letter of Support from One Parent Families Scotland

### 3.3. How We Will Implement

We asked via Facebook about potential ideas for the use of the centre from the community. The following were some of the ideas we received:

- Craft Group
- Knit and Natter
- Sensory Area
- Support drop in Sessions
- School Holiday Club/Events
- Music Clubs

## 4. Community Ownership Plan

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### 4.1. Objectives/Local Community Benefits

We currently have lets from local community groups such as One Parent Families Scotland, Home Start and Let's Get Messy.

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 key objectives are:

- To offer the people of Grangemouth a quality service and to build a successful community hub giving it a financial security future.
- 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

## 4.2. Correlation with Falkirk Council Objectives

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

| Policy/Plan:  | Priorities:   | Actions:  | Outcome/Indicator:   | Our Contribution:   |
|---|---|---|--|---|
| The (Falkirk) Council Plan 2022-2027                                | Supporting stronger and healthier communities:<br><br>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;<br><br>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);<br><br>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.<br><br>Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer both meeting space and ensure the services and activities that take place are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation. |
| Falkirk Health and Social Care Partnership Strategic Plan 2023-2026 | Community-based services;<br><br>Early intervention and prevention.   | Enhance services to improve the ‘flow’ through hospital settings, prevent admission, and promote independent living;<br><br>Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.   | People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed | Early intervention and prevention will support many activities: including physical activity classes such as Line Dancing, other organisations who use the Centre as a base for outreach work such as Home Start and One Parent Families Scotland.<br><br>SeaLock Infinity will be a central hub for information for people in the community through easily accessible   |

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

|  |   |  |  |   |
|--|---|--|--|---|
|  | <p>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>feeling isolated or lonely, and increased awareness of support and opportunities available.</p> |  | <p>travel to. This will make it far more accessible to the local community.</p> |
|--|---|--|--|---|

### 4.3. About the Asset

The group will operate from

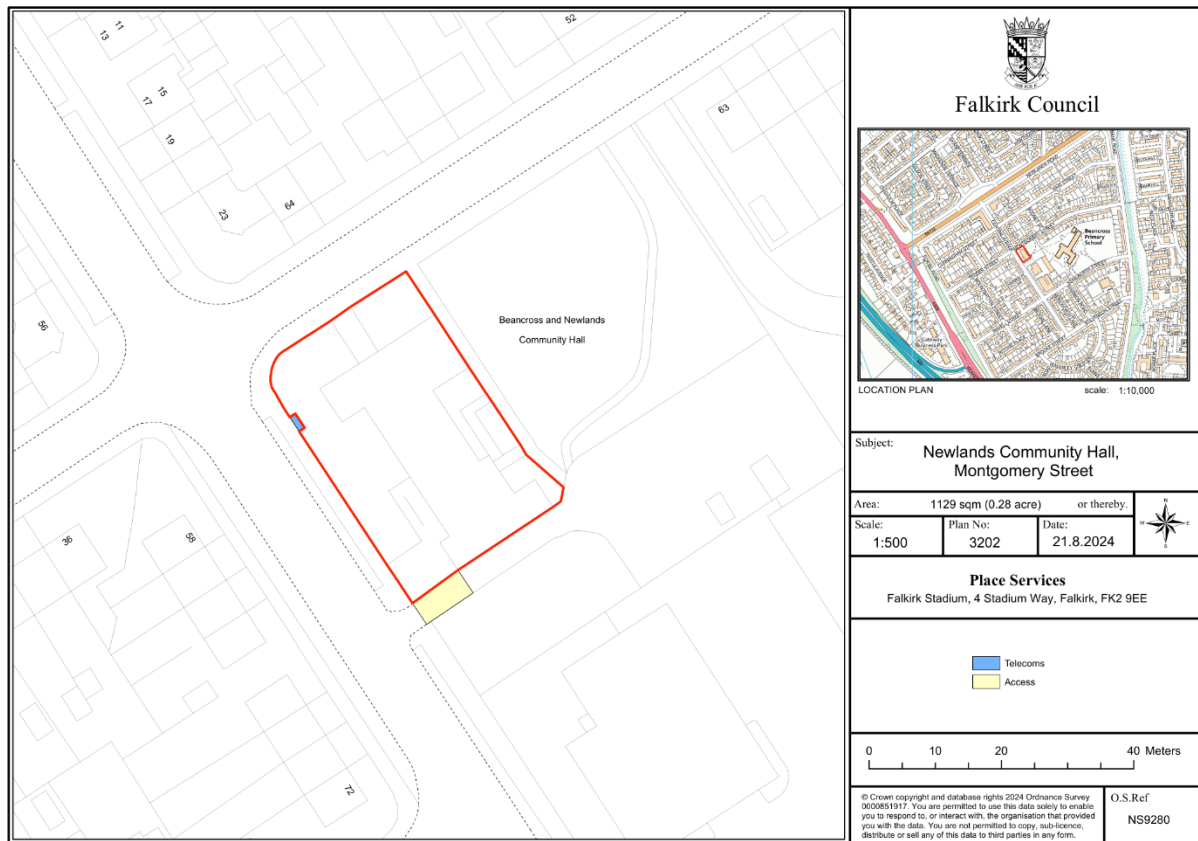
Beancross & Newland (Newlands) Community Centre,

Montgomery Street, Grangemouth,

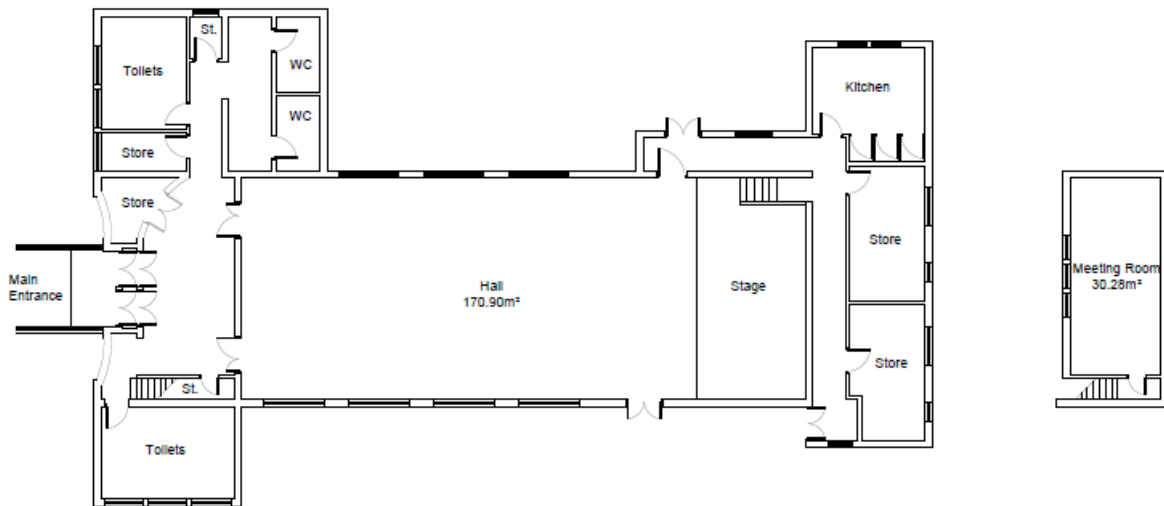
FK3 8QR.

UPRN: 136044696





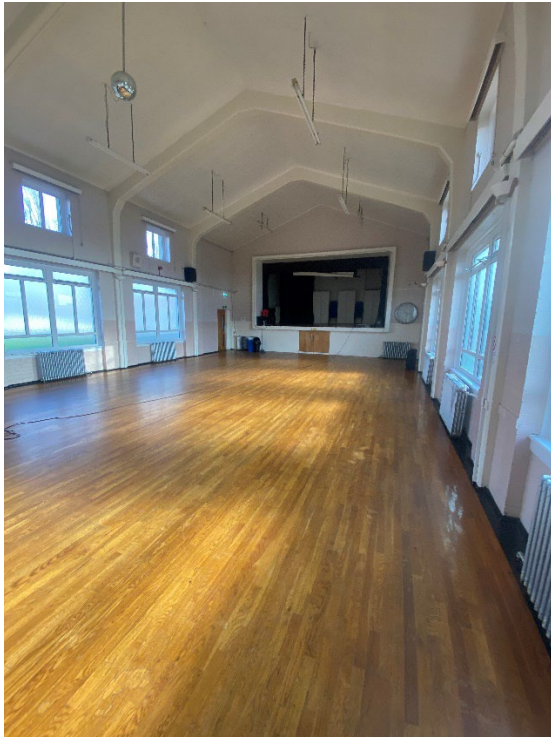
**Figure 6: Map view with Falkirk Council's boundary**



**Figure 7: Floorplan of the building**



**Figure 8: Exterior images of the building**



**Figure 9: Interior images of the main hall and kitchen**

#### 4.4. Initial Development Plan

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community. Our initial development plan consists of the following:

- New accessible toilet and washroom facilities to ensure the centre to ensure equal access to all in the community.
- Create a welcoming Games room including pool, darts etc for all ages to use on a drop-in basis and available for private bookings.
- Create a usable space like a café-style area to encourage individuals to enjoy some company, to meet others or just get out. During the day this space can provide people with hot drinks and snacks, and provide a warm space. This adaptable space can be used for many things including private bookings. This will also allow the front of the centre to be self-serving and sufficient.
- Developing 2 smaller rooms to create a larger ground floor space that can be utilised for parties, exercise classes and more to supplement and offer alternatives to our Main Hall.
- Partitioning Stage area that has separate access from the Main Hall this can be come a space for dance classes, meeting and offer alternative booking space whilst still maintaining the option of performances and groups to open up the stage for productions and concerts, dances etc.
- It is our intention to carry out a full programme of upgrading the Centre to make it more energy efficient and self-sustaining work to include replacing all light to LED reducing running cost and more friendly to environment. Installing Solar PV Panels to our rood and backing that up with a storage batter, to use the energy we generate, reduce cost

and surplus can be sent to the grid for others to use whilst bringing in much need funds.

- We will overhaul the heating to reduce the fuel that we use to heat the building and giving us control of the heat provided to every room.
- By installing insulation in the building, and protecting the building from the weather effectively giving the building a big water proof jacket to protect it from the elements, We will be able to reduce the running costs of the centre, Provide better acoustics for our user groups especially our performance and arts groups whilst still maintaining the characterising of the building which are so much loved by all user groups

#### 4.5. 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 SeaLock Infinity to have an income less expenditure build a viable business.

Current Operating Times - 7 days per week 8am until 11.30pm or by arrangement for Weekend opening hours

Charges will remain unchanged in 2025-2026 which is competitive with other community buildings.

We are looking at the possibility of the introduction of a membership fee. If implemented, we will look at a member's benefit package scheme. This would give all our members the opportunity to become more involved with the running of the centre. This will also give them access to a member benefit package scheme. Any decision will be consulted on with the membership and decision will be taken at our Annual General Meeting (AGM) or by calling an Extraordinary General Meeting (EGM) for that purpose.

## Main Hall m2 Ceiling Height

Capacity – 150 Seated with Dance Floor - 200 Standing - 180 Theatre Style Seating

| Charging / Booking Structure<br>(per Hour)                                   | Members and<br>Not for Profit | Businesses<br>and Classes | Parties and<br>Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|-------------------------------|---------------------------|----------------------------|--|
| Monday to Friday (before 5pm)  |                               | £15                       | £15                        |  |
| Sunday to Thursday (after 5pm)   |                               | £18                       | £18                        |  |
| Friday to Saturday (after 5pm)   |                               | £22                       | £25                        |  |
| Saturday to Sunday (before 5pm)  |                               | £20                       | £25                        |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                               |                           |                            |  |

## Crafty Lounge m2 Ceiling Height

Capacity - 15 Seated - 15 Standing – 15 Theatre Style Seating

| Charging / Booking Structure (per Hour)                                      | Members and Not for Profit | Businesses and Classes | Parties and Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|----------------------------|------------------------|-------------------------|--|
| Monday to Friday (before 5pm)  |                            | £10                    | £10                     |  |
| Sunday to Thursday (after 5pm)   |                            | £10                    | £10                     |  |
| Friday to Saturday (after 5pm)   |                            | £10                    | £10                     |  |
| Saturday to Sunday (before 5pm)  |                            | £10                    | £10                     |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                            |                        |                         |  |

## Kitchen:- m2 Ceiling Height

Capacity – 6-8 People

| Charging / Booking Structure<br>(per Hour)                                   |  | Initial<br>Charge of | Per Hour<br>After Initial<br>Charge | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|--|----------------------|-------------------------------------|--|
| Prepare Food and then remove to Booking Area                                 |  | £15                  | 0                                   |  |
| Prepare Food and use Equipment then remove to Booking Area                   |  | £15                  | £15                                 |  |
| Prepare Food, Use Equipment and Serve Food                                   |  | £20                  | £20                                 |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |  |                      |                                     |  |



### SeaLock Lounge m2 Ceiling Height

Capacity – 15 Seated – 15 Standing – 15 Theatre Style Seating

| Charging / Booking Structure (per Hour)                                      | Members and Not for Profit | Businesses and Classes | Parties and Fundraisers | <ul style="list-style-type: none"><li>• All Bookings will be inclusive.</li><li>• No entry prior to agreed Start time.</li><li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li><li>• Additional charges will be accrued out with Booking Agreement Times</li></ul> |
|--|----------------------------|------------------------|-------------------------|--|
| Monday to Friday (before 5pm)  |                            | £10                    | £10                     |  |
| Sunday to Thursday (after 5pm)   |                            | £10                    | £10                     |  |
| Friday to Saturday (after 5pm)   |                            | £10                    | £10                     |  |
| Saturday to Sunday (before 5pm)  |                            | £10                    | £10                     |  |
| Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only |                            |                        |                         |  |

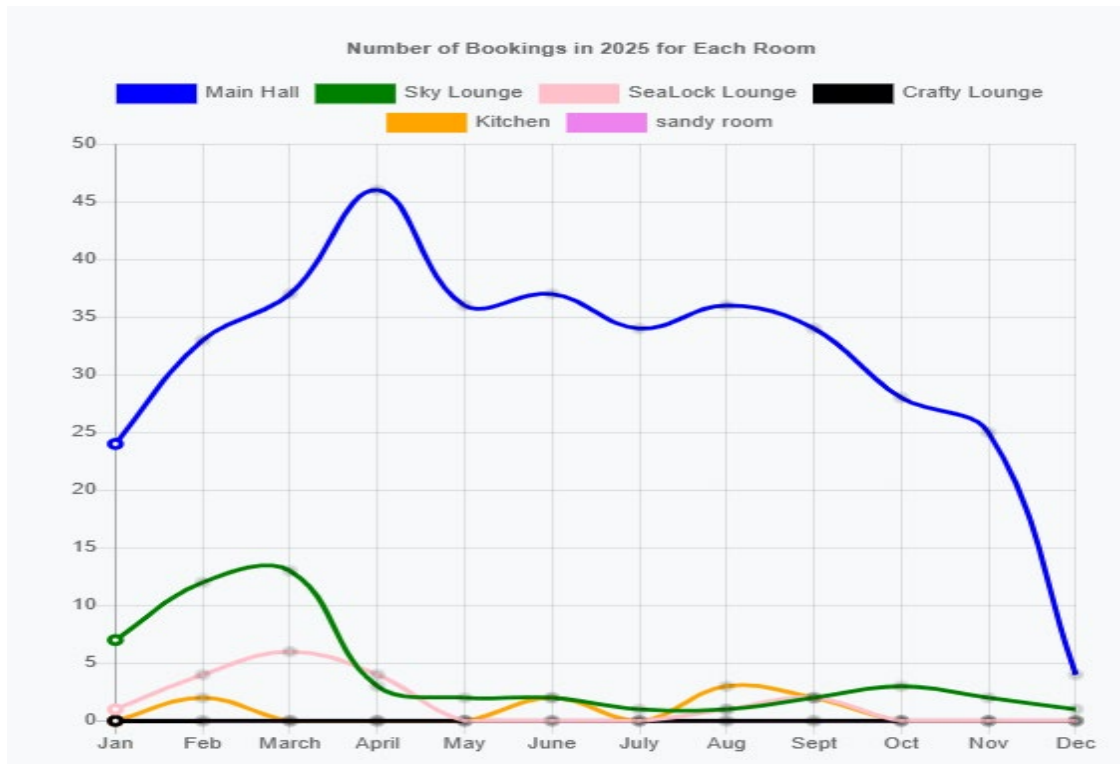
Our forecasts for 2025/2026 are based on the services that we provide, with a revised increase in the let price which will be agreed upon at our AGM.

## 4.6. Measuring Performance

We estimate that the current usage of the centre is about 50%. We currently measure the usage of the centre through our online booking system and will continue to do so with the aim to increase that to about 70% by the end of Year 2.

We will keep records of the number of people who attend our facility, our membership levels, the number of people engaging with us on social media and website users.

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. We will keep records of feedback to measure the impact our services have on the local community.



## 4.7. Potential Negative Consequences

We have considered potential negative consequences of the group taking over the building through Community Asset Transfer as:

- Costly repair work is required for the building we will need to fund
- Utility costs are high for the building, and we understand the risk of these increasing
- There is a risk of us not being able to attract enough business to ensure the hall is able to continue
- We understand there is a lot of volunteering work required for our proposal to work and are reliant on there being a continued involvement from the community to help with this
- Increase in the level of traffic due to increased usage of the hall
- Increase in the level of noise pollution due to the increase in usage of the hall

We foresee some external Negative Consequences for the wider community, as we are increasing the usage of the hall ongoing. These negative consequences could include:

- Increased traffic in the area
- Increase in off-street parking during our events
- Increase in noise

## 5. Community Benefit

The current valuation of the building is £75,000; the current rental value of the building is £11,250. Falkirk Council will be required to carry out essential repairs to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value of £346,030, according to the conditional 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 £1,628,005 over the next 5 years. We propose to pay the value of £1 to purchase the building.

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

## 5.1. Volunteer Hours

Our proposal for Community Asset Transfer relies on the work and dedication of local volunteers. We have calculated the value our volunteers will bring to the first five years of the project. A rate of £40/hour has been set for board duties which include attending meetings, writing funding applications, working on the CAT process and business plan. The Real Living Wage of £12/hour has been set for other volunteering duties such as opening/closing the building, cleaning, administration tasks etc.

| <b>Volunteer Hours</b>                    | <b>Year 1</b>  | <b>Year 2</b>   | <b>Year 3</b>  | <b>Year 4</b>  | <b>Year 5</b>  | <b>Total</b>    |
|---|----------------|-----------------|----------------|----------------|----------------|-----------------|
| <b>Board of Trustees Hours</b>            | 1560           | 2080            | 1040           | 1040           | 1040           | <b>6,760</b>    |
| <b>Board of Trustees Value (£40/Hour)</b> | £62,400        | £83,200         | £41,600        | £41,600        | £41,600        | <b>£270,400</b> |
| <b>Volunteers Hours</b>                   | 3120           | 3630            | 5200           | 5200           | 5200           | <b>22,350</b>   |
| <b>Volunteers (£12/Hour)</b>              | £37,440        | £43,680         | £48,920        | £48,920        | £48,920        | <b>£227,880</b> |
| <b>Total</b>                              | <b>£99,840</b> | <b>£126,880</b> | <b>£90,520</b> | <b>£90,520</b> | <b>£90,520</b> | <b>£498,280</b> |

## 5.2. Health and Social Benefits

Our plan for Community Asset Transfer will benefit the public health and social wellbeing in the area. (Calculation for Years 2-5 are using an inflationary increase of 3.5% per annum).

| <b>Community Benefit</b>                       | <b>Impact</b>   | <b>Total</b>    |
|--|---|-----------------|
| <b>Economic development /income generation</b> | Our Centre sits with in a SIMD area of high deprivation. We will provide essential services for people who cannot access other facilities due to cost or travel.<br><br>The centre remaining open and in community ownership, will help to develop the skills and experience of our | <b>£112,611</b> |



local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability. By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience.

The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.

We plan to offer employment opportunities once the asset transfer is complete

We will look to provide support to look at income maximisation through the groups we run and others we facilitate.

Crafting Group with regular craft fayres to develop traditions or artisan skill then produce items that can be sold on to cover costs of develop into something more for individuals or groups.

Paul Geek Guy Developing skills on Event Organising, party planning and DJing with a view to offering service for function at a reduced rate whilst providing the individual and the centre to increase revenue and reward.

Lets Get Messy is a community interest company that employs individual to organise and run parent and child classes. this a very valuable service whilst offering individual to learn and develop in child and possible employment or evidence and experience that can be used towards employment.

Youth Theatre: Project Theatre An award-winning arts charity working with young people across Falkirk pushing what's possible with the power of potential at the heart of everything we do.

With classes, holiday programmes, stage productions and more they are a platform to help everyone unlock possibilities, learn without limits, take the stage at any stage, experience new adventures and letting everyone perform to your potential, The provide employment and career advancement opportunities, and are involved with our organisation to benefit all.  
<https://projecttheatre.org/>

## Regeneration

The closing of a vital community building would be hugely damaging to the local area. We plan to regenerate the hall so it is fit for purpose as its use as a modern community centre.

**£67,030**

Develop and maintain the small garden area, facilitating space for the Glitter team (Grangemouth Litter Team)

FEL growing team and learning programme. to come as show others how to maintain and grow spaces, plant and food. how to be aware of the environment and climate change.

Youth Drop in: bring back our young people into the community in a positive way where they can be seen doing good. The group will provide a safe area to try new things, mix with other people, integrate with others age groups through group activities and events contributing to society making the future brighter.

## Public Health

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. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose.

**£288,232**

Fitness Classes at our centre such as Su-ASANA Yoga, Falkirk Kung-Fu provide options to become healthier and to support discipline and exercise which showing and feeling he benefits.

Slimming World: providing support and guidance toward managed weight loss

whilst still eating healthily and promoting a wellbeing support group.

Cooking and Taster Sessions supported by partner organisation we will provide batch cooking, meal planning and promote healthy eating for a budget and making the best of what you have and try to reduce food waste in order that we can love food and hate waste. this will be open to our community and operate as a group managed and run by the centre

## Social Wellbeing

308,341

The activities and social interactions facilitated at the centre, 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.

Positivity Cafe – offer a safe space for individuals to meet, providing healthy refreshments at a low cost open to all possible develop into a meeting place for individual with a similar interest to reduce social isolation, a place to get together or just come and get refreshed and be a part or feel included has the many benefits not just for your mental health.

Parent and Toddler: providing a required service to support and enable parents provide safe play for you children to learn and develop social skills, encouraging parent interaction in a safe supported group. This group will initially be supported and organised by our organisation with a view when established that it will self-governing.

Craft Group this group has many benefits and this will be open to our community and operate as a group managed and run by the centre

Music Classes: the ability to learn something new regardless of age in a safe inviting space as a group or individual at reasonable costs. to develop many skill and talent

Basic Ballroom, Latin & Sequence Dancing: learning something new with other people in a friendly setting whilst keeping fit and using your mind and body.

Line Dancing: providing a social activity in the local area at reasonable cost whilst exercising and having fun.

Rollerbeats: Family Fund whilst exercising and socialising.

<http://www.rollerbeats.co.uk/>

We host Voice and Play Therapy who offer counselling therapeutic interventions.

One Parent Families use the centre for therapeutic supports.

## **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.

Dr Bike – look to bring him in to help the fit for travel to improve environment.

Upcycling group to help people reduce, reuse, recycle operated from within and for the community and sell on good to reuse at a reduced price and avoid items going to landfill.

Working with (FEL) for the Environment Link

We will work with the community on how to be aware of the environment and climate change. Energy efficiency measures and run information securing encouraging householders to apply and engage with support like Energy Saving Trust, Home Energy Scotland and Warmer Homes Scotland.

**£50,943**

As a Centre we have been working with Business Energy Scotland to assess the building and come up with a plan to upgrade and reduce energy usage. We have been engaging with Low Energy Scotland which as a focus on working to reduce emission and increase the use of renewable energy that we are going to put in place.

|              |                 |
|--------------|-----------------|
| <b>Total</b> | <b>£827,160</b> |
|--------------|-----------------|

**This is not an exclusive list of the activities or our benefits we will be providing operating and organising for our community. IT IS JUST THE BEGINNING**

### 5.3. Direct Council Savings

The below table highlights how our plans for community asset transfer will ensure savings of Falkirk Council. (Calculation for Years 2-5 are using an inflationary increase of 3.5% per annum).

| Direct Savings           | Year 1         | Year 2         | Year 3         | Year 4         | Year 5         | Total           |
|--------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| <b>Utilities</b>         | £9,093         | £36,187        | £37,454        | £38,765        | £40,121        | <b>£222,457</b> |
| <b>Insurance</b>         | £1,830         | £1,894         | £1,960         | £2,028         | £2,099         | <b>£11,643</b>  |
| <b>Maintenance Costs</b> | £1,668         | £1,726         | £1,786         | £1,849         | £1,914         | <b>£10,612</b>  |
| <b>Staffing</b>          | £34,964        | £9,411         | £9,740         | £10,081        | £10,434        | <b>£57,853</b>  |
| <b>Total</b>             | <b>£47,555</b> | <b>£49,218</b> | <b>£50,940</b> | <b>£52,723</b> | <b>£54,568</b> | <b>£302,565</b> |


## 6. Market

### 6.1. Market Research

Our target market will be any individual or group who is local to Grangemouth and postcode FK3, FK2 and or any person or community group representative who wish to assist in the furtherance of the purpose of the organisation and are not current members of SeaLock Infinity

We strive to meet, accommodate and support all individual and groups, providing them and giving them better facilities and experiences.

The size of the market is estimated for Grangemouth Below at 16,204, however we would also welcome and will Market our services in and around the Falkirk Council Area and beyond. To encourage growth and development. for the Centre and Grangemouth.

| Profile   | Demography                            | Deprivation                                 |
|---|---------------------------------------|---|
| <b>Map</b>  | Area (hectares) 670                   | Scottish Index of Multiple Deprivation 2020 |
|  | Total Population (2019) 16,204        |   |
|   | Population density (persons/ha) 24.19 |   |
|   | Number of houses (2019) 8,855         |   |
|   | Number of households (2019) 9,822     |   |
|   | Average household size (persons) 1.65 |   |
|   | Vacancy rate 2.8%                     |   |
|   | Unemployment rate 9.1%                |   |
|   | No Qualifications 34.9%               |   |
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## 6.2. Products and Services

### User Groups and Other Bookings

The Centre will be home to user groups, which will include the following:

- Social Gatherings and Occasion
- Toddlers
- Theatre Groups
- Private Lets and Parties
- Meeting and Working Space
- Cooking Classes
- Roller-skating

- Animal Training
- Kung Foo classes
- Yoga classes
- Dance Groups (covering all ages of the community)
- Yoga Classes
- Party Political Meetings
- Local Councillor Meetings
- Council Meetings
- Young People's Counselling
- Carers Group
- Positivity Cafe
- Grangemouth Lodge
- Brass Band
- Marching Band
- Music Club
- Youth Club
- Let's Get Messy
- Slimming Groups
- Games Night
- Election/Polling Station

Other bookings include the following:

- Social Gatherings and Occasion
- Private Lets and Parties
- Hen Do's
- Individual Dance Practice for Competitions
- Other Sports Competitions
- Fundraisers
- Charity Events

### 6.3. Competitor Analysis

Competition will come from the other similar businesses and facilities including:

- Bowhouse Community Hub and Centre
- Dalgrain Hall
- Kersiebank Community Education Unit

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.

We believe that we will differentiate from other competitors around the area as we have different user friendly adaptable spaced which include individual serviceable rooms with toilet/wash

facilities. Large production / concert stage and changing rooms, small rooms, individual toilet and wash facilities, Catering Facilities that can all be provided with service if required.

With the size of Grangemouth and surrounding area there is a need for the facilities that we can offer, especially with Falkirk Council's strategic property review implementation

Grangemouth in an industrial town and continues to grow with new investment from growth deals and greener energy. These require public consultation and where better to meeting the public, in their local communities with facilities that they know, trust and feel safe in and that is what SeaLock infinity can offer within the Beancross and Newlands Community Centre

There has been and will continue to be the demand for community spaces in Grangemouth and surrounding area.

## 6.4. SWOT Analysis

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

## 6.5. Marketing Strategy

Currently we have an active Facebook page.

We are interlinked and have representation on the management groups of 3 other community building in the Grangemouth area, working together to for the benefit of the people of Falkirk District.

We also have regular contact with Falkirk Herald to advertise any good news stories generated from the centre.



We also plan to increase our social media presence by inviting schools to nominate a volunteer to work for a short period of time on our pages and advertising. This will give the volunteer the opportunity to work on a project they can add to their CV, with an aim to helping them gain employment in the future.

Inside the centre there are notice boards displaying the various activities held within the centre. Groups are encouraged to leave posters and flyers for others to view and pick up.

We will be replicating out inside notice boards on the outside of our centre to ensure the public have access to information at all times and not just through the internet of social media.

Going forward we will also advertise available times for bookings. Last minute discounted spaces will also be advertised.

Our website is now live and includes information about the centre, what's on at the centre, about our board of trustees and a link to our online booking system, as well as options to share to social media. User groups are encouraged to use this space to advertise their activities.

We have identified the times in the week where we could accommodate additional regular bookings.

Working with the other community facilities in Grangemouth we will reach out to the users to find out if we can offer alternative booking arrangements.

We plan to post flyers in local libraries in the area advertising our halls and rooms for events and the services and groups we provide for i.e. birthday parties, business meetings, music events and will consider any other uses.

Local businesses and charities will be invited to an open day to view our facilities with a view to holding future events in the centre.

We are aware increased usage will result in increased overheads.

Our aim will be to establish a regular clientele which has been built over previous use of the centre and word of mouth and benefit from these recommendations.

We will also introduce the following promotional activities to market the services of the business:

- Seasonal and other promotions to attract new customers and groups
- Discounts to try before you buy to enable fledgling groups to start up with little or no cost to enable them to test the market with our support to become sustainable and provide and establish a service it demands can support this
- Provide Benefits to the Community and users of the Centre such as Events, Taster Session etc.

## 7. People

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## 7.1. Board of Trustees

### **[REDACTED]** (Chair of the Board of Trustees)

I have been volunteering since I was 14, it started with YMCA and Crime Prevention Panel, organising and running events on a weekly basis to around 40 users.

Then I got involved in more community education work whilst I was working towards Duke of Edinburgh awards, I then moved on and became President of the Gala day Committee whilst operating along with a committee that I chaired to manage a community centre.

I have been involved in the managing and operating many community facilities over the past 20 years.

I moved to Grangemouth around 16 years ago and even though I have lived in the area for these years my volunteering has taken place throughout the Central Scotland Area.

I am currently an active relief Officer for Falkirk and District Boys' Brigade. I have undertaken many roles within Individual companies and the battalion, and I have a good understanding of the local area and what young people like to do and the types of learning.

I am also an active Chairing Member of the Stirling Children's panel which is part of Children's Hearings Scotland. within my role I see firsthand the struggles that children and families have daily and make decision that are in the best interest of the child/young person. The role and the training that is provided helps to make an informed decision based on evidence and best interest.

It is my training, experience and attributes that, will provide a stability to our charity and using my transferable skills to enable everyone to visualise the bigger picture to go toward providing a safe and inclusive environment to all the membership and the patrons of our centre.

My day Job is working for SEPA (Scottish Environment Protection Agency) SEPA are the Scottish Environment Protection Agency. Our role is to make sure that the environment and human health are protected, to ensure that Scotland's natural resources and services are used as sustainably as possible and contribute to sustainable economic growth. Board skills and experience –include names, roles and experience of board members to give evidence of how the community group has been running the building.

### **[REDACTED]** (Secretary to the Board of Trustees)

I am a mother of 5 kids ages 7 years old to 24 years old. Two of my children have ASD needs, with this I have knowledge and understanding on how to support these things in the community. I have spent the past 15 years dedicated to looking after my late partner who suffered with addiction and heart issues up until his passing last year. This has given me personal experience in the addiction services and issues in the area.

I have used the centre ever since moving to Grangemouth. This was for various events and to hold my children's birthday parties.

I have worked as a support worker for adults with neurodiversity disabilities. My role included doing risk assessments, health and safety checks, and data protection to name a few. I am fully vetted and PVG Checked, along with being a member of SSSC.

I have my NC in working with the community, with the aim to complete my HNC later this year.

**[REDACTED]** (Trustee for Finance)

My experience comes from running my own community benefit business for 4 years, Let's Go Get Messy provides affordable sensory class for children aged 5 and under, craft and art workshops for older children and parties for children of all ages.

I studied childcare and have an HNC in business studies.

I have a passion for helping people to have the opportunity to access sensory and creative experiences to aid in a child's development.

I have experiences working with a variety of community groups such as Kincardine Community Centre, Airth Community Centre, St. Ninians Church, Dennyloanhead Community Centre, Kersiebank Community Group, Sauchie Active 8 and Beancross & Newlands Community hall.

I have also worked with the Falkirk Councils Community Learning Development team providing workshops for young parents.

I provided sensory classes at Beancross Primary school, helped raise funds for Grangemouth Children's Day and Kersiebank Community Group.

My work has been rewarding and I feel I have the skills and experience to continue working within the community and benefiting it. Not just for parents and children but for all members of the community.

I myself am a single parent with disabilities and I feel I have a wide range of knowledge and experiences that will help bring the community of Grangemouth closer together.

**[REDACTED]** (Vice-Chair of Board of Trustees)

I have been in management roles for many years both in building and retail industries.

I now work for the Scottish Prison Service. My interpersonal skills are key in my job.

I deal with a wide range of people from all backgrounds, some with difficulties so I understand how important it is for community halls and the groups who use them within the area.

I would like to emphasise the importance of the halls to the community.

Personally, I cannot wait for the hall to reopen and be the hub of the community and adjoining areas.

## 8. Finance

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### 8.1. Costs

We have identified our required start-up costs and ongoing running costs in the tables below.

#### Running Costs

| Item                       | Cost/Year |
|----------------------------|-----------|
| PAT Testing                | £120      |
| Fire Extinguishers         | £340      |
| Security                   | £0        |
| Performance Rights         | £230      |
| Trade Waste                | £700      |
| Hall Cleaning              | £1,800    |
| Accountant/Auditor         | £0        |
| Cleaning Materials/Cleaner | £350      |
| Insurances                 | £2,183    |
| Sundries                   | £1,510    |
| Phone/Internet             | £480      |
| Utilities                  | £7,560    |
| Rates                      | £0        |
| Sanitary                   | £0        |
| Gas Safety                 | £120      |
| Fire Alarm Check           | £528      |
| EICR                       | £875      |

## 8.2. Reserve Levels

We estimate the need for reserves at £6,000 which we will maintain throughout the year.

**Bank account is with: Royal Bank of Scotland**

[REDACTED]

## 8.3. Cash Flow

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

## 8.4. Funding Strategy

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.

## 8.5. Enablement Fund

We are applying for £200,224 to carry out significant capital improvements to the property in terms of increasing lettable space, increasing accessibility and installing new renewable energy technologies which will transform our energy efficiency and support the viability of the project going forward.

This represents the full cost as provided by professional contractors (quotes have been submitted as part of our CAT application).

However, we will continue to research and apply for 3rd-party match funding to go towards funding these works. If we are successful, this would reduce the amount of Enablement funding required and we would inform the Council promptly to allow funds to be reallocated in a timely manner.

### Enablement Fund request for larger capital renewals which support the viability of the CAT

| Item   | estimate Provided By | Amount not more than (including VAT) | Match Funding Amount | Match Funder                       |
|--|----------------------|--------------------------------------|----------------------|------------------------------------|
| Solar PV   | [REDACTED]           | £33,072.00                           |                      |                                    |
| Loft insulation  | [REDACTED]           | £10,000.00                           |                      |                                    |
| Lighting systems, fitting and controls   | [REDACTED]           | £8,000.00                            |                      |                                    |
| Cavity wall insulation   | [REDACTED]           | £8,500.00                            |                      |                                    |
| High performance internal doors  | [REDACTED]           |                                      | £2,000.00            | SeaLock Infinity                   |
| High performance window coverings  | [REDACTED]           | £8,000.00                            |                      |                                    |
| Heating controls (New distribution system)   | [REDACTED]           | £19,800.00                           |                      |                                    |
| Battery Storage (connected to solar PV)  | [REDACTED]           | £12,480.00                           |                      |                                    |
| New roof to improve long-term viability and energy efficiency to replace the Flat Roof at front of building Inc., Insulation | [REDACTED]           | £18,000.00                           |                      |                                    |
| New roof to improve long-term viability and energy efficiency to replace the Flat Roof at Rear of Building Inc., Insulation  | [REDACTED]           | £18,360.00                           |                      |                                    |
| Disabled / Assess to Main Entrance Resurfacing to increase accessibility to the building                                     | [REDACTED]           | £4,839.00                            |                      |                                    |
| East side of Building Bottom of Fire Exit Ramp to increase accessibility to the building                                     | [REDACTED]           |                                      | £580.00              | SeaLock Infinity                   |
| Runing Gear to allow Access to Stage   | [REDACTED]           |                                      | £1,880.00            | Scottish Landfill Communities Fund |
| Bifold Partition for Stage to allow Creation of Usable Flexible Space whilst still retaining Stage for Productions           | [REDACTED]           |                                      | £14,000.00           | Scottish Landfill Communities Fund |
| Painting of Roof and Gutters to Prevent further Deterioration  | [REDACTED]           | £7,500.00                            |                      |                                    |
| Scaffolding for flat roof replacement etc  | [REDACTED]           | £6,300.00                            |                      |                                    |

|   |            |             |                                    |
|---|------------|-------------|------------------------------------|
| Asbestos removal of soffets and replacement   | [REDACTED] | £2,500.00   |                                    |
| Create, Full access Gender Neutral Disabled toilet shower room  | [REDACTED] | £8,900.00   |                                    |
| Create, Second Full access Gender Neutral Disabled toilet shower room   | [REDACTED] | £8,900.00   | Changing Places Scotland           |
| Create Baby Changing disability Gender Neutral Toilet   | [REDACTED] | £5,690.00   |                                    |
| Make 2 small Rooms into one larger usable ground floor space  | [REDACTED] | £5,900.00   | B&Q Foundation SeaLock (£900)      |
| Repairs for Interior cracks, holes in walls   | [REDACTED] | £900.00     | SeaLock Infinity                   |
| Convert large, dilapidated Gents Toilet into A Games room for all ages as a lettable space to increase the viability of the project | [REDACTED] | £7,800.00   | National Lottery Awards for All    |
| Create a café-style meeting room from dilapidated Female Toilets as a lettable space to increase the viability of the project       | [REDACTED] | £6,000.00   | Community Choices SeaLock (£1,000) |
| Main Hall Ceiling Lowered for Sound proofing and insulation   | [REDACTED] | £12,009.92  |                                    |
| Insulation of walls in Main Hall  | [REDACTED] | £5,292.88   |                                    |
| Insulation and boarding of stage Ceiling after removal of asbestos  | [REDACTED] | £4,680.00   |                                    |
| Insulation of Main Floor and Ceiling for energy efficiency  | [REDACTED] | £6,300.00   |                                    |
| Total Including VAT   |            | £200,223.80 | £47,960.00                         |

## 9. Summary

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

The Charity offers Falkirk Council £1 to purchase the Beancross and Newlands Community Centre. The basis of this offer is:

- Market value has been assessed by £75,000, and rental value as £11,250.
- The community benefit of the Charity's work over five years is estimated at £1,628,005.

Any essential repairs to the building (as demonstrated in the Conditional Survey Report – appendices), Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value

of £346,030, according to the survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose.

Name of Community Group:

SeaLock Infinity (Beancross and Newlands Community Centre)

Contact:

[REDACTED] Mobile [REDACTED]

Address:

Beancross & Newland (Newlands) Community Centre,

Montgomery Street, Grangemouth,

FK3 8QR

Email:

[REDACTED] or [REDACTED]

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COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

|  |  |  |                                       |                        |  |   |
|--|--|--|---------------------------------------|------------------------|--|---|
| Name of property<br>Newlands & Beancross<br>Community Hall |  | Name of group<br>Sealock Infinity SCIO   | SCIO number or equivalent<br>SC053502 | Sale or lease?<br>Sale | Length of lease  | Rental per annum<br>(or outright cost)                                |
|  |  | APPLICATION DETAILS  |                                       |                        | ADDITIONAL COMMENTS  | ASSESSMENT RATING<br>Very Strong / Strong /<br>Moderate / Weak / Poor |
| BENEFITS (OUTCOMES)  |  |  |                                       |                        |  |   |
| 1. Objectives  | Do project outcomes contribute to achieving the Council's priorities?        | The project aligns with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition.   |                                       |                        | Supporting stronger and healthier communities is at the heart of community ownership | Very Strong   |
| 2. Financial   | Is there a financial saving on public sector costs?                          | The group estimates a revenue saving to the Council of £15,810 per annum ( <a href="#">SPR SAVING</a> )  |                                       |                        | Taken from SPR Savings as of base 22/23 financial years budget                       | Very Strong   |
|  | Is there an enhanced provision of public benefit through volunteering hours? | They estimate they generate 4620 volunteer hours per annum<br>Generating a financial equivalent of over £99,840public benefit per annum  |                                       |                        | See Request Form 7.1.1   | Very Strong   |
|  | Current market valuation of the property whether by sale or rent             | Market value is assessed at £75,000, Market rent assessed at £11,250   |                                       |                        | See Ryden Ltd Valuation  | Very Strong   |
|  | Backlog maintenance figure from C&B report                                   | Backlog Maintenance assessed at £346,030   |                                       |                        | See Curry & Brown Condition Survey   | Very Strong   |
| 3. Non-financial benefits                                  | What is the impact on:<br>(i) economy  | A busy, thriving Hall will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities<br><br>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 our community's future employability. By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience.<br><br>The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.<br><br>The group plan to offer employment opportunities once the asset transfer is complete |                                       |                        | See Request Form 4.2.1   | Very Strong   |
|  | (ii) regeneration  | Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable.<br><br>The closing of a vital community building would be hugely damaging to the local area. The applicants plan to regenerate the hall so it is fit for purpose as its use as a modern community centre.<br><br>Development and maintaining the small garden area, facilitating space for the Glitter team (Grangemouth Litter Team) will further assist in regeneration of the locality.<br><br>FEL growing team and learning programme will come to show others how to maintain and grow spaces, plant and food. how to be aware of the environment and climate change.   |                                       |                        | See Request Form 4.2.2<br>See Request Form Section 8                                 | Very Strong   |



**COMMUNITY ASSET TRANSFER**
**ASSESSMENT PRO-FORMA**

|  |   |  |   |             |
|--|---|--|---|-------------|
|  | (iii) public health   | <p>Many of the classes running in the Hall contribute towards good wellbeing of participants particularly.</p> <p>By improving the overall health of the community, The group aims to help ease the pressure on public and social services, and on other facilities. By engaging in regular social activities, the community can reduce stress, improve mood, and gain a sense of purpose.</p> <p>Fitness Classes at the centre such as Su-ASANA Yoga, Falkirk Kung-Fu provide options to become healthier and to support discipline and exercise which showing and feeling the benefits.</p> <p>Slimming World: providing support and guidance toward managed weight loss whilst still eating healthily and promoting a wellbeing support group.</p> <p>Cooking and Taster Sessions supported by partner organisations will provide batch cooking, meal planning and promote healthy eating for a budget and making the best of what you have and try to reduce food waste in order that locals can love food and hate waste. this will be open to the community and operate as a group managed and run by the centre</p> | See Request Form 4.2.3  | Very Strong |
|  | (iv) social wellbeing   | <p>Involvement in the activities offered by the applicant will combat social isolation.</p> <p>The activities and social interactions facilitated at the centre, will contribute significantly to both the mental and social wellbeing of the community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events.</p> <p>For example;</p> <p>Positivity Cafe – offer a safe space for individuals to meet, providing healthy refreshments at a low cost open to all possible develop into a meeting place for individual with a similar interest to reduce social isolation, a place to get together or just come and get refreshed and be a part or feel included has the many benefits not just for your mental health.</p> <p>Other activities include; Mother and Toddler Group, Craft groups, music classes, Dance classes and others</p>   | See Request Form 4.2.4  | Very Strong |
|  | (v) environment / climate change (including figures on carbon dioxide equivalent) | Building works to reduce carbon emissions are proposed including Cavity wall insulation, Solar Panels, Loft insulation, Lowered ceilings, New Heat distribution system, Battery storage and others   | See Request form Section 4.2.5<br><br>See Request form section 8 for full list of modifications proposed. | Very Strong |
|  | (vi) other  |  |   |             |
| 4. Equality                                | What evidence is there that the project:  |  |   |             |
|  | (i) contributes to reducing inequalities (protected characteristics)              | <p>Many of the user groups based at our centre require the facility to remain open as they facilitate classes and activities that contribute to the reduction of inequalities in the local community.</p> <p>The centre is used by groups such as One Parent Families and Home Start, both of whom work with disadvantaged people within the local community.</p> <p>With local amenities in Grangemouth closing, it is essential that the centre remains open in community ownership so local people can access the essential services that are based here</p>  | See Request form section 4.2.6  | Very Strong |
|  | (ii) Promotes equality  | The group states in its Objectives; “We are working towards reducing inequality and the undertraining of equality and the importance of diversity to economic, environmental and social progress whilst creating sustainable inclusive growth”   | See request form Section 4.1.1  | Very Strong |
| <b>ABILITY TO DELIVER / SUSTAINABILITY</b> |   |  |   |             |

**COMMUNITY ASSET TRANSFER**
**ASSESSMENT PRO-FORMA**

|  |  |  |  |             |
|--|--|--|--|-------------|
| 5. Governance / Accountability               | Are appropriate governance structures in place?  | Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number   | See Constitution for Sealock Infinity as provided  | 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 applicant group have shown good planning and appear to have the resources needed, both voluntary and financial to support this asset in perpetuity. The have extensive support throughout the community that they serve and gain volunteer hours, material donation and finances from this community | See 5 year Financial Projections<br><br>Concern raised about Directors Loan.<br><br>Projected reserve amount not achieved until yr 2 | Strong      |
| 7. Sustainability                            | Has it been demonstrated that the resources are sustainable over the lifetime of the project?  | The Application shows the prospect of solid sustainability throughout the proposal, Both Fiscal and Environmental  | See above  | 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.<br>.   | See Business Plan section 4.6  |             |
| <b>COMMUNITY SUPPORT</b>                     |  |  |  |             |
| 9. Community Involvement                     | Has it been demonstrated that the community were involved in developing the proposal?  | Yes. The proposal is entirely community-led.   | See 2 teired SCIO Constitution as supplied   | Very Strong |
| 10. Local Community Support                  | What evidence has been provided of local community support?  | Local community support is extremely extensive. The organisation have a substantial number of supportative statements and have conducted online polls  | See CAT Form Section 5 in entirety   | Very Strong |
| <b>OTHER</b>                                 |  |  |  |             |
| <b>Is the building currently staffed?</b>    |  | HR have been consulted and as the centre was not staffed, there are no staffing issues. No employees worked within the building being considered for Community Asset Transfer in this report and therefore no TUPE considerations apply.   | Building is not staffed and as such there are no TUPE considerations to be considered  | Very Strong |
|  |  |  |  |             |
|  |  |  |  |             |

| CONCLUSION  |   |
|---|---|
| <b>COMMENTS; Over all the proposal is Very Strong With solid community benefits, good projections for capitalisation and revenue costs. Very good uptake on existing offering (currently being run under an FRI Licence to Occupy. Very solid plans for regeneration of building and are. Very solid community support. Overall a very good proposal.</b> | <b>OVERALL ASSESSMENT (See Table below)</b> |
|   |   |

|                 |                 |
|-----------------|-----------------|
| <b>Evidence</b> | <b>Overview</b> |
|-----------------|-----------------|

|             |  |
|-------------|--|
| 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.  |

Appendix 6

| 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     |
|--|--------------|---------------------------------|-------------|---------|---------|----------|----------|----------|---------|---------|----------|---------|----------|-----------|
| Main Hall Hire   |              | 800.00                          | 1200.00     | 1400.00 | 1800.00 | 1800.00  | 900.00   | 1600.00  | 2000.00 | 2000.00 | 2000.00  | 1800.00 | 900.00   | 18200     |
| Events   |              | 0.00                            | 400.00      | 0.00    | 0.00    | 0.00     | 0.00     | 450.00   | 0.00    | 0.00    | 350.00   | 0.00    | 0.00     | 1650      |
| Kitchen Hire   |              | 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         |
| Parties  |              | 40.00                           | 80.00       | 80.00   | 80.00   | 80.00    | 0.00     | 40.00    | 60.00   | 80.00   | 100.00   | 80.00   | 50.00    | 770       |
| Fundraising  |              | 200.00                          | 0.00        | 150.00  | 0.00    | 400.00   | 0.00     | 0.00     | 200.00  | 200.00  | 0.00     | 0.00    | 0.00     | 1150      |
| Grants   |              | 0.00                            | 5000.00     | #####   | 0.00    | 38196.00 | 34700.00 | 45501.00 | #####   | #####   | 49020.00 | 0.00    | 75340.00 | 347994    |
| Sponsorship  |              | 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         |
| Directors Loan   | 2000         | 0.00                            | 0.00        | 0.00    | 0.00    | 0.00     | 0.00     | 0.00     | 0.00    | 0.00    | 0.00     | 0.00    | 0.00     | 2000      |
| TOTAL CASH IN  | 2000         | 1040                            | 6880        | 21830   | 2330    | 40476    | 35800    | 47861    | 67897   | 17180   | 51470    | 1880    | 76290    | 371784    |
| EXPENDITURE  |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Maintenance  |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Floor Maintenance  |              | 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      |
| Refurbishment Costs  |              | 400.00                          | 0.00        | 0.00    | 0.00    | 500.00   | 0.00     | 0.00     | 0.00    | 700.00  | 0.00     | 0.00    | 300.00   | 1900.00   |
| Building Maintenance   |              | 300.00                          | 0.00        | 0.00    | 0.00    | 300.00   | 200.00   | 0.00     | 300.00  | 0.00    | 300.00   | 0.00    | 0.00     | 1400.00   |
| Statutory Compliance   |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| PAT Testing  |              | 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    |
| Fire extinguishers   |              | 28.33                           | 28.33       | 28.33   | 28.33   | 28.33    | 28.33    | 28.33    | 28.33   | 28.33   | 28.33    | 28.33   | 28.33    | 340.00    |
| First Aid Box  |              | 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      |
| Emergency Lighting   |              | 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      |
| Asbestos Management Check  |              | 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      |
| Gas Safety Check   |              | 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    |
| Fire Alarm System Check  |              | 44.00                           | 44.00       | 44.00   | 44.00   | 44.00    | 44.00    | 44.00    | 44.00   | 44.00   | 44.00    | 44.00   | 44.00    | 528.00    |
| Food Hygiene   |              | 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      |
| Electrical Installation Condition Report                                 |              | 72.92                           | 72.92       | 72.92   | 72.92   | 72.92    | 72.92    | 72.92    | 72.92   | 72.92   | 72.92    | 72.92   | 72.92    | 875.00    |
| Staffing/Volunteer Costs   |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Wages  |              | 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      |
| Travel   |              | 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      |
| Expenses   |              | 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      |
| Overheads  |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Rates  |              | 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      |
| Building Insurance   |              | 132.92                          | 132.92      | 132.92  | 132.92  | 132.92   | 132.92   | 132.92   | 132.92  | 132.92  | 132.92   | 132.92  | 132.92   | 1595.00   |
| Contents Insurance   |              | 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 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    |
| Utilities  |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Gas  |              | 495.00                          | 495.00      | 495.00  | 495.00  | 495.00   | 495.00   | 495.00   | 495.00  | 326.70  | 326.70   | 326.70  | 326.70   | 5266.80   |
| Electricity  |              | 310.00                          | 310.00      | 310.00  | 310.00  | 310.00   | 310.00   | 310.00   | 310.00  | 102.30  | 102.30   | 102.30  | 102.30   | 2889.20   |
| Mobile   |              | 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    |
| Broadband  |              | 30.00                           | 30.00       | 30.00   | 30.00   | 30.00    | 30.00    | 30.00    | 30.00   | 30.00   | 30.00    | 30.00   | 30.00    | 360.00    |
| Water  |              | 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  |              | 58.33                           | 58.33       | 58.33   | 58.33   | 58.33    | 58.33    | 58.33    | 58.33   | 58.33   | 58.33    | 58.33   | 58.33    | 700.00    |
| PHS Sanitary   |              | 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      |
| Miscellaneous  |              |                                 |             |         |         |          |          |          |         |         |          |         |          |           |
| Professional fees & Licenses (Accountant, Bookkeeper)                    |              | 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      |
| Equipment/ Tools and Replacement   |              | 200.00                          | 100.00      | 50.00   | 400.00  | 100.00   | 0.00     | 50.00    | 200.00  | 50.00   | 0.00     | 0.00    | 0.00     | 1150.00   |
| Website & Domain   |              | 20.00                           | 20.00       | 20.00   | 20.00   | 20.00    | 20.00    | 20.00    | 20.00   | 20.00   | 20.00    | 20.00   | 20.00    | 240.00    |
| Administration Costs:- Stationery-Printing                               |              | 0.00                            | 20.00       | 0.00    | 20.00   | 0.00     | 20.00    | 0.00     | 20.00   | 0.00    | 20.00    | 0.00    | 20.00    | 120.00    |
| Funded Costs/Redevelopment Costs   |              | 0.00                            | 5000.00     | 8000.00 | 0.00    | 44196.00 | 40700.00 | 45501.00 | #####   | #####   | 49020.00 | 0.00    | 75340.00 | 347994.00 |
| Advertising/Marketing/Signage  |              | 0.00                            | 0.00        | 30.00   | 0.00    | 0.00     | 50.00    | 0.00     | 0.00    | 30.00   | 0.00     | 0.00    | 0.00     | 110.00    |
| PPL/PRS Licence for Movies and Music                                     |              | 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    |
| Materials (including Cleaning)   |              | 29.17                           | 29.17       | 29.17   | 29.17   | 29.17    | 29.17    | 29.17    | 29.17   | 29.17   | 29.17    | 29.17   | 29.17    | 350.00    |
| Cleaner/Janitorial Services  |              | 150                             | 150         | 150     | 150     | 150      | 150      | 150      | 150     | 150     | 150      | 150     | 150      | 1800.00   |
| TOTAL CASH OUT   | 0            | 2368                            | 6586        | 9548    | 2186    | 46462    | 42236    | 47317    | 67023   | 16770   | 50430    | 1090    | 76750    | 368768    |
| NET CASH FLOW  | 2000         | -1326                           | 94          | 12084   | 144     | -5986    | -6636    | 274      | 574     | 410     | 1040     | 790     | -460     | 2998      |
| OPENING BALANCE  | 0            | 2000                            | 674         | 767     | 12851   | 12995    | 7008     | 372      | 646     | 1219    | 1629     | 2669    | 3458     |           |
| CLOSING BALANCE  | 2000         | 674                             | 767         | 12851   | 12995   | 7008     | 372      | 646      | 1219    | 1629    | 2669     | 3458    | 2998     |           |
| Notes  | Month In     | Month Out                       | Amount      |         |         |          |          |          |         |         |          |         |          |           |
| Community Choices  | May-25       | May-25                          | £5,000.00   |         |         |          |          |          |         |         |          |         |          |           |
| National Lottery - Awards For All  | Jun-25       | Jun 25, August 25, September 25 | £20,000.00  |         |         |          |          |          |         |         |          |         |          |           |
| Creating one large room from 2 small rear room                           | Aug-25       | Aug-25                          | £5,900.00   |         |         |          |          |          |         |         |          |         |          |           |
| Security and external doors  | Aug-25       | Aug-25                          | £12,000.00  |         |         |          |          |          |         |         |          |         |          |           |
| Cavity Wall Insulation   | Aug-25       | Aug-25                          | £20,296.00  |         |         |          |          |          |         |         |          |         |          |           |
| Creating a room from old gentistoilets and cafe-style room from female t | Sep-25       | Sep-25                          | £13,900.00  |         |         |          |          |          |         |         |          |         |          |           |
| Resurfacing of main hall roof +putting                                   | Sep-25       | Sep-25                          | £20,900.00  |         |         |          |          |          |         |         |          |         |          |           |
| Main Hall lower ceiling and insulation                                   | Oct-25       | Oct-25                          | £1,210.00   |         |         |          |          |          |         |         |          |         |          |           |
| Insulation   | Oct-25       | Oct-25                          | £5,292.00   |         |         |          |          |          |         |         |          |         |          |           |
| Insulation and boarding on stage ceiling                                 | Oct-25       | Oct-25                          | £4,680.00   |         |         |          |          |          |         |         |          |         |          |           |
| East Side fire exit floor resurface                                      | Oct-25       | Oct-25                          | £580.00     |         |         |          |          |          |         |         |          |         |          |           |
| Rough casting repairs to prevent water ingress                           | Oct-25       | Oct-25                          | £1,800.00   |         |         |          |          |          |         |         |          |         |          |           |
| Disabled entrance front door resurfacing                                 | Oct-25       | Oct-25                          | £4,839.00   |         |         |          |          |          |         |         |          |         |          |           |
| LED lighting fittings and controls                                       | Oct 25, Nov- | Oct 25, Nov 25                  | £17,965.00  |         |         |          |          |          |         |         |          |         |          |           |
| Hight performance internal/external door                                 | Nov-25       | Nov-25                          | £4,500.00   |         |         |          |          |          |         |         |          |         |          |           |
| Heating control distribution   | Nov-25       | Nov-25                          | £19,800.00  |         |         |          |          |          |         |         |          |         |          |           |
| Solar PV installed on roof   | Nov-25       | Nov-25                          | £33,072.00  |         |         |          |          |          |         |         |          |         |          |           |
| Internal wall cracks/holes to be fixed                                   | Dec-25       | Dec-25                          | £900.00     |         |         |          |          |          |         |         |          |         |          |           |
| Bifold partition for stage   | Dec-25       | Dec-25                          | £14,000.00  |         |         |          |          |          |         |         |          |         |          |           |
| High performance window openings   | Jan-26       | Jan-26                          | £25,530.00  |         |         |          |          |          |         |         |          |         |          |           |
| Disabled/accessible toilets and showers                                  | Jan-26       | Jan-26                          | £23,480.00  |         |         |          |          |          |         |         |          |         |          |           |
| Work on two flat roofs   | Mar-26       | Mar-26                          | £8,900.00   |         |         |          |          |          |         |         |          |         |          |           |
| Work on other flat roof  | Mar-26       | Mar-26                          | £5,690.00   |         |         |          |          |          |         |         |          |         |          |           |
| Asbestos removal   | Mar-26       | Mar-26                          | £2,500.00   |         |         |          |          |          |         |         |          |         |          |           |
| New thermal tank   | Mar-26       | Mar-26                          | £24,000.00  |         |         |          |          |          |         |         |          |         |          |           |
| Battery storage  | Mar-26       | Mar-26                          | £12,480.00  |         |         |          |          |          |         |         |          |         |          |           |
|  |              |                                 | £309,224.00 |         |         |          |          |          |         |         |          |         |          |           |

Reduction in gas and electricity costs from December 25 from energy efficiency measures

## Cash Flow YR 2

| <b>INCOME</b>                            | <b>Apr-26</b> | <b>May-26</b> | <b>Jun-26</b> | <b>Jul-26</b> | <b>Aug-26</b> | <b>Sep-26</b> | <b>Oct-26</b> | <b>Nov-26</b> | <b>Dec-26</b> | <b>Jan-27</b> | <b>Feb-27</b> | <b>Mar-27</b> | <b>TOTAL</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Main Hall Hire                           | 828.00        | 1242.00       | 1449.00       | 1863.00       | 1863.00       | 931.50        | 1656.00       | 2070.00       | 2070.00       | 2070.00       | 1863.00       | 931.50        | 18837        |
| Small Room Hire                          | 0.00          | 414.00        | 0.00          | 465.75        | 0.00          | 0.00          | 465.75        | 0.00          | 0.00          | 362.25        | 0.00          | 0.00          | 1707.8       |
| Kitchen Hire                             | 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            |
| Event Hire                               | 41.40         | 82.80         | 82.80         | 82.80         | 82.80         | 0.00          | 41.40         | 62.10         | 82.80         | 103.50        | 82.80         | 51.75         | 796.95       |
| Fundraising                              | 207.00        | 0.00          | 155.25        | 0.00          | 414.00        | 0.00          | 0.00          | 207.00        | 207.00        | 0.00          | 0.00          | 0.00          | 1190.3       |
| Grants                                   | 7068.00       | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 7068         |
| Sponsorship                              | 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            |
| Bank Balance                             | 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            |
| Income from Solar Panels                 | 0.00          | 2000.00       | 0.00          | 0.00          | 0.00          | 0.00          | 2000.00       | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 4000         |
| <b>TOTAL CASH IN</b>                     | <b>8144</b>   | <b>3739</b>   | <b>1687</b>   | <b>2412</b>   | <b>2360</b>   | <b>932</b>    | <b>4163</b>   | <b>2339</b>   | <b>2360</b>   | <b>2536</b>   | <b>1946</b>   | <b>983</b>    | <b>33600</b> |
| <b>EXPENDITURE</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Maintenance</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Floor Maintenance                        | 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         |
| Refurbishment Costs                      | 414.00        | 0.00          | 0.00          | 0.00          | 517.50        | 0.00          | 0.00          | 0.00          | 724.50        | 0.00          | 0.00          | 310.50        | 1966.50      |
| Building Maintenance                     | 310.50        | 0.00          | 0.00          | 310.50        | 207.00        | 0.00          | 310.50        | 0.00          | 0.00          | 310.50        | 0.00          | 0.00          | 1449.00      |
| <b>Statutory Compliance</b>              | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |              |
| PAT Testing                              | 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       |
| Fire extinguishers                       | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 29.33         | 351.90       |
| First Aid Box                            | 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         |
| Emergency Lighting                       | 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         |
| Asbestos Management Check                | 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         |
| Gas Safety Check                         | 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       |
| Fire Alarm System Check                  | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 45.54         | 546.48       |
| Food Hygiene                             | 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         |
| Electrical Installation Condition Report | 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         |
| <b>Staffing/Volunteer Costs</b>          |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Wages                                    | 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         |
| Travel                                   | 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         |
| Expenses                                 | 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         |
| <b>Overheads</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Rates                                    | 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         |
| Building Insurance                       | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 137.57        | 1650.83      |
| Contents Insurance                       | 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 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       |
| <b>Utilities</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Gas                                      | 512.33        | 512.33        | 512.33        | 512.33        | 512.33        | 512.33        | 512.33        | 512.33        | 338.13        | 338.13        | 338.13        | 338.13        | 5451.14      |

Cash Flow YR 2

|  |              |             |             |             |             |             |             |             |             |              |              |              |              |
|--|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|
| Electricity  | 66.67        | 66.67       | 66.67       | 66.67       | 66.67       | 66.67       | 66.67       | 66.67       | 66.67       | 66.67        | 66.67        | 66.67        | 800.00       |
| Mobile   | 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       |
| Broadband  | 31.05        | 31.05       | 31.05       | 31.05       | 31.05       | 31.05       | 31.05       | 31.05       | 31.05       | 31.05        | 31.05        | 31.05        | 372.60       |
| Water  | 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  | 60.38        | 60.38       | 60.38       | 60.38       | 60.38       | 60.38       | 60.38       | 60.38       | 60.38       | 60.38        | 60.38        | 60.38        | 724.50       |
| PHS Sanitary   | 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         |
|  |              |             |             |             |             |             |             |             |             |              |              |              |              |
| <b>Miscellaneous</b>   |              |             |             |             |             |             |             |             |             |              |              |              |              |
| Professional fees & Licenses (Accountant, Bc                                 | 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         |
| Equipment/ Tools and Replacement   | 207.00       | 103.50      | 51.75       | 414.00      | 103.50      | 0.00        | 51.75       | 207.00      | 51.75       | 0.00         | 0.00         | 0.00         | 1190.25      |
| Website & Domain   | 20.70        | 20.70       | 20.70       | 20.70       | 20.70       | 20.70       | 20.70       | 20.70       | 20.70       | 20.70        | 20.70        | 20.70        | 248.40       |
| Administration Costs:- Stationery-Printing                                   | 0.00         | 20.70       | 0.00        | 20.70       | 0.00        | 20.70       | 0.00        | 20.70       | 0.00        | 20.70        | 0.00         | 20.70        | 124.20       |
| Funded Costs/Redevelopment Costs   | 7068.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00         | 0.00         | 0.00         | 7068.00      |
| Advertising/Marketing/Signage  | 0.00         | 0.00        | 31.05       | 0.00        | 0.00        | 51.75       | 0.00        | 0.00        | 31.05       | 0.00         | 0.00         | 0.00         | 113.85       |
| PPL/PRS Licence for Movies and Music   | 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       |
| Materials (including Cleaning)   | 30.19        | 30.19       | 30.19       | 30.19       | 30.19       | 30.19       | 30.19       | 30.19       | 30.19       | 30.19        | 30.19        | 30.19        | 362.25       |
| Cleaner/Janitorial Services  | 155.25       | 155.25      | 155.25      | 155.25      | 155.25      | 155.25      | 155.25      | 155.25      | 155.25      | 155.25       | 155.25       | 155.25       | 1863.00      |
| <b>TOTAL CASH OUT</b>  | <b>9188</b>  | <b>1312</b> | <b>1271</b> | <b>1933</b> | <b>2016</b> | <b>1260</b> | <b>1550</b> | <b>1416</b> | <b>1821</b> | <b>1345</b>  | <b>1014</b>  | <b>1345</b>  | <b>25471</b> |
| <b>NET CASH FLOW</b>   | <b>-1043</b> | <b>2427</b> | <b>416</b>  | <b>478</b>  | <b>344</b>  | <b>-329</b> | <b>2613</b> | <b>923</b>  | <b>539</b>  | <b>1191</b>  | <b>932</b>   | <b>-362</b>  | <b>8129</b>  |
| <b>OPENING BALANCE</b>   | <b>2998</b>  | <b>1955</b> | <b>4381</b> | <b>4798</b> | <b>5276</b> | <b>5620</b> | <b>5291</b> | <b>7904</b> | <b>8827</b> | <b>9366</b>  | <b>10557</b> | <b>11489</b> |              |
| <b>CLOSING BALANCE</b>   | <b>1955</b>  | <b>4381</b> | <b>4798</b> | <b>5276</b> | <b>5620</b> | <b>5291</b> | <b>7904</b> | <b>8827</b> | <b>9366</b> | <b>10557</b> | <b>11489</b> | <b>11127</b> |              |
|  |              |             |             |             |             |             |             |             |             |              |              |              |              |
| <b>Notes</b>   | Month in     | Month out   | Amount      |             |             |             |             |             |             |              |              |              |              |
| Stairlift  | Apr-26       | Apr-26      | £7,068.00   |             |             |             |             |             |             |              |              |              |              |
| Reduction in electricity costs due to new battery storage installed March 26 |              |             |             |             |             |             |             |             |             |              |              |              |              |

| <b>INCOME</b>                            | <b>Apr-27</b> | <b>May-27</b> | <b>Jun-27</b> | <b>Jul-27</b> | <b>Aug-27</b> | <b>Sep-27</b> | <b>Oct-27</b> | <b>Nov-27</b> | <b>Dec-27</b> | <b>Jan-28</b> | <b>Feb-28</b> | <b>Mar-28</b> | <b>TOTAL</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Main Hall Hire                           | 856.98        | 1285.47       | 1499.72       | 1928.21       | 1928.21       | 964.10        | 1713.96       | 2142.45       | 2142.45       | 2142.45       | 1928.21       | 964.10        | 19496        |
| Small Room Hire                          | 0.00          | 428.49        | 0.00          | 482.05        | 0.00          | 0.00          | 482.05        | 0.00          | 0.00          | 374.93        | 0.00          | 0.00          | 1767.5       |
| Kitchen Hire                             | 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            |
| Event Hire                               | 42.85         | 85.70         | 85.70         | 85.70         | 85.70         | 0.00          | 42.85         | 64.27         | 85.70         | 107.12        | 85.70         | 53.56         | 824.84       |
| Fundraising                              | 214.25        | 0.00          | 160.68        | 0.00          | 428.49        | 0.00          | 0.00          | 214.25        | 214.25        | 0.00          | 0.00          | 0.00          | 1231.9       |
| Grants                                   | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0            |
| Sponsorship                              | 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            |
| Bank Balance                             | 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            |
| Income from Solar Panels                 | 0.00          | 2070.00       | 0.00          | 0.00          | 0.00          | 0.00          | 2070.00       | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 4140         |
| <b>TOTAL CASH IN</b>                     | <b>1114</b>   | <b>3870</b>   | <b>1746</b>   | <b>2496</b>   | <b>2442</b>   | <b>964</b>    | <b>4309</b>   | <b>2421</b>   | <b>2442</b>   | <b>2625</b>   | <b>2014</b>   | <b>1018</b>   | <b>27461</b> |
| <b>EXPENDITURE</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Maintenance</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Floor Maintenance                        | 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         |
| Refurbishment Costs                      | 428.49        | 0.00          | 0.00          | 0.00          | 535.61        | 0.00          | 0.00          | 0.00          | 749.86        | 0.00          | 0.00          | 321.37        | 2035.33      |
| Building Maintenance                     | 321.37        | 0.00          | 0.00          | 321.37        | 214.25        | 0.00          | 321.37        | 0.00          | 0.00          | 321.37        | 0.00          | 0.00          | 1499.72      |
| <b>Statutory Compliance</b>              |               |               |               |               |               |               |               |               |               |               |               |               |              |
| PAT Testing                              | 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       |
| Fire extinguishers                       | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 30.35         | 364.22       |
| First Aid Box                            | 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         |
| Emergency Lighting                       | 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         |
| Asbestos Management Check                | 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         |
| Gas Safety Check                         | 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       |
| Fire Alarm System Check                  | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 47.13         | 565.61       |
| Food Hygiene                             | 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         |
| Electrical Installation Condition Report | 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         |
| <b>Staffing/Volunteer Costs</b>          |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Wages                                    | 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         |
| Travel                                   | 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         |
| Expenses                                 | 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         |
| <b>Overheads</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Rates                                    | 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         |
| Building Insurance                       | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 142.38        | 1708.60      |
| Contents Insurance                       | 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 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       |
| <b>Utilities</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Gas                                      | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 349.97        | 4199.64      |

Cash Flow YR 3

|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Electricity                                  | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 69.00        | 828.00       |
| Mobile                                       | 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       |
| Broadband                                    | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 32.14        | 385.64       |
| Water  | 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                                  | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 62.49        | 749.86       |
| PHS Sanitary                                 | 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         |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Miscellaneous</b>                         |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Professional fees & Licenses (Accountant, Bc | 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         |
| Equipment/ Tools and Replacement             | 214.25       | 107.12       | 53.56        | 428.49       | 107.12       | 0.00         | 53.56        | 214.25       | 53.56        | 0.00         | 0.00         | 0.00         | 1231.91      |
| Website & Domain                             | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 21.42        | 257.09       |
| Administration Costs:- Stationery-Printing   | 0.00         | 21.42        | 0.00         | 21.42        | 0.00         | 21.42        | 0.00         | 21.42        | 0.00         | 21.42        | 0.00         | 21.42        | 128.55       |
| Funded Costs/Redevelopment 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         |
| Advertising/Marketing/Signage                | 0.00         | 0.00         | 32.14        | 0.00         | 0.00         | 53.56        | 0.00         | 0.00         | 32.14        | 0.00         | 0.00         | 0.00         | 117.83       |
| PPL/PRS Licence for Movies and Music         | 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       |
| Materials (including Cleaning)               | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 31.24        | 374.93       |
| Cleaner/Janitorial Services                  | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 160.68       | 1928.21      |
| <b>TOTAL CASH OUT</b>                        | <b>2013</b>  | <b>1178</b>  | <b>1135</b>  | <b>1821</b>  | <b>1906</b>  | <b>1124</b>  | <b>1424</b>  | <b>1285</b>  | <b>1885</b>  | <b>1392</b>  | <b>1049</b>  | <b>1392</b>  | <b>17605</b> |
| <b>NET CASH FLOW</b>                         | -1080        | 2692         | 611          | 675          | 536          | -160         | 2885         | 1136         | 558          | 1232         | 965          | -374         | 9856         |
| <b>OPENING BALANCE</b>                       | 11127        | 10047        | 12739        | 13350        | 14026        | 14562        | 14401        | 17286        | 18422        | 18980        | 20212        | 21177        |              |
| <b>CLOSING BALANCE</b>                       | <b>10047</b> | <b>12739</b> | <b>13350</b> | <b>14026</b> | <b>14562</b> | <b>14401</b> | <b>17286</b> | <b>18422</b> | <b>18980</b> | <b>20212</b> | <b>21177</b> | <b>20802</b> |              |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Notes</b>                                 |              |              |              |              |              |              |              |              |              |              |              |              |              |



| <b>INCOME</b>                            | <b>Apr-28</b> | <b>May-28</b> | <b>Jun-28</b> | <b>Jul-28</b> | <b>Aug-28</b> | <b>Sep-28</b> | <b>Oct-28</b> | <b>Nov-28</b> | <b>Dec-28</b> | <b>Jan-29</b> | <b>Feb-29</b> | <b>Mar-29</b> | <b>TOTAL</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Main Hall Hire                           | 886.97        | 1330.46       | 1552.21       | 1995.69       | 1995.69       | 997.85        | 1773.95       | 2217.44       | 2217.44       | 2217.44       | 1995.69       | 997.85        | 20179        |
| Small Room Hire                          | 0.00          | 443.49        | 0.00          | 498.92        | 0.00          | 0.00          | 498.92        | 0.00          | 0.00          | 388.05        | 0.00          | 0.00          | 1829.4       |
| Kitchen Hire                             | 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            |
| Event Hire                               | 44.35         | 88.70         | 88.70         | 88.70         | 88.70         | 0.00          | 44.35         | 66.52         | 88.70         | 110.87        | 88.70         | 55.44         | 853.71       |
| Fundraising                              | 221.74        | 0.00          | 166.31        | 0.00          | 443.49        | 0.00          | 0.00          | 221.74        | 221.74        | 0.00          | 0.00          | 0.00          | 1275         |
| Grants                                   | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0            |
| Sponsorship                              | 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            |
| Bank Balance                             | 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            |
| Income from Solar Panels                 | 0.00          | 2142.45       | 0.00          | 0.00          | 0.00          | 0.00          | 2142.45       | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 4284.9       |
| <b>TOTAL CASH IN</b>                     | <b>1153</b>   | <b>4005</b>   | <b>1807</b>   | <b>2583</b>   | <b>2528</b>   | <b>998</b>    | <b>4460</b>   | <b>2506</b>   | <b>2528</b>   | <b>2716</b>   | <b>2084</b>   | <b>1053</b>   | <b>28422</b> |
| <b>EXPENDITURE</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Maintenance</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Floor Maintenance                        | 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         |
| Refurbishment Costs                      | 443.49        | 0.00          | 0.00          | 0.00          | 554.36        | 0.00          | 0.00          | 0.00          | 776.10        | 0.00          | 0.00          | 332.62        | 2106.56      |
| Building Maintenance                     | 332.62        | 0.00          | 0.00          | 332.62        | 221.74        | 0.00          | 332.62        | 0.00          | 0.00          | 332.62        | 0.00          | 0.00          | 1552.21      |
| <b>Statutory Compliance</b>              |               |               |               |               |               |               |               |               |               |               |               |               |              |
| PAT Testing                              | 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       |
| Fire extinguishers                       | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 31.41         | 376.96       |
| First Aid Box                            | 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         |
| Emergency Lighting                       | 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         |
| Asbestos Management Check                | 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         |
| Gas Safety Check                         | 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       |
| Fire Alarm System Check                  | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 48.78         | 585.40       |
| Food Hygiene                             | 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         |
| Electrical Installation Condition Report | 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         |
| <b>Staffing/Volunteer Costs</b>          |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Wages                                    | 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         |
| Travel                                   | 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         |
| Expenses                                 | 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         |
| <b>Overheads</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Rates                                    | 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         |
| Building Insurance                       | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 147.37        | 1768.41      |
| Contents Insurance                       | 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 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       |
| <b>Utilities</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Gas                                      | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 362.22        | 4346.62      |

## Cash Flow YR 4

|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Electricity                                  | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 71.42        | 856.98       |
| Mobile                                       | 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       |
| Broadband                                    | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 33.26        | 399.14       |
| Water  | 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                                  | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 64.68        | 776.10       |
| PHS Sanitary                                 | 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         |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Miscellaneous</b>                         |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Professional fees & Licenses (Accountant, Bc | 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         |
| Equipment/ Tools and Replacement             | 221.74       | 110.87       | 55.44        | 443.49       | 110.87       | 0.00         | 55.44        | 221.74       | 55.44        | 0.00         | 0.00         | 0.00         | 1275.03      |
| Website & Domain                             | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 22.17        | 266.09       |
| Administration Costs:- Stationery-Printing   | 0.00         | 22.17        | 0.00         | 22.17        | 0.00         | 22.17        | 0.00         | 22.17        | 0.00         | 22.17        | 0.00         | 22.17        | 133.05       |
| Funded Costs/Redevelopment 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         |
| Advertising/Marketing/Signage                | 0.00         | 0.00         | 33.26        | 0.00         | 0.00         | 55.44        | 0.00         | 0.00         | 33.26        | 0.00         | 0.00         | 0.00         | 121.96       |
| PPL/PRS Licence for Movies and Music         | 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       |
| Materials (including Cleaning)               | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 32.34        | 388.05       |
| Cleaner/Janitorial Services                  | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 166.31       | 1995.69      |
| <b>TOTAL CASH OUT</b>                        | <b>2084</b>  | <b>1219</b>  | <b>1175</b>  | <b>1884</b>  | <b>1973</b>  | <b>1164</b>  | <b>1474</b>  | <b>1330</b>  | <b>1951</b>  | <b>1441</b>  | <b>1086</b>  | <b>1441</b>  | <b>18221</b> |
| <b>NET CASH FLOW</b>                         | <b>-931</b>  | <b>2786</b>  | <b>632</b>   | <b>699</b>   | <b>555</b>   | <b>-166</b>  | <b>2986</b>  | <b>1176</b>  | <b>577</b>   | <b>1276</b>  | <b>998</b>   | <b>-388</b>  | <b>10201</b> |
| <b>OPENING BALANCE</b>                       | <b>20802</b> | <b>19871</b> | <b>22657</b> | <b>23290</b> | <b>23989</b> | <b>24544</b> | <b>24378</b> | <b>27364</b> | <b>28539</b> | <b>29117</b> | <b>30392</b> | <b>31390</b> |              |
| <b>CLOSING BALANCE</b>                       | <b>19871</b> | <b>22657</b> | <b>23290</b> | <b>23989</b> | <b>24544</b> | <b>24378</b> | <b>27364</b> | <b>28539</b> | <b>29117</b> | <b>30392</b> | <b>31390</b> | <b>31003</b> |              |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Notes</b>                                 |              |              |              |              |              |              |              |              |              |              |              |              |              |

| <b>INCOME</b>                            | <b>Apr-29</b> | <b>May-29</b> | <b>Jun-29</b> | <b>Jul-29</b> | <b>Aug-29</b> | <b>Sep-29</b> | <b>Oct-29</b> | <b>Nov-29</b> | <b>Dec-29</b> | <b>Jan-30</b> | <b>Feb-30</b> | <b>Mar-30</b> | <b>TOTAL</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Main Hall Hire                           | 918.02        | 1377.03       | 1606.53       | 2065.54       | 2065.54       | 1032.77       | 1836.04       | 2295.05       | 2295.05       | 2295.05       | 2065.54       | 1032.77       | 20885        |
| Small Room Hire                          | 0.00          | 459.01        | 0.00          | 516.39        | 0.00          | 0.00          | 516.39        | 0.00          | 0.00          | 401.63        | 0.00          | 0.00          | 1893.4       |
| Kitchen Hire                             | 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            |
| Event Hire                               | 45.90         | 91.80         | 91.80         | 91.80         | 91.80         | 0.00          | 45.90         | 68.85         | 91.80         | 114.75        | 91.80         | 57.38         | 883.59       |
| Fundraising                              | 229.50        | 0.00          | 172.13        | 0.00          | 459.01        | 0.00          | 0.00          | 229.50        | 229.50        | 0.00          | 0.00          | 0.00          | 1319.7       |
| Grants                                   | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0            |
| Sponsorship                              | 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            |
| Bank Balance                             | 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            |
| Income from Solar Panels                 | 0.00          | 2217.44       | 0.00          | 0.00          | 0.00          | 0.00          | 2217.44       | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 4434.9       |
| <b>TOTAL CASH IN</b>                     | <b>1193</b>   | <b>4145</b>   | <b>1870</b>   | <b>2674</b>   | <b>2616</b>   | <b>1033</b>   | <b>4616</b>   | <b>2593</b>   | <b>2616</b>   | <b>2811</b>   | <b>2157</b>   | <b>1090</b>   | <b>29416</b> |
| <b>EXPENDITURE</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Maintenance</b>                       |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Floor Maintenance                        | 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         |
| Refurbishment Costs                      | 459.01        | 0.00          | 0.00          | 0.00          | 573.76        | 0.00          | 0.00          | 0.00          | 803.27        | 0.00          | 0.00          | 344.26        | 2180.29      |
| Building Maintenance                     | 344.26        | 0.00          | 0.00          | 344.26        | 229.50        | 0.00          | 344.26        | 0.00          | 0.00          | 344.26        | 0.00          | 0.00          | 1606.53      |
| <b>Statutory Compliance</b>              |               |               |               |               |               |               |               |               |               |               |               |               |              |
| PAT Testing                              | 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       |
| Fire extinguishers                       | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 32.51         | 390.16       |
| First Aid Box                            | 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         |
| Emergency Lighting                       | 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         |
| Asbestos Management Check                | 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         |
| Gas Safety Check                         | 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       |
| Fire Alarm System Check                  | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 50.49         | 605.89       |
| Food Hygiene                             | 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         |
| Electrical Installation Condition Report | 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         |
| <b>Staffing/Volunteer Costs</b>          |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Wages                                    | 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         |
| Travel                                   | 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         |
| Expenses                                 | 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         |
| <b>Overheads</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Rates                                    | 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         |
| Building Insurance                       | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 152.52        | 1830.30      |
| Contents Insurance                       | 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 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       |
| <b>Utilities</b>                         |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Gas                                      | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 374.90        | 4498.76      |

## Cash Flow YR 5

|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Electricity                                  | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 73.91        | 886.97       |
| Mobile                                       | 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       |
| Broadband                                    | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 34.43        | 413.11       |
| Water  | 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                                  | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 66.94        | 803.27       |
| PHS Sanitary                                 | 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         |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Miscellaneous</b>                         |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Professional fees & Licenses (Accountant, Bc | 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         |
| Equipment/ Tools and Replacement             | 229.50       | 114.75       | 57.38        | 459.01       | 114.75       | 0.00         | 57.38        | 229.50       | 57.38        | 0.00         | 0.00         | 0.00         | 1319.65      |
| Website & Domain                             | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 22.95        | 275.41       |
| Administration Costs:- Stationery-Printing   | 0.00         | 22.95        | 0.00         | 22.95        | 0.00         | 22.95        | 0.00         | 22.95        | 0.00         | 22.95        | 0.00         | 22.95        | 137.70       |
| Funded Costs/Redevelopment 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         |
| Advertising/Marketing/Signage                | 0.00         | 0.00         | 34.43        | 0.00         | 0.00         | 57.38        | 0.00         | 0.00         | 34.43        | 0.00         | 0.00         | 0.00         | 126.23       |
| PPL/PRS Licence for Movies and Music         | 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       |
| Materials (including Cleaning)               | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 33.47        | 401.63       |
| Cleaner/Janitorial Services                  | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 172.13       | 2065.54      |
| <b>TOTAL CASH OUT</b>                        | <b>2157</b>  | <b>1262</b>  | <b>1216</b>  | <b>1950</b>  | <b>2042</b>  | <b>1204</b>  | <b>1526</b>  | <b>1376</b>  | <b>2019</b>  | <b>1491</b>  | <b>1124</b>  | <b>1491</b>  | <b>18859</b> |
| <b>NET CASH FLOW</b>                         | <b>-963</b>  | <b>2884</b>  | <b>655</b>   | <b>723</b>   | <b>574</b>   | <b>-172</b>  | <b>3090</b>  | <b>1217</b>  | <b>597</b>   | <b>1320</b>  | <b>1033</b>  | <b>-401</b>  | <b>10558</b> |
| <b>OPENING BALANCE</b>                       | <b>31003</b> | <b>30040</b> | <b>32923</b> | <b>33578</b> | <b>34301</b> | <b>34875</b> | <b>34704</b> | <b>37794</b> | <b>39011</b> | <b>39608</b> | <b>40928</b> | <b>41962</b> |              |
| <b>CLOSING BALANCE</b>                       | <b>30040</b> | <b>32923</b> | <b>33578</b> | <b>34301</b> | <b>34875</b> | <b>34704</b> | <b>37794</b> | <b>39011</b> | <b>39608</b> | <b>40928</b> | <b>41962</b> | <b>41561</b> |              |
|  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Notes</b>                                 |              |              |              |              |              |              |              |              |              |              |              |              |              |

## SECTION ONE: ESSENTIAL INFORMATION

|                                |  |                      |             |
|--------------------------------|--|----------------------|-------------|
| <b>Service &amp; Division:</b> | Place Services<br>Invest Falkirk   |                      |             |
|                                |  |                      |             |
|                                |  | <b>Tel:</b>          | 01324504816 |
|                                |  |                      |             |
| <b>Proposal:</b>               | Beancross & Newlands Community Hall Community Asset<br>Transfer To Sealock Infinity SCIO | <b>Reference No:</b> | 01055       |

|                                      |   |                               |                                 |  |
|--------------------------------------|---|-------------------------------|---------------------------------|--|
| <b>What is the Proposal?</b>         | <b>Budget &amp; Other Financial Decision</b>                      | <b>Policy (New or Change)</b> | <b>HR Policy &amp; Practice</b> | <b>Change to Service Delivery / Service Design</b> |
|                                      | No  | No                            | No                              | Yes  |
| <b>Who does the Proposal affect?</b> | <b>Service Users</b>  | <b>Members of the Public</b>  | <b>Employees</b>                | <b>Job Applicants</b>                              |
|                                      | Yes   | Yes                           | No                              | No   |
|                                      | <b>Children and young people</b>                                  | <b>Significant impact?</b>    |                                 |  |
|                                      | <b>Outcome of this proposal (please add date of each update):</b> |                               |                                 |  |
| <b>Other, please specify:</b>        | r of Beancross & Newlands Hall to Sealock infinity SCIO           |                               |                                 |  |
|                                      |   |                               |                                 |  |
|                                      |   |                               |                                 |  |
|                                      |   |                               |                                 |  |
|                                      |   |                               |                                 |  |

**SECTION TWO: FINANCIAL INFORMATION**

| For budget changes ONLY please include information below:       |                               |            | Benchmark, e.g. Scottish Average |
|---|-------------------------------|------------|----------------------------------|
| Current spend on this service (£'0000s)                         | Total:                        | £15,810    |                                  |
| Reduction to this service budget (£'0000s)                      | Per Annum:                    | £15,810    |                                  |
| 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:                   | 22/08/2024 |                                  |
|   | 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.

Survey Conducted:

- 95 Survey Responses
- 19 Testimonials and letters of support
- 4680 Projected Volunteering Hours Yr 1
- £99,840 of Community Benefit From Above

Grangemouth Population estimated at 16,016, All of Whom are potential users.

#### Service Users

Newlands Hall Management Team estimate

Users per week - 600 plus

Users per year - 30,000

#### Users with protected Characteristics

Estimated at about half of all service users, from such groups as

Slimmers World

Counselling Group

Single Parent Support Group

Mother & Toddler Groups

#### SIMD

| Data zone       | Ranking |          |
|-----------------|---------|----------|
| 9232 Kersiebank | 454     | Adjacent |
| 9234 Kersiebank | 557     | Adjacent |

|                           |     |          |
|---------------------------|-----|----------|
| 9240 Bowhouse             | 327 | Adjacent |
| 9241 Bowhouse             | 693 | Adjacent |
| 9228 Grmouth Town Centre` |     | Close    |

The above datazones fall within the SIMD most deprived 20% areas in Scotland.

Associated Statistics relating to Grangemouth

INCOME 26.7% of people are income deprived .

EMPLOYMENT 23.7% of people are employment deprived.

HEALTH 23.1% of people are prescribed drugs for anxiety, depression or psychosis.

EDUCATION School attendance is 69.8%. 16.3% of 16-19 year olds are not in full time education, employment or training. 2.1% of 17-21 year olds have entered full time higher education.

#### **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**



This impact assessment has been informed from the information provided within the Business Plan for Asset Transfer.

The Stated Values of the applicant organisation, as per their business plan are:

- 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

Section 1.3 - Benefits to the Community, states that the Groups Values "allow opportunity for all to be involved at a more manageable pace, regardless of age, ill-health, disability, financial hardship or other disadvantage. To encourage Equality, Diversity and the ability to consider the economic, environmental and social progress whilst creating sustainable inclusive growth."

The groups' constitution is stated as:

- To provide facilities for individuals or groups to gather at affordable prices to benefit the whole of Grangemouth, Falkirk District and beyond.
- To provide support with age, ill-health, disability, financial hardship, we will provide a sense of belonging connecting individuals to society and reduce social isolation.
- To be sensitive and responsive to individual's situation and needs.
- To provide awareness and encourage volunteer participation.
- To provide awareness, encouragement and promotion of arts, heritage, culture or science.
- To provide and support our centre to be a happy, safe, relaxed and caring environment for all to enable learning and individuals and groups to develop their skills, through play and structured activities that is adaptable to visual, auditory and kinaesthetic styles of learning.
- To facilitate community development including advancement of urban regeneration with the community.
- To promote principles of sustainable development where "sustainable development" means development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

#### Best Judgement:

|  |     |
|--|-----|
| Has best judgement been used in place of data/research/evidence? | Yes |
|--|-----|

|  |   |
|--|---|
| <b>Who provided the best judgement and what was this based on?</b> | A mix of both community engagement and the best judgement of Council officers based on information provided within the CAT transfer application and accompanying business plan.   |
| <b>What gaps in data / information were identified?</b>            | There is no data on the protected characteristics of service users.   |
| <b>Is further research necessary?</b>                              | No  |
| <b>If NO, please state why.</b>                                    | We used data from the Asset Transfer request application and business planning documents, as well as some materials made available as Appendices, and some material available from available online such as population statistics. There is sufficient information to continue with the proposed transfer |

**SECTION FOUR: ENGAGEMENT****Engagement with individuals or organisations affected by the policy or proposal must take place**

|  |   |   |
|--|---|---|
| Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status? | Yes   |   |
| If YES, please state who was engagement with.  | The Group consulted with their users and local residents  |   |
| If NO engagement has been conducted, please state why.   |   |   |
| How was the engagement carried out?  | What were the results from the engagement? Please list... |   |
| Focus Group  | No  |   |
| Survey   | Yes   | <p>Users and local residents via Facebook survey. Vast Majority agreement to remain open under community control. Examples of responses:</p> <p>'Yes, if people have ownership they will take pride in it and invest more time and effort in their community'</p> <p>'The community benefits loads from small groups and there is no community centers left'</p> <p>'Yes, I feel it will be run to its fullest by listening to community wants (this survey for example)'</p> <p>'Yes because if not it will be closed and just go to ruin'</p> <p>'Yes I do. It's well used and would be a big miss if it were to close'</p> <p>'Yes, looking at the hard work that has already been put in by [the] committee and the new ideas going forward I would see the footfall and use increasing and a great benefit to the community.'</p> <p>'I think the community can really help as they can build a place for people to meet and support and know what the community would want and be useful'</p> |

|  |     |   |
|--|-----|---|
|  |     | <p>Quotes:</p> <p>‘The Sealock centre provides a centre location next to transport and schools making it the ideal location for us to be based. It has a main hall and several other rooms which allow meetings with parents when needed in a confidential setting. The space is warm and inviting and the team are extremely helpful and dedicated to enhancing the support and activities offered in their locality.’<br/>– Home-Start</p> <p>‘I held an event at Sealock Centre on Sunday 26th January 2025. It is a fabulous venue and spotless clean. I dealt directly with Lynne Park of the Committee, who was very helpful and well organised’. – Centre User</p> <p>‘The centre came to our rescue last year, when our original meeting room and show hall in Grangemouth closed suddenly. We were fortunate enough to find Newlands community centre where we received a warm welcome. We have since been able to continue our meetings which involve all age groups in our hobby. We look forward to the improvements they want to make in the future which will be a great asset to us and the area.’ - Forth Valley Budgerigar Society and The Scottish Budgerigar Society</p> |
| <b>Display / Exhibitions</b>   | No  |   |
| <b>User Panels</b>   | No  |   |
| <b>Public Event</b>  | Yes | Several Public meetings, Full Agreement to remain open under community Control  |
| <b>Other: please specify</b>   |     |   |
| <b>Has the proposal / policy/ project been reviewed / changed as a result of the engagement?</b> | No  |   |
| <b>Have the results of the engagement been fed back to the consultees?</b>                       | Yes |   |
| <b>Is further engagement recommended?</b>  | 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   |                | ✓               |                 | List of groups that use the facility include a mothers and toddlers group and young peoples counselling. If the hall were to remain open, this will allow for continuity for these support groups to continue.                      |
| Disability  |                | ✓               |                 | There is evidence to suggest that there is a significant proportion of people with a disability/hidden disabilities. The groups that run in the hall provide a safe space for support, which why the hall is needed to remain open. |
| Sex   |                | ✓               |                 | The users of the mothers and toddlers are typically female, therefore this group would benefit from the hall to remain open.  |
| Ethnicity   | ✓              |                 |                 | There is no evidence to support the identification of positive or negative impacts.   |
| Religion / Belief / non-Belief                          | ✓              |                 |                 | There is no evidence to support the identification of positive or negative impacts.   |
| Sexual Orientation                                      | ✓              |                 |                 | There is no evidence to support the identification of positive or negative impacts.   |
| Transgender   | ✓              |                 |                 | There is no evidence to support the identification of positive or negative impacts.   |
| Pregnancy / Maternity                                   |                | ✓               |                 | The users of the mothers and toddlers will be from this characteristic, therefore this group would benefit from the hall to remain open.  |
| Marriage / Civil Partnership                            | ✓              |                 |                 | There is no evidence to support the identification of positive or negative impacts.   |
| Poverty   |                | ✓               |                 | There is limited evidence to support the identification of positive or negative impacts. There are activities that may have an impact on the effects of poverty listed in the business plan such as the "Positivity Cafe".          |
| Care Experienced  | ✓              |                 |                 | There is limited evidence to support the identification of positive or negative impacts as this level of user information is not collected.   |
| Other, health, community justice, carers etc.           |                | ✓               |                 | Activities such as the Carers Group and the Positivity Café provide a benefit for those in caring roles, which will remain to have a positive impact should the hall remain open.   |
| Risk (Identify other risks associated with this change) |                |                 |                 |   |

|  | <b>Evidence of Due Regard</b>   |
|--|---|
| <b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b> | It is believed from the information provided that the proposed transfer will not result in any unlawful discrimination arising. This process will support eliminating unlawful discrimination as people with and without protected characteristics will be able to seek advice and support.                                       |
| <b>Advance Equality of Opportunity:</b>  | The transfer will enable the hall, with its inclusive activities and services, to remain open and accessible to all, particularly those with protected characteristics. Various aspects of the of CAT Business Plan emphasise a commitment to equality of of opportunity to continue to access the services/support they require, |
| <b>Foster Good Relations (promoting understanding and reducing prejudice):</b>                     | As a result of this transfer, there is a commitment to provide space for bespoke groups and services for those with and without protected characteristics in a safe environment.  |

**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.                                    |
|--|-----|--|
| <b>Business</b>  | No  |  |
| <b>Councils</b>  | No  |  |
| <b>Education Sector</b>  | No  |  |
| <b>Fire</b>  | No  |  |
| <b>NHS</b>   | No  |  |
| <b>Integration Joint Board</b>   | No  |  |
| <b>Police</b>  | No  |  |
| <b>Third Sector</b>  | Yes | The proposal reflects a transfer of ownership to the third sector. |
| <b>Other(s): please list and describe the nature of the relationship / impact.</b>                 |     |  |

## SECTION SEVEN: ACTION PLANNING

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

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

### No Mitigating Actions

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

This property was identified for closure as part of the Strategic Property review, From 1st October 2024 as agreed by Council in January 2024. The opportunity for a Community asset Transfer (CAT) was identified as a mitigating factor to closure and this was noted in the EPIA's undertaken. Officers have been working closely with community groups to progress Community Asset Transfer for this facility and are now in receipt of a full CAT application for the Beancross & Newlands Community Hall.

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

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

|   |  |
|---|--|
| <b>Are actions being reported to Members?</b> | Yes  |
| <b>If yes when and how ?</b>                  | Agenda item and full report to the Executive Committee Meeting of 19th June 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.**

|  |     |   |
|--|-----|---|
| <b>No major change required</b>  | Yes | Keeping the Hall open means no negative impact on Groups or individuals |
| <b>The proposal has to be adjusted to reduce impact on protected characteristic groups</b>                         | No  |   |
| <b>Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups</b> | No  |   |
| <b>Stop the proposal as it is potentially in breach of equality legislation</b>                                    | No  |   |

**SECTION NINE: EPIA TASK GROUP ONLY**

|   |  |  |                          |
|---|--|--|--------------------------|
| <b>OVERALL ASSESSMENT OF EPIA:</b>  |  | <b>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?</b> | Yes                      |
| <b>ASSESSMENT FINDINGS</b>  |  |  |                          |
| 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   |  |  |                          |
| <b>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></b> |  | 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   | No  |  |
| MEDIUM   | Yes | The CAT proposal highlights the breadth of services that operate/are established within the facility. There would be a notable impact on these users should the hall close because of the bespoke support, health and wellbeing benefits that would not otherwise be accessed. |
| LOW  | No  |  |

**SECTION TEN: CHIEF OFFICER SIGN OFF**

|                                    |                |              |            |
|------------------------------------|----------------|--------------|------------|
| <b>Director / Head of Service:</b> |                |              |            |
| <b>Signature:</b>                  | Malcolm Bennie | <b>Date:</b> | 20/05/2025 |