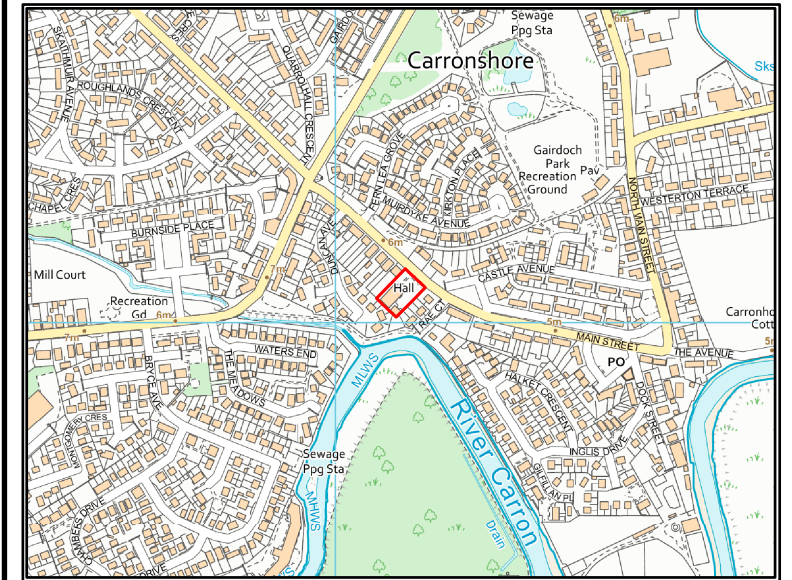


## Falkirk Council



LOCATION PLAN

scale: 1:10,000

Subject:

### Carronshore Community Centre

Area: 1983 sqm (0.49 acre) or thereby.

Scale:  
1:500

Plan No:  
3190

Date:  
3.5.2024



### Place Services

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



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O.S.Ref  
NS9080

## SCVO Model SCIO Constitution (two tier)

**CONSTITUTION**

of

**CARRON & CARRONSHORE HALL MANAGEMENT COMMITTEE - SCIO**

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## **GENERAL**

### **Type of organisation**

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO). The organisation will operate fully on a non-profit basis.

### **Scottish principal office**

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

### **Name**

- 3 The name of the organisation is Carron & Carronshore Community Hall Management Committee – SCIO (known as **CCMC**)

### **Purposes & Objectives**

- 4 The organisation's charitable purposes & objectives are the provision of recreational facilities or the organisation of recreational activities so that the conditions of life for the residents of Carron & Carronshore community and surrounding areas will be improved. This will be done by:
  - 4.1 Operating and managing Carron & Carronshore Community Hall as a community facility.
  - 4.2 Providing facilities to allow the local community & surrounding areas to access recreational activities regardless of age, sex, religion, sexual orientation, race or political beliefs.
  - 4.3 Promoting activities which encourage health & well being and improve the conditions of lives in the local and surrounding community.
  - 4.4 Ensuring the community hall is well maintained and is available as a community resource for the local residents by promoting the services available.

### **Powers**

- 5 CCMC has power to do anything which is calculated to further its purposes & objectives or is conducive or incidental to doing so:
  - 5.1 Raise funds and invite/receive contributions by way of subscriptions, donations and grant funding, all within the charitable objectives and legislations of charities.
  - 5.2 Use funds to make donations to individuals or organisations in furtherance of it's charitable purpose and objectives.

- 5.3 Secure the establishment, maintenance and management of premises for programmes, activities and initiatives promoted by CCMC.
- 5.4 Engage and pay fees to professional and technical advisers/consultants to assist in the work of CCMC.
- 5.5 Take out membership with organisations whose activities and interests are compatible with the aims of CCMC.
- 5.6 The Chair, Secretary and Treasurer may execute legal documents on behalf of CCMC. Such documents shall be signed by either two of the office bearers of CCMC.
- 5.7 Provide exhibitions, meetings, lectures, classes, seminars/training courses and other recreational and leisure time activities.
- 5.8 Do all such other lawful things as are incidental or conducive to the attainment of the objectives.
- 5.9 People serving on the board at CCMC shall be known as the Charity Trustees.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

#### **Liability of members**

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

#### **General structure**

- 9 The structure of the organisation consists of:-
  - 9.1 the MEMBERS & COMMITTEE MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;

9.2 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.

10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

## **MEMBERS**

### **Qualifications for membership**

11 Membership is open to any individual aged 16 or over who wishes to further the objectives of CCMC and they must abide by the constitution of CCMC.

12 Any employee of the organisation is not eligible for membership.

### **Application for membership**

13 Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the board at its next board meeting.

14 The board may, at its discretion, refuse to admit any person to membership.

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

### **Membership subscription**

16 No membership subscription will be payable.

### **Register of members**

17 The board must keep a register of members, setting out

17.1 for each current member:

17.1.1 their full name and address; and

17.1.2 the date on which they were registered as a member of the organisation;

17.2 for each former member - for at least six years from the date on which they ceased to be a member:

17.2.1 their name; and

17.2.2 the date on which they ceased to be a member.

- 18 The board must ensure that the register of members is updated within 28 days of any change:
- 18.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
  - 18.2 which is notified to the organisation.
- 19 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

### **Withdrawal from membership**

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

### **Transfer of membership**

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

### **Re-registration of members**

- 22 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.
- 23 If a member fails to provide confirmation to the board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 22, the board may expel them from membership.
- 24 A notice under clause 22 will not be valid unless it refers specifically to the consequences (under clause 23) of failing to provide confirmation within the 28-day period.

### **Expulsion from membership**

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

- 25.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

## **Termination**

- 26 Membership of the organisation will terminate on death.
- 26.1 The board/trustees shall have the right (for good and sufficient reason) to suspend or terminate the membership of any individual whose actions are in contradiction with the aims of **CCMC-SCIO**. The individual member concerned shall have the right to be heard by the Management Committee/trustees before a final decision is taken.
- 26.2 A person(s) will cease to be a member of **CCMC-SCIO** upon resignation or failing to live up to the aims and objective of **CCMC-SCIO** or acting in contradiction thereof.
- 26.3 Any person wishing to withdraw their membership must give a notice of withdrawal in writing and signed by them.
- 26.4 He/she becomes debarred under any statutory provision from being a charity trustee.
- 26.5 He/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
- 26.6 He/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office.

## **DECISION-MAKING BY THE MEMBERS**

### **Members' & management committee meetings**

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

29.3 the election/re-election of charity trustees, as referred to in clauses 58 to 61.

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

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

31 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:

31.1 the notice states the purposes for which the meeting is to be held; and

31.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.

32 If the board receive a notice under clause 31, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

### **Notice of members' & management committee meetings**

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

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

34.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

34.2 in the case of any other resolution falling within clause 45 (requirement for two-thirds majority) must set out the exact terms of the resolution.

35 The reference to "clear days" in clause 33 shall be taken to mean that, in calculating the period of notice,

35.1 the day after the notices are posted (or sent by e-mail) should be excluded; and

35.2 the day of the meeting itself should also be excluded.

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

- 37 Any notice which requires to be given to a member under this constitution must be: -
- 37.1 sent by post to the member, at the address last notified by them to the organisation; *or*
- 37.2 sent by e-mail to the member, at the e-mail address last notified by them to the organisation.

### **Procedure at members' & management committee meetings**

- 38 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 38.1 The duties of the **chairperson** shall include but not limited:
- a) Chair meetings of the committee and the members group and report back to trustees.
  - b) Represent the organisation at functions/meetings that CCMC have been invited to and report back to trustees
  - c) Act as spokesperson of CCMC when necessary and report back to trustees

The duties of the **secretary** shall include but not limited:

- d) Prepare in consultation with the chairperson, the agenda for the meetings of the management committee & members.
- e) Take and keep minutes of all meetings held by CCMC and copy this to the trustees/board
- f) Collect and circulate any relevant information

The duties of the **treasurer** shall include but not limited:

- g) Manage the financial affairs of CCMC and report to the trustees
- h) Keep accounts/records of all monies received and paid out by CCMC and report to trustees.

The duties of the **Management Committee** shall include but not limited to:

- i) Ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

- j) Ensure that an audit is carried out of accounts by a qualified auditor to prepare accounts for annual submission to OSCR.
- k) Clear any single expenditure for an item not in excess of £250
- l) Two signatories required for any cheque writing which must include one signatory of a charity trustee.

38.2 Remuneration - A charity trustee may be remunerated for services provided to the organisation subject to Section 67 of the Charities and Trustee Investment (Scotland) Act 2005, in particular that the maximum amount of remuneration between the Charity Trustee and the organisation is set out in a written agreement and is reasonable in its terms; and that less than half of the total number of Charity Trustees are remunerated.

38.3 Charity trustees can be remunerated for travel and reasonable out of pocket expenses in relation to their involvement with **CCMC-SCIO** work and activities.

39 The quorum for a members' meeting is 6 members, present in person.

40 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.

41 The chair of the organisation should act as chairperson of each members' meeting.

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

### **Conduct of Members of Management Committee**

42.1 Each member of the Management Committee shall, in exercising his/her functions act in the best interests of **CCMC-SCIO**, and in particular must:

- 42.2 Seek in good faith to ensure that, **CCMC-SCIO** acts in accordance with its aims and objectives (as set out in this constitution);
- 42.3 Act with care and due diligence which are reasonably expected of a person who is managing the affairs of other individuals and vulnerable people
- 42.4 In circumstances giving rise to the possibility of a conflict of interest between **CCMC-SCIO** and any other party, put the interests of **CCMC-SCIO** before that of the other party in taking decisions as a member of the Management Committee;
- 42.5 Where any other duty prevents him/her from doing so, disclose the conflicting interest to the Management Committee and refrain from participating in any discussions or decisions;
- 42.6 Ensure that **CCMC-SCIO** complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

#### **Voting at members' & management committee meetings**

- 43 Every member has one vote, which must be given personally.
- 44 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 45.
- 45 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 50):
- 45.1 a resolution amending the constitution;
- 45.2 a resolution expelling a person from membership under clause 25;
- 45.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
- 45.4 a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
- 45.5 a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
- 45.6 a resolution for the winding up or dissolution of the organisation.

- 45.7 Any member of the Elected Management Committee who fails to attend **3** consecutive meetings of the minimum of **4** annual Management Committee meetings, without proper noted apologies will be deemed to have resigned and his/her position revoked
- 45.8 The Committee shall meet not less than **4** times per calendar year. Minutes shall be kept of all meetings.
- 46 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 47 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 48 The chairperson will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

#### **Annual General Meeting of members & management committee.**

- 49 Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Committee shall determine, being not more than fifteen months after the adoption of this Constitution and thereafter the holding of the preceding Annual General Meeting. At least **14** clear days' notice shall be given to each member by such means as the Committee thinks fit (postage, emails, adverts, etc.).
- 49.1 Full members shall elect at the AGM a new Committee and vote on any recommendations, motions or any amendments to the existing constitution if needed.
- 49.2 The business of each AGM shall be 1) present annual report overview, which shall give accounts of the work of CCMC and its activities during the preceding year. 2) to receive the accounts for the preceding financial year 3) to elect management committee members 4) appointment of external account examiner/audit.
- 49.3 Special General Meeting will be held if 5 or more members submit to the secretary in writing to request for such a meeting to take place. The secretary shall advise the members/committee at least 14 days beforehand for the request for such a meeting to take place and the theme of the meeting

#### **Written resolutions by members**

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

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

## **Minutes**

- 51 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 52 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 53 [The board shall make available copies of the minutes referred to in clause 51 to any member of the public requesting them; but on the basis that the board may exclude confidential material to the extent permitted under clause 99.]

## **BOARD**

### **Number of charity trustees**

- 54 The maximum number of charity trustees is **6**; out of that:
- 54.1 no more than **2** shall be charity trustees who were elected/appointed under clauses 58 and 59 (or deemed to have been appointed under clause 57); and
- 54.2 no more than **2** shall be charity trustees who were co-opted under the provisions of clauses 62 and 63.

The minimum number of charity trustees is 3.

### **Eligibility**

- 55 A person shall not be eligible for election/appointment to the board under clauses 58 to 61 unless they are a member of the organisation; a person appointed to the board under clause 62 need not, however, be a member of the organisation.
- 56 A person will not be eligible for election or appointment to the board if they are: -
- 56.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
- 56.2 an employee of the organisation.

### **Initial charity trustees**

- 57 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

### **Election, retiral, re-election**

- 58 At each AGM, the members may elect any member (unless they are debarred from membership under clause 56) to be a charity trustee.
- 59 The board may at any time appoint any member (unless they are debarred from membership under clause 56) to be a charity trustee.
- 60 At each AGM, all of the charity trustees elected/appointed under clauses 58 and 59 (and, in the case of the first AGM, those deemed to have been appointed under clause 57) shall retire from office – but shall then be eligible for re-election under clause 58.
- 61 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 61.1 they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
  - 61.2 an election process was held at the AGM and they were not among those elected/re-elected through that process; or
  - 61.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

### **Appointment/re-appointment of co-opted charity trustees**

- 62 In addition to their powers under clause 59, the board may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 54, and providing they are not debarred from membership under clause 56) either on the basis that they have been nominated by a regular community hall service user *or* on the basis that they have specialist experience and/or skills which could be of assistance to the board.
- 63 At each AGM, all of the charity trustees appointed under clause 62 shall retire from office – but shall then be eligible for re-appointment under that clause.

### **Termination of office**

- 64 A charity trustee will automatically cease to hold office if: -
- 64.1 they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;

- 64.2 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;
- 64.3 (in the case of a charity trustee elected/appointed under clauses 58 to 61) they cease to be a member of the organisation;
- 64.4 they become an employee of the organisation;
- 64.5 they give the organisation a notice of resignation, signed by them;
- 64.6 they are absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove them from office;
- 64.7 they are removed from office by resolution of the board on the grounds that they are considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 82);
- 64.8 they are removed from office by resolution of the board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
- 64.9 they are removed from office by a resolution of the members passed at a members' meeting.
- 65 A resolution under paragraph 64.7, 64.8 or 64.9 shall be valid only if:
- - 65.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for their removal is to be proposed;
  - 65.2 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 the vote; and
  - 65.3 (in the case of a resolution under paragraph 64.7 or 64.8) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

### **Register of charity trustees**

- 66 The board must keep a register of charity trustees, setting out
- 66.1 for each current charity trustee:
    - 66.1.1 their full name and address;

- 66.1.2 the date on which they were appointed as a charity trustee; and
- 66.1.3 any office held by them in the organisation;
- 66.2 for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
- 66.2.1 the name of the charity trustee;
- 66.2.2 any office held by them in the organisation; and
- 66.2.3 the date on which they ceased to be a charity trustee.
- 67 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 67.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
- 67.2 which is notified to the organisation.
- 68 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

### **Office-bearers**

- 69 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 70 In addition to the office-bearers required under clause 69, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 71 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 69 or 70.
- 72 A person elected to any office will automatically cease to hold that office: -
- 72.1 if they cease to be a charity trustee; or
- 72.2 if they give to the organisation a notice of resignation from that office, signed by them.

### **Powers of board**

- 73 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 74 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 75 The members may, by way of a resolution passed in compliance with clause 45 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

### **Charity trustees - general duties**

- 76 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:-
- 76.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
  - 76.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
  - 76.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
    - 76.3.1 put the interests of the organisation before that of the other party;
    - 76.3.2 where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
  - 76.4 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.
- 77 In addition to the duties outlined in clause 76, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 77.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
  - 77.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.

- 78 Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which they have a personal interest; and (subject to clause 79 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.
- 79 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.
- 80 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.
- 81 The duties of the charity trustees shall include but not limited to:
- 81.1 Hold regular meetings, control financial activities and monitor this every month.
- 81.2 Notify any prospective member of the decision of membership and keep record of registered members. All data to kept securely and protected from all issues concerning the data protection act.

#### **Code of conduct for charity trustees**

- 82 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.
- 83 The code of conduct referred to in clause 82 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

## **DECISION-MAKING BY THE CHARITY TRUSTEES**

### **Notice of board meetings**

- 84 Any charity trustee may call a meeting of the board or ask the secretary to call a meeting of the board.
- 85 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

### **Procedure at board meetings**

- 86 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 3 charity trustees, present in person.
- 87 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 86, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 88 The chair of the organisation should act as chairperson of each board meeting.
- 89 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 90 Every charity trustee has one vote, which must be given personally.
- 91 All decisions at board meetings will be made by majority vote.
- 92 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 93 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
- 94 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; they must withdraw from the meeting while an item of that nature is being dealt with.
- 95 For the purposes of clause 94: -

- 95.1 an interest held by an individual who is “connected” with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that charity trustee;
- 95.2 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.

## **Minutes**

- 96 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 97 The minutes to be kept under clause 96 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 98 [The board shall (subject to clause 99) make available copies of the minutes referred to in clause 96 to any member of the public requesting them.]
- 99 [The board may exclude from any copy minutes made available to a member of the public under clause 98 any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.]

## **ADMINISTRATION**

### **Delegation to sub-committees**

- 100 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 101 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 102 When delegating powers under clause 100 or 101, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 103 Any delegation of powers under clause 100 or 101 may be revoked or altered by the board at any time.

- 104 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

### **Operation of accounts**

- 105 Subject to clause 106, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 106 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 105.

### **Accounting records and annual accounts**

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

## **MISCELLANEOUS**

### **Winding-up**

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

### **Alterations to the constitution**

- 111 This constitution may (subject to clause 112) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 45) or by way of a written resolution of the members.
- 112 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the

purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

## Interpretation

- 113 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 113.1 any statutory provision which adds to, modifies or replaces that Act; and
  - 113.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 113.1 above.
- 114 In this constitution: -
- 114.1 “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;
  - 114.2 “charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

## Subscribers to and Adoption of Constitution

- 115 This document was certified as a ‘true copy’ of the constitution of CCMC and was acknowledged and adopted by the management committee and trustees at the meeting;

On: Thursday 1<sup>st</sup> August 2019

Held at: Carronshore Community Hall

Names and titles of establishing board members

Signed: [REDACTED]
Name: [REDACTED] (CHAIR)
Address: [REDACTED]

Signed: [REDACTED]
Name: [REDACTED] (VICE CHAIR)
Address: [REDACTED]
Signed: [REDACTED]
Name: [REDACTED] (TREASURER)
Address: [REDACTED]
Signed: [REDACTED]
Name: [REDACTED] (SECRETARY)
Address: [REDACTED]

Carron & Carronshore Hall Management Committee

# **Carron & Carronshore Community Hall Community Asset Transfer**

**A Business Plan for "God's Village"**

**Transfer. Transform. Together.**





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## Business Plan

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**CC Questionnaire Responses**

**Floor Plan**

**Constitution**

**Letters of Support:**

**- Avondale Letter**

**- Carronshore Heritage**

**- [REDACTED]**

**- Falkirk Made Friends**

**- Central Taekwondo Academy**



## 1. Introduction

We firmly believe the proposed Community Asset Transfer is a wonderful opportunity to do something ambitious, special and long-lasting for Carronshore. We have a clear and compelling vision what that should be. We have a motivated team of fifteen trustees, committee members and volunteers who are determined to make it happen for local people. And our preparation and planning have been rigorous.

But first, a brief snapshot of our village.

### 1.1 History & Overview

Carronshore's Gaelic name is "Bruach Charrainn" which translated into Scots means "God's Village".

This small settlement grew up next to the River Carron in the early 1600s to take advantage of fishing on the river and in the Forth Estuary. By the mid-17th century local coal was being exported to Holland and up the east coast. A ferry was provided across the River Carron to take travellers from Falkirk to Airth and on to Perth.

The village grew as a port village during the 1700s and 1800s due to its close proximity to the river to the east of the village where there was once a busy harbour.

Carronshore once had a rich industrial heritage thanks to the world-famous Carron Company which was one of the largest ironworks in Scotland. The company played a significant role in the industrial revolution and produced a wide range of goods including cannons, bridges and agricultural machinery. But latterly it transferred much of its business to Grangemouth which caused Carronshore to fall into decline.

The area is well-connected historically to the mining industry and was the site of many pits and collieries owned and run by Carron Company. At the time of the First World War, some 700,000 tons of coal were extracted from local mines with housing in the village built for some 400 miners. But in the 1950s the mines closed, and the jobs disappeared.

### 1.2 Demographics

Today, Carronshore has an estimated population of 2,974. 69.0% of people are of working age and 13.3% of people are aged 65 and over. Carronshore is estimated to have 1,250 households.

Carron has an estimated population of 2,381. 64.5% of people are of working age and 23.3% of people are aged 65 and over. Carron is estimated to have 1023 households.



Carronshore has a primary school with 317 pupils (currently ranked second in Falkirk based on its performance data and Ofsted rating); three takeaways; three convenience stores; a pharmacy; a dog grooming business; a hair salon; a motor repair business; and a bookmaker. There are two bars in the village - The Vic and The Carronshore Bar - as well as the new Blackmill Bar & Kitchen bistro.

Easy access to buses, local roads, railway stations and motorways allows local people to find work not just in Falkirk but further afield in Stirling, Glasgow and Edinburgh.

The village had a large social club on Bothkennar Road, Carronshore Workers' Welfare Society and Social Club, which opened in 1926. It contributed greatly to local community life and in its day attracted big names such as Billy Fury. It closed in September 2022 and was demolished recently to make way for housing which once again has accelerated the village's decline in social provision.

That one horrible word constantly hovers over Carronshore – decline. We are committed to help reverse that decline by taking over the Hall and breathe new life into the community.

The Community Centre opened in the late 1970s on the site of the old Carronshore General Assembly School, which opened in 1840 and was replaced by a new infant school in 1912. That closed in the 1970s and a new Carronshore Primary School was built at the other end of the village.

### 1.3. Future Plans

The new SCIO of Carron & Carronshore Hall Management Committee was formed on November 22, 2019. We are located at 62 Main Street, Carronshore FK2 8EY.

The group has been working together to agree a robust plan of action which will secure the hall through a Community Asset Transfer 20-year lease agreement with Falkirk Council at a cost of £1 per year. We have started the process of having legal representation to advise us in this complex area.

The Management Committee will manage Carronshore Community Hall which provides a venue for social, recreational, leisure and health & well-being services and activities, both within Carron and Carronshore and the surroundings areas of Larbert, Stenhousemuir and Falkirk.

#### **Our clear aims are:**

- to keep the hall open and secure its future for local people.
- to make it financially viable and self-sufficient for the long-term.
- to have a wide range of income streams to cover the costs of maintaining and running the building such as grants, donations, hiring out space, delivering contracts and seeking sponsorship.
- to make use of good ideas and resources within the community that can adapt to changing circumstances.



- to be a collaborative effort where many people and stakeholders in the community are involved.
- to facilitate a place where different local partners in a neighbourhood can come together and address the issues that matter most to them.
- to use all forms of publicity, public relations and social media to imaginatively promote the hall and its facilities to the widest possible audience.
- to use the Hall to foster a real and palpable sense of "community" - conveying a sense of togetherness, positivity, solidarity, wellbeing, homeliness and pride to counter the village's historic decline.

In the past, our community hall has lacked any strategic programme to develop and drive sustained usage for every day of the year. That was then. This is now. Here is how we propose to move forward.

We firmly believe that the committee has both the commitment and the necessary business skills to manage our building efficiently and effectively as a community facility for local people and take it forward. We have a clear vision of how the space fits into wider community needs. Plus, a robust business plan. Proper financial systems and controls. Suitable governance and leadership. Expert advice guiding us. Enthusiasm. Positivity. Confidence. A "can do" attitude.

Our preparation has been careful and thorough. To ensure our business plan is robust and rooted in reality, we have, among many things:

Taken advice from people like CVS, local businesses, tradesmen, hall users and people in the community.

Met with local groups who have successfully navigated the CAT process.

Sought the views of local people about what they want from the hall.

Worked on cash flow plans and ways to attract new users.

Sent our people on training courses such as Communication, Energy Efficiency and Facilities Management.

Spent serious money on items such as an energy survey, a structural survey, new lights, CCTV, plans for upgrading our toilets plus essential maintenance and decoration.

We have been methodical and rigorous in pulling our plan together.

Our aim in this document is to show that we are serious, responsible people who can be entrusted to take over this valuable community asset and make it work into the future.



We want to Community Asset Transfer the following Falkirk Council Property:  
Carronshore Community Centre, 62 Main Street, Carronshore, Falkirk, FK2 8EY  
UPRN: 136032544

## 1.4 Vision

Our vision is simple. It is to take over the Hall and make it the beating heart of the local community, a top-quality, inclusive, friendly, warm and welcoming space for everyone regardless of age, sex, religion, race or political beliefs. A safe and happy hub for people of all ages to gather, learn, access services, relax and have fun. An escape and refuge for those vulnerable people in our community who are marginalised and sadly suffer loneliness and isolation. A helping hand. A constant community presence as banks, shops, post offices, churches, GP and dental surgeries increasingly disappear from our communities.

So, our approach can be summed up in three words:

TRANSFER. TRANSFORM. TOGETHER.

We have prepared carefully for the transfer, taking advice from all quarters and listening to local voices.

We are determined to transform the Hall into a vital social lifeline and community anchor for local people.

Together, with Falkirk Council, the community and our stakeholders, we are absolutely determined to make it happen for Carronshore, "God's Village".

## 1.5 Community Ownership Plans

The Group's charitable purpose is for the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

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.' We have also considered priorities, actions and outcomes/indicators from The Falkirk Council Plan 2022-2027 and Falkirk Health and Social Care Partnership Strategic Plan 2023-2026. We have demonstrated how our plans contribute to these priorities, actions and outcomes/indicators in the table below.

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
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<p>The (Falkirk) Council Plan 2022-2027</p>	<p>Supporting stronger and healthier communities:</p> <p>Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.</p>	<p>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;</p> <p>Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.</p>	<p>More communities taking control over the places they meet in (asset transfers);</p> <p>More anchor organisations established in communities.</p>	<p>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.</p> <p>Whilst it is early days for our group in its journey for our CAT, we are working towards becoming a local anchor organisation, rooted in our community and ensuring both meeting space and the services and activities that take place there are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.</p>
<p>Falkirk Health and Social Care Partnership Strategic Plan 2023-2026</p>	<p>Community-based services;</p> <p>Early intervention and prevention.</p>	<p>Enhance services to improve the 'flow' through hospital settings, prevent admission, and promote independent living;</p> <p>Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.</p>	<p>People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred,</p>	<p>Early intervention and prevention will support many activities: to include all physical activity, we plan to allow other organisations to use the hall as a base for outreach work such as substance misuse support, welfare benefits, CAB, mental health and wellbeing.</p> <p>Carron &amp; Carronshore Community Hall, will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working with partners to bring information to people in the community space they frequent.</p>



			helping people to improve and maintain their health, wellbeing and quality of life.	
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 where to access them (T2/O7);</p> <p>Fewer people struggle with the</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 engaging with support offered, getting the backing of our community through engagement and collaboration. We will look to 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 our ability to meet the needs of the people that live in the local area, increase opportunities for local volunteering, participation, employment and support.</p> <p>We have Wi-Fi in our building for the local community to access.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to our local communities.</p> <p>We will work with our community to ensure that our community is understood, and their voice is heard in the planning process, highlighting our unique challenges and priorities.</p> <p>We will work with our community and partners, to highlight the need for equal access to essential services. Our Adult dancing for elderly</p>



	costs of food, fuel and transport (T2/O8);  Fewer people struggle with feeling socially isolated or lonely (T3/O12).	feeling isolated or lonely, and increased awareness of support and opportunities available.		and dementia carers is especially relevant in our community to help those groups who are at risk of increased loneliness and isolation.
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## 1.6 Local Benefits

We currently have lets from local community groups such as youth clubs, Tae Kwon Do, and dance classes. In the last few months, we are delighted to welcome award-winning Tryst Theatre, a Creative Writing Course and Sweaty Mama exercise class, showing that the Hall's facilities are seen to be affordable, welcoming and flexible.

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.

We guarantee to work tirelessly with the community, for the community.

Our values are based on:

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

Our objectives are:

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



### Measuring Performance (KPI)

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

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

## 2. The Group status

The charity is called Carron & Carronshore Hall Management Committee SCIO and has the legal status of a Scottish Incorporated charity.

Its SCIO number is SC049767.

The hall will be run by a group of trustees, volunteers and members drawn from a wide range of local people and organisations who have a keen interest in the building. We may in the future look at employing an individual to manage the building.

We seek a 20-year lease.

CCMC currently have Public Liability Insurance for £5m.

Employer's Liability Insurance will not be required but will be arranged if and when we require a project worker.

CCMC are well aware of their requirements with regard to Health & Safety and will ensure that they are compliant at all times. CCMC has limited knowledge and experience of carrying out Risk Assessments but will arrange training by end of 2025.

CCMC are not aware of any other requirements, legal or otherwise.

### 2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We have full rates relief.

We have exemption from water charges.

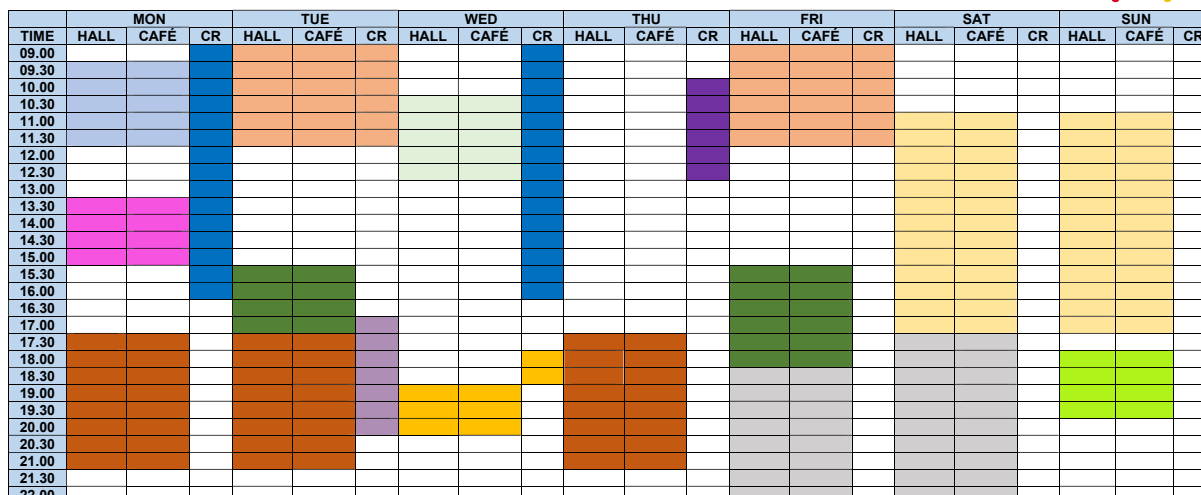


### 3. Market Information

#### 3.1. Products and Services.

CCMC will be happy to accept a variety of different lets for social, recreational and leisure activities such as:

<b>Open days</b>	<b>Sport and leisure clubs</b>
<b>Youth clubs</b>	<b>Cubs, scouts, guides and brownies</b>
<b>Toddlers and pre-school playgroups</b>	<b>Dance, aerobics and exercise classes</b>
<b>Parties</b>	<b>Spring fayres</b>
<b>Bingo nights</b>	<b>Film afternoons</b>
<b>Burns Suppers</b>	<b>Concerts</b>
<b>Race nights</b>	<b>Discos</b>
<b>Meetings</b>	<b>Training courses</b>
<b>Amateur dramatic groups</b>	<b>Band practice</b>
<b>Baby massage</b>	<b>Yoga</b>
<b>Coffee mornings</b>	<b>Senior Citizens keep-fit groups</b>
<b>Gymnastics</b>	<b>Car boot sales</b>
<b>Live singers and bands</b>	<b>Art clubs</b>
<b>Wedding receptions</b>	<b>Quiz nights</b>
<b>Carpet bowls</b>	<b>Exhibitions</b>



KEY			
Taekwondo		Gala Day Use	
Stay & Play		Sweaty Mamas	
JF Dancing		Mini Kickers	
Party Hire		Sport Massage	
Training Course		Creative Writing	
Yoga/chair yoga			
Fund raising/social			
A 2 B Dancing			

Figure 1: Our current usage

### 3.2. Market

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

The size of the market is estimated at 28,842 (the number of households in Carronshore, Carron, Falkirk, Larbert and Stenhousemuir).

We estimate that the current usage of the main hall is about 56%. We would look to increase that to about 80% by Year 3.

We estimate that the current usage of the new community room, which only opened six months ago, is about 15%. We would look to increase that to about 50% by Year 3.

### 3.3. Competition

There are limited community facilities operating in the surrounding area. We have identified our main competition as:

- Falkirk Community Trust
- The Dobbie Hall, Larbert



We have thoroughly researched the above. Overall, while there is competition in the area, there is still a shortage of suitable and affordable social, recreational and leisure amenities, with potential users having to incur travel costs or wait a considerable amount of time to get a let. We are in an excellent position to meet that need.

We firmly believe these competitors offer little threat to us and that we can differentiate ourselves from them by offering a unique community space that is cost-effective and offers high-quality facilities. We will benefit from having committed volunteers drawn from community organisations who are experienced in providing services and know-how within the area.

### 3.4. SWOT Analysis

<b><u>Strengths</u></b>	<b><u>Weaknesses</u></b>
<p>The only remaining large place in Carronshore for people to meet socially.            Local – no travel costs.            Over 20 years' experience in running a hall.            No loans to pay back.            Significant savings.            An excellent multi-purpose building.            Excellent central location.            Easy free parking.            A group of committed and enthusiastic volunteers with a huge range of hands-on skills.            Support of CVS Falkirk.            Support of local councillors and MSPs.            Good customer base.            Great reputation for friendliness.            Using local tradespeople (both community and committee members) for repairs/maintenance.            A clear vision of the future.            A positive "can do" attitude.            A commitment to great customer service.            A group mindset to exceed people's expectations.            A "friends not customers" approach to business.</p>	<p>Historical poor maintenance (building fabric rating B; overall MEP rating C; overall building rating C).            £327,250 cost of remedial works unaffordable.            Little experience of sourcing grants and funding for a hall.            Flat roof which requires regular repair.            Heating system that is not cost effective with old radiators. Heating needs to be on 24/7 to receive hot water.            Lighting that is old and costly.</p>
<b><u>Opportunities</u></b>	<b><u>Threats</u></b>
<p>A chance to do something special and lasting for the area instead of witnessing more decline.            Unite and breathe new life into the local community.            Get local people excited about something genuinely life-enhancing.            Encourage creativity and culture.            Encourage young people to get involved.            Create a new feeling of positivity.</p>	<p>Failure to attract enough business to ensure funds.            Failure to develop skills of individuals on management committee.            Energy bills too costly and consume all profits.            Costly repairs.            Cost of living impact.</p>



<p>Develop skills of local people.          Encourage volunteering.          Going "green" wherever possible.          Pursue grants to develop range of services to improve health and leisure opportunities.          Re-develop back storage room for future lets.          Offer attractive discounts to bring in new business.          The closure of other local community halls gives us more opportunity to widen our customer usage.</p>	<p>Falkirk Council schools giving free hire to space during school hours which disadvantages us.          Local apathy – not getting enough support when organising events/fundraisers</p>
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### 3.5 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
- Risk of over pricing and losing potential customers.
- Local school offering free use of ‘HUB’ annex for local child minders and knitting groups as school no longer uses it for enhanced provision learning therefore reducing interest in our community room for hire
- Getting a balance of ‘free’ activities to address isolation with groups that can pay hire costs. We are a charity and we want to continue with charitable support to these groups

### 3.6. Marketing Activities

#### MARKETING STRATEGY

Like promoting any other product, the Committee has to take potential new users of the hall through six stages: lack of awareness; awareness; knowledge; conviction; purchase; and the holy grail...repeat purchase.



In other words, some potential users are unaware of the hall and its offerings and need to be made aware. So, we have to use all forms of publicity to take them along that route to purchase and repeat purchase.

Social media has a huge role to play in that. We already have a strong presence here but we will ensure that there are daily appropriately targeted postings. Several of our committee members and volunteers have significant strengths in this area which will help us enormously.

In addition, we will use various public relations techniques to highlight the hall and its excellent facilities - ranging from Open Days and fliers put through letterboxes to articles in the Falkirk Herald and spots on Central FM. And where there are initiatives that are highly visual, quirky and original, we will seek to interest BBC Scotland, STV and The One Show etc to come and film.

We will invite politicians to visit and see what we are achieving - from our local Councillor, MSP and MP to First Minister John Swinney.

We might also consider launching a new PR campaign that shows Carronshore is getting re-engaged, with the hall at its heart. Maybe an inclusive new slogan like...

CARRONSHORE: COUNT ME IN!

### 3.7 Community Engagement

We have engaged with the community on multiple occasions through online surveys, polls, open days, speaking with current user groups and other local stakeholders.

Our community engagement shows there is a need, genuine desire, and support, for the community asset transfer.

#### **Online Survey**

We have conducted an online survey using Google forms, posted on our own Facebook page, as well as two local Facebook groups. We were able to gather over 90 responses to allow us to engage with the local community, find out why people haven't used the centre in the past and what local people would like to participate in as we go forward. A sample can be seen below, with the full data in our appendices.



Do you currently use Carron & Carronshore Community Centre?  
89 responses

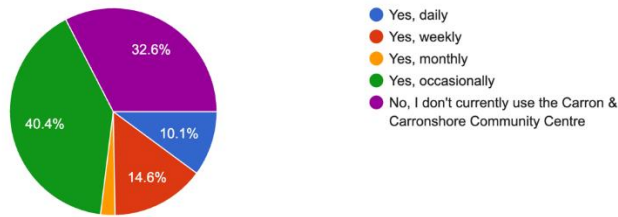


Figure 2: Do you currently use Carron & Carronshore Community Centre?

Do you live within 3 miles of Carron & Carronshore community hall?  
91 responses

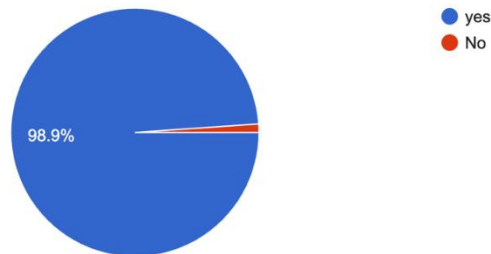


Figure 3: Do you live within 3 miles of Carron & Carronshore community hall?

Reasons...  
29 responses

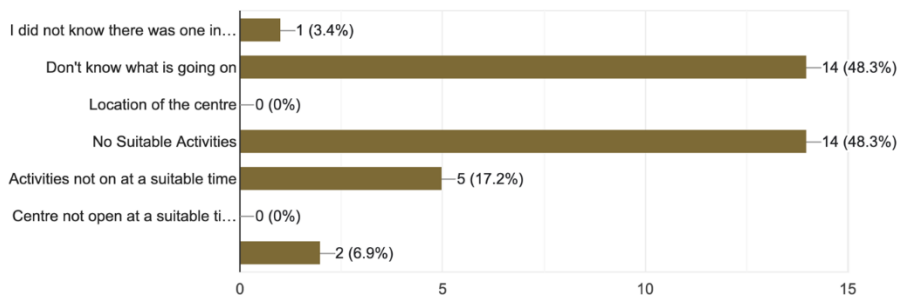


Figure 4: Reasons for not attending the community centre

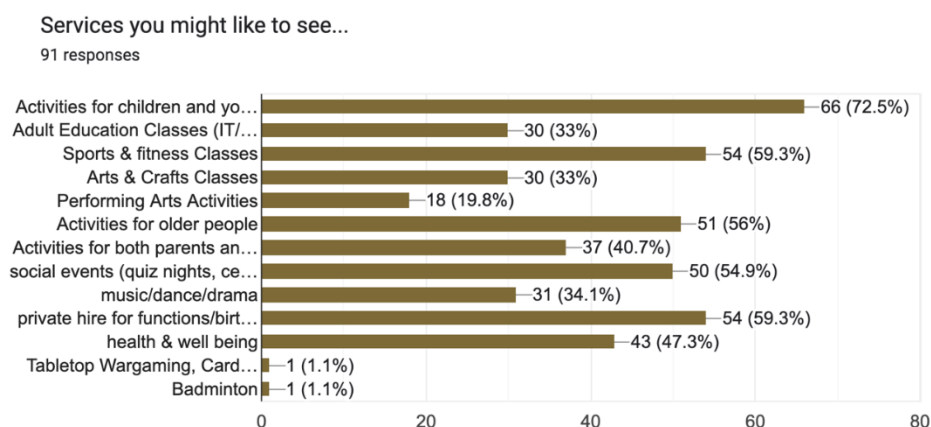


Figure 5: Ideas for services local people would be interested in attending

## Community Open Day

We have already started this important process with a Community Open Day on May 25 last year.

Using the simple message - CARRONSHORE COMMUNITY HALL: USE IT OR LOSE IT! - we invited local people to come along to support us and help save it from closure.

We expected 80 people. But on the day, over 200 local residents and their families came along, an extraordinary response.

We believe this shows the commitment they have towards their hall, the last remaining large place in the village for people to meet socially.

The Hall Committee received generous funding to run the event from the National Lottery Community Fund.

This allowed us to arrange free food plus arts and crafts, a toddler bouncy castle, a magician, a free photo booth, a DJ, games and arts and craft stalls.

Collaborating with local groups and residents and listening to local voices is key to the hall's survival.

So, on the day we asked them to tell us what new things they wanted to see in their hall.

We received 37 ideas - from yoga to cake-making, from exercise classes for senior citizens to tap dancing sessions, guitar tuition, book clubs and woodworking classes.

We will carefully research all thirty-seven to see what is feasible in the future. We are delighted that new Yoga classes have already started, chair exercise is scheduled to start in March and we are determined more new lets will follow to provide a regular and sustainable income stream.

This shows the vital importance of engaging with the local community to gauge opinion and meet its needs.



### What kind of activities/events would you like to see happening at the Community centre?

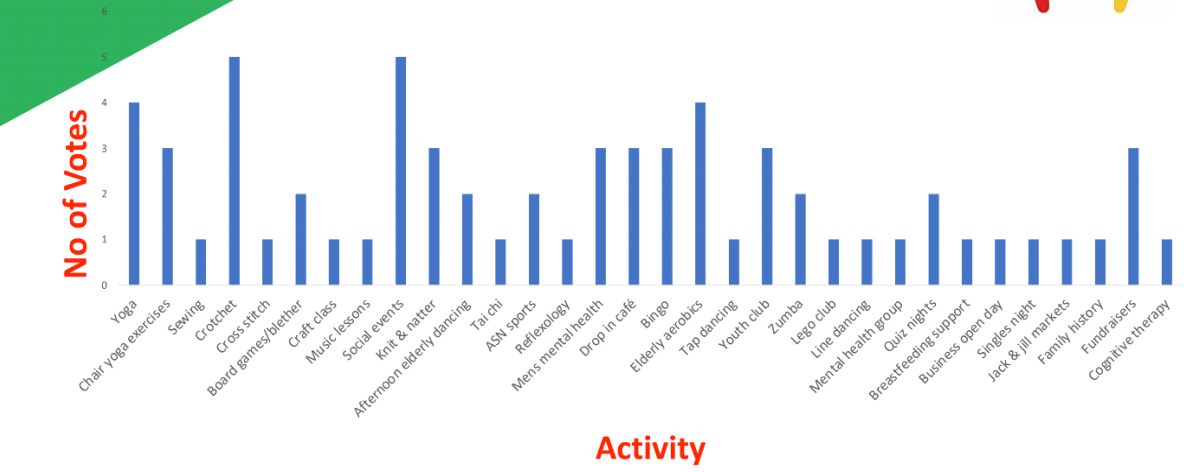


Figure 6 : Community feedback on what they would like to see at the Community Centre

### At what time of the day would you be most likely to use the Community Centre?

Results reflect that multiple times were selected in responses

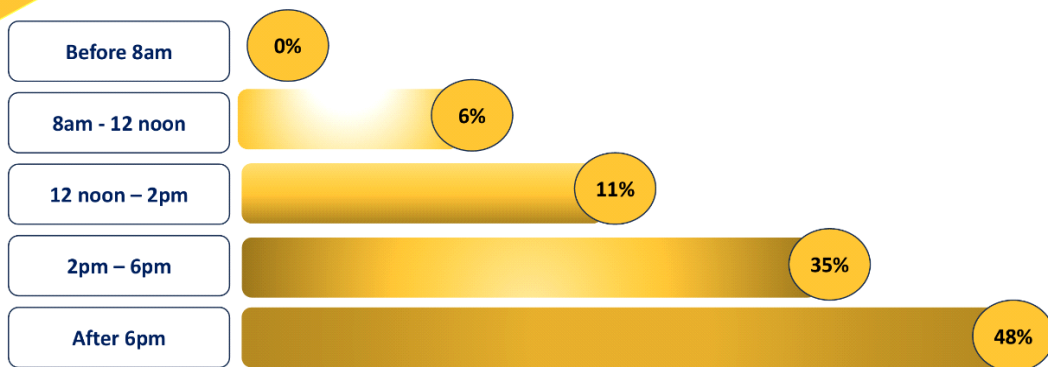


Figure 7 : Community feedback on what time of day they would most likely use the Community Centre





## Quotes

*‘Your generosity in allowing us to use the Centre regularly for our events has been instrumental in our success. The Centre has become the heart of our activities, providing a welcoming space where our community can come together to learn, share, and celebrate our shared history.’ [REDACTED]*

*‘Everyone involved with Central Academy are fully supportive of the Hall Committee’s Community Asset Transfer and have pledged to continue to support the upkeep of the hall in the future.’ [REDACTED]*

*Attached are letters of support from local users*

## How We Will Continue to Engage with the Community

We will undertake desk research and compile a list of local groups and organisations which currently are not using the hall. We will then approach them with an invitation to visit the hall and offer them an introductory discount.

We will research the groups using the Dobbie Hall and Falkirk Community Trust gyms and incentivise them to move to our hall by offering discounts.

We will attend appropriate community events - from Gala Days to Remembrance Sundays - to see if there might be a future role for the hall in their planning.

We will invite the owners of local shops and businesses to visit the hall. This will let them see our facilities at first hand, allowing them to use word of mouth to recommend us to their patrons.

Each of our trustees, committee members and volunteers will be tasked with finding just one of their family, friends, neighbours or contacts who might be interested in taking a let.

We need to check regularly how our space fits into wider community needs. We will therefore ensure there is constant dialogue and feedback with our clientele including regular surveys. This will allow us to assess what we are doing well and where we can improve.

### 3.8. Prices and Margins

CCMC will have a range of competitively priced charges starting at £10 per hour for local and not-for-profit groups, £15 for external groups and local businesses and £35 per hour for one-off ad hoc bookings.

The projected income for year 1 is set out in the attached spreadsheet with the following 4 years showing a steady profit moving forward.

We will generally be operating on a let only basis which will allow us to remain well below the VAT threshold for the current year.



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

Our forecasts for year 1, are based on the services that we provide:

Let Type	Community Room	Large Hall
Regular Lets	£10 per hour	£20 per hour
Ad Hoc Lets	£15 per hour	£35 per hour
Meetings	£15 per hour	£25 per hour
Training Courses / Seminars	£15 per hour	£35 per hour
Day Hire	£50 per day	

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.

Let Type	Community Room	Large Hall
Regular Lets	£11 per hour	£22 per hour
Ad Hoc Lets	£16 per hour	£37 per hour
Meetings	£16 per hour	£26 per hour
Training Courses / Seminars	£16 per hour	£36 per hour
Day Hire	£50 per day	

Our forecasts for 2026/2027 are based on the services that we provide, with a revised increase in the let price which will be agreed upon at our AGM.



Let Type	Community Room	Large Hall
Regular Lets	£12 per hour	£37 per hour
Ad Hoc Lets	£17 per hour	£37 per hour
Meetings	£17 per hour	£27 per hour
Training Courses / Seminars	£17 per hour	£37 per hour
Day Hire	£50 per day	

### 3.9. Community Asset Transfer Plan

The current valuation of the building is £115,000 the current rental value of the building is £14,000. Essential repairs (as demonstrated in the DM Hall Conditional Survey Report – Appendices) to the building are £10,500, this will be added to the enablement fund. We expect to have to carry out additional repairs in the value of £80,000+VAT, according to our survey (attached – appendices) 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 £808,283 over 5 years.

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

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees	£40ph	300	£12,000	£24,840	£25,709
Volunteers	£12.60	2,500	£31,500	£65,205	£67,487
	Total	2,800	£43,500	£90,045	£93,197



Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development/ income generation	Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner and a caretaker/project worker. 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 individuals experience and skills capacity, thus supporting their future employability.	£10,600	£22,325	£23,916
Regeneration	Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our outdoor area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area.	£7,500	£15,796	£16,921
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. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to	£36,000	£75,824	£81.224



	require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.			
Social Wellbeing	The activities and social interactions facilitated at the Carronshore Community 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.	£16,000	£33,699	£36,099
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 by having solar panels on our south facing roof. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. More attractive activities to reduce travel to other areas.	£4,500	£9,478	£10,153
	<b>Total</b>	£74,600	£157,124	£168,315

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£13,800	£13,800	£29,065	£31,136
Insurance (paid by CCMC)	£803	£803	£1,691	£1,811
Maintenance Costs	£2,484	£2,484	£5,231	£5,604
Staffing (direct/indirect)	£11,000	£11,000	£23,168	£24,818
	<b>Total</b>	£28,087	£59,157	£63,371



## Breakdown

The valuation of the building is £115,000 the rental value is £14,000 per annum. Taking into consideration our volunteering hours, community benefit, and direct savings to Falkirk Council, the value we will provide over 5 years, is £808,283: £146,187 in Year 1. We therefore will offer £1 per annum in rent.

## **Costs**

### **Re-development Costs**

The table below highlights the work we plan to carry out and use our reserves for or apply for external funding for.

Item	Cost
Toilets	£10,000
Motion sensor lights in various areas	£2,000
LED perimeter pelmet lighting	£2,000
Floor revarnished/court lined	£4,500
Vinyl flooring replaced in kitchen/café/corridor/store cupboard	£7,000
Ceiling tiles in café/kitchen/corridors replaced	£2,000
Exterior Lighting	£600
Kitchen Renovation	£16,000

### **Enablement Fund**

We are applying for £187,646 to carry out significant capital improvements to the property in terms of replacing heating; lighting; suspended ceiling; electrical works; air source heat pump installation; and solar PV and storage; which will transform our energy efficiency and ensure the projects viability going forward.

This represents the full cost as provided by professional contractors (quotes will be 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.

<b>Enablement Fund request for larger capital renewals which support the viability of the CAT</b>		
Item	Cost	Estimate Provided By
Business Management System & Control Panel Installation	£61,710.96	[REDACTED]
Loft Insulation	£6,000	[REDACTED]
Suspended Ceiling Insulation	£9,600	[REDACTED]



Hot Water Cylinder Replacement	£4,467.27	[REDACTED]
Solar PV & Battery	£20,400	[REDACTED]
Lighting Systems, Fitting and Controls	£6,000	[REDACTED]
Flat Roof	£11,600	[REDACTED]
Cavity Wall	£14,498	[REDACTED]
Air Source Heat Pump	£36,000	[REDACTED]
Radiant Heating Units	£18,000	[REDACTED]
New Radiators	£5,370.67	[REDACTED]
Total Funding Requested	£187,646.90	

Ongoing Costs	
Item	Cost per Year
PAT Testing	£60
Fire Extinguishers	£120
Trade Waste	£839
Hall Cleaning	Volunteer Hours
Accountant	£600
Cleaning Materials	£120
Insurance (Building and Contents)	£1440
Insurance (PLI)	£305
Utilities	£9,600
Building Maintenance	£1,200
Sundries/Admin	£480
PHS Sanitary	£120
Phone/Broadband	£521.64
Legionella Check	£120
Emergency Lighting	£120
Gas Safety Check	£240
EICR	£120

## 4. Location



The business will operate from Carron and Carronshore Community Hall, Main Street Carronshore, FK2 8EY

#### 4.1. The Building



Figure 10 : Map view of boundary

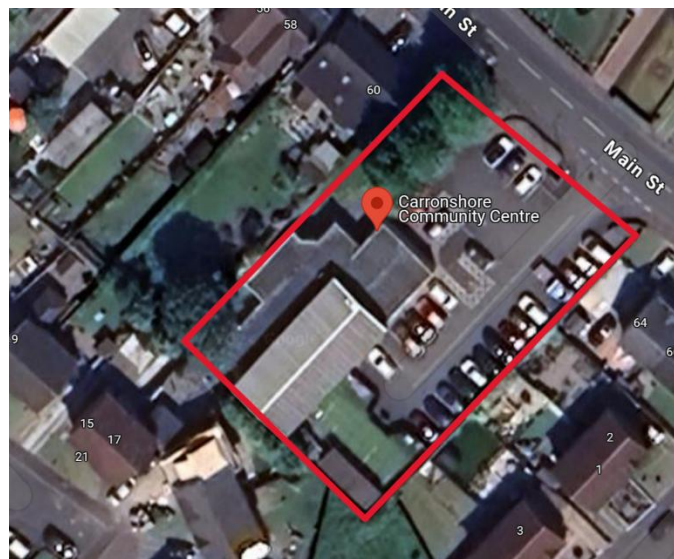


Figure 11: Aerial View of Carron & Carronshore Community Centre with agreed boundary

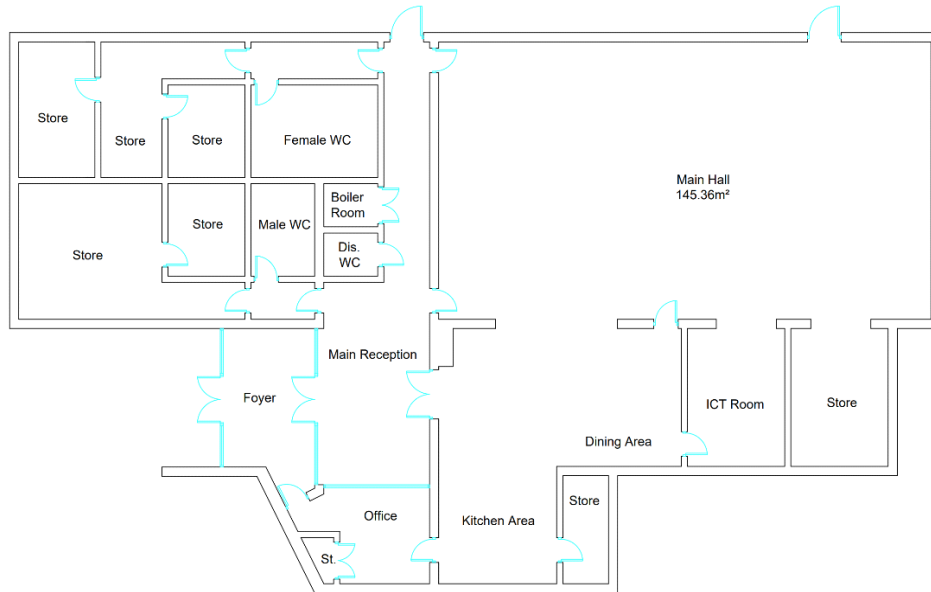


Figure 12: Floor plan of the building



Figure 13: Our Main Hall

## 5. People

We have a balanced, fifteen-strong group of trustees, committee members and volunteers who are passionate about running and developing the hall. With a careful blend of youth and experience, we are a serious, positive, hands-on, motivated team who are committed to securing the future of the Hall for Carronshore and its residents.

Since coming together as a group to prepare for the Community Asset Transfer, we have focused on five key areas:

Communication. Planning. Strategy. Risk. Governance.



Amongst the group there is wide experience of both the public and private sectors plus specialist knowledge in many areas - from analytics to young people - which will be invaluable in moving the Hall forward.

We have looked carefully at the different skills our people offer and have moved fast to identify areas where there may be skills "gaps" that can be filled by training, mentoring and bringing in new people. Here, we list our people along with a brief CV.

## **TRUSTEES**

[REDACTED] is a sole trader and former senior civil servant with over thirty years' experience working with schools, families, children and adults. His skill mix includes leadership, teamwork, networking, community involvement, communication skills and organising major sporting events both in the UK and internationally.

[REDACTED] was a Senior Learning and Development Consultant with an international professional services company with significant experience in training delivery and coaching. She is passionate about customer service, goal-setting, brand-building, mentorship, governance, up-skilling and personal growth.

[REDACTED] lives in Carron and uses the hall and community room several times a week. He was Executive Chairman of a Glasgow-based Public Relations consultancy with over forty years' experience in retail, newspapers, local radio, marketing, publicity, advertising and public relations. He has advised airlines, airports, banks, Chambers of Commerce and health boards, arranging news conferences and journalist briefings, providing lobbying, crisis management and media and presentation skills training. Over the years he has learned it is impossible to over-communicate.

## **COMMITTEE MEMBERS**

This group draws significant experience from the financial, industrial, education, sport and childcare sectors.

[REDACTED] our Committee Treasurer, is an unstoppable force of nature. She has led our application for the CAT with determination, passion and enthusiasm. She worked in the civil service for twenty-five years supporting people into work. Since leaving the civil service she has been involved in sport event management and various sporting projects. She has volunteered at the community centre for twenty-five years and knows every rivet, lock and switch in the hall. For Angie, this project is personal: she is one hundred per cent committed to make our application successful for the long-term benefit of local people.

[REDACTED] is one of the Hall's biggest customers and one of our biggest supporters. Last summer she packed up her day job and set up the new [REDACTED] in the hall. Her innovative venture is meeting a real need because there is nothing else in the area that caters for the important 0-3 age group. She offers two mornings a week, providing a safe and inexpensive area indoors and outside for over one hundred and fifty parents and toddlers. And encouraged by the success of the toddlers' group, she has now launched new dance classes in the Hall. They are attended by fifty people of all ages, giving local residents fun, friendly and inclusive dance workouts.



[REDACTED] has lived in the Carronshore area for over fifty years and possesses both excellent local knowledge and a strong community connection. He retired after forty years as a mechanical engineer with [REDACTED] which involved a variety of hands-on mechanical tasks working within the Petrochemical Industry. His practical skills extend to a wide range of projects including fencing, painting, constructing pathways, installing shelving, showers, light, and even designing/building a conservatory. A notable career achievement was being part of a team that made safe and repaired a blown-down refinery flare after two people were killed in 1989 in Grangemouth. He has participated in an Energy Awareness course for us. His skills and dedication make him a versatile and reliable committee member.

[REDACTED] has lived in Carronshore all her life and actually lives one minute from the Hall. She fully understands its value to the local community and is determined to see it remain open for the village. [REDACTED] has run her respected childcare business in Carronshore for over twenty years. She has qualifications in looking after social services children, young people and paediatric first aid and is fully up to speed on current child protection issues. With a particular interest in equity and inclusion, she has a deserved reputation as a positive and cheerful motivator.

[REDACTED], born and brought up in Carronshore, is an Executive Officer with [REDACTED] where she leads a team of twelve staff. She has an HNC in Early Education and Child Care and has excellent organisational, presentational, time management and communication skills. She is an assistant coach at her sports club and Team Manager for national and international competitions both for her club and for Scotland where attention to detail, time management and effective administration are paramount.

[REDACTED] has competed in Taekwondo at an international level and represented Team GB at major events, winning bronze at the World Championships. After competitive sport, she completed an honours degree in sport and exercise science. She has worked in numerous sporting and working environments which has given her the confidence, people and teamwork skills that are needed in helping to plan the hall's future. Sunny by nature, she is our social media expert and brings youth, energy, enthusiasm and vitality to our group.

## **VOLUNTEERS**

Skills in sales, safety, project management, technology, education and customer service are particular strengths of this group.

[REDACTED] is a Lecturer and Researcher in Early Childhood Education at the University of Dundee. Her skills include data collection, qualitative data analysis and creating interactive presentations using multi-media. Her experience is focused on early childhood education, listening to children and leading change through play. Her most recent publication in the International Journal of Early Years Education is [REDACTED] Her notable achievements include successfully applying for three separate grants to funding bodies and publishing eight internationally leading research publications.

[REDACTED] is a Senior Quantity Surveyor. From inception to project completion, he is responsible for ensuring that Surveying roles are effectively controlled. This includes valuations and



final account agreements with distribution of technical information and procuring subcontractors of all trades for projects of various descriptions, with budgets of as much as £40m. Over the years he has been involved in numerous commercial fit-out and refurbishment projects. The most prestigious of these was the refurbishment of Dumfries House, part of The King's Foundation, which involved dealing with the King Charles' representatives at Clarence House.

[REDACTED] is a Senior Engineering Manager with over twenty-five years' experience in consultancy and aerospace engineering. Working on multi-million-pound projects, he has created and led engineering teams across various countries to provide support to major international companies. His skills include technical, people, analytics, problem-solving and project management. He recently became a Fellow of the Institute of Mechanical Engineers, the professional body for Mechanical Engineers in the UK, and Fellowship is the highest possible level of membership.

[REDACTED] is a highly motivated senior leader within the financial and telecommunication industry. She has excellent communication skills plus extensive experience in project management, people management, risk management, human resources and customer service. Recently she led a UK-wide project on attendance management involving some two hundred and fifty colleagues in customer service. Through training and coaching, her aim was how best to ensure support for employees during their absence and their return to work. It was highly successful: within six months it resulted in a 5% increase in attendance across the sector. [REDACTED] fully understands how important the hall is to the local community and how its loss would be devastating.

[REDACTED] is an account assistant with a local accountancy firm. She works for a large number of clients, adhering to many different deadlines throughout the month. This involves processing and reconciling bank accounts each week and month and processing purchase and sales invoices. She recently obtained her Xero qualification and regularly assists her team with any queries they have using this software. She is currently studying towards her ACCA qualification to become a qualified Chartered Accountant which she hopes to achieve in three years' time.

[REDACTED] held various senior posts including [REDACTED]. He is founder member and Secretary of Carronshore Heritage Forum since 2017 and was a member of Carronshore Gala Day committee 1988-1997. For over forty years he worked in the railway industry, latterly responsible for the safety of train movements. One of his most significant achievements on the Council was delivering The Kelpies and Helix Park in 2013 during very challenging financial times.

That is our versatile team which is committed to Carronshore. We believe we have a shared mindset which can be summed up in several words.

Perseverance. Adaptability. Collaboration. Confidence. Integrity. Mental toughness. Continuous Improvement.

Attributes that will be essential in taking on the challenges of the asset transfer.

The charity currently uses an accountant for its annual accounts' submission to OSCR.



All work will be done by volunteers. The committee may consider funding for a project worker in the future but in the meantime all projects will be run by CCMC to keep costs to an absolute minimum. We will carry out the necessary record-keeping/book-keeping from home. We pay an Accountant to complete our annual Return to OSCR.

We will undertake a full survey of the building including RAAC, asbestos and cavity wall insulation. In addition, we and our lawyers will work collaboratively with the Council to agree any remedial work it should carry out prior to any lease agreement.

## 6. Finance

### **Cash Flow**

A Monthly Cash Flow Forecast has been prepared for the first year of trading and is detailed in Financial Appendix, C. Cashflow Forecast.

### **Reserve Levels**

We estimate the need for reserves at £18,000 which we will maintain throughout the year. We will review this figure quarterly.

### **Bank account**

[REDACTED]

### **Grants**

We will apply to Business Support for Scotland for a Start-up grant which will allow us to build a website and booking system on-line for ease of access and can be readily shared on media sites. We will apply to other various grants as and when required.

## 7. Summary

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

The Charity offers Falkirk Council £1 per year to lease the Carronshore Community Hall. The basis of this offer is:

- Market value has been assessed by Shepherds as £115,000, and rental value as £14,000 per annum.
- Community benefit of the Charity's work over five years is estimated at £705,736;

Essential repairs (as demonstrated in the Conditional Survey Report – Appendices) which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant.

Our own condition survey carried out by DM Hall priced essential works at £80,000 and desirable works at £60,000 (all excluding VAT and professional fees)



On behalf of the local community, our trustees, committee members and volunteers, please give us this amazing one-off opportunity to secure the long-term future of the hall for "God's Village".

Thank you.

Name of Community Group:

Carron & Carronshore Community Hall Management Committee SCIO

Contact:

[REDACTED]

Address:

Carronshore Community Centre, 62 Main Street, Carronshore, Falkirk, FK2 8EY

Email:

carronshorecommunitycentre@yahoo.com

## COMMUNITY ASSET TRANSFER

## ASSESSMENT PRO-FORMA

Name of property Carron & Carronshore Community Hall	Name of group Carron & Carronshore Community Hall Management Committee SCIO	SCIO number or equivalent SC049767	Sale or lease Lease	Length of lease 20 years	Rental per annum (or outright cost) £1	
			<b>APPLICATION DETAILS</b>		<b>ADDITIONAL COMMENTS</b>	<b>ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor</b>
<b>BENEFITS (OUTCOMES)</b>						
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	Strong	
2. Financial	Is there a financial saving on public sector costs?	An asset transfer of the property will generate an estimated annual revenue saving of £17,100 to the Council			Strong	
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 2,800 volunteer hours per annum  Generating a financial equivalent of over £43,500 public benefit per annum			Strong	
	Current market valuation of the property whether by sale or rent	£115,000 market value £14,000 per annum market rent			Strong	
	Backlog maintenance figure from C&B report	£327,250.00			Strong	
3. Non-financial benefits	What is the impact on: (i) economy	<p>A busy, thriving Hall will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities.</p> <p>The group state that the centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of the local community. They plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner and a caretaker/project worker.</p> <p>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 individuals' experience and skills capacity, thus supporting their future employability.</p> <p>A local business, Carrondale Care Home, have been using the Hall for a few years and state in their letter of support</p> <p><i>"Having a local hall to use is valuable to our staff as this provides a central location for our staff members to attend regular training that is required to support or residents who are very much a part of the Carron &amp; Carronshore Community."</i></p>			Moderate	

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

	(ii) regeneration	<p>Proposed upgrades to the building will have good regeneration outcomes. The following elements of their Enablement Fund request will significantly reduce electricity costs to make the business more viable:</p> <ul style="list-style-type: none"> <li>Suspended ceiling insulation</li> <li>Hot water cylinder replacement</li> <li>Solar PV and battery</li> <li>Air source heat pump</li> </ul>		Strong
	(iii) public health	<p>Many of the classes running in the Hall contribute towards good wellbeing of participants including Taekwondo, Stay &amp; Play, Dancing, Yoga, Chair Yoga, Sweaty Mamas, Mini Kickers and Creative Writing.</p> <p>The group states that by improving the overall health of the community, they aim 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. Physical activities at the centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them.</p> <p>Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.</p>		Strong
	(iv) social wellbeing	<p>The group state that they have ambitions to transform the facility into <i>“a top-quality, inclusive, friendly, warm and welcoming space for everyone regardless of age, sex, religion, race or political beliefs. A safe and happy hub for people of all ages to gather, learn, access services, relax and have fun. An escape and refuge for those vulnerable people in our community who are marginalised and sadly suffer loneliness and isolation. A helping hand. A constant community presence as banks, shops, post offices, churches, GP and dental surgeries increasingly disappear from our communities.”</i></p> <p>Engaging in health and fitness activities in a community setting helps participants feel more connected within their networks.</p> <p>Involvement in the various clubs and groups, for example Taekwondo, Stay &amp; Play, Dancing, Yoga, Chair Yoga, Sweaty Mamas, Mini Kickers and Creative Writing helps to combat social isolation.</p> <p>The activities and social interactions facilitated at the Carronshore Community Centre, will contribute significantly to both the mental and social wellbeing of our community. Our centre</p>		Strong

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		provides a safe space for the local community to meet and engage with each other, in a range of activities and events.		
	(v) environment / climate change (including figures on carbon dioxide equivalent)	<p>Building works to reduce carbon emissions are proposed including the installation of solar PV and battery; air source heat pump; and a new heating system.</p> <p>The group state that they plan to continue to work in an environmentally conscious way, with plans to engage with funders to make energy efficiency improvements to reduce their carbon footprint. Solar panels on the south facing roof will be the main capital investment in energy efficiency, augmented by battery storage. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. More attractive activities to reduce travel to other areas.</p>		Strong
	(vi) other			
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	<p>The organiser of the Parent and Toddler group receives food, nappies and other baby supplies from the foodbank. Attendees can then access the necessary items with dignity, rather than have to seek them out. She has also established a relationship with the NHS maternity services who send Midwives &amp; Health Visitors to the group. Postnatal care is vitally important, particularly to those who face different barriers, and the community setting is a pragmatic way of broadening the reach of the service.</p> <p>The group’s proposal also includes exploring partnerships with a range of organisations to use the centre as a hub for their outreach services. This would include organisations who support people experiencing substance use, welfare and benefits advice, Citizens Advice Bureau (CAB), mental health and wellbeing services, suicide prevention initiatives, and Falkirk Council’s Adult Learning programmes, including digital skills and confident parenting.</p> <p>Many of the user groups that require the facility to remain operational, contribute to the reduction of inequalities in the local community.</p> <p>The group state that they work continually to develop partnerships with local organisations and community groups, which helps to support this aim.</p>		Strong
	(ii) Promotes equality	Keeping services local means that people do not have to rely on cars or expensive public transport to access vital services. The hall and its services are open to all without discrimination.		Moderate
<b>ABILITY TO DELIVER / SUSTAINABILITY</b>				
5. Governance / Accountability	Are appropriate governance structures in place?	<p>Yes.</p> <p>Yes. <b>Carron &amp; Carronshore Community Hall Management Committee SCIO</b> is making the request as a Scottish Charitable Incorporated Organisation (<b>SC049767</b>) with a suitable Community led membership and properly formed Board of Trustees, as required by Part 5 of the Community Empowerment Act (Scotland) 2015 (referred to hereinafter as “the 2015 Act”).</p>		Strong

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		<p>In terms of Governance, the 2015 Act sets out requirements for Community Transfer Bodies (CTB). The group’s constitution is consistent with the Scottish Government model SCIO template which is considered to meet the requirements of the legislation and for the Group to enter the proposed ownership arrangement.</p> <p>The Group’s charitable purpose is</p> <p><i>“the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.”</i></p>		
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?	<p>The volunteers running the facility have an impressive mix of professional skills. The Trustees have worked in senior roles in the civil service, learning &amp; development and PR &amp; marketing. They are supported by a committee of 6 people with backgrounds in sport event management, childcare, mechanical engineering, the civil service, and professional sport. A further 6 volunteers lend their passion, time and experience to supporting the Centre, drawing on their experience from the worlds of education, property management, engineering, finance and local government.</p> <p>The group has a healthy initial cash balance of £34,000. They have been successful in 5 funding applications in the past 15 months.</p> <p>National Lottery Community Fund for an Open Day - £1,950</p> <p>National Lottery Community Fund to convert an unused space into a community room for various activities - £3,400</p> <p>FC Community Empowerment Grant Capital Equipment for IT for community room - £1,289</p> <p>FC Community Empowerment Grant for condition survey - £,2640</p> <p>FC Community Empowerment Grant for 2 energy surveys - £4,740</p>		Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	The group members have over 20 years’ experience in running the Hall. It is officer opinion that given their previously described skills and experience, including in fundraising, the project is sustainable.		Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	<p>The Trustees meet regularly and keep in close contact with all groups and projects operating from the Hall.</p> <p>The group states that they will need to check regularly how their space fits into wider community needs. They will therefore ensure there is constant dialogue and feedback with the clientele including regular surveys. This will allow then to assess what they are doing well and where they can improve.</p>	.	Strong
<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.		Strong

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		<p>The group conducted an online survey using Google forms, posted on their own Facebook page, as well as two local Facebook groups. They were able to gather over 90 responses to allow them to engage with the local community.          Furthermore, they received funding from the National Lottery Community Fund to hold an Open Day. They were delighted at the turnout of over 200 families who came to give ideas and hear about the plans.</p> <p>They received 37 ideas - from yoga to cake-making, from exercise classes for senior citizens to tap dancing sessions, guitar tuition, book clubs and woodworking classes.</p> <p>They have committed to carefully researching all thirty-seven to see what is feasible in the future. They are delighted that new Yoga classes have already started, chair exercise is scheduled to start.</p> <p>They state that this shows the vital importance of engaging with the local community to gauge opinion and meet its needs.</p> <p>Carronshore Heritage Group Forum have provided a heartfelt letter of support which states</p> <p><i>It is no exaggeration to say that the success of the Carronshore Heritage Forum would not have been possible without the steadfast support of the Community Centre and its dedicated Management Committee.</i></p> <p><i>Together, we have been able to create events and projects that contribute to the overall well-being of our village, bringing people together and fostering a deep sense of community</i></p>		
10. Local Community Support	What evidence has been provided of local community support?	The group’s Business Plan features pie charts and graphics, a suggestion board, online survey results, letters of support, and user statements.		Strong
<b>OTHER</b>				
<b>Is the building currently staffed?</b>		<p><b>For buildings which were staffed (including with cleaners)</b>          No employees remain at the building being considered by this report. Having considered the options available to them, all employees chose to accept either voluntary severance or redeployment and therefore no TUPE considerations apply.</p>		

<b>CONCLUSION</b>	
<b>COMMENTS</b>	<b>OVERALL ASSESSMENT (See Table below)</b>

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<p>[REDACTED]: I would rate this application as Strong. The only comment I would have is that whilst they have a healthy opening fighting fund, their 5-year projections don't anticipate a lot of income growth. [REDACTED]: Strong</p>	<p>Strong</p>
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Evidence	Overview
Very strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money.
Poor	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.

<b>INCOME</b>	<b>Start up</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</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>TOTAL</b>
Hall Hire		1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	1460.00	17520
Small Room 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
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		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
Fundraising		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
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	34910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34910
<b>TOTAL CASH IN</b>	<b>34910</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>1460</b>	<b>52430</b>
<b>EXPENDITURE</b>														
<b>Maintenance</b>														
Outdoor Maintenance/Landscaping		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
Lighting Repairs		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
Building Maintenance		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1200.00
<b>Statutory Compliance</b>														
PAT Testing		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
Fire extinguishers		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
Water Temp Check (Legionella)		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
Emergency Lighting		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
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		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
Fire Alarm System 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
EICR		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
<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 and Contents Insurance		120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1440.00
Public Liability Insurance		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
<b>Utilities</b>														
Gas & Electricity		800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9600.00
Mobile		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
Broadband		43.47	43.47	43.47	43.47	43.47	43.47	43.47	43.47	43.47	43.47	43.47	43.47	521.64
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		0.00	0.00	0.00	0.00	0.00	839.00	0.00	0.00	0.00	0.00	0.00	0.00	839.00
PHS Sanitary		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
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, Bookkeeper)		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
CCTV 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
Security		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries		40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
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 and Promotion		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
Performance Rights		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
Materials (including Cleaning)		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
Charitable Donations		70	70	70	70	70	70	70	70	70	70	70	70	840.00
<b>TOTAL CASH OUT</b>	<b>0</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>2212</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>1373</b>	<b>17321</b>
<b>NET CASH FLOW</b>	<b>34910</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>-752</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>35109</b>
<b>OPENING BALANCE</b>	<b>0</b>	<b>34910</b>	<b>34997</b>	<b>35083</b>	<b>35170</b>	<b>35256</b>	<b>35343</b>	<b>34590</b>	<b>34677</b>	<b>34763</b>	<b>34850</b>	<b>34936</b>	<b>35023</b>	<b>35109</b>
<b>CLOSING BALANCE</b>	<b>34910</b>	<b>34997</b>	<b>35083</b>	<b>35170</b>	<b>35256</b>	<b>35343</b>	<b>34590</b>	<b>34677</b>	<b>34763</b>	<b>34850</b>	<b>34936</b>	<b>35023</b>	<b>35109</b>	

**Notes**

Cash Flow YR 2

<b>INCOME</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>Apr-27</b>	<b>May-27</b>	<b>Jun-27</b>	<b>Jul-27</b>	<b>Aug-27</b>	<b>Sep-27</b>	<b>TOTAL</b>
Hall Hire	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	1511.10	18133
Small Room 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
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	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
Fundraising	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
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
<b>TOTAL CASH IN</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>1511</b>	<b>18133</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Outdoor Maintenance/Landscaping	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
Lighting Repairs	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
Building Maintenance	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	1242.00
<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	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	62.10
Fire extinguishers	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
Water Temp Check (Legionella)	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
Emergency Lighting	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
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	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
Fire Alarm System 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
EICR	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
<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 and Contents Insurance	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	1490.40
Public Liability Insurance	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
<b>Utilities</b>													
Gas & Electricity	828.00	828.00	828.00	828.00	828.00	828.00	828.00	828.00	828.00	828.00	828.00	828.00	9936.00
Mobile	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

Cash Flow YR 2

Broadband	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	44.99	539.90
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	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	868.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	868.37
PHS Sanitary	10.35	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
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, B	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
CCTV 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	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	496.80
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	0.00
Advertising and Promotion	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	62.10
Performance Rights	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	0.00
Materials (including Cleaning)	10.35	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
Charitable Donations	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	72.45	869.40
<b>TOTAL CASH OUT</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>2290</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>1422</b>	<b>17927</b>
<b>NET CASH FLOW</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>-779</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>206</b>
<b>OPENING BALANCE</b>	<b>35109</b>	<b>35199</b>	<b>35288</b>	<b>35378</b>	<b>35468</b>	<b>35557</b>	<b>34778</b>	<b>34868</b>	<b>34957</b>	<b>35047</b>	<b>35137</b>	<b>35226</b>		
<b>CLOSING BALANCE</b>	<b>35199</b>	<b>35288</b>	<b>35378</b>	<b>35468</b>	<b>35557</b>	<b>34778</b>	<b>34868</b>	<b>34957</b>	<b>35047</b>	<b>35137</b>	<b>35226</b>	<b>35316</b>		
<b>Notes</b>														

Cash Flow YR 3

<b>INCOME</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>Apr-28</b>	<b>May-28</b>	<b>Jun-28</b>	<b>Jul-28</b>	<b>Aug-28</b>	<b>Sep-28</b>	<b>TOTAL</b>
Hall Hire	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	1563.99	18768
Small Room 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
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	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
Fundraising	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
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
<b>TOTAL CASH IN</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>1564</b>	<b>18768</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Outdoor Maintenance/Landscaping	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
Lighting Repairs	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
Building Maintenance	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	1285.47
<b>Statutory Compliance</b>													
PAT Testing	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	64.27
Fire extinguishers	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
Water Temp Check (Legionella)	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
Emergency Lighting	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
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	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
Fire Alarm System 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
EICR	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
<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 and Contents Insurance	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	1542.56
Public Liability Insurance	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
<b>Utilities</b>													
Gas & Electricity	856.98	856.98	856.98	856.98	856.98	856.98	856.98	856.98	856.98	856.98	856.98	856.98	#####
Mobile	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

Cash Flow YR 3

Broadband	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	46.57	558.79
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	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	898.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	898.76
PHS Sanitary	10.71	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
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, B	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
CCTV 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	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	514.19
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	0.00
Advertising and Promotion	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	64.27
Performance Rights	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	0.00
Materials (including Cleaning)	10.71	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
Charitable Donations	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	74.99	899.83
<b>TOTAL CASH OUT</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>2370</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>1471</b>	<b>18554</b>
<b>NET CASH FLOW</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>-806</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>214</b>
<b>OPENING BALANCE</b>	<b>35316</b>	<b>36431</b>	<b>36524</b>	<b>36616</b>	<b>36709</b>	<b>36802</b>	<b>35996</b>	<b>36088</b>	<b>36181</b>	<b>36274</b>	<b>36366</b>	<b>36459</b>		
<b>CLOSING BALANCE</b>	<b>36431</b>	<b>36524</b>	<b>36616</b>	<b>36709</b>	<b>36802</b>	<b>35996</b>	<b>36088</b>	<b>36181</b>	<b>36274</b>	<b>36366</b>	<b>36459</b>	<b>36552</b>		
<b>Notes</b>														

<b>INCOME</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>Apr-29</b>	<b>May-29</b>	<b>Jun-29</b>	<b>Jul-29</b>	<b>Aug-29</b>	<b>Sep-29</b>	<b>TOTAL</b>
Hall Hire	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	1618.73	19425
Small Room 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
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	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
Fundraising	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
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
<b>TOTAL CASH IN</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>1619</b>	<b>19425</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Outdoor Maintenance/Landscaping	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
Lighting Repairs	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
Building Maintenance	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	1330.46
<b>Statutory Compliance</b>													
PAT Testing	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	66.52
Fire extinguishers	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
Water Temp Check (Legionella)	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
Emergency Lighting	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
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	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
Fire Alarm System 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
EICR	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
<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 and Contents Insurance	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	1596.55
Public Liability Insurance	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
<b>Utilities</b>													
Gas & Electricity	886.97	886.97	886.97	886.97	886.97	886.97	886.97	886.97	886.97	886.97	886.97	886.97	#####
Mobile	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

Cash Flow YR 4

Broadband	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	48.20	578.35
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	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	930.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	930.21
PHS Sanitary	11.09	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
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, B	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
CCTV 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	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	532.18
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	0.00
Advertising and Promotion	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	66.52
Performance Rights	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	0.00
Materials (including Cleaning)	11.09	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
Charitable Donations	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	77.61	931.32
<b>TOTAL CASH OUT</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>2453</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>1523</b>	<b>19204</b>
<b>NET CASH FLOW</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>-834</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>221</b>
<b>OPENING BALANCE</b>	<b>36552</b>	<b>36648</b>	<b>36744</b>	<b>36840</b>	<b>36935</b>	<b>37031</b>	<b>36197</b>	<b>36293</b>	<b>36389</b>	<b>36485</b>	<b>36581</b>	<b>36677</b>		
<b>CLOSING BALANCE</b>	<b>36648</b>	<b>36744</b>	<b>36840</b>	<b>36935</b>	<b>37031</b>	<b>36197</b>	<b>36293</b>	<b>36389</b>	<b>36485</b>	<b>36581</b>	<b>36677</b>	<b>36773</b>		
<b>Notes</b>														

Cash Flow YR 5

<b>INCOME</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>Apr-30</b>	<b>May-30</b>	<b>Jun-30</b>	<b>Jul-30</b>	<b>Aug-30</b>	<b>Sep-30</b>	<b>TOTAL</b>
Hall Hire	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	1675.38	20105
Small Room 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
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	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
Fundraising	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
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
<b>TOTAL CASH IN</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>1675</b>	<b>20105</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Outdoor Maintenance/Landscaping	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
Lighting Repairs	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
Building Maintenance	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	1377.03
<b>Statutory Compliance</b>													
PAT Testing	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	68.85
Fire extinguishers	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
Water Temp Check (Legionella)	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
Emergency Lighting	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
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	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
Fire Alarm System 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
EICR	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
<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 and Contents Insurance	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	1652.43
Public Liability Insurance	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
<b>Utilities</b>													
Gas & Electricity	918.02	918.02	918.02	918.02	918.02	918.02	918.02	918.02	918.02	918.02	918.02	918.02	#####
Mobile	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

Cash Flow YR 5

Broadband	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	49.88	598.59
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	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	962.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	962.77
PHS Sanitary	11.48	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
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, B	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
CCTV 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	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	550.81
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	0.00
Advertising and Promotion	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	68.85
Performance Rights	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	0.00
Materials (including Cleaning)	11.48	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
Charitable Donations	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	80.33	963.92
<b>TOTAL CASH OUT</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>2539</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>1576</b>	<b>19876</b>
<b>NET CASH FLOW</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>-863</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>229</b>
<b>OPENING BALANCE</b>	<b>36773</b>	<b>36872</b>	<b>36971</b>	<b>37071</b>	<b>37170</b>	<b>37269</b>	<b>36406</b>	<b>36505</b>	<b>36604</b>	<b>36704</b>	<b>36803</b>	<b>36902</b>		
<b>CLOSING BALANCE</b>	<b>36872</b>	<b>36971</b>	<b>37071</b>	<b>37170</b>	<b>37269</b>	<b>36406</b>	<b>36505</b>	<b>36604</b>	<b>36704</b>	<b>36803</b>	<b>36902</b>	<b>37002</b>		
<b>Notes</b>														

**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

Carron & Carronshore Community Hall Management Committee SCIO

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

Postal address: Carronshore Community Centre, 62 Main Street, Carronshore, Falkirk

Postcode: FK2 8EY

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

[REDACTED]

Email: [carronshorecommunitycentre@yahoo.com](mailto:carronshorecommunitycentre@yahoo.com)

Telephone: [REDACTED]

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

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

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

	Company and its company number is .....	
X	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is .....	SC049767
	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.

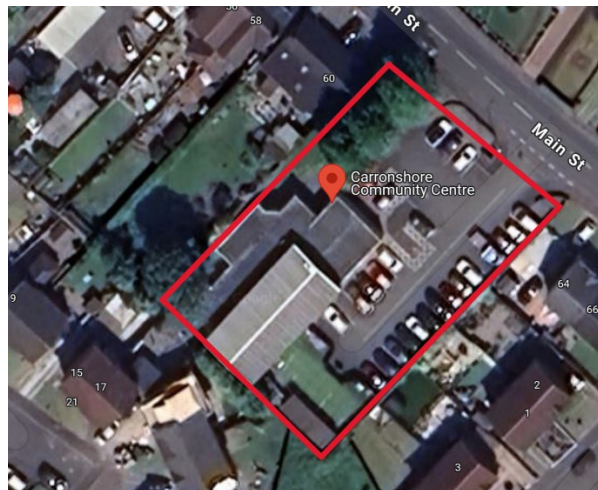
You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

*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:



Figure : Map view of current boundary



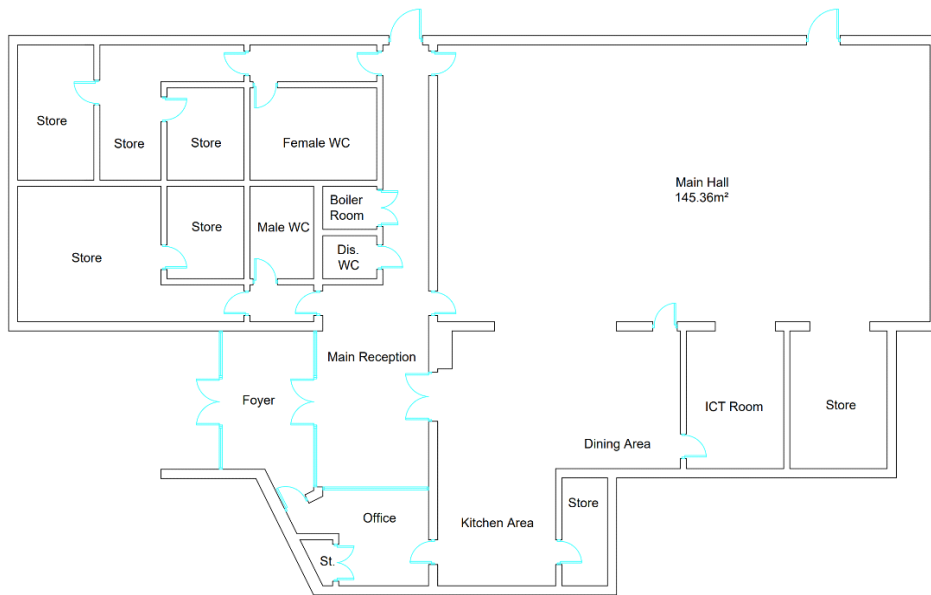


Figure 5: Floor plan of the building



Address: Carronshore Community Centre, 62 Main Street, Carronshore, Falkirk

Postcode: FK2 8EY

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

UPRN: 136032544

### 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: £

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

#### 3B – Request for Lease

What is the length of lease you are requesting?

20 Years

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

Proposed rent: £ 1 per year

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

### 3C – Request for other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

**Yes**

**No**

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

Proposed payment: £ per

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

## 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

The group has been working together to agree a robust plan of action which will secure the hall through a Community Asset Transfer 20-year lease agreement with Falkirk Council at a cost of £1 per year. We have started the process of having legal representation to advise us in this complex area.

The Management Committee will manage Carronshore Community Hall which provides a venue for social, recreational, leisure and health & well-being services and activities, both within Carron and Carronshore and the surroundings areas of Larbert, Stenhousemuir and Falkirk.

#### **Our clear aims and objectives are:**

- to keep the hall open and secure its future for local people.
- to make it financially viable and self-sufficient for the long-term.
- to have a wide range of income streams to cover the costs of maintaining and running the building such as grants, donations, hiring out space, delivering contracts and seeking sponsorship.
- to make use of good ideas and resources within the community that can adapt to changing circumstances.
- to be a collaborative effort where many people and stakeholders in the community are involved.
- to facilitate a place where different local partners in a neighbourhood can come together and address the issues that matter most to them.
- to use all forms of publicity, public relations and social media to imaginatively promote the hall and its facilities to the widest possible audience.
- to use the Hall to foster a real and palpable sense of "community" - conveying a sense of togetherness, positivity, solidarity, wellbeing, homeliness and pride to counter the village's historic decline.
- 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

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

In the past, our community hall has lacked any strategic programme to develop and drive sustained usage for every day of the year. That was then. This is now. Here is how we propose to move forward.

We firmly believe that the committee has both the commitment and the necessary business skills to manage our building efficiently and effectively as a community facility for local people and take it forward. We have a clear vision of how the space fits into wider community needs. Plus a robust business plan. Proper financial systems and controls. Suitable governance and leadership. Expert advice guiding us. Enthusiasm. Positivity. Confidence. A "can do" attitude.

There are limited community facilities operating in the surrounding area. We have identified our main competition as:

- Falkirk Community Trust
- The Dobbie Hall, Larbert

We have thoroughly researched the above. Overall, while there is competition in the area, there is still a shortage of suitable and affordable social, recreational and leisure amenities, with potential users having to incur travel costs or wait a considerable amount of time to get a let. We are in an excellent position to meet that need.

We firmly believe these competitors offer little threat to us and that we can differentiate ourselves from them by offering a unique community space that is cost-effective and offers high-quality facilities. We will benefit from having committed volunteers drawn from community organisations who are experienced in providing services and know-how within the area.

Our preparation has been careful and thorough. To ensure our business plan is robust and rooted in reality, we have, among many things:

Taken advice from people like CVS, local businesses, tradesmen, hall users and people in the community.

Met with local groups who have successfully navigated the CAT process.

Sought the views of local people about what they want from the hall.

Worked on cash flow plans and ways to attract new users.

Sent our people on training courses such as Communication, Energy Efficiency and Facilities Management.

Spent serious money on items such as an energy survey, a structural survey, new lights, CCTV, plans for upgrading our toilets plus essential maintenance and decoration.

We have been methodical and rigorous in pulling our plan together.

Our aim in this document is to show that we are serious, responsible people who can be entrusted to take over this valuable community asset and make it work into the future.

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

Business Energy Scotland have provided a survey which includes recommendations for improvements to the energy efficiency of the building. We have applied for these improvements to be included in our Enablement Fund request as part of this application.

We have also provided quotes from contractors for works to the flat roof, cavity wall insulation and lighting/electrical works.

#### 4.1.4 What activities will take place?

CCMC will be happy to accept a variety of different lets for social, recreational and leisure activities such as:

<b>Open days</b>	<b>Sport and leisure clubs</b>
<b>Youth clubs</b>	<b>Cubs, scouts, guides and brownies</b>
<b>Toddlers and pre-school playgroups</b>	<b>Dance, aerobics and exercise classes</b>
<b>Parties</b>	<b>Spring fayres</b>
<b>Bingo nights</b>	<b>Film afternoons</b>
<b>Burns Suppers</b>	<b>Concerts</b>
<b>Race nights</b>	<b>Discos</b>
<b>Meetings</b>	<b>Training courses</b>
<b>Amateur dramatic groups</b>	<b>Band practice</b>
<b>Baby massage</b>	<b>Yoga</b>
<b>Coffee mornings</b>	<b>Senior Citizens keep-fit groups</b>
<b>Gymnastics</b>	<b>Car boot sales</b>
<b>Live singers and bands</b>	<b>Art clubs</b>
<b>Wedding receptions</b>	<b>Quiz nights</b>

Carpet bowls	Exhibitions
<p>4.1.5. If the asset is to be used by the public, please provide details of lettings policy and opening times.</p> <p>Our opening times are 9am – 10pm daily. Our hall is available to all without any discrimination. Let's are managed by our management committee. Each let is met by one of the committee members and they agree the terms and sign our contract of agreement and complete our let form (both in the appendices).</p>	
<p>4.1.6 What provision will be provided for people with disabilities?</p> <p>The community centre is all on the ground floor and accessible to those with limited disability. However a recent Currie Brown Condition Survey, carried out for Falkirk Council, highlighted that the fixed counter in the reception and cafe isn't DDA compliant and accessible. The WC floor needs to be replaced with sheet vinyl to make it level as 1.0 priorities in order to ensure the building is statutory compliant prior to the CAT.</p>	
<p>4.1.7 Any other relevant information?</p>	

## Benefits of the proposal

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

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

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

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

#### 4.2.1. Economic development/income generation

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

Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner and a caretaker/project worker. 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 individuals experience and skills capacity, thus supporting their future employability.

#### 4.2.2. Regeneration

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

Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our outdoor area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area.

#### 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. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.

#### 4.2.4. Social Wellbeing

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

The activities and social interactions facilitated at the Carronshore Community 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.

#### 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 by having solar panels on our south facing roof. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. More attractive activities to reduce travel to other areas.

#### 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**?

Our proposal also includes exploring partnerships with a range of organisations that can use our centre as a hub for their outreach services. This would include organisations who support people experience substance use, welfare and benefits advice, Citizens Advice Bureau (CAB), mental health and wellbeing services, suicide prevention initiatives, and Falkirk Council's Adult Learning programmes, including digital skills and confident parenting.

Many of our user groups that require the facility to remain operational, contribute to the reduction of inequalities in our local community.

We work continually to develop partnerships with local organisations and community groups, which helps to support this aim.

#### 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. General membership is open to all individuals and groups residing or operating within Carronshore and the surrounding areas. They may vote on matters to be decided at all Annual General Meetings.

As part of our Community Engagement, we asked local people what they would like to see at the community centre and we will continue to engage with the local community to ensure that local needs are met.

#### 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 need to check regularly how our space fits into wider community needs. We will therefore ensure there is constant dialogue and feedback with our clientele including regular surveys. This will allow us to assess what we are doing well and where we can improve.

We will continue to monitor the usage of the centre.

#### 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.

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
- Risk of over pricing and losing potential customers.
- Local school offering free use of 'HUB' annex for local child minders and knitting groups as school no longer uses it for enhanced provision learning therefore reducing interest in our community room for hire
- Getting a balance of 'free' activities to address isolation with groups that can pay hire costs. We are a charity and we want to continue with charitable support to these groups

## 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

We have a balanced, fifteen-strong group of trustees, committee members and volunteers who are passionate about running and developing the hall. With a careful blend of youth and experience, we are a serious, positive, hands-on, motivated team who are committed to securing the future of the Hall for Carronshore and its residents.

Since coming together as a group to prepare for the Community Asset Transfer, we have focused on five key areas:

Communication. Planning. Strategy. Risk. Governance.

Amongst the group there is wide experience of both the public and private sectors plus specialist knowledge in many areas - from analytics to young people - which will be invaluable in moving the Hall forward.

We have looked carefully at the different skills our people offer and have moved fast to identify areas where there may be skills "gaps" that can be filled by training, mentoring and bringing in new people.

Here, we list our people along with a brief CV.

#### TRUSTEES

[REDACTED] is a sole trader and former senior civil servant with over thirty years' experience working with schools, families, children and adults. His skill mix includes leadership, teamwork, networking, community involvement, communication skills and organising major sporting events both in the UK and internationally.

[REDACTED] was a Senior Learning and Development Consultant with an international professional services company with significant experience in training delivery and coaching. She is passionate about customer service, goal-setting, brand-building, mentorship, governance, up-skilling and personal growth.

[REDACTED] lives in Carron and uses the hall and community room several times a week. He was Executive Chairman of a Glasgow-based Public Relations consultancy with over forty years' experience in retail, newspapers, local radio, marketing, publicity, advertising and public relations. He has advised airlines, airports, banks, Chambers of Commerce and health boards, arranging news conferences and journalist briefings, providing lobbying, crisis management and media and presentation skills training. Over the years he has learned it is impossible to over-communicate.

## COMMITTEE MEMBERS

This group draws significant experience from the financial, industrial, education, sport and childcare sectors.

[REDACTED] our Committee Treasurer, is an unstoppable force of nature. She has led our application for the CAT with determination, passion and enthusiasm. She worked in the civil service for twenty-five years supporting people into work. Since leaving the civil service she has been involved in sport event management and various sporting projects. She has volunteered at the community centre for twenty-five years and knows every rivet, lock and switch in the hall. For [REDACTED] this project is personal: she is one hundred per cent committed to make our application successful for the long-term benefit of local people.

[REDACTED] is one of the Hall's biggest customers and one of our biggest supporters. Last summer she packed up her day job and set up the new "Carronshore Parent and Toddler Group" in the hall. Her innovative venture is meeting a real need because there is nothing else in the area that caters for the important 0-3 age group. She offers two mornings a week, providing a safe and inexpensive area indoors and outside for over one hundred and fifty parents and toddlers. And encouraged by the success of the toddlers group, she has now launched new dance classes in the Hall. They are attended by fifty people of all ages, giving local residents fun, friendly and inclusive dance workouts.

[REDACTED] has lived in the Carronshore area for over fifty years and possesses both excellent local knowledge and a strong community connection. He retired after forty years as a mechanical engineer with BP/Ineos which involved a variety of hands-on mechanical tasks working within the Petrochemical Industry. His practical skills extend to a wide range of projects including fencing, painting, constructing pathways, installing shelving, showers, light, and even designing/building a conservatory. A notable career achievement was being part of a team that made safe and repaired a blown-down refinery flare after two people were killed in 1989 in Grangemouth. He has participated in an Energy Awareness course for us. His skills and dedication make him a versatile and reliable committee member.

[REDACTED] has lived in Carronshore all her life. She fully understands its value to the local community and is determined to see it remain open for the village. [REDACTED] has run her respected childcare business in Carronshore for over twenty years. She has qualifications in looking after social services children, young people and paediatric first aid and is fully up to speed on current child protection issues. With a particular interest in equity and inclusion, she has a deserved reputation as a positive and cheerful motivator.

[REDACTED] born and brought up in Carronshore, is an Executive Officer with the [REDACTED] where she leads a team of twelve staff. She has an HNC in Early Education and Child Care and has excellent organisational, presentational, time management and communication skills. She is an assistant coach at her sports club and Team Manager for national and international competitions both for her club and for Scotland where attention to detail, time management and effective administration are paramount.

[REDACTED] has competed in Taekwondo at an international level and represented Team GB at major events, winning bronze at the World Championships. After competitive sport, she completed an honours degree in sport and exercise science. She has worked in numerous sporting and working environments which has given her the confidence, people and teamwork skills that are needed in helping to plan the hall's future. Sunny by nature, she is our social media expert and brings youth, energy, enthusiasm and vitality to our group.

## VOLUNTEERS

Skills in sales, safety, project management, technology, education and customer service are particular strengths of this group.

[REDACTED] a Lecturer and Researcher in Early Childhood Education at the University of Dundee. Her skills include data collection, qualitative data analysis and creating interactive presentations using multi-media. Her experience is focused on early childhood education, listening to children and leading change through play. Her most recent publication in the International Journal of Early Years Education is "Shall we play? Listening to Children's Voices using a Playful Approach". Her notable achievements include successfully applying for three separate grants to funding bodies and publishing eight internationally-leading research publications.

[REDACTED] is a Senior Quantity Surveyor. From inception to project completion, he is responsible for ensuring that Surveying roles are effectively controlled. This includes valuations and final account agreements with distribution of technical information and procuring subcontractors of all trades for projects of various descriptions, with budgets of as much as £40m. Over the years he has been involved in numerous commercial fit-out and refurbishment projects. The most prestigious of these was the refurbishment of Dumfries House, part of The King's Foundation, which involved dealing with the King Charles' representatives at Clarence House.

[REDACTED] is a Senior Engineering Manager with over twenty-five years' experience in consultancy and aerospace engineering. Working on multi-million pound projects, he has created and led engineering teams across various countries to provide support to major international companies. His skills include technical, people, analytics, problem-solving and project management. He recently became a Fellow of the Institute of Mechanical Engineers, the professional body for Mechanical Engineers in the UK, and Fellowship is the highest possible level of membership.

[REDACTED] is a highly motivated senior leader within the financial and telecommunication industry. She has excellent communication skills plus extensive experience in project management, people management, risk management, human resources and customer service. Recently she led a UK-wide project on attendance management involving some two hundred and fifty colleagues in customer service. Through training and coaching, her aim was how best to ensure support for employees during their absence and their return to work. It was highly successful: within six months it resulted in a 5% increase in attendance across the sector. Vicki fully understands how important the hall is to the local community and how its loss would be devastating.

[REDACTED] is an account assistant with a local accountancy firm. She works for a large number of clients, adhering to many different deadlines throughout the month. This involves processing and reconciling bank accounts each week and month and processing purchase and sales invoices. She recently obtained her Xero qualification and regularly assists her team with any queries they have using this software. She is currently studying towards her ACCA qualification to become a qualified Chartered Accountant which she hopes to achieve in three years time.

[REDACTED] held various senior posts including [REDACTED] He is founder member and Secretary of Carronshore Heritage Forum since 2017 and was a member of Carronshore Gala Day committee 1988-1997. For over forty years he worked in the railway industry, latterly responsible for the safety of train movements. One of his most significant achievements on the Council was delivering The Kelpies and Helix Park in 2013 during very challenging financial times.

That is our versatile team which is committed to Carronshore. We believe we have a shared mindset which can be summed up in several words.

**Perseverance. Adaptability. Collaboration. Confidence. Integrity. Mental toughness. Continuous Improvement.**

Attributes that will be essential in taking on the challenges of the asset transfer.

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

We will carry out the necessary record-keeping/book-keeping from home. We pay an Accountant to complete our annual Return to OSCR.

We will undertake a full survey of the building including RAAC, asbestos and cavity wall insulation. In addition, we and our lawyers will work collaboratively with the Council to agree any remedial work it should carry out prior to any lease agreement. 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 currently lease the property from Falkirk Council.

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

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

The centre is run fully by volunteers who manage the opening and closing of the building and managing lets. The committee may consider funding for a project worker in the future but in the meantime all projects will be run by CCMC to keep costs to an absolute minimum.

#### 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 have engaged with the community on multiple occasions through online surveys, polls, open days, speaking with current user groups and other local stakeholders.

Our community engagement shows there is a need, genuine desire, and support, for the community asset transfer.

#### Online Survey

We have conducted an online survey using Google forms, posted on our own Facebook page, as well as two local Facebook groups. We were able to gather over 90 responses to allow us to engage with the local community, find out why people haven't used the centre in the past and what local people would like to participate in as we go forward. A sample can be seen below, with the full data in our appendices.

Do you currently use Carron & Carronshore Community Centre?  
89 responses

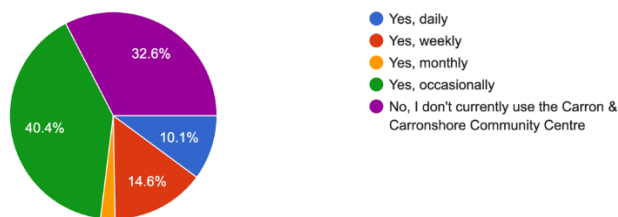


Figure 1: Do you currently use Carron & Carronshore Community Centre?

Do you live within 3 miles of Carron & Carronshore community hall?  
91 responses

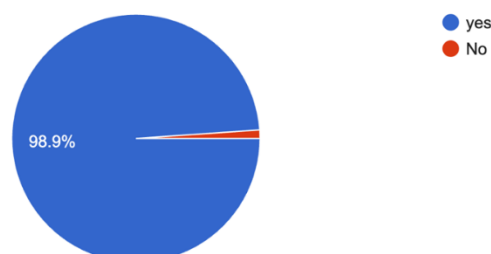


Figure 2: Do you live within 3 miles of Carron & Carronshore community hall?

### Reasons...

29 responses

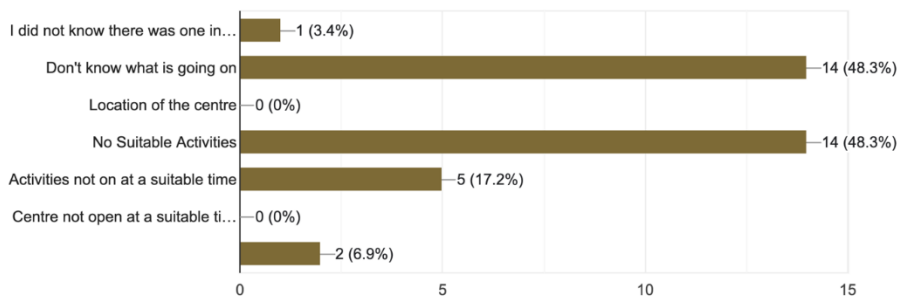


Figure 3: Reasons for not attending the community centre

### Services you might like to see...

91 responses

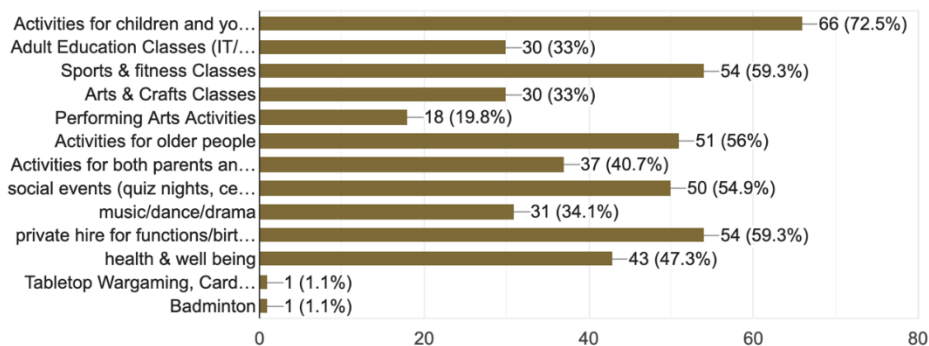


Figure 4: Ideas for services local people would be interested in attending

## Community Open Day

We have already started this important process with a Community Open Day on May 25 last year.

Using the simple message - CARRONSHORE COMMUNITY HALL: USE IT OR LOSE IT! - we invited local people to come along to support us and help save it from closure.

We expected 80 people. But on the day, over 200 local residents and their families came along, an extraordinary response.

We believe this shows the commitment they have towards their hall, the last remaining large place in the village for people to meet socially.

The Hall Committee received generous funding to run the event from the National Lottery Community Fund.

This allowed us to arrange free food plus arts and crafts, a toddler bouncy castle, a magician, a free photo booth, a DJ, games and arts and craft stalls.

Collaborating with local groups and residents and listening to local voices is key to the hall's survival.

So, on the day we asked them to tell us what new things they wanted to see in their hall.

We received 37 ideas - from yoga to cake-making, from exercise classes for senior citizens to tap dancing sessions, guitar tuition, book clubs and woodworking classes.

We will carefully research all thirty-seven to see what is feasible in the future. We are delighted that new Yoga classes have already started, chair exercise is scheduled to start in March and we are determined more new lets will follow to provide a regular and sustainable income stream.

This shows the vital importance of engaging with the local community to gauge opinion and meet its needs.

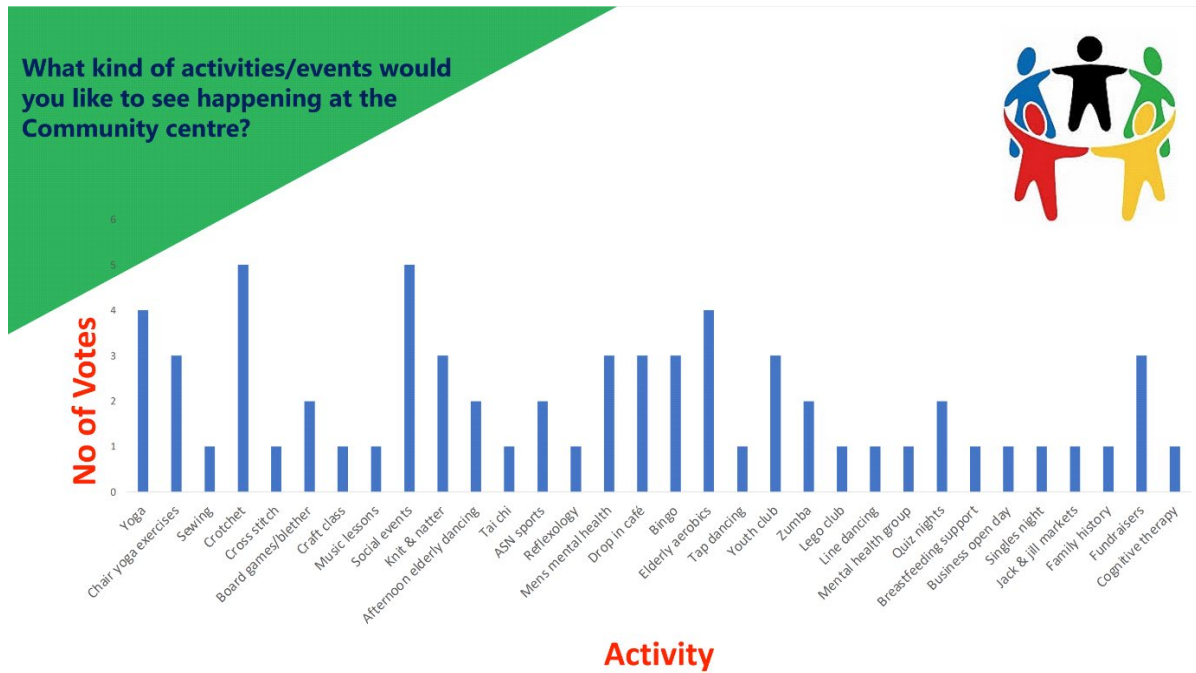


Figure 6 : Community feedback on what they would like to see at the Community Centre

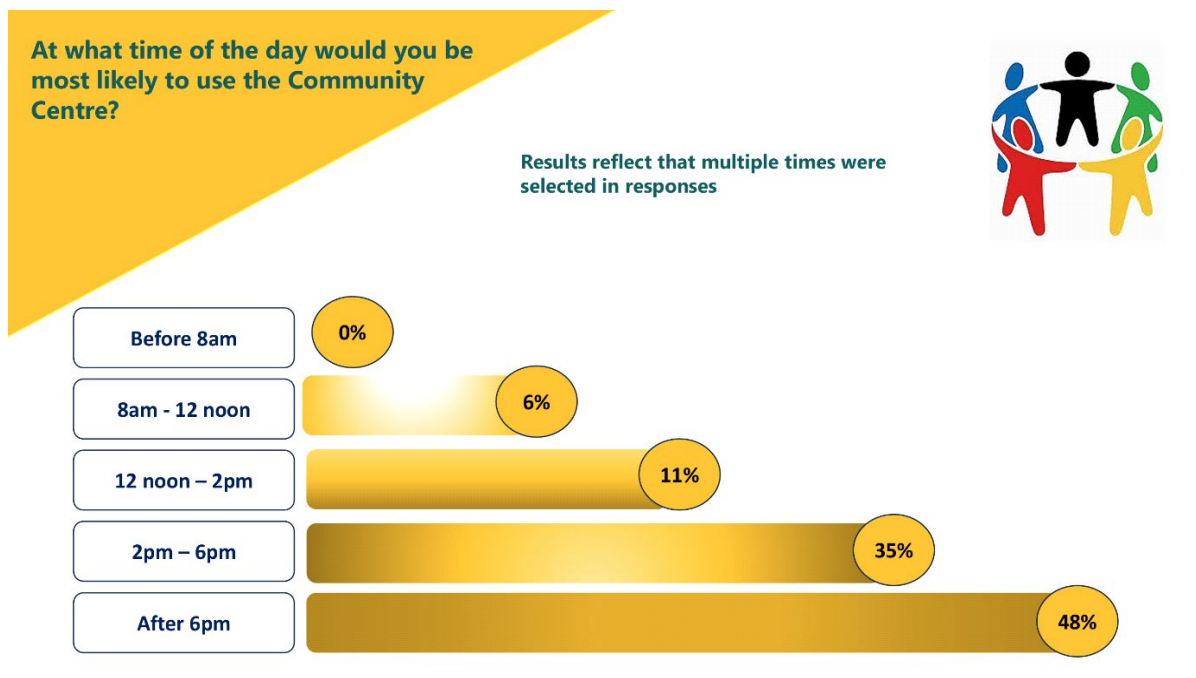


Figure 7 : Community feedback on what time of day they would most likely use the Community Centre

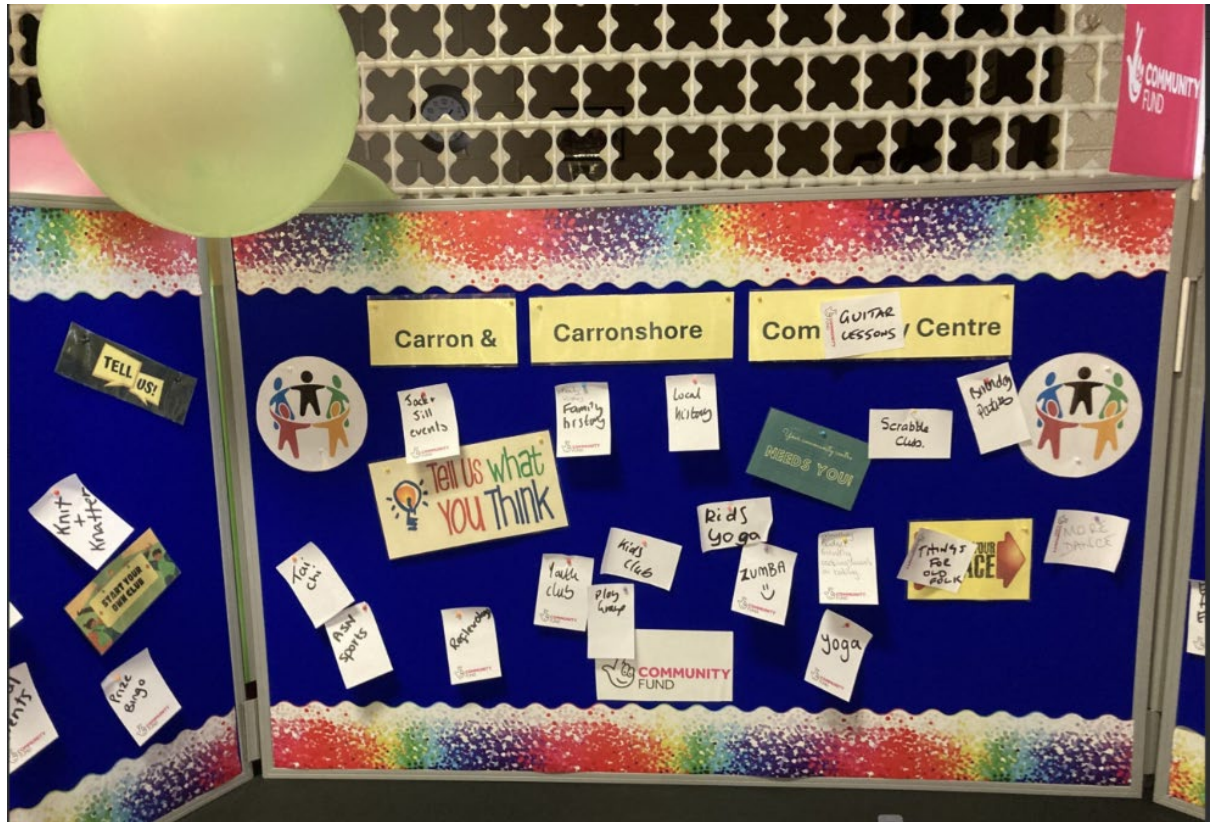


Figure 8: Feedback from the local community on our open day



Figure 9: What kind of activities/events the community would like to see

## Quotes

*'Your generosity in allowing us to use the Centre regularly for our events has been instrumental in our success. The Centre has become the heart of our activities, providing a welcoming space where our community can come together to learn, share, and celebrate our shared history.'* [REDACTED]

*'Everyone involved with Central Academy are fully supportive of the Hall Committee's Community Asset Transfer and have pledged to continue to support the upkeep of the hall in the future.'* [REDACTED]  
*Attached are letters of support from local users*

## How We Will Continue to Engage with the Community

We will undertake desk research and compile a list of local groups and organisations which currently are not using the hall. We will then approach them with an invitation to visit the hall and offer them an introductory discount.

We will research the groups using the Dobbie Hall and Falkirk Community Trust gyms and incentivise them to move to our hall by offering discounts.

We will attend appropriate community events - from Gala Days to Remembrance Sundays - to see if there might be a future role for the hall in their planning.

We will invite the owners of local shops and businesses to visit the hall. This will let them see our facilities at first hand, allowing them to use word of mouth to recommend us to their patrons.

Each of our trustees, committee members and volunteers will be tasked with finding just one of their family, friends, neighbours or contacts who might be interested in taking a let.

We need to check regularly how our space fits into wider community needs. We will therefore ensure there is constant dialogue and feedback with our clientele including regular surveys. This will allow us to assess what we are doing well and where we can improve.

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

We have worked closely with CVS Falkirk & District. They have supported the group with drafting the business plan, finances, governance support and more.

We have met with local MPs, MSPs and Councillors – Brian Leishman, [REDACTED], [REDACTED], Michelle Thompson.

We have received letters of support from [REDACTED].

We are in close contact with all our user groups such as Taekwondo, Stay & Play, JF Dancing, Party Hire, Training Course, Yoga/chair yoga, Fund raising/social, A 2 B Dancing, Sweaty Mamas, Mini Kickers, Sport Massage, Creative Writing.

We work with the Gala Day Committee to offer them the appropriate lets.

We regularly are in contact with other groups who are going through Community Asset Transfer in the Falkirk & District Area.

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

We regularly attend the Community Ownership Group meetings facilitated by CVS Falkirk & District and are in regular contact with other local community groups who are taking on similar buildings through Community Asset Transfer.

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 have submitted our accounts for all previous years that we have been operational to OSCR, complete and on time, as is required of registered SCIOs. Our finances are presented and scrutinised on a quarterly basis at our board meetings. We will follow OSCR's [Guidance and Good Practice for Charity Trustees \(oscr.org.uk\)](https://www.oscr.org.uk/guidance/guidance-and-good-practice-for-charity-trustees) to ensure we manage our finances correctly.

The rates for each of our spaces have been set for the coming year, and these will be reviewed yearly at our AGM.

## Section 7. Funding

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

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

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

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

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

All proceeds from lets will be used to continue or charitable purposes.

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

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

We received funding from the National Lottery to contribute to the costs of our community fun day, where we were able to really engage with our community and centre users. This helped us to receive some really good and engaging feedback.



We have successfully managed to build up our reserves to a level where we feel comfortable in our ability to take on the asset through community ownership.

Alongside our lettable income, we will also look to hold a number of fundraising events throughout the year, and we also welcome donations from the community, local businesses, and other groups.

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

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

We have developed the following funding strategy that includes funders we have researched and we aim to apply to in the future.

Foundation Name	Category	Info/ match fund	Grant Size	Opens	Project	Quote	Estimate provided by	Foundati on website	Applied	Published document
Asda Foundation	Community Projects	Bringing people together	£20,000	Currently closed	Kitchen/ toilet refurb			asdafou ndation. org		
Awards for All	Community Projects		£20,000 ≤ 2 years		Legal fees	£5,000	Keir Stirling	awardsf orall.org		
		FC enablement fund	n/a	n/a	Lighting/ Electrical works	£1,669	MES Electrical Solutions			
CARES Community building fund	Renewal energy	FC Enablement Fund	Up to £80,000	Closes end of Oct 25	Loft Insulation	£6,000	Business Energy Scot	localene rgy.scot		
Morrisons Foundation	Enhancing community spaces	FC Enablement Fund	£10,000	ongoing	Suspended ceiling insulation	£9,600	Business Energy Scot (BES)	morriso nfounda tion.org		
National Lottery	Improving spaces	FC Enablement Fund	£20,000	ongoing	Heating & Cooling systems	£3,600	BES	National lottery commu nity fund		
CARES Community building fund	Renewal energy	FC Enablement Fund	Up to £80,000	Closes end of Oct 25	Solar PV & Battery	£20,400	BES	localene rgy.scot		
		FC enablement fund	n/a	n/a	Lighting systems, fitting & controls	£6,000	BES			
		FC enablement fund	n/a	n/a	Flat Roof	£11,600	Sutherland Roofing			
CARES Community Building fund	Renewal energy	FC Enablement Fund	Up to £80,000	Closes end of Oct 25	Cavity Wall	£14,498	Ecosave	localene rgy.scot		
CARES Community Building fund	Renewal energy	FC Enablement Fund	Up to £80,000	Closes end of Oct 25	Air Source Heat Pump	£36,000	BES	localene rgy.scot		
CARES Community Building fund	Renewal energy	FC Enablement Fund	Up to £80,000	Closes end of Oct 25	Radiant Heating Units	£18,000	BES	localene rgy.scot		
					New Radiators	£5,370	Morland & Martin			
Fat Beehive	Digital Grants	To improve digital services like building websites/apps	Up to £2,500	All year. Reviewed April & October				Fatbeehi vefound ation.org		
Volunteer Support Fund	Community support	To help recruit volunteers who face barriers	Up to £20,000 over 2 yrs	25/08/2025				impactfu ndingpa rtners		
Weir Charitable Trust	Culture Recreational Health Sport	Clear community benefit	Up to £25,000	15/08/2025				weirchar itabletru st		
Morrisons Foundation	Community Project	Clear community benefit to tackle poverty and social deprivation	£10,000	All year				morriso nsfound ation.co m		
National Lottery community action	Help people come together	Build positive relationships, support health & well being	£20,000	All year				nlcomm unityfun d.org		
FCC Scottish Action Fund – Scottish Landfill Communities Fund	Benefit lives close to landfill sites	Community biodiversity & heritage projects	£40,000	3/9/25-19/11/25				Fcccomm unities foundati on.org		
Edinburgh Airport Community Fund	Community fund	Improving opportunities, facilities & services	£80,000	29/08/2025 28/11/2025				corporat e.edinbu rghairpo rt.com		
Garfield Weston Foundation	Community fund	Health, youth Education, community	10% of project	On going				garfield weston. org		
Clothworkers Foundation Grant Scheme	Buildings	Fixtures, fittings, equipment	£15,000	On going				clothwo rkersfoun dation.o rg		
Sport Scotland	Sport facilities	Provide more opportunities for people to get involved in sport	No limit	1 <sup>st</sup> April & 1 <sup>st</sup> Sept each year				sportsco tland.org		
B & Q Foundation Grant	Garden Projects	Improve community space	£5,000	20/10 – 7/11/25				bqfound ation.org		
Robertson Trust	Community projects	Supporting groups to drive social change		All year				therober sontrus t.org		
SCVO	Info on Various projects	Info is varied						scvo.sco t		

## 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)
Business Management System & Control Panel Installation	[REDACTED]	£61,710.96
Loft Insulation	[REDACTED]	£6,000
Suspended Ceiling Insulation	[REDACTED]	£9,600
Hot water Cylinder Replacement	[REDACTED]	£4,467.27
Solar PV & Battery	[REDACTED]	£20,400
Lighting Systems, Fitting and Controls	[REDACTED]	£6,000
Flat Roof	[REDACTED]	£11,600
Cavity Wall	[REDACTED]	£14,498
Air Source Heat Pump	[REDACTED]	£36,000
Radiant Heating Units	[REDACTED]	£18,000
New Radiators	[REDACTED]	£5,370.67
Total including VAT		£187,646.90

## **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 27<sup>th</sup> June 2025

Position Trustee

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

Date 27<sup>th</sup> June 2025

Position Management Committee Treasurer

Signature [REDACTED]

# Equality & Poverty Impact Assessment 01171 (Version 1)


## SECTION ONE: ESSENTIAL INFORMATION

<b>Service &amp; Division:</b>	Place Services Invest Falkirk		
		<b>Tel:</b>	
<b>Proposal:</b>	Community Asset Transfer Lease of Carron & Carronshore Community Hall	<b>Reference No:</b>	01171

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	No	No	Yes

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	Yes	No	No
	<b>Children and young people</b>	<b>Significant impact?</b>		
	Yes	No		
<b>Other, please specify:</b>				

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

19/03/2026	Successful Asset Transfer of Russell Park Pavilion to Stenhouse Juniors Football Club
	

## SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	17,100	
Reduction to this service budget (£'0000s)	Per Annum:	17100	
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:	30/09/2025	
	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.

Social Media Survey - 90 replies, overwhelmingly positive  
Public Exhibition of plans -37 attendees  
Public event in support of Community Take over - 202 attendees  
  
Projected Volunteering Hours

**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**

Aims of the Organisation are stated as;

"To keep the hall open and secure its future for local people.

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"

Groups using the hall with specific Protected Characteristics, as taken from the EPIA Questionnaire;

Age

**Children and Young People**

Our community centre engages children and young people aged 0-18 years of age in a range of activities including taekwondo, playgroups, dancing, birthday parties and gala day activities.

We also want to highlight the value of our activities in the context of youth work and diversionary activity. With few youth clubs or traditional youth work provision outwith school hours left in the community, taking part in regular social activities with the support of trusted adults as volunteers is a valuable opportunity for young people that will be protected for the future with the achievement of our Community Asset Transfer.

Stay and Play have children from 0-4 years

Taekwondo 5-18 80% - 45

JF Dancing - 20 children

Gala Day - 15 children

Mini Kickers - 15

Birthday Parties - 75 on average per week

### **Older People**

We have lets from the following groups who offer the following activities for older people in the community:

Chair Exercise - 3 over 60

Ballroom Dancing - 10 over 60

Carronshore Heritage Forum - 8 volunteers

For functions - 80 people over 65

170 CYP per week (children and young people).

101 people over 60.

Sex

Our Centre is open all, including girls and women.

We estimate that currently we have a 50/50 split between males and females.

275 Girls and Young Women.

#### Ethnicity

Our Community Centre welcomes all regardless of their ethnicity.

Taekwondo have estimated 15-20% of their users are from an Asian background - 25 regular students

25 from BAME backgrounds.

#### Religion / Belief / Non-belief

We don't keep a record of the religion/belief/non-belief of any users of our Community Centres. We maintain a supportive and inclusive environment where people can use the services available at our community centre regardless of religion/belief.

See response to the left.

#### Sexual orientation

Sexual orientation is not a relevant factor in the delivery of our group's activities. We maintain a supportive and inclusive environment where people can use the services available at our community centre regardless of sexual orientation or other characteristics.

See response to the left.

#### Transgender

Transgender identity is not a relevant factor in the delivery of our group's activities.

We know of users who are transgender who attend Taekwondo sessions but do not keep record of this.

See response to the left.

#### Pregnancy / Maternity

Sweaty Mamas offer Pre/Postnatal Fitness Specialist support - On average 12 women attend weekly sessions.

Stay and Play offer breastfeeding workshops, a baby bank and other activities targeted at new mothers.

## Marriage / Civil Partnership

This is not relevant for our organisation.

The centre is open to everyone, regardless of their marital status, whether in a marriage, civil partnership, or neither.

## Disability

The services at our community centre are open to all regardless of any disabilities.

We will ensure all spaces within our community centre are accessible to all.

Taekwondo is open to all regardless of ability.

We also recognise that some disabilities can be 'hidden', or not disclosed to us due to personal preference of an individual or family. We observe that being part of services at our centre and doing regular physical activity helps individuals to overcome some of the issues they experience as a result of their disability.

We don't record these numbers as we don't ask user groups

## Poverty

Our group takes steps to ensure as far as we can that poverty is not a barrier to participation in our activities. User groups such as Taekwondo individual families where we identify or are made aware that there is a need for this through subsidising or waiving fees. They also offers a family discount to those with multiple children attending the sessions. This is always done in a way that is discreet and avoids causing any embarrassment to individuals or families.

Stay and Play offer a free Baby Bank for those in need.

We don't record these numbers as we don't ask user groups

## Care Experienced

We do not expect CYP or families to disclose if their young person is care experienced in order to attend any activities within our centre. Sometimes we are made aware that a young person attending the community centre is care experienced and we support them appropriately, deciding what this means on a case by case basis and recognising that all young people and circumstances are unique.

We don't record these numbers as we don't ask user groups

Other

<b>Best Judgement:</b>	
<b>Has best judgement been used in place of data/research/evidence?</b>	No
<b>Who provided the best judgement and what was this based on?</b>	N/A
<b>What gaps in data / information were identified?</b>	Some specific Numbers of People with protected Characteristics
<b>Is further research necessary?</b>	No
<b>If NO, please state why.</b>	The Data Available is sufficient for the EPIA to progress.

**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.	Service users, Local Residents, Stake holding organisations	
If NO engagement has been conducted, please state why.		
<b>How was the engagement carried out?</b>	<b>What were the results from the engagement? Please list...</b>	
Focus Group	No	
Survey	Yes	Social Media Survey gained 90 responses - "The results of the survey were overwhelmingly positive. The local community are in support of our aspirations of taking on community ownership. The only negative responses we received were because they were unaware of the types of bookings available at the centre. This shows a strong and healthy support for all the work that we do in the local area, and around plans to keep and maintain the centre"
Display / Exhibitions	Yes	37 Attendees - "On our community open day, we gathered feedback using an ideas, where people were able to tell us what they would like to see at the centre going forward. We received 37 ideas - from yoga to cake-making, from exercise classes for senior citizens to tap dancing sessions, guitar tuition, book clubs and woodworking classes.
User Panels	Yes	Covered by Survey and Public event
Public Event	Yes	202 attendees - "We have already started this important process with a Community Open Day on May 25, 2024. Using the simple message - CARRONSHORE COMMUNITY HALL: USE IT OR LOSE IT! - we invited local people to come along to support us and help save it from closure. We expected 80 people. But on the day, over 200 local residents and their families came along, an extraordinary response.
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	Yes	

<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.
<b>Age</b>		✓		Questionnaire indicates 170 Children and young people use the centre each week for various Clubs and societies, Whilst around 101 people over 60 use the hall for their own activities. Please see Completed EPI Questionnaire.
<b>Disability</b>		✓		The Centre Management do not ask their users about their disabilities and so no evidence exists in this area. However all areas of the centre are accessible to all, and the overall policy is non-discriminatory, meaning that anyone with a disability can join in activities as best they are able.
<b>Sex</b>		✓		The EPIA indicates that around 275 Girls and women regularly enjoy the activities provided by the centre. This appears to be about half of the total regular user demographic.
<b>Ethnicity</b>		✓		Around 25 regular users are from Ethnic Minorities
<b>Religion / Belief / non-Belief</b>	✓			No records are kept of this Protected Characteristic. The Management of the hall maintain an a supportative and open to all policy where people can use the services available at the community centre regardless of religion/belief.
<b>Sexual Orientation</b>	✓			Sexual orientation is not a relevant factor in the delivery of our group's activities. We maintain a supportive and inclusive environment where people can use the services available at the community centre regardless of sexual orientation or other characteristic
<b>Transgender</b>	✓			Transgender identity is not a relevant factor in the delivery of our group's activities.  We know of users who are transgender who attend Taekwondo sessions but do not keep record of this.
<b>Pregnancy / Maternity</b>		✓		Sweaty Mamas offer Pre/Postnatal Fitness Specialist support - On average 12 women attend weekly sessions.

**Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:**

				The centre is open to everyone, regardless of their marital status, whether in a marriage, civil partnership, or neither.
<b>Poverty</b>		✓		The Centre Management and the groups take appropriate steps to ensure that poverty is not a barrier to participation in .
<b>Care Experienced</b>	✓			No data is available for this group. No activities take or hold records on this group
<b>Other, health, community justice, carers etc.</b>	✓			No Data is requested or held on this group. The centre offers a nondiscriminatory approach in all of its dealings with the public and stake holders.
<b>Risk (Identify other risks associated with this change)</b>				

	<b>Evidence of Due Regard</b>	
<b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b>	The proposal will not lead to any unlawful discrimination.	
<b>Advance Equality of Opportunity:</b>	The EPIA indicates that around 275 Girls and women regularly enjoy the activities provided by the centre. This appears to be about half of the total regular user demographic. The proposal will enable this access to continue. The Centre Management do not ask their users about their disabilities and so no evidence exists in this area. However all areas of the centre are accessible to all, and the overall policy is non-discriminatory, meaning that anyone with a disability can join in activities as best they are able.	
<b>Foster Good Relations (promoting understanding and reducing prejudice):</b>	Whilst the proposal offers limited scope to foster good relations between protected characteristic groups, successful transfer of the facility will ensure the continued provision of services which serve broad ranges of ages and sexes.	

**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>	Yes	Many of the activities offered by the centre are educational in Nature, benefitting the Education Sector.
<b>Fire</b>	No	
<b>NHS</b>	No	
<b>Integration Joint Board</b>	No	
<b>Police</b>	No	
<b>Third Sector</b>	Yes	The Organisation taking on the Hall is Charitable in Nature and so benefits 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 (Carron & Carronshore Community Centre) 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 above Asset.

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 Carron & Carronshore Community Centre Scio and many other community groups can continue to utilise the building. Therefore there is no perceived negative impact at this time

**Are actions being reported to Members?**

Yes

**If yes when and how ?**

A Report detailing the CAT Lease proposed will go forward to the April 2026 Executive Committee for approval.

**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	A Successful Asset Transfer via Lease of the Carron & Carronshore Community Centre to the C&CS Scio will have a number of positive impacts on the area of its operation, both locally and further afield. There are no negative impacts envisioned
<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
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<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	Demographic data, where possible, has been collated to highlight benefits to those with the relevant characteristics. Engagement has been carried out with outcomes recorded. There are no mitigating actions noted as there would be positive outcomes for	
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<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:
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**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	No	
LOW	Yes	Overall assessment shows a positive impact on those with protected characteristics. There is no breach of legal duties or Council policy should this proposal go ahead. The proposal does not show any negative reputational risk to the Council.

**SECTION TEN: CHIEF OFFICER SIGN OFF**

<b>Director / Head of Service:</b>			
<b>Signature:</b>	<i>Malcolm Bennie</i>	<b>Date:</b>	18/02/2026