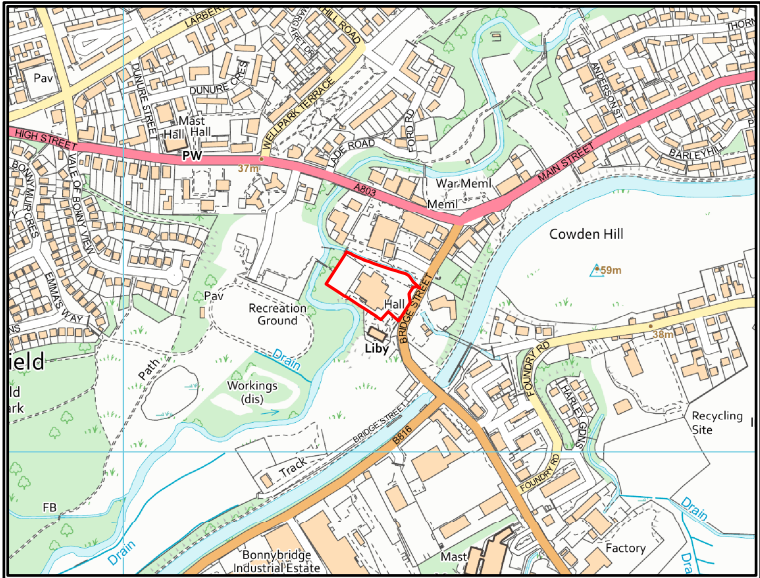


Falkirk Council



LOCATION PLAN scale: 1:10,000

Subject: Bonnybridge Community Centre, Bridge Street

Area: 6046 sqm (1.49 acres) or thereby.

Scale: 1:600	Plan No: 3234	Date: 16.10.2024
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Place Services
Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE

- Sale Area
- Vehicular & Pedestrian Access
- Right of Access
- Core Path



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O.S.Ref
NS8280

**Constitution of
Bonnybridge Community Hub**

CONSTITUTION OF Bonnybridge Community Hub

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Charities and Trustee Investment (Scotland) Act 2005

**Constitution
of
Bonnybridge Community Hub**

In this constitution, the following definitions apply throughout:

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

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

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

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

	NAME
1	The name of the organisation is "Bonnybridge Community Hub" ("the Organisation").
2	The Organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
	REGISTERED OFFICE
3	The principal office of the organisation will be in Scotland (and must remain in Scotland).
	DEFINITION OF COMMUNITY AND PURPOSES
4	The Organisation has been formed to benefit the community of Bonnybridge and surrounding environs (the "Community"), with the following purposes (the "Purposes"):
4.1	Central hub providing a safe, warm and secure facility for the purpose of meeting and interaction of individuals and groups to engage in social and educational activities in order to promote health and wellbeing and to help reduce social isolation and loneliness. The advancement of citizenship or community development. The provision of recreational facilities, or the organisation of recreational activities in order to develop personal confidence, skills and to enhance the conditions of life for the persons for whom the facilities or activities are primarily intended.
	POWERS
5	The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so. In particular, (but without limiting the range of powers available under the 2005 Act), the SCIO has power:
5.1	to encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Organisation to achieve the Purposes;
5.2	to promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes;
5.3	to provide advice, consultancy, training, tuition, expertise and assistance;
5.4	to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute clauses, pamphlets, books and other publications, tapes, motion and still pictures,

	music and drama and other materials, all in any medium;
5.5	to purchase, take on lease, hire, or otherwise acquire any property suitable for the organisation;
5.6	to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate (or arrange for the professional or other appropriate management and operation of) the organisation's property;
5.7	to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the organisation;
5.8	to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;
5.9	to employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate for the proper conduct of the activities of the organisation;
5.10	to take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the organisation;
5.11	to accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely, conditionally or in trust;
5.12	to borrow or raise money for the Purposes and to give security in support of any such borrowings by the organisation and/or in support of any obligations undertaken by the organisation;
5.13	to set aside funds not immediately required as a reserve or for specific purposes;
5.14	to invest any funds which are not immediately required for the activities of the organisation in such investments as may be considered appropriate, which may be held in the name of a nominee organisation under the instructions of the Board of Trustees, and to dispose of, and vary, such investments;
5.15	to make grants or loans of money and to give guarantees;
5.16	to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the purposes;
5.17	to establish, operate and administer and/or otherwise acquire any separate trading organisation or association, whether charitable or not;
5.18	to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the organisation and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charitable organisation;
5.19	to enter into contracts to provide services to or on behalf of others;

5.20	to effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees);
5.21	to oppose, or object to, any application or proceedings which may prejudice the interests of the organisation;
5.22	to pay the costs of forming the organisation and its subsequent development;
5.23	to carry out the Purposes as principal, agent, contractor, trustee or in any other capacity.
GENERAL STRUCTURE OF THE ORGANISATION	
6	The organisation is composed of:
6.1	Members
6.2	Associates
6.3	Charity Trustees (composed of Elected Charity Trustees, Appointed Charity Trustees; and Co-Opted Charity Trustees, following the first GM).
MEMBERSHIP	
7	The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership under the following clauses.
8	The organisation shall have not fewer than twenty members at any time; and
8.1	In the event that the number of members falls below twenty the Board may conduct only essential business other than taking steps to ensure the admission of sufficient Ordinary Members to achieve the minimum number.
9	Membership of the organisation is open to:
9.1	Individuals aged 16 or over who (and groups which) are members of the Community ("Ordinary Members");
9.2	If an Individual or group ceases to fulfil the criteria within clause 9.1, that Individual or group must inform the Organisation.
APPLICATION FOR MEMBERSHIP	
10	No Individual or Group may become a Member unless that Individual or Group has submitted a written application for membership in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
10.1	The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant

	meets the criteria for becoming an Ordinary Member.
11	Membership of the organisation may not be transferred by a member.
	MEMBERSHIP SUBSCRIPTIONS
12	No membership subscription will be payable.
	RE-REGISTRATION OF MEMBERS
13	The Board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the Board.
13.1	If a member fails to provide confirmation to the Board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 13, the Board may expel them from the membership.
13.2	A notice under clause 13 will not be valid unless it refers specifically to the consequences (under clause 13.1) of failing to provide confirmation within the 28-day period.
	LIABILITY OF MEMBERS
14	The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
15	The members and Charity Trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 14 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.
	CESSATION OF MEMBERSHIP
16	A member shall cease to be a member if:
16.1	that Member sends a written notice of resignation to registered office of the Organisation; they will cease to be a member as from the time when the notice is received by the organisation;
16.2	that Member has failed to respond to any re-registration request under clause 13;
16.3	a resolution that that Member be expelled (where that Member's conduct, in their/its capacity as a Member, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Member is entitled to be heard;
16.4	in the case of an Individual, that Individual has died (membership of the Organisation not being transferable);

16.5	in the case of a group, that group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist (membership of the Organisation not being transferable);
16.6	where the Member is a Charity Trustee of the Organisation, that Member has failed to comply with the code of conduct for Trustees in a manner which would result in them ceasing to be a Trustee and a member.
REGISTER OF MEMBERS	
17	The Board must keep a register of members, setting out for each current member: <ul style="list-style-type: none"> a) their full name; b) their address; and c) the date on which they were registered as a member of the organisation.
17.1	Where any member is not an individual, the register must also contain: <ul style="list-style-type: none"> a) any other name by which the member is known; b) the principal contact for the member; c) any number assigned to it in the Scottish Charity Register, if it is a charity; and d) any number with which it is registered as a company, if it is a company.
17.2	For each former member the register must set out, for at least six years from the date on they ceased to be a member: <ul style="list-style-type: none"> a) their name; and b) the date on which they ceased to be a member.
17.3	The Board must ensure that the register of members is updated within 28 days of receiving notice of any change.
17.4	If a member or Charity Trustee of the Organisation requests a copy of the register of members, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable. If the request is made by a member (rather than a Charity Trustee), the Board may provide a copy which has the addresses blanked out.
ASSOCIATES	
18	Individuals and Groups wishing to support the Purposes who are not members of the Community may become associates of the Organisation ("Associates"). Associates may attend and speak at GMs but may not participate in such meetings for voting or quorum purposes.
18.1	No Individual or Group may become an Associate unless that Individual or Group has submitted a written application to become an Associate in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.

18.2	The Charity Trustees shall consider applications for associateship promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Associate.
19	<p>The Charity Trustees shall cause a register of associates to be maintained containing:</p> <ul style="list-style-type: none"> (a) the name and address of each Associate; (b) the date on which each Individual or Group was registered as an Associate; and (c) the date at which any Individual or Organisation ceased to be an Associate.
20	An Associate shall cease to be an Associate if:
20.1	that Associate sends a written notice of resignation to the Organisation;
20.2	that Associate becomes a member of the Community;
20.3	a resolution that that Associate be expelled from being an Associate (where that Associate's conduct, in their capacity as Associate, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Associate is entitled to be heard);
20.4	<p>in the case of an Individual:</p> <ul style="list-style-type: none"> (a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or (b) that Individual has died; or
20.5	in the case of a Group, that Group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist.
GENERAL MEETINGS (Meetings of the Members)	
21	The Board may call a GM at any time and must call a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by at least 5% of the Members, must clearly state the purposes of the meeting, and must be delivered to the registered office of the Organisation. The requisition may consist of several documents in like form each signed by one or more of the Members.
Annual General Meeting	
22	The Board shall convene one GM a year as an AGM. An AGM need not be held during the calendar year during which the Organisation is incorporated, provided an AGM is held within 15 months of the date of incorporation. Thereafter, not more than 15 months shall elapse between one AGM and the next.
22.1	<p>The business of each AGM shall include:</p> <ul style="list-style-type: none"> (a) a report by the Chairperson on the activities of the Organisation;

	<ul style="list-style-type: none"> (b) the election of Elected Charity Trustees; (c) the fixing of annual subscriptions if applicable; (d) consideration of the accounts of the Organisation; (e) a report of the auditor if applicable; and (f) the appointment of the auditor if applicable.
	Notice of General Meetings
23	Subject to the terms of clause 67, notice of a GM shall be given as follows:
23.1	At least 14 Clear Days' notice must be given of any GM.
23.2	<p>The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and</p> <ul style="list-style-type: none"> (a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and (b) in the case of any special resolution (as defined in clause 30) must set out the exact terms of the resolution.
23.3	Notice of every members' meeting must be given to all the members of the organisation, and to all the Charity Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
	CHAIRPERSON OF GENERAL MEETINGS
24	<ul style="list-style-type: none"> (a) The Chairperson of the organisation shall act as Chairperson of each GM. (b) If the Chairperson is not present or willing to do so the Vice-Chairperson (if applicable) of the organisation shall act as Chairperson of the GM. (c) If neither the Chairperson nor the Vice-Chairperson is present or willing to act as Chairperson of the GM within 15 minutes after the time at which it was due to start, the Charity Trustees present shall elect from among themselves one of the Elected Charity Trustees who will act as Chairperson of that GM.
	QUORUM AT GENERAL MEETINGS
25	<p>The quorum for a GM shall be the greater of:</p> <ul style="list-style-type: none"> (a) eleven Members; or (b) 50% of the Members <p>present either in person or by proxy.</p> <p>No business shall be dealt with at any GM unless a quorum is present.</p>
25.1	If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.

25.2	The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.
	VOTING AT GENERAL MEETINGS
26	The Chairperson of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.
26.1	Each Member shall have one vote, to be exercised in person or by proxy, by a show of hands
26.2	<p>A secret ballot may be demanded by:</p> <ul style="list-style-type: none"> (a) the chairperson of the GM; or (b) at least two Members present at the GM, <p>before a show of hands and must be taken immediately and in such manner as the chairperson of the GM directs. The result of a secret ballot shall be declared at that GM.</p>
27	In the event of an equal number of votes for and against any resolution, the Chairperson of the meeting shall have a vote in their capacity as a member of the organisation.
	Resolutions
28	At any GM an Ordinary Resolution put to the vote of the meeting may be passed by a simple majority of the Members voting (in person or by proxy).
29	<p>Certain resolutions must be passed as Special Resolutions, including resolutions:</p> <ul style="list-style-type: none"> a) to alter the name of the Organisation; or b) to amend the Purposes; or c) to amend these Clauses; or d) to wind up the Organisation in terms of clause 72. <p>At any GM a Special Resolution put to the vote of the meeting may be passed by not less than two thirds of the Members voting (in person or by proxy).</p>
30	Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.
30.1	An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.
30.2	A Special Resolution to wind up the Organisation may be passed in writing if signed

	by all the Members.
30.3	Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.
30.4	Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), or by means of a website.
30.5	Written resolutions must be accompanied by a statement informing the Member: <ul style="list-style-type: none"> (a) how to signify agreement to the resolution; (b) how to return the signed resolution to the Organisation (in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed)); (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date); and (d) that they will not be deemed to have agreed to the resolution if they fail to reply.
30.6	A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.
30.7	Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.
30.8	The Members may require the Organisation to circulate a written resolution.
30.8.1	The resolution must be requested by at least 5% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.
30.8.2	The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.
30.8.3	If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days, and may require the requesting Members to cover the expenses it incurs circulating the resolution.
MEETING ADJOURNMENT	
31	The Chairperson of the GM may, with the consent of a majority of the Members voting (in person or by proxy), adjourn the General Meeting to such time, date and place as the Chairperson may determine.

	ORGANISATION MANAGEMENT
32	The affairs, property and funds of the organisation shall be directed and managed by a Board of Charity Trustees. The Board:
32.1	shall set the strategy and policy of the Organisation;
32.2	shall, where no employees or managers are appointed, be responsible for the day-to-day management of the Organisation;
32.3	shall hold regular meetings between each AGM, meeting as often as necessary to despatch all business of the Organisation;
32.4	shall monitor the financial position of the Organisation;
32.5	shall direct and manage the affairs and Property of the Organisation;
32.6	shall generally control and supervise the activities of the Organisation;
32.7	may, on behalf of the Organisation, do all acts which may be performed by the Organisation (other than those required to be performed by the Members at a GM);
32.8	may exercise the powers of the Organisation; and
32.9	may not also be paid employees of the Organisation.
	INTERIM BOARD
33	Upon incorporation of the organisation, the individuals who signed the Charity Trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as Charity Trustees with effect from the date of incorporation of the Organisation.
33.1	The Interim Board shall retire at the first GM, which shall be held as soon as practicable following incorporation, but shall remain eligible for re-election (the period of office between the date of incorporation and the date of the first GM not being regarded as a "term of office" for the purposes of clause 36.5).
	COMPOSITION OF THE BOARD OF CHARITY TRUSTEES
34	The number of Charity Trustees shall be not less than three and the total number of Charity Trustees shall not be more than nine
	APPOINTMENT OF CHARITY TRUSTEES
35	From and after the first General Meeting of the organisation, the Board shall comprise

	the following individual persons (a majority of whom shall always be Elected Charity Trustees):
35.1	up to nine individual persons elected as Charity Trustees by the Members in accordance with clause 36 ("the Elected Charity Trustees"), who must themselves be Ordinary Members; and
35.3	up to four individual persons co-opted in accordance with clause 37 ("the Co-opted Charity Trustees"), so as to ensure a spread of skills and experience within the Board.
35.4	Employees of the organisation may not be nominated as or become Charity Trustees.
ELECTED CHARITY TRUSTEES	
36	At the first General Meeting of the Organisation, the Members shall elect up to nine individual Ordinary Members as Elected Charity Trustees.
36.1	Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as an Elected Charity Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.
36.2	Each Member has one vote for each vacancy in the Elected Charity Trustees on the Board.
36.3	Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).
36.4	At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.
36.5	A retiring Charity Trustee shall be eligible for re-election after one term of office. A retiring Charity Trustee shall not be eligible for re-election after two consecutive terms of office until a period of one year in which they have not been a Charity Trustee has passed.
36.6	The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.
CO-OPTED CHARITY TRUSTEES	
37	Subject to clause 35, the Charity Trustees may appoint Individuals as Charity Trustees to ensure a spread of skills and experience within the Board ("Co-opted Charity Trustees") and may remove a Co-opted Charity Trustee at any time.

37.1	A Co-opted Charity Trustee shall retire at the AGM following their appointment unless re-appointed by the Charity Trustees.
37.2	A Co-opted Charity Trustee can be removed from office at any time by a simple majority of the Board.
37.3	For the avoidance of doubt, a Co-opted Charity Trustee may participate fully in at all Board meetings which they attend, and is eligible to vote at them.
	VACANCY
38	The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Charity Trustee from or after the date of such retiral or deemed retiral until the next AGM.
	CHARITY TRUSTEES – GENERAL DUTIES
39	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:
39.1	seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
39.2	act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
39.3	in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party, put the interests of the organisation before that of the other party; where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question;
39.4	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.
40	In addition to the duties outlined in clause 39, all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:
40.1	that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and
40.2	that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.
41	Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a Charity Trustee will not be debarred from entering into an arrangement with the group in which they have a personal interest; and (subject to clause 61 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.

42	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.
43	The Charity Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.
CODE OF CONDUCT FOR CHARITY TRUSTEES	
44	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.
44.1	The code of conduct shall be supplemental to the provisions relating to the conduct of Charity Trustees contained in this constitution and the duties imposed on Charity Trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.
REGISTER OF CHARITY TRUSTEES	
45	The Board must keep a register of Charity Trustees, setting out for each current Charity Trustee: <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) the address of the Charity Trustee; c) the date on which they were appointed as a Charity Trustee; and d) any office held by them in the organisation.
45.1	Where a Charity Trustee is not an individual the register must also contain: <ul style="list-style-type: none"> a) Any other name by which the Charity Trustee is known; b) the principal contact for the Charity Trustee; c) any number assigned to it in the Scottish Charity Register (if it is a charity); and d) any number with which it is registered as a company, if it is a company.
45.2	Where the Charity Trustee is appointed by OSCR under section 70A of the 2005 Act it must be recorded in the register.
45.3	For each former Charity Trustee the register must set out, for at least 6 years from the date on which they ceased to be a Charity Trustee: <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) any office held by the Charity Trustee in the Organisation; and c) the date on which they ceased to be a Charity Trustee.
45.4	The Board must ensure that the register of Charity Trustees is updated within 28 days of receiving notice of any change.

45.5	If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee of the Organisation, the Board may provide a copy which has the name and address of any of the Charity Trustees blanked out. The name of a Charity Trustee may only be blanked out if the Organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.
TERMINATION OF CHARITY TRUSTEES OFFICE	
46	A Charity Trustee will automatically cease to hold office if: -
46.1	they give the Organisation a notice of resignation, signed by them;
46.2	they become an employee of the Organisation;
46.3	in the case of a Charity Trustee elected under clause 36 they cease to be a member of the Organisation;
46.4	in the case of a Charity Trustee co-opted under clause 37 the Board under clause 37.2 vote to end the appointment;
46.5	they become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;
46.6	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;
46.7	they become incapable for medical reasons of carrying out their duties as a Charity Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
46.8	they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in clauses 44);
46.9	they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the 2005 Act;
46.10	they become prohibited from being a Charity Trustee by virtue of section 69(2) of the 2005 Act
46.11	they commit any offence under section 53 of the 2005 Act.
47	Clauses 46.9 and 46.10 apply only if the following conditions are met:

47.1	the Charity Trustee who is subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for removal is to be proposed;
47.2	the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed prior to the resolution being put to a vote; and
47.3	at least two thirds of the Charity Trustees then in office vote in favour of the resolution.
CHAIRPERSON AND VICE-CHAIRPERSON	
48	<p>The Board shall meet as soon as practicable meeting immediately after each AGM or following the resignation of the existing Chairperson/Vice-Chairperson to appoint:</p> <p>(a) an Elected Charity Trustee to chair Board meetings and GMs (the "Chairperson"), and</p> <p>(b) an Elected Charity Trustee to chair Board meetings and GMs in the event that the Chairperson is not present and willing to do so (the "Vice Chairperson").</p>
48.1	<p>In the event that:</p> <p>(a) the Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Chairperson is currently appointed; and</p> <p>(b) the Vice-Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Vice-Chairperson is currently appointed,</p> <p>the Charity Trustees present must appoint an Elected Charity Trustee to chair the GM/Board meeting.</p>
BOARD MEETINGS	
49	The quorum for Board meetings shall be not less than 50% of all the Trustees, a majority of whom are Elected Charity Trustees. No business shall be dealt with at a Board meeting unless such a quorum is present.
49.1	A Charity Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.
49.2	The Board may make any arrangements in advance of any Board meeting to allow members to fully participate in such meetings so long as all those participating in the meeting can clearly comprehend each other; a member participating in any such means other than in person shall be deemed to be present in person at the Board meeting.
50	7 Clear Days' notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in clause 30 is to be made, which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided.

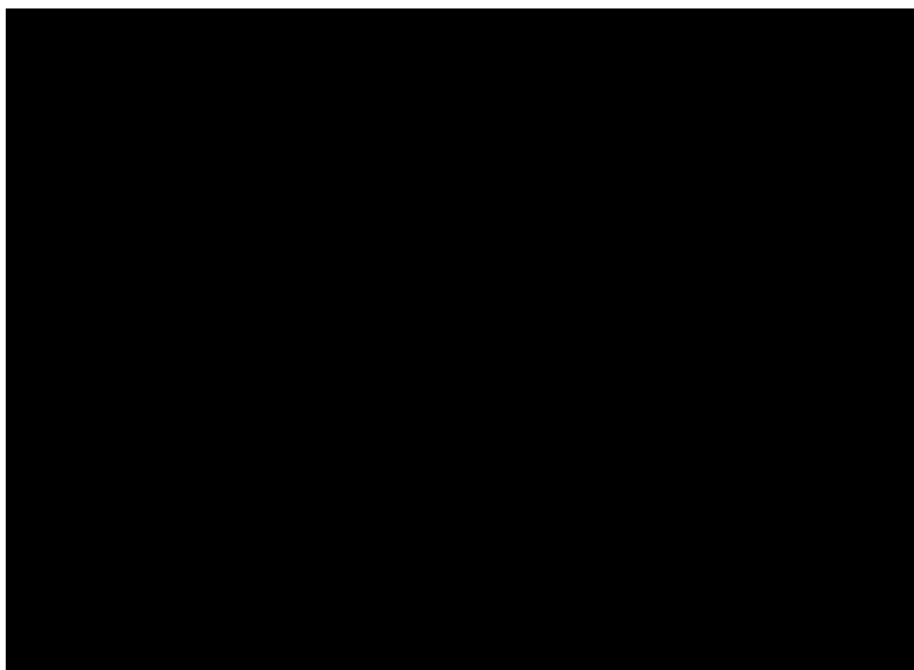
50.1	All other Board meetings shall require not less than 7 days' prior notice, unless all Charity Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
50.2	On the request of a Charity Trustee the Chairperson shall summon a meeting of the Board by notice served upon all Charity Trustees, to take place at a reasonably convenient time and date.
51	No alteration of the Clauses and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
52	The Board may act notwithstanding any vacancy in it, but where the number of Charity Trustees falls below the minimum number specified in clause 34, it may not conduct any business other than to appoint sufficient Charity Trustees to match or exceed that minimum.
53	The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.
54	The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Clauses, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members/Charity Trustees.
VOTING AT BOARD MEETINGS	
55	The Chairperson of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote,
55.1	Each Charity Trustee present (and who is eligible to vote) has one vote. In the event of an equal number of votes for and against any resolution at a Board meeting, the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.
55.2	A resolution in writing shall be as valid and effectual as if it had been passed at a meeting of the Board or of a sub-committee. A resolution may consist of one or several documents in the same form each signed by one or more Charity Trustees or members of any relative sub-committee as appropriate.
SUB-COMMITTEES	
56	The Board may delegate any of its powers to sub-committees, each consisting of not less than one Charity Trustee and such other person or persons as it thinks fit or which it delegates to the committee to appoint.
56.1	Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Clauses for regulating the meetings and proceedings of the Board so far as applicable and so far as they are not superseded by any regulations made by the

	Board.
56.2	Each sub-committee shall ensure the regular and prompt circulation of, the minutes of its meetings to all Charity Trustees.
	CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND CHARITY TRUSTEES
57	The income and property of the Organisation shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Organisation are to be applied for the benefit of the Community.
58	No part of the income or property of the Organisation shall be paid or transferred (directly or indirectly) to the members of the Organisation, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in clause 59.
59	No benefit (whether in money or in kind) shall be given by the Organisation to any member or Charity Trustee except the possibility of:
59.1	repayment of out-of-pocket expenses (subject to prior agreement by the Board);
59.2	reasonable remuneration in return for specific services actually rendered to the Organisation (in the case of a Charity Trustee such services must not be of a management nature normally carried out by a Trustee of an Organisation);
59.3	payment of interest at a rate not exceeding the commercial rate on money lent to the Organisation;
59.4	payment of rent at a rate not exceeding the open market rent for property let to the Organisation;
59.5	the purchase of property from any member or Charity Trustee provided that such purchase is at or below market value;
59.6	the sale of property to any member or Charity Trustee provided that such sale is at or above market value; or
59.7	payment by way of any indemnity, where appropriate in accordance with clause 67.
60	Where any payment is made under clause 59, the terms of clause 61 must be observed.
	PERSONAL INTERESTS & CONFLICTS OF INTEREST
61	Whenever a Charity Trustee finds that there is a personal interest, as defined in sub-clauses 61.3 and 61.4, they have a duty to declare this to the Board meeting in question.
61.1	A Charity trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they has a personal

	interest or duty which conflicts (or may conflict) with the interests of the SCIO.
61.2	<p>It will be up to the Chairperson of the meeting in question to determine:</p> <ul style="list-style-type: none"> (a) whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, or (b) whether the Charity Trustee in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or (c) whether the Charity Trustee in question should be required to be absent during that particular element of the meeting. Where a Charity Trustee leaves, or is required to leave, the meeting they no longer form part of the quorum for that meeting.
61.3	An interest held by an individual who is "connected" with the Charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that Charity trustee;
61.4	A Charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.
61.5	The Board shall determine from time-to-time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and members of the Organisation and, with the express prior written approval of the Charity Trustee or employee concerned, by members of the public.
FINANCES & ACCOUNTS	
62	The Board shall determine:
62.1	which banks or building societies the bank accounts of the Organisation shall be opened with;
62.2	how bank accounts shall be maintained and operated; and
62.3	how cheques and other negotiable instruments, and receipts for monies paid to the Organisation, shall be signed, drawn, accepted, endorsed or otherwise executed.
63	The Board shall cause accounting records to be kept for the Organisation in

	accordance with the requirements of the 2005 Act and other relevant legislation.
63.1	The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.
63.2	The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor.
63.3	At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports of the Board.
63.4	Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary and the auditor being made aware that they are so available for inspection there).
NOTICES	
64	The Organisation may serve a notice on a Member in hard copy (addressed to the address given for that Member in the register of members, and posted or hand-delivered) or electronic form (faxed or e-mailed). A notice is deemed to have been served on the day following the day on which it is hand-delivered, posted faxed or e-mailed.
65	The Organisation may communicate with a Member by electronic means (including fax and e-mail) unless the Member has requested that communications from the Organisation be sent in hard copy. The Organisation may publish notifications by means of a website provided the Organisation has advised Members of this and taken reasonable steps to notify Members who have informed the Organisation that they do not have internet access.
RECORDS OF MEETINGS	
66	The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairperson of such meeting, or by the Chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts

	therein stated.
	INDEMNITY
67	Subject to the terms of the 2005 Act and without prejudice to any other indemnity, the Charity Trustees, or member of any sub-committee, the Organisation Office Bearers and all employees of the Organisation may be indemnified out of the funds of the Organisation against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may incur or sustain, in connection with or on behalf of the Organisation.
	ALTERATION TO THE CLAUSES
68	Subject to the terms of this clause, this constitution may be altered by a Special Resolution of the members passed in accordance with clause 29 or 30.3
68.1	Any changes to the purposes set out in clause 4 are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005
68.2	The Board must notify OSCR (and its successors) of any changes to the constitution not relating to the purposes, in terms of section 17 of The Charities and Trustee Investment (Scotland) Act 2005
	DISSOLUTION
69	The Organisation may be wound up or dissolved only on the passing of a Special Resolution for that purpose in accordance with clauses 29 and 30.4, and subject to written consent being obtained from OSCR.
69.1	<p>If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred to such other community body or bodies or charitable group, which has purposes which resemble closely the purposes of the Organisation, as may be:</p> <ul style="list-style-type: none"> (a) determined by not less than two thirds of the Ordinary Members of the Organisation voting (in person or by proxy) at a General Meeting called specifically (but not necessarily exclusively) for the purpose; and (b) approved by OSCR (and its successors).



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

IMPORTANT NOTES:

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

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

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

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

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

The Asset Team

Falkirk Council

4 Stadium Way

Falkirk

FK2 9EE

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

1.1 Name of the CTB making the asset transfer request

Bonnybridge Community Hub

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

Postal address:

Bonnybridge Community Centre
Bridge Street
Bonnybridge

Postcode:

FK4 1AA

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

Contact name:

[REDACTED]

Postal address:

Bonnybridge Community Centre
Bridge Street
Bonnybridge

Postcode:

FK4 1AA

Email:

Bonnybridgecommunityhub@gmail.com

Telephone:

[REDACTED]

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

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

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

	Company and its company number is	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is SC053515	X
	Community Benefit Society (BenCom) and its registered number is	
	Unincorporated organisation (no number)	

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

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

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

No ☒

Yes ☐

Please give the title and date of the designation order:

- 1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No ☐

Yes ☒

If yes what class of bodies does it fall within?

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

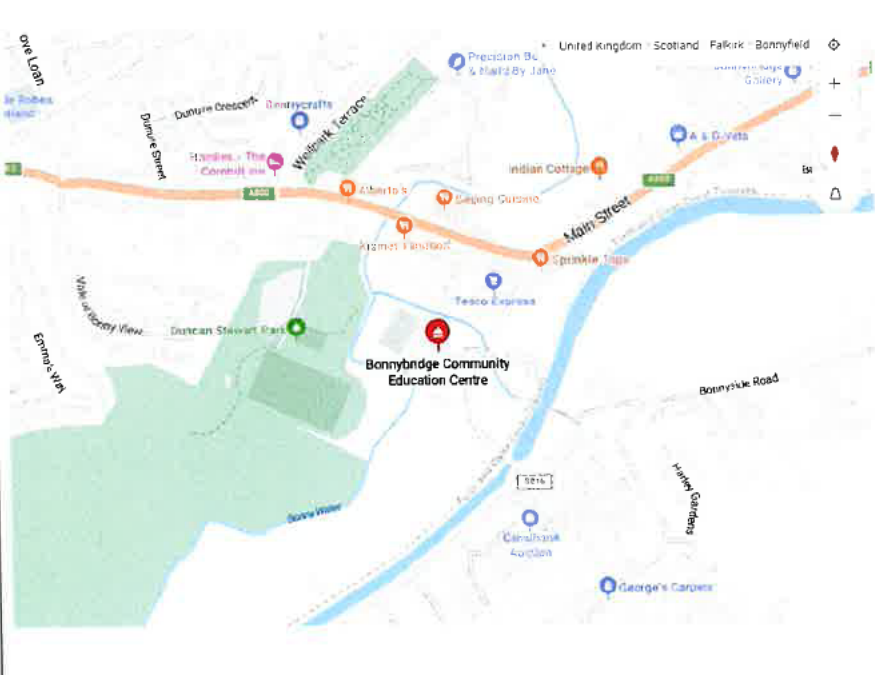
Section 2. Information about the land and rights requested

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

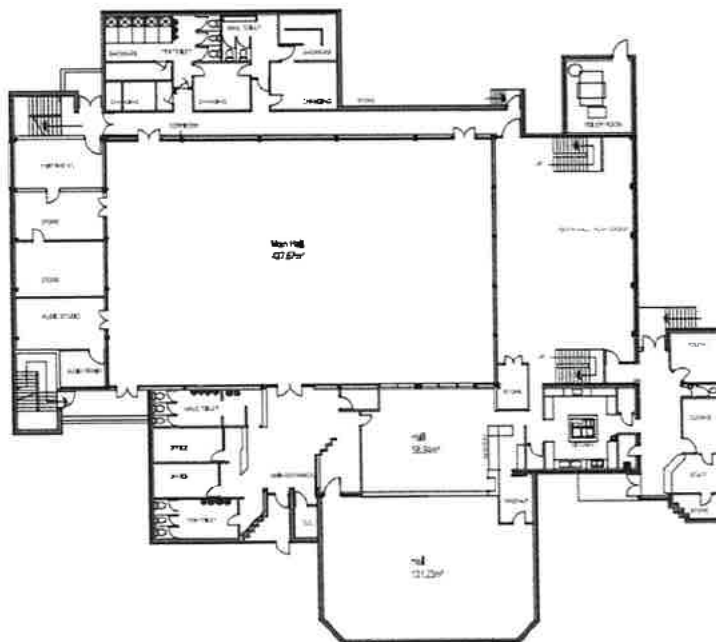
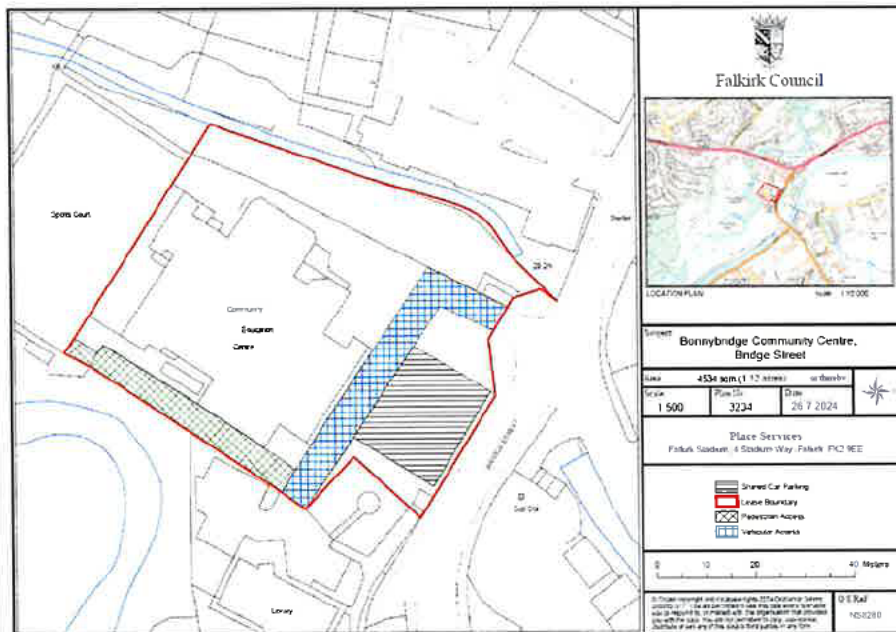
You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

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

Details of Property:



All and whole the building known as Bonnybridge Community Education Centre Falkirk, and the lands as shown below, and bounded as outlined in red.



Address:
 Bonnybridge Community Centre
 Bridge Street
 Bonnybridge

Postcode:
 FK4 1AA

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

UPRN: 136000110

Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:

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

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

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

☐ Request for Ownership

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

Proposed price: £1

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

--

3B – Request for Lease

What is the length of lease you are requesting?

--

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

Proposed rent: £	per
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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.

The Car park and access road are shared with library users and therefore common between the council and the Bonnybridge Community Hub, with shared responsibility for repair and maintenance. This is not part of the Community Asset Transfer request and will be negotiated under a separate agreement with interested parties. Other rights that need to be considered are:

Shared Areas

Access Rights

Vehicle Access and Parking

Maintenance Schedule

Section 4. Community Proposal

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

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

4.1.1 Objectives of Project

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

Improve the health and wellbeing of the local population.

Enhance social opportunities and benefits.

Empower families and the wider community.

Strengthen rural connections to combat social isolation and foster community cohesion.

To help keep Bonnybridge Bonny

Bonnybridge Community Hub: Plan of Action to Support the Community

Bonnybridge Community Hub has developed a comprehensive plan of action to enhance community support through a series of improvements and initiatives. This plan aims to address current needs and lay the foundation for future growth, ensuring the hub continues to serve as a vital resource for all residents.

Current and Future Aims:

Enhance Community Engagement:

Current Actions:

- Host regular community events such as social gatherings, cultural festivals, and family days to foster community spirit and connections.
- Conduct open houses and community meetings to gather feedback and encourage participation.

Future Plans:

- Develop a community engagement strategy that includes regular surveys, focus groups, and feedback sessions to continuously assess and respond

to community needs.

Expand Educational and Training Programs:

Current Actions:

- Offer a variety of workshops and classes on topics such as financial literacy, digital skills, health and wellness, and arts and crafts.
- Provide after-school programs and homework clubs for children and teens.

Future Plans:

- Introduce vocational training and certification programs to improve employment opportunities.
- Expand lifelong learning opportunities for all age groups, including seniors.

Improve Facilities and Infrastructure:

Current Actions:

- Perform essential maintenance and repairs to ensure the safety and functionality of the community centre.
- Upgrade existing facilities, including the kitchen and recreational areas.

Future Plans:

- Enhance accessibility features to ensure inclusivity for all community members, including those with disabilities.
- Expand facilities to accommodate more programs and activities, such as creating dedicated spaces for youth and senior activities.

Promote Health and Wellbeing:

Current Actions:

- Offer fitness classes, sports leagues, and wellness workshops to encourage physical activity.
- Provide mental health support groups and counselling services.

Future Plans:

- Partner with local healthcare providers to offer regular health screenings and preventative health workshops.
- Develop comprehensive wellness programs that address physical, mental, and emotional health.

Increase Financial Sustainability:

Current Actions:

- Implement a modest fee structure for certain programs and facility rentals to cover operational costs while ensuring affordability.
- Organise fundraising events such as charity runs, auctions, and benefit dinners.

Future Plans:

- Apply for grants from government and charitable organisations to secure additional funding.
- Launch donation drives and crowdfunding campaigns to engage the broader community in supporting the hub.
- Explore social enterprises such as a community café and gift shop selling local crafts and products.

Foster Partnerships and Collaborations:**Current Actions:**

- Establish relationships with local businesses, schools, and non-profit organisations to enhance program offerings.
- Collaborate with other community centres to share resources and best practices.

Future Plans:

- Develop long-term partnerships with local businesses for sponsorship and in-kind support.
- Create joint programs and events with partner organizations to leverage shared goals and resources.

Strengthen Volunteer and Staff Engagement:**Current Actions:**

- Recruit and train volunteers to support program delivery and facility maintenance.
- Recognise and celebrate the contributions of volunteers through events and awards.

Future Plans:

- Develop a structured volunteer program with clear roles, regular training sessions, and ongoing support.
- Implement initiatives to retain and motivate volunteers, such as professional development opportunities and leadership roles.

Enhance Marketing and Outreach:

Current Actions:

- Utilise social media, local newspapers, and community bulletin boards to promote hub activities and programs.
- Develop informative and engaging content to keep the community informed and involved.

Future Plans:

- Launch a dedicated website for the Bonnybridge Community Hub with detailed information about programs, events, and services.
- Implement an email newsletter to provide regular updates and highlight community success stories.
- Create a community ambassador program to encourage word-of-mouth promotion and grassroots engagement.

Bonnybridge Community Hub is committed to supporting and enriching the lives of residents through these comprehensive improvements and initiatives. By focusing on enhancing community engagement, expanding educational programs, improving facilities, promoting health and wellbeing, ensuring financial sustainability, fostering partnerships, strengthening volunteer engagement, and enhancing marketing efforts, the hub aims to be a vibrant, inclusive, and sustainable resource for all members of the Bonnybridge community.

We are confident in our ability to effectively manage our building and enhance our community's well-being. The charitable purpose of our group is to provide recreational facilities and organise activities aimed at enriching the lives of those who use them. Operating the hall under community ownership will strengthen community ties, attracting participants from a broader area and facilitating the exchange of information. Members of the hall are exploring diverse activities to encourage social interaction across different age groups, both informally and through structured classes. The local primary schools use the facility to provide after school care for the children from the three schools, allowing parents to continue their working day.

The committee will look to work with the local charity Roots, the local Primary Schools and Nurseries, the Bonnybridge Gala Committee as well as the former Bonnybridge Community Council who have disbanded but have set up a new group to maintain the sunken gardens and the Christmas lights and to help keep Bonnybridge Bonny. Along with any other groups who are interested. The charity trustees will hold regular meetings with all of these groups and communicate with them to ensure our community is well integrated.

The previous group BCEA also meet regularly with our local police officers who let us know if there are any issues in the village. We will be looking for this to continue

If any areas are identified, we will look at other classes that would help with this situation.

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.'

4.1.2 Why there is a need for your Project?

There are no other similar facilities in the Bonnybridge area and the centre needs to remain open in community ownership in order to keep the vital services available to the local community. Through Community Asset Transfer, our group aim to build on the usage and increase the efficiency of the building. We aim to host vital services to the community such as a food larder for those in need, mental health services, classes that improve people's physical health and being a community space that benefits the cohesion of the local community.

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

There is no immediate need to develop or modify the asset to complete our CAT. However, we will look to modify a number of internal rooms to allow for new lettable space which will increase our potential user base within the local community.

We will be looking to continually upgrade the building on an ongoing basis and we aim to bring it up to an appropriate standard over a number of years, concentrating on energy efficiencies and cost-saving initiatives to allow the centre to be economically viable so that it remains in community use.

We/Falkirk Council have applied for funding from Scottish Power Energy Networks from their Transmission Net Zero Fund. Our Project Summary for the Project is below:

This project will support the decarbonisation of a popular community building in Bonnybridge working towards a Community Asset Transfer of the building and support the early stages of the creation of a more environmentally sustainable community campus with the adjacent Library, through improving energy efficiency, installation of zero direct emissions heating and including solar panels to generate some of the electrical demand at the centre.

4.1.4 What activities will take place?

The community hub will offer the following range of services:

- Hire of the Games Hall
- Hire of the Adult Lounge
- Hire of the Adult Lounge Seating Area
- Hire of the Youth Lounge
- Hire of the Kitchen

- Hire of the GP Room
- Hire of the Music Room

Provision of, and hire of, a Conference Room once we have repurposed one of the under utilised rooms.

Roots, a well-known Charity in our local area, will base their food larder service from the Centre and will provide a much-needed service as well as helping to support with the volunteer aspect of the running of the centre.

Our facilities can be rented either individually per space, or in whole. We will offer the following options:

- The space can be hired for parties, events, and fundraisers.
- Meeting rooms are available for corporate meetings and events.
- Separate spaces, such as the meeting room or hall area, can be booked individually.
- The main hall features a basketball court, five a side pitch, netball court and 3 badminton courts.
- Monthly community events, led by a committee, include summer fun days, seasonal discos/dances, Christmas light switch-on events, coffee mornings, prize bingo, and more.
- Fitness classes, and arts & crafts sessions will be offered.
- A wireless internet connection is available for public use and those renting the space.
- Workspaces can be booked for the day, ideal for those who prefer not to work from home or go into the office, with options ranging from hourly to full-day or weekly bookings.
- The facility will generate income through various sources, including grants, donations, space rentals, and contract delivery, to cover operational and maintenance costs.
- The project will be a collaborative effort, involving many members of the community.
- It will offer alternative approaches to service delivery, emphasizing community involvement and partnership.
- The facility will serve as a hub for local partners to collaborate and address important neighbourhood issues.
- The space will cater to walking and cycling groups,
- An environment will be provided for training and development activities.
- Will offer a safe space in case of emergencies and will aim to open and make the building accessible when needed by our community.

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

The centre will be open to the public from 9am to 10pm Monday to Friday and 10am to 9pm on Saturdays and Sundays.

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

We will operate a membership for use of the facilities at reduced rates based on a monthly fee.

<p>4.1.6 What provision will be provided for people with disabilities?</p> <p>There is disabled access; there is also an accessible toilet in the building; our groups and activities are available to all.</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.

4.2.1. Economic development/income generation

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

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

By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. This is crucial in a community where 8% of 16–19-year-olds are not in full-time education, employment, or training. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community. The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners. Given that 19% of people in Bonnybridge are income deprived, such initiatives can have a meaningful impact on household incomes.

The community centre can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability. Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment. With school attendance at 74% and only 1% of 17–21-year-olds entering full-time higher education, the centre can play a pivotal role in providing alternative educational opportunities, thus enhancing future employment prospects.

A community centre fosters social cohesion and well-being, which are essential for a thriving economy. By providing a space for community activities and support services, the centre can improve the quality of life for residents, making Bonnybridge a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.

4.2.2. Regeneration

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

Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.

We will be upgrading the building with the help of various funders, including Falkirk Council, which will ensure that the building is upgraded and fit for purpose, encouraging regeneration in the local area, as the community engages with the new vibrant and modernised local centre.

The community centre can act as a hub for local economic activity. Again, by hosting markets, fairs, and other events, it can attract visitors and stimulate spending in the area. This is particularly important in Bonnybridge, where 19% of people are income deprived. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.

Upgrading the community centre and its garden area can provide much-needed recreational spaces for residents. This can improve the quality of life and make Bonnybridge a more attractive place to live. With 64.2% of the population being of working age, having accessible and well-maintained community spaces can support the well-being and productivity of the workforce.

4.2.3. Public Health

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

By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our Happy Mondays helps to combat mental health issues in our local area and social isolation. 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.

The community centre can offer programs like "Happy Mondays" to combat mental health issues and social isolation. In Bonnybridge, 33% of people are prescribed drugs for anxiety, depression, or psychosis. Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on medication and mental health services.

Physical activities such as yoga, martial arts, and dance classes can help maintain physical health and mobility. This is particularly important in a community where 19.4% of the population is aged 65 and over. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.

By improving the overall health of the community, the centre can help ease the pressure on public and social services. Healthier individuals are less likely to require medical interventions, which can reduce the burden on healthcare facilities. This proactive approach allows public resources to be allocated more effectively to areas where they are needed the most.

Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. With 8% of 16–19-year-olds not in full-time education, employment, or training, these programs can provide valuable knowledge and skills that contribute to long-term health and well-being.

The community centre can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need.

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 Bonnybridge Community Hub, 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.

A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. This is crucial in a community where 33% of people are prescribed drugs for anxiety, depression, or psychosis. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.

The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of community and belonging, which is essential for social well-being. With 64.2% of the population being of working age, these events can also provide a much-needed break from daily stresses and help build social networks.

Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose. This is particularly important in Bonnybridge, where 14% of people are employment deprived. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.

The community centre can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.

By facilitating intergenerational activities, the centre can bridge the gap between different age groups. This is beneficial in a community where 19.4% of the population is aged 65 and over. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.

The centre can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.

4.2.5. Environmental Wellbeing / Environmental Benefits

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

We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here.

By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint. This is crucial in a community where 19% of people are income deprived, as energy-efficient buildings can lower operational costs, allowing more funds to be allocated to community programs and services.

The centre can serve as a model for sustainable practices, encouraging residents to adopt similar measures in their homes. Educational workshops on topics such as recycling, composting, and energy conservation can empower the community to make environmentally friendly choices, contributing to a greener Bonnybridge.

By implementing energy-efficient technologies and sustainable practices, the community centre can reduce its environmental impact. This can include installing solar panels, using energy-efficient lighting, and implementing water-saving measures. These initiatives not only benefit the environment but also serve as a demonstration of the community's commitment to sustainability.

The centre can engage the community in environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.

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

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

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

We host a regular event called Happy Mondays, which is hosted for the community for the benefit of the local community. It is an intergenerational, cradle to grave group, that gives a chance for people from all ages, from all over our community, to come together in a warm place, for food and company to combat rising fuel costs, nourishment and to fight social isolation. We work continually to develop partnerships with local organisations and community groups, which helps to support this aim.

Our proposal also include other organisations who use our Centre as a base for outreach work such as substance misuse support, welfare benefits, CAB, mental health and wellbeing, suicide prevention, community larder (via ROOTS), amongst others. The local food pantry for our community, is operated by ROOTS, to benefit those in need who are able to access a dignified food response service.

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

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

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

We have engaged with the community on multiple occasions through social media, organised meetings within the centre, emails to parties interested in joining the team as either as a member, volunteer, or as a new Trustee. We have hosted regular meetings with our service user groups to keep them informed of our progress throughout the process, and sought their views and opinions on how their centre could look in the future.

We have spoken to other groups in the community with a view to working together in the future for many different and new activities, such as, providing our kitchen facilities for basic food and hygiene classes, which will increase the capacity of our users and community.

We have hosted a lot of events for the local community over the last year, which has increased the number of lets that we now have, which has resulted in increased revenue for the centre, and increased community access to activities that they would normally have to travel for.

We have taken on board what our community and our users have fed back to us and implemented a lot of these changes prior to our Community Asset Transfer. We have introduced a monthly Indoor Market to help out our local economy and offer a space for our local suppliers and artisans.

We will continue to encourage community engagement and feedback to ensure

the proposal remains community-led and for the benefit of all in the local area.

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

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

We will track the success of the hub by increasing overall usage and ensuring the project's economic sustainability. This will be evaluated quarterly during Board of Trustee meetings.

Our social impact will be monitored by collecting demographic data on hall users and gathering feedback regarding the health and social benefits they experience, with particular attention to the needs of our rural community

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.

We are unaware of any restrictions on the use or development of the land.

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 do not perceive there to be any negative consequences to our proposals as we are not changing the use of the centre.

There may, however, be the potential for some negative consequences in the future – increase in traffic; increase in the use of the car park. As a result of this we will need to be wary of the entrance and exit of the car park. We will also look to improve the carpark in time and will discuss with Falkirk Council methods to stop people other than the users of the car park parking there.

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

Chairperson:

Our chairperson has experience volunteering in many different roles within our community. As the founder and community engagement leader of the local community page, with over 15,000 members for eight years, they successfully facilitated community involvement by keeping members informed about local events whilst gathering their feedback, to help improve the local community. They have also served as the chairperson of the local gala day for four years, where they organised and hosted large annual community events, and coordinated fundraising activities to support various charities. Their role as a foodbank manager for five years involved operating a foodbank from leased premises, providing essential services to the community, and organising free term-time community events in collaboration with trustees. They also gained valuable experience in customer service by managing reception duties. Furthermore, they engaged with communities by collaborating with other agencies as a community liaison and planned and coordinated entertainment activities for a local warm space as an entertainment coordinator.

Secretary:

Our secretary has over 12 years' experience within the Civil Service in a professional role. They are skilled in report writing, data analytics, networking, negotiation and also a very keen and community minded individual. They have come on board with the rest of the committee and members to help save the centre. They have been involved with the community here for the last 15 years or so; before that in Glasgow and Edinburgh; and earlier still when they lived down south. They have also helped and attended fundraisers for many charity events over the years, as well as serving as secretary for two large sports clubs: one whilst at university, and another one before they came to Scotland to live. They are a family man with three young children that take a lot of his time but are his life. They have been a massive drive to help to keep the centre open, so that the centre can be secured for all the children in Bonnybridge, and be available to them when they reach adulthood.

Vice-Secretary:

With six years of experience in assisting with the management of a charity, including applying for and securing funding, they have developed a comprehensive skill set in the charity sector. As a qualified childcare worker, they have demonstrated expertise in providing high-quality care and education. Their professional experience extends to working in a cash office and banking, where they were responsible for ordering stock and managing financial transactions.

They have also gained valuable experience in providing additional support services, underpinned by extensive training in various areas. This includes Autism Awareness, Introduction to Counselling, Child Protection, Active Sports, Equality, Diversity and Inclusion, Food Hygiene, and GDPR compliance. They hold a D1 Licence and an HNC in Childcare and Education and have completed courses in First Aid at Work and Successful Fundraising. Additionally, they possess a Personal Licence and have practical experience as a carer.

Their diverse qualifications and hands-on experience make them well-equipped to contribute effectively to any role within the charity sector.

Treasurer:

With a distinguished career in finance spanning 33 years at NHS Forth Valley, culminating in the role of Primary Care Accountant, they have demonstrated exceptional financial acumen and leadership. Their extensive experience in managing budgets, financial planning, and reporting has equipped them with the skills necessary to oversee the financial health of a charity.

Upon retirement, they assumed the position of Treasurer for an Older People's Forum, serving diligently for four years. In this role, they were responsible for managing the forum's finances, ensuring compliance with financial regulations, and providing accurate financial reports to the board. This experience has honed their ability to manage charity finances effectively, ensuring transparency and accountability.

Additionally, they volunteered with FDAMH for five years, further showcasing their commitment to community service and their ability to work collaboratively with other volunteers and stakeholders. This role involved supporting various fundraising initiatives and contributing to the overall financial strategy of the organisation.

Currently, they serve as a Trustee with Falkirk U3A, where they are responsible for publicity, including the production of a monthly newsletter, maintaining the organisation's Facebook page, and representing Falkirk U3A at CVS Health & Wellbeing Forums. Their role as a Trustee demonstrates their strategic thinking and ability to manage multiple responsibilities, which are crucial skills for managing a charity.

They also manage a Film Group as part of the U3A's available activities, demonstrating their ability to engage and coordinate community initiatives. This experience highlights their organisational skills and their ability to foster a sense of community, which are essential for the successful management of a charity.

Their diverse qualifications and hands-on experience in financial management, community engagement, and strategic planning make them well-equipped to contribute effectively to the management and success of any charity.

Vice-Treasurer:

With three years of volunteer experience at an elderly centre, they have demonstrated a strong commitment to community service. While raising their children, they co-ran a business for 15 years, showcasing their entrepreneurial skills and ability to manage multiple responsibilities. They pursued further education as a mature student at Stirling University for four years, enhancing their knowledge and skills.

Their professional background includes ten years in banking, where they gained valuable financial expertise. As the treasurer for Greenhill Historical Society for ten years, they managed the organisation's finances with diligence and accuracy. Additionally, they served as the minute secretary at the BCEC for seven years, ensuring precise and comprehensive documentation of meetings.

For five years, they provided dedicated care for an elderly parent, demonstrating their compassion and commitment to supporting others. Throughout this time, they also pursued their passion for genealogy, maintaining a consistent interest in historical research.

Trustee:

With 25 years of experience as Principal Teacher of Home Economics, they have demonstrated exceptional leadership, educational expertise, and the ability to manage complex projects and teams. Their role required them to develop and implement curricula, manage budgets, and ensure the smooth operation of the department, all of which are critical skills for managing a charity.

They also served as Acting Assistant Head Teacher for two years and Acting Adviser in Home Economics for one year, where they provided strategic guidance and support to both staff and students. These roles involved high-level decision-making, problem-solving, and the ability to lead and inspire others, which are essential qualities for a charity manager.

Their experience as Teacher in Residence at BP Grangemouth for one year allowed them to integrate industry experience with educational practice, demonstrating their ability to bridge different sectors and apply best practices from various fields. This adaptability is crucial for managing a charity, where diverse challenges and opportunities often arise.

As a dedicated member of the Central Region Children's Panel for 11 years and a member of the Children's Panel Advisory Committee for three years, they contributed significantly to the welfare and support of children in the community. These roles required a deep understanding of child protection issues, strong advocacy skills, and the ability to work collaboratively with various stakeholders, all of which are vital for a charity focused on community support and development.

Their work as a Research Assistant at Stirling University for 18 months involved conducting detailed research, analysing data, and presenting findings. This experience has equipped them with strong analytical and research skills, which are

important for evaluating the effectiveness of charity programmes and securing funding through evidence-based proposals.

All these positions required a high degree of organisational and communication skills, which they consistently demonstrated throughout their career. Their ability to manage multiple responsibilities, coordinate with various stakeholders, and communicate effectively makes them well-equipped to successfully manage a charity, ensuring its operations run smoothly and its goals are achieved.

Trustee:

With 11 years of experience in childcare, they have developed extensive skills in providing high-quality care and support to children. This experience has equipped them with strong organisational and interpersonal skills, essential for managing a community building where diverse groups and activities need to be coordinated effectively.

Additionally, they have 9 years of volunteer experience with reputable organisations such as Cash for Kids, The Hope Hub, and Roots. Through these roles, they have demonstrated their commitment to community service and charitable work, gaining valuable experience in volunteer coordination, fundraising, and community outreach. These skills are directly transferable to managing a community building, where engaging with the community and organising events are key responsibilities.

As a qualified event planner, they possess the expertise to organise and manage events effectively. This includes planning, coordinating, and executing events, ensuring they run smoothly and meet the needs of the community. Their event planning skills are crucial for managing a community building, where hosting various events and activities is a core function.

Their combined experience in childcare, volunteer work, and event planning demonstrates their ability to manage multiple responsibilities, work collaboratively with diverse groups, and create a welcoming and supportive environment. These qualities are essential for successfully managing a community building, ensuring it operates efficiently and serves the needs of the community effectively.

Trustee:

With 43 years of service as Chairman and 2 years as Vice Chairman of the Bonnybridge Community Association Committee, they have gained extensive experience in chairing meetings, ensuring adherence to proper procedures, and leading community initiatives. This role has equipped them with strong leadership and organisational skills, essential for managing a charity effectively.

For the past 5 years, they have served as Chairman of the Denny Wider Access to Schools programme, which provides further education and leisure activities for individuals aged 16 to over 80 years. This position has involved strategic planning, programme development, and community engagement, demonstrating their ability to manage diverse projects and cater to a wide range of community needs.

Over the past 45 years, they have been involved in the administration of the

Bonnybridge Model Railway Club, gaining experience in committee meetings, organising the annual model railway show in Bonnybridge, and coordinating transport to other shows throughout Scotland and England. This experience highlights their event planning and logistical coordination skills, which are crucial for organising events and activities.

They have been a member of the Kirk Session of Bonnybridge St Helen's Parish Church for 45 years, with 40 years spent as the Clerk to the Kirk Session. In this role, they ensured accurate documentation and effective communication within the church, showcasing their attention to detail and administrative capabilities.

Additionally, they have organised and run a local camera club, arranging outings to various centres within central Scotland for photographic opportunities. This demonstrates their ability to engage and motivate community members, fostering a sense of community and participation.

During their professional career with Central Scotland Police, they served in all ranks up to Chief Inspector. In this capacity, they were responsible for attending meetings with external bodies, compiling reports, organising manpower for large events, and supervising and checking the work of others. This extensive experience in leadership, coordination, and oversight is directly transferable to managing a charity and community building, where similar skills are required to ensure effective operations and successful outcomes.

They hold a current First Aid Certificate and have completed courses on Child Protection and GDPR, which they are currently updating. They also hold a Health and Hygiene Certificate. These qualifications demonstrate their commitment to maintaining high standards of safety and compliance, which are essential for any charity.

With these extensive qualifications and experiences, they are well-equipped to benefit the Bonnybridge Community Hub. Their proven track record in leadership, community engagement, event planning, and administrative management makes them an ideal member of the board.

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

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

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

A number of our Trustees, currently manage the running of the centre, the booking of lets, and the opening and closing of the hall (as the Bonnybridge Community Centre Management Committee).

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?

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

The centre will be managed, and staffed, by a dedicated group of volunteers. A number of our Trustees, already successfully manage the running of the centre, the booking of lets, and the opening and closing of the hall (as the Bonnybridge Community Centre Management Committee).

The centre will be open when lets are required.

In general, these are between the times of 9am to 10pm, 7 days a week.

The centre will be closed over the 2 weeks at Christmas. However, the centre will be open to allow for ad-hoc bookings during this period.

We will look to implement an online booking system to allow user groups to book our various rooms with ease, allowing for a streamlined and efficient process for all.

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.

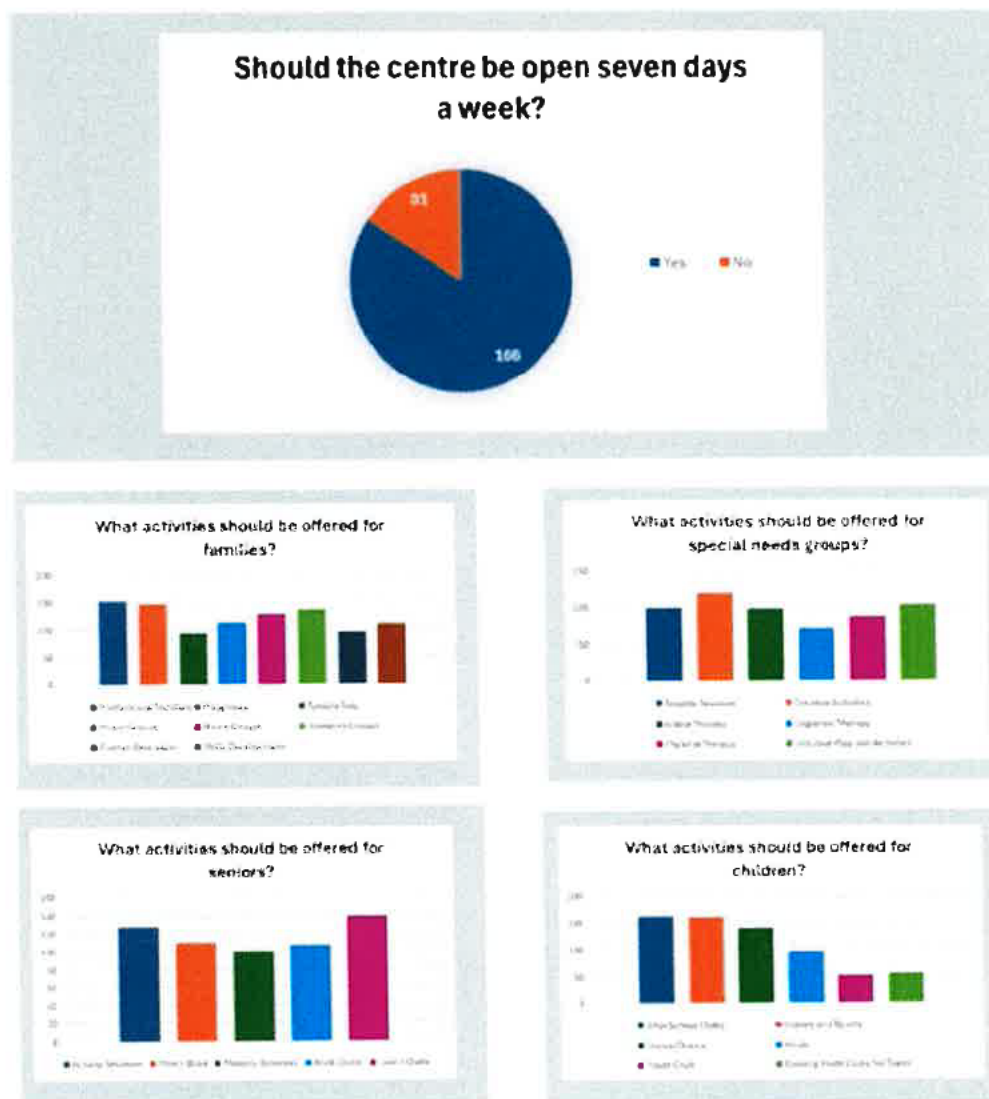
We have engaged with the community on multiple occasions through social media, organised meetings within the centre, emails to parties interested in joining the team as either as a member, volunteer, or as a new Trustee. We have hosted regular meetings with our service user groups to keep them informed of our progress

throughout the process, and sought their views and opinions on how their centre could look in the future.

We have spoken to other groups in the community with a view to working together in the future for many different and new activities, such as, providing our kitchen facilities for basic food and hygiene classes, which will increase the capacity of our users and community.

We have hosted a lot of events for the local community over the last year, which has increased the number of lets that we now have, which has resulted in increased revenue for the centre, and increased community access to activities that they would normally have to travel for.

We have taken on board what our community and our users have fed back to us and implemented a lot of these changes prior to our Community Asset Transfer. We have introduced a monthly Indoor Market to help out our local economy and offer a space for our local suppliers and artisans.





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

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

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

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

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

Section 6. Financial Viability of Project

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

Please submit

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

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

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

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

We have already increased the revenue of the centre in the last 12 weeks, and we have lets secured at weekends going forward as well as plans for more to come. Birthday parties as well as one of events such as markets and race nights, dance nights will be looking to increase the centre usage more as well as to increase our revenue.

Section 7. Funding

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

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

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

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

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

Product/ Service	Selling Price £ per hour
Main Hall/Games Hall Rental	£35 NON-MEMBERS/COMMERCIAL £18 MEMBERS
Adult Lounge/Social Lounge	£26 NON-MEMBERS/COMMERCIAL £13 MEMBERS
Youth Lounge	£16 NON-MEMBERS/SOCIAL £8 NON-MEMBERS
Kitchen	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS
Music Room	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS
Adult Lounge Seating Area	£10 COMMERCIAL/NON-MEMBERS £5 MEMBERS
GP Rooms	£15 NON-MEMBERS/COMMERCIAL £8 MEMBERS
Conference Room	TBC once created

Volunteering Hours	Rate	Hours	Year 1	Year 2-3	Year 4-5
Board of Trustees	£40	702	£28,080	Y2 £29,063 Y3 £30,080	Y4 £31,133 Y5 £32,222
Volunteers	£12	5,500	£66,000	Y2 £68,310 Y3 70,701	Y4 £73,175 Y5 £75,737
	Total	6202	£94,080	£198,154	£212,267

Our volunteer contributions can be seen in the table above.

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

We have been awarded funding from the SPEN.

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

The National Lottery Awards for All

Community Empowerment Capital Equipment Grant

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

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

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

Volunteering Hours	Rate	Hours	Year 1	Year 2-3	Year 4-5
Board of Trustees	£40	702	£28,080	Y2 £29,063 Y3 £30,080	Y4 £31,133 Y5 £32,222
Volunteers	£12	5,500	£66,000	Y2 £68,310 Y3 70,701	Y4 £73,175 Y5 £75,737
	Total	6202	£94,080	£198,154	£212,267

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.

Many of those on our board have a proven track record of receiving funding and this experience will be valuable to us moving forward.

Section 8. Enablement Fund

Falkirk Council will hand the building over wind and watertight and compliant. However, this is quite light-touch and would involve (for example) patching of a leaky roof. For more significant building works, groups can apply to the Enablement Fund,

to pay for capital improvements such as energy efficiency improvements or larger capital renewals which support the viability of the project going forward. **Only capital items are eligible.** Running repairs are revenue costs and are not eligible. You are strongly advised to email strategicpropertyreview@falkirk.gov.uk to confirm eligibility criteria before you submit this application.

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

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

Enablement Fund request for larger capital renewals which support the viability of the CAT		
Item	Estimate Provided By	Amount not more than (including VAT)
New Roof	Awaiting Estimate	£196,000
New Heating System	Awaiting Estimate	£95,000
New Toilets	Awaiting Estimate	£21,000
Light Replacement	Awaiting Estimate	£17,500
Energy Efficiency Works	Awaiting Estimate	£120,000
Total including VAT		£449,500

Checklist of accompanying documents

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

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

Declaration

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

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

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

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

Name

Address

Date

25/09/2024

Position

SECRETARY

Signature

Name

Address

Date

25/09/2024

Position

CHAIR PERSON

Signature

Bonnybridge Community Hub

Business Plan



Version 1.9

16 January 2025

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General Appendices

Link to Photos and Virtual Tour

SPEN APPLICATION (Included in Document)

CONDITIONAL SURVEY (Included in Document)

VALUATION (Sent as attachment)

Floor Plan (Sent as attachment)

Inventory (Sent as attachment)

Letters of Endorsement (Sent as attachments)

Financial Appendices

1 Year Income and Expenditure (Attachment)

5 Year Income and Expenditure (Attachment)

1-Year Cashflow Forecast (Attachment)

Bonnybridge Community Hub

Business Plan

1. Introduction

Bonnybridge is a charming village located in central Scotland, near Falkirk and approximately 21 miles northeast of Glasgow. Renowned for its rich industrial heritage, the town once thrived on iron foundries and brickworks. Today, Bonnybridge is celebrated for its close-knit community, scenic surroundings near the Forth and Clyde Canal, and unique status as a UFO sighting hotspot. The town's historical significance, coupled with its modern amenities and active community spirit, makes it a distinctive and inviting place to live and visit. Its industrial past has left a lasting impact on the town's character and architecture.

Bonnybridge is close to the Antonine Wall, a UNESCO World Heritage Site. The wall was a Roman frontier built in the 2nd century AD, stretching across central Scotland. Remnants of this historical structure can be found in the surrounding area. Population: Bonnybridge has a small, close-knit population. According to recent estimates, the town has around 6,000 residents. (The Bonnybridge settlement profile had the population at 5,183 in 2019) The village has several primary schools, with secondary education provided by schools in nearby Falkirk, Denny and Larbert. Healthcare facilities include local medical practices, pharmacies and a dentist, with more comprehensive services available in nearby Falkirk.

The Forth and Clyde canal runs through Bonnybridge and provides scenic walking and cycling routes. It's a popular spot for leisure activities and outdoor recreation. Bonnybridge is famously known as a UFO hotspot. Since the early 1990s, there have been numerous reports of UFO sightings in the area, leading to its nickname, the "UFO Capital of Scotland." This phenomenon has attracted both interest and skepticism, becoming part of the town's unique identity. The town and its surroundings offer various parks and green spaces for recreational activities.

Bonnybridge is well-connected by road, with the M80 motorway nearby, providing easy access to Glasgow, Stirling, and Edinburgh. Public transport options include local bus services that connect Bonnybridge to surrounding towns and cities. The nearest railway stations are in Falkirk and Camelon, offering further connectivity.

The village has a wide and diverse range of local businesses, shops, and services catering to residents' daily needs. The majority of these are located on Main Street, High Street and Bridge Street and include Accountants, Opticians, Hairdressers and Barbers, Ice Cream Parlour, Estate Agents, Dog Grooming, Pharmacist, Dentist, Veterinary Practice, Indian and Chinese takeaways, Betting Shops, Public Houses, Hotel, Glaziers as well as Toy Shops, Cafes, Vape Shops, Hardware Shops, Tyre Repair, Tesco, ScotMid, Greggs and Dominos. More industrial units and businesses are located on Seabegs Road and Bonnyside Road and include companies such as Central Demolition and Class One Traffic Management, Moffat, Storage Solutions as well as a range of businesses in the Seabegs centre such as barbers, auction house, sweet shop, garages and car wash.

Bonnybridge Community Hub are located at Bonnybridge Community Centre in Bridge Street FK4 1AA. The group formed in June 2024 when they became a SCIO, and they have taken

over from the Bonnybridge Community Education Association who were formed in 1973 and have played an integral part in helping to run the Community Centre.

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

**Bonnybridge Community Centre
Bridge Street
Bonnybridge
FK41AA**

UPRN (Unique Property Reference Number): **136000110**

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

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

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

The current valuation of the building is £250,000; the current rental value of the building is £37,500. We propose to pay the value of £1 to purchase the building.

1.1. Objectives and Plan of Action

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

To help keep Bonnybridge Bonny

Bonnybridge Community Hub: Plan of Action to Support the Community

Bonnybridge Community Hub has developed a comprehensive plan of action to enhance community support through a series of improvements and initiatives. This plan aims to address current needs and lay the foundation for future growth, ensuring the hub continues to serve as a vital resource for all residents.

Current and Future Aims:

Enhance Community Engagement:

Current Actions:

- Host regular community events such as social gatherings, cultural festivals, and family days to foster community spirit and connections.
- Conduct open houses and community meetings to gather feedback and encourage participation.

Future Plans:

- Develop a community engagement strategy that includes regular surveys, focus groups, and feedback sessions to continuously assess and respond to community needs.

Expand Educational and Training Programs:

Current Actions:

- Offer a variety of workshops and classes on topics such as financial literacy, digital skills, health and wellness, and arts and crafts.
- Provide after-school programs and homework clubs for children and teens.

Future Plans:

- Introduce vocational training and certification programs to improve employment opportunities.
- Expand lifelong learning opportunities for all age groups, including seniors.

Improve Facilities and Infrastructure:

Current Actions:

- Perform essential maintenance and repairs to ensure the safety and functionality of the community centre.

- Upgrade existing facilities, including the kitchen and recreational areas.

Future Plans:

- Enhance accessibility features to ensure inclusivity for all community members, including those with disabilities.
- Expand facilities to accommodate more programs and activities, such as creating dedicated spaces for youth and senior activities.

Promote Health and Wellbeing:

Current Actions:

- Offer fitness classes, sports leagues, and wellness workshops to encourage physical activity.
- Provide mental health support groups and counselling services.

Future Plans:

- Partner with local healthcare providers to offer regular health screenings and preventative health workshops.
- Develop comprehensive wellness programs that address physical, mental, and emotional health.

Increase Financial Sustainability:

Current Actions:

- Implement a modest fee structure for certain programs and facility rentals to cover operational costs while ensuring affordability.
- Organise fundraising events such as charity runs, auctions, and benefit dinners.

Future Plans:

- Apply for grants from government and charitable organisations to secure additional funding.
- Launch donation drives and crowdfunding campaigns to engage the broader community in supporting the hub.
- Explore social enterprises such as a community café and gift shop selling local crafts and products.

Foster Partnerships and Collaborations:

Current Actions:

- Establish relationships with local businesses, schools, and non-profit organisations to enhance program offerings.

- Collaborate with other community centres to share resources and best practices.

Future Plans:

- Develop long-term partnerships with local businesses for sponsorship and in-kind support.
- Create joint programs and events with partner organizations to leverage shared goals and resources.

Strengthen Volunteer and Staff Engagement:**Current Actions:**

- Recruit and train volunteers to support program delivery and facility maintenance.
- Recognise and celebrate the contributions of volunteers through events and awards.

Future Plans:

- Develop a structured volunteer program with clear roles, regular training sessions, and ongoing support.
- Implement initiatives to retain and motivate volunteers, such as professional development opportunities and leadership roles.

Enhance Marketing and Outreach:**Current Actions:**

- Utilise social media, local newspapers, and community bulletin boards to promote hub activities and programs.
- Develop informative and engaging content to keep the community informed and involved.

Future Plans:

- Launch a dedicated website for the Bonnybridge Community Hub with detailed information about programs, events, and services.
- Implement an email newsletter to provide regular updates and highlight community success stories.
- Create a community ambassador program to encourage word-of-mouth promotion and grassroots engagement.

Bonnybridge Community Hub is committed to supporting and enriching the lives of residents through these comprehensive improvements and initiatives. By focusing on enhancing community engagement, expanding educational programs, improving facilities, promoting health and wellbeing, ensuring financial sustainability, fostering partnerships, strengthening volunteer engagement, and enhancing marketing efforts, the hub aims to be a vibrant, inclusive, and sustainable resource for all members of the Bonnybridge community.

We are confident in our ability to effectively manage our building and enhance our community's well-being. The charitable purpose of our group is to provide recreational facilities and organise activities aimed at enriching the lives of those who use them. Operating the hall under community ownership will strengthen community ties, attracting participants from a broader area and facilitating the exchange of information. Members of the hall are exploring diverse activities to encourage social interaction across different age groups, both informally and through structured classes. The local primary schools use the facility to provide after school care for the children from the three schools, allowing parents to continue their working day.

The committee will look to work with the local charity Roots, the local Primary Schools and Nurseries, the Bonnybridge Gala Committee as well as the former Bonnybridge Community Council who have disbanded but have set up a new group to maintain the sunken gardens and the Christmas lights and to help keep Bonnybridge Bonny. Along with any other groups who are interested. The charity trustees will hold regular meetings with all of these groups and communicate with them to ensure our community is well integrated.

The previous group BCEA also meet regularly with our local police officers who let us know if there are any issues in the village. We will be looking for this to continue. If any areas are identified, we will look at other classes that would help with this situation.

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

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
The (Falkirk) Council Plan 2022-2027	Supporting stronger and healthier communities : Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of	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;	More communities taking control over the places they meet in (asset transfers); More anchor organisations established in communities.	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds;

	and services that meet their needs.	Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.		Whilst it is early days for our group and our CAT, we are working towards becoming a local anchor organisation, rooted in Bonnybridge, serving our local community. We aim to offer both meeting space and the services and activities that take place there are available for all of our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	Community-based services; Early intervention and prevention.	Enhance services to improve the 'flow' through hospital settings, prevent admission, and promote independent living; Minimise the harm of long-term health conditions, ill mental health, substance use or	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	Early intervention and prevention will support many activities: to include all physical activity classes such as Yoga, Tae Kwon Do, amongst others, to also include other organisations who use our Centre as a base for outreach work such as substance misuse support, welfare benefits, CAB, mental health and wellbeing, suicide prevention,

		neglect through early action.	through to statutory services, designed and delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their health, wellbeing and quality of life.	community larder (via ROOTS), amongst others, as well as local groups who concentrate on preserving our shared heritage, such as the Greenhill Historical Society. The Bonnybridge Community Hub, 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 that they frequent.
The Falkirk Plan 2021-2030	Community-led organisations are stronger and more independent (T1/O2); More decisions are made together at local level (T1/O3);	Work with local community bodies to widen opportunities to access funding, and help them apply for funding; Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these	Funds invested in communities by partners; There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;	We have strengthened our organisation by becoming a SCIO, engaging with the support we have been offered, getting the backing of our community through engagement and collaboration. We plan to undertake training such as digital training, bookkeeping, pat testing, food hygiene, first aid, with external training

	<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</p>	<p>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>Number of activities targeted at vulnerable groups.</p>	<p>providers such as Business Gateway, SCVO, and other agencies. This will strengthen our Board and make it more reflective of the community we live in through open recruitment/engagement events.</p> <p>By taking ownership of our community asset, this will strengthen the ability to meet the needs of the people that live in the local area, increased opportunities for local volunteering, participation and support.</p> <p>We will have Wi-Fi in our building for the local community to access, helping to address the issue of digital exclusion.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to the local community.</p>
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	<p>access them (T2/O7);</p> <p>Fewer people struggle with the costs of food, fuel and transport (T2/O8);</p> <p>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	<p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>		<p>The local food pantry for our community, is operated by ROOTs, to benefit those in need who are able to access a dignified food response service.</p> <p>Our centre is in an area of high deprivation, being among the most deprived 20% in Scotland, under the Scottish Index of Multiple Deprivation (SIMD) – a total 883 of our residents reside in this data zone. Within this data zone, 19% of those people are income deprived; 33% of people are on prescribed medication for anxiety, depression, or psychosis; and only 1% of 17 to 21 year olds have entered full time higher education.</p> <p>In Bonnybridge, there are a total of 40.72 per 1,000 claiming Disability Living Allowance/Personal Independence Payment, higher than the Falkirk average of 9.45 per 1,000</p>
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1.2. Mission Statement

"At Bonnybridge Community Hub, our mission is to foster a vibrant and inclusive community by providing accessible recreational facilities and organising diverse activities. We aim to enhance the well-being and quality of life for all residents through collaborative partnerships and engagement opportunities that promote social interaction, lifelong learning, and community cohesion."

"To help keep Bonnybridge Bonny"

1.3. Benefits for the Local Community

We host a number of events at the centre for the benefit of our local community. They include fun days, gala days, pantomimes, old folks' Christmas parties, Charity Dance Nights, Fundraising Bingo Nights and planning to have Race Nights and other style Dance Nights

We host a regular event called Happy Mondays, which is hosted for the community for the benefit of the local community. It is an intergenerational, cradle to grave group, that gives a chance for people from all ages, from all over our community, to come together in a warm place, for food and company to combat rising fuel costs, nourishment and to fight social isolation. We work continually to develop partnerships with local organisations and community groups, which helps to support this aim.

1.4 Our Vision

We aim to create a community-driven space that delivers long-lasting social, economic, sustainable, and environmental benefits for the local area. The hall will be continuously maintained to serve as a refuge for the community in times of need, just as it did during COVID when Roots were allowed to work from the centre as well as over winters in recent years.

1.5 Our Values

We are committed to:

Operating inclusively and respectfully, ensuring no one faces discrimination.

Remaining a not-for-profit organisation, reinvesting any surplus to enhance facilities for the local community.

Being led by the community.

Adopting an intergenerational approach, providing services for all age groups.

Addressing the specific needs and challenges of our rural location for the betterment of the community.

1.6 Our Objectives

Improve the health and wellbeing of the local population.

Enhance social opportunities and benefits.

Empower families and the wider community.

Strengthen rural connections to combat social isolation and foster community cohesion.

1.7 Measuring Performance (KPIs)

We will track the success of the hub by increasing overall usage and ensuring the project's economic sustainability. This will be evaluated quarterly during Board of Trustee meetings.

Our social impact will be monitored by collecting demographic data on hall users and gathering feedback regarding the health and social benefits they experience, with particular attention to the needs of our rural community.

2. The Group status

The charity is called Bonnybridge Community Hub and as of July 2024 has the legal status of a Scottish Incorporated charity. SC053515

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

The hall will provide a comprehensive range of rental options for groups, businesses, and individuals. Initially, management will be handled by volunteers from our membership group, but we will consider hiring dedicated individuals to manage and maintain the building in the future.

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

We have Public Liability insurance for £5million.

We seek an outright purchase of the building for £1

2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

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

2.2. Initial Development Plan

Bonnybridge Community Centre (soon to be Bonnybridge Community Hub) is primarily a recreation centre, it is the largest in the Falkirk Council area and it has a number of rooms. Large Sports Hall that houses badminton courts, football court, netball etc Our most utilised hall. We then have an Adult Lounge also used for many dance classes and events. We have Youth lounge at the rear as well as the Mezzanine which houses the Railway Club. Kitchen, changing rooms, Toilet Facilities and a number of smaller General Purpose rooms as well as the Office.

2.3 SPEN (Scottish Power Energy Networks) Application

We/Falkirk Council have applied for funding from Scottish Power Energy Networks from their Transmission Net Zero Fund. Our Project Summary for the Project is below:

This project will support the decarbonisation of a popular community building in Bonnybridge working towards a Community Asset Transfer of the building and support the early stages of the creation of a more environmentally sustainable community campus with the adjacent Library, through improving energy efficiency, installation of zero direct emissions heating and including solar panels to generate some of the electrical demand at the centre.

Improving the fabric of the building will help reduce heating costs and CO2e emissions associated with heating. It will also provide a warmer space for the Community in the winter. This is particularly important with the installation of air source heating.

The project will have a significant benefit to the community as improving the fabric of the building and the inclusion of solar panels will ensure that the long-term operational costs of the building are much lower than they are currently. These lower running costs will ensure that future price rises are mitigated, and the community can still continue to provide a space for a number of users, including vulnerable groups.

Falkirk Council officers will work with the community to raise awareness on energy efficiency and support those households who are in fuel poverty.

We will also run Carbon Literacy training workshops to increase awareness of climate issues and what actions people can take to help empower the community to tackle climate change.

Our Aims are as follows:

The overall aim is to create a Bonnybridge Campus which is a focal point within the community, where people with a range of different needs can access a multitude of high quality services and activities. These services will include advocacy support, library and cultural

services, sport and leisure activities as well as other services which are important to the local community.

Another key aim of the project is to deliver Energy efficiency improvements, air source heating and solar PV panels to reduce the operating costs in relation to energy and ensure the building is running on a zero direct emissions heating system. As the building will be going into Community ownership this will ensure the long term sustainability of the building for the Community. This project will also support the delivery of Falkirk Council's LHEES and provides a great example of what a community building can do to be low carbon.

There is also an awareness raising element to this project which will be fully funded through Falkirk Council's financial resource but we feel adds further benefit to the project. The aims of the awareness raising element is to:

- Support members of the Community who are in fuel poverty. This will done through a series of energy efficiency workshops. This element will also support the community to access grant funding that is available and remove barriers to accessing this funding.
- Increase awareness of climate change through a series of Carbon Literacy training courses for the community.

Our Outcomes will be

1. Reduction in energy consumption through energy efficiency improvements and installation of solar panels.
2. Reduction in operational energy costs through improved energy efficiency and solar panels. This will also mitigate any future rises in energy costs.
3. Reduction in operational CO2e emissions through installation of air source heat pumps, solar panels and improved fabric.
4. Reducing the number of people in fuel poverty in Bonnybridge through provision of support from Falkirk Council officers.
5. Creation of a community building that is more energy efficiency, warmer in the winter and more welcoming. This will support community co-hesion going forward.
6. Improved awareness of climate change within the community and actions that can be taken through provision of Carbon Literacy training.
7. Creation of one apprenticeship opportunity to increase local skills in renewable installations.

Project Benefits

There are two aspects of the project which will help build net zero capacity within the community:

Carbon Literacy training

We will develop a community Carbon Literacy course accredited by the Carbon Literacy Project.

This course will provide information on the basic science of climate change, why it is happening , impacts specifically focusing on impacts for Falkirk area, what actions we can take to mitigate and adapt to climate change and how do we communicate effectively on climate change issues.

In delivering Carbon Literacy training it is hoped that members of the community will be more aware of actions they can take to reduce their carbon footprint. This will ultimately support the goal of supporting the reduction of area wide emissions and contributing to Scotland's 2045 net zero target.

Energy efficiency awareness raising

Officers within the Council's Energy and Climate Change Team, will work with members of the community to help alleviate fuel poverty and raise awareness of energy efficiency measures. Part of this advice will include where to get financial support and helping them with applications for grant support. Raising awareness of energy efficiency measures specifically will also help the net zero ambition. A barrier that has been identified in discussions with the community is cost in taking these actions. Through supporting them to seek financial support it will help overcome this barrier and reduce domestic related energy emissions in the area.

We are also looking to put in Clothing Bank for recycling of local clothes as well as to generate revenue for the centre. We are also looking to try and bring more recycling into the centre and to encourage people to recycle more. We have an event coming up with a company about recycling and keeping tidy/litter picks etc

We have redeveloped one of the rooms that was under utilised and brought Roots back into the Community Centre. We think this has been very positive move for both us and the community as well as the centre as it means that we will have more volunteers in the centre which will help with keyholding etc.

Future plans for the garden and sustainability to make an area usable by the centre users and to be able to grow produce for the wider area and for use in the centre in cookery classes as well as using in the weekly Roots event of Happy Mondays.

We aim to refurbish the kitchen to make it a more in line with a commercial kitchen as we believe that this will help us to be able to use the hall more and also to be able to make us more appealing to the community to build capacity and capability of the centre. We also plan to look at the repurposing of two of the rooms, one into better and clearer storage, and the other room to look at having a larger General Purpose Room that could be used for meetings of more than 4 people and almost have it as a conference room/board room that would be better and easier to use for larger groups and would be appealing for hire to the local community.

3. Market Information

3.1. Products and Services

The community hub will offer the following range of services:

Hire of the Games Hall
Hire of the Adult Lounge
Hire of the Adult Lounge Seating Area
Hire of the Youth Lounge
Hire of the Kitchen
Hire of the GP Room
Hire of the Music Room

Provision of, and hire of, a Conference Room once we have repurposed one of the under utilised rooms.

Roots, a well-known Charity in our local area, will base their food larder service from the Centre and will provide a much-needed service as well as helping to support with the volunteer aspect of the running of the centre.

Our facilities can be rented either individually per space, or in whole. We will offer the following options:

- The space can be hired for parties, events, and fundraisers.
- Meeting rooms are available for corporate meetings and events.
- Separate spaces, such as the meeting room or hall area, can be booked individually.
- The main hall features a basketball court, five a side pitch, netball court and 3 badminton courts.
- Monthly community events, led by a committee, include summer fun days, seasonal discos/dances, Christmas light switch-on events, coffee mornings, prize bingo, and more.
- Fitness classes, and arts & crafts sessions will be offered.
- A wireless internet connection is available for public use and those renting the space.
- Workspaces can be booked for the day, ideal for those who prefer not to work from home or go into the office, with options ranging from hourly to full-day or weekly bookings.
- The facility will generate income through various sources, including grants, donations, space rentals, and contract delivery, to cover operational and maintenance costs.
- The project will be a collaborative effort, involving many members of the community.
- It will offer alternative approaches to service delivery, emphasizing community involvement and partnership.

- The facility will serve as a hub for local partners to collaborate and address important neighbourhood issues.
- The space will cater to walking and cycling groups,
- An environment will be provided for training and development activities.
- Will offer a safe space in case of emergencies and will aim to open and make the building accessible when needed by our community.

Activity	Benefit
Parties, events, fundraisers	Local residents have a dedicated space for family events and gatherings.
Meeting space for corporate meetings and events	Generates necessary income to keep the hall operational and increases visibility beyond the local area.
Main Hall for drama shows, live music events, etc.	Provides the local community with opportunities to engage in the arts within a familiar and accessible environment.
Committee-led events (summer fun days, seasonal discos/dances, Christmas light switch-on, coffee mornings, prize bingo, etc.)	Enhances social cohesion by bringing together people of all ages in a rural setting for intergenerational events.
Fitness classes, arts & craft sessions	Promotes physical health and offers relaxation opportunities in a scenic environment
Wireless internet connection for public and rental use	In a rural area with limited internet access, this offers the community the ability to connect to free Wi-Fi.
Bookable workspace for those avoiding the office or lacking home space	Expands work and employment opportunities for locals and opens up the job market for those living in the rural community.
Walking Groups; Cycling Groups	Enhances health and fitness opportunities for local residents.

3.2. Market

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

We plan to specifically target the class letting market, however, we will make the hall available for other uses.

The size of the market is estimated at 16,481 (the population of the Bonnybridge and Larbert electoral ward at the last census). The population of Bonnybridge itself is currently around 7,000 and is made up of around 3,000 households. We do appeal to other areas though due to our size and the range of facilities we have to offer, such as our large Games Hall, and other additional smaller halls. After conducting an engagement exercise, and after speaking with a good number of our groups, we have discovered that our reach is far and wide. Due to our size, dynamic pricing, location, and availability, people travel from Denny, Stenhousemuir, and Cumbernauld, but they also come from as far as Glasgow, and Milngavie: one of the clubs has a member that travels from Loch Lomond to play every Wednesday. Showing that we are a far and wide-reaching Organisation.

We estimate the current usage of the centre is around 1400 people a month.

The EPIA report conducted by Falkirk Council, suggested that the number of users was around 1,184 a month, however, we have increased the user base in the short time since beginning our journey of Community Asset transfer.

The halls used are Games Hall, Adult Lounge. Youth Lounge.

The usage of each one is

Games Hall is currently occupied around 42% of the time (NOT INCLUDING WEEKENDS AS THEY ARE NEW) The afternoons and into the evenings are very popular. To the point we are now getting weekend lets into the centre. We would like to look at hiring the hall more during the day and this is an area to work on. We would like to look to increase the usage upto 60% by the end of Year 2. Working on increasing this over the next 5 years.

The Adult Lounge is used around 30% of the time which we would like to increase significantly as well as the Youth Lounge which is used around the same amount and we would look to increase both of these to generate more revenue.

We have already increased the revenue of the centre in the last 12 weeks and we have lets secured at weekends going forward as well as plans for more to come. Birthday parties as well as one of events such as markets and race nights, dance nights will be looking to increase the centre usage more as well as to increase our revenue.

3.3. Competition

Competition will come from the other similar businesses including:

- Church Hall
- Golf Club
- Masonic Hall
- Schools
- Tamfourhill Centre

- Banknock
- Denny Sports Centre
- Tryst Centre

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

We believe that we will differentiate from the above competitors by the size and diversity of facilities that we have, and the classes and sessions that we are looking to book and run. We have already proven that we have a big draw of people from both the local area as well as much further afield.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<p>Central location with established community presence.</p> <p>Existing base of loyal users and volunteers.</p> <p>Versatile space suitable for various activities and events.</p> <p>Support of CVS Falkirk & District.</p> <p>Using local tradespeople /businesses (community members) for repairs/maintenance.</p>	<p>Financial instability and reliance on limited funding sources.</p> <p>Outdated facilities requiring maintenance and upgrades.</p> <p>Historical repair work required on the building that has not been undertaken during council tax freeze.</p> <p>Limited marketing and outreach efforts.</p> <p>Falkirk Council Letting Schools.</p> <p>Soundproofing</p>
<u>Opportunities</u>	<u>Threats</u>
<p>Potential for new revenue streams through diversified activities.</p> <p>Grants and funding opportunities from local government and charitable organizations.</p> <p>Partnerships with local businesses and non-profits.</p> <p>Develop skills of local people</p> <p>Attract grants to develop range of services to improve health and leisure opportunities.</p> <p>Redevelop existing rooms for further letting</p> <p>Increase usage by utilising Letting Booking System</p>	<p>Competition from other community and commercial venues.</p> <p>Economic downturn affecting funding and donations.</p> <p>Declining volunteer participation and community support.</p> <p>Failure to attract enough business to ensure funds</p> <p>Rising utility costs</p> <p>Costly repairs</p> <p>Another Pandemic</p> <p>Cost of Living Crisis</p>

3.5.

Potential Negative Consequences

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

Internal Use

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

We foresee no external Negative Consequences for the wider community, as we are maintaining the community centre as a going concern with no planned change of use.

Potentially – increase in traffic; increase in the use of the car park. As a result of this we will need to be wary of the entrance and exit of the car park. We will also look to improve the carpark in time and will discuss with Falkirk Council methods to stop people other than the users of the car park parking there.

3.6. Marketing Activities

We will advertise in The Falkirk Herald, and we plan to install external noticeboards. We plan to have a strong online presence on Bonnybridge Community Hub Facebook and will also look at developing our own website as well as the possibility for a new online booking system. We would also like to create an online calendar as well as a large print version of the calendar making it easy for people to have a look at what is on and available at the centre.

Promoting Bonnybridge Community Hub

We plan to benefit through word-of-mouth: active community engagement will remain a cornerstone of our promotional strategy. We recognise the significant value and impact of social media and will actively promote our services through Facebook, Twitter, and Instagram. We are looking at designing a website, aiming to create an attractive and easy-to-navigate site that highlights all we have to offer, keeping our current and future users up-to-date and engaged. We understand the importance of keeping the website updated and engaging, and we plan to create interest through blogs and good news stories.

In addition to our online efforts, we will regularly advertise through posters in community facilities and local shops, ensuring that Bonnybridge Community Hub is widely promoted. Our goal is to establish a strong online presence that engages our local community, showcases our services, and encourages participation. We will focus on two key channels: Facebook and a website, to maximise our reach and impact.

Website and Facebook

Responsive Design

Our website and Facebook page will be mobile-friendly, ensuring a seamless experience for visitors on all devices.

Clear Information:

Essential details about our community hall, including location, programs, and upcoming events, will be prominently displayed.

Engaging Content

We'll regularly update the site and Facebook page with blog posts, success stories, and community highlights to keep visitors informed and engaged.

Calls to Action

We will encourage visitors to sign up for newsletters, register for events, or volunteer through clear and compelling calls to action.

Create and maintain our Facebook Page

We are in the process of creating a dedicated Facebook page

High-quality visuals (photos, videos, banners) will showcase our community hall's activities.

Content Strategy

Regular Posts We'll share updates, event announcements, and community news.

Visuals Eye-catching images and videos will be used to engage our audience.

Stories we'll share success stories, testimonials, and behind-the-scenes glimpses.

Community Engagement

Groups and Events We will create Facebook groups or events related to specific programs or activities and join other relevant groups.

Live Sessions. We will host live Q&A sessions, virtual tours, or workshops.

User-Generated Content We will encourage community members to share their experiences.

Website-Facebook Integration

Social media icons will be added to our website, linking to our Facebook page.

Syncing our channels ensures that updates (deals, news, events) are shared across both platforms.

Cross-Promotion

We'll promote our website on Facebook and vice versa.

We'll encourage website visitors to follow our Facebook page.

Community Involvement

Collaborate with Local Influencers

Partner with local bloggers, influencers, or community leaders to promote our hall.

Events and Contests

Organise online contests or challenges to engage the community.

Feedback and Interaction

Respond promptly to comments, messages, and reviews to foster a strong sense of community and engagement.

We aim will be to establish a regular clientele and benefit from word-of-mouth recommendations. We will also introduce the following promotional activities to market the services of the business:

- Seasonal and other promotions such as starting monthly indoor markets which will run at the end of each month apart from December when we are looking to do one to coincide with the Christmas Lights switch on that takes place early in December. For this we are looking at doing a market along with seasonal food and drink as well as potentially a Santas Grotto
- Discounts for groups where the group has at least 80% of the class or group as members of the centre this will allow them to get the centre at the membership rates which will be highlighted later on
- Free advertising to the groups both on the noticeboards within and outside the centre as well as planning to have a rolling advert/reel on the television as you enter the centre.

3.7. Prices and Margins

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

Our forecasts for year 1 are based on the following sample prices and costs for the most popular products and services:

Product/ Service	Selling Price £ per hour
Main Hall/Games Hall Rental	£35 NON-MEMBERS/COMMERCIAL £18 MEMBERS
Adult Lounge/Social Lounge	£26 NON-MEMBERS/COMMERCIAL £13 MEMBERS
Youth Lounge	£16 NON-MEMBERS/SOCIAL £8 NON-MEMBERS
Kitchen	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS
Music Room	£20 COMMERCIAL/NON-MEMBERS £10 MEMBERS

Adult Lounge Seating Area	£10 COMMERCIAL/NON-MEMBERS £5 MEMBERS
GP Rooms	£15 NON-MEMBERS/COMMERCIAL £8 MEMBERS
Conference Room	TBC once created

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

The membership fee for the year, has been decided and will be as follows:

Under 5s will be free

Ages 5 to 15 will be deemed as Junior Management and will be £5

Ages 16 and over will be £10

No concessions are planned due to the low prices that we have decided on.

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

Product/ Service	Selling Price £ per hour
Main Hall/Games Hall Rental	£40 NON-MEMBERS/COMMERCIAL £20 MEMBERS
Adult Lounge/Social Lounge	£30 NON-MEMBERS/COMMERCIAL £15 MEMBERS
Youth Lounge	£20 NON-MEMBERS/SOCIAL £10 NON-MEMBERS
Kitchen	£25 COMMERCIAL/NON-MEMBERS £12 MEMBERS
Music Room	£25 COMMERCIAL/NON-MEMBERS £12 MEMBERS
Adult Lounge Seating Area	£12 COMMERCIAL/NON-MEMBERS £6 MEMBERS

GP Rooms	£20 NON-MEMBERS/COMMERCIAL £10 MEMBERS
Conference Room	TBC once created

3.8. Community Asset Transfer Plan

The current valuation of the building is £250,000 the current rental value of the building is £37,500. Essential repairs (as demonstrated in the Conditional Survey Report – contained in the appendices) to the building are £0, which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant.

We expect to have to carry out additional repairs in the value of £738k according to the conditional survey, over the next 5 years, and over the next 10 years the total has been projected at £1.12 million to bring the building up to an acceptable standard and fit for purpose. We propose that the community benefit that we can provide is £1,558,868 over the next 5 years, with £290,700 being achieved in year 1. We propose to pay the value of £1 to purchase the building.

Combined with Volunteering Hours (£94,080) Community Benefit (£290,700) plus Direct Savings for Council (**TO BE PROVIDED BY Falkirk Council**) in the first year we have a total of £384,780 **PLUS Savings Figure**

Over the next 5 years that figure is Volunteering Hours (£504,501) plus Community Benefit (£1,558,868) plus Direct Savings for Council (**TO BE PROVIDED**) the total is £2,063,369 **PLUS Savings Figure**

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

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

Volunteering Hours	Rate	Hours	Year 1	Year 2-3	Year 4-5
Board of Trustees	£40	702	£28,080	Y2 £29,063 Y3 £30,080	Y4 £31,133 Y5 £32,222
Volunteers	£12	5,500	£66,000	Y2 £68,310 Y3 70,701	Y4 £73,175 Y5 £75,737
Total		6202	£94,080	£198,154	£212,267

Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development/ income generation	<p>Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, cafe staff, and potentially a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.</p> <p>By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. This is crucial in a community where 8% of 16–19-year-olds are not in full-time education, employment, or training. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community.</p> <p>The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners. Given that 19% of people in Bonnybridge are income deprived, such initiatives can have a meaningful impact on household incomes.</p> <p>The community centre can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability.</p> <p>Offering educational and training programs can help bridge the gap for</p>	£35,500	£74,770	£80,096

	<p>those who are not in full-time education or employment. With school attendance at 74% and only 1% of 17–21-year-olds entering full-time higher education, the centre can play a pivotal role in providing alternative educational opportunities, thus enhancing future employment prospects. A community centre fosters social cohesion and well-being, which are essential for a thriving economy. By providing a space for community activities and support services, the centre can improve the quality of life for residents, making Bonnybridge a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.</p>			
Regeneration	<p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.</p> <p>We will be upgrading the building with the help of various funders, including Falkirk Council, which will ensure that the building is upgraded and fit for purpose, encouraging regeneration in the local area, as the community engages with the new vibrant and modernised local centre. The community centre can act as a hub for local economic activity. Again, by hosting markets, fairs, and other events, it</p>	£68,700	£144,697	£155,003

	<p>can attract visitors and stimulate spending in the area. This is particularly important in Bonnybridge, where 19% of people are income deprived. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.</p> <p>Upgrading the community centre and its garden area can provide much-needed recreational spaces for residents. This can improve the quality of life and make Bonnybridge a more attractive place to live. With 64.2% of the population being of working age, having accessible and well-maintained community spaces can support the well-being and productivity of the workforce.</p>			
Public Health	<p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our Happy Mondays helps to combat mental health issues in our local area and social isolation. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.</p> <p>The community centre can offer programs like "Happy Mondays" to combat mental</p>	£87,000	£183,241	£196,292

	<p>health issues and social isolation. In Bonnybridge, 33% of people are prescribed drugs for anxiety, depression, or psychosis. Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on medication and mental health services.</p> <p>Physical activities such as yoga, martial arts, and dance classes can help maintain physical health and mobility. This is particularly important in a community where 19.4% of the population is aged 65 and over. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.</p> <p>By improving the overall health of the community, the centre can help ease the pressure on public and social services. Healthier individuals are less likely to require medical interventions, which can reduce the burden on healthcare facilities. This proactive approach allows public resources to be allocated more effectively to areas where they are needed the most. Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. With 8% of 16–19-year-olds not in full-time education, employment, or training, these programs can provide valuable knowledge and skills that contribute to long-term health and well-being.</p> <p>The community centre can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need.</p>			
Social Wellbeing	The activities and social interactions facilitated at the Bonnybridge Community Hub, will contribute significantly to both	£72,000	£151,648	£162,449

	<p>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.</p> <p>A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. This is crucial in a community where 33% of people are prescribed drugs for anxiety, depression, or psychosis. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.</p> <p>The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of community and belonging, which is essential for social well-being. With 64.2% of the population being of working age, these events can also provide a much-needed break from daily stresses and help build social networks.</p> <p>Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose. This is particularly important in Bonnybridge, where 14% of people are employment deprived. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.</p> <p>The community centre can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.</p> <p>By facilitating intergenerational activities, the centre can bridge the gap between different age groups. This is beneficial in a community where 19.4% of the population is aged 65 and over. Intergenerational activities can foster mutual understanding</p>			
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	<p>and respect and provide opportunities for learning and mentorship.</p> <p>The centre can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.</p>			
<p>Environmental Wellbeing / Environmental Benefits</p>	<p>We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint. This is crucial in a community where 19% of people are income deprived, as energy-efficient buildings can lower operational costs, allowing more funds to be allocated to community programs and services. The centre can serve as a model for sustainable practices, encouraging residents to adopt similar measures in their homes. Educational workshops on topics such as recycling, composting, and energy conservation can empower the community to make environmentally friendly choices, contributing to a greener Bonnybridge. By implementing energy-efficient technologies and sustainable practices, the community centre can reduce its environmental impact. This can include installing solar panels, using energy-efficient lighting, and implementing water-saving measures. These initiatives not only benefit the environment but also serve as a demonstration of the community's commitment to sustainability. The centre can engage the community in</p>	£27,500	£57,921	£62,046

	environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.			
	Total	£ 290,7 00	£ 612,27 9	£ 655,88 9

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

Sample Activities	Economic Development / regeneration	Public Health	Social wellbeing	Environmental wellbeing	Reducing inequalities of outcomes from socio-economic disadvantage
Pilates		X	X		
Yoga		X	X		
Happy Mondays		X	X		X

Tae Kwon Do		X	X		
Model Flyers		X	X		
Model Trains		X	X		
Indoor Bowls		X	X		X
Local Councillors				x	X
Greenhill Historical Society		X	X		X
First 4 Kids		X	X		X
Drama	X		X		
Baptist Church	X		X		X

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

TO BE PROVIDED BY FALKIRK COUNCIL (JESSICA PATERSON)

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£	£	£	£
Insurance	£	£	£	£
Maintenance Costs	£	£	£	£
Staffing (direct/indirect)	£	£	£	£
	Total	£	£	£

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

Planned Purchases for New Activities			
Item	Date	Cost	Funder
Entry System/Door System		£6,500	National Lottery Awards for All
Kitchen Equipment/Coffee Machine and Vending		£8,000	Community Empowerment Capital Equipment Grant
Soft Play Equipment		£14,500	Community-Led Local Development Fund

Start Up Costs			
Item	Date	Cost	Funder

Internal Use

New Signage	2025	£1,150	Edinburgh Airport Fund
Business Cards	2025	£150	Self-funded
Booking System	2025	£1,500	Fat Beehive Foundation
Wi – Fi and Phone	2025	£980	Edinburgh Airport Fund
IT Equipment: Laptop; desktop; etc	2025	£8,000	CEG Capital Equipment Grant

To be negotiated with Falkirk Council using their Enablement Fund and Match Funded by External Funders

Item	Date	Cost	Funder
New Roof	ASAP	£196,000	Asda Foundation – Investing in Spaces Garfield Weston Home - Garfield Weston Foundation The Robertson Trust Home The Robertson Trust
New Heating System	2025	£95,000	CARES Funding advice for renewable energy projects in Scotland (localenergy.scot)
New Toilets	2025	£21,000	Morrison Foundation Morrison Foundation The National Lottery National Lottery Awards
Light Replacement	2025-28	£17,500	Garfield Weston Home - Garfield Weston Foundation
Energy Efficiency Works	2025-2030	£120,000	CARES Funding advice for renewable energy projects in Scotland (localenergy.scot)

Ongoing Costs	
Item	Cost
PAT Testing	£175
Fire Extinguishers	£450
Security	£800
Performance Rights	£156
Trade Waste	£1,250
Hall Cleaning	£12,600 (In-Kind)
Accountant/Auditor	£320
Cleaning Materials/Cleaner	£3,600
Insurances – PL & Contents	£480
Building Insurance	£1,126
Sundries	£2,000
Phone/Internet	£1,440
Utilities	£36,000
Rates	£0 (assumed 100% relief)
Sanitary	£580

3.9. Community Engagement

We have engaged with the community on multiple occasions through social media, organised meetings within the centre, emails to parties interested in joining the team as either as a member, volunteer, or as a new Trustee. We have hosted regular meetings with our service user groups to keep them informed of our progress throughout the process, and sought their views and opinions on how their centre could look in the future.

We have spoken to other groups in the community with a view to working together in the future for many different and new activities, such as, providing our kitchen facilities for basic food and hygiene classes, which will increase the capacity of our users and community.

We have hosted a lot of events for the local community over the last year, which has increased the number of lets that we now have, which has resulted in increased revenue for the centre, and increased community access to activities that they would normally have to travel for.

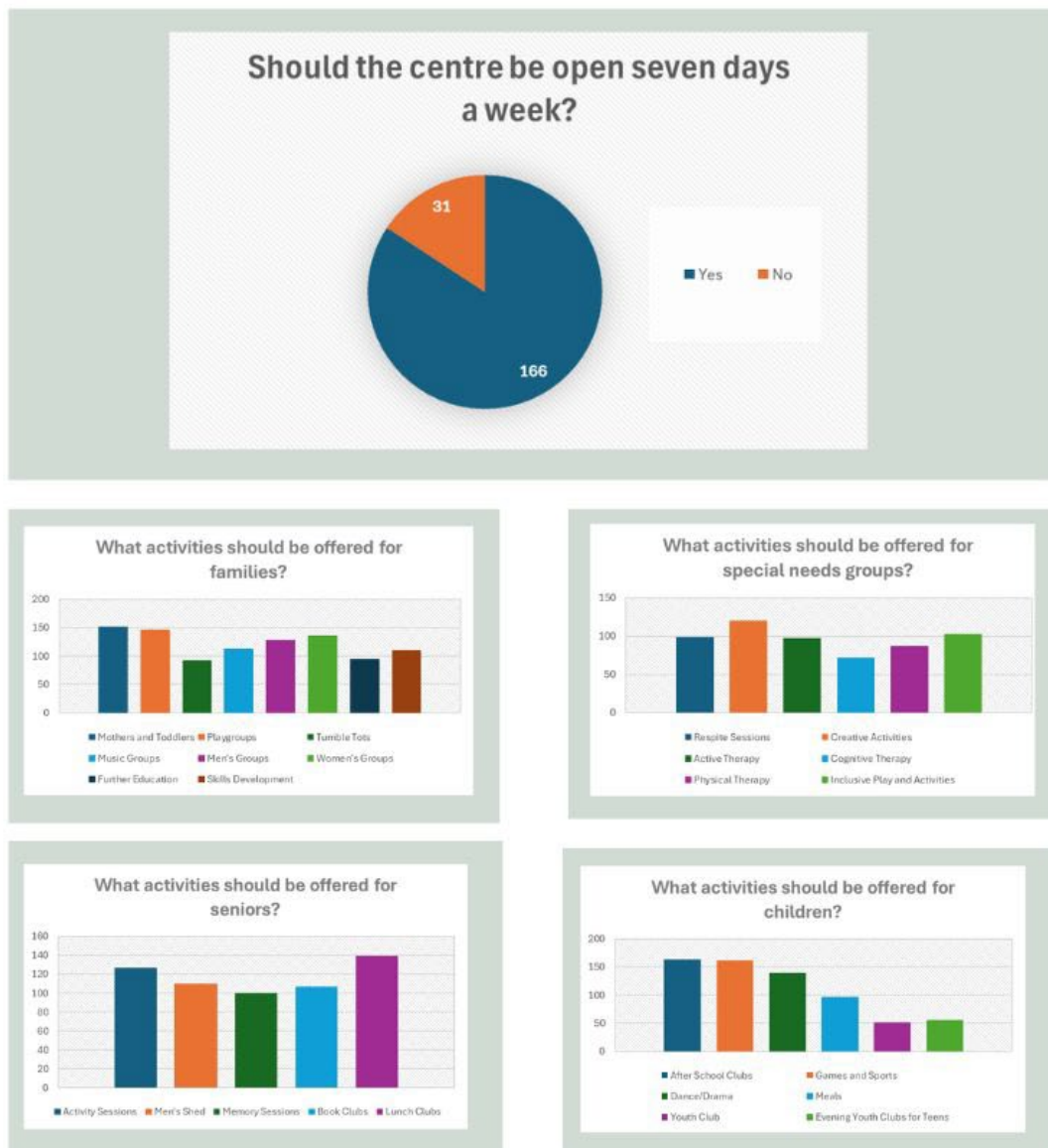
We have taken on board what our community and our users have fed back to us and implemented a lot of these changes prior to our Community Asset Transfer. We have introduced a monthly Indoor Market to help out our local economy and offer a space for our local suppliers and artisans.

[IMAGES REDACTED]

Figure 1: Community Engagement Events at Bonnybridge Community Centre

We have conducted an online survey to ask the local community what they would like to see their community centre offer them.

FACEBOOK COMMUNITY ENGAGEMENT SURVEY



Quotes/Testimonials

“Baby markets are always popular. Using the halls for parties/children’s parties would be great too.”

“Loads of good ideas here! Like any ‘business’, because that’s how this now needs to be viewed, we’ll need good, regular, cost covering customers.”

“[REDACTED] - an area for soft play would be absolutely amazing.”

[IMAGE REDACTED]

“Looks like a great turnout well done the good people of Bonnybridge I certainly can understand it being heated as you say however a solution must be found and looking at that turnout it gives out a message of hope Good luck going forward.”

4. Location

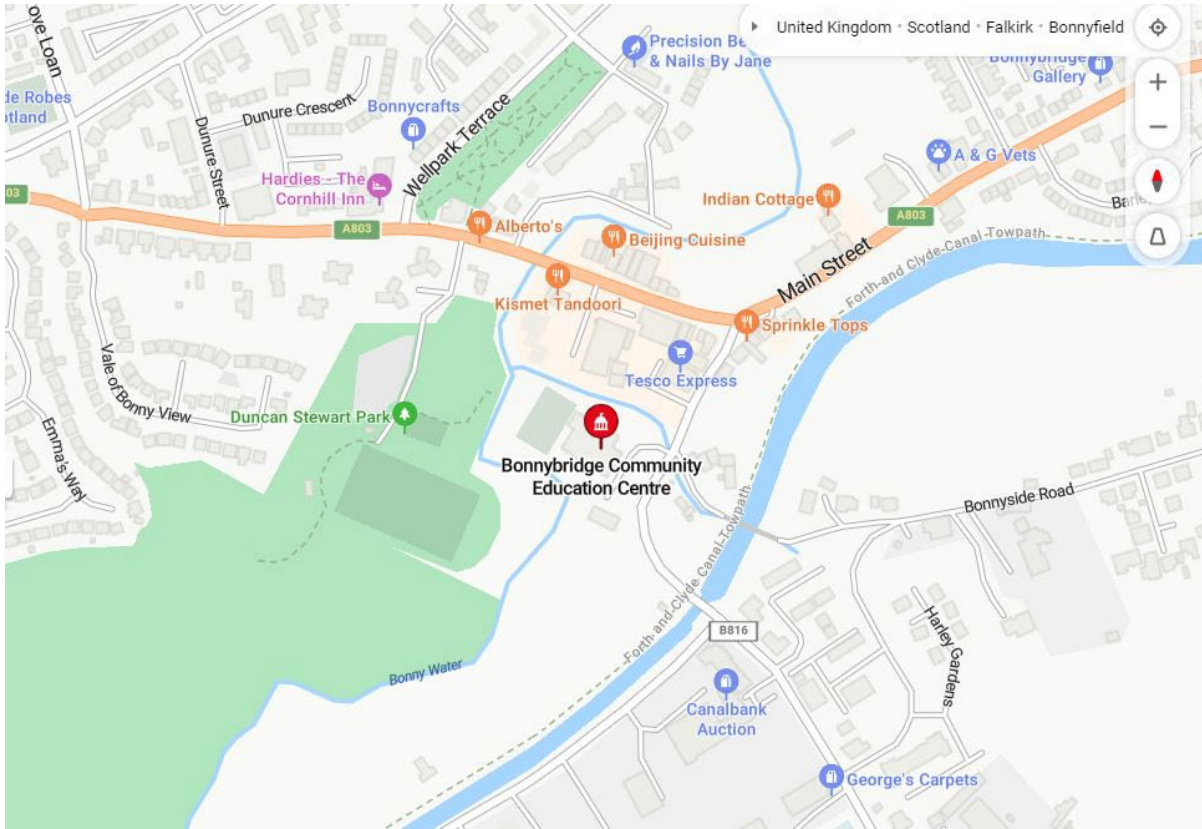
The business will operate from address at

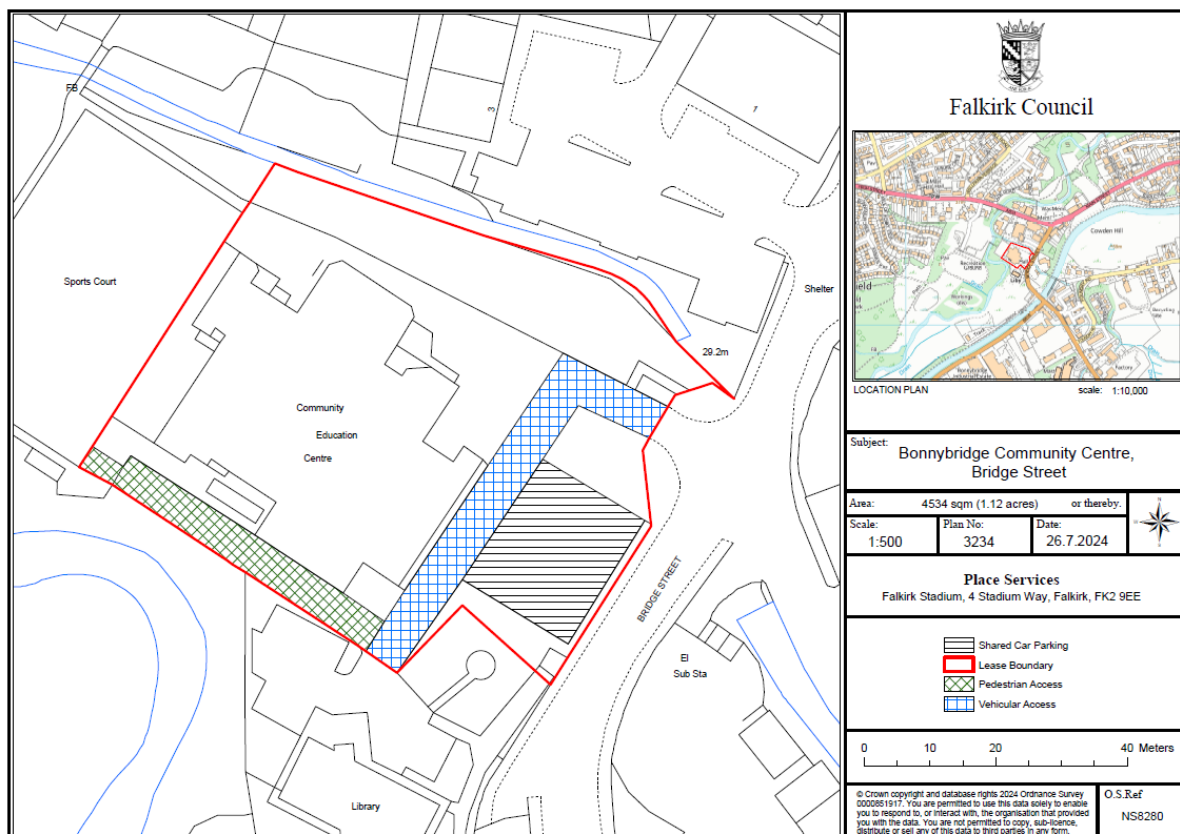
Bonnybridge Community Hub

Bridge Street

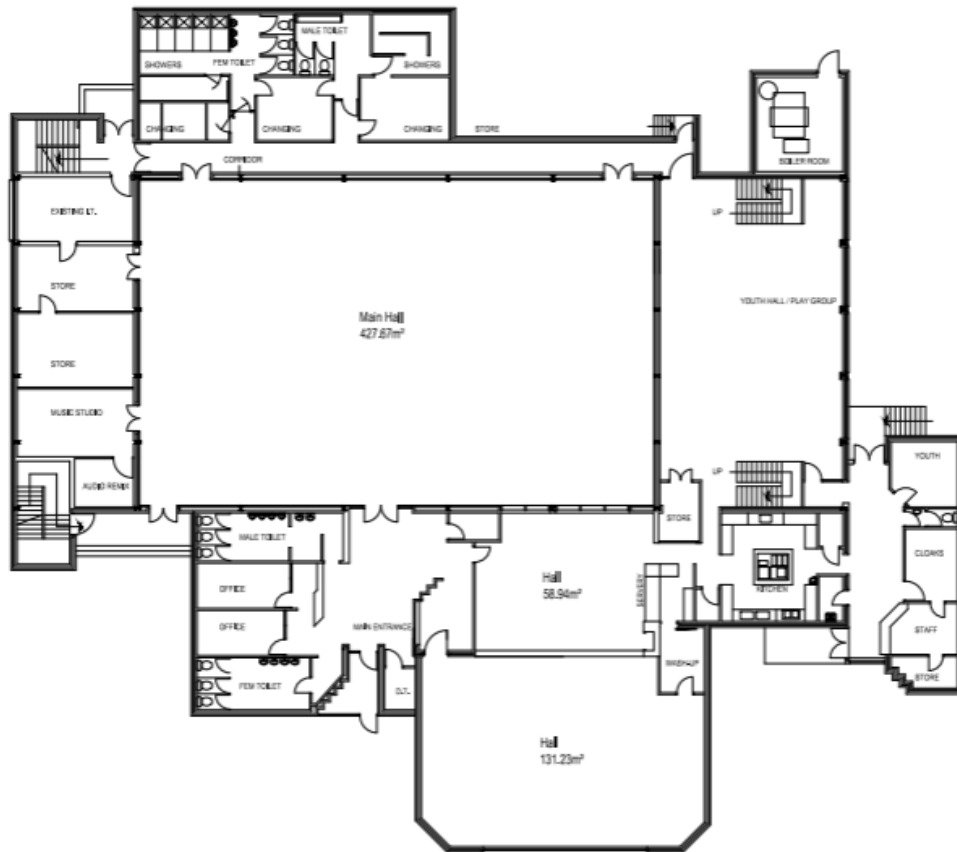
Bonnybridge

FK4 1AA





4.1. The Building



4.2 History of Bonnybridge Community Hub

The site the Hub is situated on was previously owned by Smith & Wellstood's Iron Foundries. There were several recreational buildings on the site, mostly wooden built, which provided a large range of activities for the company's workers and the local community. People used the facilities to play e.g. snooker and table tennis, there was a concert hall facility, dance hall and training centre for apprentices to name but a few. The area also supported a tennis court and the Territorial Army meeting hall. In 1963 the S&W company signed a lease with the 27th Bonnybridge Scout group to allow them to erect a building for their own use.

In 1968 there was a public meeting to discuss the replacement of the Bonnybridge Public Hall which had been demolished that year. It was decided that the site vacated by the Public Hall was not large enough to accommodate the planned recreational facility. Another possibility was the site already occupied by the Scout Hall and the S&W buildings. The decision was taken on 7th December to go ahead and begin negotiations which would allow the site to be used for the new Community Centre. Purchase of the land was completed between 1970/71, and Falkirk Council began discussions with the scout group to ensure they would continue to have a meeting place in Bonnybridge. The proposal was that the Scout Group would be allocated a designated area within the new building. This was agreed by the scouts and preparation of the site began in November 1971. The estimated cost of the build was set at £121,000. If the building had not been started by November 1971 the council would have lost a grant of £60,00 from the Scottish Education Department. As often happens the cost kept rising and reached £176,00 before completion.

The building was completed in 1973 and opened on 16th March by Councillor Mann. Bonnybridge Community Centre has served the community well over the last 51 years and we

are striving hard to keep it open for the Community as it is the only public facility available to the people of Bonnybridge.

We have a number of rooms:

Large Games Hall – this measures 26 x 16.5 metres it houses 3 badminton courts, basketball court, netball court and 5 a side football pitch it also has changing rooms and showers in the corridor behind the games hall.

Medium Hall and Lounge Area – known as the Adult Lounge/Hall as well as a seated area where parents can wait for classes in either this hall or the large hall. Used for a mixture of Happy Mondays, Dance Classes, Taekwondo to name just a few

Youth Lounge – the smaller of the three halls and also houses our mezzanine floor which is home to the Model Railway Club. The hall is used by first 4 kids for afterschool classes as well as Baby and Toddlers group along with some of the smaller groups.

Adult Lounge Seated Area – smaller area off of the Adult Lounge separated via the shutter. Can be used and hired as just the small area there and a number of the smaller groups are very much doing this.

4.3 Other Conditions

The Car park and access road are shared with library users and therefore common between the council and the Bonnybridge Community Hub, with shared responsibility for repair and maintenance. This is not part of the Community Asset Transfer request and will be negotiated under a separate agreement with interested parties.

Shared Areas

Access Rights

Vehicle Access and Parking

Maintenance Schedule

5. People

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

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

Chairperson:

Our Chairperson has experience volunteering in many different roles within our community. As the founder and community engagement leader of the local community page, with over 15,000 members for eight years, they successfully facilitated community involvement by keeping members informed about local events whilst gathering their feedback, to help improve the local community. They have also served as the chairperson of the local gala day for four years, where they organised and hosted large annual community events, and coordinated fundraising activities to support various charities. Their role as a foodbank manager for five years involved operating a foodbank from leased premises, providing essential services to the community, and organising free term-time community events in collaboration with trustees. They also gained valuable experience in customer service by managing reception duties. Furthermore, they engaged with communities by collaborating with other agencies as a community liaison and planned and coordinated entertainment activities for a local warm space as an entertainment coordinator.

Secretary:

Our Secretary has over 12 years experience within the Civil Service in a professional role. They are skilled in report writing, data analytics, networking, negotiation and also a very keen and community minded individual. They have come on board with the rest of the committee and members to help save the centre. They have been involved with the community here for the last 15 years or so and before that in Glasgow and Edinburgh and before that when they lived down south. Helped and attended fundraisers for many charity events over the years as well as serving as secretary for a two large sports clubs one whilst at university and one before they came to Scotland to live. They are a family man with three young children that take a lot of his time but are his life. They have been a massive drive to help to keep the centre open.

Vice-Secretary:

With six years of experience in assisting with the management of a charity, including applying for and securing funding, they have developed a comprehensive skill set in the charity sector. As a qualified childcare worker, they have demonstrated expertise in providing high-quality care and education. Their professional experience extends to working in a cash office and banking, where they were responsible for ordering stock and managing financial transactions.

They have also gained valuable experience in providing additional support services, underpinned by extensive training in various areas. This includes Autism Awareness, Introduction to Counselling, Child Protection, Active Sports, Equality, Diversity and Inclusion, Food Hygiene, and GDPR compliance. They hold a D1 Licence and an HNC in Childcare and Education and have completed courses in First Aid at Work and Successful Fundraising. Additionally, they possess a Personal Licence and have practical experience as a carer.

Their diverse qualifications and hands-on experience make them well-equipped to contribute effectively to any role within the charity sector.

Treasurer:

With a distinguished career in finance spanning 33 years at NHS Forth Valley, culminating in the role of Primary Care Accountant, they have demonstrated exceptional financial acumen and leadership. Their extensive experience in managing budgets, financial planning, and reporting has equipped them with the skills necessary to oversee the financial health of a charity.

Upon retirement, they assumed the position of Treasurer for an Older People's Forum, serving diligently for four years. In this role, they were responsible for managing the forum's finances, ensuring compliance with financial regulations, and providing accurate financial reports to the board. This experience has honed their ability to manage charity finances effectively, ensuring transparency and accountability.

Additionally, they volunteered with FDAMH for five years, further showcasing their commitment to community service and their ability to work collaboratively with other volunteers and stakeholders. This role involved supporting various fundraising initiatives and contributing to the overall financial strategy of the organisation.

Currently, they serve as a Trustee with Falkirk U3A, where they are responsible for publicity, including the production of a monthly newsletter, maintaining the organisation's Facebook page, and representing Falkirk U3A at CVS Health & Wellbeing Forums. Their role as a Trustee demonstrates their strategic thinking and ability to manage multiple responsibilities, which are crucial skills for managing a charity. They also manage a Film Group as part of the U3A's available activities, demonstrating their ability to engage and coordinate community initiatives. This experience highlights their organisational skills and their ability to foster a sense of community, which are essential for the successful management of a charity.

Their diverse qualifications and hands-on experience in financial management, community engagement, and strategic planning make them well-equipped to contribute effectively to the management and success of any charity.

Vice-Treasurer:

With three years of volunteer experience at an elderly centre, they have demonstrated a strong commitment to community service. While raising their children, they co-ran a business for 15 years, showcasing their entrepreneurial skills and ability to manage multiple responsibilities. They pursued further education as a mature student at Stirling University for four years, enhancing their knowledge and skills.

Their professional background includes ten years in banking, where they gained valuable financial expertise. As the treasurer for Greenhill Historical Society for ten years, they managed the organisation's finances with diligence and accuracy. Additionally, they served as the minute secretary at the BCEC for seven years, ensuring precise and comprehensive documentation of meetings. For five years, they provided dedicated care for an elderly parent, demonstrating their compassion and commitment to supporting others. Throughout this time, they also pursued their passion for genealogy, maintaining a consistent interest in historical research.

Trustee:

With 25 years of experience as Principal Teacher of Home Economics, they have demonstrated exceptional leadership, educational expertise, and the ability to manage complex projects and teams. Their role required them to develop and implement curricula, manage budgets, and ensure the smooth operation of the department, all of which are critical skills for managing a charity.

They also served as Acting Assistant Head Teacher for two years and Acting Adviser in Home Economics for one year, where they provided strategic guidance and support to both staff and students. These roles involved high-level decision-making, problem-solving, and the ability to lead and inspire others, which are essential qualities for a charity manager.

Their experience as Teacher in Residence at BP Grangemouth for one year allowed them to integrate industry experience with educational practice, demonstrating their ability to bridge different sectors and apply best practices from various fields. This adaptability is crucial for managing a charity, where diverse challenges and opportunities often arise.

As a dedicated member of the Central Region Children's Panel for 11 years and a member of the Children's Panel Advisory Committee for three years, they contributed significantly to the welfare and support of children in the community. These roles required a deep understanding of child protection issues, strong advocacy skills, and the ability to work collaboratively with various stakeholders, all of which are vital for a charity focused on community support and development.

Their work as a Research Assistant at Stirling University for 18 months involved conducting detailed research, analysing data, and presenting findings. This experience has equipped them with strong analytical and research skills, which are important for evaluating the effectiveness of charity programmes and securing funding through evidence-based proposals.

All these positions required a high degree of organisational and communication skills, which they consistently demonstrated throughout their career. Their ability to manage multiple responsibilities, coordinate with various stakeholders, and communicate effectively makes them well-equipped to successfully manage a charity, ensuring its operations run smoothly and its goals are achieved.

Trustee:

With 11 years of experience in childcare, they have developed extensive skills in providing high-quality care and support to children. This experience has equipped them with strong organisational and

interpersonal skills, essential for managing a community building where diverse groups and activities need to be coordinated effectively.

Additionally, they have 9 years of volunteer experience with reputable organisations such as Cash for Kids, The Hope Hub, and Roots. Through these roles, they have demonstrated their commitment to community service and charitable work, gaining valuable experience in volunteer coordination, fundraising, and community outreach. These skills are directly transferable to managing a community building, where engaging with the community and organising events are key responsibilities.

As a qualified event planner, they possess the expertise to organise and manage events effectively. This includes planning, coordinating, and executing events, ensuring they run smoothly and meet the needs of the community. Their event planning skills are crucial for managing a community building, where hosting various events and activities is a core function.

Their combined experience in childcare, volunteer work, and event planning demonstrates their ability to manage multiple responsibilities, work collaboratively with diverse groups, and create a welcoming and supportive environment. These qualities are essential for successfully managing a community building, ensuring it operates efficiently and serves the needs of the community effectively.

Trustee:

With 43 years of service as Chairman and 2 years as Vice Chairman of the Bonnybridge Community Association Committee, they have gained extensive experience in chairing meetings, ensuring adherence to proper procedures, and leading community initiatives. This role has equipped them with strong leadership and organisational skills, essential for managing a charity effectively.

For the past 5 years, they have served as Chairman of the Denny Wider Access to Schools programme, which provides further education and leisure activities for individuals aged 16 to over 80 years. This position has involved strategic planning, programme development, and community engagement, demonstrating their ability to manage diverse projects and cater to a wide range of community needs.

Over the past 45 years, they have been involved in the administration of the Bonnybridge Model Railway Club, gaining experience in committee meetings, organising the annual model railway show in Bonnybridge, and coordinating transport to other shows throughout Scotland and England. This experience highlights their event planning and logistical coordination skills, which are crucial for organising events and activities.

They have been a member of the Kirk Session of Bonnybridge St Helen's Parish Church for 45 years, with 40 years spent as the Clerk to the Kirk Session. In this role, they ensured accurate documentation and effective communication within the church, showcasing their attention to detail and administrative capabilities.

Additionally, they have organised and run a local camera club, arranging outings to various centres within central Scotland for photographic opportunities. This demonstrates their ability to engage and motivate community members, fostering a sense of community and participation.

During their professional career with Central Scotland Police, they served in all ranks up to Chief Inspector. In this capacity, they were responsible for attending meetings with external bodies, compiling reports, organising manpower for large events, and supervising and checking the work of others. This extensive experience in leadership, coordination, and oversight is directly transferable to managing a charity and community building, where similar skills are required to ensure effective operations and successful outcomes.

They hold a current First Aid Certificate and have completed courses on Child Protection and GDPR, which they are currently updating. They also hold a Health and Hygiene Certificate. These qualifications demonstrate their commitment to maintaining high standards of safety and compliance, which are essential for any charity.

With these extensive qualifications and experiences, they are well-equipped to benefit the Bonnybridge Community Hub. Their proven track record in leadership, community engagement, event planning, and administrative management makes them an ideal member of the board.

We will carry out the necessary record keeping from home and employ an accountant to complete our annual Return to OSCR.

6. Finance

Cash Flow

A Monthly Cash Flow Forecast has been prepared for the first year of operation and is detailed in the financial appendices.

Reserve Levels

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

Bank account

Virgin Money Bank Account (Charity Account) setup and in use

Grants

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

7. Summary

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

The Charity offers Falkirk Council £1 to purchase the Bonnybridge Community Centre[ASSET]. The basis of this offer is:

- Market value has been assessed by Valuer as £250,0000
- The community benefit of the Charity's work over five years is £2,063,369.

This made up from Volunteering Hours (£504,501) plus Community Benefit (£1,558,868)

Essential repairs (as demonstrated in the Conditional Survey Report – appendices) to the building are £0 which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. Works to be carried out as

We expect to have to carry out additional repairs in the value of £1.12million according to the survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose.

Name of Community Group:
Bonnybridge Community Hub

Contact:
[REDACTED]

Address:

Bonnybridge Community Centre Bridge Street FK4 1AA

Email:

Bonnybridgecommunityhub@gmail.com

Appendices

Link to Photos and Virtual Tour as done for us by Halo Homes

The link below will take you to the pictures we took in the community centre. You can download from this link too.

<https://michellemalonephotography.pixieset.com/bonnybridgecommunitycentre/>

The link below this will take you to the 3D Virtual tour.

<https://Halo-Homes.vr-360-tour.com/e/jxEBkiksJFI/e?dimensions=false>



Transmission Net Zero Fund **Funding Support Round 2**

Application Form

1.Introduction



Please complete this application form to apply for funding from the Net Zero Fund. The form must be completed by 5pm on 15 April 2024.

It's strongly recommended that your application form is submitted prior to the deadline date and time.

If you have any problems with your submission, please contact the Net Zero Fund team via netzerofund@est.org.uk

Depending on the volume of emails received, your email may not be responded to until the next working day or days. This also applies to emails sent after the deadline date and time.

Please note that submitting an application for funding does not offer any guarantee that funding will be granted.

For further details on the Funding Support criteria and the types of projects that will be considered, please visit our Funding Support page.

Reference number

Please add your Expression of Interest number provided to you by Energy Saving Trust NZF-CA1- 018

2. Your organisation

Organisation Name, Address, Postcode, Year established, Registration number if applicable (for example, Scottish Company number or Scottish Charity number):

Falkirk Council
The Foundry
4 Central Park
Central Boulevard Larbert
FK5 4RU

Year established: 1996

Main contact – Title, First Name, Last Name, Position, Telephone number, Email:

Ms [REDACTED]
Energy and Climate Change Coordinator
[REDACTED]
[REDACTED]

Second contact – Title, First Name, Last Name, Position, Telephone number, Email:

[REDACTED]
Head of Invest Falkirk 01324 [REDACTED]
[REDACTED]

Type of organisation applying for funding (tick the most relevant box):

- ☐ Community Interest Company
- ☐ Community Benefit Society
- ☐ Cooperative Society

- ☐ Development Trust
- ☐ OSCR Registered charity
- ☐ Community Transport Organisation
- ☐ Other constituted not-for-profit organisation
- ☒ Local Authority



Is your organisation able to reclaim VAT? Yes/No *(delete as appropriate)*

The Net Zero Fund cannot cover any reclaimable VAT on goods or services purchased towards the project, if you are VAT registered

3. Your project

Project Title

The title of your project will be used throughout the award process. Keep it short – max 6 words.

Bonnybridge low carbon community campus

Project Summary (Max 250 words)

Provide a summary of what your project aims to achieve, who it will help and what you will deliver or aim to find out. This summary may be made public if your application is successful.

This project will support the decarbonisation of a popular community building in Bonnybridge working towards a Community Asset Transfer of the building and support the early stages of the creation of a more environmentally sustainable community campus with the adjacent Library, through improving energy efficiency, installation of zero direct emissions heating and including solar panels to generate some of the electrical demand at the centre.

Improving the fabric of the building will help reduce heating costs and CO2e emissions associated with heating. It will also provide a warmer space for the Community in the winter. This is particularly important with the installation of air source heating.

The project will have a significant benefit to the community as improving the fabric of the building and the inclusion of solar panels will ensure that the long-term operational costs of the building are much lower than they are currently. These lower running costs will ensure that future price rises are mitigated and the community can still continue to provide a space for a number of users, including vulnerable groups identified in the table in section 5 of this application.

Falkirk Council officers will work with the community to raise awareness on energy efficiency and support those households who are in fuel poverty.

Project location

Please provide project location information including address, postcode, local authority and grid reference.

Bonnybridge Community Education
Centre Bridge Street
Bonnybridg
e FK4 1AA
56°00'01.7N 3°53'17.1W

Community Council

Please list the community council areas supported by your project. Details of the community councils can be found using the Community Council Finder tool ([opens in a new window](#)).

Bonnybridge Community Education Association (BCEA)

Project partners



a) Partner organisation(s)

Organisation name:

Bonnybridge Community Education Association (BCEA)

Project role:

Supporting the aims and outcomes

Any specific deliverables assigned to them:

Encouraging the community to access support from Fuel Poverty Advisor, engaging with the community on what measures are being taken in the building and what that helps.

Relationship to your organisation:

Community group managing the Bonnybridge Community Centre, currently owned by Falkirk Council. BCEA have submitted a formal expression of interest for Community Asset Transfer of the building and are working towards submission of a full Community Asset Transfer application by 1st October 2024.

Confirmed project partner? Yes

Please attach a letter of support or email to confirm the partner's involvement

Attached

Main technologies or focus of the Project (tick between 1 and 3 options)

- ☐ Battery storage
- ☐ Ebikes (bike and infrastructure)
- ☐ Electric vehicles (vehicle and infrastructure)
- ☐ Electric heating systems
- ☒ Energy efficiency
- ☐ Net Zero skills and supply chain development
- ☐ Non fossil fuel – heat networks, combined heat and power
- ☒ Renewables (electricity) – solar, wind, hydro, other, please specify
- ☒ Renewables (heat) – biomass, heat pumps, solar thermal, other, please specify

Aims (max 200 words)

What are the core aims of the project?

This Project has a number of aims:

The overall aim is to create a Bonnybridge Campus which is a focal point within the community, where people with a range of different needs can access a multitude of high quality services and activities. These services will include advocacy support, library and cultural

services, sport and leisure activities as well as other services which are important to the local community.

Another key aim of the project is to deliver Energy efficiency improvements, air source heating and solar PV panels to reduce the operating costs in relation to energy and ensure the building is running on a zero direct emissions heating system. As the building will be going into Community ownership this will ensure the long term sustainability of the building for the Community. This project will also support the delivery of Falkirk Council's LHEES and provides a great example of what a community building can do to be low carbon.

There is also an awareness raising element to this project which will be fully funded through Falkirk Council's financial resource but we feel adds further benefit to the project. The aims of the awareness raising element is to:

- support members of the Community who are in fuel poverty. This will be done through a series of energy efficiency workshops. This element will also support the community to access grant funding that is available and remove barriers to accessing this funding.
- Increase awareness of climate change through a series of Carbon Literacy training courses for the community.

Outcomes (max 300 words)

What results do you expect the project to produce and what change will occur?

Please include any evidence or past experience to support your expectations.

This project will achieve the following outcomes:

1. Reduction in energy consumption through energy efficiency improvements and installation of solar panels.
2. Reduction in operational energy costs through improved energy efficiency and solar panels. This will also mitigate any future rises in energy costs.
3. Reduction in operational CO2e emissions through installation of air source heat pumps, solar panels and improved fabric.
4. Reducing the number of people in fuel poverty in Bonnybridge through provision of support from Falkirk Council officers.
5. Creation of a community building that is more energy efficiency, warmer in the winter and more welcoming. This will support community co-hesion going forward.
6. Improved awareness of climate change within the community and actions that can be taken through provision of Carbon Literacy training.
7. Creation of one apprenticeship opportunity to increase local skills in renewable installations.

Targets

Please provide clear target figures for all of the different outputs you aim to deliver over the lifetime of the project. If multiple types of improvement are proposed, please provide the breakdown by type. Please add/delete rows as appropriate

Technology/measure	Number installed	Number of domestic/community buildings supported	Total estimated carbon savings (kg/year)	Total estimated annual cost savings (£)
Air to water ASHP to power centre with Air to air ASHP for the sports hall. (RICARDO report)	1	1	22,500	150,000
LED lighting installation (RICARDO report)	1	1	1,800	50,000
LED floodlights (RICARDO report)	1	1	374	6,000
Cavity wall insulation (RICARDO report)	1	1	1,500	20,000
Double glazing (RICARDO report)	1	1	180	16,000
Solar PV (RICARDO report)	30	1	2,858	34,000

When calculating the carbon and cost savings of each technology or measure, please confirm the reference source used.

4.Funding

Category	Amount (£)	Percentage of overall project costs (%)	Status of award
Total cost of the project	£276,000	100%	Awaiting funding from SPEN.
Funding request from the Net Zero Fund	£138,000	50%	Awaiting funding for SPEN element.
Own resources contribution	£138,000	50%	Confirmed

For your other/match funding listed above. Confirm the status of each, for example; awarded, awaiting panel approval, application submitted, application in process, awaiting next funding round to open.

Key project expenditure

Please summarise below your key project expenditure. You should also complete and attach your project's full budget using the Excel spreadsheet template attached to the application form email.

Please note that you must not include any VAT which can be reclaimed by your organisation. Non-reclaimable VAT costs are allowed to be included a part of the overall item cost.

Capital funding (i.e., for equipment, machines, installation costs etc.). Please add/delete rows as appropriate. Once awarded the overall funding amount cannot be increased and costs must align as closely as possible with the amounts provided in this application.

Item	Cost per item (£)	Number of items	Total cost (£)
Air-water and air-air ASHP (with destratification fans)	150,000	1	150,000
LED lighting for building	50,000	1	50,000
LED floodlighting	6,000	1	6,000
Cavity wall insulation	20,000	1	20,000
Double glazing	16,000	1	16,000
Solar PV	34,000	1	34,000

Funding for staff time to complete project work. Please note that the fund will only cover actual time working on this project and not core staff costs associated with other duties.

Project role	Name	Day rate	Days worked year 1 (2024)	Days worked year 2 (2025)	Total (£)

Net zero skills development costs

Training course	Cost per item (£)	Number of persons	Total (£)

For net zero skills development can you also briefly describe how you expect the training to benefit local communities (e.g. create jobs, lead to the installation of renewable generation and heating installations). (Max 200 words)



As part of procuring the contract for the works in the building, there will be a requirement for community wealth building, as per Scottish Government's Sustainable Procurement Duty.

We will include the requirement for an apprenticeship in the contract, to ensure that someone is provided an opportunity to get some on the job training and increase skills in terms of renewable installation and air source heat pumps. This is supporting skills Development in a much needed area. This apprenticeship will be for someone in the Falkirk area to provide an opportunity for someone local.

5. Eligibility and project benefits

Please expand on the information provided in your Expression of Interest form, to explain how your project aligns to the priorities of the fund. Your enhanced answers should include the direct and indirect beneficiaries of the project, being as specific as possible on their location, number of persons helped and your routes to reach them.

I. Building Net Zero capacity - projects funded should assist the community's knowledge and ability to undertake further Net Zero activity.

Please explain how your project will influence people's behaviour directly or indirectly and positively contribute to achieving Net Zero (max 300 words).

There are two aspects of the project which will help build net zero capacity within the community: Carbon Literacy training

We will develop a community Carbon Literacy course accredited by the Carbon Literacy Project.

This course will provide information on the basic science of climate change, why it is happening, impacts specifically focusing on impacts for Falkirk area, what actions we can take to mitigate and adapt to climate change and how do we communicate effectively on climate change issues.

In delivering Carbon Literacy training it is hoped that members of the community will be more aware of actions they can take to reduce their carbon footprint. This will ultimately support the goal of supporting the reduction of area wide emissions and contributing to Scotland's 2045 net zero target.

Energy efficiency awareness raising

Officers within the Council's Energy and Climate Change Team, will work with members of the community to help alleviate fuel poverty and raise awareness of energy efficiency measures. Part of this advice will include where to get financial support and helping them with applications for grant support. Raising awareness of energy efficiency measures specifically

II. Supporting consumers and communities in vulnerable circumstances

Please explain how your project will target or assist consumers and communities in vulnerable circumstances (max 300 words). Please see our definition of vulnerability [here](#).

The Bonnybridge Community Eductaion Centre has been identified as a property proposed for Community Asset Transfer under the Council's Strategic Property Review (SPR). As part of the SPR process, an Equality and Poverty Impact Assessment was carried out and identified that persons with protected characteristics may be disproportionately affected by the recommendations of the SPR.

By creating a community centre that is more energy efficiency and generates some of the electrical needs via solar panels we will be transferring a building that will have lower running costs than in previous years. This will ensure that the building can continue to be used by a number of groups including those vulnerable groups such as baby and toddler groups.

The establishment of the location as a sustainable "Campus" between Bonnybridge CE Centre and Library, will deliver additional benefits to a range of people in the community and create inclusive and enhanced community spaces for leisure, learning, advocacy, support and health and wellbeing. This campus will support people who face certain challenges with accessing support, for example those who face challenges accessing digital platforms.

Furthermore this project, through Falkirk Council's Energy and Climate Change Team (ECCT), will engage with the community in Bonnybridge. For example providing energy advice and where to get financial support to make any improvements. The ECCT will also support

III. Social Benefit

Please list social benefits that your project will provide, how these benefits will be delivered and how long you expect to deliver them for. (Max 300 words). Please see our definition of social benefit [here](#).

The Bonnybridge Community Education Centre is a popular and well utilised community facility, with several activities provided such as fitness. Over a 4 week sample period it was shown that 2,301 people used the facility.

With the current financial challenges facing Falkirk Council the property is at risk due to the Strategic Property Review and the council is working with the community to deliver a sustainable management model. There is the requirement for this building to be subject to a Community Asset Transfer and a formal Expression of Interest has been submitted for Community Asset Transfer and the group are working towards submission of a full application by 1st October 2024. However, one of the areas of concern are energy bills and therefore the proposal will enable a more financially sustainable management model to be enabled. Bonnybridge Community Education Centre is one of the largest community centres in Falkirk and so this therefore requires additional support in helping to ensure the long term sustainability of any Community Asset Transfer.

The building is highly regarded within the local community and provides a space and function for several groups such as groups that focus on fitness, IT skills to help people combat poor digital literacy and also baby and toddler groups which can have a positive impact on child development and provide a support mechanism for parents accessing this service.

By securing this funding we can ensure that we transfer a building that is financial and environmentally sustainable for the community to continue providing a space for so

For Community building/facilities – services this should also include any additional persons able to use the building/facilities thanks to this project.

BENEFICIARY <i>This can be organisations, clubs, a warm space, meetings, events, members of the local community, homes.</i>	Vulnerable (y/n)	Estimated number of persons supported	Estimated or confirmed duration of support	What is the benefit of this project for this group? <i>This can include social, health or economic benefits such as jobs created.</i>
Community - Baby and Toddler Group, cab Advice appointment, Basketball Practice, Carpet Bowling, BCEA Business, Out of school care, Badminton, Model Flying planes, Football, Netball, Computer class/IT Skills/CV's etc, 1:1 addition counselling, Walking Football, 5 a-side Football, Gala Association, First 4 Kids, Thursday Club, Greenhill Historical Society, Tartan Army	Y	1184 users in 4 week period	Existing groups planning to continue to use facility, subject to community asset transfer of building to community group	Ensuring there is a space for activities and services for a range of people in the community particularly those with a protected characteristic including older people, younger people, people with a disability and people in low income households
Private Sector: TaekwonDo, Judo training/coaching, Dance Practice, L Md School of Dance, Brig Athletic	N	1184 users in 4 week period	Existing groups planning to continue to use facility, subject to community asset transfer of building to community group	Providing a space for leisure activities, contributing to the overall health and wellbeing of the community. This will also help support

				the local economy .
Public Sector: NHS Blood Transfusion, Councillor surgery, Dundas Resource Centre	Y	1184 users in 4 week period	Existing groups planning to continue to use	
			facility, subject to community asset transfer of building to community group	
New users may be identified in future, particularly given the opportunities that exist from the asset transfer of the building and the benefits that exist from being located directly next to Bonnybridge Library				

Please complete the table below to help us further understand the social benefit that your project will provide. Where your project involves multiple properties or vehicles please include the total figure. For any categories not applicable to your project please mark as N/A.

Outcome	Applicable (y/n) or (n/a)	Estimated number of or output figure	Supporting narrative to justify your response, specifying any specific beneficiaries.
Energy, Buildings, and the Environment			
Energy usage <i>Estimated Increase or reduction in onsite energy consumption per annum (kWh)</i>	yes	Gas decrease 142,750 kWh (includes reduction in gas consumption from boiler) Electricity increase from ASHPs – 40,000 kWh Electricity decrease from measures: 12,080 kWh Onsite electricity generation – 9,521 kWh	Information contained within RICARDO's summary report
Energy usage – costs <i>Estimated annual cost reduction based on current energy prices (£)</i>	Yes	£9,310 c£3,000 for solar panels.	

Community benefit <i>Estimated The target amount in £ that you will save/generate for reinvesting back into the community. This can be from energy cost savings and/or selling to the grid (where income is generated from the sale of electricity to the grid)</i>	yes	£9,310 c£3,000 for solar panels.	Please specify: (1) Types of services/outcomes expected through reinvestments (2) Number of individuals expected to benefit from each type of reinvestment (3) Timeframe in which the benefits from reinvestments will materialise
Low income/vulnerable housing <i>The number of low income/vulnerable properties made more energy efficient and cheaper to run. Out of the total number of properties.</i>	No		Please specify the benefits to vulnerable households:
Community building/facilities - services <i>Additional usage (hours per week) of the building/facilities thanks to reducing your energy costs</i>	yes	20+	Please specify/provide: (1) The number of additional individuals expected to benefit from the additional usage (2) A breakdown of the benefits that people will experience as a result of the additional usage (e.g., free meals, warm space provision)

Community building/facilities - services Total usage time (hours per week) of the building/facilities thanks to reducing your energy costs	yes	85+	Please specify/provide: (1) The total number of individuals expected to benefit from reduced running costs (2) A breakdown of the benefits that people will/continue to experience as a result of the reduced running costs (e.g., free meals, warm space provision)
Air Pollution is reduced Number of heating systems using fossil fuels that will be replaced through this project	Yes	ASHP to replace gas boiler.	Please specify the heating systems being replaced:

Outcome	Applicable (y/n) or (n/a)	Estimated number of or output figure	Supporting narrative to justify your response, specifying any specific beneficiaries.
Transport			
Transport – Net Zero journeys <i>Number of estimated Net zero journeys</i>	No		
Transport – Mileage Distance travelled in net zero or low-emissions vehicle (in miles)	No		
Transport – Air pollution is reduced Number of fossil fuel vehicles replaced with electric	No		Please detail which vehicles are being replaced:
Transport – additional services <i>Number of additional services delivered – please list in notes</i>	No		Breakdown of the benefits that individuals will experience as a result of the additional services delivered (e.g., improved mobility, improved health) Benefits that cannot be measured quantitatively can be presented as qualitative benefits
Quality of life and health			

Community building/facilities - services <i>Number of additional services delivered thanks to this project – please list in notes</i>	Yes	Unsure	It is likely that the building will increase number of services it can provide. We are unsure at this stage the number; however this will be monitored throughout the project.
Warm space created or retained <i>Number of estimated users per annum</i>	Yes	29,913	This is based on current building usage figures indicated above.
Resilience hub created or retained for use during severe weather events or local power outages <i>Capacity of hub (number of persons)</i>	No		This is not to say that the community will not use this as a resilience hub in the future and we will discuss this with them when delivering the project.
Employment and Education			
More local people in employment <i>Number of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract.</i>	No		
More local people in employment <i>Number of full time equivalent supply chain local employees (FTE)</i>	No		
<i>hired or retained for the duration of the contract.</i>			
Improved employability of young people <i>Number of persons under 21 (FTE) hired or retained for the duration of the contract</i>	No		
Improved skills <i>Number of Training opportunities and apprenticeships provided</i>	Yes	At least 1	This is a requirement of procuring contracts through Sustainable Procurement policy. We will look at the community wealth building part of this and add in requirement of one apprenticeship post into contract.
Improved skills for low carbon transition <i>Number supported in 'traditional' high carbon industries to retrain</i>	No		

Improved skills for disadvantaged people Number of from under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders receiving training	No		
---	----	--	--

IV. Carbon saving – your project must reduce carbon emissions.

Please explain how your project will reduce carbon emissions (max 300 words). Your answer should include the total estimated carbon savings and projected lifetime of your installed equipment.

This project will reduce carbon emissions through the installation of solar panels which will reduce the amount of grid electricity consumed. Emissions will also be reduced through improved energy efficiency measures which will reduce gas consumption and installation of ASHP.

The total CO₂e estimated to be reduced through this project will be 29 tonnes CO₂e annually and over the lifetime of the measures this will be 726 tonnes CO₂e. This is a significant saving for this community building and will support the decarbonisation of energy related emissions in the area and support Falkirk's Local Heat and Energy Efficiency Strategy (LHEES).

The solar panels alone will save 2.9 tonnes CO₂e through generating 13,462 kWh per year. Not all of the buildings electricity demand will be generated through the solar panels so this is why it is important that we include LED lighting as part of the project to reduce electricity demand by an estimated 12,080 kWh per year.

Heat demand will be reduced through cavity wall insulation and windows, which will achieve a combined gas saving of 7,750 kWh and a Co₂e saving of 1.7 tCO₂e per year.

Finally the buildings CO₂e emissions will also be reduced through the installation of ASHPs (Airwater and air-air with destratification fans for the games hall). Although the ASHPs will increase electricity consumption, it still has a lower kWh consumption than the gas boilers and will achieve a carbon saving. The estimated annual CO₂e saving for this measure is 23 tonnes CO₂e.

The project will also achieve CO₂e savings through awareness raising. It is difficult to

V. Additionality - The Net Zero Fund will support projects where there is clear need for the funding.

Why do you need the Net Zero Fund and why can't you fund this yourself or through other mechanisms (max 300 words)?

Falkirk Council, similar to other local authorities, are facing a significant financial challenge which places pressure on budgets. Some of this pressure includes the running costs of buildings with the rising cost of energy and inflationary pressures with elements such as ongoing maintenance.

The Council, therefore, has taken the decision to reduce the number of non-core assets and look at opportunities for mitigating closure of these buildings such as Community Asset Transfer. There is a great opportunity to transfer the Bonnybridge Community Education Centre to the community; however at present the community have no funding available to realise the ambitions of improved energy efficiency and energy regeneration through renewables. Funding from the Council to support this initiative is very limited and so we have to look to external sources.

The Council has committed to handing over any building as part of a Community Asset Transfer as wind, water tight and statutory compliant however we also want to support community groups undergoing Community Asset Transfer in identification of external funding that would support the asset transfer for areas such as energy efficiency and generates some of its electricity needs through solar panels. This helps to ensure that the community will asset transfer a building that has measures in place to mitigate future rising energy costs. The community will not be able to get the same energy rate that the Council gets for energy bills and price per kWh will be more expensive.

A £3m enabling fund has been set up as part of the Strategic Property Review to assist with asset transfer so there are opportunities for match funding as well as funding for other improvements within buildings undergoing Community Asset Transfer, however there are currently 44 formal expressions of interest for Community Asset Transfer.

As the Council's budget becomes increasingly under pressure it is important that we identify and support community groups undergoing Community Asset Transfer with opportunities for external funding and capitalise on these opportunities.

6. Project delivery

Project programme

Please outline the key tasks and timescales for your project using the table below. Remember to include any deliverables or milestones achieved from each task. Your own more detailed project plan must also be attached in the mandatory documents section of this application form.

Task	Start date	End date	Deliverable
Tender specification drawn up and submitted on Public Contract Scotland. Tenders then scored.	01/10/2024	06/01/2025	Draw up and Submission of tender on Public Contract Scotland. The tender will be submitted following a CAT application by the community on 1st October 2024. We will create the spec before that in order to be ready to go.
Award contract	13/01/2025	20/01/2025	Reviewing tender submissions and awarding successful bidder prior to project commencing.
Inception meeting with contractor	27/01/2025	27/01/2025	Kick off meeting to discuss key deliverables.
Planning, building warrant and DNO application (this is pre project starting)	17/02/2025	31/03/2025	Gaining necessary planning for solar panels and the building warrant for measures taken to improve energy efficiency. Done prior to project officially starting.
Roof survey for solar PV	01/04/2025	11/04/2025	Get a roof survey completed prior to project commencement to check suitability of solar panels for the roof.
Carbon Literacy training developed and accredited	07/07/2025	18/08/2025	Develop training course and gain accreditation from Carbon Literacy Project
Implementation of capital measures	01/04/2025	14/11/2025	Installation of solar panels, ASHPs and energy efficiency improvements
Carry out two Carbon Literacy sessions.	01/09/2025	7/11/2025	Deliver two training sessions.
Energy awareness sessions (two)	12/09/2025	31/10/2025	Officers working with community and delivering energy efficiency workshops where appropriate.
Case study on project	14/11/2025	30/11/2025	Develop and publish case study on project. Will be published on Falkirk Council's website and picked up by local media.

What technologies, measures, vehicles or infrastructure will be installed (max 500 words)?

Please detail the equipment to be installed, including make and model numbers if the project has progressed to this level of detail.

Solar panels
Cavity wall insulation
LED lighting (building and floodlights)
Double glazing
Air- water ASHP
Air-Air ASHP

What activities have been carried out to date (max 500 words)?

For example, has a feasibility study already been completed, has a planning application been submitted, etc. You should attach this information as supporting documentation.

A feasibility study by RICARDO has been carried out on the building which details recommendations for the building.

A number of public events and meetings have taken place with the local community through Falkirk Council's Strategic Property Review, amongst other engagement for key initiatives for the area. This has included engagement with the community groups interested in Community Asset Transfer. Whilst these meetings have been positive, the Bonnybridge Community Education Centre is a large community building and therefore funding for energy efficient measures will help counteract any concerns from community groups about future energy costs and the ongoing sustainability of the building and asset transfer.

The Bonnybridge Community Education Association (BCEA) has submitted an expression of interest to transfer this community building. They will submit a final application for a community asset transfer of the building by 1st October 2024. Following this we will require Executive approval and then BCEA will be required to submit a formal offer to the Council. We anticipate a handover date by 31st March 2025.

What specific permits and permissions are required for your project (max 500 words)? For example, will the project require grid connection permissions, and have they been discussed with the DNO, what environmental permits will be needed, and does the project require planning permission?

This project will require planning permission for the solar panels and also a building warrant for the insulation measures. Both of those applications will be submitted prior to the official project start date to ensure that we can hit the ground running.

A grid connection application will also be submitted to the DNO for approval for connecting solar PV to grid. All of these elements will be factored in when tendering

Relevant experience

Please provide details of any relevant experience, including project management or delivery and list other relevant skills and experience within the organisation/partnership.

The Support for delivery of this project will be provided by Falkirk Council. There is a range of experience which is detailed in the biography below.

In summary there is significant experience in property management within the Council including procuring contracts, project managing several projects such as energy efficiency works, heat decarbonisation and renewable installations throughout Council operational properties.

Project team

Please tick this box to confirm you understand that must have a dedicated project manager on the commencement of the project. ☐

Please provide details of core staff members from yourself or any other organisation playing a key role in the project.

Role	Name	Organisation	Biography (max 50 words)
Head of Invest Falkirk (Overall oversight for project delivery)	[REDACTED]	Falkirk Council	Proven track record of managing corporate and commercial assets and delivering significant property projects. Over 30 years experience

			working in local government.
Building Design Manager	[REDACTED]	Falkirk Council	Chartered Quantity Surveyor with over 30
Asset Manager	[REDACTED]	Falkirk Council	Chartered Property Surveyor with 38 years experience in the public sector. Currently service manager within FC responsible for strategic asset management, lead officer for asset management of its operational property estate, provision of professional property services and management of the Council's commercially let properties.
Programme Management Coordinator	[REDACTED]	Falkirk Council	PRINCE2 Practitioner with over 10 years experience working in project management roles within the public sector. I am involved in the management and delivery of Falkirk Council's Strategic Property Review.

Property Surveyor	[REDACTED]	Falkirk Council	Chartered Property Surveyor with 20 years' experience within the public sector. Previously was an Asset Manager of a section of the Falkirk Council nonoperational portfolio. Currently the Property Surveyor involved in the Falkirk Council strategic property review.
Energy and Climate Change Coordinator (responsable for comminty awareness raising element)	[REDACTED]	Falkirk Council	Climate Change specialist with almost 10 years working in the environment sector. Lead on the
			Council's accounting, monitoring and reporting of emissions and I am responsible for managing a small team.

Procurement (max 250 words)

If you intend to procure services out with the partner organisations you've listed above, please list details here and explain how you will make sure your procurement process is

As a Local Authority Falkirk Council are bound to ensure best value which best meets the needs of our communities.

As part of this project includes capital works this will be tendered through Public Contracts Scotland, where those with an account will be able to tender for the works.

All contracts will be scored fairly and as mentioned above will ensure best value.

Risk assessment

Complete the following template and attach your own project risk register when submitting your application.

Risk	Likelihood	Impact	Mitigation
CAT Transfer – Community not going forward with application to transfer into ownership	Low	High	This fund will Support the community in their bid to transfer the building. Having this funding will ensure a more sustainable building for the future and potentially bring more users into building.
Construction – inflation pressures and extended timescales	Medium – inflation Low - timescales	Medium – inflation Low - timescales	Set contingency budget to counteract inflation Project plan for key deliverables
Delay to work starting	Low	Medium	As part of tender process bidders Will be required to submit key milestones.
Legal	Low – successful bidder not got correct level of insurance	Low – bidders should understand insurance requirements	Ensure tender process sets out levels required for insurance such as public liability

Roof condition not suitable for solar PV	Medium	Low – mitigation measures should combat this issue should it arise.	Falkirk Council have contingency budget to be able to make the roof suitable. This work can be carried out and then solar PV installed all within timescales identified and prior to project finishing on 31 st March 2025.
Community – community organisations undertaking CAT, folds	Low	Low – won't impact the delivery of the project	We are working with the community organisation on capacity building and to develop a robust and sustainable business case to help ensure successful asset transfer
Planning and building warrants may be required to deliver project	Medium	Low – this will not be funded through SPEN fund	Appropriate checks will be undertaken prior to Project kick off and will be included in Project plan.

Project monitoring and reporting (Max 200 words)



Please note that you will be required to provide reporting on the achievement of your targets and ongoing monitoring of their impacts. Reporting should include the benefits presented in section 4.

Please explain how you will monitor your project impacts and how you will record this information.

There are a few things that this project will be monitoring

1. The reduction in energy consumption will be monitored through our energy bills via SystemsLink which is our online system that shows consumption of energy. This will be compared with the previous 12 months to ascertain reductions made and CO2e savings calculated to get actual savings.
2. The number of individuals supported through our energy efficiency awareness sessions. This will involve regular follow ups with those who have accessed support.
3. The number of people that have received the training and been certified as Carbon Literate will also be monitored. We will share actions that people have pledged in their carbon literacy assessment (anonymously) and state the impact in terms of estimated CO2e reduced should they carry out these actions.
4. The successful creation of an apprenticeship post. Regular meetings with contractor will determine the overall success of this post.

We will also record any increase in building usage and whether new groups are accessing the building.

Learnings from your project (max 200 words)

We'd like the funds to support projects that will give useful information and outcomes that could be applied more widely. This could be things like supporting education, testing new and innovative ideas, clear and replicable learnings and sharing details with others. Please set out the learnings you expect from your project. What data will be available and how could this help others?

This Project will be seen as exemplar for what other community buildings could do to reduce their energy consumption and CO2e emissions. Other community groups will be able to visit the building and Bonnybridge Community Education Association can share their experience with others.

We will create a case study once the project is complete, ensuring that this is shared via social media and local press. This will include experience of applying for funding, recommendations for groups thinking of applying for similar funding and what the project achieved and how this has benefited the community.

The objectives that this project is aiming to achieve also links up with the Council's Climate Change Strategy and LHEES strategy and delivery plan. If funded this project will be included in the LHEES delivery plan and the Council's Climate Emergency Action Plan, which sits behind the Climate Change Strategy.

Furthermore, if funded, the Council will add this project to the list. It will also be stated as a project in our Public Bodies Duty Climate Change Reporting. This will provide an

7. Important information and signature



Please note that all applications for funding will be subject to review, follow up questions, due diligence checks, independent panel assessment, project board review/approval and final clarification questions.

Delays, an inability to answer questions or provide information and inaccuracies identified in your application may result in a delayed award decision, additional due diligence checks, and could result in your application being rejected.

Data protection

Privacy Notice

This privacy notice describes how SP Energy Networks ("SPEN") processes your personal data collected above in this EOI Form for the Net Zero Fund application process. In this Policy, references to "we", "us", and "our" (and other similar terms) means SPEN and "you" and "your" (and other similar terms) mean applicant, main contact and second contact.

Under Data Protection Legislation our lawful bases for processing your personal data are:

Legitimate Interest of SPEN to process applicants and invites to knowledge sharing sessions.

Contractual as applications must be submitted in line with our Terms and Conditions and due diligence is necessary step to be undertaken before awarding the funding and entering the contract.

SPEN will share your personal data with the fund administrator, Energy Saving Trust (EST) as part of the application process to organise sessions, process application and complete diligence for the funding process. For more information on how EST process your personal data please see their privacy notice [here](#).

When SPEN engage with data processors who are third parties i.e. consultants, contractors, and suppliers, we have agreements in place with our data processors that restrict the purposes for which they can process the personal data and we will only share personal data that is required to enable them to perform these services. However, the personal data will not be shared with any other third-parties unless we are required to do so by law. When we are required to share personal data, we will take appropriate measures to ensure we have a lawful basis to share the data, that we provide only the personal data which is required for the purpose and to provide this data securely.

We have in place appropriate technical and organisational security measures to protect your personal data against unauthorised or unlawful use, and against accidental loss, damage, or destruction. We have put in place strict confidentiality agreements (including data protection obligations) with our third-party service providers and processors. We will process and retain your personal data for the duration of the fund and the contractual period in line with our retention schedule.

Your personal data will be processed and stored within the UK or the European Economic Area ("EEA"). In any instances where this data is to be transferred out with these areas, we will implement appropriate safeguards and security measures. SPEN are part of the

Internal Use

Iberdrola Group and as such any data transfers that occur within the group are carried out in accordance with the applicable data protection laws and our Binding Corporate Rules (“BCRs”). The Iberdrola Group’s BCRs reflect European legislation on data protection (General Data Protection Regulation) which

means that all companies in our Group must comply with the same internal rules. You can download a copy of the Iberdrola BCR [here](#).



In accordance with Data Protection Legislation you can exercise any of the following rights by contacting us at DP@spenergynetworks.co.uk

Right of access – you have the right to obtain confirmation of what personal data is being processed and to receive a copy of this personal data

Right to rectification – you have the right to have your personal data rectified if it is inaccurate or incomplete

Right to erasure (Right to be forgotten) – you have the right to request the deletion or removal of your personal data where there is no legal basis for its continued processing

Right to restrict processing – you have the right to request that we block or suppress processing of your personal data

Right to object to processing – you have the right to object to the processing of your personal data, under certain circumstances

Right to data portability – you have the right to obtain and reuse your personal data for your own purposes across different services

For more information on how SPEN process personal data please see our full privacy notice [here](#).

Additionally, if you believe that your personal data is not being processed in line with this privacy notice you have the right to lodge a complaint with our Data Protection Officer, by contacting:

dataprotection_corporate@scottishpower.com or Data Protection Officer, Scottish Power UK, 320 St Vincent Street, GLASGOW, G2 5AD.

If you are not satisfied with the response, you have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) by contacting: Information Commissioner's Office, Wilcliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113.

Authorised signatory for organisation

I can confirm that I have read all of the application information and it is accurate at the time of submission.

Full name: [REDACTED]

Position in the organisation:

Head of Invest Falkirk

Signature: [REDACTED]

Witness full name: [REDACTED]

Position in the organisation: Energy and Climate Change Coordinator

Witness signature:



[REDACTED]

8. Additional information

Mandatory documents

Document	Filename	Uploaded by	Uploaded date/time
Technical specification for the project – this may be a detailed feasibility where required or a detailed specification prepared by a potential supplier	Bonnybridge CCF16 Outline Specification And Bonnybridge Summary Report	[REDACTED]	
Project delivery plan	Project Plan And SPEN Project Plan Gantt Chart	[REDACTED]	
Budget	Net Zero Fund Budget Table	[REDACTED]	
Outline of the legal and planning requirement and steps required support the progression of your project	Project Plan	[REDACTED]	
Risk assessment	Risk Register	[REDACTED]	

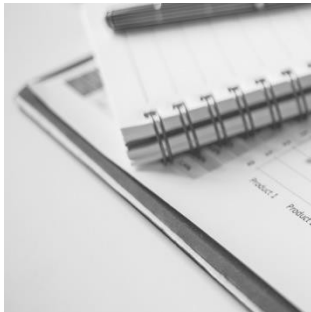
Other documents

Document	Filename	Uploaded by	Uploaded date/time
Letter of support	BCEA Support letter	[REDACTED]	

Conditional Survey

Falkirk Council Condition Survey of Bonnybridge CE

Internal Use



Falkirk Council

Condition Surveys 2023

Bonnybridge C.E. Unit
505560

21 August 2023

Originated by: GM
Approved by: MM
Reviewed by: BL

Version: 2.0

Status: Draft

 **Currie & Brown**

Revision control

Rev	Date	Description of revision	Prepared by	Checked by	Authorised by
1.0	31 AUG 2023	Draft	GM	MM	BL
2.0	22 NOV 2023	Revised draft	GM	MW	BL

Distribution list

Controlled copies have been distributed to the following personnel:

Copy No	Name of holder	Company	Date issued
1.	[REDACTED]	Falkirk Council	31 AUG 2023
2.	[REDACTED]	Falkirk Council	22 NOV 2023

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Executive summary

Further to instructions received from Falkirk Council, an inspection was undertaken of the premises known as Bonnybridge C.E Unit on 21 August 2023.

1.1 Condition Rating

Overall building fabric rating is Condition C.

Overall MEP rating is Condition D.

Overall building rating is Condition D.

1.2 Cost Summary

The costs for all works necessary to maintain the condition ratings as defined in the client's brief are as follows: -

Category	Cost of Remedial Works
Category 1.0	£0.00
Category 1.1	£640,622.00
Category 1.2	£124,867.50
Category 1.3	£13,000.00
Category 2	£216,419.14
Category 3	£105,215.10
Category 4	£26,056.50
Total Costs	£1,126,180.24

The basis of these costs is detailed in Section 6.5 of this report.

Please note that the costs include replacement of a number of mechanical and electrical installations that are beyond their economic life according to CIBSE guidance. However, a number of them are still performing adequately and the replacement dates included in our schedules calculated in accordance with the guidance could be deferred beyond those stated.

2. Introduction

Further to instructions received from Falkirk Council, an inspection was undertaken of the property known as Bonnybridge C.E Unit in order report on the general condition of the building fabric and mechanical and electrical services.

Personnel Inspecting	Date of Visit	Weather Conditions at the time	If accompanied and by whom
Graham MacNicol BSc (Hons) MRICS – Building Fabric	21 August 2023	Dry	Unaccompanied.
Hardy Hamilton & Steven McKinlay Hulley & Kirkwood Consulting Engineers – Mechanical and Electrical	17 August 2023	Dry	Unaccompanied.

We confirm the additional following information in respect of our inspection:

- We were able to access and inspect all external building fabric, including the roof which was inspected by utilising an UAV;
- We were able to inspect all rooms internally at the time of our inspection with the exception of the art store (035)

The front elevation of the property faces due north and descriptions such as “left” and “right” are given when facing the particular element in question.

3. Background

3.1 Objectives and Scope

The purpose of this condition survey programme is to provide a detailed elemental breakdown of the condition of existing buildings and structures across Falkirk Council's portfolio to create an accurate baseline record of the current condition of their buildings, flagging current and future issues where possible. The inspection encompassed: -

- Building Fabric;
- Mechanical & Electrical Services.

Where defects have been identified, the costs to bring the elements up to a good standard are provided. Recommended timescales for implementing repairs are also included, as failure to carry out work could result in accelerated deterioration of defective elements.

On completion of this report, the condition survey information collected is to be input into the council's asset management system by Falkirk Council admin resources. This information will be used as a record to inform the basis of a detailed asset register and form the basis of developing: -

- Priorities for future programmes of work;
- Future capital and revenue maintenance budgets;
- Option appraisals and property strategy development.

The condition surveyors have given their view on the overall condition rating of the premises based on their findings.

3.2 Project Outputs / Reports

The following has been provided for each building: -

- Building Summary Condition Report;
- Building Condition Photographs.

The following has been completed for each Block as appropriate: -

- Condition Survey Schedule Template (Excel Format);

4. Approach and Methodology

4.1 Basic Survey Requirements

The requirements for the survey were laid out in the client's document "Specification of Service for Building Fabric, Mechanical & Electrical Condition Surveys". We understand our terms of reference to be as follows: -

- To carry out a full internal and external visual survey of all internal and external elements of the building fabric, mechanical services, and electrical services;
- To allocate each element a condition rating using the Client's definitions;
- For each building element, note any works required and allocate a prioritisation category using the Client's definitions;
- To include a detailed description of the defect, its location and action for all work items which when combined together make a logical statement;
- To inspect all roofs, attic voids (where accessible) and all roof plant where accessible;
- To make recommendations for further inspections where there is reasonable evidence of structural failure or deterioration.

4.2 Blocks Within the Building

The condition survey will be broken down for each block within the building. Blocks are identified as distinctly different areas of the building that have a different form of construction, or areas constructed at different time periods. An annotated plan clearly identifying block areas is included within Appendix A of this report.

4.3 Elements and Sub-Elements

The full list of elements and sub-elements for each building/block is as identified in the condition survey schedule template provided by Falkirk Council.

4.4 Survey Annotation, Drawings and Photographs

The client has provided the following drawings for the premises: -

- Bonnybridge C.E Centre – Existing Plans

These are included at Appendix A - Drawings and where necessary these have been annotated to assist in the understanding of this report.

We have undertaken a series of photographs at the time of our inspection, and these are included at Appendix B - Photographs.

5. Building Summary Description and Condition

5.1 Building Fabric Block 1

Element	Description	Condition
Structure	Load bearing masonry.	Fair condition.
Roof	<p>Multiple roofs, with a range of flat and mono pitched at both ground and first storey.</p> <p>Mostly felt coverings (including to areas of pitched) and concrete tile covering to first floor mono pitched parts.</p> <p>There is a sloped rooflight which appears to have one panel infilled with a board which gives the appearance of woodwool slab e.g. Celenit acoustic panels or similar. Structural Engineer should inspect as a priority. If this is found the replacement of the rooflight should be expedited.</p>	All roof coverings are life expired and should be replaced.
Floors & Stairs	Assumed concrete slab with various floor finishes: carpet tile, sheet vinyl, quarry tile & junkers.	Mostly fair condition with a requirement for phased replacements over a period of time.
Ceilings	Various ceilings throughout including exposed timber panelling, painted plasterboard and ceiling tiles.	<p>Mostly fair to poor condition with phased replacements required in the short to medium term.</p> <p>There is an isolated area of loose timber panelling within the Main Hall which should be remedied the immediate term.</p>

External Walls, Windows & Doors	<p>Masonry walls exposed facing brick and wet dash render.</p> <p>Windows are a mix of modern uPVC double glazed units and original timber units.</p> <p>Both timber and metal doors are present.</p>	<p>Generally poor condition, structural engineering input required to inspect cracks evident. Areas of older render should be replaced.</p> <p>Original timber windows time expired and should be replaced.</p> <p>Doors are typically in poor condition and will require replacement in the short to medium term.</p>
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Internal Walls & Doors	Combination of concrete blockwork and timber studs with plasterboard linings.	Plasterboard generally fair though there are some instances where partitions are not full height or penetrated without appropriate fire sealant, this should be remedied in the immediate term.
Sanitary Services	Mostly original timber doors with a small number of newer timber doors.	Original timber doors should be replaced, a number of fire doors are not compliant.
Decoration	Generally painted finishes throughout, gloss to internal cills, silk to internal plaster finishes.	Out with redecoration cycle, though not critical to operations.
Fixed Internal Facilities, Furniture & Fittings	Integrated timber benches to youth hall.	Timber linings exhibiting signs of wear, still operational but linings should be replaced in future.
External Areas	Range of external surfaces such as tarmacadam and concrete slabs.	Poor condition throughout.
Drainage	PVCu downpipes and gutters with integrated felt gutters to flat roofs.	Generally in poor condition and replacement will be required in the short to medium term.
Outdoor Sports Facilities & Permanent Fixed Furniture	N/A	N/A

5.2 Mechanical Services Entire Building

Element	Description	Condition
Heat Source & Equipment (i.e. boilers)	3No. Ideal Imax W100 condensing boilers with shunt pumps, flue and automatic controls	Installed >10years, life span expected to expire <10years.
	Water Heater Lochinvar EcoCharger with flue in Boiler Room	Installed >10years, life span expected to expire <10years.
	Twin head pump sets in Boiler Room	Replaced >5years, life span expected to expire <15years.
Heating – Mechanical	Steel panel radiators with TRVs building wide (with the exception of Main Hall, Main Entrance, Hall and Youth Hall)	Beyond economic life. Expected to expire <8 years.

Element	Description	Condition
	<p>Stelrad LST radiators in Male and Female Toilets at Main Entrance</p> <p>Wall-mounted radiant panels spanning Main Hall</p> <p>Fan convectors in Main Entrance, Hall and Youth Hall</p>	<p>Beyond economic life.</p> <p>Beyond economic life.</p>
Heating – Ducted warm air	N/A	N/A
Heating – Electrical	2No. Dimplex wall-mounted fan-heaters in Boiler Room	Presumed installed >5years, life span expected to expire <10years.
Hot Water	<p>Central DHWS flow and return distributed building wide</p> <p>Wall mounted water boiler in Servery (Burco Autofill)</p>	<p>Beyond economic life.</p> <p>Expected to expire <10years.</p>
Cold Water	<p>Main distribution pipework appears original. Minor replacement works in toilets and change areas.</p> <p>Cold water tank, Balmoral Tanks in Boiler Room.</p> <p>Cold water booster set, Grundfos in Boiler Room.</p>	<p>Main distribution pipework beyond its economic life. Refurbished areas expected to expire <15years.</p> <p>Expected to expire <10years.</p> <p>Expected to expire <10years.</p>
Mains Supply	Incoming main.	Condition of below ground pipework unknown.
Gas Storage & Distribution	Incoming gas main to Boiler Room, distributes to serve Boilers and Water Heater.	Expected to have life remaining >10years.
Oil storage & Distribution	N/A	N/A
Ventilation	<p>Separate Supply and Extract ventilation system with electric heater serving Music Room and located within adjacent Store Room</p> <p>Local extract systems on windows or walls in Kitchen, Offices and Toilets.</p>	<p>Expected to expire <10years.</p> <p>Beyond economic life.</p>

Element	Description	Condition
	<p>Wall-mounted axial extract fans in Hall and Youth Hall.</p> <p>A number of rooms do not have ventilation and would require supply and/or extract provision for compliance.</p>	Beyond economic life.
Specialist Ventilation Systems	N/A	N/A
Air-conditioning Plant, Systems & Controls	Wall-mounted Daikin Air-Conditioner in IT Room (Labelled Staff on drawing).	Beyond economic life.
Fixed Firefighting Systems	N/A	N/A
Specialist Installations	N/A	N/A
Steam & Condensate	N/A	N/A

5.3 Electrical Services Entire Building

Element	Description	Condition
Electrical Power	<p>Main switchgear located in Electrical Cupboard (046) is out with its lifespan and should be replaced.</p> <p>Distribution boards are of a mixed age and condition throughout the building but generally are out with their lifespan and should be replaced with a new MCB distribution boards.</p> <p>Cabling installation is out with its lifespan and should be replaced with updated electrical cabling</p>	<p>Switchgear has exceeded its 20-year life span. As well as the associated distribution boards within the switchgear.</p> <p>Distribution boards have exceeded their 20-year life span. To be replaced with MCB distribution boards.</p> <p>Cabling was not within its lifecycle of 20 years and in some instances had corroded.</p>
Lighting	Sockets are of a mixed age throughout but generally all out with their lifespan and should be replaced.	All sockets generally out with their lifespan of 15 years.

Element	Description	Condition
	<p>Dado trunking present is out with its lifespan and should be replaced with new 3-compartment PVC dado trunking.</p> <p>Isolators present building wide are generally out with their lifespan and should be replaced.</p>	<p>Dado trunking present is out with its lifespan of 15 years.</p> <p>Isolators are generally out with their lifespan of 15 years.</p>
Fire Precaution	<p>Generally, a mix of surface and suspended fluorescent, with LED luminaires dotted about. Assuming when a fluorescent has been damaged etc they have been replaced with LED. But for the most part fluorescent lighting throughout which are all life expired or not working as they should be. To be replaced with LED luminaires with high frequency control gear.</p> <p>Surface mounted modular LED luminaires located in Main Hall (007), in good condition and to be retained, as well as the lighting control associated.</p> <p>Switches are of a mixed age throughout but generally all out with their lifespan and should be replaced.</p>	<p>All fluorescent luminaires are life expired/failing altogether.</p> <p>Small selection of LED luminaires used in the Main Hall within life span. Life expected to be <10 years.</p> <p>All switches generally out with their lifespan of 10 years.</p>
Sprinkler Systems (fire suppression)	<p>External floodlights which are fluorescent are life expired and to be replaced.</p> <p>External wall-mounted bulkheads are fluorescent and past their lifespan.</p>	<p>Fluorescent external LED floodlight luminaires are life expired.</p> <p>Fluorescent external bulkhead luminaires are life expired.</p>
Intruder Alarm Systems	<p>Generally, surface mounted fluorescent emergency bulkhead luminaires, some not operating as intended. To be replaced with LED emergency luminaires, complete with integral batteries.</p>	<p>All fluorescent emergency luminaires are life expired and to be replaced with LED emergency luminaires with integral batteries.</p>

Element	Description	Condition
	In some cases, there is LED emergency luminaires which are in good condition and should be retained. But as with the general lighting the vast majority is fluorescents.	All LED emergency luminaires are within their lifespan. Life expected to be >10 years.
Lightning Protection	<p>Fire alarm panel located in Foyer (002) is out with its lifecycle and should be replaced.</p> <p>Detectors are generally functional and within lifecycle. The exception here are the detectors located in Foyer (002), Seating Area (041), Hall (042) and Kitchen (037) which are out with their lifecycle and should be replaced. Note – detectors should be supplemented with visual indication in line with BS:5839.</p> <p>Wall-mounted sounders located building wide are out with their lifespan and should be replaced with combined sounder and flashing beacon.</p> <p>Call points are within their lifecycle of 15 years and should be retained.</p>	<p>Fire alarm panel is life expired. Should be replaced with a fully integrated panel which complies with BS: 5839.</p> <p>Generally, the detectors were in good condition with life expected to be <5 years however they should be supplemented with integral flashing beacons. Detectors specific in the named locations are life expired and should be replaced.</p> <p>Sounders are out with their lifecycle of 10 years and should be replaced.</p> <p>Call points are within their lifespan. Life expected to be < 5years.</p>
Communication Systems	N/A	N/A
Security Systems	Intruder alarm panel located in Office (005), currently operational and within lifecycle, however life expected is < 2 years and so should look to replace.	Intruder alarm panel is within its lifecycle. Life expected to be < 2 years.
Building Control Systems	N/A	N/A
Lifts & Hoists	Data cabinet located in Store (010) appeared to be in good condition and within its lifespan of 15 years. To be retained.	Data cabinet within its lifecycle. Life expected to be > 5 years.

Element	Description	Condition
	<p>Wi-Fi point provision is functional and within its lifespan.</p> <p>Data outlets are out with their lifespan and should be replaced.</p> <p>Disabled alarm system located in Baby Changing (047) is within its lifespan and should be retained.</p>	<p>WiFi is in good condition and life expected to be < 5 years.</p> <p>Data outlets are life expired of their span of 15 years.</p> <p>Disabled alarm system is within its lifecycle of 10 years. Life expected < 5 years.</p>
Mains Distribution	<p>Door entry system is out with its lifespan and should be replaced with a like-for-like system.</p> <p>PIR's located building wide of mixed age but generally all out with their lifecycle of 15 years.</p>	<p>Door entry system is life expired of its lifecycle of 10 years.</p> <p>PIRs are life expired and should be replaced.</p>
Small Power Installation	<p>Sockets are of a mixed age throughout but generally all out with their lifespan and should be replaced.</p> <p>Dado trunking present is out with its lifespan and should be replaced with new 3-compartment PVC dado trunking.</p> <p>Isolators present building wide are generally out with their lifespan and should be replaced.</p>	<p>All sockets generally out with their lifespan of 15 years.</p> <p>Dado trunking present is out with its lifespan of 15 years.</p> <p>Isolators are generally out with their lifespan of 15 years.</p>
Lighting Installation	<p>Generally, a mix of surface and suspended fluorescent, with LED luminaires dotted about. Assuming when a fluorescent has been damaged etc they have been replaced with LED. But for the most part fluorescent lighting throughout which are all life expired or not working as they should be. To be replaced with LED luminaires with high frequency control gear.</p>	<p>All fluorescent luminaires are life expired/failing altogether.</p>

Element	Description	Condition
	<p>Surface mounted modular LED luminaires located in Main Hall (007), in good condition and to be retained, as well as the lighting control associated.</p> <p>Switches are of a mixed age throughout but generally all out with their lifespan and should be replaced.</p>	<p>Small selection of LED luminaires used in the Main Hall within life span. Life expected to be <10 years.</p> <p>All switches generally out with their lifespan of 10 years.</p>
Emergency Lighting Installation	<p>External floodlights which are fluorescent are life expired and to be replaced.</p> <p>External wall-mounted bulkheads are fluorescent and past their lifespan.</p>	<p>Fluorescent external LED floodlight luminaires are life expired.</p> <p>Fluorescent external bulkhead luminaires are life expired.</p>
Fire Alarm & Other Fire Systems	<p>Generally, surface mounted fluorescent emergency bulkhead luminaires, some not operating as intended. To be replaced with LED emergency luminaires, complete with integral batteries.</p> <p>In some cases, there is LED emergency luminaires which are in good condition and should be retained. But as with the general lighting the vast majority is fluorescents.</p>	<p>All fluorescent emergency luminaires are life expired and to be replaced with LED emergency luminaires with integral batteries.</p> <p>All LED emergency luminaires are within their lifespan. Life expected to be >10 years.</p>
Lifts & Hoists	<p>Fire alarm panel located in Foyer (002) is out with its lifecycle and should be replaced.</p> <p>Detectors are generally functional and within lifecycle. The exception here are the detectors located in Foyer (002), Seating Area (041), Hall (042) and Kitchen (037) which are out with their lifecycle and should be replaced. Note – detectors should be supplemented with</p>	<p>Fire alarm panel is life expired. Should be replaced with a fully integrated panel which complies with BS: 5839.</p> <p>Generally, the detectors were in good condition with life expected to be <5 years however they should be supplemented with integral flashing beacons. Detectors specific in the named locations are life expired and should be replaced.</p>

Element	Description	Condition
	<p>visual indication in line with BS:5839.</p> <p>Wall-mounted sounders located building wide are out with their lifespan and should be replaced with combined sounder and flashing beacon.</p> <p>Call points are within their lifecycle of 15 years and should be retained.</p>	<p>Sounders are out with their lifecycle of 10 years and should be replaced.</p> <p>Call points are within their lifespan. Life expected to be < 5years.</p>
CCTV	N/A	N/A
Intruder Alarm	Intruder alarm panel located in Office (005), currently operational and within lifecycle, however life expected is < 2 years and so should look to replace.	Intruder alarm panel is within its lifecycle. Life expected to be < 2 years.
Communication Systems	N/A	N/A
Specialist Electrical System	<p>Data cabinet located in Store (010) appeared to be in good condition and within its lifespan of 15 years. To be retained.</p> <p>Wi-Fi point provision is functional and within its lifespan.</p> <p>Data outlets are out with their lifespan and should be replaced.</p> <p>Disabled alarm system located in Baby Changing (047) is within its lifespan and should be retained.</p>	<p>Data cabinet within its lifecycle. Life expected to be > 5 years.</p> <p>WiFi is in good condition and life expected to be < 5 years.</p> <p>Data outlets are life expired of their span of 15 years.</p> <p>Disabled alarm system is within its lifecycle of 10 years. Life expected < 5 years.</p>

6. Detailed Condition Assessment

6.1 Elements and Sub-Elements

The detailed condition assessment has been undertaken using the full list of elements and sub-elements on a block-by-block basis where appropriate. Where an element or sub-element does not exist, then this has been indicated as not applicable.

6.2 Assessment of Condition

The condition of each building element and sub-element for each block has been assessed using the following grades:

- **A: Good:** Performing as intended and operating efficiently;
- **B: Satisfactory:** Performing as intended but exhibiting minor deterioration;
- **C: Poor:** Exhibiting major defects and/or not operating as intended;
- **D: Bad:** Life expired and/or serious risk of imminent failure; risk of injury.

6.3 Statutory Non-Compliance Assessments

Where statutory non-compliance is not in relation to a building element or sub-element, this has been recorded and details of the non-compliance provided.

6.4 Recommended Works

The following is an outline of the priority categorisation / classification that has been utilised for all recommended works.

It is noted that predicted budget pressures will result in a significant shortfall in the budget available compared with the budget required to keep each element in at least satisfactory condition. As a result, a categorisation/classification has been developed that deviates from the current industry norm but is intended to provide information on essential spend required to avoid building elements becoming Condition D – Bad.

Category 1.0 – Immediate Term Repairs

Work required to address a current failure in keeping the building wind and watertight or works required to address a current breach of statutory compliance.

Category 1.1 – Immediate Life expired and/or serious risk of imminent failure

Work required to be carried out immediately where the element is currently in Condition D.

Category 1.2 – Life expired and/or serious risk of failure within 2 years

Work required to be carried out where the element is predicted to become Condition D within 2 years.

This is recommended works required within 2 years that if not carried out would result in the closure of premises; and or present high risk to the health of occupants; and/or present a serious breach of legislation.

Category 1.3 – Life expired and/or serious risk of failure within 5 years

Work required to be carried out where the element is predicted to become Condition D within 5 years.

This is recommended works required within 5 years that if not carried out would result in the closure of premises; and or present high risk to the health of occupants; and/or present a serious breach of legislation.

Category 2 – Medium Priority

Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 2 years but not sufficiently serious to result in building closure)

Category 3 – Standard Priority

Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 5 years but not sufficiently serious to result in building closure)

Category 4 – Low Priority

Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 10 years)

6.5 Costs for Recommended Works

Costings for the work identified follow the approach recommended by the Audit Commission and the Royal Institution of Chartered Surveyors and are based on the following: -

- The base date for costs is taken as Quarter 1, 2023;
- Costs for all recommended works are based upon the current specification of each element, unless the existing specification is inappropriate or no longer available. In such cases, costs are based upon a suitable alternative element, sub element or material for construction;
- Costing for recommended works is based upon our professional opinion having regard to the precise circumstances and location in which the defect is found;
- Where defects are observed that indicate a more serious structural fault, then costs have been identified to allow for a specialist intrusive investigation and report.

The costs provided for recommended works are net figures and do not include for the following items:-

- Contingency;
- Preliminaries;
- Professional Fees;
- Value Added Tax;
- Inflation.

7. Schedule of Condition

Please refer to standalone Excel spreadsheet for the Condition Survey

Appendices

Appendix A - Drawings

Appendix B - Photographs



Photo 1: *General overview roof.*



Photo 2: *General overview roof.*



Photo 3: *General overview roof.*



Photo 4: *Flat roof outlet blocked.*



Photo 5: *Flat roof with gutters choked.*



Photo 6: *Poor detailing at roof junctions.*



Photo 7: *Felt covering to flat roofs with some patch repairs evident.*



Photo 8: *Rooflight in poor condition with possible wood wool slab/panel infill.*



Photo 9: *General overview of elevation.*



Photo 10: *Original timber windows, stepped cracking above around lintel position.*



Photo 11: *Large areas of render have been replaced, some areas older style.*



Photo 12: *Defective facias and overflow pipe from gutter installed.*



Photo 13: *Front entrance, external doors in poor condition.*



Photo 14: *General overview of gym.*



Photo 15: *Isolated areas of timber panelling loose at high level*



Photo 16: *Toilets typically dated.*



Photo 17: *Kitchen with dated units etc.*



Photo 18: *Recent partitions erected without correct compartmentation detailing.*



Photo 19: *Cracks and water ingress evident to ceiling.*



Photo 20: *Internal doors typically poor condition.*



Photo 21: *Boiler room overview.*



Photo 22: *Tarmacadam surfaces to car park/road in poor condition.*



Photo 23: *External surfacing suffering from breakages and excessive vegetation.*



Photo 24: *External surfacing suffering from breakages and excessive vegetation.*



Photo 25: Building management system located in the Boiler Room (048).



Photo 26: Typical example of isolators found building wide.



Photo 27: Typical PIR sensor found building wide.



Photo 28: Example of distribution board out with its lifespan located in Store (010).



Photo 29: Typical example of sounder found building wide.



Photo 30: Typical example of a detector found building wide.



Photo 31: *Example of fluorescent emergency lighting bulkhead.*



Photo 32: *Typical example of socket found building wide.*



Photo 33: *Example of a surface mounted fluorescent luminaire found in Showers.*



Photo 34: *Example of a surface mounted linear fluorescent luminaire.*



Photo 35: *Example of typical dado trunking, located in IT Suite (033).*



Photo 37: *Fire alarm panel located in the Foyer (002).*



Photo 38: Intruder alarm panel located in Office (005).



Photo 39: Electrical switchgear located in Electrical Cupboard (048).



Photo 40: Ideal Imax W100 Boilers



Photo 41: Twin Head Pump Set



Photo 42: Steel Panel Radiator with TRV



Photo 43: Stelrad LST Radiator in Male Toilet



Photo 44: *Wall Mounted Radiant Panels in Main Hall.*



Photo 20: *Fan Convactor in Youth Hall.*



Photo 21: *Fan Convactor in Main Entrance.*



Photo 22: *Water Boiler in Servery (Burco Autofill).*



Photo 23: *Ventilation System serving Music Room.*



Photo 24: *Wall-mounted extract fan in Male Toilet.*



Photo 25: Wall-mounted axial extract fan in Hall.



Photo 26: Exterior of axial extract fan in Hall.



Photo 27: Local Extract in Toilet.



Photo 28: Daikin Air Conditioner Outdoor Unit.

Appendix C - Immediate Term Repairs

We have been asked to record those items which are considered to constitute repair items which we have identified, and which constitute at least one of the following:

- a. A repair which is required to address a current failure in keeping the building wind and watertight.
- b. A repair which is required to address a current breach of statutory compliance.

For **Bonnybridge C.E Unit**, the following repair items comprise those which we consider to be a breach of at least one of the above requirements:

- a. We did not identify any repair items which are considered to comprise a failure in keeping the building wind and watertight.
- b. In order to understand whether statutory compliance has been achieved in respect mechanical and electrical building services, it will be required to provide the following complete documentation which we have not as yet seen:
 - A Fire Safety Risk Assessment
 - An Emergency Lighting test
 - A Legionella Risk Assessment
- c. The above reports would go some way to establishing matters of statutory compliance in respect of fire safety services, legionella and emergency lighting.
- d. We have not been provided with a copy of the Electrical Installation Condition Report. This should be instructed at the earliest opportunity.
- e. In respect of Legionella, we have seen a copy of the Water Quality Risk Assessment, dated February 2011, which identified a number of remedial actions including medium and high risk observations. A more recent Report, and a specific Legionella Risk Assessment, will give a more current assessment, but based upon the above, we have concerns over the compliance of the water quality in the property.

Appendix D - Survey Limitations

- a. This building condition survey is prepared on the basis of a visual non-disruptive inspection of the building fabric. The survey was limited to the property as addressed and no details of the condition of any other properties were taken.
- b. Building Services have been separately inspected by RSP on the basis of a visual non-disruptive inspection..
- c. The inspection has been executed in compliance with the Health and Safety at Work etc. Act 1974. Unless otherwise stated, it has been done without the benefit of internal or external scaffolding, guard rails or mechanical hoists.
- d. The scope of the inspection has also been limited by the particular weather conditions arising at the time of the inspection and no guarantee can be given with regard to the performance of the elements of the building during different conditions.
- e. The weather at the time of our inspection was as noted in Section2.
- f. Disruptive stripping of plaster, the forcing of windows or shutters or the lifting of floor finishes has not been done.
- g. Detailed examination of floors joists, wall plates and backs to fitted joinery or other inaccessible timbers has not been made and it is therefore not possible to record the condition of these and other such elements.
- h. Foundations have not been exposed to ascertain depth of construction. Investigation has not been made of the varying strata or sub-soil.
- i. Detailed examination of the structural members and all other areas which are unexposed or inaccessible has not been made. We have not carried out any exposure work to the structure or structural tests. It is therefore not possible to report as to the condition of the constituents of concrete, the positioning of reinforcement, the extent of bearings, ties or fixings or any other defects of a similar nature. Structural calculations have not been made over any part of the structure.
- j. If an area within the building is not mentioned, it is assumed to be in a satisfactory condition with no significant defects.
- k. Tests have not been carried out on the bacterial, chemical or viral content of water.
- l. The drainage system has not been tested and no assurance can be given that this is free from fault.
- m. The Mechanical, Electrical and Public Health Installations have not been tested in detail and no assurance can be given that they are without defects or that they comply with the requirements of the relevant Statutory Authority.
- n. No tests have been carried out on materials such as timber for the presence of specified impregnated preservatives or in concrete for compressive strength or High Alumina Cement, Calcium Chloride, Asbestos or other deleterious material.
- o. Limited internal surveys were carried out of the tenant's internal fit outs. Full details of

internal fit outs were not fully inspected. The main inspection internally was of the internal structural elements, features and external envelope.

- p. Costs outlined are based on approximate measurements. We have not been issued with a detailed measured survey of the buildings and site.
- q. Responsibility or liability for the consequences of this document being used for a purpose other than that for which it was commissioned is not accepted. Any person using or relying on the document for such other purposes agrees and will by such use or reliance be taken to confirm his agreement to indemnify Currie & Brown UK Limited for all loss or damage resulting there from. Currie & Brown UK Limited accepts no responsibility or liability for this document to any party other than Falkirk Council and any associated companies, group companies and any other funding / banking partners, proposed purchaser, and joint partners.



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COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

Name of property		Name of group	SCIO number or equivalent	Sale or lease?	Length of lease	Rental per annum (or outright cost)
Bonnybridge Community Education Centre		Bonnybridge Community Hub	SC053515	Sale	N/A	£1 ownership
			APPLICATION DETAILS		ADDITIONAL COMMENTS	ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor
BENEFITS (OUTCOMES)						
1. Objectives	Do project outcomes contribute to achieving the Council's priorities?	The project aligns with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition.			Supporting stronger and healthier communities is at the heart of community ownership	
2. Financial	Is there a financial saving on public sector costs?	The group estimates a revenue saving to the Council of £56,409 per annum (SPR SAVING)				
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate that the group provides 6,202 volunteering hours per annum Generating over £94,080 public benefit per annum				
	Current market valuation of the property whether by sale or rent	£250,000 sale £37,000 rental per annum				
	Backlog maintenance figure from C&B report	£1,126,180				
3. Non-financial benefits	What is the impact on:					
	(i) economy	A busy, thriving Hall will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities. By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. This is crucial in a community where 8% of 16–19-year-olds are not in full-time education, employment, or training. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community.				
	(ii) regeneration	The centre can support local businesses by providing a venue for markets, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners. Given that 19% of people in Bonnybridge are income deprived, such initiatives can have a meaningful impact on household incomes. Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable.				
	(iii) public health	Many of the classes running in the Hall contribute towards good wellbeing of participants including: Baby and Toddler Group, Basketball, Carpet Bowling, Out of School Care, Badminton, Model Flying Planes, Football, Netball, Computer class/IT Skills, 1:1 addiction counselling, Walking Football, 5 A-Side-Football, Bonnybridge Gala Association, First 4 Kids, Thursday Club, Greenhill Historical Society, Tartan Army and the Happy Mondays				

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

		Group.		
	(iv) social wellbeing	Amongst other initiatives, involvement in the long-running Happy Mondays groups combats social isolation: It is an intergenerational, cradle to grave group, that gives a chance for people from all ages, from all over the community, to come together in a warm place, for food and company to combat rising fuel costs, nourishment and to fight social isolation.		
	(v) environment / climate change (including figures on carbon dioxide equivalent)	As part of an ambitious project that has already received funding from Scottish Power Energy Networks, building works to reduce carbon emissions are proposed including air source heat pumps, LED lighting, insulation, double glazing and Solar panels. In addition, Falkirk Council's Energy and Climate Change Team will contribute towards community education initiatives (Carbon Literacy Training) to help community members understand climate change, and thereby work towards cutting their own carbon footprint and energy bills.		
	(vi) other			
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	<p>The well-established local organisation Roots Foodbank, a dignified food service for local income-deprived people, uses the facility for distribution.</p> <p>As part of the SPEN-funded project, Falkirk Council's Energy and Climate Change Team (ECCT), will use Bonnybridge Community Centre to engage with local people. For example, providing energy advice and where to get financial support to make any improvements.</p>		
	(ii) Promotes equality			
ABILITY TO DELIVER / SUSTAINABILITY				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number SC053515		
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>Yes, The Bonnybridge Community Hub plan covers all necessary areas.</p> <p>The trustees appear to have a wealth of experience and skills which will be crucial to the operation and success.</p> <p>Overall, a positive position.</p>		
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	Yes, The cash flow is in a positive position with detailed breakdown of income based on number of lets to various users / clubs / members		

8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The Trustees meet regularly and keep in close contact with all groups and projects operating from the Hall. They state that they will “ <i>track the success of the hub by increasing overall usage and ensuring the project’s economic sustainability. This will be evaluated quarterly during Board of Trustee meetings. Our social impact will be monitored by collecting demographic data on hall users and gathering feedback regarding the health and social benefits they experience, with particular attention to the needs of our rural community</i> ”.		
COMMUNITY SUPPORT				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led. The committee will continue to work with a range of stakeholders who form a healthy eco-system of community-led organisations in the town, including the local charity Roots, the local Primary Schools and Nurseries, the Bonnybridge Gala Committee as well as the former Bonnybridge Community Council.		
10. Local Community Support	What evidence has been provided of local community support?	As well as letters of support, evidence has been provided of an online poll where 84% of 197 respondents agreed that the centre should be open 7 days a week.		
OTHER				
Was the building staffed? What issues arise from this?		No. 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.		

CONCLUSION	
COMMENTS	OVERALL ASSESSMENT (See Table below)

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.

[illegible]

Ongoing Costs	
Item	Cost
PAT Testing	£175
Fire Extinguishers	£450
Security	£800
Performance Rights	£156
Trade Waste	£1,250
Hall Cleaning	£12,600 (In-Kind)
Accountant/Auditor	£320
Cleaning Materials/Cleaner	£3,600
Insurances – PL & Contents	£480
Building Insurance	£1,126
Sundries	£2,000
Phone/Internet	£1,440
Utilities	£36,000
Rates	£0 (assumed 100% relief)
Sanitary	£580

£175
£450
£800
£156
£1,250
-
£320
£3,600
£480
£1,126
£2,000
£1,440
£36,000
£0
£580
£48,377

CASHFLOW FORECAST

Bonnybridge Community Hub

	OPENING	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	TOTAL
INCOME														
CASH/CHEQUES RECEIVED														
Monthly Lets (Gross)	£0.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£3,494.00	£41,928.00
Additional Lets	£0.00	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£437.50	£5,250.00
Funds from Dissolution of BCEA	£12,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,000.00
Income from October Lets	£1,300.00													£1,300.00
Memberships	£0.00	£2,000.00	£500.00	£500.00										£3,000.00
Grants Provided	£2,000.00													£2,000.00
TOTAL £	£15,300.00	£5,931.50	£4,431.50	£4,431.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£3,931.50	£65,478.00
EXPENDITURE														
PAT TESTING	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£175.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£175.00
Fire Extinguishers	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£0.00	£0.00	£0.00	£450.00
Security	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00	£200.00	£0.00	£0.00	£200.00	£0.00	£0.00	£200.00	£800.00
Performance Rights	£0.00	£156.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£156.00
Trade Waste	£0.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£1,260.00
Cleaning Materials	£0.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£3,600.00
Insurance PLI and Contents	£0.00	£480.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£480.00
Building Insurance	£0.00	£388.00	£388.00	£388.00	£388.00	£388.00	£388.00	£1,126.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,454.00
Phone and Internet	£0.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£1,440.00
Sundries	£0.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£2,400.00
Utilities	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£36,000.00
Advertising, Marketing & Promotions	£0.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£1,200.00
Sanitary	£0.00	£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
Capital Expenditure (Equipment)	£670.00	£1,330.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
TOTAL £	£670.00	£6,229.00	£4,263.00	£4,463.00	£4,263.00	£4,263.00	£4,638.00	£5,001.00	£4,325.00	£4,075.00	£3,875.00	£3,875.00	£4,075.00	£54,015.00
Income less expenditure	£14,630.00	-£297.50	£168.50	-£31.50	-£331.50	-£331.50	-£706.50	-£1,069.50	-£393.50	-£143.50	£56.50	£56.50	-£143.50	£11,463.00
Opening balance - bank	£0.00	£14,630.00	£14,332.50	£14,501.00	£14,469.50	£14,138.00	£13,806.50	£13,100.00	£12,030.50	£11,637.00	£11,493.50	£11,550.00	£11,606.50	£11,606.50
Closing balance - bank	£14,630.00	£14,332.50	£14,501.00	£14,469.50	£14,138.00	£13,806.50	£13,100.00	£12,030.50	£11,637.00	£11,493.50	£11,550.00	£11,606.50	£11,463.00	£23,069.50

£51,478.00

£52,015.00

Income and Expenditure Projection for 5 Years

	Income	Expenditure
Year 1	£51,478.00	£52,015.00
Year 2	£61,773.60	£54,615.75
Year 3	£74,128.32	£57,346.54
Year 4	£88,953.98	£60,213.86
Year 5	£106,744.78	£63,224.56

Income	Year One plus 20% (10% Price Increase & 10% Increase in Lets)	Expenses	Year One plus 5%
Income	PY plus 20% (10% Price Increase & 10% Increase in Lets)	Expenses	PY plus 5%
Income	PY plus 20% (10% Price Increase & 10% Increase in Lets)	Expenses	PY plus 5%
Income	PY plus 20% (10% Price Increase & 10% Increase in Lets)	Expenses	PY plus 5%

PLEASE NOTE THE EXPENSE ARE BASED ON THE COST OF THE CENTRE WITHOUT ACCOUNTING FOR THE SAVINGS FROM THE SPEN.

THE SPEN IS PROJECTED TO SAVE £12,500 per year

Bonnybridge Community Education Centre – Testimonies received from the public during community engagement events

It.potentially.means.I.will.have.to.stop.working;.We.use.First.0.Kids.as.an.afterschool.childcare.facility;.If.they.lose.the.centre.as.a.base?there.is.no.guarantee.another.facility.will.be.found;.If.I.don't.have.afterschool.provision.then.I.can't.work;.If.this.happens?we.will.be.affected.financially.and.it.will.have.a.massive.impact.on.my.mental.health.

[REDACTED]

I.have.been.to.the.wellness.sessions.held.by.Pause.and.Breathe;.I.can.go.to.classes.like.this.because.it's.local.with.easy.accessibility;.Don't.think.people.actually.realise.all.the.different.activities.that.are.held.in.the.community.centre;.Please.don't.give.up.fighting.to.save.this.important.part.of.our.village;

[REDACTED]

As.a.community.I.feel.this.would.be.very.detrimental.to.our.community;.This.is.the.only.place.that.we.have.as.a.community.to.have.activities.and.events.that.all.age.groups.of.our.community.can.go.for.aftercare.school.groups?youth.clubs?glad.day?events?parties;.Taking.this.away.from.our.community.would.not.be.good;

[REDACTED]

Our.group.regularly.use.the.centre.to.hold.free.activity.clubs.during.the.summer—easter?where.we.provide.fun?games.and.food.to.families;.This.has.been.a.great.success.each.year.and.has.meant.a.lot.to.families.who.could.not.afford.to.go.on.holidays.and.it.also.helped.them.connect.with.people.in.the.community;.To.lose.the.centre.would.mean.we.cannot.continue.our.activity.scheme;.This.would.have.a.big.impact.on.all.the.children.and.families.who.have.attended.over.the.years;

ROOTS HHFS Food Bank

Equality & Poverty Impact Assessment 00923 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services Invest Falkirk	Lead Officer Name:	
		Team:	Asset Management
		Tel:	
		Email:	
Proposal:	Community Asset Transfer of Bonnybridge Community Education Centre	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	No	No	Yes
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	Yes	No	No
Other, please specify:				

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

10/12/2024	Community Asset Transfer of Bonnybridge Community Education Centre
10/12/2024	Keeping Bonnybridge Community Education Centre open for public use

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£56,409	
Reduction to this service budget (£'0000s)	Per Annum:	£56,409	
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/10/2024	
	End Date (if any):	01/10/2024	

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.)
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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.
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According to recent estimates, the town has around 6,000 residents.

84% of 197 respondents to an online survey thought the building should be open 7 days a week

Given that the building is host to Parties, events, fundraisers, corporate meetings and events, drama shows, live music events, summer fun days, seasonal discos/dances, Christmas light switch-on, coffee mornings, prize bingo, Fitness classes, arts & craft sessions, Walking Groups and Cycling Groups amongst others, we estimate that well upwards of 250 people are using the centre every week,

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.
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Social - case studies; personal / group feedback / other

Among an impressive number of groups, activities and initiatives, the committee has highlighted their group "Happy Mondays" in the following statement:

"We host a regular event called Happy Mondays, which is hosted for the community for the benefit of the local community. It is an intergenerational, cradle to grave group, that gives a chance for people from all ages, from all over our community, to come together in a warm place, for food and company to combat rising fuel costs, nourishment and to fight social isolation. We work continually to develop partnerships with local organisations and community groups, which helps to support this aim."

The committee works with the local charity Roots on a dignified food response, the local Primary Schools and Nurseries, the Bonnybridge Gala Committee as well as the former Bonnybridge Community Council who have disbanded but have set up a new group to maintain the sunken gardens and the Christmas lights.

Best Judgement:	
Has best judgement been used in place of data/research/evidence?	No
Who provided the best judgement and what was this based on?	
What gaps in data / information were identified?	
Is further research necessary?	No

If NO, please state why.	Best judgment was not used; we used data from the application form and the Business Plan
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SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	villagers, groups and individuals who use the facility	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	No	
Survey	Yes	84% of 197 respondents to an online survey thought the building should be open 7 days a week
Display / Exhibitions	No	
User Panels	No	
Public Event	Yes	After a "heated" meeting discussing the future of the facility, this is an example feedback from a community member: "Looks like a great turnout well done the good people of Bonnybridge I certainly can understand it being heated as you say however a solution must be found and looking at that turnout it gives out a message of hope Good luck going forward"
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

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

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		Baby and Toddler group will continue. Older peoples Carpet Bowls will continue,
Disability		✓		Walking Football will continue
Sex	✓			No restrictions on who can use the building
Ethnicity	✓			No restrictions on who can use the building
Religion / Belief / non-Belief	✓			No restrictions on who can use the building
Sexual Orientation	✓			No restrictions on who can use the building
Transgender	✓			No restrictions on who can use the building
Pregnancy / Maternity	✓			Baby and Toddler group will continue
Marriage / Civil Partnership	✓			No restrictions on who can use the building
Poverty				Fuel Poverty Advisor will operate from the building
Care Experienced	✓			No restrictions on who can use the building
Other, health, community justice, carers etc.	✓			No restrictions on who can use the building
Risk (Identify other risks associated with this change)				

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:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	The centre and its services will remain open and accessible to all
Advance Equality of Opportunity:	The centre and its services will remain open and accessible to all
Foster Good Relations (promoting understanding and reducing prejudice):	It is not clear how the centre remaining open, will foster good relations between groups

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

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

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

No Mitigating Actions

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

This property was identified for closure as part of the Strategic Property Review from 1st October 2024 as agreed by Council in January 2024. The opportunity for a Community Asset Transfer (CAT) was identified as a mitigation to closure and this was noted in the EPIA’s undertaken. Officers have been working closely with community groups to progress with Community Asset Transfer for this facility and are now in receipt of a full CAT application.

This EPIA has been undertaken with the information available to Falkirk Council at this time and based on current operations however, under a CAT model, it’s up to the community group to manage the operations of that building going forward as Falkirk Council have now withdrawn from these buildings in line with the Council decision.

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

Are actions being reported to Members?	Yes
If yes when and how ?	Council Executive, 13th Feb

SECTION EIGHT: ASSESSMENT OUTCOME

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

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:			
Signature:		Date:	10/12/2024

SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:		Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes
ASSESSMENT FINDINGS		The EPIA is based on consultation with service users and the local community, and draws on available data.	
If YES, use this box to highlight evidence in support of the assessment of the EPIA			
If NO, use this box to highlight actions needed to improve the EPIA			
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ?		Yes / No	If YES, please describe:

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

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:	Malcolm Bennie	Date:	06/01/2025