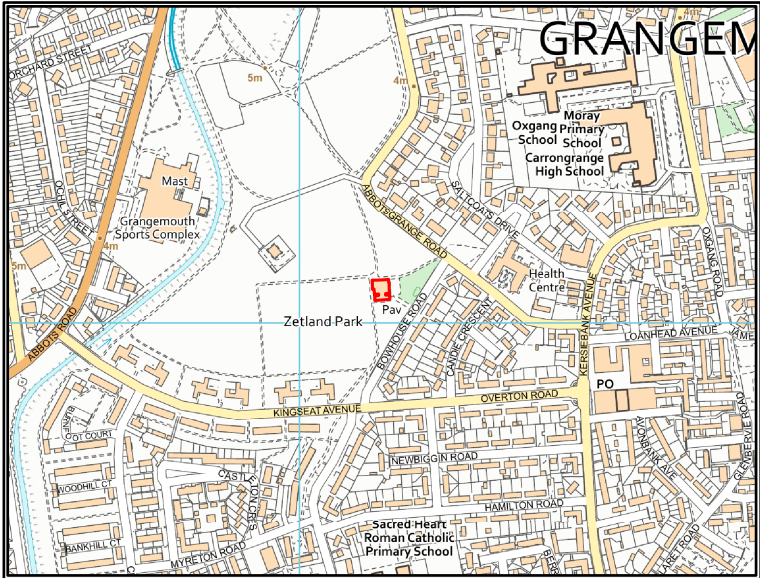


Falkirk Council



LOCATION PLAN scale: 1:10,000

Subject:

Zetland Park Pavilion,
Bowhouse Road, Grangemouth

Area:533 sqm

or thereby.

Scale:1:500

Plan No:3222

Date:16.8.2024

Place Services

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

0102040

Meters

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O.S.Ref

NS9381

CONSTITUTION OF Central Football Foundation

CONSTITUTION OF

Central Football Foundation SCIO

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Charities and Trustee Investment (Scotland) Act 2005

**Constitution
of
Central Football Foundation**

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 “Central Football Foundation SCIO (“the Organisation”)”.
2	The Organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
	REGISTERED OFFICE
3	14 Caledonian Court, Falkirk FK2 7FL
	DEFINITION OF COMMUNITY AND PURPOSES
4	The Organisation has been formed to benefit the community of Grangemouth and the surrounding areas (the “Community”), with the following purposes (the “Purposes”):
4.1	The advancement of public participation in sport.
	POWERS
5	<p>The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.</p> <p>In particular, (but without limiting the range of powers available under the 2005 Act), the SCIO has power:</p>
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	Charity Trustees
6.3	
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 an 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	Monthly membership subscription will be paid.
	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 are:</p> <p>Mark Lenathen 14 Caledonian Court Falkirk FK2 7FL</p> <p>Darren Dibden 8 Falcon Drive Larbert FK5 4QX</p> <p>Robert Harrower Drummond Heggie 26 Rowantree Walk Larbert FK5 4FT</p>
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> <p>(a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or</p> <p>(b) that Individual has died; or</p>
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; (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) ten members or

	<p>(b) 10% of the Members, present either in person or by proxy. No business shall be dealt with at any GM unless a quorum is present.</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	<p>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.</p>
30.1	<p>An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.</p>
30.2	<p>A Special Resolution to wind up the Organisation may be passed in writing if signed by all the Members.</p>
30.3	<p>Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.</p>
30.4	<p>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.</p>
30.5	<p>Written resolutions must be accompanied by a statement informing the Member:</p> <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	<p>A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.</p>
30.7	<p>Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.</p>
30.8	<p>The Members may require the Organisation to circulate a written resolution.</p>

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 six.
	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 six 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 two 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 three 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 retirement (or deemed retirement for any reason) of any Elected Charity Trustee from or after the date of such retirement or deemed retirement 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;

	<ul style="list-style-type: none"> 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	<p>Where a Charity Trustee is not an individual the register must also contain:</p> <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	<p>For each former Charity Trustee the register must set out, for at least 6 years from the date on which they ceased to be a Charity Trustee:</p> <ul style="list-style-type: none"> a) the name of the Charity Trustee; b) any office held by the Charity Trustee in the Organisation; and c) the date on which they ceased to be a Charity Trustee.
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	In the event that:

	<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

Central Football Foundation

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

Postal address:

[REDACTED]

[REDACTED]

Postcode:

[REDACTED]

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

Contact name: [REDACTED]

Postal address:

[REDACTED]

[REDACTED]

Postcode:

[REDACTED]

Email: [REDACTED]

Telephone: [REDACTED]

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

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

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

	Company and its company number is	
X	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is	SC053405
	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 **X**

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 **X**

If yes what class of bodies does it fall within?

Charity

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.

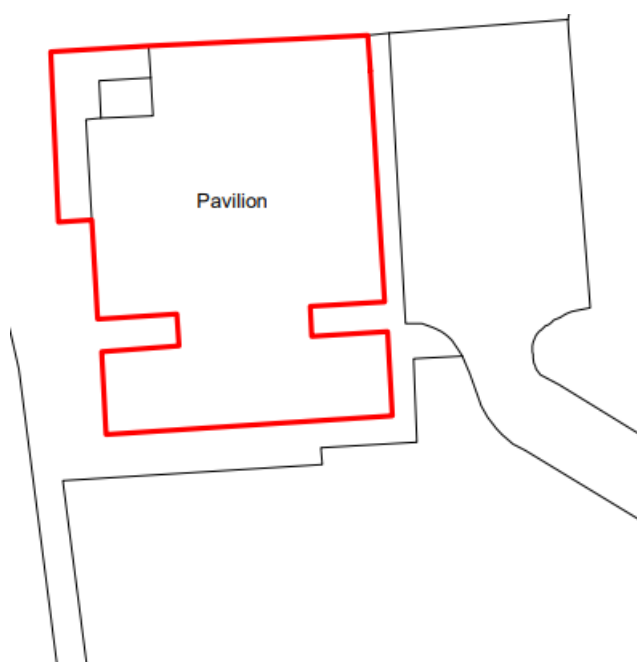
It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building,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

Details of Property: Zetland Park Pavillion

Address:

Bowhouse Road
Grangemouth

Postcode: FK3 9DQ



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

UPRN: 136078944

Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:

☐

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

☒

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

☐

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

3A – Request for Ownership

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

Proposed price:

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

3B – Request for Lease

What is the length of lease you are requesting?

20 years

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

Proposed rent: £1 per year

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

--

3C – Request for other Rights

What are the rights you are requesting?

--

Do you propose to make any payment for these rights?

Yes ☐

No ☐

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

Proposed payment: £	per
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Please set out any other terms and conditions you wish to apply to the request.

--

Section 4. Community Proposal

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

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

4.1.1 Objectives of Project

Our key objectives is to ensure that we can continue to offer children, young people and adults who are currently members of the organisation to continue to be able to participate in football related activities and all the benefits that this brings from a social, mental and physical wellbeing perspective.

4.1.2 Why there is a need for your Project?

We have been using the smaller part of the Zetland Inchyra for our football activities and we now wish to utilise the full pavilion to allow us to allow us the football club to continue to grow and ensure that we continue to give the opportunity for children, young people and adults to participate in football activities.

Under the rules of the Scottish Youth Football Association and the Scottish Womens Football Association clubs who are participating in football matches must provide access to toilet and changing facilities. If the Zetland pavilion was to close then the football pitches associated with the pavilion would be rendered redundant as it would not be possible for football games or training activities to be held.

Having access to the full pavilion would provide Central Football Foundation with the opportunity to expand our football activities by promoting our Easter & Summer camps to a wider audience. It would also allow us to increase the usage for non-related football activities by opening up the main part of the building to different community groups or organisations, this is particularly prevalent in the current climate where there is a lack of facilities that are accessible to community groups.

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

We will be looking at undertaking the following redevelopment work to enhance the whole pavilion. This work will allow us to provide a better experience for users of the pavilion from a football and non-football related perspective.

4.1.4 What activities will take place?

We currently have 21 teams within the Foundation. With the age range of players running from age six to adult. We have both male and female teams. These teams all participate in at least two training nights per week and participate in football

matches at the weekends through our membership of Scottish Womens Football and Scottish Youth Football Association.

We also intend to use the Zetland pavilion to expand our current Easter and Summer camps offering which provide children and young people to participate in footballing activities during the school holidays. Over the last few years, we have worked with Falkirk Council and the Grangemouth schools to offer free places at the camps to children where their family circumstances might be a barrier to them being able to participate in such activities.

Having the Zetland as an indoor facility will allow us to run indoor football classes for younger children.

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

Once we have carried out improvement work on the pavilion we will be actively looking hire out the pavilion to community groups and organisation. We will not discriminate against any groups of organisations looking to use the pavilion.

The lettings policy and opening times would be available on our website.

4.1.6 What provision will be provided for people with disabilities?

As an inclusive organisation we currently have children and young people With ADHD, Autism, mental health issues hearing impairments actively Participating in football activities through training and playing in matches.

4.1.7 Any other relevant information?

Benefits of the proposal

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

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

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

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

4.2.1. Economic development/income generation

There are a number of people who attend the site regularly as part of the football activities that happen at the football pavilion. Many of these people purchase food and drinks from local shops while visiting the site which provides an added income stream for local businesses.

People who are attending the football matches from out with the Falkirk/Grangemouth at weekends may visit attractions such as the Kelpies or Falkirk Wheel while they are in the area or go shopping in the Retail Park.

4.2.2. Regeneration

Will be keeping the property open and will be undertaking work to improve the aesthetics of the pavilion so it can be used by more members of the community. We will take full responsible for maintaining the pavilion and keeping it and the surrounding areas clean and tidy.

The pavilion has previously suffered from anti-social behaviour through graffiti being painted on the external walls. By improving the pavilion and actively managing it we feel that this will lead to less anti-social behaviours.

4.2.3. Public Health

By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities we provide for children of different age groups 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.

Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on health services.

Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. 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

The activities and social interactions facilitated by Central Football Foundation will contribute significantly to both the mental and social wellbeing of our community. We provide a safe space for the local community to meet and engage with each other through our training, matches, activities and events.

Offering volunteer opportunities within the football club can enhance social cohesion and provide residents with a sense of purpose. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.

By facilitating intergenerational activities, our football club can bridge the gap between different age groups. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.

4.2.5. Environmental Wellbeing / Environmental Benefits

We will be looking to replace the existing dome roof which is not energy efficient in terms of heat loss. We will also be looking to install energy efficient lighting and have the lighting working on sensors which would lead to the reduction of instances of lights not being switched off by users of the facility.

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

Over the last few years, we have worked with Falkirk Council and the Grangemouth schools to offer disadvantaged children and young people the opportunity to participate in our Easter and Summer camps free of charge. This has given them to participate in football activities which they might not have been able to do due to family circumstances. As well as giving them the opportunity to participate in the activities we also provide them with lunch during the camp. Please see the supporting letter from [REDACTED], Falkirk Council Transformation, Communities & Corporate Services.

As an inclusive organisation we strive to ensure we are reducing inequalities. We run teams and football activities for both male and female players. There are players with ADHD, Autism, mental health issues, hearing implants fully participating in our teams.

We don't discriminate on the basis of race, religion, gender or ability.

Currently we have a young female player with mental health issues who had to give up playing due to an injury. We have got her involved in coaching within the Foundation which has helped greatly with regards her mental health as evidenced by the supporting statement from her mum.

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

The membership is predominantly made up of people from the Grangemouth/Falkirk area which means that the Foundation is locally led and engaged.

As part of our constitution regular meetings will be held with the membership and they will be fully involved in decision making.

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

We will monitor this through the following:

Number of players at the club

Number of new players recruited

Regular engagement with membership
Introduction of new activities such as walking football, women's recreational football.
Number of new volunteer coaches recruited

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 not aware of any restrictions on the use or development of the building. We are not planning on undertaking any work that will planning permission or building warrants.

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.

Increased traffic and footfall to the site. We feel that we are able to manage this so that it has minimal impact.

Capacity to deliver

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

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

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

Yes ☒

No ☐

Please provide details of:

4.5.2 Skills and experience of the members of the organisation

We will be able to draw upon the following skills and experiences from within the wider membership.

Marketing & Communications

Financial Management

Project Management

Plumbing

Joinery

Electrical

Trustees & Committee members Biographies

[REDACTED]

Treasurer and Finance & Property Convenor of Grahamston United Church since 2015. Responsible for overseeing the generation of income from hall lets and fund-raising activities. Over thirty years' experience working in Marketing across Financial Services and Utilities

Past Chairman of Falkirk Round Table and current member of Falkirk 41 Club. Former Chairperson of Falkirk High parent council. Boys Brigade officer since 1990.

[REDACTED]

[REDACTED] has a number of year's experience in the Facilities Management and is therefore well place to support the Foundation in terms of managing the Zetland Pavilion. He has a network of contacts that can be utilised by the Foundation.

[REDACTED]

[REDACTED] is a qualified mental health practitioner and currently works for a children's charity as well as acting as the Foundations Child Wellbeing Officer. She also has a background in events management and is responsible events on behalf of the Foundation.

[REDACTED]

[REDACTED] works with the Big Bad Wolf Theatre Company and is involved in fund raising and event planning.

[REDACTED]

[REDACTED] has a number of years' experience of running football camp experience both in the UK and America. He is responsible is for running our Easter

and Summer Camps as well as looking at how the Foundation can grow in terms of expanding into Walking Football, Pan Disability for example etc

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

Solicitor

Accountant

As part of the CAT application process, we have engaged with Falkirk District CVS, Falkirk Council CAT and Strategic property team

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

We have leased the Inchyra pavilion from Falkirk Council since 2016.

We have leased the football part of the Zetland pavilion from Falkirk Council since 2023.

4.5.5 Please detail how you plan to manage the building?

The building will be managed by the members of Central Football Foundation.

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 are active members of the Grangemouth Sports Hub which brings together sports organisations to share ideas and work collaboratively.

We engage with the Grangemouth schools cluster to get children involved with football related activities through our Easter and Summer Camps.

We have undertaken engagement with the local community through a poll that was published on the Facebook pages of various community groups, in addition to the poll responders could also leave comments.

Friends of Zetland Park

Friends of Inchyra Park

Young Portonian Theatre Group

Grangemouth Children's Day

Central Football Foundation

The poll asked three questions regarding the Community Asset Transfer:

1. Do you think its a good thing for the Zetland Pavilion to be community owned and managed?

2. What events do you feel could be held within an upgraded pavilion?

3. What groups or organisations do you think could benefit from having access to the Zetland Pavilion?

Please see Community Engagement appendix.

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

We are not aware of any local stakeholders or agencies that will be impacted by Central Football Foundation acquiring the Zetland Pavillion.

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

We are not aware of any other affected community groups.

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

Income & Expenditure spreadsheet will be maintained to document all income & expenditure. This will be reviewed at the monthly membership meeting.

The accounts will be audited by a professional firm of accountants before each annual submission to OSCR.

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 see the five-year income spreadsheet.

7.1.2

N/A

7.1.3

Scottish FA Facilities Fund – Community Football Spaces*

Falkirk Council Enablement Fund

Apache North Sea Limited

*50% funding has already been secured.

7.1.4

Membership contributions

Sponsorship

Fund raising

7.1.5

Funding through what is shown on the five-year income spreadsheet.

Increase in membership contributions as we continue to grow the number of teams and introduce new activities such as walking football.

***Based on 2 trustees at 5 hrs per week over 52 weeks**

****Based on 11 lead coaches working 9 hours per week over 48 weeks**

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

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

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees*	£20	520 / yr	£10,400	£10,400	£10,764
Volunteers**	£20	4752 / year	£95,040	£95,040	£98,336
Total		5272	£105,440	£105,400	£109,130

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.

Item	Total Cost (Inc VAT)	Enablement Fund Request 50% (Up to inc VAT)
Roof Replacement	83,500	41,750
Electrical works	34,356	17,178
Joinery works	42,576	21,288
Plumbing Works	35,289	17,644
Plastering / Roughcasting works	37,400	18,700
Total Costs	233,121	116,560

Checklist of accompanying documents

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

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

Declaration

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

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

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

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

Name [REDACTED]

Address [REDACTED]

Date 23/05/2025

Position Trustee

Signature [REDACTED]

Name [REDACTED]

Address [REDACTED]

Date

Position

Signature [REDACTED]

Central Football Foundation Business Plan

SC053405





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Constitution

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Central Football Foundation Business Plan

1. Introduction

Central Football Foundation are located at Zetland Park, Grangemouth FK3 9JD. The organisation was formed in January 2014 as Central Football Academy and is now known Central Foundation.

Since 2014 we have provided the opportunity for children and young adults both male and female of all backgrounds and ability to participate in football related activities from training, playing in organised matches as well as through our Easter and Summer football camps. We currently have in the region of 270 young people and adults actively involved in football related activities.

Since 2023 we have been using the football part of the Zetland Pavilion as our organisation has grown.

The group have been working together to form a plan of action in support of retaining the Zetland Pavilion through a Community Asset Transfer lease agreement with Falkirk Council.

Current valuation of the building is £52,500,. We propose to pay the value of £1 per calendar year in rent.

Our current and future aims are:

- Continue to provide access to football related activities to boys, girls and young adults
- Continue to engage with the local community and groups as well as exploring new opportunities for this. We have supported and participated in the Grangemouth gala day. We have also worked with local schools in conjunction with Falkirk Council to offer free places and lunch at our Easter and Summer camps. This has allowed children to participate in sporting activities who might not have the opportunity due to family circumstances which would make such participation prohibitive.
- Widen the participation in sporting activities by looking at offering such things as walking football.

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

Zetland Pavilion, Grangemouth FK3 9JD

UPRN (Unique Property Reference Number): 136078944

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.



1.1. Proposal Objectives

Our key objectives are to offer children within the local community an opportunity to participate in football activities quality and to continue to build a successful community football club, giving it a financially secure future.

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 and services that meet their needs.	Falkirk Council will Encourage and support local third sector organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer; Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.	More communities taking control over the places they meet in (asset transfers); More anchor organisations established in communities.	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds; Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer opportunities for young people to join Central Football Academy and ensure the services and activities that take place are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	Community-based services; 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 through to statutory	Early intervention and prevention will support many activities: including the benefits of physical activity through our midweek training sessions and weekend games. Central Football Academy will be a central hub for information for people in the community through easily accessible signposting



		neglect through early action.	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.	information, leaflets, working with partners to bring information to people in the local community.
The Falkirk Plan 2021-2030	<p>Community-led organisations are stronger and more independent (T1/O2);</p> <p>More decisions are made together at local level (T1/O3);</p> <p>Social, community and economic planning focusses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p>	<p>Work with local community bodies to widen opportunities to access funding, and help them apply for funding;</p> <p>Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;</p> <p>Support Anchor /Hubs/ community organisations to establish and /or develop across Falkirk;</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups;</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system;</p>	<p>Funds invested in communities by partners;</p> <p>There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;</p> <p>Number of activities targeted at vulnerable groups.</p>	<p>We have been engaging with support offered, getting the backing of our community through engagement and collaboration. The board plan to undertake training such as digital training with external training providers such as Business Gateway. This will strengthen our Board and make it more reflective of the community we live in through open recruitment/engagement events.</p> <p>By taking ownership of our community asset, this will strengthen the ability to meet the needs of the people that live in the local area, increased opportunities for local volunteering, participation and support.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to the local community.</p>



	<p>Individuals and families affected by poverty have access to joined-up, multi agency support services, and know how and where to access them (T2/O7);</p> <p>Fewer people struggle with the costs of food, fuel and transport (T2/O8);</p> <p>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	<p>Ensure people have access to affordable food, including emergency food provision;</p> <p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>		
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1.2. Benefits for the Local Community

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

Our vision is to provide youth football activities that help deliver long-term, social, economic, sustainable and environmental benefits to the local community.

Our values are based on:

- Working in an inclusive and respectful manner, not discriminating against anyone
- Being a not-for-profit organisation and investing any surplus in the advancement of facilities and our services for the local community
- Being community led
- Innovative and proactive approach to local people's needs

Our objectives are:

- To improve health and wellbeing of the local community
- Provide increased social benefits



- Empower our community and families
- Reduce poverty in the area by providing essential services to help the wellbeing of the community
- Provide an affordable service for children to help alleviate child poverty in the area

2. The Group status

The charity is called Central Football Foundation and has the legal status of a Scottish Incorporated Charity, SC053405.

We are a 2-Tier membership organisation and are run by a board of trustees and a membership. The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership. The building will initially be maintained and managed by volunteers from our membership group, however, we may in the future look at employing an individual to manage the building.

We have Public Liability insurance for £5 million annual cover.

We are initially seeking a 20-year lease with the option of purchasing during the length of the lease.

2.1. Exemptions

We will seek the following exemptions/reliefs as a registered charity:

VAT

Full rates relief

Water charges

2.2. Initial Development Plan

We will be looking to undertake the following upgrading work to improve the Zetland Pavilion and to open up opportunities for usage by community groups and wider community out with the Foundation

Joinery

Full strip out of building. New insulation in all ceilings. Replasterboard ceilings. Fitting of all new internal woodwork and doors. Build new partitions for shower & toilets. Fitting of fibo boards in shower, toilets and hallways. Supply and fit 2 x external doors. Fitting of plywood to gym hall.

Electrical

Rewire all lighting in changing rooms and hallways. All lighting to have movement sensors. New emergency lighting. New extractor fans in shower and toilets. Fitting of fire alarm system.

Plumbing

Plumbing in of new showers and trays / toilets/ wash hand basins.

Plaster work

Plaster all ceilings. Plaster halfway on hallways. Plaster full changing rooms.

Flooring Safety



Flooring in hallways / changing rooms / gym hall. Cap and cove flooring in showers and toilets.

Roof

Replacement of existing roof which is in poor condition and has no insulation

3. Market Information

3.1. Products and Services

The pavilion will continue to provide a home for Central Football Foundation and allow it to continue providing access to our current activities within the local community whilst looking at widening the participation through the introduction of other activities such as walking football. Access to the full pavilion will provide us with an indoor facility which will allow us to undertake footballing activities for toddlers as well as having a space which we can open up to other community groups to utilise for meetings and events.

3.2. Market

Our target market is children, young people and adults within Falkirk and Grangemouth. We currently run age groups from 6-year-olds upwards across both boys and girls. We also have a women's team.

3.3. Competition

We are a well-established organisation with a committed membership. The only competition we face would be members leaving to join another football club we do not see this as a major issue as we have always managed to remain at a steady membership in the mid-200s over the last few years. We have also recently started teams at the 2017 & 2018 age groups.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
Established football organisation with strong membership. Dedicated volunteers with a wide range of skills and expertise. Strong relationships with the local community. Ability to retain and build on our current membership	Repair work required to improve facility.
<u>Opportunities</u>	<u>Threats</u>
Increase engagement with local community groups.	Rising utility costs.



Increased engagement with local schools and offering free football coaching to pupils facilitated by Central coaches Introduce new activities such as walking football and over 70s football for both men and women	Reduction in membership which would reduce available funds. Cost of living impacting ability of members to pay monthly membership fee.
--	---

3.5. Potential Negative Consequences

Increased traffic and footfall to the site. We feel that we are able to manage this so that it has minimal impact.

3.6. Community Engagement

We have supported and participated in the Grangemouth gala day. We have engaged with local schools to offer free places at our Easter and Summer camps to pupils where the cost of participation would be prohibitive due to family circumstances

We are members of the Grangemouth Sports Hub which brings together different sporting groups in the Grangemouth area.

During the pandemic we organised free food deliveries within the local community.

Our members have supported Strathcarron through various initiatives.

We have also utilised local community venues for our presentation nights, annual photoshoot, running first aid courses and fund-raising events. This has allowed these venues to generate funds.

Over several years, we have engaged with the local school in Grangemouth in respect of targeting underprivileged children who would benefit from attending our Easter and Summer football camps free of charge.

We have undertaken engagement with the local community through a poll that was published on the Facebook pages of various community groups, in addition to the poll responders could also leave comments.

Friends of Zetland Park
Friends of Inchyra Park
Young Portonian Theatre Group
Grangemouth Children's Day
Central Football Foundation

The poll asked three questions regarding the Community Asset Transfer:

1. Do you think its a good thing for the Zetland Pavilion to be community owned and managed?
2. What events do you feel could be held within an upgraded pavilion?
3. What groups or organisations do you think could benefit from having access to the Zetland? Pavilion

Please see Community Engagement appendix.



3.7. Marketing Activities

We will continue to promote our football related activities through our website and social media channels as a means of growing our membership and increasing participation in sport within the local community.

We will look to market the pavilion as a venue that could be used by local community groups and organisation which will generate an additional income stream for the Foundation.

3.8. Prices and Margins

Our main source of regular income is from the monthly membership fee this allows us to sufficiently cover the cost of the activities that we currently provide.

Product/ Service	Selling Price £
Monthly membership	£35

3.9. Community Asset Transfer Plan

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

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees*	£20	520 / yr	£10,400	£10,400	£10,764
Volunteers**	£20	4752 / year	£95,040	£95,040	£98,336
	Total	5272	£105,440	£105,400	£109,130

*Based on 2 trustees at 5 hrs per week over 52 weeks.

**Based on 11 lead coaches working 9 hours per week over 48 weeks.

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

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

Community Benefit		Year 1	Year 2-3	Year 4-5



Economic development/income generation	<p>Our football club provides essential services that might otherwise be inaccessible due to the financial constraints of our local community. We are a volunteer run club and the opportunities we provide to volunteers will help residents develop new skills and gain valuable work experience. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community. Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment.</p> <p>Our football club fosters social cohesion and well-being, which are essential for a thriving economy.</p>	£2,000	£4,212	£4,512
Regeneration	<p>By taking community ownership of Zetland Pavilion, we will look to regularly maintain the interior and exterior of the pavilion. We have carried out several improvements to make it feel a proper home. These improvements have included upgrading the changing rooms so that they were suitable for use by our own teams and visiting teams, installing new toilets, painting the floors each year, replacing entrance doors, carrying out roof repairs and fencing off the yard area at the side of the building.</p> <p>We will look make further improvements to the pavilion such as installing new windows to replace the existing ones, upgrading the toilet facilities, installing energy efficient lighting in all area of the building, installing outside security lights, installing a kitchen</p>	£2,250	£4,739	£5,077
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. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities we provide for children of different age groups 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>Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on health services. Offering educational programs on nutrition, mental health, and preventative care can empower</p>	£24,250	£51,076	£54,714



	residents to take control of their health. 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.			
Social Wellbeing	The activities and social interactions facilitated by Central Football Academy will contribute significantly to both the mental and social wellbeing of our community. We provide a safe space for the local community to meet and engage with each other through our training, matches, activities and events. Offering volunteer opportunities within the football club can enhance social cohesion and provide residents with a sense of purpose. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community. By facilitating intergenerational activities, our football club can bridge the gap between different age groups. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.	£19,500	£41,071	£43,997
Environmental Wellbeing / Environmental Benefits	We plan to continue to work in an environmentally conscious way to reduce our carbon footprint on the environment and local community. We will look to implement energy-efficient technologies and sustainable practices so the pavilion can reduce its environmental impact. We 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.	£4,750	£10,005	£10,717
Total		£52,750	£111,103	£119,017

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

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£3500	£3500	£7500	£7500



Insurance	£1500	£1500	£3000	£3000
Maintenance Costs	£500	£500	£1000	£1000
Staffing (direct/indirect)				
Total		£4500	£11500	£11500

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
		£	
		£	

Start Up Costs			
Item	Date	Cost	Funder



Enablement Fund Request

Item	Total Cost (Inc VAT)	Enablement Fund Request 50% (Up to inc VAT)
Roof Replacement	83,500	41,750
Electrical works	34,356	17,178
Joinery works	42,576	21,288
Plumbing Works	35,289	17,644
Plastering / Roughcasting works	37400	18700
Total Costs	233121	116560

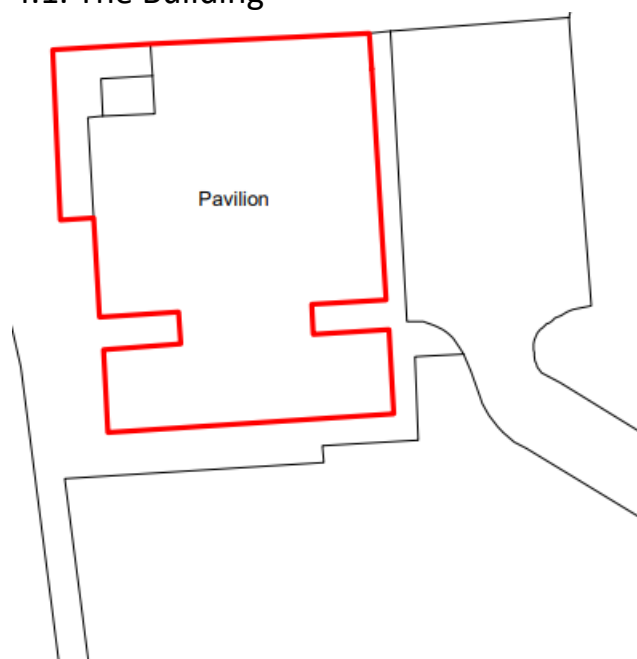
Ongoing Costs	
Item	
PAT Testing	£500
Fire Extinguishers	£500
Security	
Trade Waste	
Accountant/Auditor	£1500
Cleaning Materials/Cleaner	£1000
Insurances	£2000
Sundries	
Phone/Internet	
Utilities	£3500
Rates	TBC
Sanitary	

4. Location

The business will operate from Zetland Park, Pavilion, Grangemouth FK3 9EJX



4.1. The Building



5. People

We have an experienced board who have volunteered within the community for many years and have good links with local community.

We will be able to draw upon the following skills and experiences from within the wider membership.

Marketing & Communications

Financial Management

Project Management

Plumbing

Joinery

Electrical

Redacted

Treasurer and Finance & Property Convenor of Grahamston United Church since 2015. Responsible for overseeing the generation of income from hall lets and fund-raising activities. Over thirty years' experience working in Marketing across Financial Services and Utilities

Past Chairman of Falkirk Round Table and current member of Falkirk 41 Club. Former Chairperson of Falkirk High parent council. Boys Brigade officer since 1990.

Redacted

(redacted)has a number of years' experience in the Facilities Management and is therefore well place to support the Foundation in terms of managing the Zetland Pavilion. He has a network of contacts that can be utilised by the Foundation.



Redacted

(redacted) is a qualified mental health practitioner and currently works for a children's charity as well as acting as the Foundations Child Wellbeing Officer. She also has a background in events management and is responsible events on behalf of the Foundation.

Redacted

(redacted) works with the Big Bad Wolf Theatre Company and is involved in fund raising and event planning.

Redacted

(redacted) has a number of years' experience of running football camp experience both in the UK and America. He is responsible is for running our Easter and Summer Camps as well as looking at how the Foundation can grow in terms of expanding into Walking Football, Pan Disability for example etc

We will carry out the necessary record keeping from home and employ an Accountant to audit our accounts and complete our annual OSCR return.

6. Finance

Cash Flow

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

Reserve Levels

We estimate the need for reserves of £2000 which we will maintain throughout the year. We will review this figure quarterly.

Bank account

Bank of Scotland

Grants

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

7. Summary

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



We possess full knowledge and understand that under the Community Empowerment Act (Scotland) 2015, the relevant authority, which in this case is Falkirk Council, is expected to approve the asset transfer request unless there is a valid reason not to do so. The decision made by Falkirk Council will be communicated to us, the Community Transfer Body, through a decision note, which will outline the details of the decision and provide an explanation of the reasons behind it. Falkirk Council has a maximum period of 6 months to reach a decision and inform the us, the Community Transfer Body, of the outcome.

Our intention is that Falkirk Council will acknowledge and validate our Community Asset Transfer Request within 2-weeks of receiving our application, business plan, and other relevant documentation.

This document presents the commencement of the timescales as listed under the act.

Name of Community Group:
Central Football Foundation

Contact:
Redacted

Address:
Redacted

Email:
secretary_central@outlook.com

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

Name of property Zetland Park Pavilion		Name of group Central Football Foundation	SCIO number or equivalent SCO53405	Sale or lease? Lease	Length of lease 20 Yrs	Rental per annum (or outright cost) £1
		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. "Our key objectives is to ensure that we can continue to offer children, young people and adults who are currently members of the organisation to continue to be able to participate in football related activities and all the benefits that this brings from a social, mental and physical wellbeing perspective			See Request Form 4.1.1	Very Strong
2. Financial	Is there a financial saving on public sector costs?	The group estimates a revenue saving to the Council of £16579 per annum (SPR SAVING)			See SPR Savings Spreadsheet	Strong
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 5272 volunteer hours per annum Generating a financial equivalent of over £105,440public benefit per annum			See Request Form 7.1.5	Very Strong
	Current market valuation of the property whether by sale or rent	Full Value of Property £52,500, Rental Value £8000 per annum.			See Ryden Valuation for Zetland Pavilion	Very Strong
	Backlog maintenance figure from C&B report	Backlog Maintenance is £373,952			See Curry and Brown Condition survey for Zetland Pavilion	Very Strong
3. Non-financial benefits	What is the impact on:					
	(i) economy	A busy, thriving Pavilion wil attract many users and their families to the area. This will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities People who are attending the football matches from out with the Falkirk/Grangemouth at weekends may visit attractions such as the Kelpies or Falkirk Wheel while they are in the area or go shopping in the Retail Park.				Strong
	(ii) regeneration	Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable. Keeping the Building open for use will stop it from further deterioration and becoming a disamenity, and decrease anti social behaviors in the area.			See Request form 4.1.2	Strong
	(iii) public health	The physical health benefits of participation in sports are well documented. The Group aims to include as many people in their team sports programmes as possible. They also intend to open the Hall area up to the public for additional sporting and social activities.			See Request Form 4.2.3	Very Strong
	(iv) social wellbeing	Involvement in the Team Sports activities combat social isolation and mental health issues. The activities and social interactions facilitated by Central Football Foundation will contribute significantly to both the mental and social wellbeing of our community. We provide a safe space for the local community to meet and engage with each other through our training, matches, activities and events. .			See Rerquest Form 4.2.4	Very Strong

COMMUNITY ASSET TRANSFER
ASSESSMENT PRO-FORMA

	(v) environment / climate change (including figures on carbon dioxide equivalent)	The group are proposing extensive renovation work that will have a substantive effect on energy usage, such as new lighting with motion sensors, heating, insulation and roof replacement. The more efficient power usage will decrease the Carbon footprint of the building	See Request Form 4.2.5	Strong
	(vi) other			
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	The EPIA for this proposal clearly shows that the Central Football Foundation are non-discriminatory. They are members of SFA, SYFA and SWFA and are committed to upholding all regulations and guidelines relating to non-discriminatory best practice	See EPIA	Very Strong
	(ii) Promotes equality	The Group cater for all participants within the teams they have developed. They have very successful womens and girls teams, and plan to launch a programme of walking football for older participants.	See EPIA	Very Strong
ABILITY TO DELIVER / SUSTAINABILITY				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number SCO 53405	See CFF Constitution	Very Strong
6. Availability of Resources / Business Plan	Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project?	The Group has identified all resources, including Funding (50% match to ERF from SFA Facilities Fund) Volunteers for both coaching and management functions. This is a long standing club with all the resources expected of such	See Business Plan Throughout	Very Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	Due to the Subscription model, alongside sponsorships and donations, and the groups funding track record it can be seen that their proposal is sustainable over time	See 5 Year projection spreadsheet	Very Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The Trustees meet regularly and keep in close contact with all 21 teams , reporting on finances, user numbers, and positions in the various leagues that they are involved with. Team numbers, Subscription levels, new teams and activites and volunteering numbers will all be monitored over time to allow the groups performance as an organisation to be optimised.	. See Request Form 4.2.8	Very Strong
COMMUNITY SUPPORT				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led. The Local Community were subject to an online survey, which gave 100% support to the proposal	See Request Form Section 5.1	Strong
10. Local Community Support	What evidence has been provided of local community support?	A Number of Comments of support were left in response to the survey above. The Group is involved in the Grangemouth Sports Hub, with a number of member organisations showing support for the proposal	As above See Request Form Section 5.1.1	Strong
OTHER				
Is the building currently staffed?		HR have been consulted and as the centre was not staffed, there are no staffing issues. No employees worked within the building being considered for Community Asset Transfer in this report and therefore no TUPE considerations apply.		Very Strong

CONCLUSION	
COMMENTS	OVERALL ASSESSMENT (See Table below)
All components for the Proposal have been rated as strong or very strong, with good adherence to the benefits enjoyed by the community, and a good track record of fund raising / Financial sustainability.	Very Strong

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.

Appendix 6

INCOME	Start up	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Membership Fees		50400.00	50400.00	50400.00	50400.00	50400.00	252000
Gift Aid		8500.00	8500.00	8500.00	8500.00	8500.00	42500
Fundraising		2000.00	2000.00	2000.00	2000.00	2000.00	10000
Facility Rental - Zetland		0.00	1000.00	1000.00	1000.00	1000.00	4000
Facility Rental - Inchyra		600.00	600.00	600.00	600.00	600.00	3000
TOTAL CASH IN	0	61500	62500	62500	62500	62500	311500
EXPENDITURE							
Utilities - Zetland		4000.00	4000.00	5000.00	5000.00	5000.00	23000.00
Utilities - Inchyra		1500.00	1500.00	2000.00	2000.00	2000.00	9000.00
Buildings Insurance - Zetland		1500.00	1620.00	1740.00	1860.00	2145.00	8865.00
Buildings Insurance - Inchyra		780.00	840.00	960.00	1080.00	1200.00	4860.00
Public Liability Insurance		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
Pitch Hire - Zetland		550.00	550.00	550.00	550.00	550.00	2750.00
Pitch Hire - Inchyra		3850.00	3850.00	3850.00	3850.00	3850.00	19250.00
Facility Hire		18000.00	18000.00	18000.00	18000.00	18000.00	90000.00
Coach Education		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
Affiliation Fees		3000.00	3000.00	3000.00	3000.00	3000.00	15000.00
Referee Fees		5000.00	5000.00	5000.00	5000.00	5000.00	25000.00
Maintenance		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
PAT Testing		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
Fire extinguishers		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
Accountancy Fees		1000.00	1000.00	1000.00	1000.00	1000.00	5000.00
Legal Fees		1000.00	0.00	0.00	0.00	0.00	1000.00
Equipment		5000.00	5000.00	5000.00	5000.00	5000.00	25000.00
TOTAL CASH OUT	0	50180	49360	51100	51340	51745	253725
NET CASH FLOW	0	11320	13140	11400	11160	10755	57775
OPENING BALANCE	0	0	11320	24460	35860	47020	
CLOSING BALANCE	0	11320	24460	35860	47020	57775	

Gift Aid is based on getting a proprtion of members to sign up for this

Assumed rental income

Notes

Equality & Poverty Impact Assessment 01126 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services Invest Falkirk		
		Tel:	01324504816
Proposal:	CAT Lease of ZETLAND Pavilion to Central Football Foundation	Reference No:	01126

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
	Children and young people	Significant impact?		
	Yes	No		
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):	
06/11/2025	The Community Asset Transfer Lease of the Zetland Pavilion to Central Football Foundation SCIO

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	16579	
Reduction to this service budget (£'0000s)	Per Annum:	16579	
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/10/2024	
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence	This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.
Facebook Survey Comments / Responses - 17	
100% agreement to plans	
Current Service users 270 plus	
No. of Teams 21 Through out Age groups and sexes	
Volunteer Hours per annum 5272	
Value of these £105,440 per annum	
Volunteering Hours	
Rate	
Hours	
Year 1 Benefit	
Year 2-3 Benefit	
Year 4-5 Benefit	
Board of Trustees*	
£20	
520 / yr	
£10,400	
£10,400	
£10,764	
Volunteers**	

£20

4752 / year

£95,040

£95040

£98336

Total

5272 / year

£105440

£105400

£109130

B - Qualitative Evidence	This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.
Social - case studies; personal / group feedback / other	

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

Section 1 of the Business plan for this proposal states the aims of the organisation to be;

- Continue to provide access to football related activities to boys, girls and young adults .
- Continue to engage with the local community and groups as well as exploring new opportunities for this. We have supported and participated in the Grangemouth gala day. We have also worked with local schools in conjunction with Falkirk Council to offer free places and lunch at our Easter and Summer camps. This has allowed children to participate in sporting activities who might not have the opportunity due to family circumstances which would make such participation prohibitive.
- Widen the participation in sporting activities by looking at offering such things as walking football.

The Central Football Foundation are affiliated with Scottis Football Association, Scottish Youth Football Association and Scottish Womens Football Association. The Group are committed to following all Guidelines and policies from these organisations, including any and all rules relating to Non Discrimination and Equality. This is shown by their practices as shown by the " People with protected Characteristics " profile below, as taken from the EPIA questionnaire.

EPIA Questionnaire

The group have provided information on people with protected characteristics as follows;

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?	Yes / No
If NO, please state why.	

SECTION FOUR: ENGAGEMENT

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

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	The Survey was presented via social media to the service users and to local people via social media	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	No	
Survey	Yes	<p>Survey was presented to the public and to core service users via social media. 17 responses were gained. Several Comments were made as follows;</p> <p>Q 1. Do you think its a good thing for the Zetland Pavilion to be community owned and managed? 100% yes -</p> <p>Q 2. What events do you feel could be held within an upgraded pavilion?</p> <p>Comments; Any events that keeps it open and benefits the all who are going to do the best for the community Boxing, dance clubs, cross fit, football Birthday parties/Tribute nights/Live music Sports, bingo, coffee mornings, dog meet ups Gym, changing for football Gym classes, mother & child groups, strength training, parties Football Community gatherings, community café, community cinema Small tournaments Private hire of hall to local people at competitive rates</p>

		<p>Galaday events</p> <p>Club fundraising nights, player of the year awards</p> <p>Q 3 What groups or organisations do you think could benefit from having access to the Zetland Pavilion?</p> <p>Comments;</p> <p>All groups that can keep the pavilion open and keep the up keep water tight and heated clean and tidy</p> <p>Boxing, dance clubs, cross fit classes.</p> <p>Baby & Toddler Groups/Playgroup/Dance Classes/Fitness Classes/Brownies etc</p> <p>Sports groups</p> <p>Central Football Acedemy, and other local football teams could have the use of the venue</p> <p>I would contact people who lost out when Boness rec closed</p> <p>Sports, entertainment,group let's or conferences</p> <p>Local OAP social groups</p> <p>Enjoy a ball</p> <p>Kids Taekwondo</p> <p>Project Theatre</p> <p>Exercise classes</p> <p>Slimming world</p> <p>Football clubs, community clubs</p> <p>All the community</p>
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify	CFF are part of the Grangemouth Sports Hub, where multiple local sporting organisations meet. This organisation was consulted and several members expressed their support for the proposal	
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	Yes	

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		✓		The Club engages with Children, Young adults and plans to start walking football for older individuals
Disability		✓		The Club have stated that there are several individuals with Learning needs who engage with it's activities
Sex		✓		The Club runs training and matches for male and female participants, holding a very successful track record for female teams.
Ethnicity		✓		The Club is clearly non discriminatory with ethnicities, quoting 14 participants of ethnic minority backgrounds currently
Religion / Belief / non-Belief	✓			The Club does not concern itself with Religiosity or otherwise, and is non discriminatory, allowing all to access the services provided. As such no data exists on this matter
Sexual Orientation	✓			The Club doesn't concern itself with the Sexual Orientation of any of its players, the service being open to all. As such no data exists on this matter.
Transgender		✓		The Club has stated that it engages with a Transgender player, without prejudice to their self identification.
Pregnancy / Maternity	✓			This is not a factor for the Club, all being welcome to play at their level of ability. No Data exists.
Marriage / Civil Partnership	✓			This is not a factor for the Club, all being welcome to play at their level of ability. No Data exists, although the age grouping for the adult players would indicate that some are in partnerships.
Poverty		✓		Some 30 people are given free access to the Summer and easter training camps as these are from disadvantaged back grounds. This approach is set to continue, giving an ongoing benefit to those suffering poverty in the area
Care Experienced	✓			This is not a concern for the Club, although all individuals that wish to participate are included, regardless of home status. No Data exists.

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:

Risk (Identify other risks associated with this change)	
	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	The Proposal will eliminate unlawful discrimination. The Club, as stated are affiliated with SFA / SYFA and follow all guidelines and procedure to protect their players and eradicate unlawful, discriminatory behaviour. The activities evidenced by the Club also support how they are active in addressing discrimination.
Advance Equality of Opportunity:	The Club is affiliated to the Scottish Youth Football Association (SYFA). the Scottish Women's Football Association (SWFA) and the SFA itself. They follow all non-discriminatory policy and guidelines of these organisations, as is shown by their activities.
Foster Good Relations (promoting understanding and reducing prejudice):	As above all policy and Guidelines are followed as affiliates of the above organisations. Exposure to the various groups with protected characteristics promotes understanding and reduces prejudice amongst all persons involved.

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	Yes	Central Football foundation work directly with local schools to encourage participation in team sports.
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	Yes	The asset will come under the control and management of a third sector organisation, which is a positive outcome for the Charitable sector.
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

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

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

No Mitigating Actions

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

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

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

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

Are actions being reported to Members?	Yes
If yes when and how ?	Executive committee of 6th November 2025

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	A Successful Asset Transfer via Lease of the Zetland Pavilion to Central Football Foundation will have a number of positive impacts on the area of its operation, both locally and further afield. There are no negative impacts envisioned
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: 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 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	Protected characteristic data is provided of the beneficiaries of this club, and subsequently the pavilion. The information provided to supports the public sector equality duty.	
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	No	
MEDIUM	No	
LOW	Yes	Overall assessment shows a positive impact on those with protected characteristics.

SECTION TEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:		
Signature:	<i>Malcolm Bennie</i>	Date: 10/09/2025