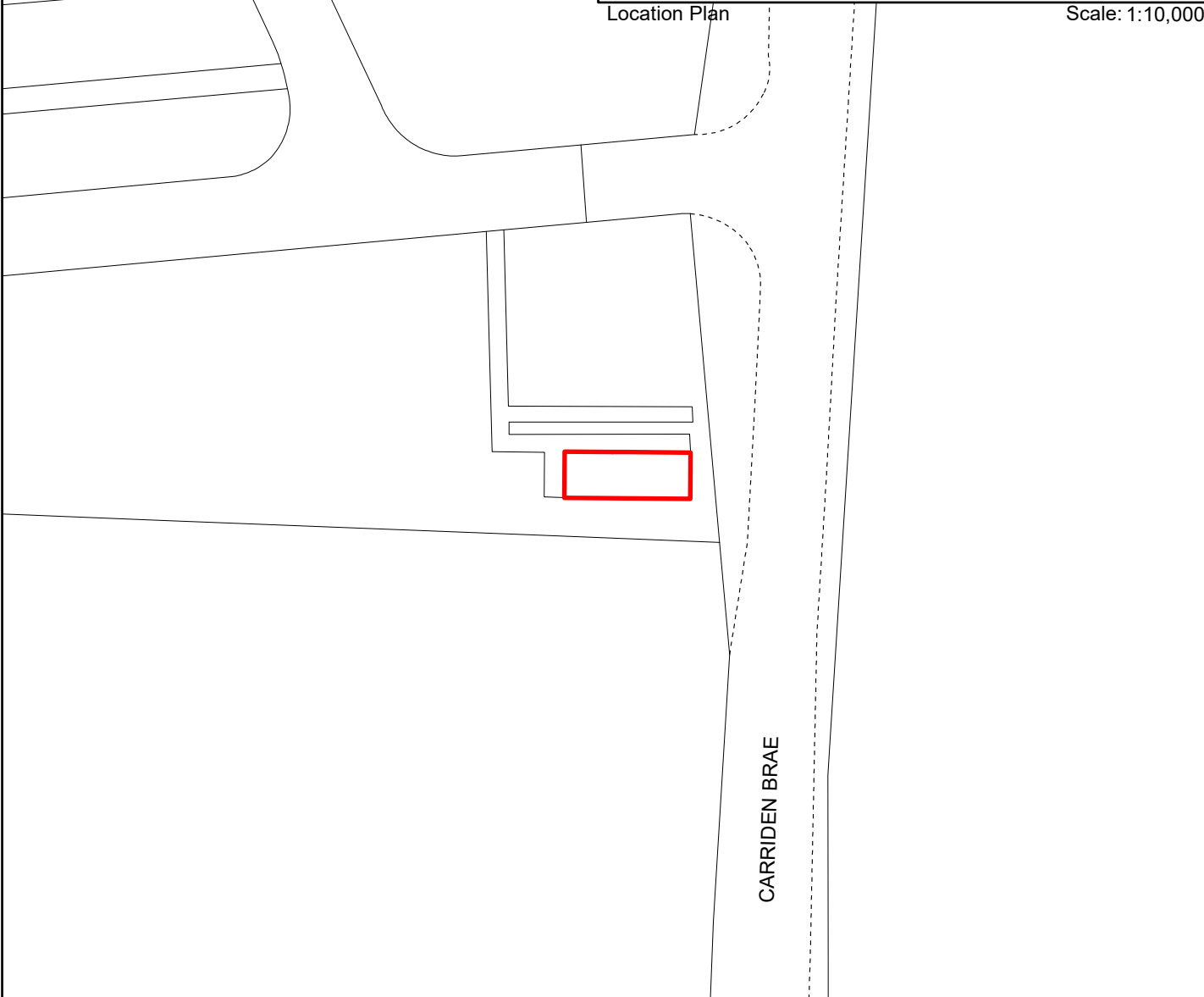


## Location Plan

Scale: 1:10,000



**FALKIRK COUNCIL**

## Place Services

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

Scale: 1:500

Date: 28.3.2025



Subject
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New Carriden Bothy, Carriden Brae, Bo'ness

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# BUZZness Constitution

The organisation founded in Bo'ness, Scotland shall be known as BUZZness hereinafter referred to as the Organisation.

The organisation will operate fully on a non-profit basis.

## PURPOSE OF THE GROUP:

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BuzzNess is a group of local volunteers, seeking to create, reinvent, and revitalise Bo'ness Town Centre for the benefit of local people. By hosting regular events and activities in the town, targeted at every age and interest, we not only hope to invoke an even greater sense of community - it's about seeing ALL of the funds we raise being reinvested in Bo'ness, for the good and growth of the town and it's people.

The recent announcement of mammoth cuts from Falkirk Council has been a catalyst in constituting our group, and getting started!

## 1. Objectives

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The Organisation will work in partnership with all relevant stakeholders to deliver our objectives including but not limited to:

- Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony

## 2. Powers

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In furtherance of the said purpose and objects, but not otherwise, the Organisation shall have power to:

1. Raise funds and invite/receive contributions by way of subscriptions, donations and grant funding.
2. To use the Organisation's funds to make donations to individuals or organisations in furtherance of its purpose and objectives, subject to any restrictions from the Organisations funders.
3. To secure the establishment, maintenance and management of premises for programmes, activities and initiatives promoted by the Organisation.
4. Engage and pay fees to professional and technical advisers/consultants to assist in the work of the Association.
5. Take out membership with organisations whose activities and interests are

- compatible with the aims of the Organisation.
6. The Chair, Secretary and the Treasurer may execute legal documents on behalf of the Organisation such documents shall be signed by either two of the office bearers of the organisation.
  7. Provide exhibitions, meetings, lectures, classes, seminars or training courses, and other recreational and leisure-time activities.
  8. Do all such other lawful things as are incidental or conducive to the attainment of the objects.

### 3.Membership

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1. Our membership shall be open to people residing in the Bo'ness and Blackness area who wish to further the purpose and objectives of the Organisation.
2. The Management Committee shall approve all membership applications before being registered in the membership register. All data will be safely protected and all issues concerning data protection will be utilised in our practice.
3. Any person who wishes to become a member must sign and lodge with the Organisation a written application for membership.
4. All members must abide by the Constitution of the Organisation.
5. The Management Committee has the power to refuse membership; all decisions are at the discretion of the Management Committee.
6. A membership subscription fee may apply as set out by the management committee and agreed at the annual general meeting (AGM)
7. All membership income shall be used fully for advancing the Organisation purpose and objectives.

### 4.Voting Rights

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Members shall have the right to vote at Annual General Meetings and Special General Meetings provided they have been accepted as members for a period of one year.

### 5.Termination of Membership

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1. The Management Committee shall have the right (for good and sufficient reason) to suspend or terminate the membership of any individual whose actions are in contradiction with the aims of the Organisation. The individual member concerned shall have the right to be heard by the Management Committee before a final decision is taken.
2. A person(s) will cease to be a member of the Organisation upon resignation or failing to fulfil the aims and objective of the Organisation or acting in contradiction thereof.

## 6. Committee

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1. The Committee shall be elected at the Annual General Meeting (AGM). The Committee shall consist of a minimum of **three (3)** and a maximum of **eight (8)**, including the office bearers.
2. All nominations for election to the Management Committee should be received by the registered office of the organisation at least **10** working days before the AGM. The nomination papers shall be available at the registered office of the Organisation.
3. Any member of the Elected Management Committee who fails to attend **3** consecutive meetings of the minimum of **4** annual Management Committee meetings, without proper noted apologies will be deemed to have resigned and his/her position revoked.
4. In the event of members of the Management Committee declining below **3** members, the Management Committee shall co-opt members till the next AGM.
5. The Committee shall have the power to co-opt other persons, or members (to a maximum of **three**) as they consider necessary to further the Organisation's aims and objectives. Co-opted members will have equal rights to elected members.
6. The Committee shall meet not less than **4** times per calendar year. Minutes shall be kept of all meetings.
7. The Management Committee may appoint sub-Committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-Committees shall be reported back to the Management Committee as soon as possible.
8. Remuneration
  - 8.1. Committee members may be remunerated for services provided to the organisation, provided that the maximum amount of remuneration between a committee member and the organisation is set out in a written agreement and is reasonable in its terms; and that less than half of the total numbers of committee members are remunerated.
  - 8.2. Committee members can be remunerated for travel and reasonable out of pocket expenses in relation to their involvement with the Organisation's work and activities.
9. The quorum for Management Committee meeting shall be **two thirds** of the committee present in person to include all office bearers.
10. Voting at Management Committee meetings shall be a simple majority of those present at the meeting. The Chairperson shall have the casting vote when tied.
11. The Management Committee shall keep a register of all Committee members. All data will be safely protected and all issues concerning data protection will be utilised in our practice.
12. A full and correct record of all proceedings (agenda, minutes and annual reports) will be kept by the Management Committee.

## 7.Sub-Committees

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The Management Committee may appoint one or more sub-committees for supervising or performing any activity or service. In each such case:

1. The Management Committee shall define the terms of reference of the sub-committee and may also determine its composition and the duration of its activities;
2. All acts and proceedings of the sub-committee shall be reported as soon as possible to the Management Committee.

## 8.Conduct of Members of Management Committee

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Each member of the Management Committee shall, in exercising his/her functions act in the best interests of the Organisation, and in particular must:

1. Seek in good faith to ensure that the Organisation acts in accordance with its aims and objectives (as set out in this constitution);
2. Act with care and due diligence which are reasonably expected of a person who is managing the affairs of other individuals and vulnerable people;
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 in taking decisions as a member of the Management Committee;
4. Where any other duty prevent him/her from doing so, disclose the conflicting interest to the Management Committee and refrain from participating in any discussions or decisions;

## 9.The Duties of the Officers

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The duties of the Chairperson shall include but not limited:

- 1) Chair meetings of the Committee and the Group
- 2) Represent the organisation at functions/meetings that the organisation has been invited to
- 3) Act as the spokesperson of the organisation when necessary.

The duties of the Secretary shall include but not limited:

- 1) Keep a membership list
- 2) Prepare in consultation with the Chairperson the agenda for meetings of the Committee and the organisation
- 3) Take and keep minutes of all meetings and
- 4) Collect and circulate any relevant information within the organisation

The duties of the Treasurer shall include but not limited:

- 1) Supervise the financial affairs of the organisation
- 2) Keep proper accounts that show all monies received and paid out by the Group.

## 10. Termination of Office

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A member of the management committee shall automatically vacate office if:-

1. He/she becomes debarred under any statutory provision from being a trustee
2. He/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
3. He/she resigns office by notice to the association
4. He/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office

## 11. Finance

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1. The Management Committee shall ensure that proper accounting records are maintained.
2. If an audit is required under any statutory requirements or if members of the Management Committee otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor. Otherwise annual accounts shall be independently verified by a competent person.
3. The treasurer will be responsible for keeping appropriate accounting records and ensuring accurate financial reporting at the AGM.
4. The Executive Committee (Chair, Vice Chair, Treasurer and Secretary) shall clear any single expenditure item in excess of **£100**; accurate records of all expenditure should be kept.
5. The Organisations bank account shall have three signatories, of which two are required for any cheque writing.
6. All accounts and books shall be open to inspection by any member at reasonable notice; reasonable notice being not less than seven days.

## 12. Annual General Meeting

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1. Once in each calendar year, an Annual General Meeting of the Association shall be held at such time and place as the Committee shall determine. At least **14** clear days' notice shall be given to each member by such means as the Committee thinks fit (postage, emails, adverts, etc.).
2. Members shall elect at the AGM a new Committee and vote on any recommendations, motions or any amendments to the existing constitution if needed.
3. The business of each Annual General Meeting shall be:
  - 3.1. Present Annual Report overview, which shall give accounts of the work of the Organisation and its activities during the preceding year;



- 3.2. To receive the accounts of the Organisation for the preceding financial year;
- 3.3. To elect the committee members;
- 3.4. Appointment of account examiners;
- 3.5. Consider any other matter as may be decided;
- 3.6. The secretary of the Organisation shall notify all the members and advertise the details of the AGM not less than **14** days before the meeting.
- 3.7. Every eligible member will have one vote which must be given impartially either by show of hands or secret ballot which will be publicly declared after the meeting.
- 3.8. Voting at the AGM shall be by a show of hands or by ballot. Elected committee shall elect members of the Executive Committee positions at the first meeting after the AGM.
4. No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be **two thirds** members, present in person.
5. If a quorum is not present within **15** minutes after the time at which a general meeting was due to commence or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting

## 13. Special General Meeting

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1. A Special General Meeting (SGM) open to all members of the Organisation will be held if **two thirds** or more members submit a written request to the Secretary for such a meeting to take place, the request should clearly state the business to be considered.
2. The Chair, Secretary or Treasurer of the Organisation may at any time call a Special General Meeting (SGM) either for the purpose of altering the Constitution or for considering an urgent or any other matter which the Committee feel should be referred to the members in general.
3. The secretary shall advise the members at least **14** clear days beforehand of the request for such a meeting to take place and the theme of the meeting by such means as the Committee thinks fit (postage, emails, adverts, etc.).
4. No business shall be dealt with at any special general meeting (SGM) unless a quorum is present; the quorum for a special general meeting shall be **two thirds** members, present in person.
5. If a quorum is not present within **15** minutes after the time at which a special general meeting was due to commence or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting

## 14. Minutes

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The Management Committee shall ensure that minutes are kept for all the proceedings

(general meeting, special meetings and Management Committee's meetings). Minutes of any meeting shall include the names of those present. A copy of the minutes shall be made available to any interested third party. The Secretary or other person specially appointed by the committee shall keep a full record of proceedings at every meeting of the charity.

## 15. Changes to Constitution

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Alteration or amendments to the constitution shall not be made except at an annual general meeting or at a special general (SGM) meeting called specifically for that purpose. The notice calling such meeting shall state the alteration or alterations to be made but no such alteration shall be effected unless it is carried out by a two-thirds majority of members attending in person and voting.

All proposed changes to the constitution must be submitted in writing to the Secretary at least **14** days before the meeting.

## 16. Dissolution & Asset Lock

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For the avoidance of doubt, the income and property and all assets of the Organisation shall be applied solely towards promoting the Organisation's purpose and objectives.

If the Management Committee, by a simple majority, decide at any time it is necessary or advisable to dissolve the organisation, it shall call a special general meeting, giving the membership not less than **14** clear days' notice.

If the decision is confirmed by a two third majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Organisation; however, such assets and any assets remaining after satisfaction of the debts and liabilities of the Organisation shall be transferred to other charitable bodies who share similar objectives to the Organisation; the members of the Organisation shall have the say (at or prior to dissolution) on which charitable body or bodies such assets can be transferred to.

## 17. Subscribers to and Adoption of Constitution

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This document was certified as a 'true copy' of the constitution BUZZness and was acknowledged and adopted by the Committee at the Meeting

On: 6<sup>th</sup> March, 2017

Held at: The Bo'ness Bakery



Names and titles of establishing board members

SIGNED:
NAME: [REDACTED] Chairperson
ADDRESS: [REDACTED] [REDACTED] [REDACTED]

SIGNED:
NAME: [REDACTED] Secretary
ADDRESS: [REDACTED] [REDACTED] [REDACTED]
SIGNED:
NAME: [REDACTED] Treasurer
ADDRESS: [REDACTED] [REDACTED] [REDACTED]

## Appendix 3

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

#### IMPORTANT NOTES:

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

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

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

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

When completed, this form should be emailed to [strategicpropertyreview@falkirk.gov.uk](mailto:strategicpropertyreview@falkirk.gov.uk) or sent to

The Asset Team

Falkirk Council

4 Stadium Way

Falkirk

FK2 9EE

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

1.1 Name of the CTB making the asset transfer request

Buzzness

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

Postal address: [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]

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

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

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

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

No ☒

Yes ☐

Please give the title and date of the designation order:

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

No ☐

Yes ☒

If yes what class of bodies does it fall within?

2 Teired Community Association
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## Section 2. Information about the land and rights requested

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

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

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

Details of Property:



Figure 3: Aerial map view of New Carriden Bothy



Figure 4: Exterior view of New Carriden Bothy

Address:

New Carriden Bothy

New Carriden Cemetary

Carriden Brae

Bo'ness

EH51 9SL

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

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

3.1 Please tick what type of request is being made:

☐

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

☐

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

☐

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

#### 3A – Request for Ownership

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

Proposed price: £

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

#### 3B – Request for Lease

What is the length of lease you are requesting?

20 years

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

Proposed rent: £ 1 per year



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

--

### 3C – Request for other Rights

What are the rights you are requesting?

--

Do you propose to make any payment for these rights?

**Yes** ☐

**No** ☐

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

Proposed payment: £                      per
--

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

N/A
-----

## Section 4. Community Proposal

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

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

### 4.1.1 Objectives of Project

To bring the toilets up to an efficient and modern standard  
To continue to organise, promote, and run events within the Bo'ness area for the benefit of the people of Bo'ness and visitors.

Please note – The Asset transfer of the New Carriden Bothy is integral to the successful operation of both the Public Toilets and the organisation of both public and fundraising events. This is because the asset will operate solely as a secure storage location for large amounts of consumable stock for the public toilets (Toilet rolls, Soap for dispensers, Sanitary and cleaning products etc), AND to store items essential to the successful running of events (Tables, Chairs, Gazebo's, Lighting, generators etc.

Because of this intrinsic linkage, there are constant references to the Bo'ness public toilets and to Events throughout this document and its associated business plan.

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

#### Toilets

There is no other public toilets in Bo'ness.

For events such as the Bo'ness Fair, shoppers in the town centre and those walking/cycling on the John Muir Way.

#### New Carriden Bothy

We require a space for storage of equipment for Buzzness' events and bulk storage of materials for the public toilets.

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

There is no immediate development/changes/modifications required to the Carriden Bothy asset.

### 4.1.4 What activities will take place?

Public toilet Bulk Consumable Storage and Events gear Storage.

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

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.  
The toilets will be opened and closed by one of our volunteers/board members.  
The toilets will be cleaned every night once the toilets are closed.

The events run by the organisation will be open to the public and widely marketed as such

However, the New Carriden Cemetery Bothy services the above as a secure storage facility and will not be accessible to the public.

4.1.6 What provision will be provided for people with disabilities?

The Public Toilet unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are flat, without steps and good for restricted mobility people.

4.1.7 Any other relevant information?

There will be baby changing facilities in the public facilities.

## Benefits of the proposal

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

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

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

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

4.2.1. Economic development/income generation

ie. Please include details of any job creation or **volunteering and training** opportunities that will be available as a result of the Asset Transfer. Also details of how your organisation will involve the **local**

**community** and of any incentives that may be available to encourage the local community to use the proposed services.

The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo'ness Town Centre. Both the toilets and the events run by the group will help to promote tourism in the local area. We are a volunteer-led organisation and encourage volunteers to join and we provide training opportunities. The New Carriden Bothy services these efforts and allows Public Toilets and events to be more sustainable through bulk storage of donated goods, furniture, electrical generation materials etc.

#### 4.2.2. Regeneration

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

The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take in to future employment. We strive to work as part of a team, always doing what's best for the local community.

#### 4.2.3. Public Health

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

Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events. The Asset transfer of the New Carriden Bothy supports the ongoing operation of the Public Toilets.

#### 4.2.4. Social Wellbeing

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

People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive. Events can be attended by people with limited mobility due to the accessible nature of the public facilities

#### 4.2.5. Environmental Wellbeing / Environmental Benefits

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

The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.

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

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

The public toilets are free at the point of use, open to everybody and easily accessible for all. Equally all events run by Buzzness are available to all sectors of the general public with no restrictions of any kind.

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

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

We are a voluntary organisation with 30 members from the local community. We are open to anybody in the local area becoming a member and operate the public toilets with a volunteer rota. Equally people can become members and assist with the events.

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

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

We will monitor user feedback through social media, online forms, speaking with people at events and QR codes. We will keep track of the usage of the public toilets to monitor the ongoing need.

#### 4.2.9 Any other relevant information?

We have already been running the public toilets for over a year and have gathered feedback to show the importance of keeping the facility open.

## 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.

N/A
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## Negative consequences

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

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

We do not consider there to be any potential negative consequences for our proposal.
--



## 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

Buzzness has been operating for 7 years, gaining a vast wealth of experience in planning, managing, and running various events and fundraisers in the Bo'ness area. The group has developed many skills during that time, and we believe that we have the necessary skills and knowledge to successfully operate a public convenience for the benefit of the local community, and the addition of a storage bothy will enhance the delivery of our events and fundraisers. We have experience of owning and leasing commercial property as individuals within the area. Our board has experience of running our own businesses, managing staff and complying with different legislations.

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

We will carry out the necessary record keeping from home and employ an agent/Accountant/Bookkeeper to complete our annual report if required. We recognise we will require legal advice from a solicitor for this process.

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

We already lease the public toilets from Falkirk Council.

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

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

The New Carriden Bothy will be managed by the group, being checked for security as often as it is visited. Its costs will be met by the group through the donation system and through local fundraising associated with the groups activities.

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.

The toilets will be opened and closed by one of our volunteers/board members.

The toilets will be cleaned every night once the toilets are closed.

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

The Toilet facility has been managed by us for over a year and are confident we can continue to manage the facility effectively for the local community.

## Section 5. Level and nature of support

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

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

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

We have engaged with the community on multiple occasions through our community events, social media and directly contacting. The response from the Community Council poll received 503 votes and quotes can be seen below which highlight how valuable the public toilets are to the local community and the importance of keeping them open. We also received donations regularly from local people which helps us to keep the facility free to access.

**[IMAGES REDACTED]**

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

We have consulted with Bo'ness Community Council who are fully supportive of our proposal. We have worked with CVS Falkirk & District on our business plan and application. We will continue to work with them in the future for help and support with volunteering, funding etc.

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

We have been in contact with the Scouts and Bo'ness Rugby Club who have used the shoreline for activities, knowing they are able to do so because of the nearby public toilets.

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

We have spoke with the local community who require the facility to stay open and received quotes which can be found in our business plan.

## **Section 6. Financial Viability of Project**

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

Please submit

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

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

We have submitted our accounts for the previous year. We plan to become a registered SCIO and after we do we will submit audited accounts yearly to OSCR. Our finances are presented and scrutinised on a quarterly basis at our board meetings. We will follow OSCR's [Guidance and Good Practice for Charity Trustees \(oscr.org.uk\)](https://www.oscr.org.uk/guidance/guidance-and-good-practice-for-charity-trustees) to ensure we manage our finances correctly.

## Section 7. Funding

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

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

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

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

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

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

We have calculated our volunteer hour contribution to the project in the table below.

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2 Benefit	Year 3 Benefit
Board of Trustees	£40	180	£7,200	£7,452	£7,713
Event Volunteers	£12	474	£5,688	£5,887	£6,093
WC Volunteers	£15	750	£11,250	£11,644	£12,051
	<b>Total</b>	1,404	£24,138	£24,983	£25,857

Community Benefit		Year 1	Year 2	Year 3
Economic Development	The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo'ness Town Centre. Help to promote tourism in the local area. We are a volunteer-led organisation and encourage volunteers to join and we provide training opportunities.	£7,250	£7,503	£7,766
Regeneration	The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take into future employment. We strive to work as part of a team, always doing what's best for the local community.	£8,200	£8,487	£8,784
Public Health	Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.	£2,500	£2,587	£2,678
Social Wellbeing	People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive.	£5,400	£5,589	£5,784
Environmental Wellbeing	The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.	£3,200	£3,312	£3,427
Inequalities	The unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are	£1,150	£1,190	£1,231

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



We have received funding from Walkers Timber, Tesco and Coalfield Regeneration.

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

We aim to reapply for Walkers Timber funding when it reopens and Tesco in the new year. We plan to apply for The National Lottery – Awards for All.

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

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

We have regular fundraisers and have received donations from the community, local businesses and groups.

Please see the financial projections as supplied in Appendices

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

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

We will continue to organise regular fundraisers and install a donation system for the public toilets.

## **Section 8. Enablement Fund**

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

capital renewals which support the viability of the project going forward. **Only capital items are eligible.** Running repairs are revenue costs and are not eligible. You are strongly advised to email [strategicpropertyreview@falkirk.gov.uk](mailto:strategicpropertyreview@falkirk.gov.uk) to confirm eligibility criteria before you submit this application.

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

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

<b>Enablement Fund request for larger capital renewals which support the viability of the CAT</b>		
<b>Item</b>	<b>Estimate Provided By</b>	<b>Amount not more than (including VAT)</b>
No Significant works are planned for the Bothy at this time		
Total including VAT		

## Checklist of accompanying documents

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

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

## Declaration

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

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

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

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

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

# BUZZness Business Plan

28 March 2025



Version 1.3  
Friday, 28 March 2025

# Contents

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### 5-Year Cash Flow Projection

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# BUZZness

# Business Plan

## 1. Introduction

---

BUZZness is located at [REDACTED]. The group formed on the 6<sup>th</sup> of March 2017.

BUZZness is a group of local volunteers, seeking to create, reinvent, and revitalise Bo'ness Town Centre for the benefit of local people. By hosting regular events and activities in the town, targeted at every age and interest, we not only hope to invoke an even greater sense of community – it's about ensuring all of the funds we raise are being reinvested in Bo'ness, for the good and growth of the town and its people.

Bo'ness is a town and former burgh and seaport on the south bank of the Firth of Forth in the Central Lowlands of Scotland. Historically part of the county of West Lothian, it is a place within the Falkirk council area, 17 miles northwest of Edinburgh and 6 ¾ miles east of Falkirk. As of the 2011 census, the population of the Bo'ness locality was 15,100.

Until the 20th century, Bo'ness was the site of various industrial activities, including coal mining, salt-making and pottery production. With its location beside the Forth, the town and its harbour grew in importance in the industrial revolution and later continued to grow into the Victorian era. Since the late 20th century, deindustrialisation has changed the nature of the town, with the coal mine closing in 1982 and the waterfront area now being primarily used for leisure purposes. However, some industry remains in the town including an ironworks and a timberyard/sawmill beside the Forth. The centre of the town contains several listed buildings and is part of a conservation area. The town is the home of the Museum of Scottish Railways and also a regional motor museum.

Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony

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

**New Carriden Bothy**

**New Carriden Cemetery**

**Carriden Brae**

**Bo'ness, EH51 9SL**

**UPRN: 136091395**

## New Carriden Bothy

**PLEASE NOTE;** This Business plan is for the New Carriden Bothy is intrinsically linked to the application for the Bo'ness Public Toilets. The Bothy, which is currently under a Temporary license to occupy on a full repair and insuring basis, is used in part as bulk storage for consumables which are regularly donated by members of the public to be cycled into the Toilet facility. These include Bales of Toilet paper, Leach and other cleaning chemicals, Cleaning accessories such as mops and cloths, as well as quantities of sanitary products. These items are integral to the successful sustainable running of the Toilets. As such the Business plan and its associated application form have constant reference to the public toilets as their continued successful operation is primary to the objectives of the organisation.

Buzzness run 3 major annual community events, which require storage space for equipment such as gazebo, generators and furniture. The New Carriden Bothy is an essential secure space required to store what is required for the community events we hold for the local community.

The Buzzness also run several fundraisers per year, usually held indoors, but which also require items of furniture, lighting etc to be stored. These fundraisers assist both the operation of the Public Toilets and the annual events, underlining the need for the storage offered by the New Carriden Bothy.

### 1.1. Objectives for Buzzness

Our key objectives are to offer the people of Bo'ness and all the visitors to our community a quality community service giving it a financially secure future.

The group have been working together to form a plan of action, which has covered a variety of improvements to support the community:

Organise and deliver inspirational cultural events designed to bring diverse communities together and to promote equality and diversity, religious and racial harmony.

Our current and future aims are:

To bring the Public Toilets up to an efficient and modern standard

To continue to organise, promote, and run events within the Bo'ness area for the benefit of the people of Bo'ness.

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)	Supporting stronger and	Falkirk Council will Encourage and support local third sector	More communities taking control over the places they	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc

Council Plan 2022-2027	<p>healthier communities:</p> <p>Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.</p>	<p>organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer;</p> <p>Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.</p>	<p>meet in (asset transfers);</p> <p>More anchor organisations established in communities.</p>	<p>– to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds;</p> <p>Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer people essential public toilet facilities and transferring New Carriden Bothy in to community ownership will ensure we are able to continue and expand the events we run for the local community. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.</p>
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	<p>Community-based services;</p> <p>Early intervention and prevention.</p>	<p>Enhance services to improve the ‘flow’ through hospital settings, prevent admission, and promote independent living;</p> <p>Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.</p>	<p>People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their</p>	<p>Buzzness will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working with partners to bring information to people in the community.</p> <p>Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.</p>

			health, wellbeing and quality of life.	
The Falkirk Plan 2021-2030	<p>Community-led organisations are stronger and more independent (T1/O2);</p> <p>More decisions are made together at local level (T1/O3);</p> <p>Social, community and economic planning focusses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p> <p>Individuals and families affected by poverty have access to joined-up, multi agency support services, and know how and where to access them (T2/O7);</p> <p>Fewer people struggle with the costs of</p>	<p>Work with local community bodies to widen opportunities to access funding, and help them apply for funding;</p> <p>Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;</p> <p>Support Anchor /Hubs/ community organisations to establish and /or develop across Falkirk;</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups;</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system;</p> <p>Ensure people have access to affordable food, including emergency food provision;</p> <p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support</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 aim to strengthen our organisation by applying to become a SCIO, 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 group 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>food, fuel and transport (T2/O8);</p> <p>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	and opportunities available.		
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## 1.2. Benefits for the Local Community

We currently run a range of community events such as Summer Fun Days, Christmas Light Switch On and Transport Festival. Storage at Carriden Bothy enhances the ability to successfully organise and run these events.

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

Our vision for taking ownership of the public toilets is to provide an essential service that helps deliver long-term, social, economic, sustainable and environmental benefits to the local community. In order to facilitate this benefit, to the community Buzzness wants to make the New Carriden Bothy a more permanent solution for the storage of its bulk Toilet consumable stock.

Our values are based on:

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

Our objectives are:

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

Measuring Performance (KPI)

We will monitor user feedback through social media, online forms, speaking with people at events and QR codes.

We will monitor our social impact by collecting information on the demographics of the facilities, gathering feedback in terms of health and social benefits of users. We will continue to evaluate the demographics of those attending our events and monitor the effectiveness.

## 2. The Group status

---

The organisation is called BUZZness and has the legal status of a constituted group. We aim to apply to be a registered 2-tier SCIO. The group is entirely volunteer led.

We have Public Liability insurance for £5million.

We seek a 20-year lease with the option to purchase during the length of the lease for both buildings.

### 2.1. Exemptions

We will seek VAT exemption.

We will seek full rates relief.

### 2.2. Current Plan

The toilets will be operating Monday to Sunday 7am and 8pm during the summer, and Monday to Sunday 7am and 5pm in the winter.

The toilets will be opened and closed by one of our volunteers/board members.

The toilets will be cleaned every night once the toilets are closed.

Consumables for the running of the toilets will be paid for by funds raised.

#### **INCOME**

Donations	£1900
Grants	£1000
Pay to use	£5 per day estimate - £1,800 PA

The donations and grants are already banked between the Bo'ness Community Council and Buzzness.

All disposable materials have been donated so far with around 2 months stock remaining at present.

Funds will in part be used to support the costs associated with the Carriden Bothy.

## 3. Market Information

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### 3.1. Products and Services

The toilet will offer the following range of services:

- Ladies Toilets
- Gents Toilets
- Accessible Toilets
- Baby Change facilities

All Consumable Stock will be held in bulk at New Carriden Bothy with working stock being available at the Bo'ness public Toilets.

### 3.2. Market

Our target market will be the people of Bo'ness, and those visiting the town centre and other amenities.

The size of the market is estimated at 14,361.

### 3.3. Sustainability

Plans for making our toilets sustainable.

- Use of natural light
- Low maintenance structure and furnishings
- Support by local events
- Advertisement/sponsorship
- Long term plans to fit with LED lighting, and the use of solar panels

We have thoroughly researched the above and believe that by offering a community toilet that is cost effective to maintain a viable public convenience for the town centre.

Carriden Bothy – As this is a storage facility the sustainability of its operation will be for the most part financial. The ability to store material for fundraising days will enhance this fiscal safety greatly.

### 3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
Local Community Support 7 years' experience of the Group Low running costs and easily managed	Vandalism Succession Planning Ongoing maintenance
<u>Opportunities</u>	<u>Threats</u>
Employment Opportunities Volunteer Opportunities Improve Building efficiencies	Weather Damage/Vandalism Utilities Loss of Volunteers

### 3.5. Potential Negative Consequences

We foresee no external Negative Consequences for the wider community, as we have been maintaining the public toilets effectively for over a year with no planned change of use. New Carriden Bothy will be used for storing equipment for our community events and Public Toilet Consumables so will not have any increase in traffic or other external negative consequences.

### 3.6. Community Engagement

We have engaged with the community on multiple occasions through our community events, social media and directly contacting. The response from the Community Council poll received 503 votes and quotes can be seen below which highlight how valuable the public toilets are to the local community and the importance of keeping them open. We also received donations regularly from local people which helps us to keep the facility free to access.

**[IMAGES REDACTED]**

#### Quotes

**[REDACTED]**, Taxi Driver – ‘the service is a must for any town really, for taxi and bus drivers to be able to work the long shifts they do.’

**[REDACTED]**– ‘Suffering from exhaustion due to long covid, the convenience of a rest room close by makes town centre shopping much more manageable.’

**[REDACTED]** – ‘I suffer degenerative back disorder. Having an easily accessible facility close by the car park and shops means I can actually get out in the community and shop locally.’



**[REDACTED]** – ‘It’s been very refreshing to see the public involvement reopening the toilet block. Donations of disposables, money and time have been very good indeed.’

**[REDACTED]** – ‘as a fairly new member of the team, I’m amazed at the enthusiasm and generosity of the people of Bo’ness. There’s enough supplies in stock for several months.’

### 3.7. Marketing Activities

We will promote the facility for all those visiting, or living, within the Bo’ness and surrounding area. Buzzness has a business presence on Facebook and will continue to highlight the opening hours of the toilets. We aim to benefit from word-of-mouth. We aim to continue to promote events and fundraisers on our Facebook page and advertise locally through posters and leaflets.

We will endeavour to work with all our partners in the area, including local business, rugby clubs, cycling groups, walking groups, local schools, other local community organisations, and other local authority services.

### 3.8. Community Asset Transfer Plan

The current rental value of both buildings is £7,700. We propose that the community benefit that we can provide through volunteer hours is £24,138 for year 1. We therefore propose to pay the value of £1 per annum for each building.

(Calculation for Years 2 and 3 use an inflationary increase of 3.5% per annum).

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2 Benefit	Year 3 Benefit
Board of Trustees	£40	180	£7,200	£7,452	£7,713
Event Volunteers	£12	474	£5,688	£5,887	£6,093
WC Volunteers	£15	750	£11,250	£11,644	£12,051
<b>Total</b>		1,404	£24,138	£24,983	£25,857

Community Benefit		Year 1	Year 2	Year 3
Economic Development	The service will be maintained and updated/modernised as a priority. This will help drive footfall into Bo’ness Town Centre. Help to promote tourism in the local area. We are a volunteer-led organisation and encourage	£7,250	£7,503	£7,766

	volunteers to join and we provide training opportunities.			
Regeneration	The public toilets remaining open in community ownership will help towards the regeneration of Bo'ness. Encouraging shoppers as well as tourists into town. This will secure employment in the town due to the increased footfall in the local area. Our opportunities to volunteer will give local people the opportunity to build valuable skills and experience to take into future employment. We strive to work as part of a team, always doing what's best for the local community.	£8,200	£8,487	£8,784
Public Health	Many people have ailments which require a toilet service. A clean well-maintained unit will help this. More people will feel more comfortable spending time in the town centre with an easily accessible public toilet in the area. It will encourage people to get out and enjoy local events.	£2,500	£2,587	£2,678
Social Wellbeing	People with ailments which require a public convenience availability will be more liable to venture out their home and into town. Helping Bo'ness become more socially inclusive.	£5,400	£5,589	£5,784
Environmental Wellbeing	The availability of a public convenience will prevent public urination and soiling in our open park areas and thus all materials will be treated and disposed of accordingly.	£3,200	£3,312	£3,427
Inequalities	The unit is available and accessible to all. 24 hours in the accessible unit, accessed by a radar key. Entry to all areas and within the unit are flat, without steps and good for restricted mobility people.	£1,150	£1,190	£1,231
<b>Total</b>		£27,700	£28,670	£29,675

Proposed start-up costs, projected capital costs, and ongoing annual costs.

Planned Purchases for New Activities		
Item	Cost	Funder
Donation Boxes	£40	Self-Funded

Ongoing Costs	
Item	Cost
Cleaning Materials	By Donation
Insurance	£180
Utilities	£680
Water	£960
PHS Sanitary	£450

## 4. Location

The facility subject to this request operates from the address at:

New Carriden Bothy  
 New Carriden Cemetery  
 Carriden Brae  
 Bo'ness  
 EH51 9SL  
 UPRN: 136091395

### 4.1. The Building



**Figure 3: Aerial map view of New Carriden Bothy**



**Figure 4: Exterior view of New Carriden Bothy**

## 5. People

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Buzzness has been operating for 7 years, gaining a vast wealth of experience in planning, managing, and running various events and fundraisers in the Bo'ness area. The group has developed many skills during that time, and we believe that we have the necessary skills and knowledge to successfully operate a public convenience for the benefit of the local community, and the addition of The New Carriden bothy will enhance the delivery of our events and fundraisers and storage for toilet consumables. We have experience of owning and leasing commercial property as individuals within the area. Our board has experience of running our own businesses, managing staff and complying with different legislations.

Several members of Buzzness have served on the management board for many years, bringing a wealth of experience, and strong relationships with the Bo'ness community. Many trustees have also volunteered extensively with various other charities over the years. Our commitment to our community extends beyond our facilities.

Our backgrounds span different industries, ensuring a well-rounded perspective in decision-making. Comfortable in public settings, the committee actively participates in meetings and engages with the community. We communicate effectively, whether addressing large audiences, or having those one-on-one conversations. The committee champion causes that benefit the local area and our local residents. Our committee members bring project management experience, enabling us to manage projects efficiently. Our ability to plan, execute, and evaluate projects ensures successful outcomes.

The public toilets have been managed by us for over a year and are confident we can continue to manage the facility effectively for the local community.

We will carry out the necessary record keeping from home and employ an agent/Accountant/Bookkeeper to complete our annual report if required.

## 6. Finance

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We have worked hard as a group to review our 5-Year cashflow and sales plan. This is based on our recent experiences and market research. This cash flow relates to the group and all of its activities.

### **Cash Flow**

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

### **Reserve Levels**

We estimate the need for reserves at £1,500 which we will maintain throughout the year. We will review this figure quarterly.

## Bank account

Royal Bank of Scotland

## 7. Summary

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

The Charity offers Falkirk Council £1 per year to lease New Carriden Both. The basis of this offer is:

- Market value has been assessed by Valuer as £2500, and rental value as £ 600 per annum
- The community benefit of the group's work over 3 years is estimated at £ 74,978 based on the groups voluntary hours for all activities.

Name of Community Group:

Buzzness

Contact:

[REDACTED]

Address:

[REDACTED]

Email:

[REDACTED]

Phone:

[REDACTED]

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Appendix 5

<b>INCOME</b>	<b>Start up</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>TOTAL</b>
Fundraising		308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	3700
Donations		416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5000
Grants														0
Reserves	11119.59													11119.6
														0
<b>TOTAL CASH IN</b>	<b>11120</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>19820</b>
<b>EXPENDITURE</b>														
Events Insurance		61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	61.44	737
Gambling License		40.00												40
Donation Boxes	40													40
Utilities		56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	56.67	680
Public Liability Insurance		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180
Water		80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960
PHS Sanitary		37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450
Advertising/Marketing														0
Professional fees														0
Advertising/Marketing														0
Events Equipment		55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	55.38	664.51
Event Prizes		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300
Sundries		6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	6.76	81.12
<b>TOTAL CASH OUT</b>	<b>40</b>	<b>378</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>338</b>	<b>4133</b>
<b>NET CASH FLOW</b>	<b>11080</b>	<b>347</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>15687</b>
<b>OPENING BALANCE</b>	<b>0</b>	<b>11080</b>	<b>11427</b>	<b>11814</b>	<b>12201</b>	<b>12589</b>	<b>12976</b>	<b>13363</b>	<b>13750</b>	<b>14138</b>	<b>14525</b>	<b>14912</b>	<b>15299</b>	
<b>CLOSING BALANCE</b>	<b>11080</b>	<b>11427</b>	<b>11814</b>	<b>12201</b>	<b>12589</b>	<b>12976</b>	<b>13363</b>	<b>13750</b>	<b>14138</b>	<b>14525</b>	<b>14912</b>	<b>15299</b>	<b>15687</b>	

Notes

Cash Flow YR 2

INCOME	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	TOTAL
Fundraising	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	319.13	3829.5
Donations	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	431.25	5175
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
													0
<b>TOTAL CASH IN</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>9005</b>
<b>EXPENDITURE</b>													
Events Insurance	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	63.59	763
Gambling License	41.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	58.65	703.8
Public Liability Insurance	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	186.3
Water	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	993.6
PHS Sanitary	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	38.81	466
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	57.31	687.768
Event Prizes	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	25.88	310.5
Sundries	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	83.9592
<b>TOTAL CASH OUT</b>	<b>391</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>4236</b>
<b>NET CASH FLOW</b>	<b>359</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>401</b>	<b>4768</b>
<b>OPENING BALANCE</b>	<b>15687</b>	<b>16046</b>	<b>16447</b>	<b>16848</b>	<b>17248</b>	<b>17649</b>	<b>18050</b>	<b>18451</b>	<b>18852</b>	<b>19253</b>	<b>19653</b>	<b>20054</b>	
<b>CLOSING BALANCE</b>	<b>16046</b>	<b>16447</b>	<b>16848</b>	<b>17248</b>	<b>17649</b>	<b>18050</b>	<b>18451</b>	<b>18852</b>	<b>19253</b>	<b>19653</b>	<b>20054</b>	<b>20455</b>	

Cash Flow YR 3

INCOME	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	TOTAL
Fundraising	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	330.29	3963.53
Donations	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	446.34	5356.13
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
													0
<b>TOTAL CASH IN</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>777</b>	<b>9320</b>
<b>EXPENDITURE</b>													
Events Insurance	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	65.82	790
Gambling License	42.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	60.70	728.433
Public Liability Insurance	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	192.821
Water	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	85.70	1028.38
PHS Sanitary	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	40.17	482
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	59.32	711.84
Event Prizes	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	321.368
Sundries	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	7.24	86.8978
<b>TOTAL CASH OUT</b>	<b>405</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>362</b>	<b>4384</b>
<b>NET CASH FLOW</b>	<b>372</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>4935</b>
<b>OPENING BALANCE</b>	<b>20455</b>	<b>20827</b>	<b>21242</b>	<b>21657</b>	<b>22071</b>	<b>22486</b>	<b>22901</b>	<b>23316</b>	<b>23731</b>	<b>24146</b>	<b>24560</b>	<b>24975</b>	
<b>CLOSING BALANCE</b>	<b>20827</b>	<b>21242</b>	<b>21657</b>	<b>22071</b>	<b>22486</b>	<b>22901</b>	<b>23316</b>	<b>23731</b>	<b>24146</b>	<b>24560</b>	<b>24975</b>	<b>25390</b>	



Cash Flow YR 4

INCOME	Apr-28	May-28	Jun-28	Jul-28	Aug-28	Sep-28	Oct-28	Nov-28	Dec-28	Jan-29	Feb-29	Mar-29	TOTAL
Fundraising	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	341.85	4102.26
Donations	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	461.97	5543.59
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
													0
<b>TOTAL CASH IN</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>804</b>	<b>9646</b>
<b>EXPENDITURE</b>													
Events Insurance	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	68.12	817
Gambling License	44.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	62.83	753.928
Public Liability Insurance	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	199.569
Water	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	88.70	1064.37
PHS Sanitary	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	41.58	499
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	61.40	736.754
Event Prizes	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	27.72	332.615
Sundries	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	7.49	89.9392
<b>TOTAL CASH OUT</b>	<b>419</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>374</b>	<b>4538</b>
<b>NET CASH FLOW</b>	<b>385</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>429</b>	<b>5108</b>
<b>OPENING BALANCE</b>	<b>25390</b>	<b>25775</b>	<b>26205</b>	<b>26634</b>	<b>27063</b>	<b>27493</b>	<b>27922</b>	<b>28351</b>	<b>28781</b>	<b>29210</b>	<b>29639</b>	<b>30069</b>	
<b>CLOSING BALANCE</b>	<b>25775</b>	<b>26205</b>	<b>26634</b>	<b>27063</b>	<b>27493</b>	<b>27922</b>	<b>28351</b>	<b>28781</b>	<b>29210</b>	<b>29639</b>	<b>30069</b>	<b>30498</b>	

INCOME	Apr-29	May-29	Jun-29	Jul-29	Aug-29	Sep-29	Oct-29	Nov-29	Dec-29	Jan-30	Feb-30	Mar-30	TOTAL
Fundraising	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	353.82	4245.84
Donations	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	478.13	5737.62
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
													0
<b>TOTAL CASH IN</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>832</b>	<b>9983</b>
<b>EXPENDITURE</b>													
Events Insurance	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	70.51	846
Gambling License	45.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46
Donation Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Utilities	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	65.03	780.316
Public Liability Insurance	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	206.554
Water	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	91.80	1101.62
PHS Sanitary	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	43.03	516
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Advertising/Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Events Equipment	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	63.55	762.541
Event Prizes	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	28.69	344.257
Sundries	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	93.0871
<b>TOTAL CASH OUT</b>	<b>433</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>4697</b>
<b>NET CASH FLOW</b>	<b>398</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>444</b>	<b>5287</b>
<b>OPENING BALANCE</b>	<b>30498</b>	<b>30897</b>	<b>31341</b>	<b>31785</b>	<b>32230</b>	<b>32674</b>	<b>33118</b>	<b>33563</b>	<b>34007</b>	<b>34452</b>	<b>34896</b>	<b>35340</b>	
<b>CLOSING BALANCE</b>	<b>30897</b>	<b>31341</b>	<b>31785</b>	<b>32230</b>	<b>32674</b>	<b>33118</b>	<b>33563</b>	<b>34007</b>	<b>34452</b>	<b>34896</b>	<b>35340</b>	<b>35785</b>	

## COMMUNITY ASSET TRANSFER

## ASSESSMENT PRO-FORMA

Name of property		Name of group	SCIO number or equivalent	Sale or lease?	Length of lease	Rental per annum (or outright cost) £1.00
New Carriden Cemetery Bothy		Buzzness Group	SCIO Pending	Lease	20 years	
		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, reducing inequalities; and supporting a thriving economy and a green transition.			Supporting stronger and healthier communities is at the heart of community ownership	Very Strong
2. Financial	Is there a financial saving on public sector costs?	The asset transfer of the New Carriden Bothy represents a revenue saving to the Council of £0 per annum <a href="#">(SPR SAVING)</a> due to its long term closure.  However the New Carriden Bothy will be used as storage in support of the Bo'ness Public Toilets, which will save £3585 per annum			The figure shown is the amount of non-domestic rates Due in 24/25.  The property has been under a FRI License to Occupy for over a year. Prior to that it was closed for several years. As such the only valid cost saving if the facility was closed would be the rates payable.	Strong
	Is there an enhanced provision of public benefit through volunteering hours?	The group estimate they generate 1404 volunteer hours per annum Generating a financial equivalent of over £24,138 public benefit per annum (first year)			See Business plan section 3.8 This outweighs the rentable value by many times in the first year alone.	Very Strong
	Current market valuation of the property whether by sale or rent	Current Valuation according to Ltd is £2,500 outright sale and £600 per annum rental.			As Per Muirdale Ltd Valuation 2024	Very Strong
	Backlog maintenance figure from C&B report	The Backlog maintenance is estimated as £ 6141 According to an internal Falkirk Council Condition Survey.			The property was leased in 2023 to the community and was therefore Wind, Watertight and statutorily compliant.	Very Strong
3. Non-financial benefits	What is the impact on:					
	(i) economy	The New Carriden Bothy will be used as bulk storage for the Bo'ness Public Toilets and for various local events as per the objects of the organisation. The availability of Public toilets including disability facilities and baby changing facilities in Bo'ness town centre will help and assist in driving footfall to both the local businesses and for any events being run in the town. Further users of the John Muir Way may well plan a break in the town and utilise shops and services, enhancing tourism to the area.			See application form section 4.2.1	Very Strong
	(ii) regeneration	As above, the availability of the facility will enhance the use of local facilities and attractions. This will encourage regeneration in the area, particularly through a close relationship with Bloomin Bo'ness.			See Application form 4.2.2	Very Strong
	(iii) public health	The availability of the Public Conveniences could have a positive impact on the population and visitors to the area, attracting a broader group of individuals who may have need of such facilities.			See Application form 4.2.3	Very Strong
	(iv) social wellbeing	It seems certain that a wider group of people will use the Bo'ness town centre and perhaps attend the Towns events. This in turn can combat social isolation, and particularly in those groups who may have disability or ill health. This makes Bo'ness more socially inclusive. This would also apply to people with very young children as there are Baby changing facilities at the Public Toilets. The Asset Transfer of the Bothy supports this effect.			See Application form 4.2.4	Very Strong

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

	(v) environment / climate change (including figures on carbon dioxide equivalent)	Longer term works objectives to reduce carbon emissions are proposed including Solar panels, Modern electric water heater, LED Lighting at the public toilets. The Asset Transfer of the Bothy supports these activities.	See Application Section 4.2.5 See Business Plan Section 3.3	Very Strong
	(vi) other			
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	The public toilets, including disability facilities, are free at point of use, and available to all. They also include disability function and baby changing facility. The Asset transfer of the bothy will ensure secure storage to allow these facilities to continue in a sustainable fashion.	See application form 4.2.6	Very Strong
	(ii) Promotes equality	As above	As above	Very Strong
<b>ABILITY TO DELIVER / SUSTAINABILITY</b>				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered Constituted Community Organisation as is required for a CAT Lease under the 2015 Community Empowerment Act. The group has applied to be a SCIO, decision pending.	See Group 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?	Yes – A business plan has been provided and reviewed by Business Gateway staff. It has been found to be acceptable under this process.	See Business plan supplied	Very Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	Yes – Subject to the Groups 5 year financial projections there appears to be clear fiscal sustainability.	See 5 year Financial projections	Very Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The group is entirely volunteer led, with 30 community volunteers. The membership is open to anyone who wishes to become a member and assist with keeping the facility clean and open.	See application form 4.2.7	Very Strong
<b>COMMUNITY SUPPORT</b>				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led.	See Constitution Document See Application form 5.1.1 See Business plan sect. 3.6	Very Strong
10. Local Community Support	What evidence has been provided of local community support?	Evidence of community engagement and support is provided in the business plan, with a response of 503 answers to a Community Council led Poll referencing the toilets.	See Application form 5.1.1 See Business plan sect. 3.6	Very Strong
<b>OTHER</b>				
<b>Is the building currently staffed?</b>		The New Carriden Bothy is not staffed due to their long term closure, as such there are no staffing issues. As No employees work within the building being considered for Community Asset Transfer in this report, no TUPE considerations apply.		Very Strong

**CONCLUSION**

COMMENTS	OVERALL ASSESSMENT (See Table below)
It seems clear that the ongoing operation of the Public Toilet facilities will benefit the community, local economy etc in a number of ways. Support for this project is widespread locally and the facilities are consistently used by locals and visitors alike. This application is for a secure storage facility that will allow a sustainable approach to all the Buzzness Group’s activities	Very Strong application

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.

## Equality & Poverty Impact Assessment 01027 (Version 1)

### SECTION ONE: ESSENTIAL INFORMATION

<b>Service &amp; Division:</b>	Place Services Invest Falkirk		
		<b>Tel:</b>	01324504816
<b>Proposal:</b>	Community Asset Transfer of the New Carriden Cemetery Bothy	<b>Reference No:</b>	01027

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

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

01/05/2025	Community Asset Transfer of the Carriden Cemetery Bothy

**SECTION TWO: FINANCIAL INFORMATION**

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£1300	
Reduction to this service budget (£'0000s)	Per Annum:	£1300	
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:		
	End Date (if any):		

<b>SECTION THREE: EVIDENCE</b>	<b>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.)</b>
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A - Quantitative Evidence	This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.
Potential User Base - 14,840 residents Plus Approx 370,000 visitors to the town per year	

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.
<b>Social - case studies; personal / group feedback / other</b>	
<p>The Following Qualitative data relates to the Bo'ness public toilets as the Carriden Bothy will be used as its secure storage facility for donated Consumable goods.</p> <p>Bo'ness Public Toilets were re-opened initially by the Bo'ness Community Council under an FRI License to Occupy in the summer of 2023. This license was later transferred to the Buzzness Community Group. The Public Toilets have now been open for approximately 18 Months and has been run very successfully, with many commuinity members either volunteering or making donations of consumables and/or money.</p> <p>Quotes</p> <p>Alex, Taxi Driver - 'the service is a must for any town really, for taxi and bus drivers to be able to work the long shifts they do.'</p> <p>Ann-Marie - 'Suffering from exhaustion due to long covid, the convenience of a rest room close by makes town centre shopping much more manageable.'</p> <p>Barrie - 'I suffer degenerative back disorder. Having an easily accessible facility close by the car park ad shops means I can actually get out in the community and shop locally.'</p> <p>Karen - 'It's been very refreshing to see the public involvement reopening the toilet block. Donations of disposables, money and time have been very good indeed.'</p> <p>Linda - 'as a fairly new member of the team, I'm amazed at the enthusiasm and generosity of the people of Bo'ness. There's enough supplies in stock for several months.'</p>	

Best Judgement:	
Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	The Group launched a Facebook Survey, which was shared by the members, resulting in 503 returns from the people of Bo'ness
What gaps in data / information were identified?	There is no data on the protected characteristics of service users.



Is further research necessary?	No
If NO, please state why.	We used data from the Asset Transfer request application and business planning documents, as well as some materials made available as Appendices, and some material available from available online such as population statistics. There is sufficient information to continue with the proposed transfer.

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

<b>Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?</b>	Yes	
<b>If YES, please state who was engagement with.</b>	The group launched a Facebook survey shared on various local pages. The result was 503 returns from the people of Bo'ness. The survey did not gather any protected characteristic data.	
<b>If NO engagement has been conducted, please state why.</b>		
<b>How was the engagement carried out?</b>	<b>What were the results from the engagement? Please list...</b>	
<b>Focus Group</b>	No	
<b>Survey</b>	Yes	Consulted local residents of Bo'ness Town via Facebook survey, 503 returns. There was an overwhelming sentiment of support in keeping the facility open (see quotes Section 3B).
<b>Display / Exhibitions</b>	No	
<b>User Panels</b>	No	
<b>Public Event</b>	No	
<b>Other: please specify</b>		
<b>Has the proposal / policy/ project been reviewed / changed as a result of the engagement?</b>	No	
<b>Have the results of the engagement been fed back to the consultees?</b>	Yes	
<b>Is further engagement recommended?</b>	No	

## SECTION FIVE: ASSESSING THE IMPACT

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

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
<b>Age</b>		✓		<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. "</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p> <p>The New Carriden Bothy supports the Bo'ness public conveniences as a secure storage facility, allowing these to remain open. Older person can enjoy the Town centre in the knowledge that fully accessible toilet facilities are close by.</p>
<b>Disability</b>		✓		<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " T</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p> <p>The New Carriden Bothy supports the Bo'ness public conveniences as a secure storage facility, allowing these to remain open. Disabled persons with limited mobility can enjoy the Town centre in the knowledge that fully accessible disabled toilet facilities are close by.</p>
<b>Sex</b>	✓			<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational.</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p>

**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:**

				everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational. The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."
<b>Religion / Belief / non-Belief</b>	✓			No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational. The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."
<b>Sexual Orientation</b>	✓			No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational. The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."
<b>Transgender</b>	✓			No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational. The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."

<b>Pregnancy / Maternity</b>		✓		<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. "</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p> <p>The New Carriden Bothy supports the Bo'ness public conveniences as a secure storage facility, allowing these to remain open.</p> <p>Pregnant women may enjoy the proximity of town centre toilets. Parents with very young children have the benefit of baby changing facilities in proximity to the shops and businesses of Bo'ness.</p>
<b>Marriage / Civil Partnership</b>	✓			<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational.</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p>
<b>Poverty</b>	✓			<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational.</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p> <p>The New Carriden Bothy supports the Bo'ness public conveniences as a secure storage facility, allowing these to remain open.</p> <p>People suffering under poverty have access to the Public conveniences free of charge at point of use. They will also be able to utilise free sanitary products and Nappies should they require these.</p>

<b>Care Experienced</b>	✓			<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational.</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p>
<b>Other, health, community justice, carers etc.</b>	✓			<p>No evidence to support positive or negative impacts. However, the Business plan states in Section 4.2.6 states "The public toilets are free at the point of use, open to everybody and easily accessible for all. " The Carriden Bothy supports the Public Convenience proposal as a secure storage area and allows them to remain open and operational.</p> <p>The Constitution, Section 3.0 states "General membership is available to all individuals and groups living or working in Bo'ness."</p>
<b>Risk (Identify other risks associated with this change)</b>				
	<b>Evidence of Due Regard</b>			
<b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b>	The proposed transfer will not result in any unlawful discrimination.			
<b>Advance Equality of Opportunity:</b>	The Activities of the group, as supported by the transfer proposal of the New Carriden Cemetery Bothy, and it membership is open and available to all parties with no restrictions. The Public toilets are available free at point of use to all with no restrictions.			
<b>Foster Good Relations (promoting understanding and reducing prejudice):</b>	The proposed transfer is not applicable to this Duty.			

**SECTION SIX: PARTNERS / OTHER STAKEHOLDERS**

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
<b>Business</b>	No	
<b>Councils</b>	No	
<b>Education Sector</b>	No	
<b>Fire</b>	No	
<b>NHS</b>	No	
<b>Integration Joint Board</b>	No	
<b>Police</b>	No	
<b>Third Sector</b>	Yes	The Transfer of the Carriden Cemetary Bothy will benefit the third Sector as the group undertaking the proposal are entirely community led.
<b>Other(s): please list and describe the nature of the relationship / impact.</b>		

## SECTION SEVEN: ACTION PLANNING

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

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

### No Mitigating Actions

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

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

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

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

<b>Are actions being reported to Members?</b>	Yes
<b>If yes when and how ?</b>	Executive Committee decision of 1st May 2025



**SECTION EIGHT: ASSESSMENT OUTCOME**

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

**SECTION NINE: EPIA TASK GROUP ONLY**

<b>OVERALL ASSESSMENT OF EPIA:</b>	<b>Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?</b>	Yes
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<b>ASSESSMENT FINDINGS</b>  If YES, use this box to highlight evidence in support of the assessment of the EPIA  If NO, use this box to highlight actions needed to improve the EPIA	Noting that there is limited data on the protected characteristics of the people who would be impacted by this proposal, the assessment refers to consultation feedback and information from the community group regarding the current usage of the facility.	
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	The proposal to transfer this asset to a local community indicates a positive impact on those who would benefit.

**SECTION TEN: CHIEF OFFICER SIGN OFF**

<b>Director / Head of Service:</b>		
<b>Signature:</b>	Malcolm Bennie	<b>Date:</b> 27/03/2025