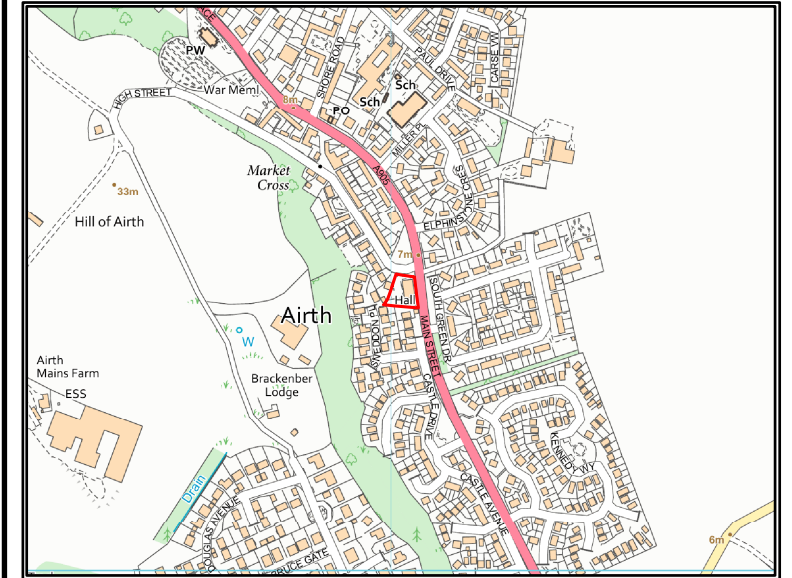


**Falkirk Council**



LOCATION PLAN

scale: 1:10,000

Subject: **Airth Community Hall,  
1 High Street, Airth**

Area: 1405 sqm (0.35 acre) or thereby.

Scale: 1:500	Plan No: 3186	Date: 13.12.2024
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**Place Services**  
Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE



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NS9087

# CONSTITUTION OF

AIRTH COMMUNITY CENTRE SCIO

# CONSTITUTION OF

## AIRTH COMMUNITY CENTRE SCIO

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**Constitution  
of  
Airth Community Centre SCIO**

In this constitution, the following definitions apply throughout:

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

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

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

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

	<b>NAME</b>
1	The name of the organisation is <b>"Airth Community Centre"</b> SCIO ( <b>"the Organisation"</b> ).
2	The Organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
	<b>REGISTERED OFFICE</b>
3	The principal office of the organisation will be in Scotland at 1 High Street, Airth, Falkirk, FK2 8JL (and must remain in Scotland).
	<b>DEFINITION OF COMMUNITY AND PURPOSES</b>
4	<p>The Organisation has been formed to benefit the community and neighbouring villages of Airth and the surrounding areas (the "Community"), with the following purposes (the "Purposes"):</p> <p>The purposes of the Airth Community Centre SCIO shall be to promote, preserve, and celebrate the heritage of Airth and its surrounding area for the public benefit.</p>
4.1	<p>The association's objects are:</p> <ul style="list-style-type: none"> <li>• the advancement of education through groups in centre.</li> <li>• the advancement of the arts, heritage, culture, or science</li> <li>• the advancement of citizenship or community development</li> <li>• The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.</li> </ul> <p>In furtherance of these purposes the organisation will: Our objectives are:</p> <ul style="list-style-type: none"> <li>• To improve health and wellbeing of the local community</li> <li>• Provide increased social benefits</li> <li>• Empower our community and families</li> <li>• Reduce poverty in the area by providing essential services to help the wellbeing of the community</li> </ul>

	<b>POWERS</b>
5	<p>The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.</p> <p>In particular, (but without limiting the range of powers available under the 2005 Act), the SCIO has power:</p>
5(a)	Educating the residents of the same in the village history and bring forward visual/cosmetic enhancements to the area that will deliver the same
5.1	to encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Organisation to achieve the Purposes;
5.2	to promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes;
5.3	to provide advice, consultancy, training, tuition, expertise and assistance;
5.4	to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute clauses, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;
5.5	to purchase, take on lease, hire, or otherwise acquire Airth Community Centre at 1 High Street, Airth, Falkirk, FK2 8JL or any property suitable for the organisation;
5.6	to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate (or arrange for the professional or other appropriate management and operation of) the organisation's property;
5.7	to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the organisation;
5.8	to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;

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

5.23	to carry out the Purposes as principal, agent, contractor, trustee or in any other capacity.
<b>GENERAL STRUCTURE OF THE ORGANISATION</b>	
6	The organisation is composed of:
6.1	Members
6.2	Associates
6.3	Charity Trustees (composed of Elected Charity Trustees, Appointed Charity Trustees; and Co-Opted Charity Trustees, following the first GM).
<b>MEMBERSHIP</b>	
7	The members of the organisation shall consist of those individuals who made the application for registration of the organisation and such other individuals and groups as are admitted to membership under the following clauses.
8	The organisation shall have not fewer than twenty members at any time; and
8.1	In the event that the number of members falls below twenty the Board may conduct only essential business other than taking steps to ensure the admission of sufficient Ordinary Members to achieve the minimum number.
9	Membership of the organisation is open to:
9.1	Individuals aged 18 or over who (and groups which) are members of the Community ("Ordinary Members");
9.2	If an Individual or group ceases to fulfil the criteria within clause 9.1, that Individual or group must inform the Organisation.
<b>APPLICATION FOR MEMBERSHIP</b>	
10	No Individual or Group may become a Member unless that Individual or Group has submitted a written application for membership in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.



10.1	The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Ordinary Member.
11	Membership of the organisation may not be transferred by a member.
	<b>MEMBERSHIP SUBSCRIPTIONS</b>
12	No membership subscription will be payable.
	<b>RE-REGISTRATION OF MEMBERS</b>
13	The Board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the Board.
13.1	If a member fails to provide confirmation to the Board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 13, the Board may expel them from the membership.
13.2	A notice under clause 13 will not be valid unless it refers specifically to the consequences (under clause 13.1) of failing to provide confirmation within the 28-day period.
	<b>LIABILITY OF MEMBERS</b>
14	The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
15	The members and Charity Trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 14 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.
	<b>CESSATION OF MEMBERSHIP</b>
16	A member shall cease to be a member if:
16.1	that Member sends a written notice of resignation to registered office of the Organisation; they will cease to be a member as from the time when the notice is received by the organisation;

16.2	that Member has failed to respond to any re-registration request under clause 13;
16.3	a resolution that that Member be expelled (where that Member's conduct, in their/its capacity as a Member, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the resolution proposed; and (b) the grounds on which it is proposed) at which the Member is entitled to be heard;
16.4	in the case of an Individual, that Individual has died (membership of the Organisation not being transferable);
16.5	in the case of a group, that group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist (membership of the Organisation not being transferable);
16.6	where the Member is a Charity Trustee of the Organisation, that Member has failed to comply with the code of conduct for Trustees in a manner which would result in them ceasing to be a Trustee and a member.
<b>REGISTER OF MEMBERS</b>	
17	The Board must keep a register of members, setting out for each current member: <ul style="list-style-type: none"> <li>a) their full name;</li> <li>b) their address; and</li> <li>c) the date on which they were registered as a member of the organisation.</li> </ul>
17.1	Where any member is not an individual, the register must also contain: <ul style="list-style-type: none"> <li>a) any other name by which the member is known;</li> <li>b) the principal contact for the member;</li> <li>c) any number assigned to it in the Scottish Charity Register, if it is a charity; and</li> <li>d) any number with which it is registered as a company, if it is a company.</li> </ul>
17.2	For each former member the register must set out, for at least six years from the date on they ceased to be a member: <ul style="list-style-type: none"> <li>a) their name; and</li> <li>b) the date on which they ceased to be a member.</li> </ul>
17.3	The Board must ensure that the register of members is updated within 28 days of receiving notice of any change.

17.4	If a member or Charity Trustee of the Organisation requests a copy of the register of members, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable. If the request is made by a member (rather than a Charity Trustee), the Board may provide a copy which has the addresses blanked out.
	<b>ASSOCIATES</b>
18	Individuals and Groups wishing to support the Purposes who are not members of the Community may become associates of the Organisation (“Associates”). Associates may attend and speak at GMs but may not participate in such meetings for voting or quorum purposes.
18.1	No Individual or Group may become an Associate unless that Individual or Group has submitted a written application to become an Associate in the form prescribed by the Charity Trustees and the Charity Trustees have approved the application. An application submitted by a Group must be signed on behalf of that Group.
18.2	The Charity Trustees shall consider applications for associateship promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Associate.
19	The Charity Trustees shall cause a register of associates to be maintained containing: <ul style="list-style-type: none"> <li>(a) the name and address of each Associate;</li> <li>(b) the date on which each Individual or Group was registered as an Associate; and</li> <li>(c) the date at which any Individual or Organisation ceased to be an Associate.</li> </ul>
20	An Associate shall cease to be an Associate if:
20.1	that Associate sends a written notice of resignation to the Organisation;
20.2	that Associate becomes a member of the Community;
20.3	a resolution that that Associate be expelled from being an Associate (where that Associate’s conduct, in their capacity as Associate, has been detrimental to the effective functioning of the Organisation) is passed by special resolution at a GM (notice of which shall state: (a) the full text of the

	resolution proposed; and (b) the grounds on which it is proposed) at which the Associate is entitled to be heard);
20.4	in the case of an Individual: (a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or (b) that Individual has died; or
20.5	in the case of a Group, that Group goes into receivership or liquidation, or is dissolved or otherwise ceases to exist.
	<b>GENERAL MEETINGS (Meetings of the Members)</b>
21	The Board may call a GM at any time and must call a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by at least 5% of the Members, must clearly state the purposes of the meeting, and must be delivered to the registered office of the Organisation. The requisition may consist of several documents in like form each signed by one or more of the Members.
	<b>Annual General Meeting</b>
22	The Board shall convene one GM a year as an AGM. An AGM need not be held during the calendar year during which the Organisation is incorporated, provided an AGM is held within 15 months of the date of incorporation. Thereafter, not more than 15 months shall elapse between one AGM and the next.
22.1	The business of each AGM shall include: (a) a report by the Chairperson on the activities of the Organisation; (b) the election of Elected Charity Trustees; (c) the fixing of annual subscriptions if applicable; (d) consideration of the accounts of the Organisation; (e) a report of the auditor if applicable; and (f) the appointment of the auditor if applicable.
	<b>Notice of General Meetings</b>
23	Subject to the terms of clause 67, notice of a GM shall be given as follows:
23.1	At least 14 Clear Days' notice must be given of any GM.
23.2	The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and

	<p>(a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and</p> <p>(b) in the case of any special resolution (as defined in clause 30) must set out the exact terms of the resolution.</p>
23.3	<p>Notice of every members' meeting must be given to all the members of the organisation, and to all the Charity Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.</p>
<b>CHAIRPERSON OF GENERAL MEETINGS</b>	
24	<p>(a) The Chairperson of the organisation shall act as Chairperson of each GM.</p> <p>(b) If the Chairperson is not present or willing to do so the Vice-Chairperson (if applicable) of the organisation shall act as Chairperson of the GM.</p> <p>(c) If neither the Chairperson nor the Vice-Chairperson is present or willing to act as Chairperson of the GM within 15 minutes after the time at which it was due to start, the Charity Trustees present shall elect from among themselves one of the Elected Charity Trustees who will act as Chairperson of that GM.</p>
<b>QUORUM AT GENERAL MEETINGS</b>	
25	<p>The quorum for a GM shall be the greater of:</p> <p>(a) 5 Members; or</p> <p>(b) 10% of the Members,</p> <p>present either in person or by proxy.</p> <p>No business shall be dealt with at any GM unless a quorum is present.</p>
25.1	<p>If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.</p>
25.2	<p>The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.</p>

	<b>VOTING AT GENERAL MEETINGS</b>
26	The Chairperson of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.
26.1	Each Member shall have one vote, to be exercised in person or by proxy, by a show of hands
26.2	<p>A secret ballot may be demanded by:</p> <ul style="list-style-type: none"> <li>(a) the chairperson of the GM; or</li> <li>(b) at least two Members present at the GM,</li> </ul> <p>before a show of hands and must be taken immediately and in such manner as the chairperson of the GM directs. The result of a secret ballot shall be declared at that GM.</p>
27	In the event of an equal number of votes for and against any resolution, the Chairperson of the meeting shall have a vote in their capacity as a member of the organisation.
	<b>Resolutions</b>
28	At any GM an Ordinary Resolution put to the vote of the meeting may be passed by a simple majority of the Members voting (in person or by proxy).

29	<p>Certain resolutions must be passed as Special Resolutions, including resolutions:</p> <ul style="list-style-type: none"> <li>a) to alter the name of the Organisation; or</li> <li>b) to amend the Purposes; or</li> <li>c) to amend these Clauses; or</li> <li>d) to wind up the Organisation in terms of clause 72.</li> </ul> <p>At any GM a Special Resolution put to the vote of the meeting may be passed by not less than two thirds of the Members voting (in person or by proxy).</p>
30	<p>Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.</p>
30.1	<p>An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.</p>
30.2	<p>A Special Resolution to wind up the Organisation may be passed in writing if signed by all the Members.</p>
30.3	<p>Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.</p>
30.4	<p>Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), or by means of a website.</p>
30.5	<p>Written resolutions must be accompanied by a statement informing the Member:</p> <ul style="list-style-type: none"> <li>(a) how to signify agreement to the resolution;</li> <li>(b) how to return the signed resolution to the Organisation (in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed));</li> <li>(c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date); and</li> <li>(d) that they will not be deemed to have agreed to the resolution if they fail to reply.</li> </ul>
30.6	<p>A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.</p>
30.7	<p>Once a member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.</p>
30.8	<p>The Members may require the Organisation to circulate a written resolution.</p>

30.8.1	The resolution must be requested by at least 10% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.
30.8.2	The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.
30.8.3	If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days and may require the requesting Members to cover the expenses it incurs circulating the resolution.
	<b>MEETING ADJOURNMENT</b>
31	The Chairperson of the GM may, with the consent of a majority of the Members voting (in person or by proxy), adjourn the General Meeting to such time, date and place as the Chairperson may determine.
	<b>ORGANISATION MANAGEMENT</b>
32	The affairs, property and funds of the organisation shall be directed and managed by a Board of Charity Trustees. The Board:
32.1	shall set the strategy and policy of the Organisation;
32.2	shall, where no employees or managers are appointed, be responsible for the day-to-day management of the Organisation;
32.3	shall hold regular meetings between each AGM, meeting as often as necessary to despatch all business of the Organisation;
32.4	shall monitor the financial position of the Organisation;
32.5	shall direct and manage the affairs and Property of the Organisation;
32.6	shall generally control and supervise the activities of the Organisation;



32.7	may, on behalf of the Organisation, do all acts which may be performed by the Organisation (other than those required to be performed by the Members at a GM);
32.8	may exercise the powers of the Organisation; and
32.9	may not also be paid employees of the Organisation.
	<b>INTERIM BOARD</b>
33	Upon incorporation of the organisation, the individuals who signed the Charity Trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as Charity Trustees with effect from the date of incorporation of the Organisation.
33.1	The Interim Board shall retire at the first GM, which shall be held as soon as practicable following incorporation but shall remain eligible for re-election (the period of office between the date of incorporation and the date of the first GM not being regarded as a “term of office” for the purposes of clause 36.5).
	<b>COMPOSITION OF THE BOARD OF CHARITY TRUSTEES</b>
34	The number of Charity Trustees shall be not less than 4 and the total number of Charity Trustees shall not be more than 7.
	<b>APPOINTMENT OF CHARITY TRUSTEES</b>
35	From and after the first General Meeting of the organisation, the Board shall comprise the following individual persons (a majority of whom shall always be Elected Charity Trustees):
35.1	up to 7 (minimum of 4) individual persons elected as Charity Trustees by the Members in accordance with clause 36 (“the Elected Charity Trustees”), who must themselves be Ordinary Members; and
35.3	up to 2 individual persons co-opted in accordance with clause 37 (“the Co-opted Charity Trustees”), so as to ensure a spread of skills and experience within the Board.
35.4	Employees of the organisation may not be nominated as or become Charity Trustees.
	<b>ELECTED CHARITY TRUSTEES</b>
36	At the first General Meeting of the Organisation, the Members shall elect up to 7 maximum number and minimum of four individual Ordinary Members as Elected Charity Trustees.

36.1	Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as an Elected Charity Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.
36.2	Each Member has one vote for each vacancy in the Elected Charity Trustees on the Board.
36.3	Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).
36.4	At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.
36.5	A retiring Charity Trustee shall be eligible for re-election after one term of office. A retiring Charity Trustee shall not be eligible for re-election after five consecutive terms of office until a period of one year in which they have not been a Charity Trustee has passed.
36.6	The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.
	<b>CO-OPTED CHARITY TRUSTEES</b>
37	Subject to clause 35, the Charity Trustees may appoint Individuals as Charity Trustees to ensure a spread of skills and experience within the Board ("Co-opted Charity Trustees") and may remove a Co-opted Charity Trustee at any time.
37.1	A Co-opted Charity Trustee shall retire at the AGM following their appointment unless re-appointed by the Charity Trustees.
37.2	A Co-opted Charity Trustee can be removed from office at any time by a simple majority of the Board.
37.3	For the avoidance of doubt, a Co-opted Charity Trustee may participate fully in at all Board meetings which they attend and is eligible to vote at them.
	<b>VACANCY</b>

38	The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Charity Trustee from or after the date of such retiral or deemed retiral until the next AGM.
<b>CHARITY TRUSTEES – GENERAL DUTIES</b>	
39	Each of the Charity Trustees has a duty, in exercising functions as a Charity Trustee, to act in the interests of the organisation; and, in particular, must:
39.1	seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
39.2	act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
39.3	in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party, put the interests of the organisation before that of the other party; where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question;
39.4	ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
40	In addition to the duties outlined in clause 39, all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:
40.1	that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and
40.2	that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.
41	Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a Charity Trustee will not be debarred from entering into an arrangement with the group in which they have a personal interest; and (subject to clause 61 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.
42	No Charity Trustee may serve as an employee (full time or part time) of the organisation; and no Charity Trustee may be given any remuneration by the organisation for carrying out their duties as a Charity Trustee.

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

45.4	The Board must ensure that the register of Charity Trustees is updated within 28 days of receiving notice of any change.
45.5	If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee of the Organisation, the Board may provide a copy which has the name and address of any of the Charity Trustees blanked out. The name of a Charity Trustee may only be blanked out if the Organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.
<b>TERMINATION OF CHARITY TRUSTEES OFFICE</b>	
46	A Charity Trustee will automatically cease to hold office if: -
46.1	they give the Organisation a notice of resignation, signed by them;
46.2	they become an employee of the Organisation;
46.3	in the case of a Charity Trustee elected under clause 36 they cease to be a member of the Organisation;
46.4	in the case of a Charity Trustee co-opted under clause 37 the Board under clause 37.2 vote to end the appointment:
46.5	they become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;
46.6	they are absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board - but only if the Board resolves to remove them from office:
46.7	they become incapable for medical reasons of carrying out their duties as a Charity Trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
46.8	they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in clauses 44);
46.9	they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the 2005 Act:

46.10	they become prohibited from being a Charity Trustee by virtue of section 69(2) of the 2005 Act
46.11	they commit any offence under section 53 of the 2005 Act.
47	Clauses 46.9 and 46.10 apply only if the following conditions are met:
47.1	the Charity Trustee who is subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for removal is to be proposed;
47.2	the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed prior to the resolution being put to a vote; and
47.3	at least two thirds of the Charity Trustees then in office vote in favour of the resolution.
<b>CHAIRPERSON AND VICE-CHAIRPERSON</b>	
48	The Board shall meet as soon as practicable meeting immediately after each AGM or following the resignation of the existing Chairperson/Vice-Chairperson to appoint:  (a) an Elected Charity Trustee to chair Board meetings and GMs (the "Chairperson"), and  (b) an Elected Charity Trustee to chair Board meetings and GMs in the event that the Chairperson is not present and willing to do so (the "Vice Chairperson").
48.1	In the event that:  (a) the Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Chairperson is currently appointed; and

	<p>(b) the Vice-Chairperson is not present and willing to act within 15 minutes of the time at which the GM/Board meeting is due to start, or no Vice-Chairperson is currently appointed,</p> <p>the Charity Trustees present must appoint an Elected Charity Trustee to chair the GM/Board meeting.</p>
	<b>BOARD MEETINGS</b>
49	The quorum for Board meetings shall be not less than 50% of all the Trustees, a majority of whom are Elected Charity Trustees. No business shall be dealt with at a Board meeting unless such a quorum is present.
49.1	A Charity Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.
49.2	The Board may make any arrangements in advance of any Board meeting to allow members to fully participate in such meetings so long as all those participating in the meeting can clearly comprehend each other; a member participating in any such means other than in person shall be deemed to be present in person at the Board meeting.
50	7 Clear Days' notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in clause 30 is to be made, which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided.
50.1	All other Board meetings shall require not less than 7 days' prior notice unless all Charity Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
50.2	On the request of a Charity Trustee the Chairperson shall summon a meeting of the Board by notice served upon all Charity Trustees, to take place at a reasonably convenient time and date.
51	No alteration of the Clauses and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
52	The Board may act notwithstanding any vacancy in it, but where the number of Charity Trustees falls below the minimum number specified in clause 34, it may not conduct any business other than to appoint sufficient Charity Trustees to match or exceed that minimum.
53	The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.
54	The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these

	Clauses, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members/Charity Trustees.
	<b>VOTING AT BOARD MEETINGS</b>
55	The Chairperson of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote,
55.1	Each Charity Trustee present (and who is eligible to vote) has one vote. In the event of an equal number of votes for and against any resolution at a Board meeting, the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.
55.2	A resolution in writing shall be as valid and effectual as if it had been passed at a meeting of the Board or of a sub-committee. A resolution may consist of one or several documents in the same form each signed by one or more Charity Trustees or members of any relative sub-committee as appropriate.
	<b>SUB-COMMITTEES</b>
56	The Board may delegate any of its powers to sub-committees, each consisting of not less than one Charity Trustee and such other person or persons as it thinks fit or which it delegates to the committee to appoint.
56.1	Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Clauses for regulating the meetings and proceedings of the Board so far as applicable and so far as they are not superseded by any regulations made by the Board.
56.2	Each sub-committee shall ensure the regular and prompt circulation of, the minutes of its meetings to all Charity Trustees.
	<b>CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND CHARITY TRUSTEES</b>
57	The income and property of the Organisation shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Organisation are to be applied for the benefit of the Community.
58	No part of the income or property of the Organisation shall be paid or transferred (directly or indirectly) to the members of the Organisation, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in clause 59.



59	No benefit (whether in money or in kind) shall be given by the Organisation to any member or Charity Trustee except the possibility of:
59.1	repayment of out-of-pocket expenses (subject to prior agreement by the Board);
59.2	reasonable remuneration in return for specific services actually rendered to the Organisation (in the case of a Charity Trustee such services must not be of a management nature normally carried out by a Trustee of an Organisation);
59.3	payment of interest at a rate not exceeding the commercial rate on money lent to the Organisation;
59.4	payment of rent at a rate not exceeding the open market rent for property let to the Organisation;
59.5	the purchase of property from any member or Charity Trustee provided that such purchase is at or below market value;
59.6	the sale of property to any member or Charity Trustee provided that such sale is at or above market value; or
59.7	payment by way of any indemnity, where appropriate in accordance with clause 67.
60	Where any payment is made under clause 59, the terms of clause 61 must be observed.
<b>PERSONAL INTERESTS &amp; CONFLICTS OF INTEREST</b>	
61	Whenever a Charity Trustee finds that there is a personal interest, as defined in sub-clauses 61.3 and 61.4, they have a duty to declare this to the Board meeting in question.
61.1	A Charity trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the SCIO.

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

63	The Board shall cause accounting records to be kept for the Organisation in accordance with the requirements of the 2005 Act and other relevant legislation.
63.1	The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.
63.2	The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor.
63.3	At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports of the Board.
63.4	Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary and the auditor being made aware that they are so available for inspection there).
	<b>NOTICES</b>
64	The Organisation may serve a notice on a member in hard copy (addressed to the address given for that Member in the register of members, and posted or hand-delivered) or electronic form (faxed or e-mailed). A notice is deemed to have been served on the day following the day on which it is hand-delivered, posted faxed or e-mailed.
65	The Organisation may communicate with a member by electronic means (including fax and e-mail) unless the Member has requested that communications from the Organisation be sent in hard copy. The Organisation may publish notifications by means of a website provided the Organisation has advised Members of this and taken reasonable steps to notify Members who have informed the Organisation that they do not have internet access.
	<b>RECORDS OF MEETINGS</b>

66	The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairperson of such meeting, or by the Chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
	<b>INDEMNITY</b>
67	Subject to the terms of the 2005 Act and without prejudice to any other indemnity, the Charity Trustees, or member of any sub-committee, the Organisation Office Bearers and all employees of the Organisation may be indemnified out of the funds of the Organisation against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may incur or sustain, in connection with or on behalf of the Organisation.
	<b>ALTERATION TO THE CLAUSES</b>
68	Subject to the terms of this clause, this constitution may be altered by a Special Resolution of the members passed in accordance with clause 29 or 30.3
68.1	Any changes to the purposes set out in clause 4 are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005
68.2	The Board must notify OSCR (and its successors) of any changes to the constitution not relating to the purposes, in terms of section 17 of The Charities and Trustee Investment (Scotland) Act 2005
	<b>DISSOLUTION</b>
69	The Organisation may be wound up or dissolved only on the passing of a Special Resolution for that purpose in accordance with clauses 29 and 30.4, and subject to written consent being obtained from OSCR.
69.1	If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred to such other community body or bodies or charitable group,

which has purposes which resemble closely the purposes of the Organisation, as may be:

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

**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

Airth community Centre

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

Postal address: 1 High Street, Airth, Falkirk

Postcode: FK2 8JL

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:

Postcode:

Email:

Telephone:

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

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

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

	Company and its company number is .....	
x	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is .....	SC026048 we are awaiting our SCIO number from OSCR
	Community Benefit Society (BenCom) and its registered number is .....	
	Unincorporated organisation (no number)	

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

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

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

No  X

Yes

Please give the title and date of the designation order:

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

No

Yes  X

If yes what class of bodies does it fall within?

A registered charity who is in the process of changing to a SCIO



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

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

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

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

Details of Property: Airth Community Centre

Address: 1 High Street, Airth, Falkirk

Postcode: FK2 8JL

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

UPRN: 136035552

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

3.1 Please tick what type of request is being made:

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

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

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

#### 3A – Request for Ownership

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

Proposed price: £1

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

#### 3B – Request for Lease

What is the length of lease you are requesting?

25 years but we can purchase any time inbetween the lease

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

Proposed rent: £ 1 per month

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.

The £1 lease rent has already been confirmed by the strategic property team as in email I have attached

### 3C – Request for other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

**Yes**

**No**

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

Proposed payment: £                      per

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

## Section 4. Community Proposal

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

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

The association's objects are:

- the advancement of education through groups in centre.
- the advancement of the arts, heritage, culture, or science
- the advancement of citizenship or community development
- The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

In furtherance of these purposes the organisation will:

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

4.1.2 Why there is a need for your Project?

- The Community Centre is the only hall in this rural village that is available to the villagers and surrounding areas to use. The facilities are used to help villagers socialise with each other in a safe environment, which in turn helps with social inclusion and promotes healthy wellbeing. The centre also promotes lifestyle changes with the exercise groups held there. It is also the registered place for evacuation in case of an emergency for the residents and Airthery care home.
- It is also the central hub for other community organisations to use for their events for example the annual village Christmas lights switch on event, Airth Highland Games committee and is also used on the day of the games for the pipe band and chieftain parade.
- The hall is also hired out for parties
- The local council representatives use the hall for their local surgeries on a weekly basis.
- The hall is used for national and local elections

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

Not at present but if any changes to the facility will be for the reason of upgrading the centre for the purpose of the villagers and community.

4.1.4 What activities will take place?

The following activities are going to be taking place paracise, Zumba, senior citizens group, youth club, yoga, circuit training, highland dancing group, pipe band lessons, councillor surgeries. Hall is also hired for parties.

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

The hall has a key box which is giving out to the people who will be using it and they sign a waiver which has rules and regulations attached to it.

The hall is available to anyone from 7am – 12pm 7 days a week, 365 days a year.

4.1.6 What provision will be provided for people with disabilities?

The hall has disabled access with a ramp at the front and rear of the property and as the facilities are all on the ground floor all rooms are readily accessible for people with disabilities.

4.1.7 Any other relevant information?

The committee who are volunteers and stay in the village have managed the property from Falkirk council from 1997 and is the only centre in the growing village that has the facilities for the villagers to use it.

## 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

Due to the asset transfer the hall will benefit the local community with creating volunteering opportunities through joining the committee, upkeep of the hall ie cleaning, gardening, arranging community events, fundraising for the hall. The youth club uses local youngsters as volunteers giving them the opportunity to obtain relevant qualifications to help with the advancement of their career. The committee encourage the local community to use the centre by inviting them to fun days, fundraising nights and open days and public meeting regarding the centre through notices on community boards, social media posts on local community page

#### 4.2.2. Regeneration

We have proposed from committee meetings that through time we will regenerate the garden area into a sustainable community garden by growing fruit and vegetable that the community can use. This will be done by volunteers that stay in the village which will in turn contribute to the community but also help regenerate the physical look of the area.

We have also proposed to set up a gym area within the building that can be used by local residents that cannot use facilities elsewhere outwith the village either due to physical health, financial circumstances or social stressors. This will be facilitated by local volunteers.

#### 4.2.3. Public Health

The proposal will improve the health of everyone that uses it either physically or mentally. Airth is an ever-growing rural community with little public transport or amenities. The Community centre is the only hall in the village that can be used for social events at any time of the week. Although the village is great to stay in it can be very isolating as we have a lack of amenities and the era, we live in, getting delivers to the door is much more easier than having to go out but with this it caused isolation which leads to poor mental health. How the centre helps with improving this is the Committee is set up with volunteers that reside in the village, this gives them a purpose of helping the community thrive which in turn helps with their mental health in feeling proud of what they are doing for the community of Airth. In respects to the use of the hall we have various low-cost exercise classes that are available to all villagers at any level of physical needs to help with their mental and physical health. The youth club is ran by local volunteers and is attended by no less than 40 children per week, who use the facility as it is a safe space for children to explore and learn new skills either physically or mentally. As above with the youth club, the senior citizen group hold their weekly club at the centre. This weekly group for some is the only time they see another person and it is enabling healthy mental wellbeing by socialising and decreasing isolation.

#### 4.2.4. Social Wellbeing

The community centre will improve social wellbeing as it is the focal point for delivering various services in the local community. We offer a range of healthcare and social support groups, we aim to meet the needs of individuals at different life stages, promoting health and social inclusion. Social inclusion is really important for mental and emotional wellbeing. We provide the space for social activities for all age groups. The activities range from youth club, exercise classes, yoga, paracise, circuit training, senior citizen group. The schedule for the community centre groups being held are promoted on our social media page, community board located on in the village and is also on the window of the community centre.

#### 4.2.5. Environmental Wellbeing / Environmental Benefits

We have proposed that after we have obtained the asset transfer that we will apply for funding for sourcing sustainable energy for the hall. This will help the environment and climate change

As stated, before we have proposed that we will make part of the rear garden a sustainable growing plot, where the community will be able to grow fresh fruit and vegetables that they can use. This helping financially to the villagers of Airth but also help teach and learn the villagers about sustainable growing

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

The proposal will allow the community and community groups to use the hall for activities at a reduced rate. We are already the lowest cost per hour community center of the surrounding villages. The nearest community hall is 4.5 miles away, which for 85% of the villagers is the only hall accessible to them, reducing health and social inequality. As a committee we have sent correspondence to local businesses stating why the centre is needed and how we would like them to cooperate with us to make sure the hall is available to all villagers in our community.

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

The committee has held 2 public meetings regarding the asset transfer, through this we received 23 new members for the community, who are all local villagers. Our social media page is always updated and shared with events that are going ahead on the local community page and we also detail upcoming meetings on the social media page too.

We have also had letters of recommendations stating how the community centre is an asset to the community. These are published in the business plan.

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

We are going to do a social media survey every 3 months on our social media page asking for feedback or any proposals villagers may have for the centre. The committee are also going to have feedback forms for all hirers and groups using the hall asking for feedback and that is where we will compare our baseline on how it is benefiting the community.

4.2.9 Any other relevant information?

A more detailed explanation of why and how the hall will be used is in our business plan. Also letters of recommendation from local constituents are attached in the plan as well.

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.

Not that the committee are aware of

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.

no



## 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

The members of the committee have a range of experience and skills, we have the chairman of the community council, secretary of airth highland games, banking manager, civil servants, electricians, building and maintenance engineers, mental health and wellbeing practitioner, business owners. With the wide range of skills due to the occupations of the members we are experienced enough to be able to manage the community centre for the villagers and surrounding area. The existing committee members who helped manage the community centre from the council know the day to day skills required to manage the centre plus.

4.5.3 Do you intend to use professional advisors? Please provide details. We have a lawyer to help with the asset transfer process. The committee has a range of professional advisors from fully qualified electrician, mental health and wellbeing practitioner, maintenance engineer, Banking manager, civil servant, hall manager, chairman of the community council and legal secretary.

4.5.4 Do you currently lease/manage a property from Falkirk Council? If yes, please provide details. At the moment we manage the building from Falkirk council

We manage the property of Airth community centre from the council at the moment and have done since 1997.

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

The hall manager oversees managing the lets this includes, taking bookings, showing the hall to prospective hires, going over waivers and what is included and checking the hall after use.

The long-term hirers have keys to the hall and open and close the building themselves.

One off hirer one of the committees are there to open the hall and close it for them.

Members of the community that want to use the hall are able to obtain the key from the key box situated outside the building.

Volunteers are available for the upkeep of the building ie cleaning, gardening and maintenance.

There is no paid staff, the hall is and will be run by the members of the committee on a volunteer basis.

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

The committee also works with all other community committees in Airth and surrounding areas, we donate equipment for use of their events, donate use of the hall at no cost to other charitable organisations in the area.

## 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 had several public consultation meetings which have been available for all residents to attend, allowing the committee and trustees to ascertain appetite to have the facility remain open and available for community use. These consultation meetings also allowed us to gauge interest and commitment from 20 individuals, all

local residents, to meet the required minimum number of committee members to move forward with our asset transfer application.

In addition to this, these meetings validated the need for the continued use of the facility for existing hires and also identified areas of demand that the community would support.

Since these initial consultation meetings, we have successfully introduced yoga classes and circuit strength training classes to our regular hires. We have agreed a further term lease to the village Youth Club and are in active conversations with local childminders regarding the use of the facility for a pre-school breakfast club.

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

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

Competition will come from the one other similar business within Airth, a licenced premise, The

Venue, which is open to the public and available to hire for private functions.

We have thoroughly researched the facilities offered by The Venue and believe that we offer a

recreational and community space different to this and therefore not in direct competition.

Our key differentiator is the size of our facility, in particular the main hall and it's usability for a number of recreational activities (dancing, fitness, yoga, group meetings etc) We also have the

ability to make the facilities available during the day, 7 days a week, as well as into the evening. We would also promote the hire of the space for private functions, but focus more on functions during the day such as childrens birthday parties, again not in direct competition with The Venue. Although, we want to make sure our facility rentals are commercially viable, we also want to be

inclusive to other community groups and our prices will reflect this.

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

We have increased our presence on social media, primarily through our dedicated Facebook page

and using other community run pages to advertise both our availability and what's available for people to participate in and attend.

We intend on building out a more structured communication and engagement plan, a steady drumbeat of "what's on" and "availability" as well as periodic advertising of one off events that will be organised by the group as a means of additional income generation.

As part of this communication and engagement plan we would also intend on including seasonal promotions such as Christmas Fayres to attract new customer and advertise discounted hire rates for other community/volunteer organisations. As part of this promotion we would include customer feedback and testimonials that can be used as campaign assets on our social media channels.

In time, we also hope to introduce an online diary and booking tool to our Facebook page which will also have a link to make payment to secure the booking. We hope that by making it easier to contact us to confirm availability and then booking the preferred date will encourage more individuals and groups to book and use our facility.

These proposed activities above should help us establish a more robust regular customer base, including long term hires as well as attracting more frequent one off customers, increasing our income.

## **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 a treasurer who oversees all income and expenditure and gives monthly financial updates to all committee members at meetings. The books are audited by a financial advisor every year. We hold a yearly AGM with whom the whole of the community is invited to attend to go over the group finances. We as a committee follow the policy and procedures of OSCR charity exemption.

## 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.

In our business plan it states the financial benefit that the volunteers who will run the use of the hall will save Falkirk council and the community.

We have a surplus of over £9000 in our bank account at present which will help us run and maintain the hall along with the long term hall hires which will cover the costs associated with the running of Airth community Centre

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

NONE

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.

NONE

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

We have access to a wide range of funding that CVS has been sending us. After the Lease has been agreed our next aim is to establish and plan any upgrades that need done and what funding can be applied for.

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

After the Community asset transfer is in place and accepted by the council we have a volunteer funding committee member who is going to oversee all funding for the centre.

## Section 8.

## Section 9. 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>
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



# Airth Community Centre Business Plan

24<sup>th</sup> September 2024  
Updated 1<sup>st</sup> November  
Version 3

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# Airth Community Centre

## Business Plan

### 1. Introduction

Airth Community Centre in its current format was formed in April 2024 with the purpose of taking ownership of Airth Community Centre through Community Asset Transfer from Falkirk Council. The group's (Airth Community Centre) principal office is at 1 High Street, Airth, Falkirk, FK2 8JL.

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

**Our current and future aims are:**

- The provision of recreational facilities or the organisation of recreational activities with the object of improving the conditions of life for the residents of Airth and the neighbouring villages to Airth, for whom the facilities or activities are primarily intended.
- The ability to hold regular community activities open to all residents of Airth and the neighbouring villages to Airth with the intention of bringing people together and strengthening community relationships.
- The ability to offer the facilities to other community groups to support their advancement, further improving the conditions of life for the residents of Airth and the neighbouring villages to Airth.

Over recent years, our community centre has lacked any targeted programme to develop and drive usage of the facilities, we believe that we have the necessary skills to manage our building, the facilities it offers and get the best for our community.

Our key objectives are to offer the people of Airth and the neighbouring villages of Airth a quality service and to build a successful community hub giving it a financially security future.

The purposes of the Airth Community Centre SCIO shall be to promote, preserve and celebrate the heritage of Airth and its surrounding area for the public benefit.

UPRN (Unique Property Reference Number): 136035552

We are unaware of any other interested parties in a community asset transfer of Airth Community Centre.

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

The current valuation of the building is £70,000 based on the valuation that was completed by Ryden and the market rental of the building is £10,000 pa. We propose to pay the value of £12 per calendar year.

## 1.1. Objectives

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

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

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
The (Falkirk) Council Plan 2022-2027	Supporting stronger and healthier communities:  Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services that meet their needs.	Falkirk Council will Encourage and support local third sector organisations to increase and develop community owned assets through the management and operation of community halls, centres and other public assets available for community transfer;  Provide support to community projects and partner agencies to help with transforming/improving local areas and amenities for the benefit of local communities.	More communities taking control over the places they meet in (asset transfers);  More anchor organisations established in communities.	Engaging with relevant organisations – Falkirk Council, CVS Falkirk, COSS etc – to take advantage of the support offered during this process and to ensure our planning for CAT is as robust and sustainable as possible and to build the capacity of our group for what the future holds;  Through community ownership we are working towards becoming a local anchor organisation, rooted in serving the local community. We aim to offer both meeting space and ensure the services and activities that take place are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	Community-based services;  Early intervention and prevention.	Enhance services to improve the ‘flow’ through hospital settings, prevent admission, and promote independent living;  Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.	People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and	Early intervention and prevention will support many activities: including physical activity classes such as Paracise, yoga, Zumba, circuit training other organisations who use the Centre as a base for outreach work such as councillors for surgeries,  Airth Community Centre will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working

			social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their health, wellbeing and quality of life.	with partners to bring information to people in the community space they frequent.
The Falkirk Plan 2021-2030	<p>Community-led organisations are stronger and more independent (T1/O2);</p> <p>More decisions are made together at local level (T1/O3);</p> <p>Social, community and economic planning focusses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p> <p>Individuals and families affected by poverty have access to joined-up, multi agency</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>Funds invested in communities by partners;</p> <p>There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;</p> <p>Number of activities targeted at vulnerable groups.</p>	<p>We have strengthened our organisation by becoming a SCIO, engaging with support offered, getting the backing of our community through engagement and collaboration. The board plan to undertake training such as digital training with external training providers such as Business Gateway. This will strengthen our Board and make it more reflective of the community we live in through open recruitment/engagement events.</p> <p>By taking ownership of our community asset, this will strengthen the ability to meet the needs of the people that live in the local area, increased opportunities for local volunteering, participation and support.</p> <p>We will have Wi-Fi in our building for the local community to access which will improve digital inclusion and employability opportunities for the local community.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to the local community.</p>

	<p>support services, and know how and where to access them (T2/O7);</p> <p>Fewer people struggle with the costs of food, fuel and transport (T2/O8);</p> <p>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	<p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>		
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## 1.2. Benefits for the Local Community

We currently have lets from local community groups such as the youth club, senior citizens group, Airth Community Council, Airth Highland Games, Zumba, Jenkins School of dance, Airth Childminders group, Paracise, circuit fitness class and yoga.

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

Our vision is to provide a community led space that helps deliver long-term, social, economic, sustainable and environmental benefits to the local community.

Our values are based on:

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

Our objectives are:

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

- Reduce poverty in the area by providing essential services to help the wellbeing of the community

#### Measuring Performance (KPI)

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase usage by 20% for the first 2 years. To achieve this we will boost our social media platform of the hall and for long term hires we will give them an incentive if hire is more than a 12 month hire of the hall.

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

## 2. The Group status

The charity is called Airth Community Centre and has the legal status of a Scottish charity

Successful application for Charitable status under name Airth Community Centre SCIO - SC053735

We have applied to be a 2-tier membership organisation, run by a board of trustees selected by our members. Membership is open to all residents of Airth and surrounding areas and all groups operating from our facilities. They are able to vote at AGMs on matters relating to the SCIO, as well as the running, maintenance, and future of the hall. Application to become an associate member is open to anyone else with an interest in the hall and its success.

Our board of trustees has experience managing the centre since it was opened in 1996 and we will continue to build on the programme of activities we already have in place. We take our responsibilities seriously in relation to good governance and work with various governing bodies to educate ourselves on a regular basis.

The hall will offer a full range of services including:

- use of facilities for other community groups
- use of facilities for recreational activities
- use of facilities for private functions
- use of facilities as part of the village extreme weather implementation plan

Initially, it will be managed by volunteers from our membership group, however, we may in the future look at employing an individual to manage the building.

We have Public Liability insurance for £5,000,000 minimum for any one event.

We seek a 25-year lease, with the option to purchase during the length of the lease.

### 2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

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

## **3. Market Information**

### **3.1. Products and Services**

The community hall will offer the following range of services:

- use of facilities for recreational activities (both individual and long term hires)
- use of facilities for other community groups (both individual and long term hires)
- use of facilities for private functions

Our pricing structure will be categorised accordingly and is included within the financial projections.

### **3.2. Market**

Our primary target market will be Airth, which based on the 2020 census has a population of circa 2000. The village has over 700 households with just over 60% of the population of working age and 20% being aged 65 or over. Our secondary target market will be the neighbouring villages of Airth and more broadly the Falkirk District area which has a population of circa 160,000.

We plan to specifically target our primary market in the first instance, to raise awareness of our facilities and drive utilisation.

### **3.3. Competition**

Competition will come from the one other similar business within Airth, a licenced premise, The Venue, which is open to the public and available to hire for private functions.

We have thoroughly researched the facilities offered by The Venue and believe that we offer a recreational and community space different to this and therefore not in direct competition.

Our key differentiator is the size of our facility, in particular the main hall and its usability for a number of recreational activities (dancing, fitness, yoga, group meetings etc) We also have the ability to make the facilities available during the day, 7 days a week, as well as into the evening. We would also promote the hire of the space for private functions but focus more on functions during the day such as children's birthday parties, again not in direct competition with The Venue.

Although, we want to make sure our facility rentals are commercially viable, we also want to be inclusive to other community groups and our prices will reflect this.



### 3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> <li>• <b>Good committee structure;</b> Trustee positions held and supporting committee in place</li> <li>• <b>Flexible use of facility space:</b> Facility is not limited in terms of what it can be used for</li> <li>• <b>Community engagement:</b> strong ties with local community already in place which has fostered a positive relationship and support for the facilities remaining open</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Limited parking facilities;</b> inadequate parking facilities might discourage visitors particularly for high demand events.</li> <li>• <b>Seasonal demand:</b> potential decreased use of facility for children’s birthday parties out with school term time.</li> </ul>
<u>Opportunities</u>	<u>Threats</u>
<ul style="list-style-type: none"> <li>• <b>Health &amp; Wellness initiatives;</b> tap into growing interest in health and wellness by encouraging the use of the facilities for further fitness classes, nutrition consultations &amp; wellness workshops through targeted marketing campaigns</li> <li>• <b>Community initiatives:</b> raise awareness of facilities to other community groups such as childminders, PTA for them to use and highlight discounted hire rates for community groups</li> <li>• <b>Partnership with local primary school:</b> collaborate with school to identify any opportunities to host events that require a larger space than the school can accommodate</li> <li>• <b>Create a calendar of regular events to increase regular revenue streams:</b> such as regular indoor “car boot” sales, craft fayres &amp; social evenings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Operational costs;</b> managing increases in ongoing operational costs such as maintenance and repairs</li> <li>• <b>Economic downturns:</b> economic fluctuations may impact disposable income, affecting participation in paid for classes and holding private events</li> <li>• <b>Market expansion:</b> the entry of other similar facilities in the immediate area could impact utilisation of facilities and subsequent revenue generated</li> </ul>

### 3.5. Potential Negative Consequences

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

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

Potential external negative consequences for the wider community may include

- Increase in the level of traffic due to increased usage of the hall
- Lack of car parking facilities for the local community
- Increase in the level of noise pollution due to the increase in usage of the hall

### **3.6. Community Engagement**

We have had several public consultation meetings which have been available for all residents to attend, allowing the committee and trustees to ascertain appetite to have the facility remain open and available for community use. These consultation meetings also allowed us to gauge interest and commitment from 20 individuals, all local residents, to meet the required minimum number of committee members to move forward with our asset transfer application.

In addition to this, these meetings validated the need for the continued use of the facility for existing hires and also identified areas of demand that the community would support.

Since these initial consultation meetings, we have successfully introduced yoga classes and circuit strength training classes to our regular hires. We have agreed a further term lease to the village Youth Club and are in active conversations with local childminders regarding the use of the facility for a pre-school breakfast club.

We are going to be conducting a poll/survey over our social media platform to gain local feedback on the importance of the hall remaining open in community ownership, what people would like the hall to be used for going forward etc. The results of the poll concluded that the community would like to have a 3 monthly car boot sale in the hall with villagers able to hire the tables for selling items the reason for this is because of not having any public transport on a Sunday, villagers without the use of a car cannot go to the main ones that are situated in the town centre.

There is a need, genuine desire, and support, for the community asset transfer which I have attached evidence from residents and groups.

### **3.7. Marketing Activities**

We have increased our presence on social media, primarily through our dedicated Facebook page and using other community run pages to advertise both our availability and what's available for people to participate in and attend.

We intend on building out a more structured communication and engagement plan, a steady drumbeat of "what's on" and "availability" as well as periodic advertising of one-off events that will be organised by the group as a means of additional income generation.

As part of this communication and engagement plan we would also intend on including seasonal promotions such as Christmas Fayres to attract new customer and advertise discounted hire rates for other community/volunteer organisations. As part of this promotion, we would include customer feedback and testimonials that can be used as campaign assets on our social media channels.

In time, we also hope to introduce an online diary and booking tool to our Facebook page which will also have a link to make payment to secure the booking. We hope that by making it easier to contact us to confirm availability and then booking the preferred date will encourage more individuals and groups to book and use our facility.

These proposed activities above should help us establish a more robust regular customer base, including long term hires as well as attracting more frequent one-off customers, increasing our income.

### 3.8. Prices and Margins

We have carried out extensive checks on the prices being charged by my main competitors and have based our prices on being competitive with them. The attached Financial Appendices show that this pricing structure will allow the group to make sufficient profit to build a viable business. As of the 1<sup>st</sup> October we have a starting balance of £10,379.47, this is from the previous committee of Airth Community centre who has donated the money from the account to the New Scio charity number.

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

Product/ Service	Selling Price £
Recreational Hire- per hour	£25/hour
Recreational Hire- long term let	£15/hour
Recreational Hire- Community Group, per hour	£10/hour

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

### 3.9. Community Asset Transfer Plan

The current valuation of the building is £70,000 from Falkirk councils’ valuation of the building that took place on 11<sup>th</sup> September 2024; the current rental value is £10,000 per annum. Essential repairs (as demonstrated in the Conditional Survey Report – appendices) to the building which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value of £10,000, according to the conditional survey, over the next 5 years, to bring the building up to an acceptable standard and fit for purpose. We propose that the community benefit that we can provide is over £111,000 worth of unpaid work plus over £98,000 worth of public health and social wellbeing benefiting the area over the next 5 years. We propose to pay the value of £12 per calendar year to the council for rent as per FRI license arrangement with Falkirk Council.

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

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

Volunteering Hours	Rate	Hours	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees	£40	2000	£80,000	£82,500	£85,387
Volunteers	£12	2000	£24,000	£24,800	£25,668
	<b>Total</b>	4000	£104,000	£107,300	£111,055

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

Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development / income generation	<p>Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, café staff, and potentially a centre manager. The centre remaining open and in community ownership will help to develop the skills and experience of our local community through volunteer places, building upon an individual's experience and skills capacity, thus supporting our community's future employability. Airth, with its population of approximately 1,973 residents<sup>1</sup>, has a unique opportunity to enhance its economic development through community-driven initiatives. By maintaining the centre in community ownership, we can create a sustainable model that not only provides essential services but also generates income and employment opportunities for local residents.</p> <p>Due to the asset transfer, the hall will benefit the local community with creating volunteering opportunities through joining the committee, upkeep of the hall (ie cleaning, gardening, arranging community events, fundraising for the hall). The youth club provides opportunities for local youngsters to volunteer, giving them the opportunity to obtain relevant qualifications to help with the advancement of their career. The committee encourage the local community to use the centre by inviting them to fun days, fundraising nights and open days and public meetings regarding the centre through notices on community boards, social media posts on local community page</p>	£8,500	£18,008	£19,290
Regeneration	<p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our</p>	£4,400	£9,267	£9,927

	<p>community. The closing of a vital community building would be hugely damaging to the local area. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.</p> <p>We have proposed from committee meetings that through time we will regenerate the garden area into a sustainable community garden by growing fruit and vegetable that the community can use. This will be done by volunteers that stay in the village which will in turn contribute to the community but also help regenerate the physical look of the area.</p> <p>We have also proposed to set up a gym area within the building that can be used by local residents that cannot use facilities elsewhere outwith the village either due to physical health, financial circumstances or social stressors. This will be facilitated by local volunteers.</p>			
Public Health	<p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities which we aim to host at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.</p> <p>Airth is an ever-growing rural community with little public transport or amenities. The Community Centre is the only hall in the village that can be used for social events at any time of the week. Although the village is great to stay in it can be very isolating as we have a lack of amenities and in the era we live in, getting delivers to the door is much more easier than having to go out but with this it caused isolation which leads to poor mental health. How</p>	£10,750	£22,641	£24,254

	<p>the centre helps with improving this is the Committee is set up with volunteers that reside in the village, this gives them a purpose of helping the community thrive which in turn helps with their mental health in feeling proud of what they are doing for the community of Airth. In respects to the use of the hall we have various low-cost exercise classes that are available to all villagers at any level of physical needs to help with their mental and physical health. The youth club is ran by local volunteers and is attended by no less than 40 children per week, who use the facility as it is a safe space for children to explore and learn new skills either physically or mentally. As above with the youth club, the senior citizen group hold their weekly club at the centre. This weekly group for some is the only time they see another person and it is enabling healthy mental wellbeing by socialising and decreasing isolation.</p>			
Social Wellbeing	<p>The activities and social interactions facilitated at Airth Community Centre will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events. We offer a range of healthcare and social support groups and aim to meet the needs of individuals at different life stages, promoting health and social inclusion. Social inclusion is important for mental and emotional wellbeing. A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health. We provide the space for social activities for all age groups. The activities range from youth club, exercise classes, yoga, paracise, circuit training, senior citizen group. These activities foster a sense of community and belonging, which is essential for social well-being.</p> <p>Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.</p> <p>The community centre can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.</p> <p>By facilitating intergenerational activities, the centre can bridge the gap between different age</p>	£12,000	£22,641	£24,254

	groups. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship. The centre can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.			
Environmental Wellbeing / Environmental Benefits	We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here. By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint. This is crucial as energy-efficient buildings can lower operational costs, allowing more funds to be allocated to community programs and services. We have proposed that we will make part of the rear garden a sustainable growing plot, where the community will be able to grow fresh fruit and vegetables that they can use. This helping financially to the villagers of Airth but also help teach and learn the villagers about sustainable growing The centre can engage the community in environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.	£6,350	£13,374	£14,327
<b>Total</b>		£42,050	£88,566	£94,874

**We have included the letters sent by the residents and hall users what the community centres value is to the community (see attached letters at end of business plan)**

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

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£3777	£3777	£3909.00	£4046
Insurance	£804	£804	£832.14	£861.27

Maintenance Costs	£3307	£3307	£3422.75	£3542.55
Staffing (direct/indirect)	£36,000	£36,000	£37260	£38,562.60
<b>Total</b>		£43,888.00	£45,423.89	£47,013.82

<b>Necessary Repair Work</b>			
Item	Date	Cost	Funder
Heating Pipework	August 2024	£TBC	Repairs outstanding by Falkirk Council
Water Pipework	August 2024	£TBC	Repairs outstanding by Falkirk Council

<b>Start Up Costs – no start up costs needed</b>			
Item	Date	Cost	Funder

<b>To be negotiated with Falkirk Council using their Enablement Fund and Match Funded by External Funders</b>			
Item	Date	Cost	Funder
Internal Flooring for foyer, toilets and kitchen	14/10/24	£2085	Enablement Fund

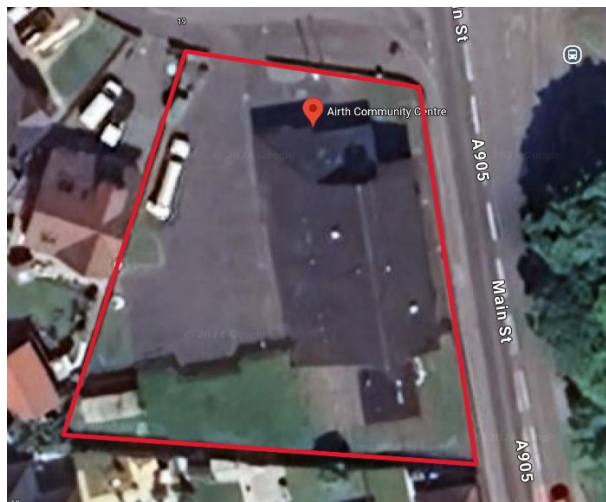
<b>Ongoing Costs</b>			
Item	Cost	Comment	
PAT Testing	£0	This will be done by the committee member who is trained and legally eligible to carry out pat testing	
Fire Extinguishers	£0	This will be done by the committee member who is trained and legally eligible to carry out fire extinguisher testing	
Security	£0	No cost as volunteers from the committee are doing this	
Performance Rights	£0	n/a	
Trade Waste	£0	Confirmation of trade waste cost tbc with Falkirk Council	
Hall Cleaning (4 x per week at 2 hours a session)	£0	Cleaning carried out on a voluntary basis by existing committee	
Accountant	£1200 annually	Total cost tbc, forecasted at £1200 annually, met by sales income	
Cleaning Materials	£480 annually	Met by sales income	



Insurance	£91	Met by sales income
Bookkeeper	£0	This is done by the volunteer on the committee
Lawyer	£8,500	This will be funded by the Community Empowerment Grant
Utilities	£3777/annually	This was our 2022/23 cost as confirmed by Falkirk Council

## 4. Location

The business will operate from the registered address of 1 High Street, Airth, Falkirk, FK2 8JL



*Figure 1: Aerial view of Airth Community Centre*

Boundary

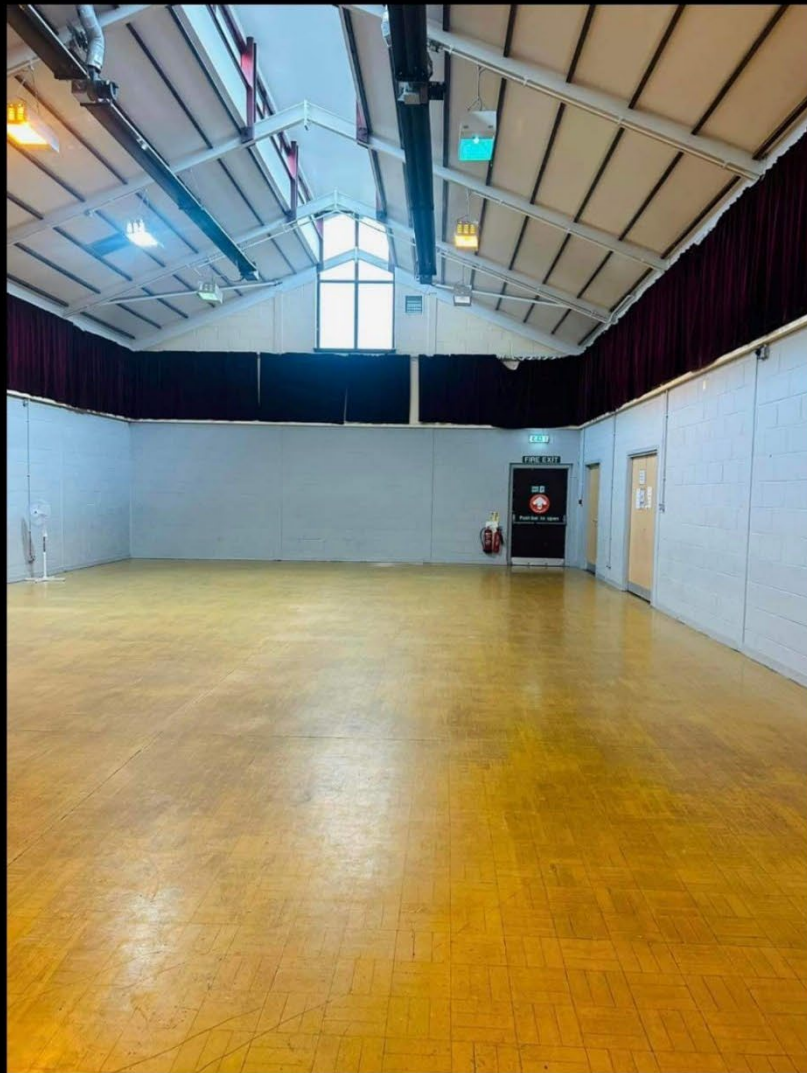
### 4.1. The Building

The building was constructed in 1996 as part of the housing development completed by Barrat Construction. The building comprises of a main recreational hall, with storage facilities, a fully functioning kitchen area adjacent to the main recreational hall, female and male toilets and an office space. The facility is fully accessible throughout.

The main recreational hall and the office space can be used for hire.



16:26



[IMAGES REDACTED]

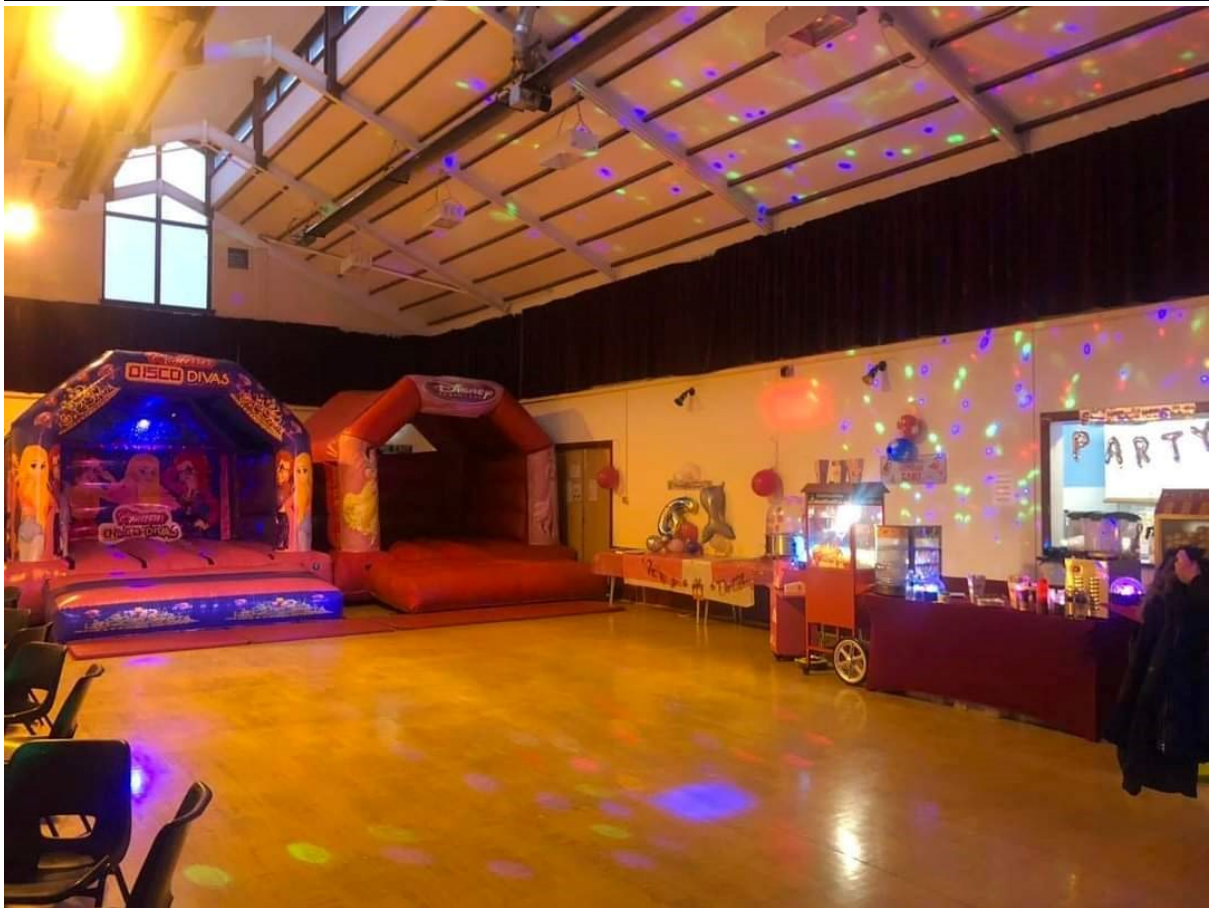












## 5. People

Our board comprises of a number of experienced individuals who are both residents of Airth and who have been involved or continue to be actively involved in a number of other community led groups and initiatives. Through this involvement we have strong links with the other community voluntary groups and strong links with the broader community.

Our board members have both worked and continue to work in the private sector and bring that professional experience and skill to this group including finance, mental health social care, electrical engineer, maintenance engineers, architects, fitness instructors, educational civil servants, communications, social media campaigning etc

We also have a range of contacts within the sector including joiners, electricians, gas engineers etc. We will carry out the necessary record keeping from home and employ an Accountant to complete our annual Return to OSCR.

## 6. Finance

### Cash Flow

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

### Bank account

Virgin Bank

### Grants

We will apply to Falkirk Councils Enablement fund for a Start-up grant.

## 7. Summary

This document is the written request of Airth Community Centre 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 month to lease the building. The basis of this offer is:

- Market value has been assessed by Valuer and is stated at £70,000 and rental value at £10,000 per annum (I have attached the survey for perusal) .
- The community benefit of the Charity's work over five years is estimated at £136,324.82

Essential repairs (as demonstrated in the Conditional Survey Report – appendices) to the building have still to be confirmed after FRI lease approval by Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value of £10,000, according to the survey. We have recently obtained quotes for the replacing of the flooring in the main reception, kitchen, toilets and small office and a quote to replace the kitchen which we will apply for funding over the next 5 years, to bring the building up to an acceptable standard and fit for purpose.



Name of Community Group:  
Airth Community Centre

Contact:  
[REDACTED]

Address:  
1 High Street, Airth, Falkirk, FK2 8JL (all mail correspondence to be sent to [REDACTED])

Email: airthcommunitycentrescio@gmail.com

ADDITIONAL EVIDENCE OF HOW AIRTH COMMUNITY CENTRE IS AN ASSET TO THE VILLAGE.

Airth Community Centre Management Team

[REDACTED]

[REDACTED]

Dear Members of the Airth Community Centre Management Committee,

I hope this letter finds you well. I am writing to express my sincere appreciation for the outstanding work you have done in managing and maintaining the Airth Community Centre. As a resident of the Ward, I represented for the past 41 years and an active member of our community for over 35 years, I have had the pleasure of witnessing firsthand the positive impact this facility has had on our local area.

Throughout the years, the Community Centre has served as a hub for numerous activities and gatherings, fostering a strong sense of community and belonging among residents. As a regular user of the hall, I have always been impressed by how smoothly and efficiently it is run. The management committee has consistently demonstrated exceptional competence in overseeing the operations, ensuring that the Centre remains a welcoming and well-maintained space for all.

During my time as a local Councillor, where I served our community for just short of 20

years, I held weekly surgeries in the Centre. This experience further reinforced my admiration for the way the Centre is managed. The team's dedication to maintaining the facility and supporting the various needs of our community is truly commendable. Currently, as the Secretary and a Trustee of a local voluntary group, I continue to work closely with the management committee. They have offered our group the use of the hall regularly, if we require it. We are grateful for the collaborative relationship we have established. The Community Centre is a critical part of our activities, and we deeply appreciate the continued support and cooperation we receive from the management team. Airth Community Centre is undoubtedly a great local facility, run with excellence and a deep understanding of its importance to the community. It is not just a building; it is a central part of Airth's social fabric, bringing people together and fostering connections that strengthen our community.

Thank you once again for your dedication and hard work. I look forward to continuing our close collaboration in the future and to seeing the Community Centre thrive for many more years to come.

Yours sincerely,

[REDACTED]

[REDACTED]

Fri, Sep 13, 5:10 PM (7 days ago)

to me

Hi [REDACTED]

For my group, Zumba with [REDACTED], Airth Community Hall is essential to the physical and mental wellbeing of people in the village and beyond. Many studies have shown the importance of movement, in particular dance and fitness, in ongoing mental wellness.

There is no suitable alternative location within the area and therefore the hall remaining operational is imperative. The participants of the class do not only look after their fitness during the sessions, the class provides the opportunity for social interaction where this would otherwise be unobtainable. Airth is quite remote from its nearest main towns with minimal and unreliable transport links, which limits residents' ability to easily access other venues.

The community hall provides a central point within the village for community and fundraising events, such as the annual Christmas Light switch on.

Over the years, the hall has hosted Zumba fundraising events for various charities due to the facilities and space available on site over other halls within the district.

Closure of the hall would remove the opportunity of attendance at Zumba for the residents of Airth and surrounding villages. No alternative location is available within the local area.

Regards

[REDACTED]

From: [REDACTED]

Date: Fri, 13 Sept 2024, 20:26

Subject: Usage

To: [airthcommunitycentrescio@gmail.com](mailto:airthcommunitycentrescio@gmail.com) <[airthcommunitycentrescio@gmail.com](mailto:airthcommunitycentrescio@gmail.com)>

Good evening

I am a leader for the local Youth club which is ran from Airth Community Centre this is a great asset to us as we get to keep our children safe in the Centre without it we wouldn't have a youth Club and the children wouldn't have somewhere rather than the streets to hang out with their friends.

I also use the community centre for my work which is the local care home we attend events which are put on here and also use this ourselves. This is also our safe space if we were evacuated from the care home.

I have also previously used the hall for personal use for my children's birthday parties.

The community centre is vital to our Village for a number of reasons.

Many thanks

[REDACTED]

Airth Community Centre

Dear Committee

I am writing to provide a letter of recommendation for Airth Community Centre. As a vital establishment in our community, the centre plays a significant role in promoting the social and health well-being of the villagers. Its presence has been instrumental in providing essential services and support to the residents, especially considering the scarcity of public transport and other amenities in the area.

The Airth Community Centre has continuously demonstrated its commitment to fostering a sense of community and improving the overall quality of life for the residents. Through its diverse programs and services, the centre has successfully created a hub for social interaction, education, and wellness activities, positively impacting the lives of many individuals.

I am confident that the Airth Community Centre's continued operation and expansion will further contribute to the betterment of our community. It is my firm belief that supporting and investing in the centre will yield long-term benefits for all those it serves.

Sincerely,

High Street Resident

Survey completed by Ryden

Clients: Falkirk Council And Airth Community Hall Management Committee (Prospective Transfer Body) Valuation Date: Inspection Date: Surveyor: 25 September 2024 11 September 2024 Mark Thom MA (Hons) MRICS ASSET 9: AIRTH COMMUNITY HALL, 1 HIGH STREET, AIRTH, FK2 8JL 2.1 LOCATION Location – Falkirk Council Area and Airth 2.1.1 The Local Authority Area of Falkirk has a total population of approximately 158,400 (2022 Census). The north boundary of the Council area is formed by the south bank of the Firth of Forth. It is bounded to the west by the Council area of Stirling and to the south west it is bounded by North Lanarkshire. It is bounded to the south east and east by West Lothian. 2.1.2 The Council area lies in the Central Lowlands of Scotland and occupies an important position in the Forth Valley between Glasgow which lies c. 23.6 miles to the south west (of Falkirk town), Edinburgh which is approximately 25.8 miles east and Stirling which is roughly 13.9 miles north west. This strategic location ensured it has played an important role in Scottish history. 2.1.3 The principal settlements, by population, are Falkirk (population 34,627 at the 2022 Census), Grangemouth (16,016), Bo'ness (14,885), Larbert (12,682), Stenhousemuir (9,585) and Denny (9,384). Many of the settlements were historically physically separate but have, or have almost, merged together to form contiguous areas. The M9 (Edinburgh to Dunblane) motorway passes through the Council area with a number of junctions providing access to and from the local road network and individual settlements. It also connects to Glasgow via the M976 and M80. 2.1.4 The village of Airth (population 1,973 based on 2020 estimates) is situated on the south bank of the River Forth. It is located on the historic route linking Grangemouth with Stirling. That route is now the A905 main road with Grangemouth being situated approximately 5.4 miles to the south east and Stirling lying approximately 8 miles to the north west of the village. Location – Subject Property 2.1.5 The location is identified on the plans below: 2 Location Plan – Airth within the context of Falkirk / Grangemouth and Stirling Location Plan – subject property within the context of Airth 2.1.6 Airth Community Centre occupies a central position within the village. More specifically, it is situated on the west side of Main Street (the A905 main road which passes through Airth) on the south side of its T-junction with High Street. 2.2 DESCRIPTION Additional photographs are included at the end of this Report. 3 Floor Plan – as provided by the Client 2.2.1 The subjects can be briefly described as follows: • Detached single storey building of structural steel frame construction. The external walls are cavity block walls with dry dash render incorporating facing brick sections. The pitched roof is clad in concrete roof tiles. The plaque in the building states that it was opened in December 1996. • Self-contained site which includes a car park to the west of the building (access taken from High Street in the north) and an enclosed garden / children's play area to the south. • The building is accessed from the north via a disabled access ramp. Toilets (male and female) are provided off the central corridor, as well as two store rooms and an office. The hall lies to the south and it includes a kitchen with servery and two store rooms. The apex of the hall roof incorporates windows along the ridge line. A pedestrian door / fire escape leads to the external garden area. 2.2.2 Additional photographs are attached at the rear of this Report. 2.3 FLOOR AREAS 2.3.1 Ryden undertook a full measured inspection in accordance with the RICS Code of Measuring Practice (6th Edition). 2.3.2 Non-domestic buildings are analysed in the market based on a common measurement standard to allow for comparison between different buildings in the same category. The subjects comprise a community hall. Buildings of this ilk are typically appraised and analysed based on the gross internal area (GIA) which is essentially the overall internal floor area of the building measured to the internal face of the perimeter walls. 2.3.3 We estimate the Gross Internal Area (GIA) of the building to be approximately as follows: Description GIA (Sq m) GIA (Sq ft) Ground Floor 299.16 3,220 Total GIA: 299.16 3,220 TAL 4 2.4 SITE AREA 2.4.1 Ryden have not been furnished with a copy of the Title nor a Title Plan which confirms the specific boundary of the ownership. 2.4.2 Due to the nature and type of building (i.e. building developed on a larger Council landholding) it is assumed that the subject property may not currently have an individual /

separate Title. If and when the asset is sold / transferred then we assume a Title will need to be created (or the existing Title split) and the asset, with a specified boundary, will be transferred on that basis and registered on the Land Register of Scotland. That would be done as part of the Conveyancing process.

2.5 SERVICES 2.5.1 We understand the premises are served by mains electricity, gas and water with drainage assumed to be to the main sewer. None of the services have been tested by us.

2.6 CONDITION 2.6.1 We refer to the Terms of Engagement and the comments contained therein with regards to the condition of the individual assets. 2.6.2 Ryden are valuing the building in its current condition and configuration as at the valuation date. The building comprises a community hall. It is assumed that it was purpose designed and built for that specific use. Since that date it is assumed that regular maintenance and repairs were carried out but that, in more recent years, this was limited and perhaps only extended to patch repairs etc. 2.6.3 Ryden have been furnished with a copy of a Condition Survey prepared by Messrs Currie & Brown which is dated 5 September 2023. We refer to that document but do not intend to duplicate its content within this Report. The Executive Summary of that document includes a 'condition rating' and 'cost summary' as follows:

Currie & Brown Condition Rating	Condition Rating Definition (Letter)	Overall Building Fabric	Overall MEP (Mechanical, Electrical & Plumbing)	Overall Building Rating
B	Satisfactory – performing as intended but exhibiting minor deterioration.	B	D	Bad – life expired and/or serious risk of imminent failure; risk of injury.
C	Poor – exhibiting major defects and/or not operating as intended.	C	C	Poor – exhibiting major defects and/or not operating as intended.

5 Currie & Brown Cost Summary (Descending Order of Priority) Category Definition Cost of Remedial Works

Category	Definition	Cost
1.1	Immediate life expired and/or serious risk of imminent failure. Work required to be carried out where the element is currently Condition D.	£123,865
1.2	Life expired and/or serious risk of failure within 2 years. Work required to be carried out where the element is predicted to become Condition D within 2 years.	£4,940
1.3	Life expired and/or serious risk of failure within 5 years. Work required to be carried out where the element is predicted to become Condition D within 5 years.	£3,400
2	Medium Priority. Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 2 years but not sufficiently serious to result in building closure).	£18,135
3	Standard Priority. Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 5 years but not sufficiently serious to result in building closure).	£3,960
4	Low Priority. Work required to prevent deterioration of the fabric or services (i.e. is currently or will become Condition C or D within 10 years)	£850
<b>Total Costs</b>		<b>£155,150</b>

2.6.4 We understand that the abovementioned report itself is not in the 'public domain'. The associated costs (aggregate in the above table) are, however, in the public domain as they have been reported as part of the Council's Strategic Property Review reports where the aggregate sum is referred to as 'Total Backlog Maintenance'. 2.6.5 Prospective purchasers, acting prudently, would of course make their own enquiries and commission their own reports in respect of the condition of the property so that they are aware of (and can budget accordingly for) maintenance and repairs required to retain the property (and its internal parts and service apparatus) in an occupiable and safe condition going forward. 2.6.6 At the date of inspection, we were not aware of any invasive species such as Japanese Knotweed, hogweed or buddleia or similar species. We have not been provided with any external reports prepared in respect of asbestos or RAAC. 2.6.7 Any comments, issues or assumptions referred to are indicative only and not intended to be exhaustive. We would confirm that our valuation has been carried out on the basis that the subjects are in a reasonable state of repair at the current time and capable of beneficial occupation and use. We would confirm that Ryden have not carried out a building inspection report in respect of this valuation exercise. It is recommended that any defects are identified and remediated, and that a planned preventative maintenance programme is undertaken to ensure the upkeep of the fabric of the building and its internal parts.

2.7 ENVIRONMENTAL & FLOODING INVESTIGATIONS Energy Performance Certificate (EPC) 2.7.1 The client has not furnished Ryden with a copy of an EPC nor specifically advised if one has been prepared in recent years. 2.7.2 We have, as part of our enquiries, checked the publicly accessible

Scottish EPC Register. Based on a postcode search (FK2 8JL) we note that there appears to be no record of an EPC being submitted for the subjects.

6 2.1.1 An EPC is a legal requirement when a building is marketed for sale or lease and the client, should they ultimately decide to either market the subject property (To Let or For Sale) or to complete a transfer as a Community Asset Transfer, then they will need to satisfy themselves that the current EPC (if one exists) is in date or, failing that, to commission the preparation of a new EPC.

Flood Risk 2.7.3 We have undertaken a postcode search on SEPA's 'flood hazard and flood risk information' service which allows individual property addresses to be searched. The parameters of said service is that it considers a circular area of 50 metres radius around the address and, based on that, it returns general flood risk information based on three categories of flooding (namely flooding caused by coastal waters, rivers/watercourses and surface water) – each of which are categorised within three defined risk brackets namely low, medium and high.

2.7.4 The specific address of the subject property was identified based on a postcode search (FK2 8JL). The SEPA returns for the property were as follows: • Surface water – “no specific risk” • Watercourse / rivers – “no specific risk” • Coastal flooding – “no specific risk”

Radon 2.7.5 In addition, we have carried out investigations into unsafe levels of naturally occurring gases such as radon, on the Radon Map of Scotland which splits the country into 1 km grid squares. We note that the subject property lies within a grid square where all parts are in the lowest band of radon potential (less than 1%).

2.8 NON-DOMESTIC RATING 2.8.1 We have investigated the Scottish Assessors' Association webpage at [www.saa.gov.uk](http://www.saa.gov.uk) and we note that the subjects are currently entered in the Valuation Roll as follows:-

Description	Property Address	Proprietor	Tenant	Rateable Value (1 April 2023)
Community Centre	High Street Airth	Falkirk	FK2 8JL	Falkirk Council
Airth Management Committee		£26,500	Uniform Business Rate	(Rates Poundage)

2.8.2 Non Domestic Rates are payable by the occupier of commercial properties. The annual tax amount is calculated by multiplying the Rateable Value by the Rates Poundage (which is reviewed and amended annually). The rates poundage, namely the 'Basic Property Rate' which is applicable to premises with a Rateable Value of less than £51,000 is 49.8p for the current financial year (2024/25).

2.8.3 On that basis, rates payable will be approximately as follows based on the category of occupier:

Occupier Type	Annual Rates
Standard occupier (no relief)	£13,197
Charity (80% mandatory relief)	£2,640
Charity assuming extra 20% discretionary relief granted (i.e. 100% relief)	£0

7 Water and Sewerage Charges 2.8.4 The non-household water and sewerage industry in Scotland operates as a competitive market whereby the network is owned and operated by Scottish Water, who act as the wholesale supplier. As such, the occupier of the subject property will pay water and sewerage/drainage charges separately via an account with either Business Stream (Scottish Water's separate non-domestic retail business) or one of the various other Licenced Providers in the market.

2.9 PLANNING 2.9.1 The Falkirk Local Development Plan 2 (LDP2) is the statutory document which guides future development in the Council area for the period 2020-2040. It was adopted on 07 August 2020.

2.9.2 We have reviewed the interactive map for the LDP and note that the subject property lies within the defined settlement boundary of Airth but has no specific zoning / land use designation.

2.9.3 The building is not Listed and it does not lie within a Conservation Area.

2.9.4 We are unaware of any other local authority planning or highway proposals which are likely to have an adverse effect on the value of the property.

2.9.5 For the purpose of our valuation, we have assumed that the premises have planning permission for their present use and that all associated regulations and consents have been complied with.

2.10 TENURE – OUTRIGHT OWNERSHIP 2.10.1 We have not been furnished with a copy of the Title Deeds and, for the purpose of our valuation, have assumed that the title is good and marketable and is not encumbered by any onerous restrictions, unusual covenants or other burdens.

2.11 TENANCY DETAILS 2.11.1 The property is owned outright by Falkirk Council. We have not been advised of the nature of the current occupation. There may be a short / time limited lease of licence to occupy in place which grants rights to occupy and use the building to the proposed Transfer Body (or other party).

2.11.2 For the avoidance of any doubt, Ryden have been instructed to provide our opinion of Market Value of the subject asset assuming full vacant possession is available.

2.12

VALUATION CONSIDERATIONS 2.12.1 The subjects comprise a community hall building which dates from December 1996. The plaque within the building suggests it was donated to the Council by Kelvin Homes. It is assumed this formed part of some sort of planning agreement and the building was developed to serve the needs of the surrounding community, namely as a general purpose hall for the congregation and meeting of individuals and groups for a variety of purposes. 2.12.2 Buildings of this nature and location have historically been provided and funded by the Council but we understand community halls and centres are non-statutory services which means there is no legal requirement for Councils to provide these types of services and buildings. Going forward, as a result of significant budget pressures, it is assumed that Local Authorities across Scotland will withdraw the provision of some or potentially all of such buildings. Such buildings may be made available for sale / transfer via Community Asset Transfer or sale on the open market. Or, in the case of buildings with no perceived market, such buildings may ultimately end up being demolished with the cleared site thereafter being made available for sale (or retained as undeveloped ground). 2.12.3 We have not been advised of the specific basis of how the subject building has been operated in recent years. It is assumed, but not confirmed, that the Council covers the majority of costs (including utility and insurance costs as well as statutory compliance matters, repairs and maintenance and staffing costs where applicable) with the individual management committee responsible for managing the occupation and use of the building. Ryden have not been furnished with any details of the income or operation costs for the building. 2.12.4 That equation will change if the building is sold / transferred out of Council ownership and any prospective purchaser will become responsible for balancing the running costs against any income generated from the building. Even if the purchaser is a 'not for profit' operator they will need to take "commercial" decisions to ensure the viability of the continued operation of the building. Income may come from use / bookings of the building and any external funds from e.g. fundraising, grants and donations etc. 2.12.5 Falkirk Council published a 'Strategic Property Review Update' document in January 2024. It includes a 'property scorecard' for each asset identified in the review and that includes details of the running costs, namely actual identified costs for the 3 most recent years (2021/22 and 2022/23) and budget costs for 2023/24. The budget costs for the subject building for 2023/24 are set out in the table below. For context purposes, we have also included a devaluation of the annual costs based on floor area and also on a 'per day' basis. Budget Cost for 2023/24 Cost per sq ft per annum based on GIA Cost Per Day Property Costs - Direct property costs including: reactive and cyclical maintenance, utilities, cleaning and insurance costs. £12,237 £3.80 psf £33.53 (Net) Operating Costs - Is the operating cost of the property to deliver the service it provides. This includes property costs and additionally employee, transport, supplies & services and support costs plus income generated. £22,593 £7.02 psf £61.90 2.12.6 A specific Transfer Body has emerged for a transfer of the subject building as a Community Asset Transfer. We assume a business plan will have been submitted to demonstrate and explain how the prospective Transfer Body intends to fund the ongoing occupation and operation of the building. For the avoidance of doubt, Ryden have not been furnished with such a document (assuming it has been prepared). 2.12.7 Ryden have been instructed to provide an independent and objective opinion of the Market Value and Market Rent of the building based on the provisions of the RICS Valuation Standards (the 'Red Book'). The definition of those specific bases of value are included in the Terms of Engagement. 2.12.8 Market Value is essentially an informed opinion of what the building would achieve for a transfer between a willing buyer and willing seller if it was made available on the open market for sale, as a whole and assuming full vacant possession is available, after an appropriate marketing period. Whilst the specific Transfer Body would be one prospective purchaser of the asset under the hypothetical open market sale envisioned in the Market Value framework, we must consider what the market clearing price would be if it was made available to the 'market at large'. This ought, however, to exclude the effect of parties with a 'special' interest in a particular asset potentially being willing to pay above market rates to secure it. 1 The Red Book states that Market Value ignores any price distortions caused by special value (an amount that reflects particular attributes of an asset

that are only of value to a special purchaser) and represents the price that would most likely be achievable for an asset across a wide range of circumstances. “Special purchaser” is defined as; a particular buyer for whom a particular asset has a special value because of advantages arising from its ownership that would not be available to other buyers in a market. 9 2.12.9 The above comments also apply within the context associated with Market Rent (i.e. rights for the exclusive use of the building transferred to an occupier on a time limited lease in return for an annual rent being paid). 2.12.10 As per the Scope of Works, we have been specifically asked to provide our opinions of value on the basis that the building would continue in its existing use. It is assumed that the Title for the transfer would be burdened on that basis with a mechanism in place which would determine the course of action in the future should any changes to the building or site emerge. 2.12.11 The relative viability of the building in its existing configuration will impact on the price that the building could command on the open market. If the market determines that a particular building is not a viable occupation option then pricing will be discounted to reflect the cost of repairs/maintenance/adaptions etc and, if such costs are deemed unfeasible, then the building may be viewed as a development proposition with pricing potentially discounted even further. Whilst there is theoretically always a market clearing price for assets (or liabilities), some buildings can sit unoccupied and unsold for extended periods even if actively marketed. This is sometimes the result of the vendor stubbornly holding to unrealistic pricing aspirations. 2.12.12 In the case of the subject property, factors that affect value include the property and location specific factors (outlined above in this Report) but another variable is the relative condition of the property. As outlined at Section 2.6 above, the Condition Survey prepared on behalf of the Council in September 2023 identified c. £155,000 of remedial works. The current figure may now be higher given cost inflation, and also any due to any defects or deterioration that may have since emerged, in the intervening period since that Report was prepared. 2.12.13 In addition to maintenance and repair costs, a further consideration are the operating costs (budget figures outlined above). Prospective purchasers would have to be comfortable that they could meet these costs and it will impact on pricing. There will be efficiencies associated with the Council operating the building (e.g. potential for reduced costs based on the benefit of having large internal Council teams and expertise to manage an extensive portfolio of properties as well as contracts with external contractors and utility providers) but also there may be opportunities for reducing costs by having a focussed approach on the building. 2.12.14 Prospective purchasers of the subject asset, acting prudently as is directed under the Market Value framework, would have to arrive at their own views and opinions in formulating the price that they would be willing to pay to acquire the subjects. 2.12.15 Non-domestic properties are heterogeneous and are differentiated along a number of different lines. Pricing varies depending on a number of property specific factors and trade-offs including: location; size; quality of the building (including configuration and condition/degree of refurbishment) and; increasingly, ESG credentials. With regards to leased premises, the annual rent is also affected by the overall package of terms including the specific lease structure and the degree of flexibility and incentive granted. 2.12.16 Pricing for individual buildings (in terms of both rent and heritable interests) ought to reflect the balance of demand in the face of the supply and competing/alternative accommodation options in the sub-market at the time. Market participants and valuers ultimately use the transactional data and pricing signals to appraise and value individual properties. 2.12.17 Community halls and centres can take many forms, configurations and sizes. Such buildings have typically been provided by Local Authorities and this means that few such buildings have been sold on the open market. As outlined “Special value” is defined as; an amount that reflects particular attributes of an asset that are only of value to a special purchaser. 10 above, given budget pressures, more halls / centres may be listed for sale on the open market in the future. If and when such individual buildings sell they will create further benchmarks in terms of the comparable evidence base. It is assumed that such buildings will only be made available for sale on the open market where no viable interest emerges for Community Asset Transfers. There are a number of ‘case study’ examples of such Community Asset Transfers across Scotland but, whilst they will



presumably have been informed by an independent valuation, the specific sale / transfer price may differ from the underlying valuation and is not necessarily indicative of market pricing. 2.12.18 In arriving at our opinions on value, our judgements on the price that prospective purchasers might be willing to pay for the building have been informed by a process of collating and considering the details of the sale of a broad crosssection of building types and locations. We have then considered the nature of the subjects in comparison in opportunity cost terms based on our knowledge and experience of the wider market to form an opinion on how that would translate into pricing if the subject property was hypothetically made available for sale on the open market in accordance with the Market Value framework. 2.12.19 The comparable sales considered comprises buildings that share some similar features and includes former community halls, day centres, social clubs, masonic lodges and church halls. We have also considered former / deconsecrated church buildings, some of which are standalone and some of which include an adjoining general purpose hall, and some former school buildings. 2.12.20 It is recognised that there are trade-offs associated with the multitude of factors that impact the value of the individual comparisons considered (including age, condition, size, configuration and specific location of the buildings) and this must be considered relative to the subject property itself. Again, condition is a significant factor. Many buildings are offered for sale in very poor states of repair, with repair costs potentially mounting up to several hundred thousand pounds in some cases. 2.13 VALUATION METHODOLOGY 2.13.1 In drawing our thoughts to a conclusion, we have considered the manner in which we believe the market would appraise the subjects. Pricing will be derived by reference to sales evidence emanating from other buildings which have transacted with full or partial vacant possession and where pricing is generally analysed on a capital rate per sq m (per sq ft) basis. We have sought to value as we analyse by adopting gross internal areas when deriving capital rates. Market Value 2.13.2 Taking the forgoing in to consideration, we are of the opinion that the Market Value can be fairly stated at a sum in the order of £70,000. This reflects a blended overall rate of approximately £21.74 psf based on the GIA of 3,220 sq ft. Market Rent 2.13.3 We are of the opinion that the Market Rent can be fairly stated at a sum in the order of £10,000 pa. This reflects a blended overall rate of approximately £3.11 per sq ft when devalued over the total GIA. Concluding Remarks 2.13.4 We recognise that the asset will be held on Falkirk Council's accounts at a book value. A number of assets within the Council's ownership will have been classified as "specialised property." Such assets are defined as "a property that is rarely, if ever, sold in the market, except by way of a sale of the business or entity of which it is part, due to the uniqueness arising from its specialised nature and design, its configuration, size, location or otherwise". Where a property is identified as being "specialised" it can be held within accounts at a figure derived from a Depreciated Replacement Cost (DRC) approach to valuation. This is a materially different approach to Market Value. 2.13.5 DRC is normally used in situations where there is no directly comparable alternative, as such the comparison has to be made with a hypothetical substitute, also described as a Modern Equivalent Asset. Such valuations are prepared in accordance with UK VPGA 1.5 of the RICS Valuation – Global Standards (The Red Book) and the RICS Guidance Note "Depreciated Replacement Cost Method of Valuation for Financial Reporting (1st Edition)" effective from November 2018. 2.13.6 The DRC is the current cost of replacing an asset with its modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation. The DRC approach is based on the economic theory of substitution and involves comparing the asset being valued with another. However, DRC is normally used in situations where there is no directly comparable alternative. The comparison, therefore, has to be made with a hypothetical substitute, also described as a modern equivalent asset. The underlying theory is that the potential buyer as described in the Market Value definition in the exchange would not pay any more to acquire the asset being valued than the cost of acquiring an equivalent new one. The technique involves assessing all the costs of providing a modern equivalent asset using pricing at the valuation date. 2.13.7 In order to assess the price that the buyer would bid for the actual asset, depreciation adjustments have to be made to the gross

replacement cost to reflect the differences between it and the modern equivalent. These differences can reflect factors such as the comparative age or remaining economic life, the comparative running costs and the comparative efficiency and functionality of the actual asset. 2.13.8 When a valuation of a property in the public sector is derived using a Depreciated Replacement Cost method it must be stated that this is subject to the prospect and viability of the continued occupation and use. Where the Market Value on cessation of this use would be materially lower, a statement to this effect should have been provided. We assume this apply in the case of the subject property. In other words, the sum that could be realised through a sale of the actual asset on the open market (i.e. the opinion of Market Value reported herein) would be very significantly lower than the cost of constructing a similarly sized facility, even after accounting for depreciation. 2.13.9 An important part of the valuation discipline is being able to 'stand back' from the underlying financial mathematics and, having considered everything in the round, take a view on whether the valuation figure makes sense and is realistic in terms of how the asset would be perceived and priced if it was made available for sale in the open market. Having considered the available transactional evidence, the prevailing market conditions and the specific characteristics of the subject property, we are of the opinion that the values reported above are a fair reflection of the market as at the valuation date. 2.14 VALUATIONS 2.14.1 Taking the above factors into consideration, we are of the opinion that the values of the subject property, as at the valuation date outlined in the header of this Report, on the bases requested are as follows:- Market Value (Vacant Possession) Ryden's opinion of the Market Value of the outright ownership interest in the property assuming full vacant possession is available, as at the valuation date, is a sum in the order of: £70,000 (Seventy Thousand Pounds) Market Rent Ryden's opinion of the Market Rent as at the valuation date is a sum in the order of: £10,000 pa (Ten Thousand Pounds) per annum exclusive 12 We trust this is sufficient for your current purposes, however, should you require any further assistance or clarification please do not hesitate to contact us. ----- BLE (Hons) DMS FRICS ACI Arb RICS Registered Valuer For and on Behalf of Ryden LLP 13 Photos of the Subject Property (Taken on Inspection Date Stated in the Header of the Report) Building from north Building from north east Building from south east Building from west Enclosed play area to south of building Internal – hall

**Quotes for upgrading**

[IMAGES REDACTED]

## 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
Airth Community Centre, 1 High Street, Airth, Falkirk, FK2 8JL	Airth Community Centre	SCO53735	Lease	25 years	£12
			APPLICATION DETAILS	ADDITIONAL COMMENTS	ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor
<b>BENEFITS (OUTCOMES)</b>					
1. Objectives	Do project outcomes contribute to achieving the Council's priorities?	The project aligns with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition.		Supporting stronger and healthier communities is at the heart of community ownership	Very strong
2. Financial	Is there a financial saving on public sector costs?	The group estimates a revenue saving to the Council of £9,570 per annum ( <a href="#">SPR SAVING</a> )			Very strong
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 4,000 volunteer hours per annum Generating a financial equivalent of circa £104,000 public benefit per annum			Very strong
	Current market valuation of the property whether by sale or rent	£70,000 market value ownership £10,000 per annum rental			Very strong
	Backlog maintenance figure from C&B report	£155,150			Very strong
3. Non-financial benefits	What is the impact on:				
	(i) economy	A busy, thriving Hall will bring more people to the neighbourhood and contribute to increased footfall at businesses and amenities. The youth club provides opportunities for local youngsters to volunteer, giving them the opportunity to obtain relevant qualifications to help with the advancement of their career. Due to the asset transfer, the hall will benefit the local community with creating volunteering opportunities through joining the committee, upkeep of the hall (ie cleaning, gardening, arranging community events, fundraising for the hall).			Very strong
	(ii) regeneration	Proposed upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable. The group intends to regenerate the garden area into a sustainable community garden by growing fruit and vegetables that the community can use. This will be done by volunteers living in the village which will in turn contribute to the community as well as helping to regenerate the physical look of the area.			Very strong
	(iii) public health	Various low-cost exercise classes are available to all villagers at any level of physical needs to help with their mental and physical health.  The Business Plan explains that although the village is a great place to live, the rural location and lack of transport and amenities can lead to isolation and thus to poor mental health. The Centre volunteers gain a sense of purpose in helping the community thrive which in turn helps with their mental health, by taking pride of what they are doing for the community of Airth.			Very strong
(iv) social wellbeing	The youth club is run by local volunteers and is attended by around 40 children per week. This is a safe space for children to explore and learn new skills either physically or mentally. The senior citizen group hold their weekly club at the centre. For some participants, this is the only time they see another person, thereby enabling healthy mental wellbeing through socialising and combatting isolation.			Very strong	

	(v) environment / climate change (including figures on carbon dioxide equivalent)	<p>Capital works are proposed including a new boiler and new windows which will improve the building's energy efficiency.</p> <p>The group aspire to transforming part of the rear garden into a growing plot, where the community will be able to grow fresh fruit and vegetables. This has the potential to help people financially, as well as educating participants on sustainable growing practices. The centre can engage the community in environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.</p>		
	(vi) other	Activities in the centre include Paracise, Zumba, senior citizens group, youth club, yoga, circuit training, highland dancing group, pipe band lessons, councillor surgeries. It is also available to hire for parties.		Very strong
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	The hall has disabled access with a ramp at the front and rear of the property. As the facilities are all on the ground floor all rooms are readily accessible for people with disabilities.		Strong
	(ii) Promotes equality	The group have identified that financial hardship, poor physical health, and social stressors are barriers to local people taking part in physical exercise; they propose to set up a gym area within the building to address this need. This will be facilitated by local volunteers.		Strong
<b>ABILITY TO DELIVER / SUSTAINABILITY</b>				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number		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?	<ul style="list-style-type: none"> <li>• Business plan addresses all the main areas</li> <li>• Financial forecasts show a positive cash position / surplus at end of every year</li> </ul>		Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	The hall lets have been managed by the voluntary committee since the mid-1990's so there is a solid wealth of skills and experience that is passed onto new committee members whenever the board is refreshed. The financial forecasts are satisfactory.		Very strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	<p>The Trustees meet regularly and keep in close contact with all groups and projects operating from the Hall.</p> <p>They state they will measure the usage of the hall on a monthly, quarterly and yearly basis, against their aims to increase usage by 20% for the first 2 years. To achieve this, they will boost their social media platform of the hall and for long term hires a financial incentive will be offered.</p>		Very strong

**COMMUNITY ASSET TRANSFER**

**ASSESSMENT PRO-FORMA**

		They plan to monitor their social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users.		
<b>COMMUNITY SUPPORT</b>				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	<p>Yes. The proposal is entirely community-led. The group maintain that there is a need, genuine desire, and support, for the community asset transfer, and they include written evidence of this, in the form of letters of support.</p> <p>A recent poll run by the group asking the community for ideas to develop the Hall's offering found that people would like to have a 3 monthly car boot sale in the hall with villagers able to hire the tables for selling items. The rationale was that the lack of public transport on a Sunday means that villagers without the use of a car cannot go to the main car boot sales that are situated in the town centre. The group will be exploring this option.</p>		Very strong
10. Local Community Support	What evidence has been provided of local community support?	<p>Letters of support have been provided, expressing eloquently the important role that the centre plays in village life.</p> <p>Extract from one of the letters of support submitted by the group.</p> <p><i>“As a vital establishment in our community, the centre plays a significant role in promoting the social and health well-being of the villagers. Its presence has been instrumental in providing essential services and support to the residents, especially considering the scarcity of public transport and other amenities in the area.</i></p> <p><i>The Airth Community Centre has continuously demonstrated its commitment to fostering a sense of community and improving the overall quality of life for the residents. Through its diverse programs and services, the centre has successfully created a hub for social interaction, education, and wellness activities, positively impacting the lives of many individuals.”</i></p>		Very strong
<b>OTHER</b>				
<b>Is the building currently staffed?</b>		HR have been consulted and as the centre was not staffed, there are no staffing issues. No employees worked within the building being considered for Community Asset Transfer in this report and therefore no TUPE considerations apply.		
		The group states it may wish to purchase the building before the expiry of the 25 year lease		

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

Evidence	Overview
Very strong	Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste.
Strong	Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money.
Moderate	Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money.
Weak	Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money.
Poor	Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money.

EPIA

QUAL

INCOME	Start up	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	TOTAL
Main Hall Hire		960.00	960.00	960.00	960.00	960.00	960.00	960.00	960.00	960.00	960.00	960.00	960.00	11520
Small Room Hire		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
														breakfast club that childminder is holding
Kitchen Hire		0.00	0.00	0.00	0.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	320
Event Hire		150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1800
														indoor car boot sale - fundraiser every 3 months for centre
Fundraising		150.00	0.00	0.00	150.00	0.00	0.00	150.00	0.00	0.00	150.00	0.00	0.00	600
Grants		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Sponsorship		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Balance	10349.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10349
<b>TOTAL CASH IN</b>	<b>10349</b>	<b>1340</b>	<b>1190</b>	<b>1190</b>	<b>1340</b>	<b>1230</b>	<b>1230</b>	<b>1380</b>	<b>1230</b>	<b>1230</b>	<b>1380</b>	<b>1230</b>	<b>1230</b>	<b>25549</b>
<b>EXPENDITURE</b>														
<b>Maintenance</b>														
Floor Maintenance		30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Outdoor Maintenance		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Building Maintenance		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
<b>Statutory Compliance</b>														
PAT Testing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire extinguishers		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
														this will be carried out by electrical engineer on committee - volunteer hours
Emergency Lighting		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Asbestos Management Check		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Safety Check		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Fire Alarm System Check		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
														this will be carried out by electrical engineer on committee - volunteer hours
Food Hygiene		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
														not required - if kitchen is used upto hires to have their own food hygiene certificate
<b>Staffing/Volunteer Costs</b>														
Wages		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
														no staff expenditure - the centre will be run by volunteers
<b>Overheads</b>														
Rates		441.69	441.66	441.66	441.69	441.66	441.66	441.66	441.68	441.66	441.66	441.66	441.66	5300.00
Building Insurance		90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	1080.00
Contents Insurance/public liability insurance		9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	115.20
<b>Utilities</b>														
Gas		210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	2520.00
Electricity		120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1440.00
Mobile		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste		80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
PHS Sanitary		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>														
Professional fees & Licenses (Accountant, Bookkeeper)		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1200.00
CCTV maintenance		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Security		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries		40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
Funded Costs/Redevelopment Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
														we have a social media volunteer that is going to do all advertising for zero money
Advertising/Marketing/Signage		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance Rights		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials (including Cleaning)		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
<b>TOTAL CASH OUT</b>	<b>0</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>1256</b>	<b>15075</b>
<b>NET CASH FLOW</b>	<b>10349</b>	<b>84</b>	<b>-66</b>	<b>-66</b>	<b>84</b>	<b>-26</b>	<b>-26</b>	<b>124</b>	<b>-26</b>	<b>-26</b>	<b>124</b>	<b>-26</b>	<b>-26</b>	<b>10474</b>
<b>OPENING BALANCE</b>	<b>0</b>	<b>10349</b>	<b>10433</b>	<b>10366</b>	<b>10300</b>	<b>10384</b>	<b>10358</b>	<b>10331</b>	<b>10455</b>	<b>10429</b>	<b>10403</b>	<b>10526</b>	<b>10500</b>	<b>10500</b>
<b>CLOSING BALANCE</b>	<b>10349</b>	<b>10433</b>	<b>10366</b>	<b>10300</b>	<b>10384</b>	<b>10358</b>	<b>10331</b>	<b>10455</b>	<b>10429</b>	<b>10403</b>	<b>10526</b>	<b>10500</b>	<b>10474</b>	

Notes: the committee has agreed with the fundraising volunteers to hold a car boot sale every 3 month in the hall. Also planning to do other fundraising throughout the year but no concrete dates on these (extra income will be raised for the centre through this). 2: The committee will be going for funding for a replacement main hall floor as there is cracks on the existing one, this isnt a major repair at the moment but in the next 5 years we will be wanting to replace it. 3: due to the variety of committee members skill set we are able to do alot of the statutory compliance work for zero expenditure to the hall. "Rates" in the overhead section is incase we have to pay the 20% business rate that the council pay at the moment.



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
Main Hall Hire	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	12000
Small Room Hire	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
Kitchen Hire	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	496.8
Event Hire	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3600
Fundraising	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2640
Grants	#####	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25810
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CASH IN</b>	<b>27454</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>1644</b>	<b>45540</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Floor Maintenance	31.05	31.05	31.05	31.05	31.05	31.05	31.05	31.05	31.05	31.05	31.05	31.05	372.60
Outdoor Maintenance	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	248.40
Building Maintenance	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
<b>Statutory Compliance</b>													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Lighting	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Asbestos Management Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Safety Check	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	186.30
Fire Alarm System Check	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Food Hygiene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Staffing/Volunteer Costs</b>													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Overheads</b>													
Rates	457.15	457.12	457.12	457.15	457.12	457.12	457.12	457.14	457.12	457.12	457.12	457.12	5485.50
Building Insurance	93.15	93.15	93.15	93.15	93.15	93.15	93.15	93.15	93.15	93.15	93.15	93.15	1117.80
Contents Insurance	9.94	9.94	9.94	9.94	9.94	9.94	9.94	9.94	9.94	9.94	9.94	9.94	119.23
Public Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Utilities</b>													
Gas	217.35	217.35	217.35	217.35	217.35	217.35	217.35	217.35	217.35	217.35	217.35	217.35	2608.20
Electricity	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	124.20	1490.40
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	993.60
PHS Sanitary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>													
Professional fees & Licenses (Accountant, B	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	103.50	1242.00
CCTV maintenance	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	496.80
Funded Costs/Redevelopment Costs	5640.00	5770.00	#####	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#####
Advertising/Marketing/Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials (including Cleaning)	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	248.40
<b>TOTAL CASH OUT</b>	<b>6940</b>	<b>7070</b>	<b>15700</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>41413</b>
<b>NET CASH FLOW</b>	<b>20514</b>	<b>-5426</b>	<b>-14056</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>344</b>	<b>4128</b>
<b>OPENING BALANCE</b>	<b>10474</b>	<b>30988</b>	<b>25562</b>	<b>11506</b>	<b>11850</b>	<b>12194</b>	<b>12538</b>	<b>12882</b>	<b>13225</b>	<b>13569</b>	<b>13913</b>	<b>14257</b>	
<b>CLOSING BALANCE</b>	<b>30988</b>	<b>25562</b>	<b>11506</b>	<b>11850</b>	<b>12194</b>	<b>12538</b>	<b>12882</b>	<b>13225</b>	<b>13569</b>	<b>13913</b>	<b>14257</b>	<b>14601</b>	

Notes the additional extra income on year 2 will be the added fundraising campaigns throughout the year (race night, Spooky night, girls night, plus the closure of the church hall means we can hold the summer and spring fayre in the community centre



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
Main Hall Hire	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	1035.00	12420
Small Room Hire	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
Kitchen Hire	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	514.188
Event Hire	310.50	310.50	310.50	310.50	310.50	310.50	310.50	310.50	310.50	310.50	310.50	310.50	3726
Fundraising	227.70	227.70	227.70	227.70	227.70	227.70	227.70	227.70	227.70	227.70	227.70	227.70	2732.4
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CASH IN</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>1702</b>	<b>20421</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Floor Maintenance	32.14	32.14	32.14	32.14	32.14	32.14	32.14	32.14	32.14	32.14	32.14	32.14	385.64
Outdoor Maintenance	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	257.09
Building Maintenance	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
<b>Statutory Compliance</b>													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Lighting	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Asbestos Management Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Safety Check	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	192.82
Fire Alarm System Check	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Food Hygiene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Staffing/Volunteer Costs</b>													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Overheads</b>													
Rates	473.15	473.12	473.12	473.15	473.12	473.12	473.12	473.14	473.12	473.12	473.12	473.12	5677.49
Building Insurance	96.41	96.41	96.41	96.41	96.41	96.41	96.41	96.41	96.41	96.41	96.41	96.41	1156.92
Contents Insurance	10.28	10.28	10.28	10.28	10.28	10.28	10.28	10.28	10.28	10.28	10.28	10.28	123.41
Public Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Utilities</b>													
Gas	224.96	224.96	224.96	224.96	224.96	224.96	224.96	224.96	224.96	224.96	224.96	224.96	2699.49
Electricity	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	128.55	1542.56
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>													
Professional fees & Licenses (Accountant, Boc	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	1285.47
CCTV maintenance	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	514.19
Funded Costs/Redevelopment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Marketing/Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials (including Cleaning)	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	257.09
<b>TOTAL CASH OUT</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>1346</b>	<b>16149</b>
<b>NET CASH FLOW</b>	<b>356</b>	<b>-5616</b>	<b>-14548</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>356</b>	<b>4272</b>
<b>OPENING BALANCE</b>	<b>14601</b>	<b>32072</b>	<b>26456</b>	<b>11908</b>	<b>12264</b>	<b>12620</b>	<b>12976</b>	<b>13332</b>	<b>13688</b>	<b>14044</b>	<b>14400</b>	<b>14756</b>	
<b>CLOSING BALANCE</b>	<b>14957</b>	<b>26456</b>	<b>11908</b>	<b>12264</b>	<b>12620</b>	<b>12976</b>	<b>13332</b>	<b>13688</b>	<b>14044</b>	<b>14400</b>	<b>14756</b>	<b>15112</b>	
<b>Notes</b>													

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
Main Hall Hire	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	1071.23	12854.7
Small Room Hire	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
Kitchen Hire	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	532.185
Event Hire	321.37	321.37	321.37	321.37	321.37	321.37	321.37	321.37	321.37	321.37	321.37	321.37	3856.41
Fundraising	235.67	235.67	235.67	235.67	235.67	235.67	235.67	235.67	235.67	235.67	235.67	235.67	2828.03
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CASH IN</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>1761</b>	<b>21136</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Floor Maintenance	33.26	33.26	33.26	33.26	33.26	33.26	33.26	33.26	33.26	33.26	33.26	33.26	399.14
Outdoor Maintenance	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	266.09
Building Maintenance	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
<b>Statutory Compliance</b>													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Lighting	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Asbestos Management Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Safety Check	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	199.57
Fire Alarm System Check	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Food Hygiene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Staffing/Volunteer Costs</b>													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Overheads</b>													
Rates	489.71	489.68	489.68	489.71	489.68	489.68	489.68	489.70	489.68	489.68	489.68	489.68	5876.20
Building Insurance	99.78	99.78	99.78	99.78	99.78	99.78	99.78	99.78	99.78	99.78	99.78	99.78	1197.42
Contents Insurance	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	127.72
Public Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Utilities</b>													
Gas	232.83	232.83	232.83	232.83	232.83	232.83	232.83	232.83	232.83	232.83	232.83	232.83	2793.97
Electricity	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	133.05	1596.55
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>													
Professional fees & Licenses (Accountant, Boc	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	110.87	1330.46
CCTV maintenance	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	532.18
Funded Costs/Redevelopment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Marketing/Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials (including Cleaning)	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	266.09
<b>TOTAL CASH OUT</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>1393</b>	<b>16714</b>
<b>NET CASH FLOW</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>368</b>	<b>4422</b>
<b>OPENING BALANCE</b>	<b>15112</b>	<b>15481</b>	<b>15849</b>	<b>16218</b>	<b>16586</b>	<b>16955</b>	<b>17323</b>	<b>17692</b>	<b>18060</b>	<b>18429</b>	<b>18797</b>	<b>19165</b>	
<b>CLOSING BALANCE</b>	<b>15481</b>	<b>15849</b>	<b>16218</b>	<b>16586</b>	<b>16955</b>	<b>17323</b>	<b>17692</b>	<b>18060</b>	<b>18429</b>	<b>18797</b>	<b>19165</b>	<b>19534</b>	
<b>Notes</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
Main Hall Hire	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	1108.72	13304.6
Small Room Hire	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
Kitchen Hire	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	550.811
Event Hire	332.62	332.62	332.62	332.62	332.62	332.62	332.62	332.62	332.62	332.62	332.62	332.62	3991.38
Fundraising	243.92	243.92	243.92	243.92	243.92	243.92	243.92	243.92	243.92	243.92	243.92	243.92	2927.02
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CASH IN</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>1823</b>	<b>21875</b>
<b>EXPENDITURE</b>													
<b>Maintenance</b>													
Floor Maintenance	34.43	34.43	34.43	34.43	34.43	34.43	34.43	34.43	34.43	34.43	34.43	34.43	413.11
Outdoor Maintenance	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	275.41
Building Maintenance	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
<b>Statutory Compliance</b>													
PAT Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Lighting	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Asbestos Management Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Safety Check	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	206.55
Fire Alarm System Check	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Food Hygiene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Staffing/Volunteer Costs</b>													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Overheads</b>													
Rates	506.85	506.82	506.82	506.85	506.82	506.82	506.82	506.84	506.82	506.82	506.82	506.82	6081.87
Building Insurance	103.28	103.28	103.28	103.28	103.28	103.28	103.28	103.28	103.28	103.28	103.28	103.28	1239.32
Contents Insurance	11.02	11.02	11.02	11.02	11.02	11.02	11.02	11.02	11.02	11.02	11.02	11.02	132.19
Public Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Utilities</b>													
Gas	240.98	240.98	240.98	240.98	240.98	240.98	240.98	240.98	240.98	240.98	240.98	240.98	2891.76
Electricity	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	137.70	1652.43
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>													
Professional fees & Licenses (Accountant, Boc	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	114.75	1377.03
CCTV maintenance	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	550.81
Funded Costs/Redevelopment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising/Marketing/Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials (including Cleaning)	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	275.41
<b>TOTAL CASH OUT</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>1442</b>	<b>17299</b>
<b>NET CASH FLOW</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>381</b>	<b>4576</b>
<b>OPENING BALANCE</b>	<b>19534</b>	<b>19915</b>	<b>20297</b>	<b>20678</b>	<b>21059</b>	<b>21441</b>	<b>21822</b>	<b>22203</b>	<b>22585</b>	<b>22966</b>	<b>23348</b>	<b>23729</b>	
<b>CLOSING BALANCE</b>	<b>19915</b>	<b>20297</b>	<b>20678</b>	<b>21059</b>	<b>21441</b>	<b>21822</b>	<b>22203</b>	<b>22585</b>	<b>22966</b>	<b>23348</b>	<b>23729</b>	<b>24110</b>	
<b>Notes</b>													

## Equality & Poverty Impact Assessment 00930 (Version 1)

### SECTION ONE: ESSENTIAL INFORMATION

<b>Service &amp; Division:</b>	Place Services Invest Falkirk	<b>Lead Officer Name:</b>	[REDACTED]
		<b>Team:</b>	Asset Management
		<b>Tel:</b>	[REDACTED]
		<b>Email:</b>	[REDACTED]
<b>Proposal:</b>	Community Asset Transfer of Airth Community Centre	<b>Reference No:</b>	

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

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	Yes	No	No

**Other, please specify:**

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

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

**SECTION TWO: FINANCIAL INFORMATION**

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£9,570	
Reduction to this service budget (£'0000s)	Per Annum:	£9,570	
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/10/2024	
	End Date (if any):	01/10/2024	

**SECTION THREE: EVIDENCE**

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

**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.

With the wide range of classes, groups and activities that take place here every day of the week we estimate that well over 100 people a week are using the facility.

The market for the facility is predominantly Airth, which based on the 2020 census has a population of circa 2,000.

The village has over 700 households with just over 60% of the population of working age and 20% being aged 65 or over.

Our secondary target market will be the villages which neighbour Airth, and more broadly the Falkirk District area which has a population of circa 160,000.

**B - Qualitative Evidence**

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

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

*Comment from one of the centre users:*

*"As a vital establishment in our community, the centre plays a significant role in promoting the social and health well-being of the villagers. Its presence has been instrumental in providing essential services and support to the residents, especially considering the scarcity of public transport and other amenities in the area"*

Activities in the centre which contribute to better mental health, increased social connection and strong community spirit include Paracise, Zumba, senior citizens group, youth club, yoga, circuit training, highland dancing group, pipe band lessons, councillor surgeries. It is also available to hire for parties.

**Best Judgement:**

**Has best judgement been used in place of data/research/evidence?**

No

**Who provided the best judgement and what was this based on?**

**What gaps in data / information were identified?**

**Is further research necessary?**

No

**If NO, please state why.**

We did not use Best Judgement, we used data from the application form and the Business Plan

**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>	villagers and users of the facility	
<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	Online polls have revealed a great appetite for keeping the facility open. A recent poll run by the group asking the community for ideas to develop the Hall's offering found that people would like to have a 3 monthly car boot sale in the hall with villagers able to hire the tables for selling items. The rationale was that the lack of public transport on a Sunday means that villagers without the use of a car cannot go to the main car boot sales that are situated in the town centre. The group will be exploring this option.
<b>Display / Exhibitions</b>	No	
<b>User Panels</b>	No	
<b>Public Event</b>	Yes	Villagers are overwhelmingly keen to see the facility stay open and thrive.
<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	



**Is further engagement recommended?**

No

## SECTION FIVE: ASSESSING THE IMPACT

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

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		Senior citizens meet-up will continue. Youth Club will continue.
Disability	✓			No restrictions on who can use the facility as it is open to all
Sex	✓			No restrictions on who can use the facility as it is open to all
Ethnicity	✓			No restrictions on who can use the facility as it is open to all
Religion / Belief / non-Belief	✓			No restrictions on who can use the facility as it is open to all
Sexual Orientation	✓			No restrictions on who can use the facility as it is open to all
Transgender	✓			No restrictions on who can use the facility as it is open to all
Pregnancy / Maternity	✓			No restrictions on who can use the facility as it is open to all
Marriage / Civil Partnership	✓			No restrictions on who can use the facility as it is open to all
Poverty		✓		Plans for community growing area could help people on low incomes get access to fresh vegetables
Care Experienced	✓			No restrictions on who can use the facility as it is open to all
Other, health, community justice, carers etc.	✓			No restrictions on who can use the facility as it is open to all
Risk (Identify other risks associated with this change)				

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

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

**SECTION SIX: PARTNERS / OTHER STAKEHOLDERS**

<b>Which sectors are likely to have an interest in or be affected by the proposal / policy / project?</b>		<b>Describe the interest / affect.</b>
<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>	Yes	The centre is used as a gathering place in emergencies.
<b>Third Sector</b>	Yes	Community groups meet at the centre
<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 mitigation to closure and this was noted in the EPIA's undertaken. Officers have been working closely with community

groups to progress with Community Asset Transfer for this facility and are now in receipt of a full CAT application.

This EPIA has been undertaken with the information available to Falkirk Council at this time and based on current operations however, under a CAT model, it's up to the

community group to manage the operations of that building going forward as Falkirk Council have now withdrawn from these buildings in line with the Council decision.

This building will continue to be available to the local community as a key community asset and it's anticipated that existing groups can continue to utilise the

building and therefore there is no known perceived negative impact at this time.

<b>Are actions being reported to Members?</b>	Yes
<b>If yes when and how ?</b>	Council Executive, 13th February 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 facility open, means no negative impacts for groups or individuals
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

**SECTION NINE: LEAD OFFICER SIGN OFF**

Lead Officer:

Signature:		Date:	10/12/2024
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**SECTION TEN: EPIA TASK GROUP ONLY**

<b>OVERALL ASSESSMENT OF EPIA:</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?	Yes
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<b>ASSESSMENT FINDINGS</b>	The EPIA is based on consultation with service users and the local community, and draws on available data.	
If YES, use this box to highlight evidence in support of the assessment of the EPIA		
If NO, use this box to highlight actions needed to improve the EPIA		

<b>Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u>?</b>	Yes / No	If YES, please describe:

**LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA**

LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	

**SECTION ELEVEN: CHIEF OFFICER SIGN OFF**

<b>Director / Head of Service:</b>		
<b>Signature:</b>		<b>Date:</b> 12/12/2024