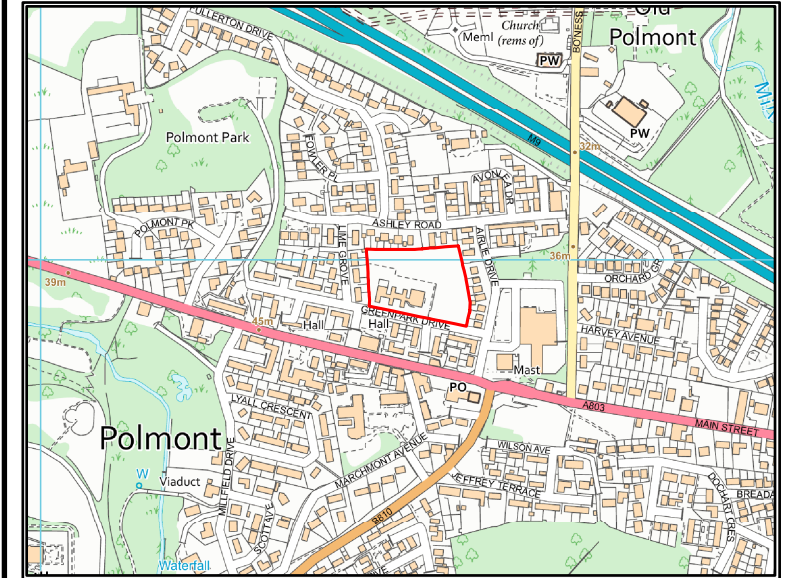


# Falkirk Council



LOCATION PLAN

scale: 1:10,000

Subject:

## Greenpark Community Centre, Polmont

Area: 11,584 sqm (2.86 acres) or thereby.

Scale:  
1:1,000

Plan No:  
3197

Date:  
19.11.2024



### Place Services

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



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NS9378

# **CONSTITUTION OF POLMONT COMMUNITY HUB**

## **CONSTITUTION OF POLMONT COMMUNITY HUB - SCIO**

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Charities and Trustee Investment (Scotland) Act 2005

**Constitution  
of  
POLMONT COMMUNITY HUB**

In this constitution, the following definitions apply throughout:

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

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

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

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

	<b>NAME</b>
1	The name of the organisation is “Polmont Community Hub” 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 (and must remain in Scotland).
	<b>DEFINITION OF COMMUNITY AND PURPOSES</b>
4	The Organisation has been formed to benefit the community of Polmont and the surrounding areas (the "Community"), with the following purposes (the "Purposes"):
4.1	To provide, or assist in the provision of, facilities for recreation or other leisure time occupation, where such provision or assistance is: <ul style="list-style-type: none"> <li>a) in the interests of social welfare;</li> <li>b) made with the object of improving the conditions of the life of the members of the community in the area of benefit &amp; for the purposes to associate with voluntary organisations and inhabitants in the area of benefit.</li> </ul>
	<b>POWERS</b>
5	The SCIO has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.  In particular, (but without limiting the range of powers available under the 2005 Act), the SCIO has power:
5.1	to encourage and develop a spirit of voluntary or other commitment by, or cooperation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Organisation to achieve the Purposes;
5.2	to promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes;
5.3	to provide advice, consultancy, training, tuition, expertise and assistance;
5.4	to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute clauses, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;
5.5	to purchase, take on lease, hire, or otherwise acquire any property suitable for the organisation;
5.6	to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate (or arrange for the professional or other appropriate management and operation of) the organisation's property;
5.7	to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the organisation;

5.8	to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;
5.9	to employ, contract with, train and pay such staff (whether employed or selfemployed) 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 (20) members at any time; and
8.1	In the event that the number of members falls below twenty (20) the Board may conduct only essential business other than taking steps to ensure the admission of sufficient Ordinary Members to achieve the minimum number.
9	Membership of the organisation is open to:
9.1	Individuals aged 16 or over who (and groups which) are members of the Community ("Ordinary Members");
9.2	If an Individual or group ceases to fulfil the criteria within clause 9.1, that Individual or group must inform the Organisation.
<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 an Group must be signed on behalf of that Group.
10.1	The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming an Ordinary Member.
11	Membership of the organisation may not be transferred by a member.

<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 28day 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 28day 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: a) their full name; b) their address; and c) the date on which they were registered as a member of the organisation.
17.1	Where any member is not an individual, the register must also contain: a) any other name by which the member is known; b) the principal contact for the member; c) any number assigned to it in the Scottish Charity Register, if it is a charity; and d) any number with which it is registered as a company, if it is a company.
17.2	For each former member the register must set out, for at least six years from the date on they ceased to be a member: a) their name; and b) the date on which they ceased to be a member.
17.3	The Board must ensure that the register of members is updated within 28 days of receiving notice of any change.
17.4	If a member or Charity Trustee of the Organisation requests a copy of the register of members, the Board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable. If the request is made by a member (rather than a Charity Trustee), the Board may provide a copy which has the addresses blanked out.
<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	<p>The Charity Trustees shall cause a register of associates to be maintained containing:</p> <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	<p>in the case of an Individual:</p> <ul style="list-style-type: none"> <li>(a) that Individual becomes insolvent or apparently insolvent or makes any arrangement with their creditors; or</li> <li>(b) that Individual has died; or</li> </ul>
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	<p>The business of each AGM shall include:</p> <ul style="list-style-type: none"> <li>(a) a report by the Chairperson on the activities of the Organisation;</li> </ul>

	<ul style="list-style-type: none"> <li>(b) the election of Elected Charity Trustees;</li> <li>(c) the fixing of annual subscriptions if applicable;</li> <li>(d) consideration of the accounts of the Organisation;</li> <li>(e) a report of the auditor if applicable; and</li> <li>(f) the appointment of the auditor if applicable.</li> </ul>
	<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	<p>The notice must specify the place, date and time of the GM, the general nature of business to be dealt with at the meeting; and</p> <ul style="list-style-type: none"> <li>(a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); and</li> <li>(b) in the case of any special resolution (as defined in clause 30) must set out the exact terms of the resolution.</li> </ul>
23.3	Notice of every members' meeting must be given to all the members of the organisation, and to all the Charity Trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
	<b>CHAIRPERSON OF GENERAL MEETINGS</b>
24	<ul style="list-style-type: none"> <li>(a) The Chairperson of the organisation shall act as Chairperson of each GM.</li> <li>(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.</li> <li>(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.</li> </ul>
	<b>QUORUM AT GENERAL MEETINGS</b>
25	<p>The quorum for a GM shall be the greater of:</p> <ul style="list-style-type: none"> <li>(a) eleven Members; or</li> <li>(b) 50% of the Members, present either in person or by proxy.</li> </ul> <p>No business shall be dealt with at any GM unless a quorum is present.</p>
25.1	If a quorum is not present within 15 minutes after the time at which the GM was due to start (or if, during a GM, a quorum ceases to be present) the GM shall be adjourned until such time, date and place as may be fixed by the Chairperson of the GM.

25.2	The Board may make arrangements in advance of a GM to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other; and all Members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the GM.
<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	A secret ballot may be demanded by: <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, 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.</li> </ul>
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	Certain resolutions must be passed as Special Resolutions, including resolutions: <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> 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).
30	Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, and shall have effect as if they had been passed at a GM, provided the terms of this Clause are followed.
30.1	An Ordinary Resolution may be passed in writing if signed by a simple majority of all the Members.

30.2	A Special Resolution to wind up the Organisation may be passed in writing if signed by all the Members.
30.3	Any other Special Resolution may be passed in writing if signed by not less than two thirds of all the Members.
30.4	Written resolutions must be sent to all Members at the same time (the "Circulation Date") in hard copy (posted or hand-delivered) or electronic form (faxed or emailed), or by means of a website.
30.5	Written resolutions must be accompanied by a statement informing the Member: <ul style="list-style-type: none"> <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	A written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Members.
30.7	Once a Member has signed and returned a written resolution in agreement thereto, that Members' agreement is irrevocable.
30.8	The Members may require the Organisation to circulate a written resolution.
30.8.1	The resolution must be requested by at least 5% of the Members. Requests must be in hard copy (posted or hand-delivered) or electronic form (faxed or e-mailed), must identify the resolution and may be accompanied by a statement not exceeding 1,000 words which the Organisation will also be required to circulate.
30.8.2	The Board may reject the resolution but must provide reasons for doing so to the members requesting the resolution.
30.8.3	If accepted, the Organisation must circulate the resolution and any accompanying statement within 21 days, and may require the requesting Members to cover the expenses it incurs circulating the resolution.
	<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 three (3) and the total number of Charity Trustees shall not be more than thirty (30)
<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 three (30) (with a minimum of 3) 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

35.2	up to ten (10) individual persons co-opted in accordance with clause 37 (“the Coopted Charity Trustees”), so as to ensure a spread of skills and experience within the Board.
35.3	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 four (4) (minimum of three) individual Ordinary Members as Elected Charity Trustees.
36.1	Elected Charity Trustees must be nominated in writing by at least two Members. Such nominations must contain confirmation from the nominee that they are willing to act as an Elected Charity Trustee and must be delivered to the registered office of the Organisation at least seven days before the GM.
36.2	Each Member has one vote for each vacancy in the Elected Charity Trustees on the Board.
36.3	Provided the first GM is not also the first AGM, there shall be no changes in the Charity Trustees at the first AGM (except to fill any vacancies left following the first GM or caused by retirements since the first GM).
36.4	At the second and subsequent AGMs, one-third of the Elected Charity Trustees (rounding upwards if this is not a whole number) shall retire from office at the close or adjournment of that meeting.
36.5	A retiring Charity Trustee shall be eligible for re-election after one term of office. A retiring Charity Trustee shall not be eligible for re-election after two consecutive terms of office until a period of one year in which they have not been a Charity Trustee has passed.
36.6	The Elected Charity Trustee(s) to retire at an AGM shall be those who have been longest in office since their election/re-election (unless other Elected Charity Trustee(s) have agreed to retire at that AGM). As between Individuals who were appointed as Elected Charity Trustees on the same date, the Elected Charity Trustee(s) to retire shall be agreed between the Individuals appointed on the same date or determined by lot.
<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 (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, the Charity Trustees present must appoint an Elected Charity Trustee to chair the GM/Board meeting.
<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 subclauses 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 subcommittee) on any resolution which relates to a matter in which they has a personal interest or duty which conflicts (or may conflict) with the interests of the SCIO.
61.2	It will be up to the Chairperson of the meeting in question to determine: <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	An interest held by an individual who is “connected” with the Charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that Charity trustee;
61.4	A Charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.
61.5	The Board shall determine from time to time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and members of the Organisation and, with the express prior written approval of the Charity Trustee or employee concerned, by members of the public.
<b>FINANCES &amp; ACCOUNTS</b>	
62	The Board shall determine:
62.1	which banks or building societies the bank accounts of the Organisation shall be opened with;
62.2	how bank accounts shall be maintained and operated; and
62.3	how cheques and other negotiable instruments, and receipts for monies paid to the Organisation, shall be signed, drawn, accepted, endorsed or otherwise executed.

63	The Board shall cause accounting records to be kept for the Organisation in accordance with the requirements of the 2005 Act and other relevant legislation.
63.1	The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board thinks fit and shall always be open to the inspection of the Trustees.
63.2	The Board must prepare annual accounts, complying with all relevant statutory requirements, and must ensure the accounts are examined or audited, as appropriate, by a qualified examiner or auditor.
63.3	At each AGM, the Board shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Organisation). The accounts shall be accompanied by proper reports of the Board.
63.4	Copies of such accounts shall, not less than 21 clear days before the date of the General Meeting, be delivered or sent to all members, Charity Trustees, the Office Bearers and the auditor, or otherwise be available for inspection on the website or other location of the Organisation (with all members, Charity Trustees, the Organisation Secretary and the auditor being made aware that they are so available for inspection there).
<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 handdelivered) 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 emailed.
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 subcommittees, 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	<p>If, on the winding-up of the Organisation, any property or assets remains after satisfaction of all its debts and liabilities, such property shall be given or transferred to such other community body or bodies or charitable group, which has purposes which resemble closely the purposes of the Organisation, as may be:</p> <p>(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).</p>



**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**ASSET TRANSFER REQUEST FORM**

**IMPORTANT NOTES:**

**You do not need to use this form to make an asset transfer request, but using a form will help you to make sure you include all the required information.**

**You should read the asset transfer guidance provided by the Scottish Government before making a request.**

**You are strongly advised to contact the authority and discuss your proposals with us before making an asset transfer request.**

**When completed, this form must be sent to Falkirk Council which owns or leases the land your request relates to.**

**This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.**

**Section 1: Information about the community transfer body (CTB) making the request**

1.1 Name of the CTB making the asset transfer request

POLMONT COMMUNITY HUB SCIO

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

Postal address:

GREENPARK COMMUNITY CENTRE, GREENPARK DRIVE, POLMONT, FALKIRK

Postcode:FK2 0PZ

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

Contact name: [REDACTED]

Postal address: [REDACTED]

Postcode: [REDACTED]

Email: polmontcommunityhub@gmail.com

Telephone: [REDACTED]

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

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

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

\_\_\_\_\_  
Company, and its company number is .....

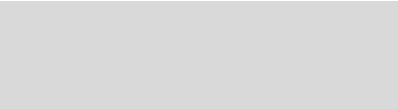
Scottish Charitable Incorporated Organisation      SCO53456  
(SCIO), and its charity number is .....

---

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.**

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

No

Yes

Please give the title and date of the designation order:

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

No

Yes

If yes what class of bodies does it fall within?

Community Controlled Body

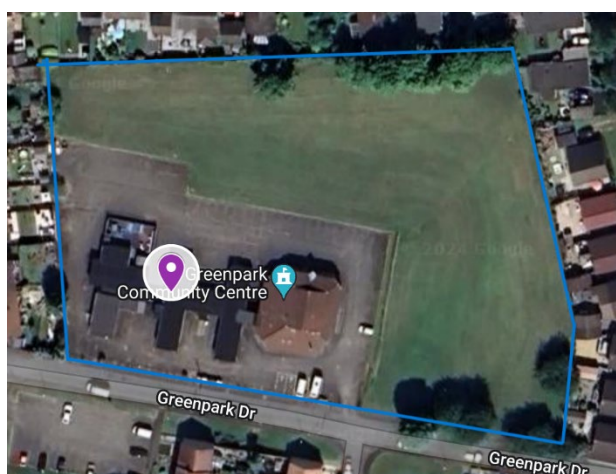
## Section 2: Information about the land and rights requested

2.1 Please identify the 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 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.*

Greenpark Community Centre, Greenpark Drive, Polmont, Falkirk FK2 0PZ



Aerial view of Greenpark Community Centre with boundary

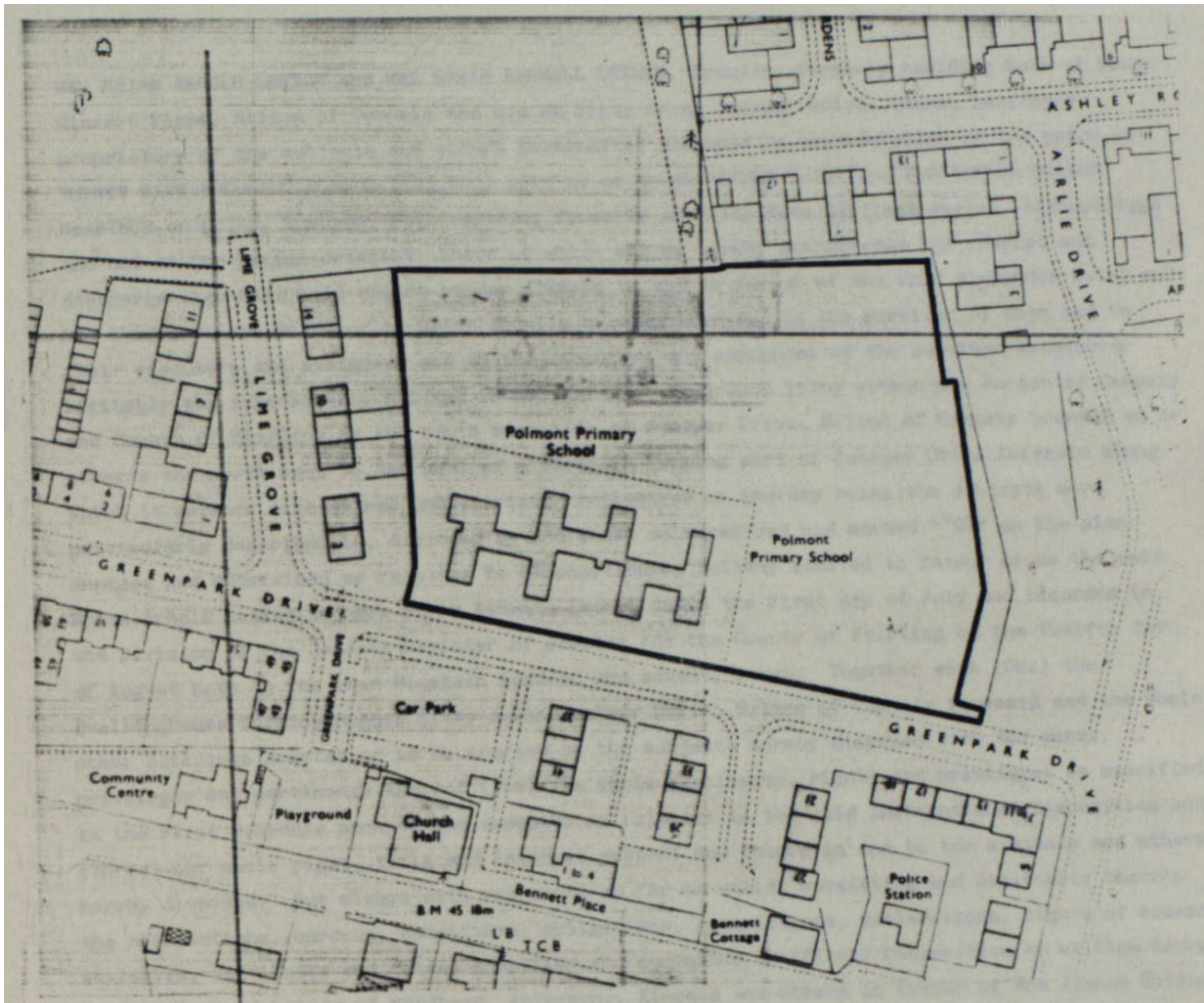


Figure 1 – Map of Greenpark extracted from Notice of Title

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

Please see Falkirk Council's register of land assets for UPRN

UPRN: 136049060

**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 (Valuation offset by Volunteer Hours)

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

### 3B – request for lease

What is the length of lease you are requesting?

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

Proposed rent: £                      per

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

### 3C – request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment: £                      per

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

## Section 4: Community Proposal

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

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

Our key objectives are to offer the community of Polmont a quality service and to build a successful community hub giving it a financially secure and sustainable future.

To further this goal, by enabling and encouraging everyone to work together as a sustainable community, the Hub aims to share knowledge covering carbon accountancy, energy efficiency and climate change via a community film group, showing community beneficial films covering these areas along with the subjects of re-wilding and de-growth. Inspirational speakers providing Q&A sessions are a planned accompaniment, providing not only essential information but also mental well-being and social inclusion.

Waste is a further area intended to be addressed, with the aim to become a zero-waste group, the Hub having amongst its' membership a Zero-Waste Champion Volunteer, who currently works with an environmental group. Engaging with a local food-growing group, circular economy and active travel initiatives are the current intended means of achieving this ambitious aim. If members of the community with the required skills can be recruited as volunteers, it is planned to start a repair workshop group. This would be aimed at repairing local people's and businesses' household items or office equipment, reducing waste by recycling.

It is intended that the local food-growing group utilise an area of the land included in the Community Asset Transfer being applied for, to provide community food producing Community Garden and an outdoor community meeting place, where interested parties of all ages can gain the relative required outdoor skills. A poly-tunnel and planting area with future potential for a food co-operative is also planned.

A further active outdoors group is planned, intended to build community engagement helping others in and around Polmont, with the added benefit of maintaining an active and healthy lifestyle themselves, with both physical and mental benefits.

In order to enhance the appearance of the Centre and provide a welcoming and attractive outdoor area for any member of the community to meet and sit outdoors, particularly those who do not have their own outdoor space, the Hub intends to build planters with community seating around our entrance and in other vacant areas on the site. This will provide outdoor socialising space, assisting mental well-being for members of the community who would otherwise not have the opportunity to just sit outside and chat.

The Hub aims to be inclusive, available to all members of the community. Initially it will be managed by volunteers from our membership group, however, in the future we will be looking at employing an individual to manage the building.

We believe that we have the necessary skills to manage our buildings and get the best for our community

## **Benefits of the proposal**

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

*This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.*

We currently have lets from local community groups covering a wide and varied spectrum of activities giving provision across the full demographic of the area, including:

Polmont Playgroup, Toddlers Music, Child Minding Group, Bridge Club, Carpet Bowls, Barr Dance Dreams, Line Dancing, Tea Dance, Yoga, Aerobics, Tai Chi, Stretch & Tone, Zumba, Hill Walkers, Ramblers, Joggers, Fencing, Karate, Children's Judo, Writer's Circle, Poetry Group, Art Club, Crafts (various), Sewing, Model Flying Club, Brownies, Guides, Church Services, Horticultural Groups, Probus Group, S.W.I., local councillor surgeries and Polmont Community Council meetings.

We also have a newly established Tool library, where users can pay a yearly subscription to allow access and return of all tools. Ideally this will also create a part time job in the community as this tool library will need manned, tools maintained and goes towards our net zero targets of reducing waste/landfill.

We work with the community, for the community. We will continue to develop partnerships with local organisations, service providers and community groups in-line with our purpose.

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
- Provide a space for children to help alleviate child poverty in the area
- Have an income that is sustainable
- Implement an Environmental Management System
- Have a range of income sources to cover the cost of running the building maintenance such as grants donations hiring it out space delivering contracts and seeking sponsorship
- Make use of good ideas and resources within the community and these can adapt to changing circumstances
- Be a collaborative effort where many people in the community are involved be inclusive All branches of diversity
- Provide a means for alternative approaches to service delivery underpinned by the principles of community involvement and partnership
- Facilitate a place where different local partners in the neighbourhood can come together and address the issues that matter most to them

### **Restrictions on use of the land**

4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

*Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.*

We intend to continue using the land for its existing purpose.

### **Negative consequences**

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

*You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.*

We believe there will be minimal external negative consequences for the wider community, as we are maintaining the community centre, as a going concern with no planned change of use and we have plenty of parking onsite to support an increased capacity. There may be more late night / weekend lets, however we intend to be a good neighbour and put a reasonable restriction on finishing times in place.

## 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.*

[REDACTED] – **CHAIRMAN/TRUSTEE** PCH Chairman and sustainability manager [REDACTED] previously worked in the petrochemical and gas industry for over 30 years. Leaving the industry disillusioned with the environmental damage being done, he hates waste. As an outdoors enthusiast he has sadly seen too much of the damage that has been done and now wants to give back to mother nature, by educating about sustainability net zero, zero-waste initiatives. Involved with Friends of the Earth with their 'just transition' movement, as a spokesperson from his health safety and environmental risk assessment industry knowledge, he has now given that up, in order to concentrate on volunteering for PCH. Chairman of Falkirk writers circle and part of Polmont joggers' group. He not only brings experience of heat and power systems, but he also has the drive and dream of how a just transition from council ownership to community ownership of the hub should be done. On a voluntary basis he is dedicated to drive PCH towards a sustainable future. As a potential conflict of interest, he wishes it to be known he is also on the board of trustees for Scotland's environmental film festival, held annually in Montrose, also a keen cyclist he is actively involved in the promotion of active travel via Forth environmental link. He now wishes to help his community transition over for the greater good of all, he is seeking to do this by educating and taking part in rewilding initiatives to tackle biodiversity loss, among other actions. He recently qualified as a historical cultural and heritage tour guide, for which he got a silver award from architecture Scotland.

[REDACTED] (**BAcc**) – **TREASURER/TRUSTEE**. [REDACTED] has a wealth of experience both as a daily user of the centre, having managed Polmont Playgroup for 10 years and a long-term committee member throughout this period, mainly in a Treasurers role – taking on all bookkeeping and account management roles personally and implementing the pay as you earn system. As a part-qualified Accountant, [REDACTED] is perfectly suited to this role and as a resident of Polmont, she really cares about the future of Polmont Community Hub and is willing to pull out all the stops to keep it open. [REDACTED] has sound IT and Social Media management knowledge which she can also bring to the committee.

[REDACTED] – **SECRETARY/TRUSTEE**. Now retired therefore has time available to dedicate to PCH, [REDACTED] has a wealth of transferrable skills and experience to call on from throughout her career from 1968 until 2012 in various roles from an Independent Financial Planning Consultant, Sales Engineer in the Oil & Gas industry, Office Manager/Salesperson in an engineering company, a Book-Keeper and a teller for British Linen Bank in Polmont, which became the Bank of Scotland - All of which

she feels are transferrable to the skills required with regard to taking Polmont Community Hub forward to succeed in achieving the CAT.

A glass half full person, enthusiastic, determined and prepared to put in whatever hours and effort it takes to achieve a goal, by utilising any gained experience, knowledge or talent. Deemed to have a talent for letter writing, a touch typist and experienced at problem solving/working out alternative methods of approach. Very much a people person and has no problem with speaking in public.

[REDACTED] –**VICE-CHAIR/TRUSTEE**. [REDACTED] is a friendly outgoing person who enjoys meeting with other people and socialising, bringing organisational skills and a determination to complete any tasks she undertakes. Enjoying crafts and keep fit classes in her retirement - admits that without PCH many people will find their mental health decline. Dedicated to saving PCH for the people of Polmont to enjoy.

[REDACTED] – **VICE TREASURER/TRUSTEE** – [REDACTED] is honest and extremely diligent, willing to go the extra mile to achieve a goal and happy to volunteer in whatever way needed to ensure Polmont Community Hub remains open as an asset to the residents of Polmont and beyond.

[REDACTED]'s working life was office based, commencing as an Office Junior with a book binding company, from which she moved on to the British Linen Bank, which became the Bank of Scotland, a position requiring accuracy, strict confidentiality, the handling of large sums of money, interaction with the public and meticulous ledger maintenance. From this she progressed to a local engineering supplies company, carrying out all clerical aspects of their business, including dealing directly with customers. The latter part of her career covered 20 years spent with a local sweeper manufacturer, where she managed the payroll, covered all other aspects of clerical duties in a busy company and dealt with local authorities as well as other clients National and International. This wide and varied skills and experience are directly transferrable to the operation of PCH. [REDACTED] is also, a committee member for a Scottish Country Dance club which includes taking minutes, organising events and making up dance programmes.

## **Capacity to deliver**

We have a dedicated team of Management Trustees as well as a strong team of volunteering/extended family and community committee members supporting us each year. Each year our Trustees are voted in, and as above you can see we support vice roles to ensure smooth succession planning into each role.

Over the years we have built up relationships with reliable local volunteers and tradespeople who help us with maintenance of our building and the surrounding areas, and we work in close partnership with Polmont Community Council and Polmont Together to make best use of their skills and offerings.

Our highly experienced Treasurer performs our necessary financial record keeping and we use a volunteer Financial Accountant, using our extensive business contacts, to complete our Annual Return to OSCR.

We have over 100 committed members and of those we have 5 volunteers on board to assist with maintenance of the building and a few also willing to help with cleaning.

Additionally, a Caretaker who has experience of PCH, initially committing to volunteer hours to help the centre succeed.

Our members are fully appraised through our monthly committee meetings and distributed minutes on our current projects and our achievement path to target.

We believe that we have the necessary skills to manage our buildings and get the best for our community

## **Section 5: Level and nature of support**

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

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

We have engaged with the community on multiple occasions through the following means:

**INITIAL ANNOUNCEMENT** - In the first instance, when it was announced in the latter part of 2023 that the Council intended to close Greenpark Centre, we jumped into action to hold open public meetings. As the result of large posters/banners being placed throughout the village, a door-to-door leaflet drop describing the potential issue and inviting the full community to an open meeting, over 200 people attended, all voicing their support for the Community to apply to take over running the Centre. As the result of that meeting sufficient people were elected to become Trustees and Members to allow the eventual formation of the current Polmont Community Hub SCIO.

We have also had considerable support from past and current councillors and invaluable support from Polmont Community Council.

Subsequent meetings, open to members of the community have resulted in others proving their support by volunteering to provide their assistance, which, as time wore on, became apparent was essential in order to succeed in our aim.

**LETTERS OF SUPPORT** – We have received letters of Support from Polmont Community Council, Anne Hannah – Ward 8 councillor, Polmont Playgroup and a motion in Parliament from Michelle Thompson – supported by many MSPs. These are included in attachment **A05-Letters of Support.pdf**.

**SHOWCASE SATURDAY** – Polmont Community Hub, Polmont Community Council, Greenpark Management Committee & Polmont Playgroup successfully organised a Community Fun and Centre Awareness Day where we liaised with every group using the centre (and some local businesses), invited them along to show-off what they had on offer to the community at the centre. We incorporated a free Family Fun Day at the same time to encourage community involvement, participation and inclusivity. This event was very well attended, and we saw a huge increase in support from the day. The event was documented in the Falkirk Herald and widely shared on social media. In addition, we received a Motion from the Scottish Parliament in recognition of our Community Engagement – See Page 1 in attachment **A05-Letters of Support.pdf**.



Figure 2 – Greenpark Showcase Flyer

**ONLINE SURVEY** – We utilised a simple Google Form to survey our community on the future of the centre. We have received 188 responses and rising, and a summary of the results to date are as follows (full responses in Attachment *A01-SAVE Greenpark Centre Questionnaire (Responses).xlsx*):

Do you currently use Greenpark Community Centre?

188 responses

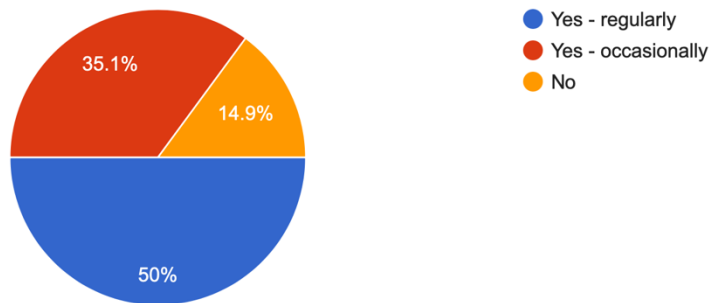


Figure 3 – Survey Result – Usage

Do you think or feel that Greenpark Community Centre is an asset to Polmont & the surrounding areas?

188 responses

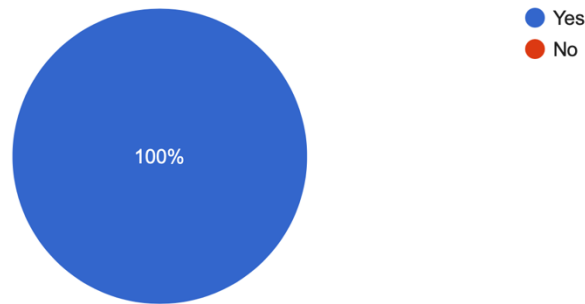


Figure 4 – Survey Result - Deemed Asset

If you use Greenpark Community Centre, can you advise us of the Age Group of attendees?

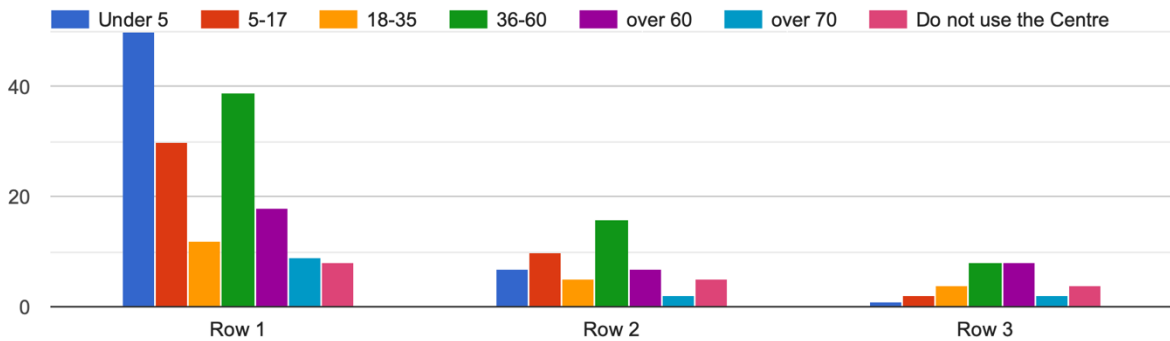


Figure 5 – Survey Result - Usage by Age

### 3.7. Marketing Activities

**FALKIRK HERALD** - We will contact the Falkirk Herald as we have been doing throughout this process to raise the profile of the centre. They recently covered our well-advertised Showcase Saturday:

[IMAGE REDACTED]

Figure 6 – Marketing, Falkirk Herald Excerpt 1

[IMAGE REDACTED]

Figure 7 – Marketing, Falkirk Herald Excerpt 2

**WEBSITE** – We have a consultant volunteer who is currently finalising the design of our website and booking system, tailored to our centre under the domain [www.polmontcommunityhub.co.uk](http://www.polmontcommunityhub.co.uk) We plan to populate this with information about all the groups, a timetable and manage the room bookings to ensure showing real time availability.

**NOTICEBOARDS** – We have large notice boards throughout the Centre, and we will continue to utilise these to advertise as many groups, classes and information as possible. We will also conduct regular advertising via posters in community facilities, community notice boards and local shops: we will ensure that the Centre is advertised and promoted wherever possible.

**INSTAGRAM & FACEBOOK PAGE** – We now have active Instagram and Facebook pages, “Polmont Community Hub”, with growing presence due to regular posting with consistent and increasing interaction. Most of our posts are shared by the local councillors and shared on to local community groups such as ‘Braes Blether’. We use High-quality visuals including photographs, videos and banners and will showcase all our activities.

**WORD OF MOUTH** – In relation to the continued promotion of our community centre, word of mouth through the local community's active engagement will remain a key component. We recognise the value and impact of social media, and we will make strong efforts to promote our services through Facebook to keep people talking about the available services at the Centre. We aim to continue with the established clientele, and benefit from their recommendations to bring in additional opportunities.

**There is a need, genuine desire, and support, for the community asset transfer!**



## Section 6: Funding

6.1 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.

*You should show your calculations of the costs associated with the transfer of the land or building 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. 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.*

The current valuation of the building is yet to be communicated by Falkirk Council but for the purpose of this report, we consider it to be no more than £150k.

Essential repairs (as demonstrated in the Conditional Survey – attachment **A03-Falkirk Council Condition Survey 2023 Greenpark CE Centre.pdf**) to the building are £0, with Falkirk Council 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 £424,879, 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 £2.6m over the next 5 years. We propose to pay the value of £1.00.

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

(Calculations for Years 2-5 use an inflationary increase of 3.5% per annum).

<b>Volunteering Hours</b>	<b>Rate</b>	<b>Hours</b>	<b>Year 1 Benefit</b>	<b>Year 2-3 Benefit</b>	<b>Year 4-5 Benefit</b>
Board of Trustees (4)	£40*	25 p/w	£208,000	£438,095	£453,429
Professional Services volunteers (3)	£100	6p/w	£30,000	£63,186	£65,399
Volunteers (15)	£12**	4p/m	£8,640	£18,197	£18,834
	<b>Total</b>		<b>£246,640</b>	<b>£519,477</b>	<b>£537,662</b>

\*Taken as an average of a Board members salary

\*\*Real Living Wage

**Activities by Board Members, equating 25 hours per week:**

Keyholder management & rota	Email management	Sundries purchases
Staff governance	Social media content	Equipment purchase
Staff training	Meeting planning	General maintenance
Treasurers report	Financial accounts	Chair report
Statutory compliance	Event planning	Collecting fees
Paying bills	Applying for funding	

**Activities carried out by volunteers, equating to 2 hours per month:**

Fun Day/Events	Meeting attendance
----------------	--------------------

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

**Community Benefit**

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

<b>Year 1</b>	<b>Year 2-3</b>	<b>Year 4-5</b>
£27,000	£56,868	£60,918

Our centre hosts regular writing confidence groups for further personal development, which can have a positive impact on an individual's job prospects and education prospects as well as encouraging social inclusion. One particular member is over 100 years



old, and this has been a life send to them. Our users are better able to conduct themselves in interviews, within a work setting, and other social settings, meaning that they can make those meaningful and impactful relationships that can help them in their personal, professional, and educational life.

We provide multiple work experience placements to provide experience, permanent & casual employment opportunities. We support local child businesses, providing them with an affordable venue for their services.

We will have a progressive pricing structure, making it affordable to use our centre to allow access for all.

Regeneration	<p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.</p> <p>We plan to regenerate the centre, so that it is a modernised, well-equipped and functional hub for our community.</p>	£18,500	£38,965	£41,740
Public Health	<p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our LET helps to combat mental health issues in our local area. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of purpose. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.</p>	£72,000	£151,648	£162,449

Mental Health is improved due to increased social interaction, the reduction of social isolation, and more wealth is retained within the local community.

We know that 1 in 4 people experience some form of poor mental health in their lifetime, and that mental health is an umbrella term which encompasses not only mental health problems/illness and mental health wellbeing. Therefore, it should be highlighted that the Polmont Community Hub could help reduce this by creating some breathing space and balancing out the mental load that those in our community are facing. We plan on opening a wellbeing cafe, which will operate from our centre, allowing individuals to interact in a safe and neutral space.

By way of encouraging physical movement, offering multiple sports and fitness offerings for all ages and abilities. Additionally offering support groups for individuals to engage with, whether that be for mental health support, or physical health support, Polmont Community Hub is always there as a venue for people to come together. There is a definite increase in people being more connected and coming together, people in the local area have an increased level of fitness, thus resulting in less interactions with the NHS.

There will also be an increase in the level of personal fitness and wellbeing overall.

Social  
Wellbeing

The activities and social interactions facilitated at Polmont Community Hub will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events. Attendees to our centre, can form meaningful friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers in both adults and children. These connections can even last a lifetime, forming in childhood, and continuing into adulthood.

Equality is at the heart of everything that we do, and as a community we recognise that maintaining Polmont Community Hub gives us the opportunity by offering services for young people to attend various classes, events, and activities.

We regularly update information via email, on our social media and notice boards to advertise support

£69,500    £146,382    £156,808

	available. Our volunteers are friendly and approachable for anyone who needs further support.			
Environmental Wellbeing / Environmental Benefits	<p>We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here.</p> <p>We regularly update information via email, on our social media and notice boards to advertise support available. Our volunteers are friendly and approachable for anyone who needs further support.</p>	£12,500	£26,327	£28,203
	<b>Total</b>	£199,500	£420,191	£450,120



## Signature

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

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

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

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

Name [REDACTED]

Address [REDACTED]

Date 11.09.2024

Position Chair

Signature

Name [REDACTED]

Address [REDACTED]

Date 11.09.2024

Position Treasurer

Signature

## Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

**Section 1 – you must attach your organisation’s constitution, articles of association or registered rules**

Title of document attached:

A04-Polmont Community Hub - Constitution (May 2024).pdf

**Section 2 – any maps, drawings or description of the land requested**

Included directly in this application form

**Section 3 – note of any terms and conditions that are to apply to the request**

See attachment A06 – Conditions of Request.pdf

**Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.**

Included directly in this application form

**Section 5 – evidence of community support**

Documents attached:

A01-SAVE Greenpark Centre Questionnaire (Responses).xlsx

A05-Letters of Support.pdf

**Section 6 – funding**

Documents attached:

A02-Financial Projections & Weekly Planner Greenpark.xlsx

# Polmont Community Hub

SCIO SC053456

## Business Plan 2024-25

Version 4.0

10<sup>th</sup> September 2024



**COMMUNITY ASSET TRANSFER**

GREENPARK COMMUNITY CENTRE, GREENPARK DRIVE, POLMONT FK2 0PZ

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# Attachments

Ref	Document Name	Version / Date
<b>A01</b>	A01-SAVE Greenpark Centre Questionnaire (Responses).xlsx	10 <sup>th</sup> September 2024
<b>A02</b>	A02-Financial Projections & Weekly Planner Greenpark.xlsx	10 <sup>th</sup> September 2024
<b>A03</b>	A03-Falkirk Council Condition Survey 2023 Greenpark CE Centre.pdf	17 <sup>th</sup> August 2023
<b>A04</b>	A04-Polmont Community Hub - Constitution (May 2024).pdf	May 2024
<b>A05</b>	A05-Letters of Support.pdf	10 <sup>th</sup> September 2024



# Polmont Community Hub

## Business Plan

### 1. Introduction

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The newly formed community group - Polmont Community Hub - are located at Greenpark Community Centre, Greenpark Drive, Polmont, Falkirk FK2 0PZ. The group formed in January 2024 in order to put a plan together to retain the Centre for the Community, as Polmont's only communal facility. This became necessary following notification that, due to lack of the essential funds and through Falkirk Council's Strategic Property review, they could no longer continue to do so.

Polmont, being almost equidistant between Glasgow and Edinburgh is an ideal commuter location, served by both the M9 motorway, giving easy access to the full Central Region, and the mainline Railway between all three cities. Polmont has recently been re-designated from the village it once was, to a small town, winning the 2023 Small Town award from Keep Scotland Beautiful, having developed considerably and consistently with house construction since the 1960s.

To cater locally for this ever-growing population, Polmont has the following facilities, which include commercial enterprises: a Health Centre housing several G.P. practices and incorporating a Pharmacy, a Dentist, a Library, an Early Learning Centre, Primary School, a Supermarket, a Convenience Store housing a Post Office, two A.T.Ms, a 24hr Petrol Station with in-store Shop and Costa coffee machine plus automatic car-wash, a Service/Repair and M.O.T. Garage, a Hand Car-Wash and Valet facility, two Public Houses, one with restaurant the other a café, a Chiropodist, a Barber Shop, two Hairdressers, a Nail Bar, a Yoga studio, a Tanning Salon, an Estate Agency, and, under refurbishment a Beauty Therapist which is to include training facilities. The Polmont Playgroup, a further essential facility for Polmont's widely family-based community, is currently housed at the Greenpark Centre, and, with its' specific requirements would find it extremely hard to re-locate locally. It should be noted that the planned further housing site at Gilston is also to include further commercial facilities and an N.H.S. facility, details of which aren't yet available as still in the planning stage but will add to the attraction of Polmont as a good place to live. This level of provision has helped to encourage commuters to relocate to this area, the majority of whom enthusiastically take part in events organised in the past by Polmont Community Council, with Polmont Together, a group formed earlier this year, taking over this aspect of the Community Council's function for future events within the community.

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

- Prevent the loss of Polmont's only communal facility and continue to provide a venue for the many and varied groups currently using the Centre.
- Ensure the retained and any replacement building meets sustainability standards in line with governmental net zero targets, which is also essential to provide financial viability for the future.
- Identify available Grants and raise the required funds in order to enable the group to provide a venue which is "fit for purpose" for not only those groups currently using the facilities, but to encourage others to do so.

Our current and future aims are:

- First and foremost, to prevent the loss of Polmont's only communal facility, doing so not only for current users, but also for future generations of Polmont's ever-growing community.

- To provide a good and healthy environment in which the community can take part in a wide variety of pastimes and activities.
- To widen the scope of the centre, making more use of the land forming part of the asset. For example, to provide community gardens in which there is already an interest.
- Make the Centre financially viable to ensure that it is here for future generations.

Greenpark Centre has been running at 35% capacity with very little online/social media presence. We believe that with our expanded team we bring the necessary skills to promote our building and groups and increase usage and manage the building to hopefully ensure it reaches its full potential.

Polmont Community Hub has been formed to benefit the community of Polmont and the surrounding areas, with the following purposes:

To provide, or assist in the provision of, facilities for recreation or other leisure time occupation, where such provision or assistance is:

- a) in the interests of social welfare.
- b) made with the object of improving the conditions of the life of the members of the community in the area of benefit and for the purposes to associate with voluntary organisations and inhabitants in the area of benefit.
- c) to encourage and develop a spirit of voluntary or other commitment by, or in cooperation 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 Polmont Community Hub to achieve its purposes.

The group have been working together to form a plan of action, for the 987.347sqm building and associated land, which covers a variety of improvements to support the community through Partnership Working within the Falkirk's Community Planning Partnership (CPP) ultimately to support 'people to live full and positive lives within supportive communities' (outcome) by Improving mental health and wellbeing (priority) by:

**Increased social interaction and support welfare** – Attendees can form friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers, both adults and children.

**Promote public health** – by way of encouraging physical movement, offering multiple sports and fitness facilities for all ages and abilities. In addition, offering support groups.

**Reducing inequalities** – Equality is at the heart of everything that we do, and as a community we recognise that maintaining Polmont Community Hub gives us the opportunity by offering services people of all age groups.

**Tackle poverty** – In our surrounding areas within the Wards of the Falkirk area, we know that the Children living in Absolute Poverty between 2020/21 in the Upper Braes Area was 15%, with a smaller percentage in Lower Braes of 12.7%. This is not just related to the cost-of-living crisis, but also due to inflation increases. We have an opportunity to target poverty stricken surrounding villages, who could benefit from this centre transferring to the community. We want to introduce services to support whole family health and wellbeing, as we understand how village life and community spirit is much more difficult to generate and sustain.

**Education for adults** – Hosting speaking confidence groups for further personal development.

**Support improved mental health** – We know that 1 in 4 people experience some form of poor mental health in their lifetime, and that mental health is an umbrella term, which encompasses not only mental health problems/illness but also mental health wellbeing. Therefore, it should be highlighted that the Polmont Community Hub could help reduce this, by creating some breathing space and balancing out the mental load.

## **Polmont Community Hub**

**Wellbeing support** – We will regularly update information via email, on our social media and notice boards to advertise support available. Our volunteers are friendly and approachable for anyone who needs further support.

**Ease financial pressure** – By making it affordable to use our centre to allow access for all.

**Economic development of our local community** – We will provide multiple work experience placements to provide experience together with permanent and casual employment opportunities. We will support local child businesses, providing them with an affordable venue for their service.

**Environmental mindfulness** – We intend to offer a clothing recycling bin, battery recycling, tetra pack recycling and ink cartridge recycling points - all helping our fundraising. To lead by example whilst reducing our carbon footprint

Given the above, we wish to Community Asset Transfer the following Falkirk Council Property: Greenpark Community Centre, Greenpark Drive, Polmont, Falkirk FK2 0PZ. Based on the joint valuation instructed by Falkirk Council, from which the current actual valuation of the land and building is yet to be communicated, we have found it necessary to work on an inflated guestimate of £150k. We propose to pay the sum of £1.

UPRN (Unique Property Reference Number): 136049060

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

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

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

## 1.1. Objectives

Our key objectives are to offer the community of Polmont a quality service and to build a successful community hub giving it a financially secure and sustainable future.

To further this goal, by enabling and encouraging everyone to work together as a sustainable community, the Hub aims to share knowledge covering carbon accountancy, energy efficiency and climate change via a community film group, showing community beneficial films covering these areas, along with the subjects of re-wilding and de-growth. Inspirational speakers providing Q&A sessions are a planned accompaniment, providing not only essential information but also mental well-being and social inclusion.

Waste is a further area intended to be addressed, with the aim to become a zero-waste group, the Hub having amongst its' membership a Zero-Waste Champion volunteer, who currently works with an environmental group. Engaging with a local food-growing group, circular economy and active travel initiatives are the current intended means of achieving this ambitious aim. If members of the community with the required skills can be recruited as volunteers, it is planned to start a repair workshop group. This would be aimed at repairing local people's and businesses' household items or office equipment, reducing waste by recycling.

It is intended that the local food-growing group utilise an area of the land included in the Community Asset Transfer being applied for, to provide a community food producing community garden outdoor community meeting place, where interested parties of all ages can gain the relative required skills. A poly-tunnel and planting area with future potential for a food co-operative is also planned.

A further active outdoors group is planned, intended to build community engagement helping others in and around Polmont, with the added benefit of maintaining an active and healthy lifestyle themselves, with both physical and mental benefits.

In order to enhance the appearance of the Centre and provide a welcoming and attractive outdoor area for any member of the community to meet and sit outdoors, particularly those who do not have their own outdoor space, the Hub intends to build planters with community seating around our entrance and in other vacant areas on the site. This will

## Polmont Community Hub

provide outdoor socialising space, assisting mental well-being for members of the community who would otherwise not have the opportunity to just sit outside and chat.

The Hub aims to be inclusive, available to all members of the community. Initially it will be managed by volunteers from our membership group, however, in the future we will be looking at employing an individual to manage the building.

The group will carry out all its activities with the Falkirk Plan 2021 – 2030, at the forefront of our minds when our strategic priorities are agreed upon, wherever practicable, with reference to page 21, ‘outcome 12: fewer people struggle with feeling socially isolated or lonely.’ We have also considered priorities, actions and outcomes/indicators from The Falkirk Council Plan 2022-2027 and Falkirk Health and Social Care Partnership Strategic Plan 2023-2026. We have demonstrated how our plans contribute to these priorities, actions and outcomes/indicators in the table below.

<b>Policy/Plan:</b>	<b>Priorities:</b>	<b>Actions:</b>	<b>Outcome/Indicator:</b>	<b>Our Contribution:</b>
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	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	Early intervention and prevention will support many activities: including physical activity classes such as yoga, tai chi, stretch & tone, aerobics, fencing, zumba, various other dance related classes, hill walking and rambling. Other organisations who use the Centre as a base for outreach work such as speech therapist, Yoga-Nu-U (Physical & Mental Wellbeing

**Polmont Community Hub**

		neglect through early action.	delivered through collaboration between health and social care professionals, third sector partners and communities. These services and supports will be person-centred, helping people to improve and maintain their health, wellbeing and quality of life.	&Community), Councillor & MP Surgeries.  Polmont Community Hub will be a central hub for information for people in the community through easily accessible signposting information, leaflets, working with partners to bring information to people in the community space 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>Work with local community bodies to widen opportunities to access funding and help them apply for funding.</p> <p>Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies.</p> <p>Support Anchor /Hubs/ community organisations to establish and /or develop across Falkirk.</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups.</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system.</p>	<p>Funds invested in communities by partners.</p> <p>There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners.</p> <p>Number of activities targeted at vulnerable groups.</p>	<p>We have 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. We will look to enhance this further.</p> <p>By providing a local facility, the people in the area will</p>

**Polmont Community Hub**

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

We currently have lets from local community groups covering a wide and varied spectrum of activities giving provision across the full demographic of the area, including:

Polmont Playgroup, Toddlers Music, Bridge Club, Carpet Bowls, Barr Dance Dreams, Line Dancing, Tea Dance, Yoga, Aerobics, Tai Chi, Stretch & Tone, Zumba, Hill Walkers, Ramblers, Joggers, Fencing, Karate, Children’s Judo, Writer’s Circle, Poetry Group, Art Club, Crafts (various), Sewing, Model Flying Club, Brownies, Guides, Church Services, Horticultural Groups, Probus Group, S.W.I., local councillor surgeries and Polmont Community Council meetings.

We also intend to establish a Tool library, with various tools already in our possession in preparation, where users can pay a yearly subscription to allow access and return of all tools. Ideally this will also create a part time job in the community, as this facility will need manned, and the tools maintained. This facility will contribute towards our net zero targets of reducing waste/landfill.

We work with the community, for the community. We will continue to develop partnerships with local organisations, service providers and community groups, in-line with our purpose.

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

### **Polmont Community Hub**

- Innovative and proactive approach to local people's needs
- Have an income that is sustainable
- Implement an Environmental Management System – initiatives toward zero waste.
- Have a range of income sources to cover the cost of running the building maintenance such as grants, donations, hiring out space delivering contracts and seeking sponsorship
- Make use of good ideas and resources within the community and these can adapt to changing circumstances
- Be a collaborative effort where many people in the community are involved be inclusive of all branches of diversity
- Provide a means for alternative approaches to service delivery underpinned by the principles of community involvement and partnership
- Facilitate a place where different local partners in the neighbourhood can come together and address the issues that matter most to them

Our objectives are:

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

#### **Measuring Performance (KPI)**

We will measure the usage of the Centre against our aims to increase usage by 10% year on year on a monthly, quarterly and yearly basis, for the first 2 years.

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

## 2. The Group status

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Polmont Community Hub has the legal status of a two-tiered SCIO with active membership and is run by a board of trustees – SC053456. General membership is open to all individuals and groups residing or operating within The Braes (Wards 8 & 9) and the surrounding areas. They may vote on matters to be decided at all Annual General Meetings. Anyone else with an interest in Polmont Community Hub and its activities, may apply to become an Associate member.

We have Public Liability insurance for £5,000,000, expiring 10<sup>th</sup> May, 2025

### 2.1. Exemptions

We do not intend to seek VAT exemption as a registered SCIO as we will not purchase enough to make this of worthwhile benefit.

We will seek full mandatory and discretionary rates relief from Falkirk Council

We will be exempt from water charges as a registered SCIO because our income is less than £199,999.

### 2.2. Initial Development Plan

The Greenpark Centre, now Polmont Community Hub, is a well-used, and a much-loved venue in the local village. The group intends to retain the brick-built building and the land, and to initially keep running as an ongoing concern, utilising the annex huts until we can provide a suitable replacement. Such replacement is an unknown timeline, but we will seek a condition of this application that, when this is achieved, the council remove and destroy these annex huts, clear the site and make good the ground at their cost.

We have plans to install solar PV panels on the roof of the Centre, for which we will seek funding from the Community Enablement Fund. In addition, we will install internal, motion censored, LEDs throughout the entire building, for which we are applying for funding via CARES on the advice of Business Energy Scotland.

We are launching our own new website, with a booking system ready to go live to enable the community to book available spaces easily.



## 3. Market Information

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### 3.1. Products and Services

The community hall will offer the following range of services:

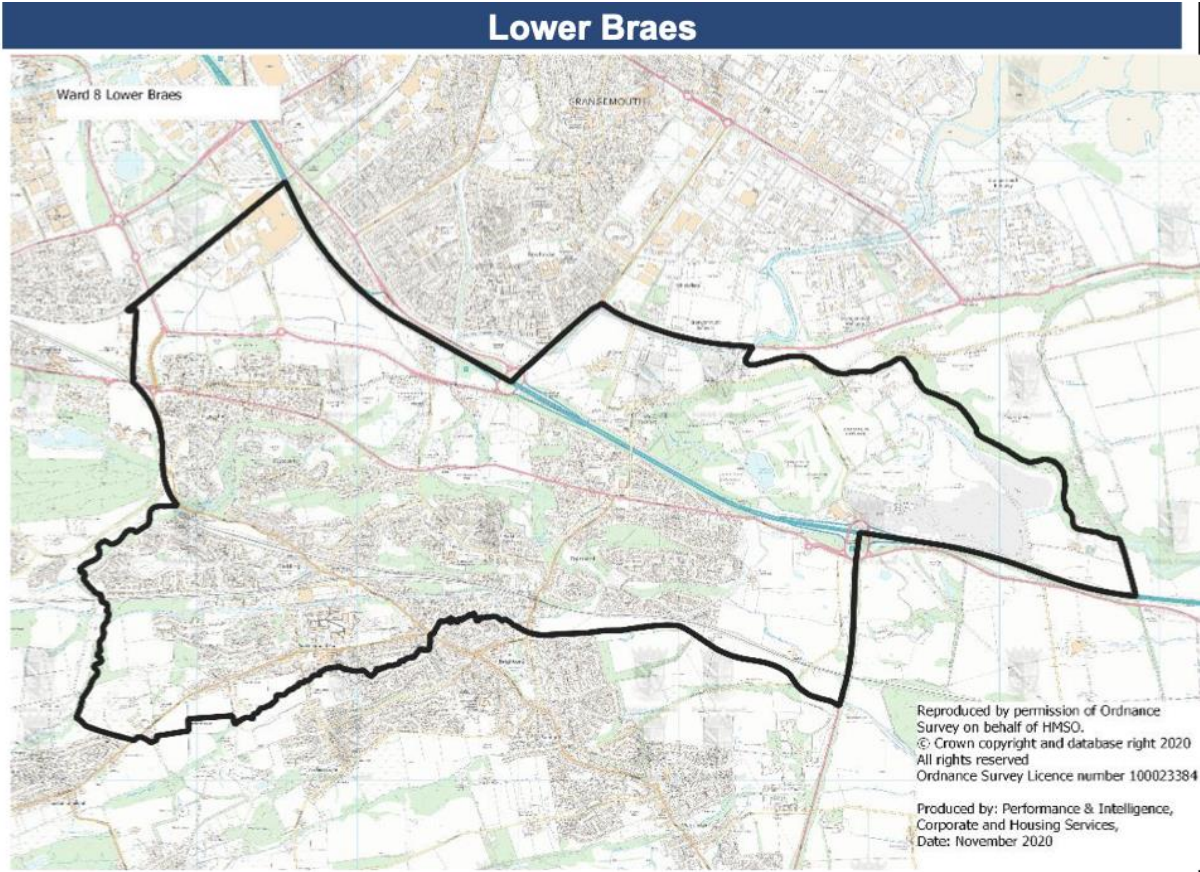
- Wide range of lets to current and future groups. As well as the area specifically let to Polmont Playgroup, providing all the facilities required by such a specialised group, the current building includes a large main hall, ideal for events, and currently let to groups requiring a larger space with active participation such as the Indoor Bowls, Tea Dance, young people's dance class and Brownies/Guides among those. A smaller adjacent lesser hall equipped with tables and comfortable seating and adjoining kitchen leads off this. Currently used for groups such as the Bridge Club, and, in conjunction with the Main Hall, a local Church for their Sunday Services. The lesser hall is also well equipped for use as the previously detailed intended Cinema Room. In addition to this accommodation there is a spacious coffee lounge, with abundant seating, ideal for committee meetings and simply socialising, plus three other sizeable rooms, currently used by groups including craft, literary and further exercise classes to name a few.
- With Wi-Fi, there is potential to provide office space/conference facilities/meeting space/hot desking as a let.
- A further plan is to provide space for companies to carry out conferences. Ample surrounding parking, adjacent kitchen to the main and lesser halls, plus Wi-Fi making this potentially viable as well as offering a more affordable alternative to hotels in the area.
- The amount of land surrounding the Centre means that the Hub is ideally placed to provide space for the aforementioned outdoor activities, as well as the opportunity to run exciting fundraising events involving the whole community.

### 3.2. Market

According to the 2022 consensus, the population of Polmont was 5,046, a figure which is highly likely to have increased since, and is due to increase further with plans in progress for a further circa 500 homes to be constructed in the Gilston area of Polmont (Planning Ref – P/20/04930/PPP. However, the wider Lower Braes area (Ward 8) had then a population of 15,670 demonstrating we have a wide area to target. All ages make up these numbers, families being the predominant group.

Our target market in the above will be all members of the local community, predominantly Ward 8, but not restrictive, and to ensure total inclusion i.e. all age groups, abilities and interests. We intend to encourage working together, for the greater good of others, as well as benefiting their own health and well-being. People currently travel to the Centre from well outside the area, and it is expected that that will continue to be the case.

Additionally, we plan to specifically target those looking for outdoor space in which to develop their interests, as well as those looking to help others within the community, thus promoting overall well-being.



**Figure 1 – Map of Lower Braes Area**

**3.3. Competition**

Competition will come from the other similar groups including:

Brighton’s Village Hall	Reddingmuirhead Community Hall	Laurieston Community Hall	Shieldhill Community Wing
The Grange Community Centre	Lowport Centre, Linlithgow	Polmont Parish Church Hall	Polmont Sports centre
Maddiston Community Education Centre	Westquarter Community Project	Shieldhill Community Wing	

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

We believe that we will differentiate from the above competitors, among other things, by our location. Situated close to M9, and within easy walking distance from a mainline railway station makes it very handy for commuters returning from work to attend evening classes. It is also within a short walking distance from stops on the main bus route from Falkirk to Linlithgow and beyond, with further bus routes feeding off around residential areas, providing public transport for those with mobility issues to attend classes.

**Polmont Community Hub**

The Centre is located on a large flat grassy site, meaning there is the opportunity to provide the outdoor activities which the Hub has in its' plans. No other competitor has access to such a large area of greenspace or is fortunate to offer such considerable parking spaces – particularly essential when running large events.

	<b>Greenpark</b>	<b>Community Halls</b>				<b>Community Centres</b>			<b>S/Hall</b>	
<b>Facilities</b>	Greenpark Centre	Brightons C/Hall	RMH C/Hall	L C/Hall	S C/Hall	M/Com Ed	W/Com Ed	S/Com Ed	Polmont S/Centre	Grange Centre
<b>IT Suite</b>	IT Suite	Small Foyer	Small Foyer	X	X	IT Suite	IT Suite	X	X	IT Suite
<b>Hall</b>	Main Hall	Main Hall with Stage	Main Hall	Main Hall with Stage	Main Hall with Stage Bar & Area	Hall	Meeting Room	Multi-purpose Hall (soft seating)	Games Hall	Games Hall
<b>Rooms</b>	4 General purpose	Small meeting room	X2 Meeting rooms	Meeting Room	X	X	X	X	Fitness Room	X2 General purpose
<b>Kitchen</b>	Kitchen	Kitchen suitable for caterers Toilets with DA access	Kitchen suitable for caterers Toilets with DA access	Kitchen suitable for caterers Toilets with DA access	X	X	X	X	X	Kitchen
<b>Lounge</b>	Coffee Lounge	X	X	X	X	X	X	X	X	Lounge
<b>Photo copier</b>	Photocopying on request	X	X	X	X	X	Photocopying /fax on request			Photocopying on request
<b>Disabled Access</b>	Disabled Access/Toilets	Disabled Access	Disabled Access	Disabled Access	Toilets (Disabled Access)	Disabled Access	Disabled Access	Disabled Access	Disabled Access	Disabled Access/Toilets
<b>Rooms (other)</b>	Dedicated Playgroup	X	X	X	X	Shower/ Changing Rooms				Dedicated Youth Room
<b>Internet Access</b>	Wi-fi	X	X	X	X	Public Internet Access	Public Internet Access	X	X	x
<b>Others</b>	X	X	X	X	X	X	Community Office	X	Squash Court	X

**Polmont Community Hub**

### 3.4. Negative Consequences

The consequences of not maintaining this facility will be detrimental to the local community, the current users, in particular the Playgroup and existing clubs, who recognise the value and benefit of having such a facility. There would be an immediate negative impact to the health and wellbeing of those individuals who currently use the centre. We have considered potential internal negative consequences for 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 currently 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/footfall/increased membership to ensure the building 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

We foresee no external negative consequences for the wider community, as we are maintaining the community centre, as a going concern with no planned change of use and we have plenty of parking onsite to support an increased capacity.

### 3.5. SWOT Analysis

<b><u>Strengths</u></b>	<b><u>Weaknesses</u></b>
Enthusiastic, dedicated team of volunteers with new ideas and experience running the centre Sited on large grass plot 30 groups already use the centre Use local tradespeople/community members for repairs/maintenance Sustainability Officer certified in green energy efficiency Support of CVS Falkirk & District. Central location within the village Ample onsite car parking Local - no travel	Repair work required on the building required. Falkirk Council Letting Schools. Cost-of-Living Crisis forcing drop off in users. Noise complaints from neighbours Centre not secure (gates) – Break-in's Extremely poor/costly utility/energy performance/carbon footprint
<b><u>Opportunities</u></b>	<b><u>Threats</u></b>
Offer jobs – permanent/work experience or voluntary Attract grants to develop range of services Invite organisations to use space Develop skills of local people Provide Community Garden & encourage outdoor activities/spaces to meet Attract grants to develop a range of services to improve health and leisure opportunities. Increase usage by utilising Letting Booking System Create own heating and power system via grants to diminish utilities financial burden	Rising utility costs Costly repairs/Condition of the building and asset Lack of donations/grants Pandemic Failure to attract enough business to ensure funds Rising utility costs Competition Unauthorised parking/camping due to unsecured site

### 3.6. Community Engagement

We have engaged with the community on multiple occasions through the following means:

**INITIAL ANNOUNCEMENT** - In the first instance, when it was announced in the latter part of 2023 that the Council intended to close Greenpark Centre, we jumped into action to hold open public meetings. As the result of large posters/banners being placed throughout the village, a door-to-door leaflet drop describing the potential issue and inviting the full community to an open meeting, over 200 people attended, all voicing their support for the Community to apply to take over running the Centre. As the result of that meeting sufficient people were elected to become Trustees and Members to allow the eventual formation of the current Polmont Community Hub SCIO.

We have also had considerable support from past and current councillors and invaluable support from Polmont Community Council.

Subsequent meetings, open to members of the community have resulted in others proving their support by volunteering to provide their assistance, which, as time wore on, became apparent was essential in order to succeed in our aim.

**LETTERS OF SUPPORT** – We have received letters of Support from Polmont Community Council, Anne Hannah – Ward 8 councillor, Polmont Playgroup and a motion in Parliament from Michelle Thompson – supported by many MSPs. These are included in attachment *A05-Letters of Support.pdf*.

**SHOWCASE SATURDAY** – Polmont Community Hub, Polmont Community Council, Greenpark Management Committee & Polmont Playgroup successfully organised a Community Fun and Centre Awareness Day where we liaised with every group using the centre (and some local businesses), invited them along to show-off what they had on offer to the community at the centre. We incorporated a free Family Fun Day at the same time to encourage community involvement, participation and inclusivity. This event was very well attended, and we saw a huge increase in support from the day. The event was documented in the Falkirk Herald and widely shared on social media. In addition, we received a Motion from the Scottish Parliament in recognition of our Community Engagement – See Page 1 in attachment *A05-Letters of Support.pdf*.





Figure 2 – Greenpark Showcase Flyer

**ONLINE SURVEY** – We utilised a simple Google Form to survey our community on the future of the centre. We have received 188 responses and rising, and a summary of the results to date are as follows (full responses in Attachment *A01-SAVE Greenpark Centre Questionnaire (Responses).xlsx*):

Do you currently use Greenpark Community Centre?

188 responses

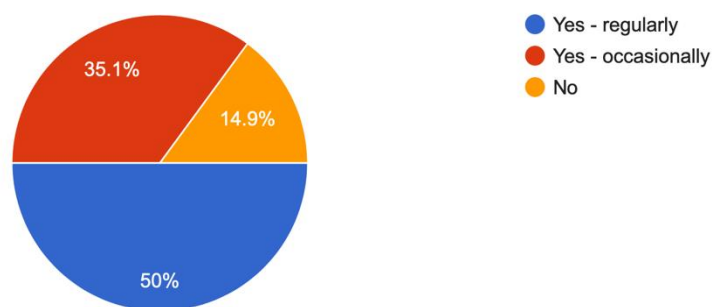


Figure 3 – Survey Result – Usage

Do you think or feel that Greenpark Community Centre is an asset to Polmont & the surrounding areas?

188 responses

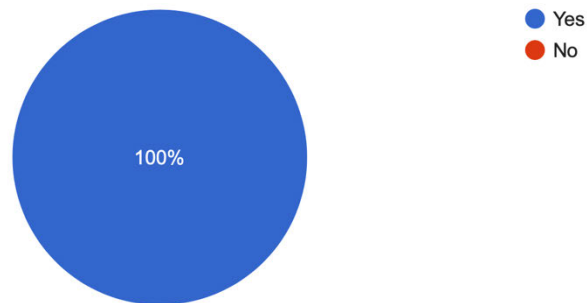


Figure 4 – Survey Result - Deemed Asset

If you use Greenpark Community Centre, can you advise us of the Age Group of attendees?

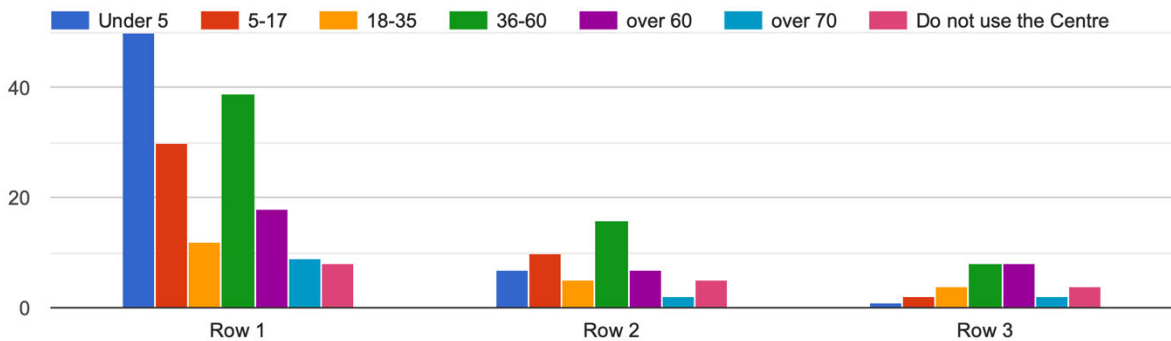
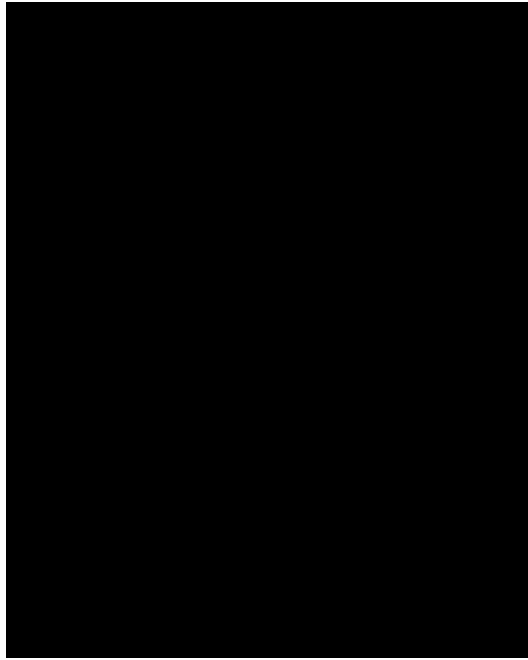


Figure 5 – Survey Result - Usage by Age

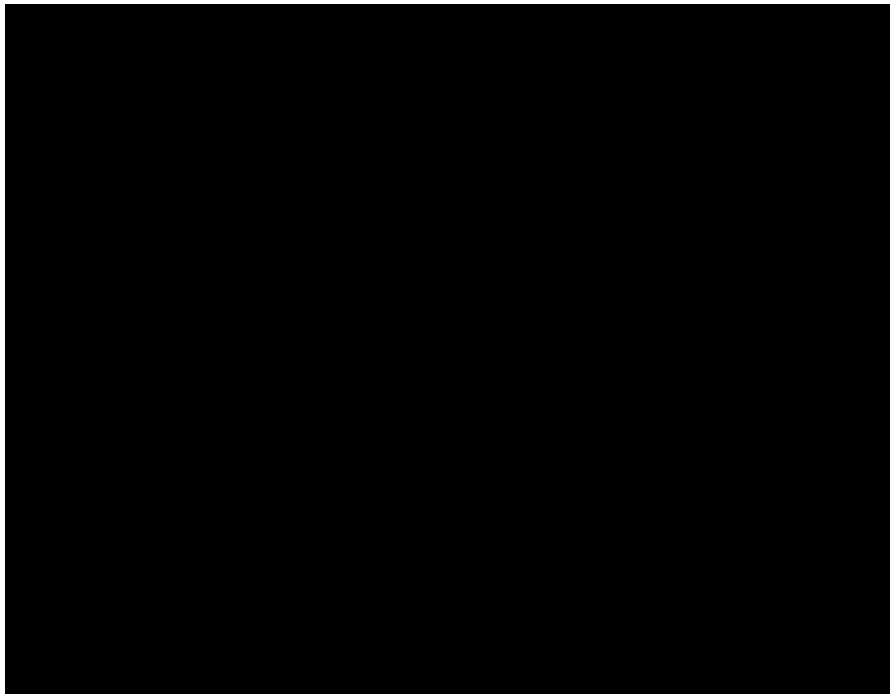
### 3.7. Marketing Activities

**FALKIRK HERALD** - We will contact the Falkirk Herald as we have been doing throughout this process to raise the profile of the centre. They recently covered our well-advertised Showcase Saturday:





**Figure 6 – Marketing, Falkirk Herald Excerpt 1**



**Figure 7 – Marketing, Falkirk Herald Excerpt 2**

**WEBSITE** – We have a consultant volunteer who is currently finalising the design of our website and booking system, tailored to our centre under the domain [www.polmontcommunityhub.co.uk](http://www.polmontcommunityhub.co.uk) We plan to populate this with information about all the groups, a timetable and manage the room bookings to ensure showing real time availability.

**NOTICEBOARDS** – We have large notice boards throughout the Centre, and we will continue to utilise these to advertise as many groups, classes and information as possible. We will also conduct regular advertising via

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posters in community facilities, community notice boards and local shops: we will ensure that the Centre is advertised and promoted wherever possible.

**INSTAGRAM & FACEBOOK PAGE** – We now have active Instagram and Facebook pages, “Polmont Community Hub”, with growing presence due to regular posting with consistent and increasing interaction. Most of our posts are shared by the local councillors and shared on to local community groups such as ‘Braes Blether’. We use High-quality visuals including photographs, videos and banners and will showcase all our activities.

**WORD OF MOUTH** – In relation to the continued promotion of our community centre, word of mouth through the local community's active engagement will remain a key component. We recognise the value and impact of social media, and we will make strong efforts to promote our services through Facebook to keep people talking about the available services at the Centre. We aim to continue with the established clientele, and benefit from their recommendations to bring in additional opportunities.

**There is a need, genuine desire, and support, for the community asset transfer!**

### 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 Summary (Attachment *A02-Financial Projections & Weekly Planner Greenpark.xlsx*) shows that this pricing structure will allow us to make sufficient profit to build a viable business.

We shall agree rolling contracts for 1 month until the end of the FRI then invoice for fees 3 months ahead of time.

Our forecasts are based on the following two alternative costs a)Where a Hub Member Lessee (actively attends committee meetings) acts as Caretaker for their let, is an authorised keyholder and cleans/tidies at the end of their session, and b)A Standard Let, with access and use of the facilities under the management of a committee member. Contracts will be issued to each group depending on the let type prior to agreements on 1<sup>st</sup> October 2024.

<b>Product/ Service</b>	<b>2024/2025 Selling Price £</b>	<b>2025/2026 Selling Price £</b>
Main Hall	Member Lessee Caretaker £20 / Standard Let £25	Price increases will be determined annually at the AGM
Lesser Hall & kitchen	Member Lessee Caretaker £15 / Standard Let £20	Price increases will be determined annually at the AGM
Annex rooms	Member Lessee Caretaker £13 / Standard Let £15	Price increases will be determined annually at the AGM
Playgroup (offset with volunteering hours & sustainability training)	£30 per week (term time)	Price increases will be determined annually at the AGM

### 3.9. Community Asset Transfer Plan

The current valuation of the building is yet to be communicated by Falkirk Council but for the purpose of this report, we consider it to be no more than £150k.

Essential repairs (as demonstrated in the Conditional Survey – attachment **A03-Falkirk Council Condition Survey 2023 Greenpark CE Centre.pdf**) to the building are £0, with Falkirk Council 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 £424,879, 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 £2.6m over the next 5 years. We propose to pay the value of £1.00.

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

(Calculations for Years 2-5 use 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 (4)	£40*	25 p/w	£208,000	£438,095	£453,429
Professional Services volunteers (3)	£100	6p/w	£30,000	£63,186	£65,399
Volunteers (15)	£12**	4p/m	£8,640	£18,197	£18,834
	<b>Total</b>		£246,640	£519,477	£537,662

\*Taken as an average of a Board members salary

\*\*Real Living Wage

#### Activities by Board Members, equating 25 hours per week:

Keyholder management & rota	Email management	Sundries purchases
Staff governance	Social media content	Equipment purchase
Staff training	Meeting planning	General maintenance
Treasurers report	Financial accounts	Chair report
Statutory compliance	Event planning	Collecting fees
Paying bills	Applying for funding	

#### Activities carried out by volunteers, equating to 2 hours per month:

Fun Day/Events	Meeting attendance
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**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>Polmont Community Hub provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. We plan to offer employment opportunities once the asset transfer is complete, in the form of a cleaner, and a centre manager. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.</p> <p>Our centre hosts regular writing confidence groups for further personal development, which can have a positive impact on an individual's job prospects and education prospects as well as encouraging social inclusion. One particular member is over 100 years old, and this has been a life send to them. Our users are better able to conduct themselves in interviews, within a work setting, and other social settings, meaning that they can make those meaningful and impactful relationships that can help them in their personal, professional, and educational life.</p> <p>We provide multiple work experience placements to provide experience, permanent &amp; casual employment opportunities. We support local child businesses, providing them with an affordable venue for their services.</p> <p>We will have a progressive pricing structure, making it affordable to use our centre to allow access for all.</p>	£27,000	£56,868	£60,918
Regeneration	<p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We have plans to upgrade our space and our garden area, so that it can be enjoyed by our whole community. We plan to continue our community work to contribute to the local regeneration of the area. Our initiatives of hosting outdoor events, supporting local businesses, and advocating for community needs, means that we are actively engaging with our broader community: our community centre helps create a more vibrant, connected, and resilient local area.</p> <p>We plan to regenerate the centre, so that it is a modernised, well-equipped and functional hub for our community.</p>	£18,500	£38,965	£41,740
Public Health	<p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. Our LET helps to combat mental health issues in our local area. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of</p>	£72,000	£151,648	£162,449

**Polmont Community Hub**

	<p>purpose. Physical activities at our centre, such as yoga classes, martial arts classes, and dance classes, help maintain physical health and mobility for all those who attend them. Together, these benefits contribute to a healthier, happier, and more connected community. When individuals have access to programmes that support their social, mental, and physical health, they are less likely to require intervention from public services. This proactive approach to community health not only benefits individuals, but also reduces the burden on public resources, allowing them to be allocated more effectively, to areas where they are needed the most.</p> <p>Mental Health is improved due to increased social interaction, the reduction of social isolation, and more wealth is retained within the local community.</p> <p>We know that 1 in 4 people experience some form of poor mental health in their lifetime, and that mental health is an umbrella term which encompasses not only mental health problems/illness and mental health wellbeing. Therefore, it should be highlighted that the Polmont Community Hub could help reduce this by creating some breathing space and balancing out the mental load that those in our community are facing. We plan on opening a wellbeing cafe, which will operate from our centre, allowing individuals to interact in a safe and neutral space.</p> <p>By way of encouraging physical movement, offering multiple sports and fitness offerings for all ages and abilities. Additionally offering support groups for individuals to engage with, whether that be for mental health support, or physical health support, Polmont Community Hub is always there as a venue for people to come together. There is a definite increase in people being more connected and coming together, people in the local area have an increased level of fitness, thus resulting in less interactions with the NHS.</p> <p>There will also be an increase in the level of personal fitness and wellbeing overall.</p>			
Social Wellbeing	<p>The activities and social interactions facilitated at Polmont Community Hub will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events.</p> <p>Attendees to our centre, can form meaningful friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers in both adults and children. These connections can even last a lifetime, forming in childhood, and continuing into adulthood.</p>	£69,500	£146,382	£156,808

**Polmont Community Hub**

	<p>Equality is at the heart of everything that we do, and as a community we recognise that maintaining Polmont Community Hub gives us the opportunity by offering services for young people to attend various classes, events, and activities.</p> <p>We regularly update information via email, on our social media and notice boards to advertise support available. Our volunteers are friendly and approachable for anyone who needs further support.</p>			
Environmental Wellbeing / Environmental Benefits	<p>We plan to continue to work in an environmentally conscious way, and we have plans to engage with funders to make energy efficiency improvements to reduce our carbon footprint on the environment and local community. These improvements contribute to a healthier, more attractive, and more liveable community, benefiting all who live here.</p> <p>We regularly update information via email, on our social media and notice boards to advertise support available. Our volunteers are friendly and approachable for anyone who needs further support.</p>	£12,500	£26,327	£28,203
	<b>Total</b>	£199,500	£420,191	£450,120

Activities	Economic Development / regeneration	Public Health	Social wellbeing	Environmental wellbeing	Reducing inequalities of outcomes from socio-economic disadvantage
Writers Circle / Poetry Group	x	X	X		
Barr Dance Dreams	X	X	X		
Tea Dance		X	X		X
	X	X	X	X	X

Community Garden					
Tool Hub	X	X	X	X	X
Polmont Playgroup	X	X	X		X
Toddlers Music	X	X	X		
Childminding Group	X	X	X	X	X
Bridge Club		X	X		
Yoga / Aerobics / Tai Chi / Stretch & Tone / Zumba / Line Dancing / Fencing / Karate / Judo	X	X	X		
Carpet Bowls		X	X		
Hill Walkers / Joggers		X	X		X
Art Club / Crafts	X	X	X	X	X

**Polmont Community Hub**

(various) / Sewing					
Model Flying Club		X	X		
Brownies / Guides	X	X	X	X	X
Church Services			X		X
Horticultural Groups	X	X	X	X	X
Probus Group		X	X		X
SWI		X	X		X
Local Councillor Surgeries / Polmont Community Council	X	X	X	X	X

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

<b>Direct Savings</b>	<b>Cost</b>		<b>Year 1 Benefit</b>	<b>Year 2-3 Benefit</b>	<b>Year 4-5 Benefit</b>
Utilities	£20,157		£20,157	£41,725	£43,185
Insurance	£1,295		£1,295	£2,680	£2773
Maintenance Costs	£13,828		£13,828	£28,623	£29,624
Water	£2,270		£2,270	£4,699	£4,863
Cleaning & Domestic	£17,432		£17,432	£36,084	£37,347
	<b>Total</b>	<b>£54,982</b>	<b>£54,982</b>	<b>£113,811</b>	<b>£117,792</b>



Proposed start-up costs

<b>Planned Purchases for New Activities</b>			
<b>Item</b>	<b>Date</b>	<b>Cost</b>	<b>Funder</b>
IT equipment	October 24	£1,500	Polmont Community Council
Wi-fi & IT Infrastructure	October 24	£2,000	Vodafone/Scottish Government Digital Inclusion Fun
Signage	October 24	£1,00	Polmont Community Council

<b>Capital Costs</b>			
<b>Item</b>	<b>Date</b>	<b>Cost</b>	<b>Funder</b>
Timers on Switches for outdoor lights and internal electrical heaters – temporary improvements	Oct 24	£TBC	CEG
3 x Audio Pro C5 MKII Wireless Multiroom Speaker and cables		£804	FC Capital Grant
PROPERAV Portable Trolley TV Stand with Bracket		£140	FC Capital Grant
6x12m Marquee / Party tent, PE 450, grey-white		£800	FC Capital Grant
Portable Storage Container is a practical yet cost-effective storage system. Ideal for outside storage 4 mtr		£2000	FC Capital Grant
Epson EB-FH52 - Full 1080p HD, 4000 lumen projector with integrated WiFi		£563	FC Capital Grant
Singer Heavy Duty 4423 Sewing Machine		£285	FC Capital Grant
Samsung Smart Monitor		£339	FC Capital Grant
Mobile Phone x 3		£300	FC Capital Grant
Web Cam		£30	FC Capital Grant
Kitchen equipment - Induction hob		£300	FC Capital Grant
Kitchen Equipment – Induction hob pots/pans		£100	FC Capital Grant
Kitchen equipment – Crockery/cutlery/cups		£100	FC Capital Grant
Kitchen equipment – Flasks/Kettles/Sandwich Maker		£100	FC Capital Grant
Kitchen equipment – Ad hoc		£100	FC Capital Grant
Laptop – For projects		£300	FC Capital Grant
Computer equipment – mouse/keyboard/speakers		£150	FC Capital Grant
Computer and monitor- For management of bookings		£499	FC Capital Grant
WIFI boosters (3 x £80)		£240	FC Capital Grant
Outdoor cable extension leads (electric hook ups).		£40	FC Capital Grant

Outdoor lighting for marquee		£200	FC Capital Grant
Large Monitor Screen		£300	FC Capital Grant
Projector		£300	FC Capital Grant
Cleaning Equipment – Ad hoc, mops, buckets, window cleaning equipment, buckets, ladders		£300	FC Capital Grant
Cleaning Equipment – 2 x hoover – for each part of building		£400	FC Capital Grant
Gardening Equipment – Forks/Spades for tool library and gardening projects		£250	FC Capital Grant
Lawnmower – We have an extensive area of grass		£450	FC Capital Grant
Card Reader - x2 (£25 each)		£50	FC Capital Grant

**To be negotiated with Falkirk Council using their Enabling Fund and Match Funded by External Funders – Quotes to be added / provided once received.**

<b>Item</b>	<b>Date</b>	<b>Cost</b>	<b>Funder</b>
Energy Bill (subsidiary reduction)	October 24	£20,157	Enabling Fund & Business Energy Scotland/CARES
LED Lighting	October 24	£xxx	Enabling Fund & Business Energy Scotland/CARES
High performance external and internal doors	June 25	£14,000	Enabling Fund & Business Energy Scotland/CARES
External wall insulation	June 25	£34,000	Enabling Fund & Business Energy Scotland/CARES
Cavity wall insulation	June 25	£4,810	Enabling Fund & Business Energy Scotland/CARES
Loft insulation	June 25	£8,820	Enabling Fund & Business Energy Scotland/CARES
Floor insulation	June 25	£39,200	Enabling Fund & Business Energy Scotland/CARES
Lighting systems, fitting and controls	June 25	£8,550	Enabling Fund & Business Energy Scotland/CARES
Air source heat pump	June 25	£36,424	Enabling Fund & Business Energy Scotland/CARES

<b>Ongoing Costs</b>	
<b>Item</b>	
PAT Testing	£90
Fire Extinguishers	£153.35
Security / internal CCTV	£16
Performance Rights	£300
Trade Waste	£380
Cleaning – volunteer/Lessee	£0
Accountant/Auditor	£500
Cleaning Materials	£500
Insurances	£1635
Sundries	£500
Phone/Internet	£822.86
Utilities	£31,094
Rates (exempt)	£0
Sanitary	£62

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## 4. Location

The business will operate from address at Greenpark Centre, Greenpark Drive, Polmont, FK2 0PZ

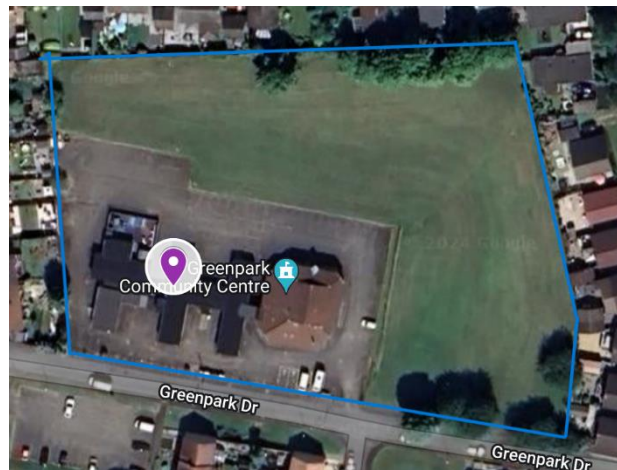


Figure 8 – Aerial view of Greenpark Community Centre with boundary

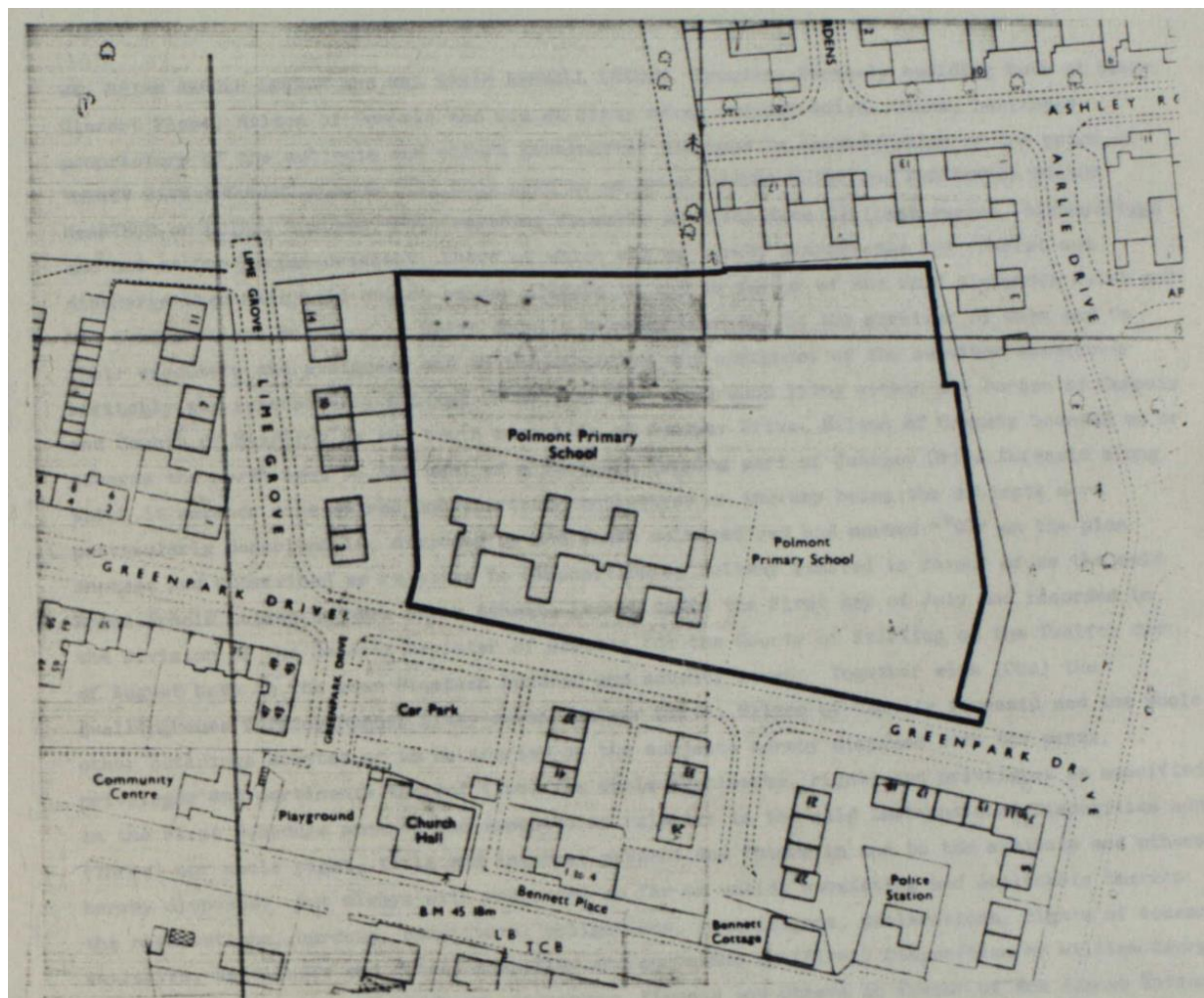


Figure 9 – Map of Greenpark extracted from Notice of Title

## 4.1. The building

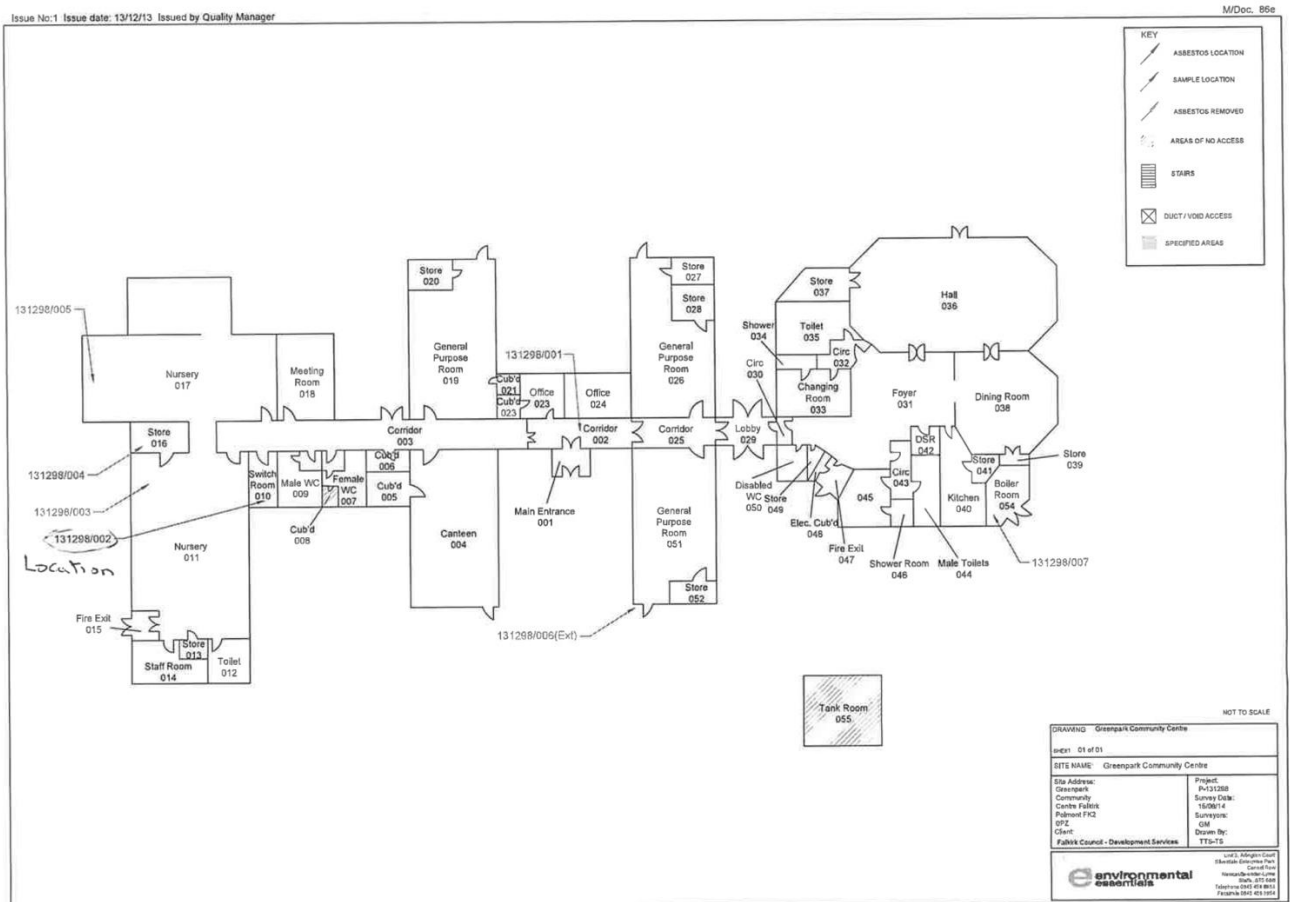


Figure 10 – Floorplan of Greenpark Community Centre



Figure 11 – Greenpark Centre, Rear View

Greenpark Community Centre was built circa 1960 and initially used as Polmont School prior to St Margarets Primary School being built. The newer brick building was added on in January 1996.

The centre consists of 9 rooms: Main Hall, lesser hall & kitchen, foyer. 4 x GP rooms, a smaller meeting/computer room and a dedicated Playgroup space.

## Polmont Community Hub

## 5. People

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██████████ - **CHAIRMAN/TRUSTEE** PCH Chairman and sustainability manager ██████████ previously worked in the petrochemical and gas industry for over 30 years. Leaving the industry disillusioned with the environmental damage being done, he hates waste. As an outdoors enthusiast he has sadly seen too much of the damage that has been done and now wants to give back to mother nature, by educating about sustainability net zero, zero-waste initiatives. Involved with Friends of the Earth with their 'just transition' movement, as a spokesperson from his health safety and environmental risk assessment industry knowledge, he has now given that up, in order to concentrate on volunteering for PCH. Chairman of Falkirk writers circle and part of Polmont joggers' group. He not only brings experience of heat and power systems, but he also has the drive and dream of how a just transition from council ownership to community ownership of the hub should be done. On a voluntary basis he is dedicated to drive PCH towards a sustainable future. As a potential conflict of interest, he wishes it to be known he is also on the board of trustees for Scotland's environmental film festival, held annually in Montrose, also a keen cyclist he is actively involved in the promotion of active travel via Forth environmental link. He now wishes to help his community transition over for the greater good of all, he is seeking to do this by educating and taking part in rewilding initiatives to tackle biodiversity loss, among other actions. He recently qualified as a historical cultural and heritage tour guide, for which he got a silver award from architecture Scotland.

██████████ (**BAcc**) - **TREASURER/TRUSTEE.** ██████████ has a wealth of experience both as a daily user of the centre, having managed Polmont Playgroup for 10 years and a long-term committee member throughout this period, mainly in a Treasurers role – taking on all bookkeeping and account management roles personally and implementing the pay as you earn system. As a part-qualified Accountant, ██████████ is perfectly suited to this role and as a resident of Polmont, she really cares about the future of Polmont Community Hub and is willing to pull out all the stops to keep it open. ██████████ has sound IT and Social Media management knowledge which she can also bring to the committee.

██████████ - **SECRETARY/TRUSTEE.** Now retired therefore has time available to dedicate to PCH, ██████████ has a wealth of transferrable skills and experience to call on from throughout her career from 1968 until 2012 in various roles from an Independent Financial Planning Consultant, Sales Engineer in the Oil & Gas industry, Office Manager/Salesperson in an engineering company, a Book-Keeper and a teller for British Linen Bank in Polmont, which became the Bank of Scotland - All of which she feels are transferrable to the skills required with regard to taking Polmont Community Hub forward to succeed in achieving the CAT.

A glass half full person, enthusiastic, determined and prepared to put in whatever hours and effort it takes to achieve a goal, by utilising any gained experience, knowledge or talent. Deemed to have a talent for letter writing, a touch typist and experienced at problem solving/working out alternative methods of approach. Very much a people person and has no problem with speaking in public.

██████████ -**VICE-CHAIR/TRUSTEE.** ██████████ is a friendly outgoing person who enjoys meeting with other people and socialising, bringing organisational skills and a determination to complete any tasks she undertakes. Enjoying crafts and keep fit classes in her retirement - admits that without PCH many people will find their mental health decline. Dedicated to saving PCH for the people of Polmont to enjoy.

██████████ - **VICE TREASURER/TRUSTEE** - ██████ is honest and extremely diligent, willing to go the extra mile to achieve a goal and happy to volunteer in whatever way needed to ensure Polmont Community Hub remains open as an asset to the residents of Polmont and beyond.

█████'s working life was office based, commencing as an Office Junior with a book binding company, from which she moved on to the British Linen Bank, which became the Bank of Scotland, a position requiring accuracy, strict confidentiality, the handling of large sums of money, interaction with the public and meticulous ledger maintenance. From this she progressed to a local engineering supplies company, carrying out all clerical aspects of their business, including dealing directly with customers. The latter part of her career covered 20 years spent with a local sweeper manufacturer, where she managed the payroll, covered all other aspects of clerical duties in a busy company and dealt with local authorities as well as other clients National and International. This wide and varied skills and experience are directly transferrable to the operation of PCH. ██████ is also, a committee member for a Scottish Country Dance club which includes taking minutes, organising events and making up dance programmes.

### **Capacity to deliver**

We have a dedicated team of Management Trustees as well as a strong team of volunteering/extended family and community committee members supporting us. Each year our Trustees role bearers will be voted in, and as above you can see we support vice roles to ensure smooth succession planning into each role.

Over the years the Management Committee, whom we are replacing, have built up relationships with reliable local volunteers and tradespeople, who we are confident will continue to help us with maintenance of our building and the surrounding areas, and we work in close partnership with Polmont Community Council and Polmont Together to make best use of their skills and offerings.

Our highly experienced Treasurer performs our necessary financial record keeping and we intend to use a local Financial Accountant, to complete our Annual Return to OSCR.

We have over 100 committed members and of those we have 5 volunteers on board to assist with maintenance of the building and a few also willing to help with cleaning. Additionally, a Caretaker, who has experience of PCH, has committed to initial hours on a voluntary basis to help the centre succeed.

Our members are fully appraised through our monthly committee meetings and distributed minutes on our current projects and our achievement path to target.



## 6. Finance

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### 6.1. Capital Expenditure

The proposed capital expenditure is shown in *A02-Financial Projections & Weekly Planner Greenpark.xlsx*.

### 6.2. Viability

An estimate of the viability is detailed in *A02-Financial Projections & Weekly Planner Greenpark.xlsx*.

### 6.3. Cash Flow

A Monthly Cash Flow Forecast has been prepared for the first year of trading and is detailed in *A02-Financial Projections & Weekly Planner Greenpark.xlsx*.

#### **Reserve Levels**

We estimate the need for reserves at £16,000 which we will maintain throughout the year. We will review this figure quarterly.

### 6.4. Funding

The proposed funding is summarised in *A02-Financial Projections & Weekly Planner Greenpark.xlsx*.

#### **Bank account**

We have a Charity/Business Account with Bank of Scotland – 2 approvers and it is active

#### **Grants**

We will have and will apply to various funders for grants (this list is not extensive):

- Community Empowerment Grant – Capital Fund – Applied 05/09/2024
- National Lottery – Community Led
- National Lottery – Awards for All
- National Lottery - Scottish Land Fund
- Suez Communities fund (Landfill)
- FCC Communities Foundation (Landfill)
- FEL Seeds Grant - Award granted 05/09/2024
- Vodafone Digital Inclusion Fund
- M&G Community Fund
- CARES



## 7. Summary

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

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

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

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

Name of Community Group:  
Polmont Community Hub

Contact:

██████████

Address:

Polmont Community Hub, Greenpark Community Centre, Greenpark Drive, Polmont FK2 0PZ

Email:

PolmontCommunityHub@gmail.com

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## COMMUNITY ASSET TRANSFER

## ASSESSMENT PRO-FORMA

Name of property	Name of group	SCIO number	Ownership or lease?	Length of lease	Cost
Greenpark Community Centre	Polmont Community Hub	SCIO SC053456	Ownership	N/A	£1
			<b>APPLICATION DETAILS</b>	<b>ADDITIONAL COMMENTS</b>	<b>ASSESSMENT RATING</b> 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	Strong
2. Financial	Is there a financial saving on public sector costs?	The group estimates a revenue saving to the Council of £58,120 per annum ( <a href="#">SPR SAVING</a> )			Very strong
	Is there an enhanced provision of public benefit through volunteering hours?	They estimate they generate 6,650 volunteer hours per annum Generating a financial equivalent of over £246,640 public benefit per annum			Very strong
	Current market valuation of the property whether by sale or rent	£145,000			Very strong
	Backlog maintenance figure from C&B report	£803,542			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			Strong
	(ii) regeneration	Proposed capital upgrades to the building will have good regeneration outcomes including significantly reducing electricity costs to make the business more viable. Among other things the group intend to insulate the building and install air source heat pumps.			Strong
	(iii) public health	Many of the classes running in the Hall contribute towards good wellbeing of participants including the horticulture group, the art club, the yoga class and the Bridge Club.			Very strong
	(iv) social wellbeing	Involvement in the Indoor Bowls, the Tea Dance group, and Probus Club combat social isolation in older people.			Very strong
	(v) environment / climate change (including figures on carbon dioxide equivalent)	Building works to reduce carbon emissions are proposed including building insulation, air source heat pumps, solar panels and inverter. Waste is a further area intended to be addressed, with the aim to become a zero-waste group, the Hub having amongst its' membership a Zero-Waste Champion volunteer, who currently works with an environmental group. Engaging with a local food-growing group, circular economy and active travel initiatives are the current intended means of achieving this ambitious aim. If members of the community with the required skills can be recruited as volunteers, it is planned to start a repair workshop group. This would be aimed at repairing local people's and businesses' household items or office equipment, reducing waste by recycling. In addition, the Polmont Community Hub aims to share knowledge covering carbon accountancy, energy efficiency and climate change via a community film group, showing community beneficial films covering these areas, along with the subjects of re-wilding and de-growth. Inspirational speakers providing Q&A sessions are a planned accompaniment, providing not only essential information but also mental well-being and social inclusion.			Very strong
	(vi) other				
4. Equality	What evidence is there that the project:				

**COMMUNITY ASSET TRANSFER**

**ASSESSMENT PRO-FORMA**

	(i) contributes to reducing inequalities (potentially make reference to protected characteristics)	The group has stated that 15% of Children from the Upper Braes Area living in Absolute Poverty between 2020/21 in was 15%, with a smaller percentage in Lower Braes of 12.7%. This is not just related to the cost-of-living crisis, but also due to inflation increases. The group aspires to focus on poverty stricken surrounding villages, who could benefit from this centre transferring to the community. We want to introduce services to support whole family health and wellbeing, as we understand how village life and community spirit is much more difficult to generate and sustain.		Strong
	(ii) Promotes equality	The group is open to all, with no restrictions on use.		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 <b>SC053456</b>		Very strong
6. Availability of Resources / Business Plan	Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project?	The Polmont Community Hub Business plan covers all relevant areas. The trustees appear to have a wealth of experience and skills which will be crucial to the operation and success. The cash flow is in a positive position with detailed breakdown of income based on number of lets to various users/ clubs/ members Note a number of grants applications are going to be made for building improvements and capital items Overall a positive position.		Strong
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	The group has over 100 committed members including 5 volunteers on board to assist with maintenance of the building and a few signed up to help with cleaning. Additionally, a Caretaker, who has experience of the building, has committed to initial hours on a voluntary basis to help the centre succeed.		Strong
8. Performance Management	How does the group propose to monitor and report on the achievement of the desired outcomes?	The Trustees meet regularly and keep in close contact with all groups and projects operating from the Hall. They propose to measure the usage of the Centre against their aims to increase usage by 10% year on year on a monthly, quarterly and yearly basis, for the first 2 years. They will monitor their social impact by collecting information on the demographics of hall users, in terms of health and social benefits, gathering feedback, via Google form surveys.		Strong
<b>COMMUNITY SUPPORT</b>				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led. Polmont Community Hub, Polmont Community Council, Greenpark Management Committee & Polmont Playgroup successfully organised a Community Fun and Centre Awareness Day where they liaised with every group using the centre (and some local businesses), invited them along to show off what they had on offer to the community at the centre. They incorporated a free Family Fun Day at the same time to encourage community involvement, participation and inclusivity. This event was very well attended, and the group saw a huge increase in support from the day. The event was documented in the Falkirk Herald and widely shared on social media. In addition, they received a Motion from the Scottish Parliament in recognition of our Community Engagement.		Strong
10. Local Community Support	What evidence has been provided of local community support?	Evidence of an online poll has been submitted, showing that 100% of 188 survey respondents felt that Greenpark Community Centre was an asset to Polmont and the surrounding areas.		Strong
<b>OTHER</b>				

**COMMUNITY ASSET TRANSFER**

**ASSESSMENT PRO-FORMA**

<b>Is the building currently staffed?</b>	No - No employees remain at the building being considered by this report. There was 1 cleaner who has been redeployed and therefore no TUPE considerations apply.		

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

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

## Equality & Poverty Impact Assessment 00922 (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 Greenpark Centre Polmont	<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):

06/12/2024	Community Asset Transfer of Greenpark Centre Polmont
06/12/2024	Keeping Greenpark Centre Polmont open for community 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:	58,120	
Reduction to this service budget (£'0000s)	Per Annum:	58,120	
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.

According to the 2022 consensus, the population of Polmont was 5,046, a figure which is highly likely to have increased since, and is due to increase further with plans in progress for a further circa 500 homes to be constructed in the Gilston area of Polmont (Planning Ref – P/20/04930/PPP. However, the wider Lower Braes area (Ward 8) had then a population of 15,670.

Considering the high number of classes and activities that run from this building it is estimated that upwards of 200 people use the facility on a weekly basis.

**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**

The horticulture group, the art club, the yoga class and the Bridge Club among others contribute towards good wellbeing of participants by fostering creativity and human connection.

Involvement in the Indoor Bowls, the Tea Dance group, and Probus Club combat social isolation in older people.

**Best Judgement:**

<b>Has best judgement been used in place of data/research/evidence?</b>	No
<b>Who provided the best judgement and what was this based on?</b>	
<b>What gaps in data / information were identified?</b>	
<b>Is further research necessary?</b>	No
<b>If NO, please state why.</b>	Best judgement was not used; we used data from the application form and 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, groups, individual users of the Hall	
<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, respondents were overwhelmingly positive about keeping the building open
<b>Display / Exhibitions</b>	No	
<b>User Panels</b>	No	
<b>Public Event</b>	Yes	At open day respondents were overwhelmingly positive about keeping the building open
<b>Other: please specify</b>		
<b>Has the proposal / policy/ project been reviewed / changed as a result of the engagement?</b>	No	
<b>Have the results of the engagement been fed back to the consultees?</b>	Yes	
<b>Is further engagement recommended?</b>	No	

## SECTION FIVE: ASSESSING THE IMPACT

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

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		Older people's groups will continue to operate
Disability	✓			No restrictions on who can use the building
Sex	✓			No restrictions on who can use the building
Ethnicity	✓			No restrictions on who can use the building
Religion / Belief / non-Belief	✓			No restrictions on who can use the building
Sexual Orientation	✓			No restrictions on who can use the building
Transgender	✓			No restrictions on who can use the building
Pregnancy / Maternity	✓			No restrictions on who can use the building
Marriage / Civil Partnership	✓			No restrictions on who can use the building
Poverty		✓		Food growing initiatives may help people on lower incomes
Care Experienced	✓			No restrictions on who can use the building
Other, health, community justice, carers etc.	✓			No restrictions on who can use the building
Risk (Identify other risks associated with this change)				

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

	<b>Evidence of Due Regard</b>
<b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b>	The centre and its services will remain open and accessible to all
<b>Advance Equality of Opportunity:</b>	The centre 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 the centre remaining open will foster good relations between different groups

**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>	No	
<b>Third Sector</b>	Yes	community groups will use the building
<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 on groups or people
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

**SECTION NINE: 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		

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

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

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

**SECTION ELEVEN: CHIEF OFFICER SIGN OFF**

<b>Director / Head of Service:</b>		
Signature:	<i>Malcolm Bennie</i>	Date: 06/01/2025



Appendix 7

Polmont Community Hub																													
Cash Flow for 2024/25		Month 1		Month 2		Month 3		Month 4		Month 5		Month 6		Month 7		Month 8		Month 9		Month 10		Month 11		Month 12		Total			
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
<b>RECEIPTS</b>																													
Surplus/Deficit from previous month				9,208.09		1,945.24		20,345.24		345.24		345.24		345.24		345.24		20,345.24		315,345.24		345.24		345.24		345.24		369,605.70	
Reserved Funds		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00		16,345.24	
Donations/Grants																													
CEG - Capital Fund		8,000.00																										8,000.00	
National Lottery - Awards for All						20,000.00																						20,000.00	
Scottish Land Fund																			250,000.00									250,000.00	
Suez Communities Fund (landfill)																			25,000.00									25,000.00	
FCC Communities Foundation (landfill)																			40,000.00									40,000.00	
FEL Seeds Grant				1,000.00																								1,000.00	
Vodafone Digital Inclusion Fund				600.00																								600.00	
CARES																		20,000.00										20,000.00	
Greenpark Fun Day		237.85																										237.85	
Go Fund Me		465.00																										465.00	
Polmont Joggers		160.00																										160.00	
<b>Total Receipts</b>		<b>8,862.85</b>	<b>-</b>	<b>1,600.00</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>315,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>365,462.85</b>	
Lets																													
Main Hall		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		2,066.67		22,733.33	
Lesser Hall & Kitchen		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		512.50		5,637.50	
Blue Room		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		433.33		4,766.67	
Green Room		-		-		-		-		-		-		-		-		-		-		-		-		-		-	
GP Room		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		227.50		2,502.50	
Craft Room		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		465.83		5,124.17	
Coffee Lounge		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		173.33		1,906.67	
<b>Total Lets</b>		<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>42,670.83</b>	
<b>Total Receipts</b>		<b>12,742.02</b>	<b>-</b>	<b>5,479.17</b>	<b>-</b>	<b>23,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>23,879.17</b>	<b>-</b>	<b>318,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>408,133.68</b>	
<b>PAYMENTS</b>																													
Overheads																													
Heat & power			1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		1,679.75		20,157.00
PLI			28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		28.33		340.00
Buildings Insurance			107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		107.92		1,295.00
Intruder Alarm servicing			1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		1.33		16.00
Wi-Fi / Phone Line			68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		68.57		822.86
PPL/PRS Music Licence			31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		31.94		383.33
Urinal Maintenance			5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		5.17		61.98
Heating Related Services/Maint			111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		111.66		1,339.95
Grounds Maintenance			58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		58.33		700.00
Trade Waste			31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		31.67		380.00
Compliance																													
PAT Testing			7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		7.50		90.00
Fixed Wire			-		-		-		-		-		-		-		-		-		-		-		-		-		-
Legionella testing			11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		11.15		133.78
Legionella Regime Maintenance			168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		168.10		2,017.17
Asbestos			8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		8.33		100.00
Fire Extinguisher Servicing			2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		2.78		33.35
Fire Alarm Servicing			10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		10.00		120.00
Emergency Lighting Maint			24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		24.06		288.73
Operating Expenses																													
Website			-		-		-		-		-		-		-		-		-		-		-		-		-		-
Consumables/Sundries			83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		83.33		1,000.00
Refurbishment			-		-		-		-		-		-		-		-		-		-		-		-		-		-
Ongoing maintenance			1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		1,094.00		13,128.00
<b>Total Donations</b>																													
<b>TOTAL RECEIPTS</b>		<b>12,742.02</b>	<b>-</b>	<b>5,479.17</b>	<b>-</b>	<b>23,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>23,879.17</b>	<b>-</b>	<b>318,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>3,879.17</b>	<b>-</b>	<b>408,133.68</b>	
<b>TOTAL PAYMENTS</b>			<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>3,533.93</b>	<b>-</b>	<b>42,407.15</b>
<b>Surplus/Deficit</b>			<b>9,208.09</b>		<b>1,945.24</b>		<b>20,345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>315,345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>345.24</b>		<b>345.24</b>		

**Polmont Community Hub**

Projected Accounts for financial year		2024/5		2025/26		2026/27		2027/28		2028/29	
		£	£	£	£	£	£	£	£	£	£
<b>RECEIPTS</b>											
<b>Surplus/Deficit from previous year</b>		-		364,726.53		2,550.88		4,891.54		7,858.17	
<b>Reserved Funds</b>		16,000.00		16,000.00		16,000.00		16,000.00		16,000.00	
Donations/Grants (potential)	CEG - Capital Fund	8,000.00									
	National Lottery - Awards for All	20,000.00									
	Scottish Land Fund	250,000.00									
	Suez Communities Fund (landfill)	25,000.00									
	FCC Communities Foundation (landfill)	40,000.00									
	FEL Seeds Grant	-									
	Vodafone Digital Inclusion Fund	600.00									
	CARES	20,000.00									
	Greenpark Fun Day	237.85									
	Go Fund Me	465.00									
Polmont Joggers	160.00										
<b>Total</b>		<b>364,462.85</b>		-		-		-		-	
Lets	Main Hall	22,733.33		25,006.67	-	27,507.33	-	30,258.07	-	33,283.87	-
	Lesser Hall & Kitchen	5,637.50		6,201.25	-	6,821.38	-	7,503.51	-	8,253.86	-
	Blue Room	4,766.67		5,243.33	-	5,767.67	-	6,344.43	-	6,978.88	-
	Green Room	-		-	-	-	-	-	-	-	-
	GP Room	2,502.50		2,752.75	-	3,028.03	-	3,330.83	-	3,663.91	-
	Craft Room	5,124.17		5,636.58	-	6,200.24	-	6,820.27	-	7,502.29	-
	Coffee Lounge	1,906.67		2,097.33	-	2,307.07	-	2,537.77	-	2,791.55	-
	<b>Total Receipts</b>		<b>42,670.83</b>		<b>46,937.92</b>		<b>51,631.71</b>		<b>56,794.88</b>		<b>62,474.37</b>
<b>PAYMENTS</b>											
Overheads	Heat & power		20,157.00		21,164.85		22,223.09		23,334.25		24,500.96
	PLI		340.00		357.00		374.85		393.59		413.27
	Buildings Insurance		1,295.00		1,359.75		1,427.74		1,499.12		1,574.08
	Intruder Alarm servicing		16.00		16.80		17.64		18.52		19.45
	Wi-Fi / Phone Line		822.86		864.00		907.20		952.56		1,000.19
	PPL/PRS Music Licence		383.33		402.50		422.63		443.76		465.94
	Urinal Maintenance		61.98		65.08		68.33		71.75		75.34
	Heating Related Services/Maint		1,339.95		1,406.95		1,477.29		1,551.16		1,628.72
	Grounds Maintenance		700.00		735.00		771.75		810.34		850.85
	Trade Waste		380.00		399.00		418.95		439.90		461.89
Compliance	PAT Testing		90.00		94.50		99.23		104.19		109.40
	Fixed Wire		-		-		-		-		844.80
	Legionella testing		133.78				133.78				133.78
	Legionella Regime Maintenance		2,017.17		2,118.03		2,223.93		2,335.13		2,451.88
	Asbestos		100.00		105.00		110.25		115.76		121.55
	Fire Extinguisher Servicing		33.35		35.02		36.77		38.61		40.54
	Fire Alarm Servicing		120.00		126.00		132.30		138.92		145.86
	Emergency Lighting Maint		288.73		303.17		318.32		334.24		350.95
Operating Expenses	Website		-		-		-		-		-
	Consumables/Sundries		1,000.00		1,050.00		1,102.50		1,157.63		1,215.51
	Refurbishment		-		-		-		-		-
	Ongoing maintenance		13,128.00		13,784.40		14,473.62		15,197.30		15,957.17
<b>TOTAL RECEIPTS</b>		<b>423,133.68</b>		-		<b>62,937.92</b>		-		<b>78,474.37</b>	
<b>TOTAL PAYMENTS</b>		<b>42,407.15</b>		<b>44,387.04</b>		<b>46,740.17</b>		<b>48,936.71</b>		<b>52,362.13</b>	
<b>Surplus/Deficit</b>		<b>380,726.53</b>		<b>18,550.88</b>		<b>20,891.54</b>		<b>23,858.17</b>		<b>26,112.24</b>	

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			1,193.75	11,300.00	10.56%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	47,750.00	452,000.00	10.56%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	3,979.17	37,666.67	10.56%

Based on 40 weeks

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday						
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity		
08:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
08:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
09:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
09:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
10:00					6.50					6.50			Coffee	6.50	6.50					6.50			Clr Surgery	3.25	6.50					6.50				6.50			
10:30					6.50					6.50			Coffee	6.50	6.50					6.50			Clr Surgery	-	6.50					6.50				6.50			
11:00					6.50					6.50			Coffee	6.50	6.50					6.50					6.50					6.50				6.50			
11:30					6.50					6.50			Coffee	6.50	6.50					6.50					6.50					6.50				6.50			
12:00					6.50					6.50					6.50					6.50					6.50					6.50				6.50			
12:30					6.50					6.50					6.50					6.50					6.50					6.50				6.50			
13:00					6.50					6.50					6.50					6.50					6.50					6.50				6.50			
13:30					6.50					6.50					6.50					6.50					6.50					6.50				6.50			
14:00					6.50					6.50					6.50					6.50					6.50					6.50				6.50			
14:30					6.50					6.50					6.50					6.50					6.50					6.50			Fuschia	6.50	6.50		
15:00					6.50					6.50					6.50					6.50					6.50					6.50			Fuschia	3.25	6.50		
15:30					6.50					6.50					6.50					6.50					6.50					6.50			Fuschia	-	6.50		
16:00					6.50					6.50					6.50					6.50					6.50					6.50			Fuschia	-	6.50		
16:30					6.50					6.50					6.50					6.50					6.50					6.50			Fuschia	-	6.50		
17:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
17:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
18:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
18:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
19:00			PCC	6.50	6.50					6.50			Model Fl	HillWalk	6.50	6.50				6.50					6.50					6.50				6.50			
19:30			PCC	-	6.50			FkWr	6.50	6.50				HillWalk	-	6.50				6.50					6.50					6.50				6.50			
20:00			PCC	-	6.50			FkWr	6.50	6.50				HillWalk	-	6.50				6.50					6.50					6.50				6.50			
20:30			PCC	-	6.50			FkWr	6.50	6.50				HillWalk	-	6.50				6.50					6.50					6.50				6.50			
21:00					6.50			FkWr	6.50	6.50					6.50					6.50					6.50					6.50					6.50		
21:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50		
<b>Totals</b>					<b>6.50</b>					<b>182.00</b>					<b>32.50</b>					<b>182.00</b>					<b>3.25</b>		<b>182.00</b>			<b>0</b>			<b>-</b>	<b>182.00</b>		<b>9.75</b>	<b>182.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			52.00	1,274.00	4.08%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	2,080.00	50,960.00	4.08%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	173.33	4,246.67	4.08%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
08:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:30					6.50					6.50			CH Minding	6.50	6.50					6.50					6.50					6.50					6.50
10:00					6.50					6.50			CH Minding	6.50	6.50					6.50					6.50					6.50					6.50
10:30					6.50					6.50			CH Minding	6.50	6.50					6.50					6.50					6.50					6.50
11:00					6.50					6.50			CH Minding	6.50	6.50					6.50					6.50					6.50					6.50
11:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:30					6.50			Craft&T	6.50	6.50					6.50					6.50					6.50					6.50					6.50
14:00			SW1	6.50	6.50			Craft&T	6.50	6.50					6.50			HobbyCr	6.50	6.50					6.50					6.50					6.50
14:30			SW1	-	6.50			Craft&T	6.50	6.50					6.50			HobbyCr	6.50	6.50					6.50					6.50					6.50
15:00			SW1	-	6.50			Craft&T	6.50	6.50					6.50			HobbyCr	6.50	6.50					6.50					6.50					6.50
15:30			SW1	-	6.50					6.50					6.50			HobbyCr	6.50	6.50					6.50					6.50					6.50
16:00			DanceDream	3.25	6.50					6.50					6.50					6.50					6.50					6.50					6.50
16:30			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:00			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:30			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:00			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:30			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
19:00			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
19:30			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
20:00			DanceDream	6.50	6.50					6.50					6.50					6.50					6.50					6.50					6.50
20:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
21:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
21:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
<b>Totals</b>					<b>61.75</b>					<b>182.00</b>					<b>26.00</b>					<b>182.00</b>					<b>26.00</b>					<b>182.00</b>					<b>182.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			139.75	1,274.00	10.97%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	5,590.00	50,960.00	10.97%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	465.83	4,246.67	10.97%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday					
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	
08:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
08:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
09:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
09:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
10:00					6.50					6.50			Stetch&Tone	6.50	6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
10:30					6.50					6.50			Stetch&Tone	6.50	6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
11:00					6.50					6.50			Stetch&Tone	3.25	6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
11:30					6.50					6.50					6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
12:00					6.50					6.50					6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
12:30					6.50					6.50					6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
13:00					6.50					6.50					6.50					6.50					6.50					6.50			Vineyard CH	6.50	6.50	
13:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
14:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
14:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
15:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
15:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
16:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
16:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
17:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
17:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
18:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
18:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
19:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
19:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
20:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
20:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
21:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
21:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50	
<b>Totals</b>					-					<b>182.00</b>					<b>16.25</b>					<b>182.00</b>					<b>-</b>					<b>182.00</b>					<b>52.00</b>	<b>182.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			68.25	1,274.00	5.36%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	2,730.00	50,960.00	5.36%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	227.50	4,246.67	5.36%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
08:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
10:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
10:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
11:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
11:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
14:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
14:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
15:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
15:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
16:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
16:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
19:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
19:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
20:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
20:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
21:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
21:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
<b>Totals</b>					-					<b>182.00</b>					-					<b>182.00</b>					-					<b>182.00</b>					<b>182.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			-	1,274.00	0.00%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	-	50,960.00	0.00%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	-	4,246.67	0.00%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
08:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
09:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
10:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
10:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
11:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
11:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
12:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
13:30					6.50					6.50			Poetry Group	6.50	6.50			SliceOfArt	6.50	6.50				6.50					6.50					6.50	
14:00					6.50					6.50			Poetry Group	6.50	6.50			SliceOfArt	6.50	6.50				6.50					6.50					6.50	
14:30					6.50					6.50			Poetry Group	6.50	6.50			SliceOfArt	6.50	6.50				6.50					6.50					6.50	
15:00					6.50					6.50			Poetry Group	6.50	6.50			SliceOfArt	6.50	6.50				6.50					6.50					6.50	
15:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
16:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
16:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
17:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
18:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
19:00					6.50					6.50					6.50			CardMak	6.50	6.50				6.50					6.50					6.50	
19:30					6.50					6.50					6.50			CardMak	6.50	6.50				6.50					6.50					6.50	
20:00					6.50					6.50					6.50			CardMak	6.50	6.50				6.50					6.50					6.50	
20:30					6.50					6.50					6.50			CardMak	6.50	6.50				6.50					6.50					6.50	
21:00					6.50					6.50					6.50					6.50					6.50					6.50					6.50
21:30					6.50					6.50					6.50					6.50					6.50					6.50					6.50
<b>Totals</b>					-					<b>182.00</b>					<b>26.00</b>					<b>182.00</b>					<b>-</b>					<b>0</b>					<b>182.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			130.00	1,274.00	10.20%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	5,200.00	50,960.00	10.20%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	433.33	4,246.67	10.20%



Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday										
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity						
08:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
08:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
09:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
09:30			M Music	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
10:00			M Music	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
10:30			M Music	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
11:00			M Music	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
11:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
12:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
12:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
13:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
13:30			Bridge	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
14:00			Bridge	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
14:30			Bridge	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
15:00			Bridge	7.50	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
15:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
16:00			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
16:30			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
17:00			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
17:30			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
18:00			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
18:30			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
19:00			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
19:30			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
20:00			DanceDream	3.75	7.50					7.50					7.50					7.50					7.50					7.50					7.50						
20:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
21:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
21:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50						
<b>Totals</b>					<b>93.75</b>					<b>210.00</b>					<b>210.00</b>					<b>210.00</b>					<b>210.00</b>					<b>0</b>					<b>210.00</b>					<b>60.00</b>	<b>210.00</b>

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			153.75	1,470.00	10.46%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	6,150.00	58,800.00	10.46%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	512.50	4,900.00	10.46%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00					10.00					10.00					10.00					10.00					10.00					10.00					10.00
08:30					10.00					10.00					10.00					10.00					10.00					10.00					10.00
09:00					10.00					10.00					10.00					10.00					10.00					10.00					10.00
09:30			M Music	10.00	10.00					10.00			Pol. Probus	10.00	10.00					10.00				SlimmingWorld	10.00	10.00								10.00	
10:00			M Music	10.00	10.00			BegYoga	10.00	10.00			Pol. Probus	10.00	10.00			LineDancing	10.00	10.00				SlimmingWorld	10.00	10.00							10.00		
10:30			M Music	10.00	10.00			BegYoga	10.00	10.00			Pol. Probus	10.00	10.00			LineDancing	10.00	10.00				SlimmingWorld	10.00	10.00							10.00		
11:00			M Music	10.00	10.00			Tai Chi	10.00	10.00			Pol. Probus	10.00	10.00			LineDancing	10.00	10.00				SlimmingWorld	10.00	10.00							10.00		
11:30					10.00			Tai Chi	10.00	10.00			Pol. Probus	10.00	10.00			LineDancing	10.00	10.00					10.00									10.00	
12:00					10.00			Tai Chi	2.50	10.00					10.00					10.00					10.00									10.00	
12:30					10.00					10.00					10.00					10.00					10.00									10.00	
13:00					10.00					10.00					10.00					10.00					10.00									10.00	
13:30					10.00			TeaDance	10.00	10.00					10.00					10.00					10.00									10.00	
14:00			C Bowlers	10.00	10.00			TeaDance	10.00	10.00			C.Bowlers	10.00	10.00					10.00					10.00									10.00	
14:30			C Bowlers	10.00	10.00			TeaDance	10.00	10.00			C.Bowlers	10.00	10.00					10.00					10.00									10.00	
15:00			C Bowlers	10.00	10.00			TeaDance	10.00	10.00			C.Bowlers	10.00	10.00					10.00					10.00									10.00	
15:30			C Bowlers	10.00	10.00					10.00			C.Bowlers	10.00	10.00					10.00					10.00									10.00	
16:00			DanceDreams	5.00	10.00					10.00					10.00					10.00					10.00									10.00	
16:30			DanceDreams	10.00	10.00					10.00					10.00					10.00					10.00									10.00	
17:00			DanceDreams	10.00	10.00					10.00					10.00					10.00					10.00									10.00	
17:30			DanceDreams	10.00	10.00					10.00					10.00					10.00					10.00									10.00	
18:00			DanceDreams	10.00	10.00					10.00					10.00					10.00					10.00									10.00	
18:30			DanceDreams	10.00	10.00					10.00					10.00					10.00					10.00									10.00	
19:00			DanceDreams	10.00	10.00			Karate	2.50	10.00					10.00					10.00					10.00									10.00	
19:30			DanceDreams	10.00	10.00			Karate	10.00	10.00			Zumba	10.00	10.00					10.00			Fencing	10.00	10.00								10.00		
20:00			DanceDreams	10.00	10.00			Karate	10.00	10.00			Zumba	10.00	10.00					10.00			Fencing	10.00	10.00								10.00		
20:30					10.00			Karate	10.00	10.00					10.00					10.00					10.00									10.00	
21:00					10.00			Karate	10.00	10.00					10.00					10.00					10.00									10.00	
21:30					10.00					10.00					10.00					10.00					10.00									10.00	
Totals				165.00	280.00				#####	280.00				#####	280.00				40.00	280.00				80.00	280.00		0	-	280.00			90.00	280.00		

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			620.00	1,960.00	31.63%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	24,800.00	78,400.00	31.63%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	2,066.67	6,533.33	31.63%

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
08:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
09:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
09:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
10:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
10:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
11:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
11:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
12:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
12:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
13:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
13:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
14:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
14:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
15:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
15:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
16:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
16:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
17:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
17:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
18:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
18:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
19:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
19:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
20:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
20:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
21:00					7.50					7.50					7.50					7.50					7.50					7.50					7.50
21:30					7.50					7.50					7.50					7.50					7.50					7.50					7.50
<b>Totals</b>					-	<b>210.00</b>				-	<b>210.00</b>				-	<b>210.00</b>				-	<b>210.00</b>				0	-	<b>210.00</b>					-	<b>210.00</b>		

Weekly totals						
Summer	Winter	Full year	Income	Capacity	Percentage	
			-	1,470.00	0.00%	

Annual totals						
Summer	Winter	Full year	Income	Capacity	Percentage	
0	0	0	-	58,800.00	0.00%	

Monthly totals						
Summer	Winter	Full year	Income	Capacity	Percentage	
0	0	0	-	4,900.00	0.00%	

Time	Monday					Tuesday					Wednesday					Thursday					Friday					Saturday					Sunday				
	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity	Summer	Winter	Club	Fee	Capacity
08:00																																			
08:30																																			
09:00																																			
09:30			PGroup	6.00	6.00			PGroup	6.00	6.00			PGroup	6.00	6.00			PGroup	6.00	6.00			PGroup	6.00	6.00										
10:00			PGroup					PGroup					PGroup					PGroup					PGroup												
10:30			PGroup					PGroup					PGroup					PGroup					PGroup												
11:00			PGroup					PGroup					PGroup					PGroup					PGroup												
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20:30																																			
21:00																																			
21:30																																			
Totals				6.00	6.00				6.00	6.00				6.00	6.00				6.00	6.00				6.00	6.00			0		-	-			-	-

Weekly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
			30.00	30.00	100.00%

Annual totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	1,200.00	1,200.00	100.00%

Monthly totals					
Summer	Winter	Full year	Income	Capacity	Percentage
0	0	0	100.00	100.00	100.00%