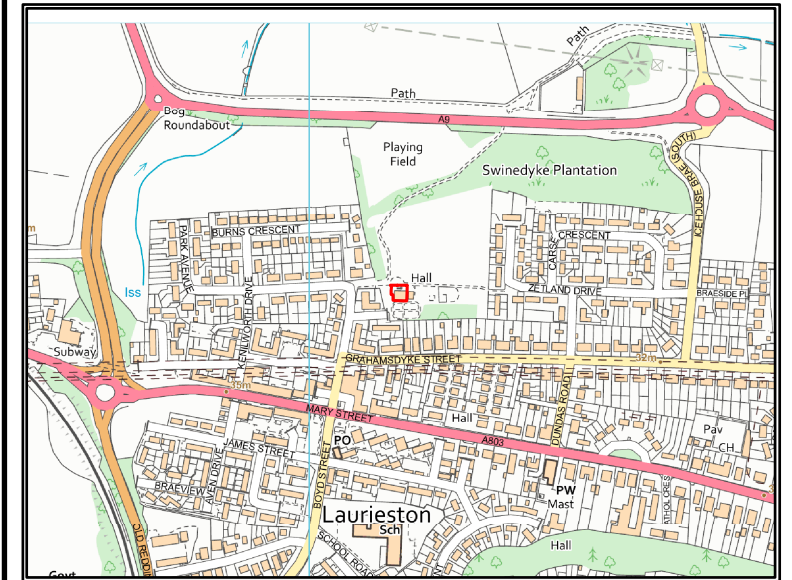


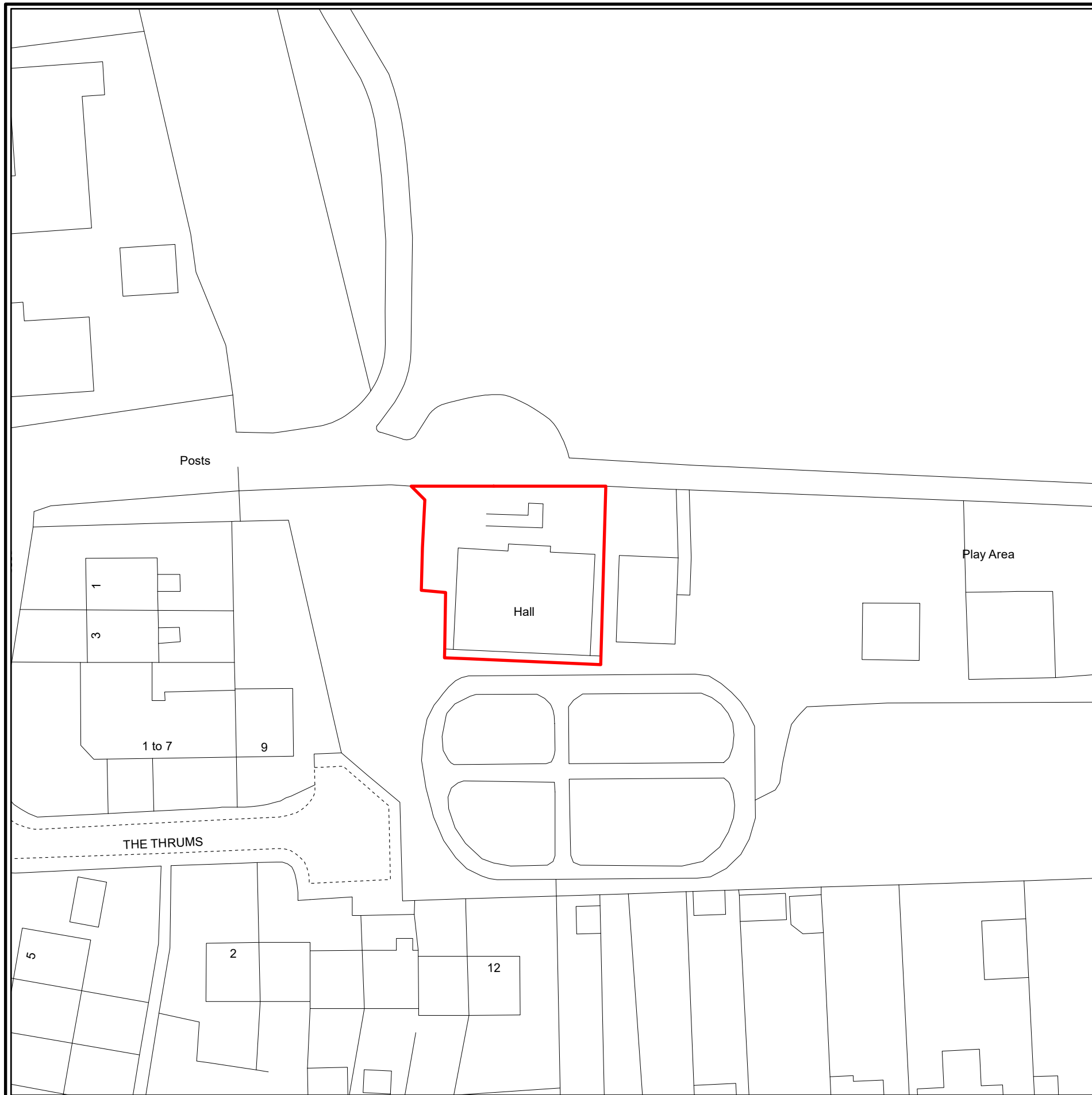


Falkirk Council



LOCATION PLAN

scale: 1:10,000



Subject:

Laurieston Community Hall

Area: 400 sqm (0.1 acre) or thereby.

Scale: 1:500

Plan No: 3199

Date: 3.5.2024



Place Services

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



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O.S.Ref
NS9179

CONSTITUTION

Of

Laurieston Community Hall at The Thrums

GENERAL	type of organisation, Scottish principal office, name, purposes, powers, liability, general structure	clauses 1 - 10
MEMBERS	qualifications for membership, application, subscription, register of members, withdrawal, transfer, re-registration, expulsion, termination	clauses 11 - 25
DECISION-MAKING BY THE MEMBERS	members' meetings, power to request members' meeting, notice, procedure at members' meetings, voting at members' meetings, written resolutions, minutes	clauses 26 - 60
BOARD (CHARITY TRUSTEES)	number, eligibility, election/ retiral/re-election, termination of office, register of charity trustees, office bearers, powers, general duties, code of conduct	clauses 61 - 90
DECISION-MAKING BY THE CHARITY TRUSTEES	notice, procedure at board meetings, minutes	clauses 91 - 114
ADMINISTRATION	sub-committees, operation of accounts, accounting records and annual accounts	clauses 115 123
MISCELLANEOUS	winding up, alterations to the constitution, interpretation	clauses 124 129

GENERAL

Type of organisation

1. The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

2. The principal office of the organisation will be in Scotland (and must remain in Scotland).

Name

3. The name of the organisation is Laurieston Community Hall at The Thrums

Purposes

4. The organisation has been formed to benefit the community of Laurieston, and the organisation's purposes are:
 - 4.1. The advancement of education by means of, but not exclusively, through the provision or facilitation of educational activities, workshops, training seminars, lectures, exhibitions, conferences, gatherings and other activities as determined from time to time by the Trustees.
 - 4.2. The provision of recreational facilities or the organisation of recreational activities that contribute towards the well-being of individuals and families including, but not exclusively, lunch clubs for the elderly, youth activities, mother and toddler groups.

Powers

5. The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
6. No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability of members

7. 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.

8. The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 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.

General structure

9. The structure of the organisation consists of:-
 - (a) the MEMBERS - who have the right to attend members' meetings (including any annual members' meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
 - (b) the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
10. The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

MEMBERS

Qualifications for membership

11. Membership is open to any individual aged 16 years and over who:-
 - 11.1. Reside in Laurieston or the surrounding areas;
 - 11.2. Wish to further the purpose and objectives of the Organisation;
 - 11.3. The organisation shall not have fewer than 20 members at any time.
 - 11.4. In the event that the number of members falls below 20, the Board will ensure that admission of sufficient ordinary members to achieve the minimum number.
12. Employees of the organisation are not eligible for membership.

Application for membership

13. Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the board at its next board meeting.
14. The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit them to membership.

Membership subscription

15. No membership subscription will be payable.

Register of members

16. The board must keep a register of members, setting out
 - (a) for each current member:
 - (1) their full name and address; and
 - (2) the date on which they were registered as a member of the organisation;
 - (b) for each former member - for at least six years from the date on which they ceased to be a member:
 - (1) their name; and
 - (2) the date on which they ceased to be a member.
17. The board must ensure that the register of members is updated within 28 days of any change:
 - (a) which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - (b) which is notified to the organisation.
18. 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.

Withdrawal from membership

19. Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by them; they will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

20. Membership of the organisation may not be transferred by a member.

Re-registration of members

21. 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.
22. If a member fails to provide confirmation to the board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 21, the board may expel them from membership.
23. A notice under clause 21 will not be valid unless it refers specifically to the consequences (under clause 22) of failing to provide confirmation within the 28-day period.

Expulsion from membership

24. Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:
 - (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;
 - (b) the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination

25. Membership of the organisation will terminate on death.

DECISION-MAKING BY THE MEMBERS

Members' meetings

26. The board must arrange a meeting of members (an annual members' meeting or "AGM") in each calendar year.
27. The gap between one AGM and the next must not be longer than 15 months.
28. Notwithstanding clause 26, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.
29. The business of each AGM must include:-
 - (a) a report by the chair on the activities of the organisation;
 - (b) consideration of the annual accounts of the organisation;
 - (c) the election/re-election of charity trustees, as referred to in clauses 66 to 69.
30. The board may arrange a special members' meeting at any time.

Power to request the board to arrange a special members' meeting

31. The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 25% or more of the total membership of the organisation at the time, providing:
 - (a) the notice states the purposes for which the meeting is to be held; and
 - (b) those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
32. If the board receive a notice under clause 31 , the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

33. At least 14 clear days' notice must be given of any AGM or any special members' meeting.
34. The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
 - (a) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
 - (b) in the case of any other resolution falling within clause 52 (requirement for two-thirds majority) must set out the exact terms of the resolution.
35. The reference to "clear days" in clause 33 shall be taken to mean that, in calculating the period of notice,
 - (a) the day after the notices are posted (or sent by e-mail) should be excluded; and
 - (b) the day of the meeting itself should also be excluded.
36. 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.
37. Any notice which requires to be given to a member under this constitution must be: -
 - (a) sent by post to the member, at the address last notified by them to the organisation; *or*
 - (b) sent by e-mail to the member, at the e-mail address last notified by them to the organisation.
38. If members and charity trustees are to be permitted to participate in a members' meeting by way of audio and/or audio-visual link(s) (see clause 41), the notice (or notes accompanying the notice) must:
 - (a) set out details of how to connect and participate via that link or links; and
 - (b) particularly for the benefit of those members who may have difficulties in using a computer or laptop for this purpose) draw members'

attention to the following options:

- (1) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
- (2) (where attendance in person is to be permitted, either on an open basis or with a restriction on the total number who will be permitted to attend) attending and voting in person at the meeting;
- (3) (where clause 39 applies) submitting questions and/or comments in advance of the meeting.

39. Where a members' meeting is to involve participation *solely* via audio and/or audio-visual link(s), the notice (or notes accompanying the notice) must include a statement inviting members to submit questions and/or comments in advance of the meeting, which (subject to clause 40) the chairperson of the meeting will be expected to read out, and address, in the course of the meeting.

40. Where clause 39 applies, the chairperson of a members' meeting will not require to read out or address any questions or comments submitted by members in advance of the meeting if and to the extent that the questions or comments are of an unreasonable length (individually or taken together), or contain material which is defamatory, racist or otherwise offensive.

Procedure at members' meetings

41. The board may if they consider appropriate (and must, if this is required under clause 42) make arrangements for members and charity trustees to participate in members' meetings by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting, providing:

- (a) the means by which members and charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all or a significant proportion of the membership - a barrier to participation;
- (b) the notice calling the meeting (or notes accompanying the notice) contains the information required under clause 38; and
- (c) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those members and charity trustees who participate via an audio or audio-visual link are not disadvantaged with

regard to their ability to contribute to discussions at the meeting, as compared with those members and charity trustees (if any) who are attending in person (and vice versa).

42. If restrictions arising from public health legislation or guidance are likely to mean that attendance in person at a proposed members' meeting would not be possible or advisable for all or a significant proportion of the membership, the board must make arrangements for members and charity trustees to participate in that members' meeting by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting; and on the basis that the requirements set out in paragraphs (a) to (c) of clause 41 will apply.
43. A members' meeting may involve two or more members or charity trustees participating via attendance in person while other members and/or charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
44. The quorum for a members' meeting is fifty percent plus one of members, present in person.
45. An individual participating in a members' meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a member) will be deemed to be in attendance) at the meeting.
46. If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
47. The chair of the organisation should act as chairperson of each members' meeting.
48. If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members' meetings

49. Every member has one vote, which must be given personally (subject to clause 54).

50. All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 51.
51. The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 58):
 - (a) a resolution amending the constitution;
 - (b) a resolution expelling a person from membership under clause 24;
 - (c) a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - (d) a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
 - (e) a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
 - (f) a resolution for the winding up or dissolution of the organisation.
52. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
53. A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
54. Where members are participating in a meeting via an audio or audio-visual link, they may cast their votes on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically - and providing the board have no reasonable grounds for suspicion as regards authenticity, any such action shall be deemed to be a vote cast personally via a show of hands.
55. The chairperson in consultation with the office bearers will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.
56. Where members are participating in a meeting via audio and/or audio-visual links, the chairperson's directions regarding how a secret ballot is to be conducted may allow those members to cast their votes on the secret ballot

via any or all of the methods referred to in clause 54, providing reasonable steps are taken to preserve anonymity (while at the same time, addressing any risk of irregularities in the process).

Technical objections to remote participation in members' meetings

57. This constitution imposes certain requirements regarding the use of audio and/or audio-visual links as a means of participation and voting at members' meetings; providing the arrangements made by the board in relation to a given members' meeting (and the manner in which the meeting is conducted) are consistent with those requirements:

- (a) a member cannot insist on participating in the members' meeting, or voting at the members' meeting, by any particular means;
- (b) the members' meeting need not be held in any particular place;
- (c) the members' meeting may be held without any particular number of those participating in the meeting being present in person at the same place (but, notwithstanding that, the quorum requirements - taking account of those participating via audio and/or audio-visual links - must still be met);
- (d) the members' meeting may be held by any means which permits those participating in the meeting to hear and contribute to discussions at the meeting;
- (e) a member will be able to exercise the right to vote at the members' meeting (including where a secret ballot is to be held) by such means as is determined by the chairperson of the meeting (consistent with the arrangements made by the board) and which permits that member's vote to be taken into account in determining whether or not a resolution is passed.

Written resolutions by members

58. A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

Minutes

59. The board must ensure that proper minutes are kept in relation to all members' meetings.

60. Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

BOARD

Number of charity trustees

61. The maximum number of charity trustees is nine (9) out of that no more than three (3) shall be charity trustees who were co-opted under the provisions of clauses 70 and 71.
62. The minimum number of charity trustees is three (3).

Eligibility

63. A person shall not be eligible for election/appointment to the board under clauses 66 and 67 unless they are a member of the organisation; a person appointed to the board under clause 70 need not, however, be a member of the organisation.
64. A person will not be eligible for election or appointment to the board if they are:
- (a) disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
 - (b) an employee of the organisation.

Initial charity trustees

65. 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.

Election, retiral, re-election

66. At each AGM, the members may elect any member (unless they are debarred from membership under clause 64) to be a charity trustee.
67. The board may at any time appoint any member (unless they are debarred from membership under clause 64) to be a charity trustee.
68. 68. At each AGM, all of the charity trustees elected/appointed under clauses 66 and 67 (and, in the case of the first AGM, those deemed to have been appointed under clause 65) shall retire from office – but shall then be eligible

for re-election under clause 66.

69. A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- (a) they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
 - (b) an election process was held at the AGM and they were not among those elected/re-elected through that process; or
 - (c) a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

70. In addition to their powers under clause 67 , the board may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 61, and providing they are not debarred from membership under clause 64) either on the basis that they have been nominated by a body with which the organisation has close contact in the course of its activities *or* on the basis that they have specialist experience and/or skills which could be of assistance to the board.
71. At each AGM, all of the charity trustees appointed under clause 70 shall retire from office – but shall then be eligible for re-appointment under that clause.

Termination of office

72. A charity trustee will automatically cease to hold office if: -
- (a) they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - (b) 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;
 - (c) (in the case of a charity trustee elected/appointed under clauses 66 and 67) they cease to be a member of the organisation;
 - (d) they become an employee of the organisation;
 - (e) they give the organisation a notice of resignation, signed by them;

- (f) 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;
- (g) 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 clause 89);
- (h) 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 Charities and Trustee Investment (Scotland) Act 2005; or
- (i) they are removed from office by a resolution of the members passed at a members' meeting.

73. A resolution under paragraph (g), (h) or (i) shall be valid only if: -

- (a) the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for their removal is to be proposed;
- (b) 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 the vote; and
- (c) (in the case of a resolution under paragraph (g) or (h)) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

Register of charity trustees

74. The board must keep a register of charity trustees, setting out:-

- (a) for each current charity trustee:
 - (1) their full name and address;
 - (2) the date on which they were appointed as a charity trustee; and
 - (3) any office held by them in the organisation;
- (b) for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:

- (1) the name of the charity trustee;
- (2) any office held by them in the organisation; and
- (3) the date on which they ceased to be a charity trustee.

75. The board must ensure that the register of charity trustees is updated within 28 days of any change:-

- (a) which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - (b) which is notified to the organisation.
76. 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 addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

77. The charity trustees must elect (from among themselves) a chairperson, secretary and treasurer.
78. In addition to the office-bearers required under clause 77, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
79. All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 77 or 78.
80. A person elected to any office will automatically cease to hold that office: -
- (a) if they cease to be a charity trustee; or
 - (b) if they give to the organisation a notice of resignation from that office, signed by them.

Powers of board

81. Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.

82. A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
83. The members may, by way of a resolution passed in compliance with clause 51 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

84. 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:-
- (a) seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - (c) in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - (1) put the interests of the organisation before that of the other party; or
 - (2) 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;
 - (d) 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.
85. In addition to the duties outlined in clause 84 , all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- (a) that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - (b) that any trustee who has been in serious or persistent breach of those duties is removed as a trustee.
86. 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 organisation in which they have a personal interest; and (subject to clause 87 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.

87. 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.
88. The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

Code of conduct for charity trustees

89. 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.
90. The code of conduct referred to in clause 89 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.

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of board meetings

91. Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
92. At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.
93. If charity trustees are to be permitted to participate in a board meeting by way of audio and/or audio-visual link(s), the charity trustees must, in advance of the meeting, be provided with details of how to connect and participate via that link or links; and (particularly for the benefit of those charity trustees who may have difficulties in using a computer or laptop for this purpose) the charity trustees' attention should be drawn to the following options:

- (a) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
- (b) (where attendance in person is to be permitted, either on an open basis or subject to a restriction on the total number who will be permitted to attend) the ability to attend the meeting in person.

Procedure at board meetings

- 94. No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is two thirds charity trustees, present in person.
- 95. An individual participating in a board meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a charity trustee, will be deemed to be in attendance) at the meeting.
- 96. If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 94, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 97. The chair of the organisation should act as chairperson of each board meeting.
- 98. If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 99. Every charity trustee has one vote, which must be given personally (subject to clause 108).
- 100. All decisions at board meetings will be made by majority vote.
- 101. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 102. The board may if they consider appropriate (and must, if this is required under clause 106), allow charity trustees to participate in board meetings by way of an audio and/or audio-visual link or links which allow them to hear and contribute to discussions at the meeting, providing:

- (a) the means by which charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all, or a significant proportion, of the charity trustees - a barrier to participation; and
 - (b) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those charity trustees who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those charity trustees (if any) who are attending in person (and vice versa).
- 103. If restrictions arising from public health legislation, directions or guidance are likely to mean that attendance in person at a proposed board meeting would not be possible or advisable for one or more of the charity trustees, the board must make arrangements for charity trustees to participate in that board meeting by way of audio and/or audio-visual link(s); and on the basis that:
 - (a) the requirements set out in paragraphs (a) and (b) of clause 105 will apply; and
 - (b) the board must use all reasonable endeavours to ensure that all charity trustees have access to one or more means by which they may hear and contribute to discussions at the meeting.
- 104. A board meeting may involve two or more charity trustees participating via attendance in person while other charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
- 105. Where a charity trustee or charity trustees are participating in a board meeting via an audio or audio-visual link, they may cast their vote on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically.
- 106. The board may, at its discretion, allow any person to attend (whether in person or by way of an audio or audio-visual link) and speak at a board meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
- 107. A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; they must withdraw from the meeting while an item of that

nature is being dealt with.

108. For the purposes of clause 107: -

- (a) 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;
- (b) 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.

109. The principles set out in clause 57 (technical objections to remote participation) shall apply in relation to remote participation and voting at board meetings, as if each reference in that clause to a member were a reference to a charity trustee and each reference in that clause to a members’ meeting were a reference to a board meeting.

110. A resolution agreed to in writing (or by e-mail) by a majority of the charity trustees then in office shall (subject to clauses 111 and 112) be as valid as if duly passed at a board meeting.

111. A resolution under clause 110 shall not be valid unless a copy of the resolution was circulated to all of the charity trustees, along with a cut-off time (which must be reasonable in the circumstances) for notifications under clause 112.

112. If a resolution is circulated to the charity trustees under clause 111, any one or more charity trustees may, following receipt of a copy of the resolution, notify the secretary that they consider that a board meeting should be held to discuss the matter which is the subject of the resolution; and if any such notification is received by the secretary prior to the cut-off time:

- (a) the secretary must convene a board meeting accordingly, and on the basis that it will take place as soon as reasonably possible;
- (b) the resolution cannot be treated as valid under clause 110 unless and until that board meeting has taken place;
- (c) the board may (if they consider appropriate, on the basis of the discussions at the meeting) resolve at that board meeting that the resolution should be treated as invalid, notwithstanding that it had

previously been agreed to in writing (or by e-mail) by a majority of the charity trustees then in office.

Minutes

113. The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
114. The minutes to be kept under clause 113 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

ADMINISTRATION

Delegation to sub-committees

115. The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
116. The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
117. When delegating powers under clause 115 or 116, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
118. Any delegation of powers under clause 115 or 116 may be revoked or altered by the board at any time.
119. The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

120. Subject to clause 121, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
121. Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 120.

Accounting records and annual accounts

122. The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
123. The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

124. 124.If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
125. 125. Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the constitution

126. This constitution may (subject to clause 127) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 51) or by way of a written resolution of the members.
127. The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

128. References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- (a) any statutory provision which adds to, modifies or replaces that Act;
and

- (b) any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph (a) above.

129. In this constitution: -

- (a) “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;
- (b) “charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

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

IMPORTANT NOTES:

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

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

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

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

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

The Asset Team

Falkirk Council

4 Stadium Way

Falkirk

FK2 9EE

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

1.1 Name of the CTB making the asset transfer request

Laurieston Community Hall at the Thrums - Charity Number SC053483

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

Postal address: Laurieston Community Hall at the Thrums,
Park Avenue, The Thrums, Laurieston, Falkirk
Postcode: FK2 9LR

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

Contact name: [REDACTED]
Postal address: [REDACTED]
Postcode: [REDACTED]
Email: [REDACTED]
Telephone: [REDACTED]

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

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

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

	Company and its company number is	
X	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is	SC053483
	Community Benefit Society (BenCom) and its registered number is	
	Unincorporated organisation (no number)	

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

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

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

No

Yes

Please give the title and date of the designation order:

--

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

No

Yes

If yes, what class of bodies does it fall within?

SCIO

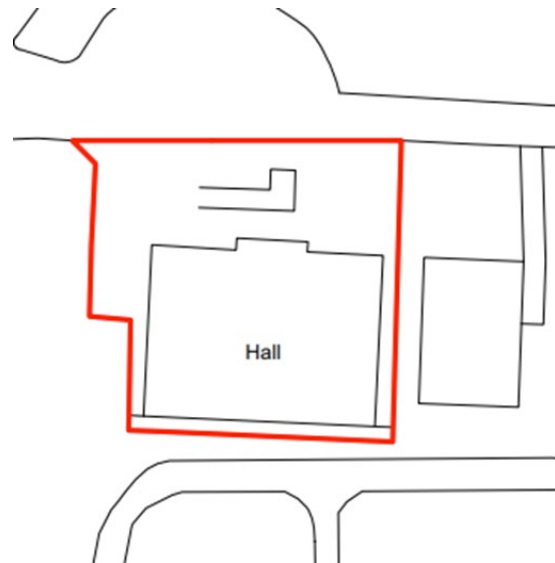
Section 2. Information about the land and rights requested

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

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

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

Details of Property: Laurieston Community Hall



Address: Park Avenue, The Thrums, Laurieston, Falkirk

Postcode: FK2 9LR

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

UPRN:136071835

Section 3. Type of request, payment and conditions

3.1 Please tick what type of request is being made:

<input type="checkbox"/>	for ownership (under section 79(2)(a)) - go to section 3A
<input checked="" type="checkbox"/>	for lease (under section 79(2)(b)(i)) – go to section 3B
<input type="checkbox"/>	for other rights (section 79(2)(b)(ii)) - go to section 3C

Request for Ownership

At what price are you prepared to pay for the land requested?

Proposed price: £

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

3B – Request for Lease

What is the length of lease you are requesting?

20 Years

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

Proposed rent: £ 1 per YEAR

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

3C – Request for other Rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment: £

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

Section 4. Community Proposal

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

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

4.1.1 Objectives of Project

We aim to work alongside the community to develop positive well-being, reduce isolation, improve mental health and access to support, community empowerment, a sense of belonging and knowledge. We provide a variety of groups, social events, fundraising and training for all ages from babies to elderly with a vast provision of activities.

We have secured commitment from a number of 'not for profit' and established businesses for regular lets including, but not limited to:

- A playgroup which runs from the hall twice per week
- A childminders group which runs from the hall one day a week and weekly during school holidays.
- An exercise and fitness class once a week for older ladies.

We have regular ad-hoc and social events including but not limited to:

- Charity bingo, psychic nights and craft fayres
- Parties for birthdays or other family events for all ages
- Community 'fun' days at important times of the year such as Easter, Summertime, Halloween, and Christmas.
- Training and Team Building Events

4.1.2 Why is there a need for your Project?

The Laurieston community is a thriving community with limited resources connecting them with others within their locality. There is very limited capacity for bringing individuals and families together to give a greater sense of community belonging. We feel that our proposal presents an optimum opportunity to build on all the work which our group has successfully implemented since we came on board in March 2024. We have made drastic changes to the way the building is managed, engaging over 500 people across multiple events. We are very proud of this achievement, and it hopefully gives some indication of the hard work and effort which has gone into creating the community space in such a short period of time.

Due to the current status and unknown future of the building and who will be given overall responsibility from the Community Asset Transfer, we are precluded from several funding streams and opportunities for asset growth.

The space provides flexibility to cater for so many people within the community and we are open and experienced in delivering all types of events, social spaces and working with others to provide a full range of much needed social inclusion.

The hall will be a safe space and create lots of little communities from within, including a space to meet new people and connect with others on a similar level to their own experiences including the elderly, new mums, specific health issues such as mental health or obesity, people who are new to the community or just lonely. We will work with locality housing officers as a signpost to inviting new members to our groups (as well as actively engaging on social media, leaflet drops etc.) and are always open to new events or regular groups which it is determined that the community will benefit from.

We have an active booking schedule committed until July 2025 and have been working tirelessly to create a varied schedule continuing existing custom and looking for new things which the community will enjoy and targeting a wide range of hobbies, entertainment and social connection. If our proposal is not progressed, there will be a lot of disappointed business and community persons. This displacement would be devastating to those who have come to the centre and some who have this as their only support.

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

At present, we are not aware of any changes required to modify the building.

4.1.4 What activities will take place?

Playgroup
Childminder's Sessions
Bingo
Craft Fayres
P7 Leavers Parties
Cabaret Nights
Psychic Nights
Keep Fit / Circuits
Crafts
Cycling Proficiency
Concerts for the elderly
Language Classes
Children's Parties
Fairy Trail
Outdoor BushCraft
Seasonal events
Private Lets
Wacky Races
Pop up tuck shop

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

Because of the area as to where the hall is we cannot have the closing time too late due to neighbours.

Public able to let 09:00-22:00 weekdays, weekends 09:00-23:30.

Please see attached letting policy.

4.1.6 What provision will be provided for people with disabilities?

There is a disabled ramp into the property which is already suitable for use. There is also a toilet inside, however, this is not DDA compliant and therefore grant funding or any profits made will be required to be used to refurbish this toilet space.

4.1.7 Any other relevant information?

We would like to have use of the council owned cycle track at the rear of the hall for our planned events.

Benefits of the proposal

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

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

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

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

4.2.1. Economic development/income generation

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

Previously detailed in the section covering 4.11 and 4.12, our proposals will bring the full community together creating a 'heart' of the community with this building.

Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. The centre remaining open and in community ownership,

will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability.

By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community.

The centre can support local businesses by providing a venue for classes, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.

The community centre can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability.

Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment.

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

We have a number of volunteers on our committee who are dedicated to managing the success of our business plan and the running of the community building.

We will actively encourage the local community to volunteer at the centre and provide employment and education opportunities wherever possible. One of our volunteers has gained so much knowledge and experience with working within our local playgroup, that she has found the confidence to now take forward this as her career. We will work closely with housing officers, DWP and other third sector groups to collaborate on employment and volunteer opportunities.

We will ensure that all volunteer opportunities are, in the first instance, made available to those in the immediate local community. When we are using any external third party for works or services, we will aim to use local SMEs wherever possible. We will have a notice board within the hall where local companies or self-employed persons can advertise their services to help stimulate the local economy.

4.2.2. Regeneration

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

Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We 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.

The community centre can act as a hub for local economic activity. By hosting open days, fairs, and other events, it can attract visitors and stimulate spending in the area. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.

We will continue to work on the regeneration commenced by Falkirk Council with the cycle path and park, by ensuring that this investment is well used. We will do this by having specific regular events which utilise this asset.

4.2.3. Public Health

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

By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. 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 circuit fitness 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.

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

Physical activities such as yoga classes can help maintain physical health and mobility. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.

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

Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. The community centre can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need

This proposal will drastically improve physical and mental health. We are creating a safe, social space where the local community can come and make friends, share their stories and benefit from training, employment, volunteer opportunities and reduce isolation. As a group, we will take feedback regularly from those who are using the hall – but also from those who aren't to ensure that we are constantly striving to get as many people on board as possible.

4.2.4. Social Wellbeing

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

The activities and social interactions facilitated at Laurieston Community Hall will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events.

A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.

The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of community and belonging, which is essential for social well-being.

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

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

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

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

Isolation, mental health, depression are all drastically improved by interaction with others. We are offering a full range of low cost/free opportunities for people to get involved in that caters to all ages, hobbies and preferences. We also partake in fun days out such as beach trips, pumpkin picking and zoo trips. These are very well attended including by those who have disabilities and we are very proud of the integration of the local community that we have already achieved.

4.2.5. Environmental Well Being / Environmental Benefits

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

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

By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint.

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

We are planning to run a planting and gardening opportunity to plant seeds and flowers to improve the look of the hall and allow people to get involved in gardening under supervision. This will improve the environment aesthetically.

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

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

Many of our trips and days out/activities are funded by the charity so this enables everyone to be included despite their financial situation making it accessible for all. We hope as our ability to secure longer term lets and as our project grows, that more grant funding streams will become available to us to expand these events for the local community as they are very well received.

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

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

Yes, the local school and nursery will be involved in designing the Fairy Trail toadstools and fairy doors which will be part of the trail. We will encourage the children to attend and enjoy the outdoor activity with their family. We will be hosting seasonal activities, such as Halloween parties and Breakfast with Santa so there will be many opportunities for Laurieston children and surrounding areas to enjoy our events.

We will continue to engage with the local community to develop the hall to reflect what the residents of Laurieston would like to see happening at their local facility.

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

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

We are always looking for feedback and will provide feedback forms after each event. We will monitor the number of attendees at our events as the year progresses and we become bedded into the community and word of mouth spreads on what we can provide and how accommodating we are, providing other events or opportunities based on feedback.

We will also encourage feedback on our web page and social media platforms.

4.2.9 Any other relevant information?

Restrictions on use of the land

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

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

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

Negative consequences

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

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

Increased traffic may happen on a popular night or event, we would be considerate and advise the neighbours and make sure everyone at the event has parked considerately. We will ensure that all waste is removed and we will use recyclable products and produce wherever possible.

Capacity to deliver

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

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

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

Yes

No

Please provide details of:

4.5.2 Skills and experience of the members of the organisation

[REDACTED] is an experienced project manager and has worked on multiple projects over most of her adult life. She is also very well established and regarded in the local community and has previously been a Committee member for the Ettrick Dochart Community Hall for 6 years. (2018-2024)

[REDACTED] has been on the Ettrick Dochart Community Hall Committee for the last 16 yrs and brings a wealth of knowledge and experience on the management of community leases, events and marketing.

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

We will use an accountant for our annual submission of our accounts to OSCR and will seek legal advice for our lease.

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

No

4.5.4 Please detail how you plan to manage the building?

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

[REDACTED] is the key holder and we have 21 members on our newly established Committee who all volunteer their time to make this a success. [REDACTED] is the secretary and manages the diary on a daily basis. We all work together to ensure that lets are appropriately manned as required.

We hope in the future we will gain funding for a door access entry system to enhance security.

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

Section 5. Level and nature of support

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

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

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

We have engaged with the community on multiple occasions through social media and open days, we have a web page, have opened a new Facebook page as well as using the local community page "Laurieston Folks" to let people know we are here. We are constantly speaking with local residents using the hall and park whilst we are in session with the various events.

The hall has had low usage and our intention is to increase this to support the aspirations of the community. We now have 90-100 people using the hall on a weekly basis and aim to increase this using the feedback we have gained from the local community for what they would like to see at the hall.

The hall usage has increased as we encouraged a new group with a register of 120 kids and 42 adults to join our hall.

By allowing the Childminders that attend the playgroup to use the toys and equipment on a different day, the group "Childminder's Sessions" joined the hall in May. They advertise weekly and have to restrict the users due to the hall capacity and therefore may open a second day.

We have had several successful events which brought in increased footfall. Midweek bingo was a sell out with no more available seats and tables.

The Open Day for the regenerated cycle track brought large crowds all day, where we took the time to speak to the community regarding our intentions of opening up the hall with events to the community. The Falkirk Herald printed a huge story with photos on August 8th 24.

The Psychic Nights and weekend bingo nights are very well attended and we have a lot of the community come in that didn't know the hall was open. We have 30-40 people attend these events.

We created a poll asking the community on FB pages "Laurieston Folks", some questions.

Do you want the hall to stay open? – 144 people answered yes

Have you used the hall for any events- 5 people answered yes

Have you used the hall for any group activities- 44 people answered yes

10 people would like to be involved in helping with fundraisers and 6 people would like to become volunteers.

Events the community would like to see in the future include Slimming World, Kids Parties. Charity & Religious Events.

[IMAGES REDACTED]

We conducted the same poll on Cradle to Crayons Playgroup albeit a smaller number of members-

46 votes said yes to wanting the hall to stay open.

24 votes said yes to using the hall for events.

32 votes said yes to using the hall for any group activities.

11 votes would like to help with fundraisers.

7 votes would like to volunteer.

[IMAGE REDACTED]

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

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

We have spoken to other halls in the area and other establishments eg, bowling club for help and support in obtaining the transfer asset, they are fully onboard and willing to help and support. We are getting support from CVS and CLD workers from the Council in relation to our plans.

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

We have attended other community hall public meetings to ensure they are aware of our plans.

Section 6. Financial Viability of Project

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

Please submit

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

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

We shall clarify each of the roles, authority of the committee members and responsibilities for essential financial management activities and decisions.

We shall implement double-counting of cash deposits, account reconciliation, rotate staff responsibilities, conduct frequent risk assessments, conduct internal and external audits.

We shall have clear authority to spend funds, including approval, and cheque signing.

We shall have clear authority to enter into contracts and for maintaining accurate financial records.

These financial controls shall prevent or detect accounting errors and fraud.

There are no audited accounts available as we are only newly established and to date, don't have ownership of the hall.

Section 7. Funding

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

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

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

We recognise we will require a solicitor to review and negotiate the terms of our lease. We have secured funding to upgrade the building and will continue to seek funding in the future.

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

Main Hall Lets	Selling Price £/Hour
Charity Rate	£10
Regular Business Rate	£20
Parties/One Off Bookings	£15
BB,Guides, Playgroup,Schools,Nurseries	£10

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

No funding currently, however, we have applied for several. The National Lottery Funding have asked us to apply once the CAT has been established.

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

No funding so far, but we have applied for the Falkirk Community Schools 2008 and we hope that our application is successful.

We also have the potential for a national lottery fund, however, we do not yet meet their requirements and criteria with the community asset transfer pending.

We have applied for Falkirk Council's Capital Equipment Fund.

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

We will be applying for the Enablement Fund.

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

We will use the resources within our committee to identify the needs of the community, coming together monthly to analyse and implement our long term goals with available funding opportunities.

Section 8. Enablement Fund

Falkirk Council will hand the building over wind and watertight and compliant. However, this is quite light-touch and would involve (for example) patching of a leaky roof. For more significant building works, groups can apply to the Enablement Fund, to pay for capital improvements such as energy efficiency improvements or larger capital renewals which support the viability of the project going forward. **Only capital items are eligible.** Running repairs are revenue costs and are not eligible. You are strongly advised to email strategicpropertyreview@falkirk.gov.uk to confirm eligibility criteria before you submit this application.

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

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

Enablement Fund request for larger capital renewals which support the viability of the CAT		
Item	Estimate Provided By	Amount not more than (including VAT)
Disabled Toilets	Sourcing Quotes	
Kitchen	Sourcing Quotes	
Lighting LED replacement	Sourcing Quotes	
Meeting Room refurbished	Sourcing Quotes	
Plumbing Water Tank Replaced	Sourcing Quotes	
Solar Panels	Sourcing Quotes	
Door Entry System	Sourcing Quotes	
TOTAL		

Checklist of accompanying documents

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

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

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

Declaration

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

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

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

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

Name [REDACTED]

Address [REDACTED]

Date 25.09.24

Position Secretary

Signature

Name [REDACTED]

Address [REDACTED]

Date 25.09.24

Position Vice-Chair

Signature

Laurieston Community Hall at the Thrums Business Plan



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Laurieston Community Hall at The Thrums

Business Plan

1. Introduction

Laurieston Community Hall at the Thrums is located at Park Avenue, The Thrums, Laurieston, FK2 9LR. Our playgroup Cradle to Crayons moved to Laurieston from Hallglen in March 2024 after using the hall for a charity Psychic Night. We were then asked to join the current sitting committee in going forward with them to apply for the CAT, to which we duly accepted.

The current sitting committee are of ill health and asked us to take over the bookings and run the hall as we see fit, which we have been doing so since April. We have reopened it up to the community and private let bookings have been plentiful. We have created events for the community such as bingo nights, psychic nights and a very successful Fun Day to open the regenerated cycle track.

We will utilise the recently improved cycle track, regenerated by Falkirk Council, that runs alongside our hall. Most of our future events will be associated with the track such as our successful Wacky Races, and now we are hoping to do a Fairy Trail, Zombie Graveyard at Halloween and Santa's Grotto which will allow the community to come together and join in the celebrations in the hall.

Laurieston is a village in the Falkirk Council area of Central Scotland. It is 1.5 miles East Falkirk, 1.6 miles southwest of Grangemouth and 1.6 miles west of Polmont. It is located on the A803 road between Falkirk and Polmont and the course of the Antonine wall runs through the village with the largest fort on the wall located at Mumrills. Laurieston was a planned village. Before Francis Napier, sixth Lord Napier started viewing the lands of Langton in 1756 there was just a scatter of cottages and farmhouses; this new settlement was called New Merchiston after the Napier family seat. It was then renamed Lawrencetown. In 1765 Napier sold the project to Sir Lawrence Dundas, becoming known as **Laurieston** within a few years.

We aim to continue to build on the proud history of Laurieston and keep the traditions of the area at the heart of what we aim to do for the local community.

Laurieston Demographics

- Laurieston has a population of 2,644 and 1291 households. The population has decreased by 0.2% in the last 10 years.
- 63.1% are of working age and 22.5% are aged 65 and over.
- The population in 2019 of those aged 60 and over was 764.
- There were 105 babies and pre-school ranging from 0-4.
- The 2001 Laurieston had a population of 2752,
- in 1991 they had 3000 residents and in 1971 they had 3,300 residents, it is safe to say there has been a steady decline for many years.

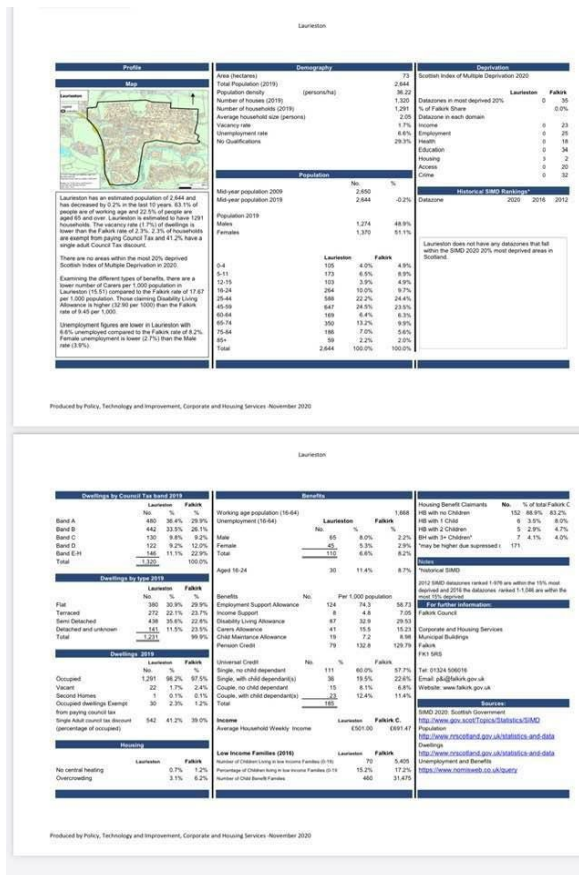


Figure 1: Demographics of Laurieston taken from Falkirk Council's website

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

Our current and future aims are:

- To obtain funding to bring the hall up to a modernised standard, energy efficient and eco-friendly standard.
- The kitchen needs additional equipment added such as microwave, crockery, cutlery, utensils to bring it up to today's food and hygiene standards. This will increase the capacity of the hall and overall user experience so we would create space to solve these issues.
- We intend to offer volunteer opportunities and training and also open this up to the local community to gain appropriate accreditations in food hygiene, first aid etc.
- Our hall will be intergenerational and provide a warm, safe space for everyone in the local community.
- To install a disabled toilet to allow the community to be accessible to all.
- We will install proper facilities for a baby changing area to allow parents to use as needed.
- We have created a web page which will display an updated booking system so it is ready to go live.
- We will host events to increase our community engagement and identify themes/aspirations for the future use of the hall.
- Make the hall accessible at weekends to allow groups such as football clubs when games are on at the bottom park. We find that teams who travel from Glasgow, Edinburgh have no bathroom facilities. We can offer this plus a coffee/tea etc when the game is finished.

Mission statement

To provide a safe space where our diverse community can gather for social support & group activities. Together we can support and nurture people's talents/skills, to build and invest in a healthier community and reduce social isolation.

Tagline

Creative Hands & Caring Hearts Creates Community Spirit

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

Laurieston Community Hall, Park Avenue, The Thrums, Laurieston, Falkirk, FK2 9LR.

UPRN (Unique Property Reference Number): 136071835

We have verbally been made aware of potential interest from another party in a community asset transfer of the above property.

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

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

1.1. Objectives

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

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

Policy/Plan:	Priorities:	Actions:	Outcome/Indicator:	Our Contribution:
The (Falkirk) Council Plan 2022-2027	Supporting stronger and healthier communities: Local communities will build on their energy, knowledge and expertise to shape and create neighbourhoods to be proud of and services	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	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

	that meet their needs.	transforming/improving local areas and amenities for the benefit of local communities.		ensure the services and activities that take place are available for our community for many years to come. We are building our knowledge and skills in finding and securing funding that can be brought to our community, for their benefit, through our organisation.
Falkirk Health and Social Care Partnership Strategic Plan 2023-2026	Community-based services; Early intervention and prevention.	Enhance services to improve the 'flow' through hospital settings, prevent admission, and promote independent living; Minimise the harm of long-term health conditions, ill mental health, substance use or neglect through early action.	People have the opportunity and choice to access local services and supports, which will enable them to live well in the community. This will include a range of options, from informal community supports through to statutory services, designed and delivered through collaboration between health and 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.	Early intervention and prevention will support many activities: including physical activity classes such as circuit fitness classes, other organisations who use the Centre as a base such as the playgroup and childminding group. Laurieston Community Hall at the Thrums 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	Community-led organisations are stronger and more independent (T1/O2); More decisions are made together at local level (T1/O3);	Work with local community bodies to widen opportunities to access funding, and help them apply for funding; Improve pathways for communities to access Community Asset Transfer and Participation Requests and promote these tools to community bodies;	Funds invested in communities by partners; There will be successful completed Community Asset Transfers/Number of Asset Transfers across Partners;	We have strengthened our organisation by becoming a SCIO, engaging with support offered, getting the backing of our community through engagement and collaboration. The board plans to undertake training such as safeguarding, paediatric and health and safety/food hygiene courses with external training providers. This will strengthen our Board and make it more reflective of the

	<p>Social, community and economic planning focuses on place, and reflects the needs and aspirations of the people that live there (T1/O4);</p> <p>People of all ages have equal opportunity to access digital services and have the skills and confidence to safely participate online (T2/O5)</p> <p>Individuals and families affected by poverty have access to joined-up, multi agency support services, and know how and where to access them (T2/O7);</p> <p>Fewer people struggle with the costs of food, fuel and transport (T2/O8);</p> <p>Fewer people struggle with feeling socially isolated or lonely (T3/O12).</p>	<p>Support Anchor /Hubs/ community organisations to establish and /or develop across Falkirk;</p> <p>Improve digital inclusion amongst young people and families in the most deprived areas, and within priority groups;</p> <p>Work with the third sector to create mechanisms to identify people that may be experiencing poverty but aren't known to the system;</p> <p>Ensure people have access to affordable food, including emergency food provision;</p> <p>Improve support and activities targeted at groups at higher risk of feeling isolated or lonely, and increased awareness of support and opportunities available.</p>	<p>Number of activities targeted at vulnerable groups.</p>	<p>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, and increase opportunities for local volunteering, participation and support.</p> <p>We will have Wi-Fi in our building for the local community to access which will improve digital inclusion and employability opportunities for the local community.</p> <p>By providing a local facility, the people in the area will benefit from services they would otherwise have to travel to. This will make it far more accessible to the local community. We will make our meeting room more accessible to local people looking to use the space for meeting and co-working.</p>
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- Our key objectives are to offer the people of Laurieston and surrounding areas, a quality service and to build a successful community hub giving it a financially secure future.
- To allow individuals and families to achieve their potential within our community.
- To help combat poverty, hunger and isolation in the local community.
- To provide a safe space for individuals to come together, learn & grow, and develop strong bonds with each other.
- Foster a sense of belonging, and a shared sense of identity.
- Provide educational opportunities, share resources, and build a stronger community.
- We aim to support social connectedness, reduce loneliness and increase physical activity.
- We aim to reduce stress, boost self-esteem and improve overall mental health for those in the local community.
- We aim to ensure all community residents, regardless of age, sex, disability, gender, ability or income will have access to our services and events.

1.2. Benefits for the Local Community

We currently have lets from local community groups such as Cradle to Crayons playgroup and You've Got This exercise class.

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

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

Our values are based on:

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

Our objectives are:

- To improve health and wellbeing of the local community
- Provide increased social benefits
- Empower our community and families in order to foster a sense of belonging, and a shared sense of identity.
- To help combat poverty, hunger and isolation in the local community.
- To provide a safe space for individuals to come together, learn & grow, and develop strong bonds with each other.
- Provide educational opportunities, share resources, and build a stronger community.
- We aim to support social connectedness, reduce loneliness and increase physical activity.
- We aim to reduce stress, boost self-esteem and improve overall mental health for those in the local community.
- We aim to ensure all community residents, regardless of age, sex, disability, gender, ability or income will have access to our services and events.

Measuring Performance (KPI)

We will measure the usage of the hall on a monthly, quarterly and yearly basis, against our aims to increase midweek usage and double the amount of regular bookings in the first year.

We have established midweek gaps in the hall's current usage. We aim to increase this by attracting regular lets from types of groups such as fitness classes, movie nights, games nights and workshops. We will continue to monitor the usage of our hall as we progress towards community ownership to maximise our capacity.

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

Long-Term Development Plans

- Energy Efficiency Survey
- Replace the boiler.
- Installation of door security, CCTV.
- Painting inside and outside.
- Container replacement.
- Notice board needed for outside.
- Signage outside the park to direct the community to the hall.
- Upgrade the floor, sand down and varnish to make it sturdier and aesthetically pleasing.
- Reduce costs in the hall by saving on utilities.
- Make it safer, more secure and increase revenue.
- Purchase training courses for our volunteers to complete.
- Join the PVG scheme to allow our volunteers to be vetted.
- Implement risk assessments where needed.
- We will implement a safeguarding policy.

2. The Group status

The charity is called Laurieston Community Hall at the Thrums and has the legal status of a Scottish charity

SCIO 2 tier

SCIO number SC053483.

The hall will offer a full range of services including lets for local community groups, charities and businesses. Initially it will be managed by volunteers from our membership group, however, we may in the future look at employing an individual to manage the building.

We have Public Liability insurance with Markel for £5m annual cover.

We have Employers Liability insurance for £10 million.

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

2.1. Exemptions

We will seek VAT exemption as a registered SCIO.

We will seek full rates relief.

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

2.2. Initial Development Plan

The group will initially develop the meeting room to create a rentable space for the community to use for smaller meetings, Zen Zone for down time with children who have cognitive impairment conditions.

We aim to carry out repairs on the water tank, boiler and plumbing system.

We would look for funding to install disabled toilets.

We will organise for the hall to be painted to freshen it up and modernise it, inside and outside.

3. Market Information

3.1. Products and Services

The community hall currently offers the following range of services:

Main Hall Hire with Kitchen.

Regular Bookings	Playgroup – Cradle to Crayons every Tuesday and every second Thursday Childminders’ – every second Thursday during school term time and every Wednesday during school holidays. You’ve Got This exercise class – Monday nights 6-8pm. Soul Fusion-every Thursday 6:30-10:30 pm The Orange Lodge monthly meeting-the last Friday of the month 7pm-10pm
One-off Bookings	The Orange Walk-the last Saturday in June Community Bus Trips- Portobello at the Summer where Laurieston and Hallglen communities joined, meeting place for toilets, coffee, food. Christmas, Halloween and Easter community events such as Breakfast with Santa, Bairnz Disco.

	<p>Open Days such as Wacky Races, Fairy trail, Ben into Bushcraft</p> <p>Psychic Nights</p> <p>Craft Fairs</p> <p>Afternoon Teas</p> <p>Bingo Nights</p> <p>Concerts such as The Falkirk Bohemians</p> <p>The Redding & Westquarter Young Protestant Boys Flute Band-band practice.</p> <p>Dr.Bike Surgeries (during Fun Days) and possible hire.</p> <p>Cycle Track Races (Wacky Races) associated with the regenerated cycle track.</p> <p>Pop Up Cafe- Penelope's Pitstop</p> <p>Private Lets such as Baby Showers, Birthday Parties, Hen nights</p> <p>Nights for our Ethnic Community such as Indian Festival</p> <p>LGBTQ Mix and Mingle Group</p> <p>Inflatable and play zone events</p> <p>Seasonal Fun Days</p> <p>Puppet Shows</p> <p>Dr.Bike repair workshop</p> <p>Midweek Bingo Nights</p> <p>Community Bus Trips to Arnprior Pumpkin Picking, Aberdour, Burntisland, etc</p> <p>Photograph Shoots-Halloween & Christmas with The Changing Locker</p>
<p>Future Plans/Bookings</p>	<p>Halloween Graveyard at the cycle track.</p> <p>Fairy Trail at the cycle track.</p> <p>Open Mic-Jam Sessions.</p> <p>Movie Nights</p> <p>Ben into Bushcraft community event for the youth on survival outdoors in the wild.</p>

	<p>Zumba Class – once a week (1 hour).</p> <p>Country and Western Night</p> <p>Workshops for the community such as gardening and woodwork.</p> <p>Wellbeing Cafe - Uni-tea Connection or Blossom Bliss Brews or L-CHATT & LATTE</p> <p>Pizza & Pint Nights</p> <p>Cat /Dog Photograph Show</p> <p>Old Hansel Monday (19th century celebration the Monday after New Year) specifically for people in Laurieston.</p> <p>Silent Disco</p> <p>Collaborate with the football teams who lease the park and open it up to the public to use the toilets and have a cafe where they can eat</p> <p>Boot sales</p> <p>Ladies “Andy’s Man Club”-Gaga and Giggles</p> <p>Games Nights-Babble & Scrabble</p> <p>Primary 7 leavers parties, discos and craft days.</p> <p>Possible let from The Country Dancing Club.</p>
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3.2. Market

Our target market will be the local community and they will be located in the Laurieston Falkirk area Fk2, Fk1 and surrounding areas.

Our hall will be open to all in the local area and we aim to provide services that will benefit families with children and the most vulnerable

The size of the market is estimated at the population of Laurrieston, which is 2,644.

3.3. Competition

Competition will come from the other similar community centres, pubs, bowling green and surrounding community halls, including:

- Laurieston Church Hall
- The Tam Bain Pub
- Laurieston Bowling Club
- Laurieston Old Folks Hall
- Ettrick Dochart Community Hall Hallglen

- Westquarter Wing

We have thoroughly researched the above and believe that by offering a community space that is cost effective, generating sufficient income to build and maintain a viable centre, then we feel we can work together with the community council to limit the ‘same date’ events between us all.

We believe that we will differentiate from the above competitors by offering a place where children can run about in the park safely compared to the street parking of other establishments. We can offer lets such as psychic nights and bingo which the church hall won’t do. We believe that the newly generated cycle park with great pathways for walking and cycling will draw in new as well as existing customers with the events that we are planning. We have easily accessible parking at our hall.

We would work together with our other competitors in the area, so events do not coincide on the same night.

A community council is one of the groups that people have asked for and this will be where events will be organised and promoted-such as a music festival, where each of the venues will host different groups.

The bowling club has a lot of ties at weekends, therefore limited availability for lets. They are happy to recommend us and vice versa.

The church hall will not allow gambling events such as bingo and psychic nights as they follow a different religion, this then allows us the possibility of hosting these types of events.

The Tam Bain has entertainment on weekends, we will carefully choose our dates for events.

The Old Folks Welfare Hall is for a targeted group and very popular with the over 65’s age group.

3.4. SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
Volunteers with years of experience in running other halls. PVG checked Experience with working with children Access to outdoor space and regenerated cycle path	Noise complaints Parking complaints when busy Limited capacity at our hall
<u>Opportunities</u>	<u>Threats</u>

<p>Increase in funding opportunities through community ownership</p> <p>Open the hall up to the community</p> <p>Increase users by marketing, advertising, hosting open days and positive referrals.</p> <p>Increase usage through our social media presence and the availability of the booking system.</p> <p>Collaborate with other groups in the area</p>	<p>Competition</p> <p>Lack of funding opportunities</p> <p>Costly Repairs</p> <p>High Utility Bills</p>
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3.5. Potential Negative Consequences

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

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

3.6. Community Engagement

We have engaged with the community on multiple occasions through social media and open days, we have a web page, have opened a new Facebook page as well as using the local community page "Laurieston Folks" to let people know we are here. We are constantly speaking with local residents using the hall and park whilst we are in session with the various events.

The hall has had low usage and our intention is to increase this to support the aspirations of the community. We now have 90-100 people using the hall on a weekly basis and aim to increase this using the feedback we have gained from the local community for what they would like to see at the hall.

The hall usage has increased as we encouraged a new group with a register of 120 kids and 42 adults to join our hall.

By allowing the Childminders that attend the playgroup to use the toys and equipment on a different day, the group "Childminder's Sessions" joined the hall in May. They advertise weekly and have to restrict the users due to the hall capacity and therefore may open a second day.

We have had several successful events which brought in increased footfall. Midweek bingo was a sell out with no more available seats and tables.

The Open Day for the regenerated cycle track brought large crowds all day, where we took the time to speak to the community regarding our intentions of opening up the hall with events to the community. The Falkirk Herald printed a huge story with photos on August 8th 24.

The Psychic Nights and weekend bingo nights are very well attended and we have a lot of the community come in that didn't know the hall was open. We have 30-40 people attend these events.

We created a poll asking the community on FB pages "Laurieston Folks", some questions.

Do you want the hall to stay open? – 144 people answered yes

Have you used the hall for any events- 5 people answered yes

Have you used the hall for any group activities- 44 people answered yes

10 people would like to be involved in helping with fundraisers and 6 people would like to become volunteers.

Events the community would like to see in the future include Slimming World, Kids Parties. Charity & Religious Events.

[IMAGES REDACTED]

We conducted the same poll on Cradle to Crayons Playgroup albeit a smaller number of members- 46 votes said yes to wanting the hall to stay open.

24 votes said yes to using the hall for events.

32 votes said yes to using the hall for any group activities.

11 votes would like to help with fundraisers.

7 votes would like to volunteer.

[IMAGES REDACTED]

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

3.7. Marketing Activities

We aim to have a weatherproof notice board outside the hall, we already have a notice board inside the hall as well as leaflet drop around the community and surrounding areas. We have a local Lauriestonian lady on board who will do our marketing and we will periodically place adverts in the local Falkirk Herald. We plan to have a business presence on other community pages such as Westquarter, Redding, Hallglen pages. We will advertise on Laurieston Folks FB page, Braes Blether FB page, Laurieston Community Hall at the Thrums web page, Laurieston Community Hall at the Thrums FB page and business page. We hope by bringing in more "tech minded" young people that they can help us with Twitter and Instagram such as working with S5 & S6 pupils from Graeme High School.

We will be ordering a plentiful supply of leaflets and professionally produced business cards, from a local lady, which will be displayed in the hall, local shops and post office notice board.

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

- Seasonal and other promotions such as Easter , Halloween and Christmas discos for the kids in our community, open up to the schools and nursery to attract new customers
- Discounts for families, siblings, children.
- Free offers of 5 playgroup sessions as a competition prize in the Falkirk Herald.
- Get a marketing advertising board made by a local lady who will advertise our hall at the Laurieston Bowling Club.
- Large vinyl posters displayed outside the hall a few months before an event.

3.8. Prices and Margins

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

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

Main Hall Lets	Selling Price £/Hour
Charity Rate	£10
Regular Business Rate	£20
Parties/One Off Bookings	£15
BB,Guides, Playgroup,Schools,Nurseries	£10

Meeting Room Lets	Selling Price £/Hour
Charity Rate	£10
Regular Business Rate	£15
One Off Bookings	£15
Kitchen	£10

3.9. Community Asset Transfer Plan

The current valuation of the building is £35,000 and the current rental value of the building is £5,250 per year. Essential repairs (as demonstrated in the Conditional Survey Report – Appendix 1) to the building are [£BLANK], which Falkirk Council will be required to undertake to ensure that the building is wind and watertight, and statutorily compliant. We expect to have to carry out additional repairs in the value of [£BLANK], 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 £301,584 over the next 5 years. We propose to pay the value of £1/year.

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

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

Volunteering Hours	Rate	Hours/Y ear	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Board of Trustees	£35	216	£7,560	£15,923	£16,768
Volunteers	£12	832	£9,984	£21,028	£22,526
	Total	1,048	£17,544	£36,951	£39,294

Community Benefit		Year 1	Year 2-3	Year 4-5
Economic development/ income generation	Our centre provides essential services and spaces that might otherwise be inaccessible due to the financial constraints of our local community. The centre remaining open and in community ownership, will help to develop the skills and experience of our local community through volunteer places, to build upon an individual's experience and skills capacity, thus supporting our community's future employability. By offering volunteer positions, the centre will help residents develop new skills and gain valuable work experience. Volunteering can serve as a stepping stone to future employment, enhancing the employability of individuals and contributing to the overall skill level of the community. The centre can support local businesses by	£7,000	£ 14,743.58	£ 15,793.69

	<p>providing a venue for classes, workshops, and events. This can stimulate local commerce and provide additional income streams for small business owners.</p> <p>The community centre can host social enterprises, which reinvest profits back into the community. For example, a community café can generate income while providing affordable food options. This not only supports local economic activity but also addresses issues of food insecurity and affordability. Offering educational and training programs can help bridge the gap for those who are not in full-time education or employment.</p> <p>A community centre fosters social cohesion and well-being, which are essential for a thriving economy. By providing a space for community activities and support services, the centre can improve the quality of life for residents, making Laurieston a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.</p>			
Regeneration	<p>Unfortunately, due to the economic climate and the cost-of-living crisis, there has been a decline in the number of businesses, venues, and amenities in our community. The closing of a vital community building would be hugely damaging to the local area. We 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>The community centre can act as a hub for local economic activity. By hosting open days, fairs, and other events, it can attract visitors and stimulate spending in the area. Increased foot traffic can benefit local businesses, helping them to thrive and potentially encouraging new businesses to set up in the area.</p> <p>We will continue to work on the regeneration commenced by Falkirk Council with the cycle path and park, by ensuring that this investment is well used. We will do this by having specific regular events which utilise this asset.</p>	£ 6,500.00	£ 13,690.46	£ 14,665.57
Public Health	<p>By improving the overall health of the community, our group aims to help ease the pressure on public and social services, and on other facilities. By engaging in regular social activities, our community can reduce stress, improve mood, and gain a sense of</p>	£ 7,750.00	£ 16,323.24	£ 17,485.87

	<p>purpose. Physical activities at our centre, such as circuit fitness 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>Regular social activities can reduce stress, improve mood, and provide a sense of purpose, which can decrease the reliance on medication and mental health services.</p> <p>Physical activities such as yoga classes can help maintain physical health and mobility. Regular exercise can prevent chronic diseases, improve mobility, and enhance the overall quality of life for older adults.</p> <p>By improving the overall health of the community, the centre can help ease the pressure on public and social services. Healthier individuals are less likely to require medical interventions, which can reduce the burden on healthcare facilities. This proactive approach allows public resources to be allocated more effectively to areas where they are needed the most.</p> <p>Offering educational programs on nutrition, mental health, and preventative care can empower residents to take control of their health. The community centre can collaborate with local health services to provide accessible health screenings, vaccinations, and other essential services. This can be particularly beneficial in ensuring that vulnerable populations receive the care they need.</p>			
Social Wellbeing	<p>The activities and social interactions facilitated at Laurieston Community Hall will contribute significantly to both the mental and social wellbeing of our community. Our centre provides a safe space for the local community to meet and engage with each other, in a vast range of activities and events. A vibrant community centre can foster social cohesion by providing a space for residents to come together, share experiences, and support one another. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health.</p> <p>The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations. These activities foster a sense of</p>	£ 10,000.00	£ 21,062.25	£ 22,562.41

	<p>community and belonging, which is essential for social well-being.</p> <p>Offering volunteer opportunities at the centre can enhance social cohesion and provide residents with a sense of purpose. Volunteering can help individuals develop new skills, gain confidence, and feel more connected to their community.</p> <p>The community centre can host support groups and services for various needs, such as mental health support, parenting classes, and senior citizen activities. These services can provide essential support to vulnerable populations and improve overall social well-being.</p> <p>By facilitating intergenerational activities, the centre can bridge the gap between different age groups. Intergenerational activities can foster mutual understanding and respect and provide opportunities for learning and mentorship.</p> <p>The centre can serve as a hub for community engagement, encouraging residents to participate in local decision-making processes. This can foster a sense of ownership and pride in the community, leading to greater social cohesion and well-being.</p> <p>Isolation, mental health, depression are all drastically improved by interaction with others. We are offering a full range of low cost/free opportunities for people to get involved in that caters to all ages, hobbies and preferences. We also partake in fun days out such as beach trips, pumpkin picking and zoo trips. These are very well attended including by those who have disabilities and we are very proud of the integration of the local community that we have already achieved.</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>By engaging with funders to make energy efficiency improvements, the community centre can reduce its carbon footprint.</p> <p>By implementing energy-efficient technologies and sustainable practices, the community centre can reduce its environmental impact. The centre can engage the community in environmental initiatives, such as clean-up drives, tree planting events, and recycling programs. These activities can foster a sense of community pride and responsibility, encouraging residents to take an active role in protecting their local environment.</p>	£ 7,500.00	£ 15,796.69	£ 16,921.81

	We are planning to run a planting and gardening opportunity to plant seeds and flowers to improve the look of the hall and allow people to get involved in gardening under supervision. This will improve the environment aesthetically.			
	Total	£38,750.00	£81,616.22	£87,429.33

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

Direct Savings	Cost	Year 1 Benefit	Year 2-3 Benefit	Year 4-5 Benefit
Utilities	£2,861	£2,861	£6,130	£6,566
Rates, Water				
Buildings Insurance	£221	£221	£473	£507
Maintenance Costs	£2,208	£2,208	£4,731	£5,067
Staffing (direct/indirect)	£2,496	£2,496	£5,348	£5,728
	Total	£7,786	£16,681	£17,869

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

Planned Purchases for New Activities			
Item	Date	Cost	Funder
Door Entry & Security System	2024	£800	

External Downlights	2025	£300 for 10	National Lottery
CCTV 3 cameras	2025	£575	
Toilets including disabled	2025	£3000	
Meeting Room Upgrade	2025	£1800	
Painting inside and outside	2024	£6000	
20 x 8 shipping container	2025	£1750	
Tables x 10	2024	£1500	
WIFI	2025	£32 month	
Occasional Drinks Licence	2024-25	£10 x 12	
Small society lotteries Licence	2024	£40 application & £20 annually	
Kitchen upgrade	2025	£3500	
Floor renovation-sand, repair, varnish	2025	£2000	
Smoker's Shelter	2024	£750 or possibly free	
Movie Screen & projector	2025	£86 & £219	
Silent Knight Disco Headphones	2025	£650 for 25	
Carpet Replaced at entry to stage	2025	£180	
Floor covering replaced in meeting room	2024	£250	

Start Up Costs			
Item	Date	Cost	Funder
Insurance-contents	2024	£120	

Insurance-building	2024	to be decided by FC	
Stackable Chairs(40) & trolley	2024	£974	
printer		£250	
10 tables		£1500	
laptop		£338	
door security		£350	
outside doorway lights		£42.40	

To be negotiated with Falkirk Council using their Enablement Fund and Match Funded by External Funders			
Item	Date	Cost	Funder
Toilets	2025	TBA	
Kitchen	2025	TBA	
Lighting LED replacement	2025	TBA	
Meeting Room refurbished	2025	TBA	
Plumbing Water Tank Replaced	2025	TBA	
Solar Panels	2025	TBA	

Door Entry System	2024	TBA	
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Ongoing Costs	
Item	Cost Per Annum (includes 10% contingency for future growth)
Statutory Compliance (PAT Testing, Fire Assets & Mechanical Items)	£1,200 (PAT testing @ £1.25 per item average)
Repair Budget	£2208 (ensure this aligns with Falkirk Council allocation) 22/23 costs
Security	£299-Yale 4 camera CCTV Kit
Trade Waste	£1,200 (take own rubbish home) possibly £0
Hall Cleaning	£2,496 4 hours/week @£12/hour x 52 weeks possibly £0 if lets do their own cleaning.
Accountant/Auditor	£500
Cleaning Materials-paper towels, toilet paper, bleach, floor cleaner, toilet cleaner. anti-bac spray	hand dryers x 2 to replace paper towels (£300) 12 bleach-(£15.99) 18 rolls (£6.49) per month (£77.88), 5L @£7.19 x 12 floor cleaner (£86.28), toilet cleaner x 12 (£14.28), 6 x £11.94 anti- bac spray (£23.88). Annual total £518.31 then £218.31 year as dryers paid for.
Insurances	£106.50 for public liability by Markel Building -Falkirk Council to be decided- £221 (22/23 costs) Contents from Markel £10 per month-£120
Phone/Internet	£384 (£32 per month)
Utilities	£2861(22/23 costs) this will drop significantly due to the user group not having the electric heaters on 12 noon- 10:30pm twice per week.
Rates	Assumed 100% rates relief
Sanitary Disposal	£90 annually for 2 bins.

4. Location

The business will operate from Laurieston Community Hall, Park Avenue, The Thrums, Laurieston, FK2 9LR.

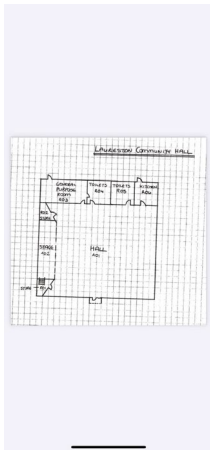


Figure 1: Aerial view of Laurieston Community Hall



Figure 2: Map view of Laurieston Hall with boundary

4.1. The Building



The hall consists of 1 large main hall with a stage, 1 meeting room, ladies toilets, gents toilets, kitchen, and hall entry.





5. People

We have an experienced board, who have volunteered within the community for many years, and have good links with the local community. We have board members who have worked in the private sector and have a range of contacts within the sector, for maintenance such as joiners, electricians, plumbers, handymen, painters, and welders. We have people who have links to education, social care, childcare, well-being and fitness, project management, computer skills, social media skills, communications.

[REDACTED] -secretary

I spent 27 years in management at Mathieson's Bakery in various roles such as Transport Manager, Night Shift Manager, Despatch & Distribution Manager, Project Manager, Personnel, Wages Clerk, and Administrative Clerk.

As a distribution manager I covered 3 shifts with a staff of 40. I won the UK National Training Awards in the 1990's for implementing the integration of despatch and drivers to save the company over £130,000

I have worked in various nursing homes who have patients with dementia and other cognitive impairments, which has put me in good stead to understand the needs of our ageing community.

I am currently a foster carer with Aberlour with 12 years experience of fostering children with challenging behaviour.

I have been volunteering for 3 years with Cradle to Crayons Playgroup as lead facilitator and creator - taking this group from 6 to 284 registered children.

I have advocated for children with allergies and intolerances and introduced special foods into the diet of our playgroup at snack time. By eliminating the higher risk foods, we then cater for more children who feel safer in coming to our group.

I spent 6 years volunteering with Ettrick Dochart Community Hall in Hallglen and have been running Laurieston Community Hall since March 2024.

I have organised events such as bingo nights, psychic events, craft fayres, karaoke nights, fundraisers and I enjoy seeing the smiles on everyone's faces after a great night.

I was a DJ and karaoke presenter from 2008-2012 at local venues in Falkirk and have contacts with people who can bring entertainment to our hall at an affordable cost.

My hobbies include genealogy, coin collecting, DIY, baking, arts and crafts and I have a passion for dancing and singing. I am a volunteer for Pride events in Glasgow and Edinburgh.

I volunteer for a local animal charity Lyn's Small Animal Rehoming where I go out with a chip scanner to locate the address of the owners whose cats have been involved in RTA's.

[REDACTED] -Chairman

[REDACTED] is a Plant operator, travelling the length of the UK to repair generators. He is treasurer of the Laurieston 298 Orange Lodge which he has organised for many years and works closely with Police Scotland to ensure road safety on the day of the walk. He organises up to 30 buses of travellers from all over the UK and Northern Ireland who come to partake in the celebrations, ensuring that it runs smoothly.

His days of playing in a band with his wife hold fond memories of time at our hall when a 5 piece band could fit on the hall stage.

His natural kind hearted nature and personality is evident. He is very chatty, which is essential when engaging with the community.

[REDACTED] -Vice Chair

[REDACTED] has over 20 years experience volunteering within the community of Hallglen, Glen Village, Falkirk and Laurieston.

She played an active role in creating the Village Voice and contributed to Changing Childhood as well as an active role with International Women's Day.

She played a huge part in the organising of the Gala Days in past years and her enthusiasm and cheery nature makes her very likeable to everyone.

Her background in catering, took her to many local establishments and bringing her cooking skills as well as bar work sets her up for all the events that the hall will run. She volunteers with many groups such as children's playgroup, knit n natter, health and wellbeing cafe, the food pantry at Ettrick Dochart Community Hall, as well as all the fundraising events such as bingo, and psychic nights.

She is a member of the Disability Darts Team for Scotland and won the Women's Cup last year for her country.

[REDACTED] -Treasurer

I am a registered childminder and I'm currently studying for my Bachelor of Arts in early education. I help run the local childminding group in Laurieston Community Hall where childminders meet up as it's a lonely job and the kids can socialise. I'm also a long-term attendee of Cradle to Crayons Playgroup with my own two children and my "Mindy" children. I'm trustworthy, organised, patient and my passion is to help people of all ages in any way I can within the local community. I'm a First Aider and Food Hygiene certified. I complete child protection courses regularly and I'm a member of the PVG scheme. I'm a team player and enjoy working closely with people.

[REDACTED] -Vice Treasurer

I am a very organised person who can take control of situations. I am great at teamwork and often quite happy to take the lead. Respect and honesty are very important to me, these are traits that help me in my day-to-day life as a self-employed childminder. I am also a volunteer panel member for the children's hearing system so equally show sympathy and emphasise with families in our community while making serious decisions regarding children's welfare. I am also a travel consultant so I am able to manage my time while juggling all aspects of my life.

[REDACTED] -Committee member

I am a registered childminder and sessional worker for Victim Support Scotland. Between my two positions, I work vastly with the community, providing practical and emotional support. I am First Aid trained and complete my health and safety food hygiene and child protection training annually. Working to bring positive experiences to the community is imperative and I am happy to commit and contribute my time and knowledge to the community hall committee.

[REDACTED] - Committee member

[REDACTED] is an exercise class instructor who runs a class within the hall on a Monday night called "You've Got This". [REDACTED] brings a healthy aspect to the mix and has a positive outlook on life. She provides emotional and physical support to the community in the form of positivity when women are sometimes at their lowest. She has an enthusiasm that is refreshing and she enjoys seeing the changes in the health and wellbeing of her attendees. Her youthful outlook will bring a dimension to the committee that is refreshing.

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

6. Finance

Cash Flow

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

Reserve Levels

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

Bank account

Bank- Virgin Money

Sort Code-[REDACTED]

Account Number-[REDACTED]

Grants

We will apply to various funders for a number of different grants such as The National Lottery Funding Scotland, Edinburgh Airport, Spar, Tesco, Community Schools Charity Board Funding

7. Summary

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

Name of Community Group:
Laurieston Community Hall at the Thrums

Contact:
[REDACTED]

Address:
[REDACTED]

Email:
[REDACTED]

User feedback – Laurieston Community Hall at the Thrums

Here are some of the lovely reviews from some of our hall users. I have removed names.

Review 1-

“Absolutely love the Laurieston Community Hall at The Thrums. It’s run by the nicest people, the events are brilliant and I really enjoy going there. It's fabulous to meet new people from the local area and share friendship with. The bingo is really good fun and we really enjoy it . The hall has nice toilets and a good kitchen and its always beautifully decorated. Here’s to many more events there. I have 2 autistic teens who enjoy the atmosphere and safety of the centre, it helps with their mental health getting out and about as a family which is something we didn't really do until we discovered the hall. It's even inspired us to hold our own event next year and raise money for the hall, because if it's not used then the community would lose it and that would be a huge loss to the community.”

Review 2-

“I first got to know about Laurieston Community Hall through a friend from Stenhousemuir, and he introduced me to the two ladies (██████████)@ Laurieston Community Hall, they invited me along to the opening of the race track where their hard work paid off and to see the kids with happy faces and most importantly enjoying themselves. It was well attended and the hospitality in the hall was excellent afterwards. Without volunteers and ladies as beautiful as these two, where would this community hall be. Also attended the Sunday entertainment @ the Laurieston community hall, The Bohemians sing along with afternoon tea. The entertainment was brilliant and brought back memories of my childhood with the selections of songs from all ages. Yet again the hospitality was brilliant with sandwiches, cakes etc. The atmosphere and banter was amazing with the bingo and the raffles were a wonderful donation. I did win a few prizes on the raffle. May I take this opportunity to thank ██████, ██████ and the committee of the community hall for putting on excellent performances and events for the local community. If there is anything I can help with please don't hesitate to contact me. “

Review 3-

“██████ and ██████ are doing a fantastic thing at the Community Hall in Laurieston. I have been coming to their Prize Bingo events and the Bohemian Afternoon event with tea and cake and they are just what Laurieston needs and I know you have Morning Kiddie Clubs and parties for them .I am so looking forward to attending more events that you are advertising. It is great

for elderly people getting out about. Thank you very much for all you are doing for Laurieston and best wishes for the future.”

Review 4-

“I'm just so happy to have met [REDACTED] and [REDACTED] and see their hard work that they do for the community. I have attended a few of their events and have been made very welcome to all their events and openings of the race track and getting [REDACTED] to do the honours of openings the track. I was at the bohemians and afternoon tea, what a fantastic day, lots of laughter and joy and meeting some of the community as well as making new friends. I can't wait for the next event yours.”

Review 5-

“I've been using the hall since the beginning of 2024. I picked this hall to host my fitness classes due to the location - very central for a lot of my users and plenty parking. I have booked the hall for 2 consecutive hours on a Monday and hold 2 fitness classes that up to 40 women attend - many of whom have not accessed exercise classes before or a long time. Not only are the classes able to benefit their health but also form a positive and inclusive environment that they feel safe and are able to workout in. The hall inside is an ideal size for my classes. I am looking forward to being part of the committee to bring forward ideas to improve and increase the use of the hall.”

[REDACTED]
Secretary, Laurieston Community Hall at the Thrums.

November 2024

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

Name of property	Name of group	SCIO number or equivalent	Sale or lease?	Length of lease	Rental per annum (or outright cost)
Laurieston Community Hall	Laurieston Community Hall at the Thrums	SCO53483	Lease	20 years	£1
			APPLICATION DETAILS	ADDITIONAL COMMENTS	ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor
BENEFITS (OUTCOMES)					
1. Objectives	Do project outcomes contribute to achieving the Council's priorities?	<p>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.</p> <p>All successful CAT projects contribute to Theme 1 of the Falkirk Plan "Working In Partnership with Communities"</p> <p>Project contributes to Theme 3 "Mental Health and Wellbeing"</p> <p>Project contributes to Theme 6: "Economic Recovery"</p>		Supporting stronger and healthier communities is at the heart of community ownership	Very strong
2. Financial	Is there a financial saving on public sector costs?	A revenue saving to the Council of £7,786 per annum will be achieved by transferring the property.			Very strong
	Is there an enhanced provision of public benefit through volunteering hours?	Volunteers at the hall contribute an estimated 1,048 hours of their time annually; over 5 years the group estimates they will generate just under £40,000 worth of public benefit through their volunteering hours.			Very strong
	Current market valuation of the property whether by sale or rent	Market value (sale) £35,000 Market rental £5,250 per annum			N/A
	Backlog maintenance figure from C&B report	£119,518			N/A
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 the surrounding businesses and amenities. By providing a space for community activities and support services, the hall can improve the quality of life for residents, making Laurieston a more attractive place to live and work. This can indirectly boost the local economy by attracting new residents and businesses.			Very strong
	(ii) regeneration	Proposed upgrades to the building should increase lets, by making the small meeting room warmer and more attractive to users. A new disabled toilet widens opportunities for participation. The group state that their initiatives of hosting outdoor events, supporting local businesses, and advocating for community			Very strong

		needs, means they are actively engaging with their broader community, and that in doing so, their community centre helps create a more vibrant, connected, and resilient local area.		
	(iii) public health	Many of the classes running in the Hall contribute towards good wellbeing of participants including the “You’ve Got This” ladies exercise class. By engaging in regular social activities, participants can reduce stress, improve mood, and gain a sense of purpose. Physical activities at the hall, such as circuit fitness classes help maintain physical health and mobility for all those who attend them.		Very strong
	(iv) social wellbeing	Involvement in the hall’s bingo nights, psychic events, craft fayres, karaoke nights and fundraisers fosters friendship and fun, combatting social isolation. Social activities and support groups hosted at the centre can help to reduce social isolation and improve mental health. The centre can host a wide range of social activities and events, from hobby groups to cultural celebrations.		Very strong
	(v) environment / climate change (including figures on carbon dioxide equivalent)	Building works to reduce carbon emissions are proposed, including lowering the ceiling in the small meeting room to make it easier to keep warm, and replacing the boiler.		
	(vi) other			
4. Equality	What evidence is there that the project:			
	(i) contributes to reducing inequalities (protected characteristics)	The group are seeking funding for disabled toilets. No-one is excluded from being able to use the hall: Membership is open to any individual aged 16 years and over who resides in Laurieston or the surrounding areas and wishes to further the purpose and objectives of the Organisation, being the advancement of education and the provision of recreational facilities locally.		Strong
	(ii) Promotes equality	Keeping services local means that people from socially disadvantaged backgrounds don’t have to find transport costs to attend classes and activities outwith the area.		Strong
ABILITY TO DELIVER / SUSTAINABILITY				
5. Governance / Accountability	Are appropriate governance structures in place?	Yes. The group is a 2-tiered SCIO - Scottish Charitable Incorporated Organisation number SCO53483		Very strong
6. Availability of Resources / Business Plan	Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project?	The group has submitted a comprehensive Business Plan which identifies the necessary resources.		
7. Sustainability	Has it been demonstrated that the resources are sustainable over the lifetime of the project?	Business plan covers all the main areas Financial forecasts show a positive cash position / surplus at end of every year assuming lets go to plan. Management team appear to have lots of relevant experience which will be very useful for the running of the hall.		

COMMUNITY ASSET TRANSFER

ASSESSMENT PRO-FORMA

		Note relying on some grants to make improvements		
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 actively seek updates from Hall users and tenants. They will monitor social impact by collecting information on the demographics of hall users, gathering feedback in terms of health and social benefits of users.		Strong
COMMUNITY SUPPORT				
9. Community Involvement	Has it been demonstrated that the community were involved in developing the proposal?	Yes. The proposal is entirely community-led. The group became a SCIO in response to the call for Community Asset Transfer when the building was identified for closure.		Strong
10. Local Community Support	What evidence has been provided of local community support?	Evidence has been supplied of supportive polls and surveys on social media. Letters of support have been provided by hall users included in the appendices		Very strong
OTHER				
Is the building currently staffed?		No There was 1 peripatetic employee based at this building, however they are working at a different location now		

CONCLUSION	
COMMENTS	OVERALL ASSESSMENT (See Table below)

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

INCOME	Start up	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	TOTAL
Main Hall Hire - Regular Lets		385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	4620
Small Room Hire		0.00	0.00	0.00	0.00	30.00	30.00	30.00	40.00	40.00	40.00	50.00	50.00	310
Kitchen Hire		0.00	0.00	0.00	0.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	320
Event Hire		160.00	160.00	175.00	175.00	190.00	190.00	215.00	215.00	215.00	215.00	215.00	215.00	2340
Fundraising		680.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	8160
Grants	2000	2000.00	5000.00	0.00	3450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12450
Donations		20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	250
Bank Balance	1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
TOTAL CASH IN	3000	3246	6246	1261	4711	1346	1346	1371	1381	1381	1381	1391	1391	29450
EXPENDITURE														
Maintenance														
Floor Maintenance		0.00	0.00	0.00	3450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3450.00
Outdoor Maintenance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Statutory Compliance														
PAT Testing		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
Fire extinguishers		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box		2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00
Emergency Lighting		10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	125.00
Asbestos Management Check		20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	250.00
Gas Safety Check		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Alarm System Check		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
Food Hygiene		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00
Staffing/Volunteer Costs														
Wages		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Overheads														
Rates		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Insurance		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Contents Insurance		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
Public Liability Insurance		8.88	8.88	8.88	8.88	8.88	8.88	8.88	8.88	8.88	8.88	8.88	8.88	106.50
Utilities														
Gas		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity		238.42	238.42	238.42	238.42	238.42	238.42	238.42	238.42	238.42	238.42	238.42	238.42	2861.00
Mobile		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband/Phone		32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	384.00
Water		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHS Sanitary		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
Miscellaneous														
Professional fees & Licenses (Accountant, Bookkeeper)		41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	500.00
CCTV & maintenance		2500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2500.00
Security		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Funded Costs/Redevelopment Costs	2000	0.00	5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7000.00
Advertising/Marketing/Signage		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Cleaner		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Materials (including Cleaning)		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Website		4	4	4	4	4	4	4	4	4	4	4	4	50.00
TOTAL CASH OUT	2000	3159	5659	659	4109	659	659	659	659	659	659	659	659	20861
NET CASH FLOW	1000	87	587	602	602	687	687	712	722	722	722	732	732	8590
OPENING BALANCE	0	1000	1087	1673	2275	2877	3563	4250	4961	5683	6405	7126	7858	
CLOSING BALANCE	1000	1087	1673	2275	2877	3563	4250	4961	5683	6405	7126	7858	8590	

Notes

Main Hall		
Playgroup	1560	130
Childminders	1170	97.5
Exercise	1440	120
Orange Lodge	450	37.5
	4620	385
Grants		
Screwfix	2000	
Community Choices	5000	

INCOME	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	TOTAL
Main Hall Hire	398.48	398.48	398.48	398.48	398.48	398.48	398.48	398.48	398.48	398.48	398.48	398.48	4781.7
Small Room Hire	50.00	50.00	50.00	50.00	31.05	31.05	31.05	41.40	41.40	41.40	51.75	51.75	520.85
Kitchen Hire	40.00	40.00	40.00	40.00	41.40	41.40	41.40	41.40	41.40	41.40	41.40	41.40	491.2
Event Hire	165.60	165.60	181.13	181.13	196.65	196.65	222.53	222.53	222.53	222.53	222.53	222.53	2421.9
Fundraising	703.80	703.80	703.80	703.80	703.80	703.80	703.80	703.80	703.80	703.80	703.80	703.80	8445.6
Grants	1500.00	0.00	0.00	0.00	5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6500
Sponsorship	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	258.75
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	2879	1379	1395	1395	6393	1393	1419	1429	1429	1429	1440	1440	23420
EXPENDITURE													
Maintenance													
Floor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outdoor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PAT Testing	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	2.07	2.07	2.07	2.07	2.07	2.07	2.07	2.07	2.07	2.07	2.07	2.07	24.84
Emergency Lighting	10.78	10.78	10.78	10.78	10.78	10.78	10.78	10.78	10.78	10.78	10.78	10.78	129.38
Asbestos Management Check	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	21.56	258.75
Gas Safety Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Alarm System Check	8.63	8.63	8.63	8.63	8.63	8.63	8.63	8.63	8.63	8.63	8.63	8.63	103.50
Food Hygiene	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	5.18	62.10
Staffing/Volunteer Costs													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	15.53	186.30
Overheads													
Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Insurance	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
Contents Insurance	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35	124.20
Public Liability Insurance	9.19	9.19	9.19	9.19	9.19	9.19	9.19	9.19	9.19	9.19	9.19	9.19	110.23
Utilities													
Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	246.76	246.76	246.76	246.76	246.76	246.76	246.76	246.76	246.76	246.76	246.76	246.76	2961.14
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	33.12	33.12	33.12	33.12	33.12	33.12	33.12	33.12	33.12	33.12	33.12	33.12	397.44
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHS Sanitary	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	7.76	93.15
Miscellaneous													
Professional fees & Licenses (Accountant, B	43.13	43.13	43.13	43.13	43.13	43.13	43.13	43.13	43.13	43.13	43.13	43.13	517.50
CCTV maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
Funded Costs/Redevelopment Costs	1500.00	0.00	0.00	0.00	5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6500.00
Advertising/Marketing/Signage	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	20.70	248.40
Cleaner	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	51.75	621.00
Materials (including Cleaning)	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19	218.31
TOTAL CASH OUT	2170	670	670	670	5670	670	670	670	670	670	670	670	14543
NET CASH FLOW	709	709	725	725	723	723	749	759	759	759	769	769	8877
OPENING BALANCE	8590	9299	10008	10732	11457	12180	12902	13651	14410	15169	15928	16697	
CLOSING BALANCE	9299	10008	10732	11457	12180	12902	13651	14410	15169	15928	16697	17466	
Notes													

	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	TOTAL
INCOME													
Main Hall Hire	412.42	412.42	412.42	412.42	412.42	412.42	412.42	412.42	412.42	412.42	412.42	412.42	4949.1
Small Room Hire	51.75	51.75	51.75	51.75	32.14	32.14	32.14	42.85	42.85	42.85	53.56	53.56	539.08
Kitchen Hire	41.40	41.40	41.40	41.40	42.85	42.85	42.85	42.85	42.85	42.85	42.85	42.85	508.39
Event Hire	171.40	171.40	187.46	187.46	203.53	203.53	230.31	230.31	230.31	230.31	230.31	230.31	2506.7
Fundraising	728.43	728.43	728.43	728.43	728.43	728.43	728.43	728.43	728.43	728.43	728.43	728.43	8741.2
Grants	1552.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1552.5
Sponsorship	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	267.81
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	2980	1428	1444	1444	1442	1442	1468	1479	1479	1479	1490	1490	19065
EXPENDITURE													
Maintenance													
Floor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outdoor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
Statutory Compliance													
PAT Testing	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	25.71
Emergency Lighting	11.16	11.16	11.16	11.16	11.16	11.16	11.16	11.16	11.16	11.16	11.16	11.16	133.90
Asbestos Management Check	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	22.32	267.81
Gas Safety Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Alarm System Check	8.93	8.93	8.93	8.93	8.93	8.93	8.93	8.93	8.93	8.93	8.93	8.93	107.12
Food Hygiene	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	5.36	64.27
Staffing/Volunteer Costs													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	16.07	192.82
Overheads													
Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Insurance	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
Contents Insurance	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	10.71	128.55
Public Liability Insurance	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	114.09
Utilities													
Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	255.40	255.40	255.40	255.40	255.40	255.40	255.40	255.40	255.40	255.40	255.40	255.40	3064.77
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	34.28	34.28	34.28	34.28	34.28	34.28	34.28	34.28	34.28	34.28	34.28	34.28	411.35
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHS Sanitary	8.03	8.03	8.03	8.03	8.03	8.03	8.03	8.03	8.03	8.03	8.03	8.03	96.41
Miscellaneous													
Professional fees & Licenses (Accountant, B	44.63	44.63	44.63	44.63	44.63	44.63	44.63	44.63	44.63	44.63	44.63	44.63	535.61
CCTV maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
Funded Costs/Redevelopment Costs	1552.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1552.50
Advertising/Marketing/Signage	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	21.42	257.09
Cleaner	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	53.56	642.74
Materials (including Cleaning)	18.83	18.83	18.83	18.83	18.83	18.83	18.83	18.83	18.83	18.83	18.83	18.83	225.95
TOTAL CASH OUT	2193	640	640	640	640	640	640	640	640	640	640	640	9877
NET CASH FLOW	788	788	804	804	802	802	828	839	839	839	850	850	9187
OPENING BALANCE	17466	18254	19041	19845	20648	21450	22251	23080	23919	24758	25597	26446	
CLOSING BALANCE	18254	19041	19845	20648	21450	22251	23080	23919	24758	25597	26446	27296	
Notes													

	Apr-28	May-28	Jun-28	Jul-28	Aug-28	Sep-28	Oct-28	Nov-28	Dec-28	Jan-29	Feb-29	Mar-29	TOTAL
INCOME													
Main Hall Hire	426.86	426.86	426.86	426.86	426.86	426.86	426.86	426.86	426.86	426.86	426.86	426.86	5122.3
Small Room Hire	53.56	53.56	53.56	53.56	33.26	33.26	33.26	44.35	44.35	44.35	55.44	55.44	557.95
Kitchen Hire	42.85	42.85	42.85	42.85	44.35	44.35	44.35	44.35	44.35	44.35	44.35	44.35	526.19
Event Hire	177.39	177.39	194.03	194.03	210.66	210.66	238.37	238.37	238.37	238.37	238.37	238.37	2594.4
Fundraising	753.93	753.93	753.93	753.93	753.93	753.93	753.93	753.93	753.93	753.93	753.93	753.93	9047.1
Grants	1606.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1606.8
Sponsorship	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	277.18
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	3085	1478	1494	1494	1492	1492	1520	1531	1531	1531	1542	1542	19732
EXPENDITURE													
Maintenance													
Floor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outdoor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
Statutory Compliance													
PAT Testing	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Fire extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Aid Box	2.22	2.22	2.22	2.22	2.22	2.22	2.22	2.22	2.22	2.22	2.22	2.22	26.61
Emergency Lighting	11.55	11.55	11.55	11.55	11.55	11.55	11.55	11.55	11.55	11.55	11.55	11.55	138.59
Asbestos Management Check	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	23.10	277.18
Gas Safety Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Alarm System Check	9.24	9.24	9.24	9.24	9.24	9.24	9.24	9.24	9.24	9.24	9.24	9.24	110.87
Food Hygiene	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	66.52
Staffing/Volunteer Costs													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	199.57
Overheads													
Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Insurance	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
Contents Insurance	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	11.09	133.05
Public Liability Insurance	9.84	9.84	9.84	9.84	9.84	9.84	9.84	9.84	9.84	9.84	9.84	9.84	118.08
Utilities													
Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	264.34	264.34	264.34	264.34	264.34	264.34	264.34	264.34	264.34	264.34	264.34	264.34	3172.04
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	35.48	35.48	35.48	35.48	35.48	35.48	35.48	35.48	35.48	35.48	35.48	35.48	425.75
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHS Sanitary	8.32	8.32	8.32	8.32	8.32	8.32	8.32	8.32	8.32	8.32	8.32	8.32	99.78
Miscellaneous													
Professional fees & Licenses (Accountant, B	46.20	46.20	46.20	46.20	46.20	46.20	46.20	46.20	46.20	46.20	46.20	46.20	554.36
CCTV maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
Funded Costs/Redevelopment Costs	1606.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1606.84
Advertising/Marketing/Signage	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	22.17	266.09
Cleaner	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	665.23
Materials (including Cleaning)	19.49	19.49	19.49	19.49	19.49	19.49	19.49	19.49	19.49	19.49	19.49	19.49	233.86
TOTAL CASH OUT	2325	718	718	718	718	718	718	718	718	718	718	718	10223
NET CASH FLOW	760	760	776	776	774	774	802	813	813	813	824	824	9509
OPENING BALANCE	27296	28056	28815	29592	30368	31142	31916	32718	33531	34344	35157	35981	
CLOSING BALANCE	28056	28815	29592	30368	31142	31916	32718	33531	34344	35157	35981	36805	
Notes													

INCOME	Apr-29	May-29	Jun-29	Jul-29	Aug-29	Sep-29	Oct-29	Nov-29	Dec-29	Jan-30	Feb-30	Mar-30	TOTAL
Main Hall Hire	441.80	441.80	441.80	441.80	441.80	441.80	441.80	441.80	441.80	441.80	441.80	441.80	5301.6
Small Room Hire	55.44	55.44	55.44	55.44	34.43	34.43	34.43	45.90	45.90	45.90	57.38	57.38	577.48
Kitchen Hire	44.35	44.35	44.35	44.35	45.90	45.90	45.90	45.90	45.90	45.90	45.90	45.90	544.6
Event Hire	183.60	183.60	200.82	200.82	218.03	218.03	246.72	246.72	246.72	246.72	246.72	246.72	2685.2
Fundraising	780.32	780.32	780.32	780.32	780.32	780.32	780.32	780.32	780.32	780.32	780.32	780.32	9363.8
Grants	1663.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1663.1
Sponsorship	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	286.88
Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL CASH IN	3192	1529	1547	1547	1544	1544	1573	1585	1585	1585	1596	1596	20423
EXPENDITURE													
Maintenance													
Floor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outdoor Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
Statutory Compliance													
PAT Testing	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Fire extinguishers	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
First Aid Box	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	27.54
Emergency Lighting	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95	143.44
Asbestos Management Check	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	23.91	286.88
Gas Safety Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Alarm System Check	9.56	9.56	9.56	9.56	9.56	9.56	9.56	9.56	9.56	9.56	9.56	9.56	114.75
Food Hygiene	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	5.74	68.85
Staffing/Volunteer Costs													
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	17.21	206.55
Overheads													
Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Insurance	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
Contents Insurance	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	11.48	137.70
Public Liability Insurance	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	122.21
Utilities													
Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	273.59	273.59	273.59	273.59	273.59	273.59	273.59	273.59	273.59	273.59	273.59	273.59	3283.06
Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	36.72	36.72	36.72	36.72	36.72	36.72	36.72	36.72	36.72	36.72	36.72	36.72	440.65
Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHS Sanitary	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	103.28
Miscellaneous													
Professional fees & Licenses (Accountant, B	47.81	47.81	47.81	47.81	47.81	47.81	47.81	47.81	47.81	47.81	47.81	47.81	573.76
CCTV maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
Funded Costs/Redevelopment Costs	1663.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1663.08
Advertising/Marketing/Signage	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	22.95	275.41
Cleaner	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	57.38	688.51
Materials (including Cleaning)	20.17	20.17	20.17	20.17	20.17	20.17	20.17	20.17	20.17	20.17	20.17	20.17	242.04
TOTAL CASH OUT	2606	743	743	743	743	743	743	743	743	743	743	743	10781
NET CASH FLOW	586	786	803	803	801	801	830	841	841	841	853	853	9642
OPENING BALANCE	36805	37391	38177	38981	39784	40586	41387	42217	43058	43899	44741	45594	
CLOSING BALANCE	37391	38177	38981	39784	40586	41387	42217	43058	43899	44741	45594	46446	
Notes													

Equality & Poverty Impact Assessment 00921 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Place Services Invest Falkirk	Lead Officer Name:	[REDACTED]
		Team:	Asset Management
		Tel:	[REDACTED]
		Email:	[REDACTED]
Proposal:	Community Asset Transfer of Laurieston Community Hall	Reference No:	

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

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

Other, please specify:

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

04/12/2024	Community Asset Transfer of Laurieston Community Hall
04/12/2024	Keeping Laurieston Community Hall open for public use

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£7,786	
Reduction to this service budget (£'0000s)	Per Annum:	£7,786	
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/10/2024	
	End Date (if any):		

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

A - Quantitative Evidence This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

90-100 people are using the hall on a weekly basis

The group set up a survey on Facebook asking Do you want the hall to stay open? – 144 people answered yes

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

User feedback has been provided, including this very moving testimonial: : Absolutely love the Laurieston Community Hall at The Thrums. It’s run by the nicest people, the events are brilliant and I really enjoy going there. It's fabulous to meet new people from the local area and share friendship with. The bingo is really good fun and we really enjoy it . The hall has nice toilets and a good kitchen and its always beautifully decorated. Here’s to many more events there. I have 2 autistic teens who enjoy the atmosphere and safety of the centre, it helps with their mental health getting out and about as a family which is something we didn't really do until we discovered the hall. It's even inspired us to hold our own event next year and raise money for the hall, because if it's not used then the community would lose it and that would be a huge loss to the community

Best Judgement:

Has best judgement been used in place of data/research/evidence?	No
Who provided the best judgement and what was this based on?	
What gaps in data / information were identified?	
Is further research necessary?	No
If NO, please state why.	Best Judgement was not used, we used data from the Business Plan and Application Form

SECTION FOUR: ENGAGEMENT

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

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Hall users, as well as people in the wider community who are not necessarily users of the hall.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	No	
Survey	Yes	46 voters said yes to wanting the hall to stay open. 24 voters said yes to using the hall for events. 32 voters said yes to using the hall for any group activities. 11 voters would like to help with fundraisers. 7 voters would like to volunteer.
Display / Exhibitions	No	
User Panels	No	
Public Event	Yes	From the Community Engagement section of the Business Plan: "The Open Day for the regenerated cycle track brought large crowds all day, where we took the time to speak to the community regarding our intentions of opening up the hall with events to the community. The Falkirk Herald printed a huge story with photos on August 8th 2024"
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	

Is further engagement recommended?

No

SECTION FIVE: ASSESSING THE IMPACT

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

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			No restrictions to using the facility -
Disability		✓		New disabled toilets are proposed.
Sex	✓			No restrictions to using the facility
Ethnicity	✓			No restrictions to using the facility
Religion / Belief / non-Belief	✓			No restrictions to using the facility
Sexual Orientation		✓		LGBT mix and mingle events occur at the hall.
Transgender		✓		LGBT mix and mingle events occur at the hall.
Pregnancy / Maternity	✓			No restrictions to using the facility
Marriage / Civil Partnership	✓			No restrictions to using the facility
Poverty	✓			No restrictions to using the facility
Care Experienced	✓			No restrictions to using the facility
Other, health, community justice, carers etc.	✓			No restrictions to using the facility
Risk (Identify other risks associated with this change)				

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

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

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

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

SECTION SEVEN: ACTION PLANNING

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

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

No Mitigating Actions

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

This property was identified for closure as part of the Strategic Property Review from 1st October 2024 as agreed by Council in January 2024. The opportunity for a

Community Asset Transfer (CAT) was identified as a mitigation to closure and this was noted in the EPIA's undertaken. Officers have been working closely with community

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

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

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

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

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

Are actions being reported to Members?	Yes
If yes when and how ?	February Executive

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	The building is being retained for community use
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:	06/12/2024
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA: Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes
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ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	The EPIA is based on consultation with service users and the local community, and draws on available data.
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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:
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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

Director / Head of Service:		
Signature: 	Date:	11/12/2024