



Community Asset Transfer Application Form

The Community Empowerment (Scotland) Act 2015 enables community organisations to request the ownership, lease or management of publicly owned buildings or land, whether or not these are available for sale or deemed surplus to requirements.

Stage 1: Pre-Application Enquiry

About the Organisation

Name and address of organisation
Earlsferry Town Hall Limited Kinburn Castle Doubledykes Road St Andrews KY16 9DR
Name and position of main contact for the application
[Redacted] - Director
Contact telephone number and e-mail address
[Redacted]
Type of organisation
Scottish Charitable Incorporated Organisation <input type="checkbox"/> Other _____ Company Limited by Guarantee <input checked="" type="checkbox"/> Community Group <input type="checkbox"/>
Other information about the organisation
The organisation has a constitution? Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/> Charity No. (if appropriate): The organisation has insurance cover? Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/> (ETHL will apply for insurance before acquiring the hall) Number of people on the management committee: 11 Number of members: 41 (of whom 32 are Ordinary Members)

Paid full-time staff (FTE): 0 Paid part-time staff (FTE): 0 Number of volunteers: 0

When was the organisation established? 15 January 2020

Although ETHL is a new company, it was formed as a result of the work of Earlsferry Town Hall Steering Group (ETHSG) which was set up in June 2017 to investigate the feasibility of acquiring the hall

Is the organisation part of a national or local organisation? National Local

Please give the name of the parent organisation:

*Please supply copy of constitution and insurance document (public liability and/or employer).

Purpose and main activities of the organisation

The company has been set up to acquire Earlsferry Town Hall from Fife Council under the Community Empowerment (Scotland) Act 2015. In its Articles of Association, its objects are as follows:

- (1) The advancement of community development (including the advancement of rural regeneration) principally within the Community;
- (2) To promote, undertake, support and enable community development and regeneration;
- (3) To provide (or advance the accessibility of) recreational facilities.
- (4) Organise recreational activities which shall be available to members of the Community and the public, with the object of improving the conditions of life of the Community.
- (5) To advance the provision of educational opportunities in the Community, increasing awareness of the environment, culture, heritage and our history.
- (6) To advance environmental protection and/or improvement including the preservation of buildings or sites of architectural, historic or other importance to the Community.

Specifically, if the Community Asset Transfer is successful, the company will run Earlsferry Town Hall Cinema, exercise and fitness classes, various activities for children in the community, talks and social events for the more elderly members of the community, concerts and other social events for the benefit of the community in general.

Previous experience of managing a property asset

The directors of the company have all previously been involved in ETHSG which has for the last 18 months, run events including:

- Earlsferry Town Hall Cinema
- Exercise classes for the elderly, plus line dancing
- Burns nights

- Coffee mornings and charity fayres
- Short tennis for children and a kids' club
- A concert
- Talks on subjects of interest
- Bridge classes.

These activities have provided the members of ETHL with valuable experience of costing, pricing, marketing and facilities management.

Name and address of Council Asset of interest

Earlsferry Town Hall
 19-21 High Street
 Earlsferry
 KY9 1AF

(including the land behind the hall as shown as Earlsferry Town Hall Land in the attached map)

In relation to this asset, is the organisation interested in:

Owning Managing Leasing Not sure yet

Proposed use of asset and benefit to the local community

Please briefly explain how the asset will be used and how the proposed initiative will benefit the local community. Include details of anticipated hours of operation, number of attendees/recipients.

We propose to develop Earlsferry Town Hall as a multi-purpose community hub for local residents and visitors. We want to provide an affordable space for a range of activities and services (the need for which has been identified in our community consultation and through discussions with public agencies) such as:

1. rehabilitation classes to improve the health of local residents with long term health issues and exercise classes for everyone
2. Kids' Club to encourage young people to engage in social activities and reduce anti-social behaviour
3. IT classes and opportunities for volunteering, both of which will provide experience for young people and improve their employment prospects
4. providing an indoor venue for sporting activities for example, indoor tennis for children
5. concerts
6. a venue for the wine club
7. all-year round social activities such as a film club, gardening club, bridge club, cultural and school events. These will be particularly important for our elderly residents
8. a venue for art classes and interesting talks.

Some of these activities have been successfully piloted over the last 18 months. The attendance at the December concert was a sell-out at 100; the average attendance at the

wine club is 61 (however the membership is 90); the cinema (film club) has an average of 43 over 23 screenings

Please send completed application form to: CommunityAsset.Transfer@fife.gov.uk or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.

Stage 2: Full Application

This is an Asset Transfer Request in terms of Section 5 of the Community Empowerment (Scotland) Act 2015.

Before completing this application please ensure you have read:

- **Scottish Government Guidance for Community Bodies; and**
- **Fife Council Guidance for Community Bodies**

About the Property

Property Name and Address (see section 5 in the Guidance Notes)

Earlsferry Town Hall

19-21 High Street

Earlsferry

KY9 1AF

(including the land at the back of the hall shown as Earlsferry Town Hall Land in ETH LAYOUT attached)

Section A – About the Proposal

(see Section A in the Scoring Matrix)

Please provide a brief outline of your proposed initiative (see section 2 in the Guidance Notes). A description of the aims and objectives of your proposal and a description of the service and community benefit that you propose to deliver.

Earlsferry Town Hall Limited (ETHL) proposes to acquire Earlsferry Town Hall from Fife Council. It is a B listed building of historic importance in the community. It was built in 1872 on the site of an old townhouse dating from 1772. The steeple from the old townhouse is incorporated into the current building.

The aims and objectives of ETHL are to develop Earlsferry Town Hall into an attractive, vibrant and flexible community space which:

- revitalises community spirit
- involves all sectors of our community
- provides activities to improve the health, inclusion and independence of our ageing population
- provides sporting and social activities for the younger members of our community
- provides a range of activities and social events to bring the community together and
- celebrates and protects the heritage of Earlsferry in a cost effective sustainable manner.

ETHSG commissioned a feasibility study, carried out in 2018, by Community Enterprise which identified that 90% of survey respondents supported taking the hall into community ownership.

Specifically, ETHL proposes to provide the following services:

1. Kids' Club, with social and sports activities, particularly in the winter months.
2. Cinema Club for all ages showing films for a variety of ages with screenings for children in the holiday months and reflecting the needs and wishes of the community.
3. Support for the elderly in our community including classes to improve their physical fitness and a variety of stimulating opportunities to get together and socialise.
4. A venue for other clubs in the community, such as the Elie & Earlsferry Wine Club, to bring people together and increase our social capital.
5. A range of learning activities such as IT, bridge and art classes.
6. Regular concerts and a reinstated pantomime.
7. Regular exercise classes such as yoga and Pilates.
8. Regular social get-togethers such as discos, coffee mornings and seasonal suppers or lunches.
9. A series of educational talks on topics of interest.
10. A James Braid Room containing a permanent display commemorating his golfing career and achievements and celebrating our heritage.
11. A facility for occasional office/meeting space with high speed broadband, to support those in our community who work from home.
12. A venue for weddings and private parties.

The demand/need for the proposal and why it is required.

The feasibility study, mentioned above, identified the following needs in the community:

- A multi-purpose community space to stimulate and energise a sense of place. This is particularly important to our community which has a high proportion of second homes and a significant influx of tourists in the summer. It needs a vibrant community space to revitalise community spirit and reduce social isolation, particularly in the quiet winter months.
- An active focal point to even out the level of involvement of the community throughout the year.
- A community venue with interesting (and physical) activities to improve the health and independence of our ageing community. 46% of our residents are aged 65 or over and 24% are single pensioners.
- A community hub, that people are proud of, to increase the number of people who volunteer for community activities. This would change more of our population from passive recipients of services to contributors to the community.
- An opportunity for young people in the community to enjoy after school activities and develop volunteering skills and experience to improve their employment prospects.

The charrette of 2019 identified poverty in the village and the provision of this space offers easy access to the community at a time when the transport links are reduced.

If the Town Hall falls into disuse or is sold for e.g. a private residential development and is not kept for community use, there will be no community space in Earlsferry.

Why you require the asset in order to deliver your proposal and what difference this will make to delivery of services in your area.

Earlsferry Town Hall is the only community space in Earlsferry, is under-utilised and falling into disrepair. It is not currently an attractive venue either physically or financially. In view of its age and condition, a tenant's insuring and repairing lease of the hall would not be financially viable. If ETHL is successful in its application to buy the building, it will have access to grant funding to refurbish it and bring it up to modern standards putting the asset in local control for the easier access to the community. After what is hoped will be only a short period of closure, the hall will be available as an attractive modern, multi-purpose space.

If already operational, provide details of the anticipated additional activity or outputs resulting from the acquisition of the property.

Although the hall is currently in limited use, it is not, as mentioned above, an attractive venue and is not easily accessible by disabled people. If significant expenditure is not incurred on its refurbishment, it will fall into dis-use.

By acquiring the property, ETHL will be able to bring the property up to modern standards and maintain and expand current usage. It will become a considerably more attractive venue for large community events such as concerts, parties and social gatherings. It will have disabled access and will therefore make it easier for older members of our community to become involved in community activities. It will become a more attractive and viable venue for large events in the village such as Cinema Club, Wine Club and educational talks.

Your experience in delivering the services.

ETHSG, the predecessor of ETHL, has been delivering services in the community for over 2 years. It was responsible for setting up the wine club (now separately constituted and with 90 members), cinema screenings (attracting up to 100 in audience), bridge classes, exercise classes, concerts, coffee mornings, discos, Burns nights, educational talks and community meetings. Two members of the group were granted key holding responsibilities by Fife Council to facilitate access. Other possible activities for its use and suggested by the community are considered regularly and the current activities are assessed in terms of best value and popularity.

Other similar projects or services available in the area.

ETHSG have consulted and worked with the help and co-operation of Colinsburgh Film Club regarding film screenings, Elie Church Hall in terms of coffee mornings and fitness classes, Elie Sports Club to allow us to offer an indoor facility for short tennis, a local artist regarding art classes, and the many stakeholders detailed later in this document to identify the needs of the community rather than replicate services already offered elsewhere.

Section B – Wider Support & Wider Public Support

(see Section B in the Scoring Matrix)

Community Consultation (see section 3 in the Guidance Notes) – The Community Empowerment Act requires that the local community be consulted before an asset transfer application is submitted.

Please demonstrate there is sufficient support from the local community. You should also consult community partners and local councillors. Please evidence any stakeholder consultation.

ETHSG arranged a number of widely advertised events in the Town Hall to invite the community and exchange views on the future of Earlsferry Town Hall and the possibility of a Community Asset Transfer. This included three public meetings introducing consultancy group Community Enterprise personnel to speak to as many people from the local community as possible; also reaching out to second home owners who regularly visit the community. The findings from their research are contained in the document “Feasibility Study” attached and included as evidence.

Open public meetings with Community Enterprise.

The first such meeting was held on the evening of 25th January 2018 in the Town Hall, with over 60 local residents including some second home owners, attending this event. The event aimed to “launch” the consultation, providing an opportunity to engage local people and receive assertion of the community’s needs and wishes.

The building had lapsed into near disuse over recent years and the meeting demonstrated support and demand for a variety of social, educational and recreational activities which are not currently provided or accessible in the village.

The second meeting was held at the Kid’s Club on a Friday night (2nd February 2018 in the Town Hall). Participants aged from 8 to 12 contributed, as did their parents and there was a wide range of responses. Parents and children said they would like the hall to be used as a cinema club, event space, a venue for musical events and speakers on topics of interest, hiring the hall for parties, space for drama and musical performances (or rehearsal space), more exercise classes, disco nights, and a wedding and events venue. Chill room, sports of all kinds, cooking, reading and games were also suggested.

The third was held on Saturday morning, 17th February 2018 and attended by approximately 60 people from the community.

A range of activities as well as services were suggested to be hosted in the hall. These included providing drop-in health services for those in need, a museum space and moving the Library into the Hall.

Support for activities suggested include offering craft, arts and card making classes, cake decorating classes; poker and cards nights; bridge nights; pop up restaurant; gift fayres; Kids’ Clubs; mother and toddler groups; cookery demonstrations; music groups; drama groups; salsa classes; table tennis; fitness classes and social evenings or hiring space out for weddings.

Key Learning Points

The main findings from this consultation showed that there are common themes emerging for how to use the space and there is strong support for developing the Hall.

Our community thinks it should be a flexible space, used by a range of groups, clubs and individuals and whilst the building needs some refurbishment this should mainly focus around toilets, cloakrooms, acoustics and making space more flexible for use as a larger or smaller space.

PUBLIC MEETINGS organised by ETHSG

Further open meetings throughout 2018 were held by ETHSG to further engage the community and keep information flowing on Saturdays 13th January, 31st March, 23rd June. A public meeting was held on the evening of Thursday 16th August with Architects John Gilbert Associates who presented their vision of the future refurbished hall. A further information meeting was held on the evening of Friday 25th January 2019.

The open meetings suggest that community benefit can be gained by bringing people together socially to attend events, clubs, activities and classes as well as to attend a range of community health initiatives or programs where people can drop in.

The activities that could be offered should meet the needs of a range of groups including children, young people, working age adults and older people and the disabled with access for all being a priority.

Specific activities include:

- Kids' Clubs and activities for kids including sports, cinema nights, sleepovers, arts and drama and relaxed space for games;
- sports activities including ball games and physical exercise classes, line dancing and yoga;
- range of learning opportunities or hobby classes including drama, art, card making; cookery; baking classes
- space should be hired out for social events, birthday parties, or weddings and the kitchen should allow for catering to be provided from there (whilst not being a full catering kitchen)
- social get-togethers including discos and seasonal suppers for the whole community
- space for performances including an annual Panto
- Cinema or theatre space for a regular cinema night aimed at families and adults or just for kids.

Community Survey

To further explore the views of the locals regarding the community ownership of the building, a survey was distributed between January and April 2018. In total, 154 individual people responded to the survey, and this represented the views of 350 people.

The largest group of respondents was women aged between 51 and 65 followed by women aged between 25 and 50. 48 of the respondents live in Earlsferry and 47 in Elie. 54% responded as local residents and 41% as second home owners.

90% of respondents supported the concept of developing the town hall into a community hub and only 2 respondents were not in favour.

Additionally, the overwhelming majority of respondents believed that developing the town hall would have positive effects on the community.

More than 9 in 10 people agreed that the development would bring the community together; make people feel less isolated; give the area a better social, economic and environmental future; help local people to develop new hobbies; and get people more active.

A few respondents commented that this would bring in business and provide necessary community space. Some of the reasons that locals support the development were:

"A good space with lots of potential users.

Great opportunity for people to meet, socialise, and work together which will create more of a community spirit.

It could be a wonderful meeting place with a focus on arts music and am dram.

There is a shortage of community activities. More would allow more people to meet and socialise.

If done well, it will hugely improve the lives of the local community

Include more holiday activities so people can meet others when visiting

There is no hub at the moment and people are isolated

It is essential for the wellbeing of the community that we do not lose the only community facility in Earlsferry.

It would be a shame to see a historic community building turned into yet another holiday home. Having lost all of its shops, Earlsferry needs to be something other than a dormitory, and needs a community focus of some sort."

There is clearly support for the Hall to become a better used local community asset with 90% of respondents saying they would support the Community Asset Transfer. It is encouraging to see the number of people interested in joining a club (48), use the Hall (38) or to be simply kept informed (71) as well as to help out (23).

66 stakeholders from a variety of groups, local organisations and from other community facilities in the area were interviewed. Representatives included the following: Appleton's of Elie, Bibi's Little Baking School, Davidsons Chemist, East Fife Letting Company, Elie Deli, Elie Golf House Club, Elie & Earlsferry Ladies Golf Club, Elie Letting, Elie Select, Elie Sports Club - Golf Pro and tennis coach, Fife

Holiday Homes, Garland Elie Ltd, My Friend Sally, The Pavilion Restaurant & Café, The 19th Hole, The Ship Inn, Elie Primary School, Elie Estate, Elie & Earlsferry Community Council, Church of Scotland, Fife Council Community Asset Team, Fife Leisure Trust, Newsagent, The Wade Gallery, neighbours, East Neuk Centre, East Neuk Frail Elderly Lunch Club, History Society, East Neuk Festival, Dreel Halls Trust, Scripture Union's Beach Mission, Elie Library, a local artist currently giving arts classes, Burns Society, East Neuk Flower Club, East Neuk Local Tourism Association. Details of the conversations are found in the document Feasibility Study.

The stakeholders showed great support for the developing of the Town Hall, however no anchor tenant or key use has emerged from the research. Instead there are opportunities for the Hall to be used as a flexible, multi-use space. Rooted in the heart of the community the research suggests that the Hall should offer a range of activities with community groups using space and visitors using the space for social parties and weddings. This will provide a mix of commercial income helping to subsidise how the local community use the building.

CHARRETTE

ETHSG were keen to further engage the community in a wide range of topics and encouraged and supported Elie and Earlsferry Community Council to carry out a Charrette. In the summer of 2019, the Community Council commissioned a charrette and the published results *favoured as a priority the creation of a Community Hub including the use of Earlsferry Town Hall.*

When asked "what do you think are the most important developments for Elie & Earlsferry" some of the best responses included:

The development of Earlsferry Town Hall, creating a community hub, the opportunity for more and existing activities, such as remote working and opportunities for social engagement and interaction.

The library and Earlsferry town hall, in particular, are very good facilities and could be developed to meet the communities needs and become more of a focal point for people in the village. The wine club and the cinema are good examples of developments that have been made and it would be good for that to be developed and similar ideas to be applied to the Library.

Ensuring we keep the Earlsferry Town Hall and expand the activities available

To develop a community hub in the Town Hall to provide activities all year round for residents and visitors

Developing the town hall in Earlsferry to allow more community projects and develop a strong community.

Improving the Earlsferry Town Hall as a community space

Please detail any partnership arrangements and state if these are required to deliver the project successfully.

ETHL is acting as an independent group in terms of the purchase of the building, procurement of services and management of the project to carry out the CAT. Financial support from the Scottish Land Fund is essential to deliver the purchase as is continued collaboration with local groups and clubs founded by ETHSG, such as the cinema, wine club, bridge school, kids club, fitness and short tennis groups.

Please demonstrate how you will take into account the different needs of the community, including addressing inequalities.

Social isolation has been identified as one of the main inequalities in the community, especially for the elderly. More people will have the opportunity to meet with friends and neighbours and take part in physical activities; more older people will take part regularly in physical activities and social get-togethers; fewer people will feel socially isolated; more activities will take place on a regular basis in the Hall throughout the year; locals will have more opportunities to have somewhere to go during the quieter winter period; the community will feel less "empty" during the winter months.

Improvement to access and facilities will be a priority and a range of events and activities will be arranged on an inclusive basis taking account of disability, poverty, age, religion, ethnicity and sexual

orientation, gender and gender identity/ reassignment; improving relationships and understanding of those and between those in the community and creating opportunities and facilities for carers and parents.

Advice and support received (see section 4 in the Guidance Notes) – Provide details of any organisation, including the Council, you have approached to seek assistance in developing your project and application.

ETHSG and EHTL have had conversations, received advice and support from Fife Council Legal Dept, Fife Council CAT Dept. and Janice Laird, Service Manager Adult Learning and Inclusion at Fife Council; COSS; Scottish Land Fund; Architectural Heritage Fund of Scotland; Screen Scotland; Fife Voluntary Action and the National Lottery Community Fund
The services of Community Enterprise Ltd. and John Gilbert Associates, Architects were commissioned by ETHSG and funded by grants received from the Scottish Land Fund and the Architectural Heritage Fund of Scotland respectively.
EHTL has the support of Elie and the Royal Burgh of Earlsferry Community Council and Elie and Earlsferry Community Collaborative Limited.

Section C – Impacts / Benefits

(see Section C in the Scoring Matrix)

Demonstrate whether and (if applicable) how the proposal will promote or improve:

- Economic development
- Regeneration
- Public health
- Social well-being
- Environmental well-being
- How will the proposal reduce inequalities?

EHTL aims to revitalise community spirit in the area and hopes to create and refurbish a facility that can be used and made available to all residents of all ages as well as by holidaymakers and visitors, to access social, educational, developmental, sporting and health activities, making a large impact on social and environmental well-being. As part of preliminary work, the local community was surveyed helping the steering group understand the passion from the locals for their town hall and their desire to have easier access to this facility and were enthused at the prospect of having more opportunities to meet, socialise, learn and develop new skills.

There is a business opportunity for the local economy and demand for the main hall to be used as a venue for weddings and social hire and this use can be timetabled without impacting on community use. Consideration will be given to developing a commercial facility for occasional office/meeting space with high speed broadband, to support those in our community who work from home.

Part of our project and to celebrate our heritage, a James Braid (born Earlsferry 1870) Room containing a permanent display commemorating his golfing career and achievements.

Social isolation within our community is a great concern. Individuals and families are living on streets where as much or more than 50% of properties are only occupied part of the year. This leads to feelings of solitude for many residents. In winter months the elderly may go for whole days without seeing anyone walk past their window. We therefore want to use the hall to provide more opportunities for all the community including old and young alike to develop supportive relationships and a sense of community that helps us raise fine young people, has time for its elderly and provides opportunities for all to get involved.

In the recent past the hall was uninviting and mostly empty of community activity. As part of an exercise to gauge public support we have already established the need and the benefit of several activities in the Hall. The following events and activities have been held over the past two years- a Kids' Club with social and sports activities; Cinema Club showing films for a variety of ages and screenings tailored for social well-being, e.g. a dementia friendly film is planned in consultation with the local care home for residents

and carers and the general community; Elie & Earlsferry Wine Club which now has over 90 members, bringing people together and increase our social capital; Short Tennis with a professional instructor; regular social get-togethers such as charity discos, coffee mornings and seasonal suppers or lunches. We have also arranged Bridge Classes, Strength & Balance Classes, Line Dancing Classes, and a Christmas Concert last year which was a sell-out.

Local business, tradesmen and volunteers have lent their support for all the events held so far. This has held some costs down including subsidising the hall hire fee, thereby reducing inequalities of outcome from socio-economic disadvantage.

Considered for the future are: a range of learning activities such as IT and art classes, regular concerts and an annual pantomime, regular exercise classes such as yoga and Pilates and a series of educational talks on topics of interest including health and healthy living.

As a result of the regeneration of the Hall into a vibrant community hub, there will be an economic upturn resulting in creation of new employment within the local community.

Section D – Organisational Viability

(see Section D in the Scoring Matrix)

Demonstrate any previous experience your organisation has in managing an asset, including awareness of relevant legislation.

Members of ETHL and ETHSG have held senior positions within a number of businesses and voluntary organisations and have experience in the following areas:

Project Management, Business Management, Finance & Accountancy, Marketing, HR, Governance.

Members have good knowledge of relevant legislation including:

Employment Law, Health & Safety at Work, Sex Discrimination Act, Race Relations Act, Data Privacy.

The steering group completed a skills gap analysis in 2018 and has identified which skills we need to recruit and what training needs to be undertaken. We will recruit other directors who bring passion for the project, an understanding of the local community and additional skills to build the capacity of the steering group and the new board to take this project forward. This is likely to include ensuring we have people with specific finance, legal, marketing and business development experience.

Demonstrate any previous experience your organisation has in delivering the community benefit.

Members of ETHL and ETHSG have worked with other voluntary organisations and charities.

They have also been actively involved in organising events and activities that have taken place since 2017 in the Town Hall under its current ownership by the Council.

Please state the names, skills and experience of the individuals who intend to deliver the proposal.

Rebecca Duggan, FCA

A graduate of St Andrews University and a chartered accountant, FCA, was formerly the partner in charge of the tax practice in Scotland and Northern Ireland at Deloitte. She now lives in Elie where she is a business owner, member of the Community Council and chair of the Earlsferry Town Hall Steering Group (set up to assess the feasibility of acquiring a historic building and converting it into a modern community hub). She is also actively involved in raising funds for Cancer Research UK and setting up a literary festival in the East Neuk of Fife.

She was previously a non-executive director of Caledonian MacBrayne, honorary treasurer of the RSNO, and member of Court at Strathclyde University.

<p>has been involved in a number of charitable projects including the running of an annual large local firework display in Anstruther through East Neuk O' Fife Round Table. He has been a member of ETHSG and, over the last 2 years, assisted running the cinema project, including acting as projectionist at the Town Hall.</p>
<p>Have you identified the number of employees or volunteers available to run/maintain the asset? Please state the names, skills and experiences of those individuals.</p>
<p>The role of the Board, Lead Volunteers, Friends and Sub Groups, Business/Marketing/Development Manager, Hall Keeper/Caretaker/Cleaner have been identified in the Business Plan.</p>
<p>Provide evidence of your governance and decision making processes in relation to the asset and delivery of the services including finance, book keeping, emergencies, compliance with legal and safety issues. Evidence that you have a clear process for decision making including room/hall bookings, dealing with problems, compliance with legal issues e.g. health & safety.</p>
<p>The Board of ETHL will be responsible for broad policy, governance, finance and HR policy. A Management Group formed out of the ETHSG membership and co-opted volunteers will be responsible for Health & Safety and the day-to-day running of the Town Hall, including:</p> <ul style="list-style-type: none"> Managing the facility; Coordinating a programme of activities to meet the needs of the local community; Marketing these activities; Recruiting and organising volunteers; Monitoring and reporting on performance of the organisation against agreed criteria.
<p>Demonstrate that you understand what is required in relation to managing an asset e.g. insurances, ongoing maintenance, budgeting for major repairs, health & safety, electrical testing, firefighting, legionella testing.</p>
<p>The wide-ranging experience in the private sector of members of the Board & Management Group means that they have a good knowledge of requirements in these areas.</p>
<p>Provide evidence of your monitoring arrangements to monitor the success of the proposal and delivery of its likely objectives.</p>
<p>The Management Team will monitor and report monthly under the following headings:</p> <ol style="list-style-type: none"> 1. Income/Expenditure 2. Room Usage – Hours (Charged/Non-charged) 3. Range of Activities 4. Accidents 5. Number of attendees.

Section E - Financial Information
(see Section E in the Scoring Matrix)

Retired CEO of a private Optometry Group, experienced in personnel and business management, marketing and communications. Director of ETHL and Secretary Elie and Earlsferry Wine Club. Chairman Dundee Fortay Club, Chairman Scottish Committee of Optometrists (1993-95), Session Clerk Longforgan Parish Church (2007-16), Chairman Dundee Tayside Round Table (1988-89)

Before retiring James held the posts of Deputy Chief Executive of the special Health Board NHS Education and Postgraduate Dean for Scotland. NHS Education had a budget of £450 million and the budget for Dentistry was £50 million. He was responsible for managing all postgraduate education for dentists and the dental team in Scotland. He has extensive knowledge of the public sector, liaising with the Scottish Executive, with territorial Health Boards and of managing a large team of employees who were distributed throughout Scotland.

Attended St Hilary's School, Edinburgh followed by Heriot Watt University, graduated BSc Chemistry and post graduate diploma in Accountancy.

Joined Deloitte, Haskins & Sells- now PWC- qualified as a CA in 1986.

Worked in Corporate Finance with MacDonald Orr In Edinburgh primarily in the hotel & leisure sectors.

MacDonald Orr ventured into private banking, Caledonian Bank, where [redacted] was appointed Finance Director and then deputy Chief Executive. In 1994 MacDonald Orr decided to sell the loan book & repay the deposits, following the closure of the bank in 1995 Shelagh joined Shepherd & Wedderburn as Director of Finance & Administration, assuming responsibility for all functions of the firm, except the provision of legal services.

A period of travelling abroad ended full time employment, from 2001-2014 [redacted] provided forensic accounting & expert witness services to the Crown Office, in particular in relation to fraud and proceeds of crime cases.

Non- Executive experiences include Chair of Edinburgh's Telford College, the Festival Fringe Society and Treasurer of Edinburgh Chamber of Commerce.

[redacted] is a senior member of the Private Client Team at Thorntons Law LLP and has been a solicitor for over 15 years. He has considerable experience in corporate governance and legal matters, particularly in the context of trusts and asset protection. His occupation involves him providing advice to trustees and those involved in community projects and he will bring this experience and knowledge to his role with the Company. He has been a full time resident in Elie and Earlsferry for 8 years having been a regular holiday visitor to the village in the 30 years prior to that. He is member with a number of organisations within the area including the Elie Fayre Day Committee and Elie Harbour Trust Ltd, the latter of which he is also a director. He

You need to identify all the resources required to deliver and sustain the proposal.

Business plan and cash flow forecast - Please provide a full business plan and cash flow forecast for the next 5 years showing both capital and revenue income and expenditure. If the organisation has a separate business plan, this can be attached to the application and a summary of the details provided here.

Financial Summary

	Yr1	Yr2	Yr3	Yr4	Yr5
Income					
Trading	13928	21064	28680	34453	34453
Grants	30000	20000	5000		
Total	43928	41064	33680	34453	34453
Expenditure	37965	40158	28539	22426	21567
Surplus/Deficit	5963	907	5141	12026	12886

Attached with this application is the Business Plan which was developed after a comprehensive feasibility study including consultation with the community, community groups and other stakeholders.

Background.

Earlsferry Town Hall is a B listed building in the East Neuk of Fife offering a small but flexible space for community use. Losing the only flexible local space would be devastating for the community of Elie and Earlsferry and there is significant local support for retaining it. Community consultation has shown that 90% of survey respondents are in support of taking the Hall into community ownership and control. Developing the hall will meet the identified needs of local residents, contributing to making this a vibrant living community while offering space for visitors which will generate income to sustain the asset.

Need and Establishing the Need.

We conducted robust research into the needs of our community and this can be viewed in full in our Feasibility Study (attached to this application). The findings from the research show the community's main challenges.

Vision.

Our vision statement underpins everything we do and how we do it. Our aspiration for Elie and Earlsferry is for "a vibrant living community which encourages everyone living in or visiting Elie and Earlsferry to play an active and social part of this community throughout the whole year meeting the needs of those who are most disadvantaged".

Governance.

The new membership of ETHL will elect a board in the first year to manage the affairs of the organisation. We will ensure that we continue to have representatives from community groups and individual residents on the board to ensure that what we deliver will meet the needs of everyone in our community.

Monitoring and Evaluation.

Impact will be measured against a series of targets which will be agreed prior to opening. The route to achieving these will be the services which take place within the building. We will monitor the impact these projects are making for local people, clubs, groups and families and capture this through life stories of those involved; this will be valuable to feed back to funders and stakeholders as well as being a good way to promote what we do at Earlsferry as a part of the

marketing strategy. We have identified the key risks we will face through the building and development phases of our project.

Marketing.

The marketing strategy will, at its core, develop an effective means of communicating and consulting with the local community of Elie and Earlsferry to ensure that its needs and interests are understood and that services and facilities are being provided that reflect the needs of local people. This will aim to ensure local people also know what is offered at the Hall and what is on. This strategy will include partnerships with a range of local community groups, including developing existing partnerships.

Funding and Finance.

The project will require refurbishing the building to a high standard in order to make it attractive to tourists, locals and paying customers.

Fully costed designs have been developed in order to understand final capital costs and the amount of funding required to achieve the renovation of the building.

In order to stay sustainable, the Earlsferry Town Hall project will operate commercially for some of the time, securing sales through its visitor and events programme, room booking and events and wedding hire. Key to this plan will be targeted marketing and branding, strong partnerships with other local providers, and a highly capable central member of staff in the first three years. Our full financial 5 year projections are shown in Appendix 1 of the Business Plan (submitted with this application).

What funding has the organisation obtained so far?

Funding source:

Date of application:

Amount received:

Capital funding x and/or Revenue funding

As ETHL has only recently been formed, it has not yet applied for any funding. Previous funding has been sought and obtained/agreed by ETHSG as follows:

Feasibility study and Property Report funded as follows;

Scottish Land Fund	£13578
Architectural Heritage Fund	£4932
Fife Council	£4452

Invasive survey and clock tower inspection (updating property report)

Awards for All	£1612
Scottish Land Fund	£1800 (not yet received)
Common Good Fund	£1200 (not yet received)
Architectural Heritage Fund	£2000 (not yet received)

What funding has been applied for but a decision has not yet been received?

Funding source: Screen Scotland
Date of application: 28/01/2020
Amount received/applied for: £19206 decision pending)
Capital funding and/or Revenue funding

See above.

Other sources of funding the organisation has access to (e.g. voluntary donations, borrowing).

In the early years, we plan to establish a Friends of Earlsferry Town Hall group who will be responsible for awareness raising, fundraising and managing a suite of events in the building. We are very confident that we can exploit the nature of our community of locals and second home owners who love this community and many of whom have resources. We believe we can use them as an income generator and charge £100 per year for membership of the Friends with a target of 100 supporters. This is separate from the volunteer and organisational members for whom involvement would be totally free. No additional benefit would be derived from being a Friend, rather it is a commitment to support the project long term.

Identify resources for long term sustainability of the proposal and the future maintenance of the asset eg future funding and self-financing arrangements.

In order to stay sustainable, Earlsferry Town Hall will operate commercially for some of the time, securing sales through its visitor and events programme, room booking and events and wedding hire. Key to this will be targeted marketing and branding, strong partnerships with other local providers, and a highly capable central member of staff in the first three years.

Our financial projections for the first five years are shown in Appendix 1 of the Business Plan (submitted with this application).

The initial period of the development covers the early phases with ETHL occupying the building, establishing and developing plans of the project.

During the refurbishment phase, small amounts of income will come from hall hires and some community groups hires as well as hires during wet summer months (sports clubs). However to help us through the first three years where we cannot accurately predict demand, we will require some revenue funding (see funding strategy in the business plan).

We anticipate trading growing gradually in years one and two with a fully renovated and extended building, then the three subsequent trading years with slowly incremental growth and occupancy rates. An allowance is made for free letting of the hall for community groups and ETHL sponsored activities.

Section F – Property

(see Section F in the Scoring Matrix)

Please specify if you wish to: Lease [] or Purchase [x] the asset.

Value – Have you sought an independent financial assessment of the value of the building / land? If so, please identify the source and the estimated value.

ETHSG obtained a valuation of the hall as part of the feasibility study and property report commissioned in 2018. The building was value by Allied Scotland, Chartered Surveyors, at £100,000.

Purchase price – State the price your organisation is willing to pay to acquire the asset.

ETHL is prepared to offer to buy the building for £31,500.

Annual Rental

Please state the:

Proposal annual rental: N/A

Duration of the lease:

Any other special lease terms required:

If you are requesting a discount please demonstrate why the asset should be transferred at less than best consideration. Attempt to quantify in financial terms the benefit to the community as a result of the acquisition.

In offering to buy Earlsferry Town Hall from Fife Council at £31,500, ETHL has discounted the above valuation for several reasons:

1. ETHL will use the hall to deliver significant community benefits. It will offer activities such exercise classes and learning opportunities tailored for the community's ageing population. These will improve their health and reduce the risk of social isolation. It is intended that younger people in the village will assist with some classes, such as IT classes, to create inter-generational activities and improve the experience and CVs of the younger volunteers. ETHL will enhance the community's social capital by offering other learning activities such as bridge classes, educational talks, and other social gatherings.
2. To bring the hall up to modern standards and health & safety requirements, it is currently estimated that ETHL will need to spend in excess of £700K(including VAT) on the hall.
3. The recent invasive survey found that work is urgently required to be carried out to remedy water ingress in several locations. Those together with other costs, such as insurance and heating, will need to be incurred from the date of acquisition before the major refurbishment begins.
4. ETHL will be also be taking over the responsibility for maintaining the clock.
5. No significant remedial work has been carried out on the hall since the valuation was obtained. It has now been verified that joists under the floor have been cut and rectification work will be required.
6. Our recent survey identified that there is no lightning conductor on the hall. This will require to be rectified.
7. Earlsferry Town Hall is a Common Good asset. Fife council have advised that ETHL will need to meet the costs of obtaining court approval of the sale to ETHL.
8. The transfer of the hall to ETHL will relieve Fife Council of all financial responsibility for the building including caretaker costs and annual running costs.

Is the asset currently used or occupied by the Council or another party? Please state whether you have made any investigations to current use/occupation.

The asset is used almost entirely by ETHSG or by clubs set up by ETHSG. There is occasional use by the Community Council and other members of the community for talks, social and charitable events. A VE dinner is planned by Elie Fayre Day/SAFFA.

Section G - Local and National Outcomes

(see Section G in the Scoring Matrix)

How will the proposed benefits of the asset transfer request contribute to achieving the Council's outcomes? See Plan for Fife.

The asset transfer will secure the future of a B Listed building, part of which dates back to 1732, and in this way help fulfil the Council's aim of protecting Fife's 'varied and rich natural and built heritage'.

Earlsferry Town Hall is an important building in the combined Burghs of Elie and Earlsferry. It provides a vital community space and its flexible layout makes it a suitable building for a wide range of activities. Use of the hall has declined in recent years. There are two reasons for this:

- 1) A lack of maintenance has resulted in a deterioration of the quality of the facilities, in particular the main hall, the kitchens and the toilets. The hall does not have disabled access.
- 2) There is increased competition from alternative buildings in other villages in the East Neuk which are only accessible by car and are not therefore central to the community.

Following the asset transfer, we would modernise the hall and include wheelchair access. A refurbished hall, with modern kitchen, toilets and meeting rooms would attract local group activities back into the heart of the community.

This proposed initiative would be consistent with the Council Development Principles listed in the Fife Plan (Policies Part B)

2. Avoid the loss of valuable cultural, tourism, and community resources.
6. Protect sport and recreation facilities and the amenity of the local community.
10. Safeguard the characteristics of the historic environment.

How will the proposal impact on the Council's own delivery of services?

Fife Council recognises the importance of Self Directed Support with people having 'as much control, choice and flexibility over their own lives and support as they want'. A refurbished town hall, owned and managed by the community, would provide an ideal hub for activities which the Council has identified as providing real benefits to local communities such as adult learning, kids' clubs, exercise classes and cultural events.

Demonstrate how the proposal will contribute to national priorities (refer to National Priorities).

One of the priorities highlighted in the government's Scotland Performance Framework is 'to have strong, resilient and supportive communities where people take responsibility for their own actions' ... 'with increased engagement in purposeful voluntary activity'.

The Earlsferry Town Hall no longer meets peoples' expectations of what a modern town hall should look like, with the result that local residents are travelling further afield to engage in the activities identified as important by the government. A modernised Town Hall, owned by the community, would attract these voluntary activities back into the village and involve members of the community not only in attending such activities but also in running and organising them.

Section H – Other Information

(see Section H in the Scoring Matrix)

Additional information in support of your application (see sections 6 & 7 in the Guidance Notes) – Include information on how you have kept the community updated about the proposal and other stakeholders who have been approached who could work in partnership with your organisation.

This is an important opportunity to buy, restore and revitalise a B listed building of historic importance in the community. Its closure would be hugely detrimental to the community both socially and environmentally.

By restoring a once vibrant community space, and responding to the needs identified in various consultations, Elie & Earlsferry will become a more viable living community. The creation of a community hub as outlined above, will reduce social isolation and poverty, particularly with our ageing population and “increase the capability of Fifers to take action and make a difference to their communities.”

Having established the role of Earlsferry Town Hall in fulfilling the needs of the community, our aspiration for Elie and Earlsferry is for “a vibrant living community which encourages everyone living in or visiting Elie and Earlsferry to play an active and social part of this community throughout the whole year meeting the needs of those who are most disadvantaged”.

Submission Checklist

Before submission, make sure you have read the Council's Guidance on community asset transfer and the Scottish Government Guidance for Community Transfer Bodies.

Please tick that you have included the following accompanying documents:

- | | |
|---|----------------------------|
| 1. Full business plan for use of the asset | x <input type="checkbox"/> |
| 2. Most recent full year accounts | x <input type="checkbox"/> |
| 3. Constitution/governance document | x <input type="checkbox"/> |
| 4. Supporting material from community members | x <input type="checkbox"/> |
| 5. 5 year cash flow forecast | x <input type="checkbox"/> |

Signatures

The application is required to be signed by 3 members of your organisation:

Chairperson & person submitting the application.....

Name.....Date.....

Vice chairman.....

Name.....Date.....

Finance Director.....

Name.....Date.....

Please note that applications are required to be published for any objections but personal information will be redacted in line with data protection principles.

Further information on how your information is used and why can be found at fifedirect.org.uk/privacy. The Council's Data Protection Officer can be contacted at: dataprotection@fife.gov.uk.

FOR OFFICE USE ONLY

Date initial request received	
Date of initial assessment	
Initial assessment decision	Provide Further support <input type="checkbox"/> Proceed to full application <input type="checkbox"/>
Council Ward	
Full application date	
Final Decision & Date	

Please send completed application form to: CommunityAsset.Transfer@fife.gov.uk or post to Zahida Ramzan, Policy Co-ordinator, 5th Floor, Fife House (West), North Street, Glenrothes, Fife, KY7 5LT.