

## Comments and questions in relation to the business plan

- **INSURANCE**

1. You mention your hours of opening but that members can come and go as they wish. This is a higher risk approach for the building. Do you intend to have many keys in circulation? How would this be fully managed?

1

***We would envisage keeping the number of key holders down to committee members who are both local and available at all times this would amount to 4 keys. Members can come and go as they wish within the hours published. Entry out with those hours would be allowed upon application***

2. How would you manage the risk around the various activities?

2

***We have adopted The Scottish Men's Shed Association Health And Safety and Risk Assessment guidelines which will of course include member instruction on any machines used and provision of PPE safety equipment needed to use the machines.***

3. What insurance premiums have been included? Can you provide a break down, e.g. public liability, contents, any other cover that would be required?

3

***Our insurance cover is provided by The Scottish Mens Shed recommended Charity insurance broker Greenwood Moreland Insurances which will provide us with £5,000,000 Public Liability cover, 10,000,000 Employers / Volunteer cover, £250,000 Trustee Liability cover, £500,000 Buildings cover, £15,000 contents cover, and £2,000 Computer Equipment cover.***

4. In relation to the insurance requirements for a temporary structure, if installed - it must be a minimum of 10m from the building and secured. Approval from insurers would be required relating to fabric of proposed structure to ensure no risk to the building or our insurance will be invalidated.

4

***We are aware of the need to seek advice from planning and also consult with neighbours with regard to the situation of any temporary structure and the insurance implications. However unlike our application for the Former Kingswell Nursery where space would have been at a premium The Former Fife Street School provides far more space and any temporary structure would not be an immediate concern.***

- **HUB APPROACH**

5. Can you elaborate on how you plan to manage the hub approach and ensure all clubs and business can safely use the building. Examples of how this could work and corroborate with any examples would be necessary in the plan. The who and how in the plan is very important.

5.

***As you are aware we have been approached by a large number of local organisations enquiring about the possibility of using the building most of whom can be seen by viewing out letters of support although there have been others too. We hesitate to list these organisations who will see this document when published, for the very reason that we have done this before at your insistence and then had***

**to let these organisations down. It is planned that a rota of our members will be established to act a “janitor” if you will, to oversee the users and ensure the building is left clean and tidy and damage free and secured. The only exception to this would be the Nursery Section of the building which is self-contained and can be accessed independently from the main building. We envisage that the users of the nursery area would ensure the cleanliness etc. of this themselves, of course the Men’s Shed would have access for assessment of damage or repairs etc. We will however be drawing up usage guidelines to suit each groups requirement.**

6. Under number “2. Purpose of the Plan”, your final paragraph states “the plan highlights the suitability and sustainability of the premises to and by the Men’s Shed and shows further examples of the benefits this transfer could provide to our wider local Community”, can you elaborate again on the “how” aspect of this and give examples.

**6**

**This is largely covered by the above answer. The benefits to the wider community would of course be**

**A) In the immediate area the building being brought back into use instead of deteriorating and the area surrounding it being overgrown and a magnet for litter vandals etc.**

**B) Provide a much needed purpose built Nursery to the town instead of the local nursery having to rent inappropriate space in a local hall.**

**C) Provide a need for a larger area for the Local Farmers/Producers Market (The Foggie Neuk market illustrates the popularity of these markets)**

7. In “3.4 Work Experience and Qualifications”, can you explain in a bit more detail how the skills of your members have already saved time and money – in what way? You mention that the men's shed could provide the cleaning services themselves and save money however given the nature of COVID and the hub concept promoting sharing of spaces the business plan would need to be clear this is an option that would stack up in relation to insurance and health and safety terms.

**7**

**We’re sure you don’t need us to explain how a plumber plumbs and electrician wires up things or a joiner works with wood. In our previous rented space there was no kitchen, it was leaking rainwater and in need of decoration this was all achieved by our members. The storage unit had large sliding doors that had jumped off their runners and needed repaired and repainted again all of these things were done by our members.**

8. Can you provide more detail on the specific service users/community groups and at what times they would be interested in using the building? How could this be shared with other interested parties? I know you have offered this information confidentially at the moment, but more clarity in the Business Plan around this and how it correlates with the financial return and costs would be required i.e. more groups would mean more cleaning requirements, more management and turn-over of spaces etc.

**8**

**We have given details of some of the community groups that are interested in sharing the premises. However it would be impossible at this stage to name the specific times/dates that those community groups will want. We have conservatively estimated the financial return using figures that we are aware these groups are currently paying and accounted for the resulting extra costs involved.**

9. In 6.1, you mention that you “may need to re-assess staff/volunteers depending on the success of the hub operation”, if this is one of the key drivers for securing the asset transfer, can you provide further detail on the hub and how this will be managed, similar to the point directly above.

10.

***This is NOT a key driver for securing the asset transfer; this is in fact a bonus of securing the asset transfer. The Men’s Shed as you know have been searching for a permanent home for 4 years now having firstly been offered The Manner Street Depot which was to be vacated when the Tarlair Depot was completed but then withdrawn as the Tarlair Depot was not big enough. Then offered the Pavilion at Canal Park but only offering a 1 year license and demanding un-sustainable fees, Then The Former Kingswell Nursery but the Area Committee deciding it was more advantageous to sell than let the Men’s Shed take it on. All of those premises would have suited us. When considering The Former Fife Street School we saw that there was an opportunity to not only find a home for the shed but also give back to the local community, the Men’s Shed could quite easily occupy the building in its entirety, having spoken to the CEO of The Scottish Men’s Shed Association he tells us the one big mistake that Men’s Sheds do is under estimate the amount of space they need.***

- **PROPERTY**

1. Additions within the grounds. This would require Landlord’s consent, and we as a Council would mainly be guided by Insurance in this respect. The Tenant would need to gain planning consent for any external additions.

11

***We are aware of this and addressed it see item 4 Above***

2. If planning permission is required for change of use, there will be associated costs with an application and plans and supporting information will need to be supplied. These are all costs the group should consider in preparing any proposals. As the building was formally used as a school, there shouldn’t be any rise to any particular concerns around uses, but formal advice should still be sought from the Planning Team.

12.

***We do not anticipate that any of our activities will vary from the current designated use of a school, but of course should we need to we will seek advice***

3. The proposed uses will require provision for car parking on site. The erection of any buildings and structures within the grounds will require planning permission and are unlikely to be granted if they involve building on or impacting on the car parking provision. Again early advise from the Planning Service would be advisable.

13.

***We do not anticipate any temporary structure if required in the future would have any impact on the provision of car parking around the building***

- **FINANCE**

4. With regards to grants – can you confirm if these are annual or one off payments?

14

***Most grants are one off grants. We have taken advantage of one of our members who is experienced in the charity field who has taken on the task of applications.***

5. It is understandable that there is no charge to be a member but what method would you have in place for pricing for the goods that you upcycle?

15.

***Each upcycled item is unique and the demand for such items can ebb and flow therefore no pricing model can possibly be employed***

6. Also in relation to the predicted running costs of the building – are you totally reliant on donations and/or grants to sustain this?

16.

***Currently we are reliant on donations and grants and also income from upcycled items. However in the event of our asset transfer being approved we envisage income from letting other community groups use parts of the building such as the nursery, meeting room, Farmers/Producers Market, we can secure a regular income. See section 7.2.3 of our Business Plan***

7. We would suggest that it isn't practical to rely on grants for core operational costs. Some of the grants you highlight are unlikely to be repeated, for example the £10k Scottish Government Grant – this is only in relation to COVID-19.

17.

***See our answer above***

8. Can you provide further detail on how you would continue your fundraising efforts for the future?

18.

***We don't know what else we can say to this question see our answer above***

20. Under 7.2.1., you mention the second payment of Co-op Community Fund – do you have an expectation of how much this further sum to be paid in October, could be? - The information here appears out of date – as it is referencing Oct 2020, can you confirm.

20.

***The second Co-op Community Fund payment produced £ 1,483.76 on 6<sup>th</sup> November 2020 although this item is included in our accounts now as it was paid 11 months ago.***

21. You have listed funders – how much are they likely to be applying to each for, and to undertake what activities specifically?

21.

***We have identified a number of things that we will be needing grants for of course this is not a definitive list as it is impossible to identify what needs to be done in the building or obtain quotations until we have access. We have listed the items we have identified in section 6.2 of our Business Plan, examples of these are:***

- ***Solar Panels***
- ***Air Source Heat Pumps***
- ***LED Lighting***
- ***Roof repairs***

- ***Guttering / Downpipe Repairs***
- ***External Door Repairs***