

Formal Asset Transfer Application for former Fife Street School by Banff, Macduff & District Men's Shed

We would recommend that you revisit the application, and all associated submitted documents to ensure that all the questions are fully answered and that the information contained is current and up to date.

The below comments and questions presented to you in July 2020 have not yet been addressed within your submitted documents.

Comments and questions in relation to the business plan

• INSURANCE

- 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?
- How would you manage the risk around the various activities?
- What insurance premiums have been included? Can you provide a break down, e.g. public liability, contents, any other cover that would be required?
- 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.

• HUB APPROACH

- 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.
- 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.
- 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.
- 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.

- 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.

- **PROPERTY**

- 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.
- 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.
- 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 advice from the Planning Service would be advisable.

- **FINANCE**

- With regards to grants – can you confirm if these are annual or one off payments?
- 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?
- Also in relation to the predicted running costs of the building – are you totally reliant on donations and/or grants to sustain this?
- 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.
- Can you provide further detail on how you would continue your fundraising efforts for the future?
- 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.
- You have listed funders – how much are they likely to be applying to each for, and to undertake what activities specifically?