



From mountain to sea

Asset Transfer Request

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015. **Please read the applicant notes before completing this form.**

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

1.1 Name and address of the CTB making the request. This should be the registered address, if you have one.

Name	Bairnecessities
Postal Address	[REDACTED]
Postcode	[REDACTED]

1.2 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]
Position in CTB	Chairperson/Trustee
Postal Address	[REDACTED]
Postcode	[REDACTED]
Email	[REDACTED]
Telephone	[REDACTED]

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



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1.3 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	SC050423
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB’s constitution, Articles of Association or registered rules.

1.4 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:

1.5 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?



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Section 2: Information about the asset requested

2.1 Please identify the asset - land or building(s) - which this asset transfer request relates.

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

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

Name of Asset	Maud Area Office
Address of Asset	Nethermuir Road Maud Aberdeenshire
Postcode of Asset	AB42 4ND

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

This should be given in the relevant authority's register of land

UPRN:



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Section 3: Type of request, payment and conditions

3.1 Please mark what type of request is being made (mark one only):

- for ownership ([under section 79\(2\)\(a\)](#)) - go to section 3A
- for lease ([under section 79\(2\)\(b\)\(i\)](#)) – go to section 3B
- for other rights ([section 79\(2\)\(b\)\(ii\)](#)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the asset requested?

Proposed price: £ **1.00**

Please give information setting out any other terms and conditions you wish to apply to the request.

We instructed a structural survey on the building and due to the extensive costs of renovation, a minimal proposed price is offered.
Structural survey report can be found attached in section 3 of accompanying documents.



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3B – Request for lease

What is the length of lease you are requesting?

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

Proposed rent:

£ per

Please give information 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.



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3C – Request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment:

£ per

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



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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.

Bairnecessities Baby Bank was set up to support families in North Aberdeenshire who are in need. We provide items and services free of charge, resulting in an improved living environment, a reduced financial burden for families that are already struggling and increased opportunities to strengthen the ethos of recycle-reuse.

To date Bairnecessities has supported 500 families in Aberdeenshire. With recent statistics highlighting that around 20% of children in our area are living in poverty, our aim is to support more children through the development and expansion of our charity.

The key aims for the next 5 years are to employ a member of staff to assist with grant applications and other administration work and oversee volunteers and to acquire and renovate a permanent building of our own. In this way, we can increase and expand our reach, improving and expanding our current service and adding additional services to support all families within our community.

We want to create a local support hub to help families with a number of issues they maybe facing. We would use it for storage (of all the baby equipment we gift out), also as a hub for community groups to meet and set up workshops to address things like loneliness for young parents, debt advice and child bereavement issues. We already have commitments from various groups who would use the space when it was available.

Once we have purchased the building, we will use agreed funds to allow us to renovate the building to recommended building standards. In the future we would also like to renovate the loft space for further storage space for Bairnecessities, allowing us to rent out the ground floor spaces to generate further income.



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Benefits of the proposal

4.2 Please set out the benefits to the community that you consider will arise if the request is agreed to. This should include: - economic, regeneration, public health, social wellbeing, environmental benefits; or how this will reduce inequalities.

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

Currently, rural North-East Aberdeenshire has a lack of support:

- for families who maybe experiencing financial difficulties,
- facilities that accomodate and support children with additional support needs and their parents.
- for parents suffering from Post Natal Depression
- for families grieving the loss of a child/parent.
- for people of all ages, completing forms, applying for benefits/jobs and writing C.V.'s.

These are all things we are hoping to provide through partnering other charities/organisations locally.

Economically, we will becoming an employer, initially just one but potentially multiple staff in the future. The value and longevity of the building will increase due to renovation and continual use.

As well as aiding the difficult transition of having a new family and providing an improved living environment, these measures reduce the financial burden on families, reducing inequalities. This can help lead to an improvement in their mental well-being, lower anxiety about caring for their child, an increased ability to focus on other aspects of home life and the confidence to make positive choices for the whole family.

Providing a safe place for a baby to sleep reduces the risk of SIDS, providing breast feeding support like pillows, pumps etc increases the chance of a mum continuing to feed her baby breast milk, which has a huge number of long term health benefits for both mother and baby. Thus reducing the cost to the NHS in the future.

Having facilities that provide a safe, nurturing group space for parents to share experiences, get support from professionals and help make positive changes will impact positively on social wellbeing and mental health.

Our mission to reduce waste, recycle and reuse will impact positively on the local environment. Long term plans to use renewable energy sources, will also favourably impact the local environment.



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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.

Risk Analysis

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

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

Risk of closure of building due to lack of building management experience. We will utilise our partnership with Save The Children UK and Maud Village Trust to guide us in managing the building, to avoid this.

Risk that the building not fully utilised. Relationships and support have already been built with numerous local organisations who would be keen to use the building. Continuous partnership working with these organisations to ensure we provide the best support and options to local people.

Deterioration of building and unmanageable maintenance costs. We have secured financial backing from Save the Children UK, and will continue partnership working with local organisations and work to secure corporate sponsors.



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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.

Within the 7 years Bairnecessities has been running, Helen has encountered many hurdles and overcome them, learning vital strategies for taking the project forward. Starting from just Helen from a single garage, to 3 shipping containers and a small committee, to where we are now, a warehouse with a committee of over 30, Bairnecessities has shown that it can manage change and sustainable growth.

Rose, our treasurer, has been nursing for the NHS and General Practice for 38 years and now works as an Advanced Nurse Practitioner in a busy General Practice. She has chaired the Scottish Multiple Sclerosis nurses group and has many years experience working directly with members of the public and supporting them to complete applications and forms.

Our secretary Karen initially taught maths in secondary education before qualifying in accountancy and working as a qualified accountant in industry. She now co-owns a successful business which utilises her skills, patience, understanding, communication and empathy.

One of our committee members previously worked for a national charity as a administrator. This gave her a thorough grounding in the receiving and processing of donations, both financial and physical items, the management of volunteers and in donor and supporter correspondance. She also has experience in multi-agency working on more local projects, coordination of joint working and guiding and advising local church congregations on how best to utilise their resources in their work with local communities.

Many of our committee members currently work for the NHS so fully witness the need for our service and so have ambition, drive and passion to see theis project succeed.

We intend on using our partnership with Save The Children UK to utilise their experience and skills particularly the Facilities Manager who has already assessed the building for suitability, and pledged support.

Our continued partnership with Maud Village Trust will also assist us in managing the building, as their building manager is one of our committee members and fully supportive of our project.

We have also signed up as members of the Baby Bank Alliance which is a group of established UK Baby Banks offering support, knowledge and experience. Many of these Baby banks have also completed similar projects and are keen to mentor us in this journey.



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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, their response and how the community have contributed to the design of the project. You should also show how you have engaged with any other communities that may be affected by your proposals.

Feedback from a Midwife who used our service:“ I just wanted to say what a great service Bairnessities is for our community. They provide families with good quality 2nd hand equipment and clothes for young families. In the current climate when the cost of living is so high, it takes the pressure off families that are on a tight budget.

I had a mother who benefited from Bairnessities when she was struggling financially to provide for her unborn baby. She knew she was having a girl so received some beautiful girls clothes, a pram and nappies and toiletries for baby. She also received a lovely hospital pack with toiletries for when she went to hospital to give birth. She was absolutely delighted.

Such a great service on our doorstep and easy to access and refer to.”

We have contacted many of our referral partners to gain feedback about the service we currently provide. These testimonials can be found uploaded in section 5.

We have also discussed with Maud Village Trust the huge level of need for the "Just Ask" campaign that they run, where local people can contact and ask for help with food, utility costs, clothing, etc

We have also discussed with local mum's of children with additional support needs and conducted a survey to see what they feel is missing in the local area in terms of support. The results can be found attached in section 5 of the accompanying documents. From this we then approached charities and organisations that would support this need.

Support has been gathered from a number of charities/organisations such as SensationALL, A-ND, Rainbow Rogues and HomeStart NEA. Statements of support can be found uploaded in section 5.



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Section 6: Funding

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

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

To fully upgrade the building to required standards, the structural survey has estimated a cost of £40,000. Full list of what recommendations were made and estimated costs can be found in the structural survey report attached to section 3 of accompanying documents.

We have an agreement with Save the Children UK that they will cover half the renovation costs with us covering the remaining amount. We already have more than sufficient funds to cover this and would not require any further funding for the initial stages of the project. As the project develops, we will look for suitable grants and funding opportunities at that time.

The cost of solicitors will be covered by us approx. £1000
We have already covered the cost of the structural survey.

P & L Forecast for year ending 26th January 2024

Income	
Donations	9,030
Local Giving	3,120
Fundraising	2,060
100 Club	549
Miscellaneous income	121
Bank Interest	362
Total income for the year	15,242
Costs	
Premises costs including insurance	3,139
Purchase of baby items	1,000
Local Giving costs	180
Costs associated with fundraising	702
Survey for Maud building	1,020
Miscellaneous costs	754
Total costs for the year	6,796
Surplus for the year	8,446

The 5 year financial forecast can be found in Appendix 2 of the business plan and uploaded under section 6 of accompanying documents.



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Section 7: Business Plan including a 3-year financial forecast

7.1 Please give details of your Business Plan

You should include a statement of your goals, reasons they are attainable, plans for reaching them and a forecast of future revenues and expenses.

The key aims for the next 5 years are:

1. Grow our services to help more children and young people by increasing storage capacity and improving the quality of the storage so we can store a wider range of items, safely and securely, meaning we can expand our offering to include all children.
2. Increase service provision and capacity of our service by being able to open the building for workshops, clinics, support groups etc, and partnering with other local organisations.
3. Increase awareness of our charity by having a permanent presence in a local village, with appropriate signage.
4. Provide a clear volunteer recruitment pathway to help us recruit and retain volunteers.
5. Employ a member of staff to man the building to allow open access to families as and when they need support.
6. Link up with North East Rider Volunteers Scotland who have already committed to delivering referrals to partner bases.

We have already demonstrated we can cope with growth, from where we started to where we are now.

We have gained support of local groups and organisations who have committed to provide these services.

We have adopted a number of policies which will enable Bairnecessities to be fair and accountable, these can be seen uploaded in section 7.

We are actively looking for funding opportunities to finance a member of staff.

We have already commenced discussions with North East Rider Volunteers Scotland in support of this.

A forecast of future revenues and expenses can be seen in appendix 2 of the business plan and uploaded in section 7.



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Signatures

Two authorised signatories (e.g. manager, 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 in 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	3/10/23
Position	Chairperson
Signature	[REDACTED]
Name	[REDACTED]
Address	[REDACTED]
Date	3/10/23
Position	Secretary
Signature	[REDACTED]



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Checklist of accompanying documents

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

Section 1 – you must attach your organisation’s constitution, Articles of Association or registered rules

Title of document attached:
Constitution

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

Documents attached:
Map and floor plan

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

Documents attached:
Structural Survey

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

Documents attached:
Risk register
SWOT analysis

Section 5 – evidence of community support

Documents attached:
Supporting statements
Testimonials
Survey results



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Section 6 – funding

Documents attached:
Cash flow

Section 7 – business plan including a 3-year financial forecast

Documents attached:
Business plan
Policies

Completed applications should be sent to your **local Area Manager** and marked '**Asset Transfer**'. **Contact addresses are listed below:**

<p>BANFF & BUCHAN Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Tel. no: 01467 537131 Email: banffandbuchanamo@aberdeenshire.gov.uk</p>	<p>BUCHAN Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537259 Email: buchan@aberdeenshire.gov.uk</p>
<p>FORMARTINE Area Manger Formartine Area Office 45 Bridge Street Ellon AB41 9AA</p> <p>Tel. no: 01467 538439 Email: formartineareaoffice@aberdeenshire.gov.uk</p>	<p>GARIOCH Area Manager Gordon House Blackhall Road Inverurie AB51 3WA</p> <p>Tel. no: 01467 539371 Email: garioch@aberdeenshire.gov.uk</p>
<p>KINCARDINE & MEARNES Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 539723 Email: kincardineandmearnes@aberdeenshire.gov.uk</p>	<p>MARR Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 536421 Email: marr@aberdeenshire.gov.uk</p>