



REPORT TO FORMARTINE AREA COMMITTEE – 20 NOVEMBER 2018

ASSET TRANSFER – YTHAN CENTRE, STATION ROAD, ELLON

1 Recommendations

The Committee is recommended to:

- 1.1 Approve the application from Ellon Baptist Church (EBC) for the Asset Transfer of the Ythan Centre in Ellon.
- 1.2 Agree that the annual rent should be set at £5185.00 per annum, which is below the market rental value.

2 Background / Discussion

- 2.1 On 9 June 2016, Aberdeenshire Council's Policy and Resources Committee approved the revised Community Asset Transfer (CAT) Policy and revised Surplus Property Policy.
- 2.2 The legislation concerning the circumstances whereby a Council can lawfully dispose of land or property for less than 'the best consideration' (i.e. full market rent or price) was altered in 2010 by the 'Disposal of Land by Local Authorities (Scotland) Regulations 2010' giving Local Authorities the ability to deal with such cases without reference to the Scottish Government. If discounting the price, regard must be given to the social, economic and environmental benefits generated by the transfer.
- 2.3 Requests for Asset Transfers from community bodies are now governed by the provisions of the Community Empowerment (Scotland) Act 2014. Section 82 of the Act provides that where a valid request is made, the local authority must consider whether to agree or refuse the request.
- 2.4 EBC has lodged an Asset Transfer application, shown at **Appendix 2**, for the lease of the Ythan Centre, Station Road, Ellon.
- 2.5 The Ythan Centre was previously occupied by Aberdeenshire Council's Community, Learning and Development (CLD) service, who have since relocated to the Ellon Academy Community Campus. The building has lain vacant and unoccupied since February 2016. Until the Council's ongoing strategy to deliver new Council offices across Aberdeenshire is finalised, it is necessary to retain the building as a strategic reserve. Should the building ultimately not be required, it will be available for disposal on a permanent basis.
- 2.6 EBC are a Scottish Charitable Incorporated Organisation (SC028365), obtaining Charity status in 1998, whose intended use for the building is primarily as a community and religious hub providing events, educational resources, classes and workshops to local residents of the Ellon area.

2.7 EBC currently hold their activities and classes for the community in a variety of different halls and buildings across Ellon. By consolidating these venues in to the one building, namely the Ythan Centre, it is anticipated that the activities and classes will see an increase in users due to the central location. This would also increase the footfall in the town centre.

2.8 EBC have provided the following supporting documentation which is appended to this report: -

Asset Transfer application	Appendix 2
EBC business plan	Appendix 3
EBC audited accounts for 2015-16 and 2016-17	Appendix 4
Constitution	Appendix 5
EBC Budget Forecast 2018 – 2021	Appendix 6

2.9 The market rental value has been assessed at £20,000 per annum. EBC had proposed a minimal annual rental figure. Following an analysis of the community benefits using the 'Below Market Consideration' template, Officers have determined that a rental of £5185.00 per annum is reasonable. The net Community benefit arising from the transfer is estimated at £14,815 per annum.

2.10 The full details of the proposal are as follows:

- The Ythan Centre, Station Road, Ellon is leased to EBC for a period of 5 years at £5185.00 per annum rental. A rolling break option will be included within the lease whereby the Council can terminate the lease, subject to giving a minimum of 12 months prior written notice, in the event that the premises are required for operational purposes.
- The Community Benefits have been discussed and agreed by officers in the Formartine Asset Transfer group. They relate to community capacity building and wellbeing, inclusion and participation.
- In accepting the terms of the lease, EBC will undertake repair and maintenance of the building during the period which reduces the impact on Council budgets. The facility does not currently generate income for the Council.

2.11 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

3.1 The Committee is able to consider and take a decision on this item in terms of Section B.10.2.6 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the determination of the granting of a transfer of an asset to a community or voluntary group and the terms and conditions of that transfer.

- 3.2 Where the Committee does not agree with Officers' recommendations or existing Council policy, the Scheme of Governance provides that the decision must be referred to the appropriate Policy Committee for determination.

4 Implications and Risk

- 4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 1** and notes that there is a positive impact as the relocation of EBC's existing events and activities to a building in the town centre will allow people with Protected Characteristics to participate in community activities currently held in a variety of venues spread out across the Ellon area.

- 4.2 There are no staffing and financial implications.

- 4.3 The following Risks have been identified as relevant to this matter on a Corporate Level: -

Budget pressures in terms of the ongoing holding costs of the vacant property which can be mitigated by means of an Asset Transfer lease.

Reputation management on the basis that there is an Aberdeenshire Council building vacant in the town centre of Ellon, when community space in the town centre is considered to be in high demand.

- 4.4 The following Risks have been identified as relevant to this matter on a Strategic Level: -

Community Empowerment of not allowing communities to have the opportunity to transfer ownership of land and buildings for less than market value.

- 4.5 A Town Centre Impact Assessment was carried out and is attached at **Appendix 7** with potential positive impacts highlighted.

Ritchie Johnson
Director of Business Services

Report prepared by Donna Sutherland, Area Project Officer (Formartine)
Date 1 November 2018



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Formartine Area Manager
Title of the activity etc.	Asset Transfer (AT) of the Ythan Centre, Ellon to Ellon Baptist Church
Aims of the activity	To establish a community and religious events hub in the town centre of Ellon.
Author(s) & Title(s)	Donna Sutherland, Area Project Officer (Formartine)

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	
Internal consultation with staff and other services affected.	Formartine AT Officer Group (includes representation from the Formartine Area Manager's Team, Legal & Governance, Property Services, Finance, and Economic Development). Monitoring Officers.
External consultation (partner organisations, community groups, and councils).	Other interested local community groups.
External data (census, available statistics).	
Other (general information as appropriate).	

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?

No gaps have been identified to date.

Stage 4: Measures to fill the evidence gaps.

What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.

Measures:

Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief	Yes			
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Age (Younger and Older), and Disability. Activities and classes will be made more accessible in terms of a venue in the centre of the town which can be accessed using existing public transport routes.	
	Religion or Belief. Ellon Baptist Church will hold religious events and sessions in the building, and have indicated that all activities are to be open to people with any religion or belief.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Ellon Baptist Church have consulted their members, and some other local community groups by way of a discussion. Aberdeenshire Council have considered the AT application, in line with existing strategies and legal responsibilities. Elected Members have been kept up to date with any interest that has been shown in the building by local community groups.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.

Ellon Baptist Church could be encouraged to continue to run their events and activities in an inclusive way, and could perhaps consider arranging to engage with hard to reach groups who don't currently participate in the community.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Ellon Baptist Church are taking steps to increase their presence in the town centre, and will therefore be more accessible for members of the community to access support and / or participate in their programme of activities and events.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

Gather local feedback from the users and tenant on usage of the building at appropriate intervals in order to ensure activities and events remain inclusive of all protected characteristics.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes

1

No negative impacts have been identified –please explain.

Ellon Baptist Church have advised Aberdeenshire Council that their programme of activities and events, whilst some are religious in nature, are also inclusive of all nine protected characteristics. No negative impacts have been identified to date.

2

Negative Impacts have been identified, these can be mitigated - please explain.
* Please fill in Stage 13 if this option is chosen.

3

The activity will have negative impacts which cannot be mitigated fully – please explain.
* Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Formartine Area Manager, Business Services	
	2) Title of Policy/Activity	Asset Transfer – Ythan Centre, Ellon (if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Donna Sutherland Position: APO Date: 18 October 2018 Signature: D Sutherland	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Elaine Brown Position: Area Manager Date: 19 October 2018	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:	
	7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

Action Plan						
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications	
Gather feedback from local users and tenants on usage.	2019	2023	Donna Sutherland	Satisfactory usage information.	Staff time to coordinate appointments and gather information.	

APPENDIX 2



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: Ellon Baptist Church

Postal address: c/o 37 Pennan Road, Ellon, Aberdeenshire

Postcode: AB41 8AT

- 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: Rev William Butchart

Position in CTB: Minister

Postal address:

Postcode:

Email: info@ellonbaptistchurch.org.uk

Telephone:

Yes - 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.*

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

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	Company, and its company number is	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC028365
	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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From mountain to sea

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: Ythan Centre

Address of Asset: Station Road, Ellon,

Postcode of Asset: AB41 9AE

- 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: £

Please give information setting out any other terms and conditions you wish to apply to the request. (continue on a separate sheet if necessary)

We would want to ensure that the council took responsibility to ensure that the building is structurally sound and habitable after having lain empty for so long before we took full responsibility.

We would also want the opportunity to make some decorative changes to the property as felt necessary to allow us to make use of its full potential.

3B – Request for lease

What is the length of lease you are requesting?

Minimum 2 years.

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

Proposed rent : £1 per year

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As the building has lain empty for a number of years we would be keen to negotiate regarding this. As a registered charity with no outside income we are totally dependent on the generosity of our church family. The less money we have to pay for the property, the more will be available to continue and build upon the holistic activities that we believe will benefit the whole community. We are aware of at least one other church in Aberdeenshire - Riverside Church, Banff, who negotiated a 175 year lease at £1 per year with Aberdeenshire Council.

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.

We would expect exclusive rights to the building at all times but would be keen to negotiate with other community groups who would wish to gain access at specific agreed times. With the building having lain empty for a number of years we would expect that it would be handed over for lease in a structurally sound state and that the council would retain responsibility for any large scale or structural issues that may arise. As a church we would expect to take responsibility for basic routine upkeep and maintenance and would like to be allowed to make decorative changes as required.

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Aberdeenshire
COUNCIL



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3C – Request for other rights

What are the rights you are requesting?

N/A

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.

The main purpose of Ellon Baptist Church is to be a group of people who, through their shared Christian faith, aim to support and serve each other, the local community and wider world.

Ellon Baptist Church has never owned its own building, we have consistently rented a number of buildings for different purposes since our inception so having a base in the centre of Ellon would be a real asset for us and the wider community.

We are keen to acquire the Ythan Centre to establish a single base in Ellon town centre from which the church can continue to reach out to all the people of Ellon, and beyond, with a holistic approach which currently includes:

- Sunday services that are well attended and open to all in the community where we cater for every age group with a crèche and lively "Sunday Squad" group.*
- Two separate Parent and Toddler Groups, again open to all in the community, which are well attended by many including childminders and grandparents, as well as parents.*
- Youth Groups two evenings a week which are open to all Academy aged young people.*
- Pastoral and Practical Care e.g. providing such things as meals/childcare/help with transport etc during crisis life events such as birth, illness, bereavement etc*
- Various Social Events which are open to all ages e.g. ceilidhs, family fun days etc*

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- *Support for local children and families through the Social Work Department as and when requested e.g. baby baskets and Christmas toys and hampers for vulnerable families.*
- *Operation Christmas Child (shoebox appeal) which we have supported for many years, we packed and over 200 boxes last year.*
- *Supporting Overseas Work e.g. Tearfund (a member of the Disaster Emergency Committee); also people working in Ecuador & Indonesia and the sponsorship of two children.*
- *Free Annual Holiday Clubs for Primary & Secondary pupils which have run for the past 6 consecutive years with growing numbers year on year, again open to all in the locality.*
- *Foodbank – Ellon Baptist Church initiated and co-ordinate the local Ellon Trussell Trust Foodbank, organising food deliveries in Aberdeenshire with support of many volunteers from the locality. They are keen to further develop this service by offering cookery classes to those they serve as has been done in Huntly and other places, however to do this suitable kitchen facilities are required.*

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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.

- Having been an active part of Ellon community for over 30 years, we are a Church that is very aware of the diverse needs in our local community and this convinces us that there is good reason for Ellon Baptist Church to have premises in the town centre.*
- We would be open to liaise with other community groups who may require use of the premises for example we have been in touch with others who previously ran groups from the Ythan Centre and would be keen to investigate how we could facilitate that if we were granted sole use of the building. Ellon Resource Centre have also contacted us to enquire about the possibility of using the building.*
- Having our own building will mean that our members would be free to serve the local community more effectively, without concern for room bookings and transportation of large equipment, and would be able to be more flexible to provide services quickly when required.*
- With adequate facilities we would aim to run various courses to benefit the community e.g. the CAP Money Management Programme and debt advice, Parenting and Drug Awareness courses, Foodbank cookery courses etc etc.*
- We are aware that some Local Authorities in Scotland offer premises rent free to Foodbanks in support of the community service they provide. A building of our own would enable us to run the Foodbank more efficiently, as at the moment we are struggling with temporary accommodation and have moved premises 5 times within the last 4 years.*

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- *Other opportunities that we may explore in the future include; support for the elderly and those with additional needs and a drop in café etc etc.*
- *During the floods of January 2016 we established a working party to help those affected in practical ways including the refurbishment of homes and are keen to continue to serve the community as needs arise.*
- *In summary, if we had our own premises we would seek to use them daily, (during the day and evening), to benefit the whole community in as many ways as we could. We hope that our long-term community service over many years will be viewed as evidence for this statement and emphasise the urgency of our need.*

Restrictions on use of the land

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

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

We are unaware of any restrictions on the use or development of the land however would be happy to comply with anything required.

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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.

We are unaware of any negative consequences that may occur if our request is agreed to. In fact our presence in the town centre may increase footfall to the local town centre businesses.

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.

As a long-standing charitable organization that is well-known within Ellon we have been consistent in our ability to provide and manage all the services we have detailed above despite the hindrances of no permanent accommodation, therefore our ability to continue to deliver for the people of Ellon would only increase.

We have proven our ability to care appropriately for the buildings we have access to over the past 30 years and are recognized key holders for two of these premises. Within our church there are a number of individuals with practical skills and abilities who would be able to advise and assist in any routine building maintenance requirements that may arise. A number of our members hold recognized positions of responsibility within our local community - both employed and voluntary roles eg community council, foodbank co-ordinator, chair of Castlepark community Hall etc.

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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.

This request has the backing of all of our church members and adherents as well as all those from the local community who we serve through our various ministries eg Toddler groups, holiday clubs, foodbank etc.

As stated previously we are aware of other community groups who have approached us re use of the hall and would be supportive of our CAT application. It has been very evident on social media that local people are keen to see the Ythan Centre being used and many people have expressed their support to us in various ways.

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.

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At present we pay rent for a number of premises throughout Ellon and have done so since our inception. All of our financial commitments and local activities are completely self-funded through the giving of our members.

A copy of our annual budget is attached.

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.

Our goals as stated above are to serve Ellon Community as a charitable organization rather than a business however we are keen to expand the work we already undertake in every way possible, having access to premises of our own will help make this a reality. Our financial records are attached in order to prove our ability to meet all our financial obligations.

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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 at section 1, make an asset transfer request as specified in this form.

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

Name

Address

Date

Position

Signature

Name

Address

Date

Position

Signature

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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:

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

Documents attached:

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

Documents attached:

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:

Section 5 – evidence of community support

Documents attached:

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Section 6 – funding

Documents attached:

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

Documents attached:

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

<p>BANFF & BUCHAN Angela Keith Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Tel. no: 01467 537131 Email: banffandbuchanamo@aberdeenshire.gov.uk</p>	<p>BUCHAN Chris White Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537634 Email: buchanareaoffice@aberdeenshire.gov.uk</p>
<p>FORMARTINE Elaine Brown Area Manger Formartine Area Office 29 Bridge Street Ellon AB41 9AA</p> <p>Tel. no: 01467 538439 Email: formartineareaoffice@aberdeenshire.gov.uk</p>	<p>GARIOCH Margaret-Jane Cardno Area Manager Gordon House Blackhall Road Inverurie AB51 3WA</p> <p>Tel. no: 01467 539371 Email: garioch@aberdeenshire.gov.uk</p>
<p>KINCARDINE & MEARNES William Munro Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 534684 Email: kincardine&mearnsareaoffice@aberdeenshire.gov.uk</p>	<p>MARR Janelle Clark Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 5346421 Email: marrareaoffice@aberdeenshire.gov.uk</p>

Ellon Baptist Church Ythan Centre
Community Asset Transfer Application
Business Plan
May 2018

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3. The Ythan Centre
4. The Proposal
5. The Current Services & Activities of Ellon Baptist Church
6. Benefits to the Local Community resulting from the
Success of this Application.
7. Finances & Risk Analysis
8. Conclusion

Appendix A - Constitution

Appendix B - Annual accounts of past 3 years

Appendix C – Forecasted budget for next 3 years

Appendix D – Church policies

Ellon Baptist Church Background Information

Ellon Baptist Church was founded in 1984 as a church plant from Bridge of Don Baptist Church and was constituted on 5th April 1987 with 30 members but many more regular adherents. We hold charitable status and comply with all OSCR (Office of the Scottish Charity Regulator) requirements. The church has always been congregational in its style of governance which means that decisions are taken by the church members themselves at quarterly business meetings, as stated in our constitution (see appendix 1).

The church was initially grant-aided from the Baptist Union of Scotland of which we are a member (The Baptist Union of Scotland is an organisation of independent Baptist Churches which is a Registered Scottish Charity - Number SC004960) but has been completely self-sufficient since 1995 (see our past 3 years financial records in Appendix B). Our first full-time minister was employed in 1994 and apart from short periods of vacancy the church has continued to employ a full-time minister since that time.

The church has always been keen to listen to and serve the local community of Ellon and further afield and our varied ministries to the community can be found detailed in Section 4 of the CAT application form. The one major difficulty we have always faced is that of finding suitable accommodation for each activity, hence this application. We hope that, assuming a successful CAT application, we will be able to facilitate many more activities of benefit to the local community.

Organisation & Management

The Church's organisation and management is as detailed in our Constitution (see Appendix A). As with any other charitable body, all of our church meetings and activities are open to all members of the general public to attend with no exceptions, although only members can participate in any vote being taken.

Please see Appendix D for current church policies relating to :-

The Protection of Children & Vulnerable Adults

Health & Safety – (As a charitable organisation with no accommodation of our own at present, we currently use the Health and Safety checklist for the venues we use (attached in Appendix D). If successful in this application we would plan to adopt the Health and Safety Policy from the Baptist Insurance Company who we currently hold Public Liability Insurance with. (<https://www.baptist-insurance.co.uk/Images/PDF%20-%20BIC%20Church%20Guidance%20Note%20-%20Health%20and%20Safety%20Policy.pdf>)

The Ythan Centre

The Ythan Centre is a building located in the centre of Ellon (Station Road) which is owned by Aberdeenshire Council, it has historically been used to good effect benefit of the people of Ellon through its availability to rent space for various local groups in particular youth activities, groups for vulnerable people such as those with learning difficulties and the elderly, and the local foodbank have all made use of this building in the past. Following a review of Council Properties in the area the Ythan Centre closed its doors in 2016 and has sadly lain empty and unused since this point. We as a church community have a need for accommodation for our many community activities and would love to enable this building to be used to its full potential to benefit the people of Ellon.

The Proposal

Ellon Baptist Church are keen to be successful in the Community Asset Transfer and we have been informed from Aberdeenshire Council that the building would currently be available on the basis of a two year lease. With our building plans currently “in planning” this would be a perfect solution to our on-going accommodation needs as a church.

We are keen to acquire the Ythan Centre first and foremost in order to establish a single base in Ellon town centre from which the church can continue to reach out to all the local community. At present we have weekly rentals for 4 different halls in Ellon as well as other extra rentals throughout the year and this means that much time is taken up transporting equipment and setting up and dismantling equipment before and after each use. We would love to have the opportunity to use our time more profitably through working from a single base that we would have at our disposal to serve our community.

The Current Services & Activities of Ellon Baptist Church

At present Ellon Baptist Church seeks to serve the people of Ellon and beyond through a holistic approach which currently includes:

- Sunday services that are open to all in the community where we cater for every age group with a crèche and lively “Sunday Squad” group.
- Two separate Parent and Toddler Groups, again open to all in the community, which are well attended by many including childminders and grandparents, as well as parents.
- Youth Groups two evenings a week which are open to all Academy aged young people in the community.
- Pastoral and Practical Care e.g. providing such things as meals/childcare/help with transport etc. during crisis life events such as birth, illness, bereavement etc.
- Various Social Events which are open to all ages e.g. ceilidhs, barn dances, family fun days etc.
- Support for local children and families through the Social Work Department as and when requested e.g. baby baskets and Christmas toys and hampers for vulnerable families which we have provided for a number of years now.
- Operation Christmas Child (shoebox appeal) which we have supported for many years, packing over 200 boxes the last couple of years.
- Supporting Overseas Work e.g. Tearfund (a member of the Disaster Emergency Committee in times of crisis); also people working in Ecuador, Kosovo, Uganda & Indonesia and the sponsorship of two children through our Toddler and Sunday Squad groups.
- Free Annual week-long Holiday Clubs for Primary & Secondary pupils which have run for the past 5 consecutive years with growing numbers year on year, again open to all in the locality.
- Foodbank – Ellon Baptist Church initiated and co-ordinate the local Ellon Trussell Trust Foodbank, organising food deliveries in Aberdeenshire with support of many volunteers from the locality.

Benefits to the Local Community resulting from the success of this Application

- Having been an active part of Ellon community for the last 30 years, we are a Church that is very aware of the diverse needs in our local community and this convinces us that there is good reason for Ellon Baptist Church to have premises in the town centre.
- We would be open to liaise with other community groups who may require use of the premises. For example we have been in touch with Mair Jones who previously ran a group for vulnerable young people from the Ythan Centre and would be keen to investigate how we could facilitate that if we were granted sole use of the building.
- Having our own building will mean that our members would be free to serve the local community more effectively, without concern for room bookings and transportation of large equipment, and would be able to be more flexible to provide services quickly when required.
- With adequate facilities we would aim to run various courses to benefit the community e.g. the CAP Money Management Programme and debt advice (recommended by Martin Lewis), Parenting and Drug Awareness courses etc. etc.
- Some Local Authorities in Scotland offer premises rent free to Foodbanks in support of the community service they provide. A building of our own would enable us to run the Foodbank more efficiently, as at the moment we are struggling with inadequate temporary accommodation.
- Other opportunities that we may explore in the future include; breakfast/after school clubs, support for the elderly and those with additional needs and a drop in café etc. etc.
- In summary, if we had our own premises we would seek to use them daily, (during the day and evening), to benefit the whole community in as many ways as we could.

Finances & Risk Analysis

As a charity whose sole income is based on the giving and generosity of its members we would be keen to acquire this Community Asset Transfer of a two year lease for the least amount of rent possible. With the building having lain empty for such a long time we are aware that there may be substantial start-up costs in order to get the building ready for use including such things as decorative work, garden maintenance, possible kitchen white goods replacement and renovation, furniture needs e.g. seating etc. With that in mind we would appreciate the opportunity that was offered to us of a site visit to allow us to gauge the current state of the building.

Assuming our CAT Application is successful, we have the skills and willingness of folk within the church to maintain the fabric of the building. Through occupying it we hope to enhance the Ythan Centre's appearance from the street and arrest further deterioration, all of which is of value to the council and the people of Ellon in the short and long term.

We recognise that the Council needs assurances regarding our ability as a church to fulfil the requirements of a sole tenant of such a building. As a faith based community our income comes from the giving of our membership, with this in mind the proposal of acquiring this asset has been brought before the whole church and has their overwhelming support and approval of all the members who fully understand the responsibilities that come with such an acquisition.

The records of our church finances for the past three years are attached and it is worth noting that as a church we have employed a full-time pastor since the year 1994 with the exception only of two periods of vacancy. It is also worth noting that we currently spend around £7,000 each year in rent, plus the cost of storing, transporting and replacing equipment due to the constant setting up and dismantling.

As has been stated Ellon Baptist Church are a long-standing community of people who are committed to serving their community to the best of their ability, any financial or practical costs that arise from acquiring this asset lease will be met through this united vision and commitment.

Conclusion

Ellon Baptist Church would be keen to acquire use of the Ythan Centre at the earliest possible opportunity. Assuming this was granted we would waste no time in ensuring the building was open and usable as soon as possible. Contact has already been made with those who would wish to make use of the building for various vulnerable groups and we would hope to facilitate that usage if at all possible. We hope that our service to the community over the last 30+ years will be viewed as evidence to support this application.

Scottish Charity No: SC028365

Ellon Baptist Church
Trustees' Report and Financial Statements
Year Ended 31st March 2016

Ellon Baptist Church

Content of the Financial Statement for the year ended 31 March 2016

	Page
Church Information	3
Report of the Trustees	4 – 6
Independent Examiners Report	7
Financial Accounts	8 – 13

Ellon Baptist Church
Church Information

Minister

Trustees

Address

47 Pennan Road
Ellon
AB41 8AT

Tel: 01358 725230

Bankers

Clydesdale Bank PLC
28 Market Street
Ellon
AB41 9JE

Independent Examiners

Keltic Accounting Ltd
Crichiebank Business Centre
Mill Road
Port Elphinstone
Inverurie
AB51 5NQ

Ellon Baptist Church

Report of the Trustees

The Trustees are pleased to present their report together with the financial statement of the church for the year ended 31 March 2016.

Status of Charity and Governing Document

Ellon Baptist Church is established by Constitution. The church is a Scottish Charity No: SC028365 and is recognised by the Inland Revenue under reference CR47262.

Current Members 75 + 8 (67 in 2014-2015)

Aims and Affiliations

The aims of the church are in line with its Mission Statement – “Ellon Baptist Church seeks to be a worshipping growing body of caring people, reflecting Christ, through a strong corporate prayer life, increasing community identity and service, with an emphasis on making and nurturing disciples, children’s work, youth work and outreach, enabled by the Holy Spirit to be salt and light”.

We are officially affiliated to the Baptist Union of Scotland.

Trustees and Office Bearers

The church is congregational in policy and its day to day running is undertaken by the Office Bearers and the elected Church Leaders and Minister. The Church Leaders comprises of Minister and Deacons. The Office Bearers and Leaders are all Trustees in Ellon Baptist Church.

Minister

Trustees

Secretary

Treasurer

Appointment of Trustees

New Trustees are nominated for appointment by the existing Trustees and/or Church Members. They will serve a 1-year term for Trusteeship. Prior to their appointment, new Trustees would have served the church some time in various roles and would be familiar with the church’s values, its aims and objectives as well as its day-to-day operations. As part of their induction programme, new Trustees are required to understand their statutory responsibilities.

Achievements and Performance

In February 2016 the Members voted to purchase a site in the centre of Ellon with the purpose of developing in the near future into a facility that could be used for our church services and outreaches.

Significant highlights, events and developments of note in the year include the following:-

- Two Parent & Toddler Groups.
- Support of Missionary Workers in the Far East and Ecuador.
- Outreach Events, Special Services and Church Social Events.
- Running nurturing class for new and developing Christians.

Ellon Baptist Church

Report of the Trustees

Achievements and Performance (Continued)

In relation to funding:-

- Our offering and donations exceeded the budget.

Financial review

Principal sources of funding

The church receives its funding from church members by the way of weekly offerings and Gift Aid donations.

Results for the year

The Financial statements for the year are set out in pages 8 - 13. The Statement of Financial Activities reflects net income Surplus of £43,390 (2014/15 £54,453)

Reserves

Ellon Baptist Church holds both restricted and unrestricted funds. The General Fund account is classed as unrestricted i.e. funds not committed or invested in fixed assets. This allows sufficient funds to enable the ongoing work of the church to be maintained. The General Fund at 31 March 2016 amounted to eleven thousand; seven hundred and eighty nine pounds (£11,789). The Church's policy is to maintain reserves at around 2-3 months of normal running costs in order to meet commitments and to cover any unexpected expenditure. Reserves at the end of the year were £11,789, which is within the target range. We also have currently £363,528 as restricted fund. These funds have been allocated for the purchase of premises at some point in the future.

Grant Making Policy

The church makes grants from its gifted income to individuals and organisations that are generally known to the Trustees and the church. The beneficiaries are involved in activities or ministries compatible with the church's objectives.

Statement of Risk

The Trustees assess the major risks to which the charity is exposed on an ongoing basis and have established procedures to mitigate those that are identified as a result of the reviews.

Ellon Baptist Church

Report of the Trustees

Trustees' Responsibilities

Under legislation relating to charities in Scotland, the Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the church's affairs and of its incoming resources and applications of resources, including its surplus or deficit for that year, and which have been properly prepared from and are in agreement with the accounting records of the church and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the church will continue its activities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the church's financial position and enable the Trustees to ensure that the financial statements comply with the requirements of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. The Trustees also have general responsibility for taking such steps as are reasonably open to them to safeguard the church's assets and to prevent and detect fraud and other irregularities.

On Behalf of the Trustees

Trustee/Treasurer

Date: 21st Nov 2016

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts v2						
Report to the trustees/members of		Ellon Baptist Church						
Registered charity number		SC028365						
On the accounts of the charity for the period		Period start date Day Month Year 01 April 2015			to	Period end date Day Month Year 31 03 2016		
Set out on pages		8-13						
Respective responsibilities of trustees and examiner		<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p>						
Basis of independent examiner's statement		<p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.</p>						
Independent examiner's statement		<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed Name		02.12.16						
Relevant professional qualification(s) or body (if any):		Institute of Chartered Accountants of Scotland						
Address:		Crichtonbank Business Centre Mill Road, Port Elphinstone Inverurie AB51 5NQ						

Ellon Baptist Church

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2015		31	March	2016

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	80,718	36,716			117,434	126,606
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings	-	2,737			2,737	1,887
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	80,718	39,453	-	-	120,170	128,493
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	80,718	39,453	-	-	120,170	128,493
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	65,897	198			66,096	64,518
Grants and donations	7,860				7,860	7,589
Governance costs:					-	
Audit / independent examination	390				390	204
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	74,147	198	-	-	74,346	72,311
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	2,435				2,435	1,730
Purchase of investments					-	
A4 Sub total	2,435	-	-	-	2,435	1,730
Total payments	76,582	198	-	-	76,780	74,041
Net receipts / (payments)	4,136	39,254	-	-	43,390	54,452
A5 Transfers to / (from) funds	(8,160)	8,160			-	
Surplus / (deficit) for year	(4,025)	47,414	-	-	43,390	54,452

Elton Baptist Church

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	15,814	316,114			331,928	277,476
	Surplus / (deficit) shown on receipts and payments account	(4,025)	47,414			43,390	54,452
						-	
						-	
	Cash and bank balances at end of year	11,789	363,528	-	-	375,318	331,928
(Agree balances with receipts and payments account(s))							

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

Details		Fund to which asset belongs	Cost (If available) to nearest £	Current value (If available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total		

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total		

Signed by one or two trustees
on behalf of all the trustees

Date of approval

21/11/16
21.11.16

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

[illegible]

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
--	---

Authority under which paid	£

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
--	---

	Number of trustees	£

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

SC028365

1 Donations

2 Grants

3 Gross receipts from other charitable activities

4 Payments relating directly to charitable activities

Page 11

SC028365

Additional analysis (2)

5 Breakdown of unrestricted funds

General Fund	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts					
Donations	80,718			80,718	103,712
Legacies				-	
Grants				-	
Receipts from fundraising activities				-	
Gross trading receipts				-	
Income from investments other than land and buildings	-			-	
Rents from land & buildings				-	
Gross receipts from other charitable activities				-	
Sub total	80,718	-	-	80,718	103,712
Receipts from asset & investment sales					
Proceeds from sale of fixed assets				-	
Proceeds from sale of investments				-	
Sub total	-	-	-	-	-
Total receipts	80,718	-	-	80,718	103,712
Payments					
Expenses for fundraising activities				-	
Gross trading payments				-	
Investment management costs				-	
Payments relating directly to charitable activities	65,897			65,897	64,518
Grants and donations	7,860			7,860	7,588
Governance costs:				-	
Audit / independent examination	390			390	204
Preparation of annual accounts	-			-	
Legal costs	-			-	
Sub total	74,147	-	-	74,147	72,311
Payments relating to asset and investment movements					
Purchases of fixed assets	2,435			2,435	1,730
Purchase of investments				-	
Sub total	2,435	-	-	2,435	1,730
Total payments	76,582	-	-	76,582	74,041
Net receipts / (payments)	4,135	-	-	4,135	29,671
Transfers to / (from) funds	(8,160)			(8,160)	(25,850)
Surplus / (deficit) for year	(4,025)	-	-	(4,025)	3,821
Nature and purpose of funds					
The General Fund is to enable the ongoing work of the church to be maintained.					

Ellon Baptist Church

SC028365

Additional analysis (3)

6 Breakdown of restricted funds

	Building Fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations	36,716				36,716	22,894
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings	2,737				2,737	1,887
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	39,453	-	-	-	39,453	24,781
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	39,453	-	-	-	39,453	24,781
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	198				198	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	198	-	-	-	198	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	198	-	-	-	198	-
Net receipts / (payments)	39,254	-	-	-	39,254	24,781
Transfers to / (from) funds	8,160				8,160	28,850
Surplus / (deficit) for year	47,414	-	-	-	47,414	50,631

Nature and purpose of funds

The Building Fund is restricted for the purpose of the purchase of premises.

APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Ellon Baptist Church						
Registered charity number	SC028365						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2016	to	31	March	2017
Set out on pages	1-14					(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p>						
Basis of independent examiner's statement	<p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:				Date:	28.10.17		
Name:				Ltd			
Relevant professional qualification(s) or body (if any):	Institute of Chartered Accountants of Scotland						
Address:	Crichiebank Business Centre						
	Mill Road, Port Elphinstone						
	Inverurie						
	AB51 5NQ						

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose

Scottish Charity No: SC028365

Ellon Baptist Church
Trustees' Report and Financial Statements
Year Ended 31st March 2017

23/12 2016 1

Ellon Baptist Church

Content of the Financial Statement for the year ended 31 March 2017

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Church Information	3
Report of the Trustees	6
Income and Expenditure Account	7
Balance Sheet	8
Statement of Financial Statement	8 - 9

Ellon Baptist Church
Church Information

Minister

Trustees

Address

47 Pennan Road
Ellon
AB41 8AT

Bankers

Clydesdale Bank PLC
28 Market Street
Ellon
AB41 9JE

Auditors/Independent Examiners

Keltic Accounting Ltd
Crichiebank Business Centre
Mill Road
Port Elphinstone
Inverurie
AB51 0LF

Ellon Baptist Church **Report of the Trustees**

The Trustees are pleased to present their report together with the financial statement of the church for the year ended 31 March 2017.

Status of Charity and Governing Document

Ellon Baptist Church is established by Constitution. The church is a Scottish Charity No: SC028365 and is recognised by the Inland Revenue under reference CR47262. Current Members 63.

Aims and Affiliations

The aims of the church are in line with its Mission Statement – “Ellon Baptist Church (EBC) seeks to be a worshipping, growing body of caring people, reflecting Christ, through a strong corporate prayer life, increasing community identity and service, with an emphasis on making and nurturing disciples, children’s work, youth work and outreach, enabled by the Holy Spirit to be salt and light”.

We are officially affiliated to the Baptist Union of Scotland.

Trustees and Office Bearers

The church is congregational in policy and its day to day running is undertaken by the Office Bearers and the elected Church Leaders and Minister. The Church Leaders comprises of Minister and Deacons. The Office Bearers and Leaders are all Trustees in Ellon Baptist Church.

Minister
Trustees

Secretary
Treasurer

Appointment of Trustees

New Trustees are nominated for appointment by the existing Trustees and/or Church Members. They will serve a 1-year term for Trusteeship. Prior to their appointment, new Trustees would have served the church for some time in various roles and would be familiar with the church’s values, its aims and objectives as well as its day-to-day operations. As part of their induction programme, new Trustees are required to understand their statutory responsibilities.

Achievements and Performance

During the year, the church met regularly for worship and carried out various activities in pursuit of the above stated aims.

Significant highlights, events and developments of note in the year include the following:-

- Kids Club 7 – 11 year old Group
- Two Toddlers Groups
- Support of a Mission Workers in Ecuador & Far East
- Out Reach Events, Special Services and Church Social Events.
- Running nurturing class for new and developing Christians

Ellon Baptist Church

Report of the Trustees Achievements and Performance (Continued)

In relation to **funding**:

- Our offering and donations for 2016/17 were behind budget and a revised Budget has been set for coming financial year.

Financial review

Principal sources of funding

The church receives its funding from church members by the way of weekly offerings and Gift Aid donations.

Results for the year

The Financial statements for the year are set out in pages 7 - 9. The Statement of Financial Activities reflects net income Deficit of £95,337 (2015/16 Surplus of £43,390). This Deficit is primarily as a result of the purchase of a site for £146,642 in July 2016.

Reserves

Ellon Baptist Church holds both restricted and unrestricted funds. The General Fund account held is unrestricted i.e. funds not committed or invested in fixed assets. This allows sufficient funds to enable the ongoing work of the church to be maintained with a reserve of approximately two months. The General Fund at 31 March 2017 amounted to Thirty Thousand and Sixty One Pounds (£30,062) and was above the required level.

Building Fund

The Building Fund was created in 2011 to allow Ellon Baptist Church to have its own building and identity in Ellon after 25 years of renting a number of different premises. We currently use 5 different location for our many activities. Currently we hold £249,918 in a restricted fund. In July 2016 we purchased a site in the centre of Ellon for £146,642 where we hope to demolish the current building and build a purpose built building that we can serve the local community and surrounding area from. An Architect was appointed in December 2016 and is currently working with the local planning department on what is achievable on the site.

Baptist Pension Scheme Shortfall

For a number of years the Baptist Pension Scheme (BPS) has experienced similar well documented problems as many other Pension Schemes have. Under the Pensions Act there is provision made to ensure that all participants pay their pension liabilities. In late December 2016 we heard from the BPS informing us that the Trustees of the Scheme were required to take action to ensure that all BU Churches were made aware of their liabilities and also to comply with regulatory requirements.

In 2009 EBC had a Cessation date when our previous Minister Rev Stuart Falconer passed away. We were aware of the shortfall in the BPS but not of the requirement to pay in full until now, EBC was making regular contributions to the BPS since 2012 when we were made aware of our shortfall. The debt was calculated to be £27,300. EBC were making monthly payments as follow (2012: £182pm, 2013: £244.75pm, 2014: £249.33pm, 2015: £253.92pm, 2016: £258.50pm) and that at the end of 2016 the total

23/12 23/12

paid is £14,262. Our final settlement figure was £12,262.50 which the Church Members agreed to meet with a gift day.

Grant Making Policy

The church makes grants from its gifted income to individuals and organisations that are generally known to the Trustees and the church. The beneficiaries are involved in activities or ministries compatible with the church's objectives.

Statement of Risk

The Trustees assess the major risks to which the charity is exposed on an ongoing basis and have established procedures to mitigate those that are identified as a result of the reviews.

Trustees' Responsibilities

Under legislation relating to charities in Scotland, the Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the church's affairs and of its incoming resources and applications of resources, including its surplus or deficit for that year, and which have been properly prepared from and are in agreement with the accounting records of the church and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the church will continue its activities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the church's financial position and enable the Trustees to ensure that the financial statements comply with the requirements of Section 5 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992 flowing therefrom. The Trustees also have general responsibility for taking such steps as are reasonably open to them to safeguard the church's assets and to prevent and detect fraud and other irregularities.

Difference made to beneficiaries and wider society

The beneficiaries are the general public, and the public valuation of the benefits can be evidenced through attendance at public worship, participation in church governance and willingness to support through contributions the continuing witness of the church.

The two toddlers groups provide an opportunity for parents / guardians to make friends with others in a similar situation, to privately share challenges they are facing with representatives of the church, and to receive help as required, practically or spiritually. They also provide an opportunity for young children to make friends in a safe, caring environment.

Representatives and trustees of the church provided support and care for a family facing the tragedy of losing a teenage child. The church provided facilities for the funeral as well as the personnel to conduct

the celebration of life service. The church currently supports and provides counselling to a family going through a similar situation, that of a young parent facing a terminal illness.

Furthermore the church provides funding and support to two families in the mission field, one providing schooling healthcare, eyecare and brick buildings for a community in Ecuador and the other developing a sustainability scheme for an island community in Indonesia.

Members of the church run the Ellon distribution centre of the Trussell Trust foodbank, Aberdeenshire North, which provides food, advice and encouragements to families encountering financial difficulties for many different reasons.

On Behalf of the Trustees

23/12/17

23.12.17

Trustee/Treasurer

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01 April 2016				31 March 2017		

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	89,675	34,524			124,199	117,434
Legacies					-	
Grants					-	
Receipts from fundraising activities	2,636				2,636	
Gross trading receipts					-	
Income from investments other than land and buildings		500			500	2,737
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	92,311	35,024	-	-	127,335	120,171
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	92,311	35,024	-	-	127,335	120,171
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	66,444.86	1,992			68,437	66,096
Grants and donations	6,635				6,635	7,860
Governance costs:					-	
Audit / independent examination	90				90	390
Preparation of annual accounts					-	
Legal costs		1,642			1,642	
Other					-	
					-	
A3 Sub total	73,170	3,634	-	-	76,804	74,346
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	868	145,000			145,868	2,435
Purchase of investments					-	
A4 Sub total	868	145,000	-	-	145,868	2,435
Total payments	74,038	148,634	-	-	222,672	76,781
Net receipts / (payments)	18,273	(113,610)	-	-	(95,337)	43,390
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	18,273	(113,610)	-	-	(95,337)	43,390

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Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	11,789	363,528			375,317	331,928
	Surplus / (deficit) shown on receipts and payments account	18,273	-113,610			(95,337)	43,390
						-	
						-	
	Cash and bank balances at end of year	30,062	249,818	-	-	279,980	375,318
	(Agree balances with receipts and payments account(s))						

Categories	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Site purchased for Church Build	Restricted	146,642		
	Computers		868.00		
		Total	147,510	-	-

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

Categories	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of approval

[Signature]

23/12/17
23/12/17

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants				
			Total	-

C3a Trustee remuneration	If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	
--------------------------	--	--

	Authority under which paid	£
C3b Trustee remuneration - details	There was no trustee remuneration.	

C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
----------------------	---	--

		Number of trustees	£
C4b Trustee expenses - details	There was no trustee expenses.		

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

C6 Other information

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Open Offerings	18,781	50			18,831	18,719
Gift Aid Giving	52,310	2,330			54,640	43,840
Income Tax Reclaims	17,378				17,378	18,662
Misc.					-	816
Sunday School					-	481
Parents & Toddlers	1,206	162			1,368	960
Kids Club					-	
Building Fund		31,982			31,982	33,956
					-	
Total	89,675	34,524	-	-	124,199	117,434

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
Total	-	-	-	

3 Gross receipts from other charitable activities

[illegible]

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Ministers Costs					-	
Salary & NIC	38,738				38,738	39,956
Council Tax	2,261				2,261	
Travel	1,251				1,251	1,322
Telephone	560				560	546
Council Tax		1,968			1,968	
Pulpit Supply	1,800				1,800	
Baptist Union Pensions	3,102				3,102	750
Baptist Union Per Capita	2,700				2,700	3,061
Outreach	1,115				1,115	2,560
Hall Rentals	8,268				8,268	450
Repairs	558				558	11,007
Resources					-	218
Advertising					-	362
Computer & Stationery	773				773	1,018
Training	575				575	
Events	445				445	940
Payroll Costs	288				288	288
Insurance	594				594	185
Music Licence	453				453	425
Bookkeeping					-	-
Bank Charges		24			24	104
Sunday School	1,252				1,252	1,281
Kids Club					-	-
Parent & Toddler	388				388	525
Sundries	1,290				1,290	790
Professional Fees	34				34	348
					-	-
Total	66,444.9	1,992	-	-	68,437	66,096

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Additional analysis (2)

5 Breakdown of unrestricted funds

	General Fund	Unrestricted fund 3 - other name of fund below	Unrestricted fund 5 - other name of fund below	Unrestricted fund 6 - other name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	89,675				89,675	
Legacies					-	
Grants					-	
Receipts from fundraising activities	2,636				2,636	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	92,311	-	-	-	92,311	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	92,311	-	-	-	92,311	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	66,445				66,445	
Grants and donations	6,635				6,635	
Governance costs:					-	
Audit / independent examination	90				90	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	73,170	-	-	-	73,170	-
Payments relating to asset and investment movements						
Purchases of fixed assets	868				868	
Purchase of investments					-	
Sub total	868	-	-	-	868	-
Total payments	74,038	-	-	-	74,038	-
Net receipts / (payments)	18,273	-	-	-	18,273	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	18,273	-	-	-	18,273	-

Nature and purpose of funds

The General Fund is to enable the ongoing work of the church to be maintained.

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Additional analysis (3)

6 Breakdown of restricted funds

	Building fund 2 - other grants or fund balances	Restricted fund 3 - other grants or fund balances	Restricted fund 4 - other grants or fund balances	Restricted fund 5 - other grants or fund balances	Total restricted funds	Total restricted funds last period
Receipts						
Donations	34,524				34,524	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings	500				500	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	35,024	-	-	-	35,024	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	35,024	-	-	-	35,024	-
Payments						
Expenses for fundraising activities	1,992				1,992	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs	1,642				1,642	
Sub total	3,634	-	-	-	3,634	-
Payments relating to asset and investment movements						
Purchases of fixed assets	145,000				145,000	
Purchase of investments					-	
Sub total	145,000	-	-	-	145,000	-
Total payments	148,634	-	-	-	148,634	-
Net receipts / (payments)	(113,610)	-	-	-	(113,610)	-
Transfers to / (from) funds						
Surplus / (deficit) for year	(113,610)	-	-	-	(113,610)	-

Nature and purpose of funds

The Building Fund is restricted for the purpose of the purchase of premises.

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ELLON BAPTIST CHURCH CONSTITUTION

CONSTITUTION OF ELLON BAPTIST CHURCH

Adopted on [] (insert date)

1 ADOPTION OF THE CONSTITUTION

The Church and the property of the Church will be administered and managed in accordance with the provisions in this Constitution.

2 NAME

The Church is called Ellon Baptist Church ("the Church").

3 AIMS

The Church's aims are the advancement of the Christian faith primarily in Ellon, throughout Scotland and the rest of the World by all means consistent with the teachings of the Christian Scriptures, including worship, ministry, mission, prayer, witness, education, community service and the support of agencies and individuals and other charitable organisations involved in Christian missionary work and the relief of poverty or other social needs.

4 FORM

4.1 The Church is congregational in its form of church government and is in membership with the Baptist Union of Scotland, which is Registered Scottish Charity Number SC004960 ("the Union"). The Church subscribes to the Declaration of Principle of the Union, the text of which appears below.

DECLARATION OF PRINCIPLE OF THE BAPTIST UNION OF SCOTLAND ("the Union")

The basis of the Union is:

- 1. That the Lord Jesus Christ our God and Saviour is the sole and absolute Authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each Church has liberty under the guidance of the Holy Spirit, to interpret and administer His laws.*
- 2. That Christian Baptism is the immersion in water into the name of the Father, the Son and the Holy Spirit, of those who have professed repentance towards God and faith in the Lord Jesus Christ, who died for our sins according to the Scriptures; was buried and rose again the third day.*
- 3. That it is the duty of every disciple to bear witness to the Gospel of Jesus Christ, and to take part in the evangelisation of the world.*

4.2 The sacrament of communion will be observed regularly by the church.

5 POWERS

In pursuance of the aims set out in clause 3 (but not otherwise), the Church shall have the following powers:

5.1 To carry on any other activities which further any of the aims.

APPENDIX 5

5.2 To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the activities of the Church.

5.3 To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Church.

5.4 To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Church.

5.5 To borrow money, and to give security in support of any such borrowings by the Church.

5.6 To employ such staff as are considered appropriate for the proper conduct of the ministries of the Church, and to make reasonable provision for the payment of pension and/or other benefits for members of staff.

5.7 To engage such consultants and advisers as are considered appropriate from time to time.

5.8 To effect insurance of all kinds (which may include Trustees' liability insurance).

5.9 To invest any funds which are not immediately required for the activities of the Church in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

5.10 To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the aims.

5.11 To establish and/or support any other charitable body, and to make donations for any charitable purpose falling within the aims.

5.12 To form any charitable company (or Scottish charitable incorporated organisation) with similar aims to those of the Church, and if considered appropriate, to transfer to any such company or organisation (without payment being required from the company or organisation) the whole or any part of the assets and undertaking of the Church.

5.13 To take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the Church.

5.14 To accept grants, donations and legacies of all kinds provided they are compatible with the churches aims, (and to accept any reasonable conditions attaching to them).

5.15 To do anything which may be incidental or conducive to the furtherance of any of the aims.

6 AMENDMENTS

Any provision contained in this Constitution may be amended provided that:

6.1 A resolution is passed by not less than two thirds of those voting at a Church Meeting called for the purpose by special intimation from the pulpit on four preceding Sundays, or by not less than twenty eight days' written notice to all of the members of the Church.

6.2 No amendment may be made that would have the effect of making the Church cease to be a Church.

6.3 The notice of the Church Meeting includes the full wording of the resolution setting out the terms of the amendment proposed.

6.4 The Trustees of the Church keep a copy of any such amendment with this Constitution.

6.5 Consent to the amendment is obtained from the Office of the Scottish Charity Regulator ("OSCR"), if required in terms of the Charities and Trustee Investment (Scotland) Act 2005 or any amendment, re-enactment or legislation in replacement thereof ("the Act").

6.6 Notification of the amendment is given to OSCR.

[NB Sections 11 and 16 of the Act prohibit taking certain steps (eg change of name, alteration of constitutional purposes, amalgamation or winding-up or dissolution) without the consent of OSCR. In terms of Section 17 of the Act, all changes to the Constitution must be notified to OSCR.]

7 OPERATION OF ACCOUNTS AND HOLDING OF PROPERTY

7.1 All heritable properties of the Church shall be held on behalf of the Church by the Trustees, as specified in Clause 10.2.

7.2 The Church and the property of the Church shall be managed and administered by Deacons/Elders elected in accordance with this Constitution.

7.3 On the bank and building society accounts held by the Church, the signatures of the signatories appointed by the Deacons/Elders shall be required in relation to all operations (other than lodgement of funds). There must be a minimum of two signatories and at least one of the signatories must be a Trustee. Items of expenditure exceeding five hundred pounds (£500) Sterling must be specifically authorised by the Deacons/Elders unless made in implementation of a budget or other decision approved by a Church Meeting.

8 ACCOUNTING RECORDS AND ANNUAL ACCOUNTS

8.1 The Trustees of the Church shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

8.2 The Trustees shall prepare annual accounts, complying with all relevant statutory requirements. If an audit is required under any statutory provisions, or if the Trustees otherwise think fit, the Trustees shall ensure that an audit of such accounts is carried out by a qualified auditor.

9 FINANCIAL YEAR

The Church's financial year shall end on 31st March.

10 OFFICE-BEARERS AND TRUSTEES

10.1 The office bearers of the church shall normally be the Pastor, Secretary and Treasurer.

10.2 The Trustees of the church will normally be the Pastor plus Deacons/Elders and in this Constitution are together called "the Trustees".

10.3 The first Trustees shall be those persons named at the meeting at which this Constitution is adopted.

11 ELECTIONS AND APPOINTMENTS

11.1 Trustees

11.1.1 The Church in Annual General Meeting shall elect the Trustees provided that the people concerned are not disqualified from acting as Trustees of a charity in terms of the Act.

11.1.2 Each of the Trustees shall retire with effect from the conclusion of the Annual General Meeting next after his or her appointment but shall be eligible for re-election at that Annual General Meeting.

11.1.3 The maximum number of Church Trustees is 12.

11.1.4 The minimum number of Church Trustees is 3.

11.2 Deacons/Elders

11.2.1 A number of Deacons and or Elders as determined by the Church Meeting shall be appointed. Appointees shall be members of the Church and shall be subject to periodic re-election.

11.2.2 In the event of the Pastor being unable to fulfil his/her responsibilities, the Deacons/ Elders shall be responsible for arranging pulpit ministry and general management of the church.

11.3 Pastor

11.3.1 In the event of a pastoral vacancy, an Interim Moderator shall be appointed by the Church. A Search Committee will normally also be appointed.

11.3.2 A Call to the Pastorate of the Church shall be issued only if at least two-thirds of those voting at a properly constituted Church Meeting are in favour of the candidate.

12 ANNUAL GENERAL MEETINGS

12.1 The church must hold an Annual General Meeting within twelve months of the date of adoption of this Constitution.

12.2 An Annual General Meeting must be held in each subsequent year and not more than fifteen months may elapse between successive Annual General Meetings.

12.3 Prior to the Annual General Meeting, the Church accounts and the accounts of all the organisations of the Church, including details of salaries or other remuneration and allowances paid to the staff of the Church and of expenses reimbursed to such staff and/or to other members of the Church, shall be independently examined or audited by suitably qualified persons in accordance with the requirements of current legislation.

13 CHURCH MEETINGS

13.1 Church meetings shall be held at least quarterly, one of these meetings being the Annual General Meeting (AGM), with the Pastor normally presiding, although it will be competent for the members present at the meeting to elect an alternative Chair. The minimum period of notice required to hold any Church Meeting will be two Sundays' prior intimation

13.2 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an Annual General meeting, the notice must say so.

13.3 For any Church Meeting notice must be given to all the members of the church as far as is practicable.

13.4 No business shall be transacted at any Church Meeting unless a quorum is present.

13.5 A quorum is 25 percent of members entitled to vote upon the business to be conducted at the meeting.

13.6 If a quorum is not present within half an hour after the time appointed for the meeting, or during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Deacons/Elders shall determine.

13.7 The Deacons/Elders must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

13.8 If no quorum is present at the reconvened meeting within fifteen minutes after the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

13.9 Church Meetings shall normally be chaired by the Pastor or the person who has been elected as Chair. (see 13.1)

13.10 If the Chair is not present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote must choose one of their number to chair the meeting.

13.11 Business at Church Meetings shall include:

13.11.1 a statement of the finances of the Church, including presentation to the AGM of full accounts duly audited or externally examined in accordance with the requirements of current legislation.

13.11.2 consultation/discussion about the work and policy of the Church.

13.11.3 the pastoral care of the members of the Church.

13.11.4 business remitted from the Trustees or Deacons and/or Elders.

13.12 Members introducing new business are normally required to give two weeks previous notice in writing to the Church Secretary/Administrator.

13.13 Should the need arise, a Special Church Meeting may be called at any time by the Pastor and Deacons/Elders or by 25 percent of members, but only after two Sundays' prior intimation.

13.14 Every member at a Church Meeting shall have one vote and if there are an equal number of votes for and against any resolution, the Chair of the meeting shall be entitled to a casting vote.

14 PERSONAL INTERESTS

14.1 Any person who has a personal interest in any transaction or arrangement which the Church is proposing to enter into, must declare that interest at a Church Meeting, and will be debarred from voting on whether or not the Church should enter into that transaction or arrangement.

14.2 Provided that he/she has declared his/her interest (and has not voted on the question of whether the Church should enter into the relevant arrangement), a Trustee will not be debarred from entering into an arrangement with the Church in which he/she has a personal interest and may retain any benefit which he/she gains from his/her participation in that arrangement.

15 REMUNERATION

Any remuneration paid to a Trustee of the Church must satisfy the criteria laid down in Section 67 of the Charities and Trustee Investment (Scotland) Act 2005.

[Section 67 should be referred to for its detailed terms, but in brief summary it permits remuneration of a Trustee or Trustees provided that the basis of the remuneration is set out in a written agreement and that a majority of the Trustees must be unremunerated.]

16 MEMBERSHIP

16.1 All applicants for membership shall be accepted only upon satisfying the Church as to the reality of their personal faith in Christ.

16.2 By joining the Church, members shall come under the following obligations:

16.2.1 to attend the weekly Worship Services regularly;

16.2.2 to participate in the Sacrament of the Lord's Supper, which shall be observed regularly by the Church;

16.2.3 to contribute systematically to the Church's finances as the Lord has prospered them;

16.2.4 to use their Spiritual Gifts and Talents in the service of Christ and His Church;

16.2.5 to maintain the spirit of Christian love and unity;

16.2.6 to show evidence of their Christian character;

16.2.7 to share in the fulfilment of the Lord's Commission in Matthew 28:19-20.

16.3 For any member who has moved away or consistently fails to fulfil their obligations, the Pastoral Team shall recommend to the Church leadership that their names be transferred to the Non-Active Members' Roll. This "Non-Active Members' Roll" will be established simultaneously with the ratification of this Constitution. For Pastoral sensitivity, the numbers, but not the names of those transferred will be shared with the whole church. Those moved to the Non-Active Roll will forfeit Voting Rights and will be informed of this by the deacons/elders.

16.4 In the event of a person (s) demonstrating a renewed commitment to the life of the church, they shall be restored in full to the Membership Register at the discretion of the Deacons/Elders.

16.5 In case of private offences between members of the Church, the instructions prescribed by Christ in Matthew 18:15-17 shall be faithfully observed.

16.6 In cases of glaring inconsistency of life or grave doctrinal error, the Church shall exercise discipline according to the Scriptures, particularly Galatians 6:1.

16.7 Where there are serious difficulties involving the Pastor and/or the Leaders of the Church, the Ministry Advisor of the Union shall normally be consulted.

16.8 All matters private to the Church shall be treated by members as strictly confidential.

16.9 This Constitution shall be printed and a copy given to each member. Applicants for membership shall be made fully aware of its content before acceptance into membership.

17 LIABILITY OF MEMBERS

17.1 The members of the Church have no liability to pay any sums to help to meet the debts (or other liabilities) of the Church, if it is wound up. Accordingly, if the Church is unable to meet its debts, the members will not be held responsible.

17.2 The Trustees of the Church have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; the church may take out insurance to cover the liabilities of the trustees, this does not apply to any personal liabilities the Trustees might incur if they are in breach of those duties.

18 DISSOLUTION

18.1 If 25 percent or more members of the Church are of the opinion that it is necessary or advisable to dissolve the Church, they shall call a meeting of all the members of the Church of which not less than 28 days' notice (stating the terms of the resolution to be proposed) shall be given.

18.2 In the event of the Church being dissolved or otherwise ceasing to exist the Trustees will remain in office as Trustees of the Church and will be responsible for winding up the affairs of the Church in accordance with this clause.

18.3 The Trustees must collect in all the assets of the Church and must make provision for all the liabilities of the Church.

18.4 The Trustees must apply the assets of the Church for charitable purposes.

18.5 In the absence of any contrary decision by a majority vote of two-thirds of the members present and voting at a properly constituted Church Meeting, the assets of the Church shall on the dissolution of the Church become the property of the Union (or should the Union not then exist, the association of Baptist Churches which may then be engaged in promoting objects similar to those of the Union ("the Association")), to be applied in accordance with the charitable purposes of the Union or the Association (if applicable).

18.6 If the Church is to be dissolved, the winding-up process will be carried out in accordance with the procedures set out in the Act.

Signatures [these should include the signatures of the Chair of the meeting at which the Constitution is adopted and of all the initial Trustees of the Church]

_____ [Chair of Meeting]

_____ [Trustee]

_____ [Trustee]

_____ [Trustee]

_____ [Trustee]

_____ [Trustee]

Appendix 6 - Ellon Baptist Church Budget 2018 / 2019

Diaconate Review
Church Review

Rev 00	21/12/2017	Rev 01	18/01/2018	Rev 02	15/02/2018
Rev 03	19/02/2018				

SUMMARY

Monthly

Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Income	Income
Expenditure	Ministry Costs
	Hall Rentals
	Mission (Overseas)
	Other
	Total

£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150
£657	£757	£657	£657	£1,057	£757	£757	£757	£1,007	£657	£657	£757
£1,650	£50	£4,065	£50	£50	£50	£1,650	£50	£1,650	£50	£50	£50
£812	£779	£779	£779	£779	£779	£779	£779	£779	£1,169	£779	£779
£3,236	£1,736	£5,651	£1,636	£2,036	£1,736	£3,236	£1,736	£3,586	£2,026	£1,636	£1,736

£76,500
£1,800
£9,038
£9,415
£9,739
£29,992

Overall	Surplus (+) / Deficit (-)
---------	---------------------------

£3,876

£46,508

INCOME

Weekly Monthly

Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Income	Gift Aided Giving
	Gift aid reclaimed
	Non GA giving
	Toddlers
	Total

£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500
£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125
£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650
£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100
£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375

£76,500
£54,000
£13,500
£7,800
£1,200
£76,500

EXPENDITURE

Weekly Monthly

Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Ministry Costs	Ministry Costs
	Service Leading
	Total

£3,541	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£4,131	£4,202	£4,202	£3,962
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150

£46,508
£1,800
£48,308

Hall Rentals	Academy
	Castlepark (Sunday)
	Castlepark (YF)
	Castlepark (Toddlers)
	Guide Hut - Toddlers
	Guide Hut one-offs
	Mission
	Victoria Hall
	Miscellaneous
	Total

£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412
£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52
£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28
£8	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28
£25	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88
	£100				£100	£100	£100	£100		£100	
				£400							
								£250			
	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£657	£757	£657	£657	£1,057	£757	£657	£757	£1,007	£657	£657	£757

£4,940
£624
£338
£336
£1,050
£500
£400
£250
£600
£9,038

Mission	Lugthigheds
	Project Ecuador
	BMS
	Cogwheel
	BUS subscription - £45 / 67 members
	Miscellaneous
	Total

£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600	£1,600
£1,600		£1,000									
		£3,015									
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£1,650	£50	£4,065	£50	£50	£50	£1,650	£50	£1,650	£50	£50	£50

£1,600
£1,600
£1,000
£1,600
£3,015
£600
£9,415

Other	Independent Audit
	Insurance
	Compassion
	CCU
	Training
	Outreach
	Sunday Squad
	Youth
	AV
	Miscellaneous
	Balance
	Total

£17	£17	£17	£17	£17	£17	£17	£17	£17	£17	£17	£17
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£42	£42	£42	£42	£42	£42	£42	£42	£42	£42	£42	£42
£83	£83	£83	£83	£83	£83	£83	£83	£83	£83	£83	£83
£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200
£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100
£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£162	£162	£162	£162	£162	£162	£162	£162	£162	£162	£162	£162
£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
£779	£779	£779	£779	£779	£779	£779	£779	£779	£1,169	£779	£779

£390
£200
£600
£500
£1,000
£2,400
£1,200
£900
£1,949
£0
£9,739

Expenditure	Totals
-------------	--------

£3,236	£1,736	£5,651	£1,636	£2,036	£1,736	£3,586	£1,736	£2,026	£1,636	£1,736
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Diaconate Review Church Review												
Rev 00	21/12/2017	Rev 01	18/01/2018	Rev 02	15/02/2018							
Rev 03		19/02/2018										
SUMMARY												
Monthly	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150
£753	£657	£757	£657	£657	£1,057	£757	£657	£757	£1,007	£657	£657	£757
£785	£1,650	£50	£4,065	£50	£50	£50	£1,650	£50	£50	£50	£50	£50
£812	£779	£779	£779	£779	£779	£779	£779	£779	£779	£1,169	£779	£779
£2,499	£3,236	£1,736	£5,651	£1,636	£2,036	£1,736	£3,236	£1,736	£3,586	£2,026	£1,636	£1,736
								</				

[illegible]

EXPENDITURE		Weekly	Monthly	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	
Ministry Costs	Ministry Costs			£3,541	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£4,131	£4,202	£4,202	£3,962	£46,508
	Service Leading		£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£1,800
	Total	£0	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£48,308
Hall Rentals	Academy		£95	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£4,940
	Castlepark (Sunday)	£12		£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£624
	Castlepark (VF)	£7		£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£338
	Castlepark (Toddlers)	£8		£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£336
	Guide Hut - Toddlers	£25		£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£1,050
	Guide Hut one-offs			£100					£100		£100		£100		£100	£500
	Mission															£400
	Victoria Hall															£250
	Miscellaneous			£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£600
	Total	£52	£95	£657	£757	£657	£657	£657	£1,057	£757	£657	£757	£1,007	£657	£657	£757

[illegible][illegible]

Appendix 6 - Ellon Baptist Church Budget 2020/2021

Diaconate Review
Church Review

Rev 00	21/12/2017	Rev 01	18/01/2018	Rev 02	15/02/2018
Rev 03	19/02/2018				

SUMMARY

Monthly

Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Income	Income
Expenditure	Ministry Costs
	Hall Rentals
	Mission (Overseas)
	Other
	Total

£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150
£657	£757	£657	£657	£1,057	£757	£657	£757	£1,007	£657	£657	£757
£1,650	£50	£4,065	£50	£50	£50	£1,650	£50	£1,650	£50	£50	£50
£812	£779	£779	£779	£779	£779	£779	£779	£779	£1,169	£779	£779
£3,236	£1,736	£5,651	£1,636	£2,036	£1,736	£3,236	£1,736	£3,586	£2,026	£1,636	£1,736

£76,500
£1,800
£9,038
£9,415
£9,739
£29,992

Overall	Surplus (+) / Deficit (-)
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£3,876

£3,139	£4,639	£724	£4,739	£4,339	£4,639	£3,139	£4,639	£2,789	£4,349	£4,739	£4,639
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£46,508

INCOME

Weekly Monthly

Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
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Income	Gift Aided Giving
	Gift aid reclaimed
	Non GA giving
	Toddlers
	Total

£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500
£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125	£1,125
£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650
£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100
£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375	£6,375

£76,500
£54,000
£13,500
£7,800
£1,200
£76,500

EXPENDITURE

Weekly Monthly

Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Ministry Costs	Ministry Costs
	Service Leading
	Total

£3,541	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£3,781	£4,131	£4,202	£4,202	£3,962
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150
£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150

£46,508
£1,800
£48,308

Hall Rentals	Academy
	Castlepark (Sunday)
	Castlepark (YF)
	Castlepark (Toddlers)
	Guide Hut - Toddlers
	Guide Hut one-offs
	Mission
	Victoria Hall
	Miscellaneous
	Total

£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412	£412
£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52	£52
£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28
£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28	£28
£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88	£88
	£100				£100		£100				£100
				£400							
								£250			
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£657	£757	£657	£657	£1,057	£757	£657	£757	£1,007	£657	£657	£757

£4,940
£624
£338
£336
£1,050
£500
£400
£250
£600
£9,038

Mission	Lugthigheds
	Project Ecuador
	BMS
	Cogwheel
	BUS subscription - £45 / 67 members
	Miscellaneous
	Total

						£1,600					
								£1,600			
£1,600		£1,000									
		£3,015									
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£1,650	£50	£4,065	£50	£50	£50	£1,650	£50	£1,650	£50	£50	£50

£1,600
£1,600
£1,000
£1,600
£3,015
£600
£9,415

Other	Independent Audit
	Insurance
	Compassion
	CCLU
	Training
	Outreach
	Sunday Squad
	Youth
	AV
	Miscellaneous
	Balance
	Total

£17	£17	£17	£17	£17	£17	£17	£17	£17	£17	£17	£17
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£42	£42	£42	£42	£42	£42	£42	£42	£42	£42	£42	£42
£83	£83	£83	£83	£83	£83	£83	£83	£83	£83	£83	£83
£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200
£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100
£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£162	£162	£162	£162	£162	£162	£162	£162	£162	£162	£162	£162
£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
£779	£779	£779	£779	£779	£779	£779	£779	£779	£1,169	£779	£779

£390
£200
£600
£1,000
£2,400
£1,200
£900
£1,949
£0
£9,739

Expenditure	Totals
-------------	--------

£3,236	£1,736	£5,651	£1,636	£2,036	£1,736	£3,236	£1,736	£3,586	£2,026	£1,636	£1,736
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£29,992



APPENDIX 7

TOWN CENTRE FIRST IMPACT ASSESSMENT (TCFIA)

Aberdeenshire Council recognises that town centres have an important role to play in the sustainable development of local economies.

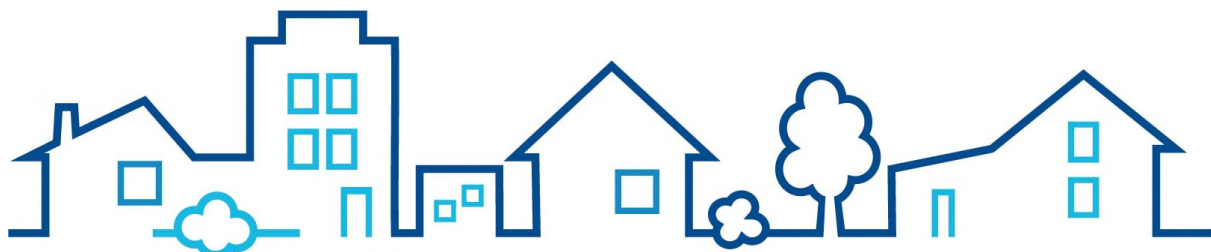
The Town Centre First Impact Assessment (TCFIA) allows officers in all services to identify the detrimental and beneficial effects that decisions we take may have on our town centres. It will allow officers to consider any implications that council decisions may have on Aberdeenshire's key town centres. Examples of this include changes to: the provision of civic and community facilities, employment land, retail, residential buildings, cultural assets, transportation, leisure and tourism.

A Town Centre Ambassador has been nominated within your service, you can locate your Town Centre First Ambassador through the Town Centre First Principle Arcadia pages.

Project Information	
Title of Committee Paper	Asset Transfer – Ythan Centre, Station Road, Ellon
Service	Business Services
Department	Formartine Area Manager
Author	Donna Sutherland
Have you consulted your Town Centre First Ambassador?	Yes

1) Could your Project Paper cause an impact in one (or more) of the identified town centres? – Peterhead, Fraserburgh, Inverurie, Westhill, Stonehaven, Ellon, Portlethen, Banchory, Turriff, Huntly, Banff, Macduff.	
Yes – Ellon	No

2) If approved would your project cause an impact (either positive or negative) with regards to the footfall of any of these town centres?	
Yes	No



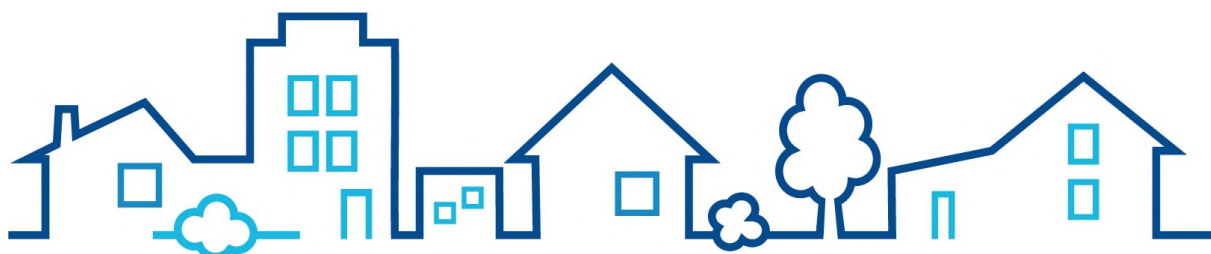


3)	
Please describe the aims of the committee paper?	To seek agreement for the Asset Transfer of lease of the Ythan Centre, Ellon to Ellon Baptist Church.

4) What are the positive and negative impacts?		
Impact	Describe the positive impact?	Describe the negative impact?
Please detail any potential positive and negative impact the project may have on Aberdeenshire's Key Town Centres.	<p>Bring a town centre building back in to use.</p> <p>Increase footfall in the town centre.</p> <p>Allow people to access community classes, events and activities at a town centre location.</p> <p>Utilise existing public transport services when coming to events, activities etc.</p>	Displacement of activities from other venues in the wider Ellon area.

5) What mitigating steps will be taken to reduce or remove negative impacts? If none see Q6	
Mitigating Steps	Timescale
Venues have been advised accordingly of the Church group's plans to relocate, and to allow them time to review venue capacity for bookings from other local groups.	Ongoing.

6) Set out the justification that the activity can and should go ahead despite the negative impact.
As venues are in high demand in Ellon, it is likely that the Church relocating their activities to the one building will in fact free up venues for other local groups. There will also potentially be the opportunity to book space at the Ythan Centre via the Church group in the fullness of time.




Question 7: Sign off and Authorisation

3) Author: I have completed the TCIA impact assessment for this policy/ activity.	Name: Donna Sutherland Position: APO Date: 19 October 2018 Signature: D Sutherland	
4) Consultation with Service Manager	Name: Position: Date:	
5) Authorisation by Director or Head of Service	Name: Elaine Brown Position: Area Manager Date: 19 October 2018	
6) Have you consulted with your Town Centre First Ambassador?	Yes	
	No	
7) TCFIA author sends a copy of the finalised form to: tcfia@aberdeenshire.gov.uk	Date Sent:	

