

Answers to additional questions for consideration to assist the Asset Transfer application.

Responsibilities

Friends of Tarlair will take advice regarding compliance with Health and Safety at Work regulations from Historic Environment Scotland (HES) and the British Safety Council for the time prior to construction.

A Project Manager with the relevant experience and qualifications for such a project will be appointed. The Project Manager will hold their own all risks indemnity insurance.

It is normal practice for contractors at all levels to have 'Contractors All Risks' insurance policies in place when carrying out work on site and this would be monitored by the Project Manager.

All visitors to the site will be required to adhere to all site safety regulations. All work will be carried out by the approved contractors.

No trustees or volunteers will be carrying out any tasks on the site while restoration work is taking place.

Site security will be the Main Contractor's responsibility.

All events organised by FoT inviting volunteers and members of the public to take part will be covered by 'All Risks' public liability insurance and relevant risk assessments will be carried out.

How will the project be managed

Once a lease has been granted discussions will take place with HES concerning compliance with the requirements of Grade A listing and detailed drawings, schedule, tender documents etc can be drawn up.

On gaining entry to the building detailed design/layout plans can be drawn and costings obtained for finishing all internal works.

Once all these figures are known, applications for funding will be submitted to the relevant potential funding bodies.

Contracts can then be let and work begin as soon as possible thereafter.

It is anticipated that the earliest date for completion would be Easter 2021.

Once restoration is completed and the Pavilion is trading successfully the feasibility of exploring use of the wider site will be assessed.

Business Plan

The group is aware that the costs are out of date and have referred to this on pages 3 and 15 of the Business Plan. Condition of the building will have to be re-assessed and costings adjusted to take account of this and any inflationary changes.

As is normal business practice all pricing is net of VAT and FoT will register for VAT purposes when required and reclaim VAT wherever possible. Our position with regards to VAT is stated on page 4 of the Business Plan.

FoT will also take advice on reclaiming VAT for the project.

Moray Catering Supplies have been asked for a preliminary costing for fitting out a commercial kitchen to cater for up to 50 covers.

As noted on page 15 of the Business Plan internal finishing costs cannot be estimated until access can be obtained to the building and a full internal design produced.

A potential funding package is attached (see separate sheet) and further advice will be taken from SCVO Funding Scotland when appropriate.

Historic Environment Scotland release 50% of their grant offer on start of the project and thereafter release 20% at approximately halfway and a further 20% at the three-quarter stage with the final 10% once all snagging is completed.

The Robertson Trust releases 100% of funding it awards as soon as a project starts.

It is not known at present how other potential funders release funds.

The advice and possible assistance of Social Investment Scotland will also be sought once funding application stage is reached.

At present FoT has a regular volunteer base of approximately 35. Between them they store heritage information and material about the site, display equipment and furniture used at events; give talks at local schools and community events; assist in keeping the whole area as clear as possible of debris and litter during the summer months; monitor the group Facebook page and many other tasks as they arise. The volunteers are also sourcing as much material as possible about the history of Tarlair with a view to being able to use it to compile an historical record for use in the Pavilion. On the run-up to the Gala Day the number of volunteers increases significantly and many show great interest in being able to contribute once the Pavilion is restored.

FoT has a core group of 35 (approx) volunteers at present. The Pavilion Cafe will run on a volunteer-only basis initially. This will be sustained by continuous promotion of the facility and the need for volunteers. Volunteers will be sought through the use of local media (radio, newspaper), word of mouth and social media. The benefits of volunteering and the wide range of skills that will be appreciated will be publicised and community groups such as the Scouts will be approached. Volunteering is often a requirement for groups such as the Scouts and for those taking part in Duke of Edinburgh Awards and other schemes.

Public liability insurance has always been in place and a fully trained lifeguard has been on duty at the Gala Days. The appropriate Employers and public liability insurance will be in place, along with contents insurance once the project has reached the relevant stages. The volunteers will be covered by such insurance. It is appreciated that the figure is probably low but insurance companies will not quote for a project which is so far from completion. As can be seen from the profit and loss and cash-flow figures, a greater cost of insurance will not be a significant problem. The figure used was based on 'best estimate' from previous business experience.

Marketing applies only to the Pavilion and groups are included only in respect that members of such groups are likely to want to use the Cafe facilities.

There is no constituted 'Model Boat Club', only a number of like minded individuals who bring their boats to Tarlair on an ad hoc basis to sail them on the restored boating pond and have a sociable time. Due to the type of socio-geographic area many of the Trustees and model boat owners are known to each other. The boat owners are invited to the Gala Day as members of the public and add to the ambience of the day. The owners of the boats are not a constituted group and as such FoT cannot have responsibility for their activities.

'Swimmers' applies only to 'wild' swimmers who use the sea, not the pools. There is long-standing use of the wider site by visitors both local and from further afield who would very much appreciate the facilities that a quality Cafe will offer. FoT promotional material will be solely for the Cafe and ancillary facilities.