



Community Empowerment (Scotland) Act 2015

Community Asset Transfer Request Form

IMPORTANT NOTES:

This form is for use by an Organisation wishing to request transfer of an asset from Glasgow City Council.

You should read the asset transfer Guidance for Community Transfer Bodies provided under the Community Empowerment (Scotland) Act 2015 before making your request. This form includes page numbers of parts of the Guidance that will help you to complete the form. We also provide additional information on our website.

When completed this form and accompanying documents (see checklist at end of this form) should be sent to:

communityassettransfer@glasgow.gov.uk

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1 Organisation Information

| Please provide details of the Organisation making the request | | |
|---|--|-------------------------------------|
| 1.1 Name of Organisation: | Community Central Hall | |
| 1.2 Address of Organisation (this should be the registered address, if you have one): | 304 Maryhill Road, Glasgow G20 7YE | |
| 1.3 Contact Name: | [REDACTED] | |
| 1.4 Position in Organisation: | Chief Executive | |
| 1.5 Correspondence address: | 304 Maryhill Road, Glasgow | |
| 1.6 Postcode: | G20 7YE | |
| 1.7 Telephone Number: | [REDACTED] | |
| 1.8 E-mail address: Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above? | [REDACTED] Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| 1.9 Website Address (if applicable): | www.centralhalls.org | |
| 1.10 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of <u>Guidance</u>) | Company Limited by Guarantee and its company number is: 105891 | <input checked="" type="checkbox"/> |
| | Scottish Charitable Incorporated Organisation (SCIO) and its charity number is: SC003500 | <input type="checkbox"/> |
| | Community Benefit Society (BenCom) and its registered number is: | <input type="checkbox"/> |
| | Voluntary or Unincorporated Organisation (no number) | <input type="checkbox"/> |
| | Other Please specify: | <input type="checkbox"/> |
| 1.11 Please indicate what type of Community Transfer Body your are (see pages 11-15 of <u>Guidance</u>) Please tick only one | Community Controlled Body (see pages 11-14 of <u>Guidance</u>) | <input checked="" type="checkbox"/> |
| | Your Organisation been individually designated as a community transfer body by Scottish Ministers? (see pages 14-15 of <u>Guidance</u>) If yes, please give the title and date of the designation order: | <input type="checkbox"/> |

| | | |
|--|--|--|
| | <p>Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers? (see pages 14-15 of Guidance)</p> <p>If yes, what class of bodies does it fall within?</p> | |
|--|--|--|

Please **attach** a copy of the Organisation's constitution, articles of association or registered rules.

Section 2 Asset Information

| | |
|---|--|
| 2.1 Please provide the Name (if it has one), Address and Postcode of the asset. | <p>Woodside Hall</p> <p>36 Glenfrag Street, Glasgow, G20 7QF</p> |
| 2.2 Please provide the name of the Landlord or Owner of the asset | Glasgow City Council |
| 2.3 Is the asset a Building or Land or both? | Building |
| 2.4 Please provide the UPRN (Unique Property Reference Number) if known (This may be given in the authority's register of land) | <p>906700043409 10194 000040047900</p> |

Please **attach** a location plan of the asset, if available.

Section 3 Type of request, payment and conditions

| | | |
|--|---|---|
| <p>3.1 Please indicate what type of request is being made:</p> <p>See Community Empowerment (Scotland) Act 2015 for relevant sections (also see pages 29-30 of Guidance)</p> | For ownership (under section 79(2)(a)) – go to section 3.2A below | ✓ |
| | For lease (under section 79(2)(b)(i)) – go to section 3.2B below | |
| | For other rights (section 79(2)(b)(ii)) – go to section 3.2C below | |
| <p>3.2A – Request for ownership: What price are you prepared to pay for the land and/or building requested? (see parts 11 and 12 of Guidance)</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to</p> | <p>Proposed price: £ purchase price to be agreed once independent valuation completed.</p> <p>Discounted price based on independent valuation by District Valuer, subject to negotiation, and subject to grant award. However we are open to further discussions on this matter.</p> | |

| | |
|---|--|
| the request) | |
| <p>3.2B – Request for lease: What is the length of lease you are requesting?</p> <p>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year. (see parts 11 and 12 of Guidance)</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to the request)</p> | <p>Proposed price: £</p> |
| <p>3.2C – Request for other rights: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p> <p>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</p> <p>(Please attach a note setting out any other terms and conditions you wish to apply to the request)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proposed price: £</p> |

Section 4 Community Proposal

4.1 Please set out the reasons for making the request and how the land and/or building will be used. (see pages 30-33 of [Guidance](#))

(This should explain the objectives for your project, why there is a need for it, any development or changes you plan to make to the land and/or building, and any activities that will take place there.)

Independent research conducted in Glasgow last year, highlighted the strong view that the general public felt there was a need for more community-owned and run space. There was a view that spaces bring people together and give the community a sense of responsibility for their community. This has been endorsed by our own conversations with local residents, local community organisations and users of the building, and our forty plus years' experience in delivering a sustainable multi-use space open to all of the community.

Our work in 304 Maryhill Road has also fostered, not only vital community development and organising work, but also the development of social enterprise activities and supported residents to become active in their local communities (either as participants of

activity or as active volunteers).

We are uncertain as to the structural integrity of the building, therefore any changes, refurbishment and maintenance (outwith routine items/issues) are subject to full surveys and the advice of appropriate independent professionals).

In some evenings the building at 304 Maryhill Road is operating at close to capacity, with therefore little ability to impact more greatly on the community. During the first quarter of 2019, Community Central Hall monitored letting space enquiries which it could not fulfil due to lack of space. There were over 22 potential bookings representing £4,000 in 'lost' revenue. In a full year this is estimated to be worth in excess of £13,000, and be even greater if there was greater promotion. We believe this revenue is lost to the community and having additional space would help capture a significant portion of this income, further reinforcing sustainability of a key anchor community organisation – particularly in an environment where funding support from Glasgow City Council Integrated Grants Fund is under significant pressure.

Joint marketing of the sites using a package of services through agencies such as Glasgow City Marketing Bureau would also bring additional revenue. In practical terms having additional space will also reinforce our ability as an existing provider to have suitable break-out rooms for conferences and commercial activities.

As a community organisation we have a similar profile of user groups – we believe that this not only aids customer service aspects, but current users of Woodside Hall could benefit from partnerships working with CCH services or participation in projects we can and have brought to the local area, for example we leveraged £12,000 in funding from the Scottish Government to local grassroots groups, many of whom were not recipients of any public funding.

We are keen to develop closer ties to the developing nearby Cultural Quarter, working to anchor some local community benefit from the £100m plus public sector investment. The two buildings together have the potential to create a local delivery point for cultural activities on a scale not currently possible. The combined space, together with the community development capacity/experience of Community Central Hall, would be very powerful. We are already providing services to many cultural organisations, including choral societies, Irish Dancing Feis, theatre companies, and dance companies and drama groups.

There is also the potential for shared resources (physically in terms of: chairs, tables, lighting, PA systems etc.) and shared staffing and systems which could prove to be a very efficient, flexible methodology of delivery, and potential economies of scale in repairs and maintenance.

4.2 Please set out the benefits that you consider will arise if the request is agreed to. (see pages 30-33, 41-43 of [Guidance](#))

(This should explain how the project will benefit your community, and others.)

We believe there are three aspects to the approach: Protect; Enhance; and Develop.

The first of these is Protect. Not only would there be a protection against possible future closure of Woodside Hall, but Community Central Hall would seek to protect current users by initially pegging any rate increases and then giving them a voice in the running of the building by offering spaces on the Board of Directors. We would also establish a User's group committee to discuss changes and deal with any issues beyond individual customer

care. This proposal is not about taking anything away from local groups – quite the opposite.

The second is Enhance. By using the expertise of CCH and its existing systems/ structure we would seek to maximise operating hours of the space to offer more availability for local groups and CCH services. This, in the short term, could assist CCH in the partial decant of services temporarily as spaces are refurbished at 304 Maryhill Road. This would be done sensitively, appreciating the potential disruption between both buildings, and utilising support from Glasgow Life for more suitable alternative local accommodation (e.g. Woodside Library offices).

In the longer-term this would give local organisations and residents more space combinations/alternatives – with one point of contact. This could include additional and new activities for the local community or social enterprise opportunities. For instance, our recent discussions with Uber on their Scottish Conference.

The third is Develop. We aspire to not only closely connect to the nearby Cultural Quarter and thereby access activity for community benefit, but also to add complementary activity. We are in discussion around creating a 'home venue' for a Glasgow-based Theatre company, and we are open to discussions around accommodation for the city dance centre of excellence. We are in final stage negotiation with two choral societies around rehearsal space, following on from providing rehearsal space for the Glasgow Mela. We are also referring to our recently launched Seamore Neighbourhood Cinema, which has already been short-listed for a Glasgow Award 2018. These developments will require investment in the building, and this is something which we are willing to look at. To access some forms of investment will require full legal title. Both 304 Maryhill Road, Community Central Hall and 36 Glenfarg Street, Woodside Hall have different strengths and we would seek to play to these by establishing two distinct brand identities and retaining names.

Having additional space would enable us to build on our current service delivery in the community, as well as increase opportunities for local groups and organisations to work with us in providing activities for local residents, enhance community empowerment and local resilience, and improve the sustainability of the Development Trust (CCH) as an organisation.

We believe over time that the synergy of the two spaces in the community, working together and the aspirations to improve use will have a positive economic development aspect with increasing resources in the area, and ultimately create more jobs, reinforcing our track record in creating sustainable local employment.

4.3 If there are any restrictions on the use or development of the land and/or building, please explain how your project will comply with these. (see pages 44-45 of [Guidance](#))

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

As an historic building operator already we recognise the challenges in the stewardship of an historic community building. We also have experience of how to undertake development which enhances use, whilst being sensitive to the features and character of the building.

We have a concern, based only on anecdotal evidence, that there are issues in the

building relating to both asbestos and dry-rot. Before any agreement of sale/transfer we would wish for a comprehensive assessment of these items to ensure disclosure of any future liability. This will also enable a long-term plan to be put in place.

4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (see page 45 of [Guidance](#))

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

As an existing local community provider our approach is very much to protect, develop and enhance the resource. We have directly committed to protecting existing users and groups, with the direct intent to actually increase involvement in the decisions affecting the building by providing spaces on the Board for user groups, alongside our existing ability for residents and groups to become members or more active Board members, if they would so desire. Alongside this we will have a programme of communication in the form of regular newsletters and meetings for groups with senior management of Community Central Hall.

We have also committed to pegging any letting rate increases, and indeed following our community support model for the 27 community organisations anchored at 304 Maryhill Road, would offer practical assistance/information sharing and support for organisations to access funding and other resources. This could include, for instance, involving groups in consortia funding applications or assisting funded community organisations through the delivery of the Community Resilience Fund, supported by Development Trust Association and the Scottish Government, to the value of £12,000.

We do not foresee any negative impacts for the local community, but will remain responsive to individuals or groups requests by holding open days and instituting a “you said, we did” board in the building. We will also revise our membership form to reflect how those interested in Woodside Hall could enable to have their voice heard in any developments.

4.5 Please show how your organisation will be able to manage the asset and achieve your objectives. (see pages 32-33 of [Guidance](#))

(This could include the skills and experience of members of your organisation, any track record of previous projects, whether you intend to use professional advisors, etc.)

As an existing operator of sustainable community space for the past 40 plus years, and being at the final stage of a full asset transfer Community Central Hall brings many skills and experiences to the table.

Firstly, we are an existing community-based local provider. We know both the local area and its residents very well. We have a focus on the local community, and indeed are led by local residents and organisations.

Secondly, we already have responsibility for the running and upkeep of community space, so understand the challenges and have in place the operating systems/structure to run a space and thereby are responsive to local needs and customer demands. We also have the management structure to seamlessly operate two spaces.

Thirdly, we are sustainable, with experienced management (at both staff and board level – our collective experience is in excess of 130 years!). Our £1.3m turnover is 85% income generated, supporting almost 60 employees and supported by over 50 volunteers. This gives us a capacity and capability to develop services and spaces, to provide affordable

and accessible space.

Fourthly, we have dynamic plans for the future, building on our support from the Scottish Government through the Aspiring Communities and Strengthening Communities Programmes. Our developing services and asset transfer represent the aspiration to refurbish 304 Maryhill Road (£4-5m) for our future residents and address current and future challenges in the community. In the past decade we have established five significant services and countless projects and initiatives. We are a creative social enterprise based in the local community.

Fifthly, we are a connected organisation, working with many partners locally, across the City and through representational roles contributing to the third sector at a Scottish and UK level. We see partnerships and collaboration as the smart way to work in 2018, learning from others far and wide. We also reciprocate with regular visits to CCH and learning exchanges.

CCH is a Scottish Registered Charity, a company limited by guarantee with a track record of working in the local community, for the benefit of the local community, involving and by the local residents. The voluntary Board has a wide ranging skillset and experience, and are supported by a professional management team. There is experience of strategy and operational management, finance, HR, planning, project and community development. Many of the Board are also involved with other local organisations and groups. The organisation currently has a turnover of £1.3m and a staff team of 57. Its income generates around 85% of its revenue, with some financial support from Glasgow City Council IGF and the Scottish Government (primarily related to project staff posts). In addition a significant percentage of our employment is filled by local residents, for the majority of whom this is their first job after a period of unemployment, or training/education. We are one of the larger local employers in the community.

4.6 Please provide details of any partnership working arrangements in place with other organisations.

(Please include both current arrangements and proposed partner relationships and how these will impact on the service.)

We have been grateful for the assistance of Glasgow Life in the development of this proposal, and their wider support of Community Central Hall in both the delivery of services over many years, and the development of our aspirations for a sustainable future.

As a local anchor organisation we have many partnerships and connections both with local (neighbourhood, ward and city levels) and nationally (Scotland and UK).

We have also worked with local schools through our youth work, after and out of school care, and in the provision of work placements more generally, with all the local Colleges and Universities (including being one of two key case studies for a Doctoral thesis into the impact of asset using community organisation in regenerating a local area).

Through our Aspiring Communities Scottish Government funded work we have provided development support which was provided to the local Food Bank with the intent to improve the provision of local services, which has been supported by the new joint work with CCH and the local Citizens Advice Bureau (NWGCAB) whereby there will be a local weekly surgery on the incoming Universal Credit within CCH, and a weekly jobclub on the CAB premises. This has been in place from the start of November 2018. We have also worked with the three local Housing Associations on various regeneration projects. During

2017/19 we have been developing the Woodside Wellbeing initiative, where CCH and the local independent sports complex, the Firhill Complex have developed a joint bid for the Scottish Government Regeneration Capital Grant Fund, worth in excess of £2.2m, and developed a programme of partnership activity including use of green open space for children's activities, a social programme around health and exercise, followed by CCH committing to Healthy Working Lives as an organisation.

We also actively participate in local networks including the local Childcare and Families forum, the North West Glasgow Voluntary Sector Network, the local youth providers network, the NG Homes Regeneration Network, the Social Enterprise Network.

We also have excellent relationships with key cultural organisations in the City including RCS, GFT, CCA, Celtic Connections, Pantheon, West End Festival, Glasow Mela and Glasgow Arts School.

We also work with national organisations including The Princes Trust Scotland, YMCA Scotland, Community Transport Association,

We have also hosted numerous study and fact-finding visits from community organisations across Scotland seeking to learn about our model of delivery and experience of building a sustainable organisation.

Our participation in national (UK) and Scottish networks, such as Locality, Development Trust Association Scotland, has helped to hone our skills as a place-making organisation and identify opportunities for developing new services or income generation. Our participation in initiatives such as Keystone and Achieving Quality Scotland has brought new ideas and endorsed our current best practices.

5.1 Please provide details of the level and nature of support for the request from your community and, if relevant, from others. (see pages 33-34 of [Guidance](#))

(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 and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.)

We currently have over 850 registered service users, and over 3000 weekly users of the building we currently occupy on Maryhill Road. We have regular user-group meetings and participatory events to involve this large cross section of the community in the decision making processes of the organisation. We also promote the use of Facebook and Twitter as a means of communication, as well as holding open meetings in the building. We are working to develop a community newsletter, in partnership with other organisations, to enhance ongoing dialogue in mid 2019.

We also work every year with around 120 local secondary S1 school children, many of whom also use the Youthbase in our building at 304 Maryhill Road, and would be supportive of additional space for activities. There have been historic issues with young people accessing Woodside Hall during the evenings, which we would address.

Around 45% of the staff team live in the local area, and around 50% came from unemployment or training into their first employment ie disadvantaged backgrounds.

CCH is actively supported by the local MP, Patrick Grady, the local MSP Sandra White, and local Councillors and local voluntary sector organisations.

Under agreement with the current tenant of Woodside Halls, Glasgow Life, we have not contacted tenants or current users of the facility as not to compromise Glasgow Life, or cause undue upset of staff/users. However, with our longstanding in the community, and contacts through our role as the voluntary sector representative on the local Hillhead Area Partnership we are confident in our openness to the local community.

We have ongoing dialogue with community organisations of all scales and activity on the provision of community space, and have for the last year or so monitored occasions when we have been unable to meet the community demand, which has highlighted an issue of accessible community provision.

Alongside ongoing informal discussion with local residents in contact with CCH, and over 40 years' experience in the locality, we are confident on the positive results that will arise from any future consultation we undertake on the transfer.

Section 6 Financial Information

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset. (see page 33 of [Guidance](#))

(You should show your calculations of the costs associated with the transfer of the land and/or building and your future use of it, including any redevelopment, ongoing maintenance, running costs 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.)

CCH plans to operate the building alongside and integrated with the current Facilities operation. This will enable shared experience and expertise in both the care and upkeep of the building, and the day to day operation, and the maximisation of development opportunities. There will be identification of a separate budget for income and expenditure to ensure the sustainability of the Hall, but this will be backed by the experience and resources of effectively a multi-million pound open, sustainable community controlled and focused organisation. This will include use of the Board and management staff skills.

We will apply for technical assistance from the Scottish Land Fund to assist to support our community engagement work.

6.2 Please provide a copy of your most recent accounts / income & expenditure

Yes X No ☐

| 6.3 ONLY for organisations formed within the last twelve months unable to submit accounts: | | |
|---|-----------------|---|
| 6.3a When was the organisation formed? | | |
| 6.3b What is your projected annual income for 2017/18? | | £ |
| 6.3c What is your projected annual expenditure for 2017/18? | | £ |
| 6.4 Does the organisation hold a bank account? If so please provide full details (name of Bank, address, sort code, account number etc.) | | |
| Bank Name: | [REDACTED] | |
| Bank Address: | [REDACTED] | |
| Sort code: | [REDACTED] | |
| Account Number: | [REDACTED] | |
| 6.5 Is your organisation currently in receipt of funding from any public body, Glasgow City Council, Big Lottery Fund or similar organisations? If so, please list these here with the amounts awarded and dates. | | |
| Funder | Amount of award | Period of award |
| Glasgow City Council | £133,564 | IGF – Annual, end March 2019 and some Area Partnership small grants |
| Scottish Government | £16,500 | Strengthening Communities – September 2019 |
| Scottish Government | £93,000 | Aspiring Communities – July 2019 |
| BBC Children in Need | £18,212 | |
| Shared Care Scotland – Creative Breaks | £16,954 | |
| The Robertson Trust | £14,500 | |
| The Garfield Weston Foundation | £15,000 | |
| The Bank of Scotland Foundation | £11,568 | |
| The Agnes Hunter Trust | £8,962 | |
| The Gannochy Trust | £8,500 | |

| | | |
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| W A Cargill Fund | £8,000 | |
| The Hugh Fraser Foundation | £3,000 | |
| Merchants House of Glasgow | £2,000 | |
| Community Food & Health Scotland (NHS) | £2,000 | |
| The Commonweal Fund | £2,000 | |
| Other Trusts and Foundations (One off support) | £19,264 | |
| | | |

6.6 How do you plan to finance any development or refurbishment costs, ongoing repair, caretaking, cleaning, maintenance, insurance, rates and other running costs? Please include details of any funding applications you have made, or intend to make.

Maintenance will be resourced in the first instance from the revenue generation of the building. In working across two sites of similar age and construction we will seek to identify opportunities for economies of scale (and expertise) from contractors working with heritage buildings, and the potential of a facilities management approach. Larger refurbishment is not envisaged in the first business plan cycle, although this is subject to professional assessment mentioned earlier. If required, this will form part of the larger capital plans of the organisation.

6.7 Please outline any contingency plans that you have in place.

We have a long track record in the delivery of sustainable services, having operated in the community for over 41 years. We have brought into the economy locally in excess of £32m.

We have extensive and long experience in attracting support from grant funding trusts and foundations for both revenue and capital support. We have also operated social enterprise models where surpluses have supported other community activity or enhanced our current buildings.

The Facilities element of the organisation generates over £100k per annum through a series of regular lets and private functions. With the organisation income generating around 85% of our £1.3m income we have a low dependency upon public funding, and are always seeking ways in which to strengthen the organisation.

CCH is currently insured for business interruption, and has in place contingency plans, which would be updated to include activity in the Woodside Halls. We have a Risk Register which is reviewed every six months which identifies the key risks and mitigations for the organisation. We have a range of quality assurance and robust financial procedures, along with a comprehensive set of policies recently overhauled.

The experienced Board is supported by a strong professional management team.

Please attach a copy of your business plan, if available.

Section 7 Risk/Social Impact

7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to your project succeeding you have identified.

We believe our proposed operation of Woodside Hall will not displace any other enterprise or community organisation. We monitor quarterly a series of key performance indicators including number of people using the facility; number of bookings; support given to other community organisations; number of people attending or participating in arts and recreational activities; number of people supported to access exercise activity; against an agreed target set for the year.

We have worked hard to be good neighbours to the retailers and residents around us on Maryhill Road, and would continue this practice with Woodside Hall. During early 2019 we intend to publish a free community newsletter and will seek to promote local businesses, including those next to, and around the Woodside Hall. We will undertake discussions with local traders on how we could support them, particularly during periods of busy activity; and identify opportunities for them to be part of the local supply chain for the organisation, as we have done with traders nearby to 304 Maryhill Road.

CCH has committed to protecting the current provision of activity and supporting the current users of the building, including access to spaces and the building as well as the charging policy.

We believe increased use of the building will bring additional footfall to the local retail businesses, and a busier street will make the area feel safer.

There is a challenge in the location of the building being set back from the main thoroughfares of the community, and a need to look at the branding/identity of the building, but this will be built into the objectives for the first operational year.

CCH currently supports around 27 community organisations with discounted or free space, and it would be intended to identify ways in which to support new or additional activity for the benefit of the community.

CCH has regular enquiries which it is unable to fulfil, and it is intended through the space to improve both local sustainability and social activity in the neighbourhood.

We believe over time the synergy of the two spaces in the community working together and the aspirations to improve use will have a positive economic development aspect with increasing resources in the area, and ultimately create more jobs.

DECLARATION

I confirm that the information set out in this Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the project/initiative, Glasgow City Council will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

Two office-bearers (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.

1st office-bearer

Name:

[Redacted]

Address:

[Redacted]

Date:

29/05/2019

Position:

Chairperson

Signature:

[Redacted]

| 2nd office-bearer | |
|-------------------------------------|--------------------|
| Name: | [REDACTED] |
| Address: | [REDACTED] |
| Date: | 29/05/2018 |
| Position: | Honorary Treasurer |
| Signature: | [REDACTED] |

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: CCH Constitution

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 land or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached:

Section 6 – financial information and business plan

Documents attached:

Woodside Hall Business Plan

CCH Business Plan

CCH Annual Accounts