



**CLYDEBANK (G81)  
COMMUNITY TRUST**  
46 Wood Quadrant, Clydebank G81 1AP

**Telephone**

T. Brady (0141) 585 1124  
K. Maxwell (0141) 589 2419  
J. Henry (0141) 951 4241

Tuesday, 05 April 2011

Stuart Gibson  
Estates Surveyor  
West Dunbartonshire Council  
Garshake Road  
Dumbarton G82

Dear Sir

Invitation to Tender Offer Letter – Acquisition of Scout Hall, 104 East Barns Street

Further to your previous correspondence, please accept the following submission as our completed documents for the above invitation to tender. The submission includes the following:

- Tender offer letter containing the details as listed in points 1-12 of your letter
- A business plan
- Confirmation of bank account details.

As requested in your documentation, we would submit the following information.

1. The name of the organisation is the Clydebank G81 Community Trust
2. The price we would be prepared to pay is £20,000, payable at or before 31<sup>st</sup> March 2014.
3. The aims of the organisation are to improve the social, economic, environmental and general wellbeing of the communities of Clydebank through the provision of direct community based services, focussing on a grassroots community ownership model.
4. The governance structure of the Trust is as follows:
  - Chair Joseph Henry, 1 Low Crescent, Whitecreek, G81 1AF
  - Treasurer Thomas Brady, 49 Boyle Street, Whitecreek, G81 1DT
  - Secretary Kathryn <sup>MAXWELL</sup> Marshall, 46 Wood Quadrant, Whitecreek, G91 1AP
  - Vice Chair Andrew Ryan, 46 Abbot Crescent, Whitecreek, G81 1AB
  - Trustee John McGuinness, 13 Braes Avenue, Whitecreek, G81 1DN
  - Trustee Barbara Menzies, 46 Braes Avenue, Whitecreek, G81 1AB
  - Trustee John Manning, 148 Braes Avenue, Whitecreek, G81 1DR
5. Details of the funding strategy are contained in the attached business plan
6. Charitable Status is not currently held but is in the process of being applied for

*[Handwritten signature]*  
11/04/11  
SK

7. Confirmation of the bank account details is attached
8. The business plan for the project is attached
9. Details of the proposed use are included in the business plan attached
10. Confirmation that there will be no required funding from West Dunbartonshire Council is given and is documented in the business plan
11. The project will contribute greatly to the social and economic development of the area through the creation of a new, much demanded community facilitation space, direct service provision to those most vulnerable (young people and older residents), the building of capacity via community ownership and grassroots development, the creation of volunteering opportunities and the creation of 3 employed posts.
12. We can confirm that the trust has no indebtedness to West Dunbartonshire Council.

We trust that the information contained in this offer meets your needs and look forward to your response in due course. Should additional information be required, please do not hesitate to contact us.

Yours sincerely,

Chair	Joseph Henry	<i>J Henry</i>
Treasurer	Thomas Brady	<i>Thomas Brady</i>
Secretary	Kathryn <sup>MAXWELL</sup> Marshall	<i>K Maxwell</i>
Vice Chair	Andrew Ryan	<i>A. Ryan</i>
Trustee	John McGuinness	<i>John M'Guinness</i>
Trustee	Barbara Menzies	<i>B Menzies</i>
Trustee	John Manning	<i>J Manning</i>

*[Signature]*  
 11/04/11  
 S.A.

Our Ref: SR

## BANK OF SCOTLAND

3rd November 2010

The clydebank G81 Community Trust  
49 Boyle Street  
Clydebank  
Dunbartonshire  
G81 1DT

Bank Of Scotland  
Ettrick House  
37 South Gyle Crescent  
Edinburgh  
EH12 9DS

Telephone: 0141 532 1206

Dear Mr Brady

**Sort Code: 800614**

**Account Number: 06009819**

**Bank of Scotland Treasurers Account in Name of: The Clydebank G81 Community Trust**

I am delighted that you have chosen to open a Bank of Scotland Treasurers Bank Account. You will be pleased to learn that your account is now ready to use. Your account details are given above.

For your security your Bank of Scotland Treasurers Bank Account cheque book, if requested, will be sent to you separately within the next few days.

### **Postal Service**

Our postal service allows you to make amendments or request services on this account without having to visit your branch, by posting them directly to our Service Centre in Edinburgh. The enclosed leaflet explains how to use this service, and we have also enclosed a Notification of Change(s) form and two prepaid envelopes for your convenience.

If you have any further queries, please contact Bank of Scotland on 08453 000 268 or visit your local Branch.

Yours sincerely

*Samantha Rodden*

Customer Services Officer

Enc. Pre paid envelope x 2  
"How To Use Our New Postal Service"  
Notification of Changes(s) Form

# ❖ BANK OF SCOTLAND



42/44 SYLVANIA WAY,  
CLYDEBANK G81 2TL  
Tel: n/a

076394/14100/T354  
The Clydebank G81 Community Trust  
c/o Mr Thomas Brady  
49 Boyle Street  
Clydebank  
Dunbartonshire  
G81 1DT



## STATEMENT OF ACCOUNT

Branch Code 80-06-14  
Account No. 06009819  
From 04MAR11  
To 01APR11  
Statement No. 5  
Page No. 1 of 2

ACCOUNT NAME : THE CLYDEBANK G81 COMMUNITY

BIC : BOFSGB21365  
IBAN : GB07 BOFS 8006 1406 0098 19  
**TREASURERS BANK ACCOUNT**

**Clydebank G81  
Community Trust**

**East Barns Street  
Scout Hall Tender  
Business Plan**

**April 2011**

## **1. Mission Statement**

- 1.1 Clydebank G81 Community Trust exists to promote the social and economic interests of the population of Clydebank. The trust social mission is to:  
“...increase the social, economic and human capital of the people of Clydebank through the promotion of locally based projects and initiatives aimed at improving health and wellbeing.”
- 1.2 The key values of the Trust are:
- 1 A commitment to community ownership and involvement
  - 2 A commitment to grassroots community development,
  - 3 Sustainability and the creation of a local legacy
  - 4 Openness and transparency in all aspects of the Trust activities

## **2. Business Opportunity**

- 2.1 The first and fundamental project of the Trust will be the formation of  
a new community venue, located through the initial lease and subsequent purchase of the premises currently occupied by the Scout Hall at 104 East Barns Street, Clydebank.
- 2.2 The venue provides an ideal community asset through which the Trust can begin to meet its range of social and economic goals. After a planned refurbishment programme, the premises will provide flexible accommodation options for a range of community usage and service delivery opportunities together with a small office base for the trust.
- 2.3 Community consultation has identified a range of activities which will ensure the ongoing sustainability of the premises with no requirement for public sector support. These activities will be further detailed in section 5 and 6.
- 2.4 The Trust business plan requires a 3 year peppercorn lease period with the purchase price of £20,000 being payable to WDC at or before 31 March 2014. This will allow the Trust to fundraise and undertake a £79,500 (inc VAT) refurbishment programme as detailed in section 5.
- 2.5 In addition to ensuring that West Dunbartonshire Council ensures its obligation to ensure best value through the proposed asset sale, the transfer and guarantees purchase offered through this option will also ensure that external funder requirements on community asset transfer are met, opening up the routes to new funding sources unavailable to statutory and private sector organisations.

### 3. Market Position

3.1 Demand for local community accessible premises is currently high and is likely to be increased through the ongoing West Dunbartonshire Council review of community education and halls provision.

3.2 Closest market competitors have been analysed and issues identified as follows:

#### *Centre 81*

- 1 Owned and operated by Clydebank Housing Association
- 2 European funded with a strong employability and training focus
- 3 High degree of partner agency usage with a number of organisations occupying designated space
- 4 4 rental rooms of varying size but inflexibility with regard to space possibilities
- 5 Rental capacity high causing overspill of potential users

#### *Clydebank East CE Centre*

- 1 Owned and operated by West Dunbartonshire Council
- 2 Space largely fully committed to existing users
- 3 Inflexibility with regard to space possibilities

#### *Double L Centre*

- 1 Owned by West Dunbartonshire Council and leased to a local management committee
- 2 No letting capacity remains.

3.3 The primary customer group for the new centre will be local residents, currently under-provided for by current facilities. The Centre will focus on providing core services for the younger and older populations and additionally meeting 'community' function demand.

3.4 In a tight financial climate it is important that the Centre maintains a reasonable community friendly room rate. This will be achieved through maintaining a flexible room structure approach allowing for a range of groups to be accommodated simultaneously.

3.5 The Trust will work closely with West Dunbartonshire CVS and other development bodies to ensure that all potential for the development is reached.

## 4. Marketing

4.1 An initial SWOT analysis has been undertaken of the business opportunity provided by the acquisition of the Centre showing:

<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>•1 Community location sited close to customers</li> <li>•2 Trustees bring strong community connections and networking potential</li> <li>•3 Active community group structures looking for accommodation</li> <li>•4 Trustees have experience of organisational management</li> <li>•5 Strong local knowledge and evidence base</li> </ul>	<p><b>Weaknesses:</b></p> <ul style="list-style-type: none"> <li>•1 Requirement for refurbishment increases property costs</li> <li>•2 Need for refurbishment will delay letting potential</li> </ul>
<p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>•1 Ownership will increase external funding opportunities meaning no funding reliance on West Dunbartonshire Council</li> <li>•2 Flexible room arrangements will maximise capacity</li> <li>•3 Community ownership opportunity to build social capital</li> <li>•4 Creation of new volunteering and employment within the centre meeting a key Community Planning Partnership goal</li> </ul>	<p><b>Threats:</b></p> <ul style="list-style-type: none"> <li>•1 Failure to secure premises</li> </ul>

4.2 Whilst initial community consultation has been undertaken to develop this plan, the Trust are committed to a full period of community consultation to ensure that expectations are effectively managed.

4.3 Trustees have previously been involved in a range of community based activities and have a strong track record in raising income via a range of local, national and regional funders. As an example £162,000 was generated for Boyle Street streetscaping and £112,000 towards Whitecrook Park ball courts and refurbishment of tennis courts.



## **5. Business Operations**

- 5.1 Clydebank (G81) Community Trust is a charitable trust, currently in the process of applying for charitable recognition with the Office of the Scottish Charity Regulator.
- 5.2 The Trust has 7 core trustees who are committed in the initial stages to providing both governance and operational support to the project. During 2011, trustees envisage that a number of volunteering opportunities will be created with the prospect of employment creation by 2012, growing to 3 staff posts by 2014.
- 5.3 Back office functions will be managed with support of West Dunbartonshire CVS .
- 5.4 In the initial phase, an intense process of securing funding will be taken forward. A full funding strategy is currently under development focussing on securing £100,000 to meet purchase and refurbishment costs with an additional requirement year on year for a total of £11,000 to meet running costs. Running costs have been estimated based on the operating costs of other similar sized centres throughout West Dunbartonshire, reflecting operational and health and safety requirements.
- 5.5 The centre will generate income from 4 main sources:
- Community Rental income (25%)
  - Service delivery charges (45%)
  - Operation of a community café (20%)
  - Fundraising, grants and other income (10%).
- 5.6 Core services being operated from the centre will include:
- 1 Community group room hire
  - 2 Health and wellbeing activities
  - 3 Out of School Care provision
  - 4 Community café provision

## 6. Financial Projections

	Year 1	Year 2	Year 3
Sales (main service)	£ 3,000	£10,000	£15,000
Sales (other services)	£ 2,000	£8,000	£20,000
Other Income	£100,000	£2,000	£5,000
Total	£105,000	£20,000	£40,000
Employee costs	£ 0	£6,000	£25,000
Running costs	£105,000	£11,500	£12,500
Net profit/loss	£0	£2,500	£2,500