

Lenzie and South Kirkintilloch Community Development Trust

Stage 2 CAT Application - Lenzie Public Hall

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Community Asset Transfer Scheme Application Form



Please note, you can complete this form on your computer or alternatively, print and complete in black or blue ink.

Application ID
(for official purposes only)

Section 1. Eligibility

1.1 Are you applying for a Community Asset Transfer (CAT) request under part five of the Community Empowerment (Scotland) Act 2015?

YES NO

1.2 In order for your application to be eligible you must meet all of the following criteria.

If you cannot tick all of these boxes we will be unable to progress your application. We will accept this form online (and the enclosures detailed in section 8) or by email but you must still submit an original signed application form and an original bank statement by the required deadline. Further detail on each question is available in the accompanying Community Asset Transfer (CAT) guidance.

I am applying on behalf of a non-profit group/organisation

My Community Transfer Body has a bank account in its own name

My Community Transfer Body (CTB) has a constitutional document

This application will benefit people from East Dunbartonshire.

I am applying on behalf of a community controlled body with at least 20 members

I can submit all the necessary enclosures (see section 8)

Section 2. Asset Details

2.1 Name or location of asset

Lenzie Public Hall, Lenzie

2.2 Have you checked the Council owns the asset and that it is eligible for asset transfer via the East Dunbartonshire Asset Register?

Yes No

2.3 Please provide our asset reference number from the register:

2.4 Type of asset transfer requested

Lease (Term requested) **99 Years** Rent Offered

Sale Price Offered

Section 3. Contact Information

| | |
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| 3.1 What is your Community Transfer Body (CTB) called? (Give the full name of your group/organisation). | Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) |
| 3.2 Contact person and role in CTB. This should usually be the person that is submitting this application on behalf of your group. Please explain your role in the group (e.g. chair person, secretary, etc.). | |
| Name | |
| Position | Director |
| 3.3 Address The address given will be used for correspondence regarding this application. | |
| 3.4 & 3.5 Please give the preferred day time phone number(s) and email address to reach you with questions about your application. | |
| 3.4 Phone | |
| 3.5 Email | |

Section 4. Community Transfer Body Information

4.1 What does the CTB do? Describe your CTB overall aims and objectives. Tell us what your CTB was set up to do and/or summarise the actual activities that your CTB undertakes.

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) is a fully constituted community development trust established to advance sustainable community-led development in Lenzie. Our overall aim is to improve the wellbeing of local residents through the regeneration and community ownership of assets, environmental enhancement, and inclusive participation in civic life. LASKcdt was set up to deliver community benefit through projects that address local priorities such as social inclusion, access to services, climate resilience, and intergenerational wellbeing. The trust provides a structured framework for community members to identify needs, shape local solutions, and lead the development of shared assets.

Key objectives include:

- Enabling community ownership of land and buildings

4.2 Where does the CTB meet? This should be the location where meetings take place or services are delivered.

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4.3 Please give details of which community/communities your CTB works with or supports. Your CAT request can be made on behalf of a community of interest or a community of place.

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) works primarily with and on behalf of a community of place—

the town of Lenzie, located within East Dunbartonshire. This includes residents of all ages, but with a particular focus on older adults, local families, and those experiencing social isolation. LASKcdt also works with a community of interest, particularly older people (55+) who are seeking a more supportive, socially connected, and environmentally sustainable way of life. This includes individuals from Lenzie and surrounding communities.

The Trust's activities are guided by regular engagement with residents through surveys, public consultations, social media, and direct dialogue with local organisations. LASKcdt is committed to inclusive participation and has engaged with individuals across different age groups, household types, and social backgrounds to ensure the proposal reflects community needs.

4.4 Please give details of any assets your organisation currently owns, leases, manages or utilises. Please provide the address of the asset(s), whether you own, lease or manage it and from whom.

LASKcdt currently leases two areas of green space from East Dunbartonshire Council for the purpose of developing community gardens. These sites are:

- Victoria Road Community Garden, Lenzie
- Myrtle Avenue Community Garden, Lenzie

Both areas are leased to LASKcdt by East Dunbartonshire Council on a nominal lease of £1.00 per annum, demonstrating a shared commitment to community-led environmental improvement and inclusive access to public space.

The Victoria Road and Myrtle Avenue sites are in active development as community gardens and

4.5 Does your constitution allow you to:

Take on the ownership of an asset? Yes No

Employ Staff? Yes No

Fundraise? Yes No

4.6 Do you have agreement of your CTB to undertake an Asset Transfer?

Yes No

Please submit six recent copies of minutes of your management committee identifying and including the minute of the agreement to undertake this CAT request.

Section 5. Financial Information

5.1 Please provide details of how your community project will be funded in the short and long term. Outline details of any grant applications that are relevant to this CAT request and, if these are not confirmed, when you expect to be informed of the outcome. Projects with annual financing over £10,000 will be expected to submit a business plan (and may be eligible for Business Gateway support).

All projects need to provide audited accounts for the past two years.

In the short term, the Lenzie Public Hall (LPH) project will be supported through a combination of early-stage development funding, local authority support, and preparatory grant applications aligned with the Community Asset Transfer process. The Trust has already commissioned a condition survey and schedule of works to inform a realistic and phased funding strategy. Final capital costings will be confirmed once this report is received.

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| <p>5.2 Please give details of any funding you receive / have received from East Dunbartonshire Council within the last two years.</p> <p>Funding of £4,200 was received from EDC's Community Grants Scheme in 2025 to help pay for a comprehensive interior and exterior building survey.</p> |

Section 6. Partnership Working

6.1 Have you identified opportunities to work collaboratively and build partnerships?

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If your CTB is acting as the lead applicant for a partnership application, please give the name(s) of the partner organisation(s)/group(s) and the main contact name(s). If you have more than five partners, please attach an additional sheet.

| | Name of Organisation | Contact Name | Contact Details |
|-----------|----------------------|--------------|-----------------|
| Partner 1 | | | |
| Partner 2 | | | |
| Partner 3 | | | |
| Partner 4 | | | |
| Partner 5 | | | |

6.2 Please give details of any other voluntary organisations you will be/are working with, who are not partners in this bid. This may include organisations that will provide specialist advice or support, such as East Dunbartonshire Voluntary Action (EDVA), Development Trust Associations etc. Also, if applicable, please list if you have links with a National Body or National Governing Body.

| | Name of Organisation | Contact Name | Type of Advice / Support |
|---|--------------------------|--------------|--------------------------------|
| 1 | DTAS | | Legal, Funding & Training |
| 2 | COSS | | CAT advice, training, funding, |
| 3 | Lenzie Community Council | | Community support & publicit |
| 4 | EDC | | CAT support & advice |
| 5 | EDVA | | Community consultation/surve |

6.3 Please detail the links you have with East Dunbartonshire Council Services (if any) and detail what these are and the Teams / Officer(s) you deal with.

| |
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| Section 7. Details of Request for Community Asset Transfer | |
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| 7.1 Why is your CTB requesting the ownership, lease or management of this asset? Do you have evidence of need for your proposal? What is the purpose and objectives of your community project? What benefits do you envisage and how would you measure if these have been achieved? | |
| <p>LASKcdt is requesting a long-term lease of Lenzie Public Hall to secure the building as a sustainable, accessible, and community-led facility for the benefit of local residents and groups. Community ownership and management will enable the hall to be protected for long-term community use, refurbished and maintained to an appropriate standard, actively programmed to meet local needs, and operated in a financially sustainable manner. Under community control, the hall will be able to respond flexibly to local demand, attract external investment, and deliver social, cultural, and wellbeing benefits.</p> <p>Evidence of community need and support is strong. A public meeting held in July 2025 demonstrated clear backing for pursuing a Community Asset Transfer, with 65 attendees including two local Councillors indicating their support. In addition, an online community survey compiled, published, and hosted by East Dunbartonshire Voluntary Action (EDVA), an organisation funded by East Dunbartonshire Council, received 200 responses. The survey showed strong local interest in retaining</p> | |
| 7.2 Does the identified asset have any Built and/or Natural Environmental designations located within or in close proximity to its boundaries? Please refer to Appendix 3 for additional information and if you are unsure please contact the Council Sustainability Team to ask. | |
| <input checked="" type="checkbox"/> YES (complete Environmental Screening) <input type="checkbox"/> NO | |
| 7.3 Will people use the asset or do people currently use the asset (this can include staff)? If you are unsure please contact the Council to ask. | |
| <input checked="" type="checkbox"/> YES (complete Equality Impact Assessment) <input type="checkbox"/> NO | |
| 7.4 Have you received any legal, technical or professional advice on your proposals, including any risk assessments? Please give details of which organisations/services have provided the advice, and details of any expertise within your membership. | |
| <p>Yes. The Trust has received, and continues to receive, a range of technical, professional and governance advice to inform its proposals for the future use and management of Lenzie Public Hall, and to ensure that risks are identified and managed appropriately.</p> <p>Professional and technical advice</p> <p>The Trust has engaged a Chartered Surveyor to inspect the interior and exterior of the hall and provide professional advice on the condition of the building and likely refurbishment and repair requirements. A</p> | |
| 7.5 What are the main risks associated with your project and how do you plan to mitigate these? | |
| <p>The Trust has identified a number of key risks associated with the proposed Community Asset Transfer of Lenzie Public Hall. These risks have been considered by the Trust's board, and proportionate mitigation measures are in place or will be implemented as the project progresses.</p> <p>1. Building condition and refurbishment costs</p> <p>Risk:</p> | |
| 7.6 Please outline if your organisation has a policy or procedure in regard to the following? | |
| Child Protection | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Vulnerable Adults | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|--|---|-----------------------------|
| Health and Safety | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| First Aid | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Insurance (provide details below) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Zurich PLC | | |
| 7.7 Are you intending to make any alterations to the building or land? If so, please refer to Section 2 of Environmental Screening form regarding 'Wider Sustainability Considerations'. | | |
| <input checked="" type="checkbox"/> Yes (please complete 7.8 and Environmental Screening) <input type="checkbox"/> No (please go to section 7.9) | | |
| 7.8 Please give details of the proposed alterations, and any technical, legal, planning or other professional advice you have received regarding the alterations. | | |
| <p>The Trust's proposals for alterations to Lenzie Public Hall are focused on repair, refurbishment and improvement, rather than major redevelopment. The intention is to bring the building back into active community use in a way that is safe, accessible, energy-efficient and financially sustainable.</p> <p>Proposed alterations At this stage, proposed alterations are indicative and will be confirmed once the condition survey has</p> | | |
| 7.9 Please give details about who will use the asset? Who are the existing and target markets for your proposal? | | |
| <p>Lenzie Public Hall will operate as a multi-use community facility, accessible to a wide range of local residents, groups and organisations. The Trust's intention is to maximise community benefit by supporting both existing and new uses of the hall.</p> <p>Existing users The hall has historically been used by local community groups and residents for a variety of activities. While some uses have reduced over time, there remains clear local awareness of the hall as a valued</p> | | |
| 7.10 Please give details of how this facility will be of benefit to your CTB. A template business plan is available if you are considering a larger scale asset transfer request. | | |
| <p>The transfer and operation of Lenzie Public Hall will provide significant and long-term benefits to the Community Transfer Body (CTB), strengthening its ability to deliver community benefit, operate sustainably and develop organisational capacity.</p> <p>Strengthening organisational capacity</p> | | |
| 7.11 Have you consulted the community? Detail results of community consultation exercises undertaken (including the methodology used, the results and the conclusions you are drawing from this) and plans for further consultation. Outline your knowledge of other similar existing community services and facilities in the area. | | |
| <p>Yes. The Trust has undertaken meaningful community consultation to inform its proposal for the future use of Lenzie Public Hall and plans to continue engagement as the project develops.</p> <p>Community consultation undertaken Public meeting A public community meeting was held in July 2025 to discuss the future of Lenzie Public Hall and the potential for a Community Asset Transfer. The meeting was well attended by local residents.</p> | | |

7.12 Please indicate which strategic objective(s) you will support and provide a brief statement detailing how you will achieve this:

- economic development
 regeneration
 public health
 social wellbeing or
 environmental wellbeing

whether agreeing to the request would be likely to reduce inequalities of outcome which result from socio-economic disadvantage

Economic development

The project will support local economic development by enabling community-led activity within Lenzie Public Hall, including use by local groups, social enterprises and small organisations. Operation of the hall will generate modest local economic activity through room hire, events and services, with income reinvested locally to support the ongoing use and maintenance of the facility.

Regeneration

Community-led stewardship of Lenzie Public Hall will contribute to local regeneration by bringing a valued but underused asset back into active use. Refurbishment and reoccupation of the building will enhance the vitality of the local area, increase footfall and reinforce the hall's role as a focal point for community life.

7.13 How will you fund the project and ensure its future sustainability? (This may include income generation through lettings, hire of facilities, charges, etc.).

The Trust's approach to funding and long-term sustainability for Lenzie Public Hall is based on a phased and proportionate model, combining external funding for refurbishment with earned income streams linked directly to the anticipated use of the building, alongside prudent financial management to support ongoing operation.

Funding the project

Capital funding (refurbishment and improvements)

The Trust intends to fund refurbishment and improvement works through a combination of external grant funding, local fundraising and in-kind support. Potential capital funding sources identified through

7.14 Please demonstrate how your organisation has the capacity and experience to manage the facility. If your community project includes staff then please submit job descriptions for these staff outlining the required qualifications, experience and competences alongside rate of pay and how this will be paid.

The Trust has the capacity and experience to manage Lenzie Public Hall responsibly and proportionately, building on its established governance, delivery track record and strategic partnerships.

Proven track record

Lenzie and South Kirkintilloch Community Development Trust has a strong foundation of community-led governance, project development experience and strategic relationships that position it well to manage Lenzie Public Hall effectively. The Trust has successfully delivered community initiatives including green spaces, public realm enhancements and the delivery of large-scale public consultations. These projects demonstrate the Trust's ability to plan, coordinate and complete community-led developments, working constructively with partners and stakeholders.

Section 8. Enclosures

Please check that you have enclosed all of the necessary documents. Failure to do so may cause delays with your application and result in your application not being processed.

We prefer if you email attachments electronically however we must have copies of the original signed application and original bank statement. Please email these to assettransfer@eastdunbarton.gov.uk or post to the address below.

8.1 Please ensure you include the following documents with your application.

| | |
|---|---|
| <input checked="" type="checkbox"/> A copy of your CTB's constitution (if you are a new community group we can provide support with this). | <input checked="" type="checkbox"/> A copy of your most recent audited accounts. |
| <input checked="" type="checkbox"/> Most recent original bank statement | <input checked="" type="checkbox"/> Annual report of your CTB |
| <input type="checkbox"/> Six recent minutes of your organisational management meeting including the minute of the agreement to the CAT request | <input type="checkbox"/> Equality Impact Assessment (if applicable) <input type="checkbox"/> Environmental Screening (if applicable) |
| <p>If your CAT request involves annual financing of over £10,000 you must also submit a business plan which details a financing plan for your proposal. A template is provided and you may be eligible for Business Gateway support.</p> <p>If your CAT request involves staff you must submit a job description for each post outlining the required qualifications, experience and competences alongside rate of pay and how this will be paid.</p> | |
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> A job description for each post (this helps us ascertain required skills and experience) |

Section 9. Declaration

9.1 The following statement must be read and two signatures provided: Signatory 1 should be the person who has filled out this form. Signatory 2 should be the Chair, Vice-Chair, Treasurer or Secretary of your CTB. This signatory must be different from signatory 1.

I confirm that I am allowed to submit this application on behalf of my Community Transfer Body. I also confirm that this application has been filled out accurately.

| | | |
|--------------------|-----------------|--|
| Signatory 1 | Director | |
| 2 | r | |

Please send completed forms, attaching an additional information to:

**Community Asset Transfer team
East Dunbartonshire Council
Southbank House
Southbank Business Park
Kirkintilloch
G66 1XJ**

Tel: 0300 123 4510

e-mail: AssetTransfer@eastdunbarton.gov.uk

Data Protection Act 1998

The information provided on this form will be processed by *East Dunbartonshire Council* in accordance with the Data Protection Act 1998. The data you provide will be used for improving the administration of the Community Asset Transfer Scheme; consult with you; help promote your CTB; advise you of training opportunities; and keep you up to date with other news that may affect your group.

Your information may be shared with our colleagues in the Council and the voluntary sector. If you do not wish your group's details to be shared please tick this box.

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510 。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

Appendix 3 - Business Plan Lenzie Public Hall (Final Dra:) copy

Appendix 3 – Business Plan

Execu@ve Summary

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) is a community-led organisation established to promote social wellbeing, inclusion and sustainable community development across Lenzie and South Kirkintilloch. The Trust is governed by a volunteer board with experience spanning community development, governance, finance, planning, and health and social care, and has a proven track record of delivering community projects, public consultations and partnership working.

This Business Plan sets out LASKcdt's proposal to take on the long-term lease and management of Lenzie Public Hall through a Community Asset Transfer with East Dunbartonshire Council. Lenzie Public Hall is a valued local asset, and the Trust's proposal seeks to secure its long-term future as an accessible, inclusive and sustainable community facility.

The project focuses on the repair, refurbishment and improvement of the Hall, rather than major redevelopment. The Trust aims to create a flexible, multi-use space capable of supporting a wide range of activities and users, including local community and voluntary groups, residents of all ages, older people, families, partner organisations and small community-focused enterprises. Community consultation has demonstrated strong local support for the Hall being brought into community ownership and retained for community use.

The core aims of the project are to support social wellbeing by reducing isolation and strengthening community connection; provide affordable and inclusive access to community space; create a sustainable community hub that supports local activity and partnership working; and ensure long-term stewardship of the Hall for public benefit.

In the short term, the project will be funded through external grant funding, local fundraising and in-kind contributions, with capital works phased and informed by a professional condition survey. Funding will be sought from national and charitable programmes that support community facilities and social wellbeing.

In the longer term, the Hall will operate on a financially sustainable basis through a mix of earned income streams, including room hire, use by partner organisations, meeting and workspace provision and other community-compatible activities. East Dunbartonshire Council has indicated informally that there may be an opportunity to relocate Lenzie Library into the Hall, which would provide regular footfall and strengthen the sustainability of the wider facility. Community consultation has also identified support for a small café, which could generate modest additional income linked to building use.

The Hall will be managed through strong governance, proportionate staffing arrangements developed at the appropriate stage, and ongoing professional advice. Any surplus generated will be reinvested into maintaining the asset and delivering community benefit.

Overall, the proposal represents a realistic, community-led and sustainable approach to securing the long-term future of Lenzie Public Hall.

Appendix 3 – Business Plan

1. Your Project

Your organisation

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) is a community-led organisation established to promote social wellbeing, inclusion and sustainable community development across Lenzie and South Kirkintilloch. The Trust is governed by a volunteer board with a broad range of professional experience including community development, governance, finance, planning, and health and social care.

LASKcdt has a proven track record of delivering community-led initiatives, public consultations and partnership working. The Trust works collaboratively with local residents, voluntary organisations, public sector partners and support agencies to identify local needs and develop practical, community-focused responses.

Values and mission

The Trust's mission is to strengthen community wellbeing by supporting inclusive, locally led projects that respond to identified community needs and deliver long-term public benefits.

Its core values are community leadership and participation; inclusivity and accessibility; transparency and good governance; collaboration and partnership working; and long-term stewardship of community assets.

Aims and objectives of the community project

The proposed project is to secure the long-term lease and community-led management of Lenzie Public Hall through a Community Asset Transfer with East Dunbartonshire Council.

The key aims and objectives of the project are to bring Lenzie Public Hall back into active, sustainable community use; support social wellbeing by reducing isolation and strengthening community connection; provide affordable and inclusive access to community space for a wide range of users; create a flexible community hub that supports local activity, services and partnership working; and ensure the long-term stewardship of the Hall for public benefits.

Benefits to be delivered and how these will be measured

The project will deliver a range of community benefits, including increased opportunities for social connection, participation and community activity; improved access to affordable, flexible space for local groups, organisations and services; and the reactivation of a long-vacant community asset contributing to local wellbeing and cohesion.

Progress and impact will be measured through monitoring levels of use, bookings and footfall; the diversity and range of activities and user groups supported; ongoing community feedback gathered through surveys, meetings and engagement; and regular review by the Trust's board against agreed aims and objectives.

Current facilities and their role in this proposal

Lenzie Public Hall is an established but currently unused community facility. The Hall has been closed and vacant for approximately eight years, during which time it has not been in active community use.

Prior to its closure, the building had been poorly maintained and had received limited investment to modernise its infrastructure. This included issues such as inadequate heating, which meant the Hall was difficult to use and often too cold during winter months.

The Trust's proposal focuses on the repair, refurbishment and improvement of the existing building, rather than major redevelopment. The aim is to address longstanding maintenance issues, improve comfort, accessibility and energy efficiency, and bring the Hall back into safe, functional and sustainable use.

The project seeks to restore Lenzie Public Hall to its intended role as a flexible, welcoming and accessible community space, capable of supporting a wide range of activities and services. By bringing a long-vacant asset back into use, the proposal will deliver renewed community benefit and secure the Hall's long-term future for public use.

Appendix 3 – Business Plan

2. The Market

The community the project seeks to serve

The project seeks to serve the geographical community of Lenzie and the wider South Kirkintilloch area, corresponding closely to Lenzie and Kirkintilloch South (Ward 6), which has a population of approximately 14,300 residents.

According to the 2022 Census, the ward has a broad and balanced age profile, with approximately 24% of the population aged 0–17, around 65% aged 18–64, and approximately 24% aged 65 and over. This demographic mix indicates significant demand for accessible, flexible community facilities that support activities across the life course, including families, working-age adults and older people.

The Trust's focus is on supporting inclusive, accessible community activity and ensuring that local residents have access to flexible space that meets a wide range of social, cultural and community needs.

Existing and target markets

The existing and target markets for Lenzie Public Hall include local community and voluntary groups seeking space for meetings, activities and events; residents of all ages using the hall for social, cultural and recreational purposes; older people and groups addressing social isolation and wellbeing; families and activities for children and young people; third-sector and partner organisations delivering outreach and community services; small community-focused organisations and social enterprises requiring meeting or flexible workspace; and individuals and groups hiring space for private or community events.

The Trust's intention is to support both regular, repeat use and occasional one-off events, ensuring the hall remains active, relevant and financially sustainable.

Community consultation: results and further consultation

The Trust has undertaken meaningful community consultation to inform its proposals for the future use of Lenzie Public Hall.

Community consultations undertaken

Public meeting

A public community meeting was held on the 17th June 2025 to discuss the future of Lenzie Public Hall and the potential for a Community Asset Transfer. The meeting was well attended by local residents.

Two local elected members, Councillors _____ and _____ attended the meeting. Both councillors expressed support for the project to have Lenzie Public Hall under community ownership and for the Trust's role in exploring a Community Asset Transfer.

At the meeting, a show of hands was taken, with approximately 65 people indicating support for the Trust pursuing a Community Asset Transfer of the hall.

Community survey

In late summer 2025, an independently administered community survey facilitated by East Dunbartonshire Voluntary Action (EDVA) received 186 responses. The survey demonstrated strong local support for the proposal, with 87% of respondents supporting community ownership of Lenzie Public Hall. Feedback highlighted the importance of accessibility, inclusivity and the Hall's role in supporting social connection across different groups within the community.

Results and conclusions

The consultations demonstrated strong community support for the Trust pursuing a Community Asset Transfer of the hall. It showed clear demand for the hall to be retained as a community facility and a desire for it to support a wide range of social, cultural, recreational and community-led activities. Feedback also highlighted the importance of accessibility, affordability and inclusivity.

From this, the Trust concludes that there is a clear local mandate for community-led stewardship of Lenzie Public Hall and that the proposed use of the asset aligns with local need and community priorities.

Plans for further consultation

The Trust recognises that consultation is an ongoing process and intends to continue engagement with local residents, groups and organisations as proposals are refined. Further consultation will take place on the detailed design and phasing of refurbishment works once the condition survey is available. Feedback will continue to inform programming, use and future development of the hall.

Knowledge of other relevant existing community services and facilities

There are currently three other venues available for hire in Lenzie that are primarily used by community groups for meetings and gatherings. All three are owned and operated by the local churches and are well used by the community.

However, these venues have inherent limitations in terms of the range of activities they can support. While they are well suited to meetings and certain community gatherings, their format and operating arrangements can restrict the types of events and functions that can be accommodated.

Lenzie Public Hall does not have the same constraints and therefore has the potential to operate as a fully multifunctional venue, capable of supporting a broader range of community, social and cultural activities. This includes larger-scale and more flexible events such as celebrations, performances and receptions, where appropriate.

The Trust's proposal is intended to complement, not duplicate, existing provision by filling a gap in local community infrastructure and offering a level of flexibility that is currently limited within the area.

Opportunities for collaborative working and partnerships

The Trust recognises the importance of collaboration and partnership working in delivering sustainable community benefits. Opportunities include working with local community and voluntary groups to support activity and shared use; partnership working with third-sector organisations delivering services and outreach locally; collaboration with East Dunbartonshire Council, EDVA and other public-sector partners; and building links with existing venue providers to ensure complementary use and avoid unnecessary duplication.

Through partnership working, the Trust aims to maximise the use of Lenzie Public Hall, strengthen local networks and ensure the facility contributes positively to the wider community infrastructure.

Source: Scotland's Census 2022 (Ward-level population and age profile data for Lenzie and Kirkintilloch South).

Appendix 3 – Business Plan

3. Business Growth and Development

Review of the organisation (SWOT Analysis)

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) has undertaken a review of its organisational position in relation to the proposed Community Asset Transfer of Lenzie Public Hall, using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

SWOT Analysis

| | |
|---|--|
| <p>Strengths</p> | <p>Weaknesses</p> |
| <ul style="list-style-type: none"> • Strong community mandate demonstrated through public meetings and survey responses • Experienced and skilled volunteer board with expertise in governance, finance, planning and community development • Clear social purpose aligned with local priorities around wellbeing and inclusion • Positive relationships with key partners including East Dunbartonshire Council and EDVA • Track record of delivering consultations and community-led initiatives | <ul style="list-style-type: none"> • No current paid staff dedicated to day-to-day operations • Limited unrestricted financial reserves at this stage • Building has been vacant for a prolonged period and requires refurbishment • Reliance on external funding to deliver initial capital works • Operational model will need to be developed as use levels grow |
| <p>Opportunities</p> | <p>Threats</p> |
| <ul style="list-style-type: none"> • Bringing a long-vacant asset back into productive community use • Development of a flexible, multifunctional venue not currently available locally • Potential anchor use, including possible relocation of Lenzie Library • Income generation through room hire, events, partnerships and potential café provision • Ability to build strong partnerships with community, voluntary and public-sector organisations | <ul style="list-style-type: none"> • Rising construction, energy and maintenance costs • Delays in securing capital funding for refurbishment • Ongoing pressure on voluntary board capacity • Risk of slower-than-anticipated uptake in early operational phases • External economic factors impacting grant availability |

Business development strategy (sustainability plan)

The Trust's business development strategy is based on a phased, realistic and proportionate approach, ensuring that risk is managed carefully and that the Hall becomes sustainable over time.

Phase 1: Pre-transfer and preparation

Key activities will include:

- Finalising the Community Asset Transfer process with East Dunbartonshire Council
- Reviewing the building condition survey and agreeing priorities for repair and refurbishment
- Developing a detailed operational and financial plan for the Hall
- Securing capital and development funding to support initial works
- Ongoing engagement with community groups, partners and potential users

This phase focuses on ensuring the Trust is fully prepared to take on responsibility for the asset.

Phase 2: Post-transfer and early operation (Years 1–3)

Key activities will include:

- Completing priority refurbishment and improvement works
- Bringing the Hall back into phased operational use
- Establishing booking systems, policies and procedures
- Building a regular programme of community and partner-led activity
- Developing earned income streams through lettings and use of the facility
- Reviewing staffing needs and seeking professional advice before any recruitment

During this phase, the Trust will focus on building consistent use, managing costs and refining the operational model.

Phase 3: Long-term operation and sustainability

Key activities will include:

- Maintaining and improving the asset through planned maintenance
- Strengthening partnerships and collaborative use of the Hall
- Expanding income-generating activity where appropriate
- Reducing reliance on grant funding over time
- Monitoring impact and adapting use to respond to community need

This phase ensures the long-term sustainability of Lenzie Public Hall as a community-owned and community-led asset.

Summary

The Trust's approach to business growth and development is careful, phased and evidence-based. By combining strong governance, realistic planning, partnership working and community support, LASKcdt is well placed to manage Lenzie Public Hall sustainably and deliver long-term community benefit.

Appendix 3 – Business Plan

4. Management & Operations

Your management committee and governance arrangements

Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) is governed by a volunteer Board of Directors who are responsible for the strategic direction, governance and oversight of the organisation.

The Board brings a broad range of relevant skills and experience, including community development, governance, finance, planning, and health and social care. This collective expertise supports effective decision-making, financial oversight, risk management and compliance with legal and regulatory requirements.

The Board will retain overall responsibility for the management of Lenzie Public Hall, including compliance with the terms of the lease, financial performance, policy oversight and the delivery of agreed community benefits. Governance arrangements ensure clear accountability, transparency and regular review of performance and risk.

Staffing for the asset/service and the role of community volunteers

At the outset, the Trust does not anticipate a large staffing structure. Staffing arrangements will be developed proportionately and in line with operational need, once the Hall is brought back into use and patterns of demand are established.

Staffing may include part-time paid roles to support bookings, facilities management and coordination, and sessional or casual support linked to specific activities or events.

Before any recruitment takes place, the Trust will seek appropriate professional advice on job design, employment practice, rates of pay and affordability. Any paid roles will only be introduced where they are financially sustainable and fully accounted for within the operating budget.

Community volunteers will play a valuable supporting role, assisting with activities, events and engagement. Volunteers will help extend capacity and strengthen community ownership, while not replacing paid roles where these are required.

How you would develop any community activities

Community activities will be developed in response to identified local need, building on existing consultation and ongoing engagement with residents, community groups and partner organisations.

The Trust will actively encourage use of the Hall by local groups and organisations and will work collaboratively to support regular community meetings and group activities, social, cultural and recreational events, activities that support wellbeing and social connection, and partnership-led services and outreach.

Activities will be developed incrementally, allowing the programme to evolve as demand becomes clearer and ensuring inclusivity, accessibility and community benefit remain central.

How you would operate the asset and service

Lenzie Public Hall will be operated as a flexible, multi-use community facility, capable of supporting a wide range of activities and events.

Operational arrangements will include transparent and affordable pricing, fair and equitable access to space, clear booking and use procedures, planned maintenance and asset care, and monitoring of use, income and demand.

Where possible and appropriate, the Trust will seek to engage local businesses and suppliers in the delivery of services associated with the operation and maintenance of the Hall. This may include areas such as routine maintenance, cleaning, minor works and professional services. This approach supports the local economy, strengthens community links and contributes to the Trust's wider commitment to sustainable, community-based development.

The Trust will regularly review operational performance to ensure the Hall remains financially sustainable, well-used and responsive to community needs.

Details of relevant policies and procedures you would put in place and what these would seek to achieve

The Trust will develop and maintain a suite of policies and procedures appropriate to the scale and nature of the operation. These will include governance and financial management policies; health and safety and risk management procedures; safeguarding and equality policies; volunteer management procedures; and booking, pricing and conditions-of-use policies.

These policies will seek to ensure legal compliance, promote inclusivity and accessibility, protect users, volunteers and the asset, and support transparent and accountable management.

How you would manage day-to-day operations

Day-to-day operations of the Hall will be managed in a practical and proportionate manner, appropriate to the level of activity and use.

This will include managing enquiries and bookings, coordinating access and use of the building, opening, closing and securing the facility, overseeing cleaning and basic maintenance, monitoring health and safety requirements, and acting as a point of contact for users and hirers.

Initially, day-to-day tasks may be undertaken through a combination of board oversight, paid sessional support and volunteers. Arrangements will be reviewed and adapted as the Hall becomes more established and levels of use increase.

Appendix 3 – Business Plan

5. Marke@ng Plan

How you would seek to build and maintain the profile of your project/organisation and the asset/service(s) operated

The profile of Lenzie and South Kirkintilloch Community Development Trust (LASKcdt) and Lenzie Public Hall will be built and maintained through consistent, community-focused communication and visible local engagement.

The Trust will maintain a clear and up-to-date online presence through its website and social media channels; share regular updates on progress, activities and opportunities for involvement; communicate openly with residents, community groups and stakeholders; and use existing community networks, mailing lists and partner organisations to share information.

Profile-building will emphasise the Hall's role as a community-owned, inclusive and accessible local asset, highlighting its social value, community benefit and opportunities for participation rather than commercial promotion.

As the Hall becomes operational, its profile will be strengthened through regular use, word-of-mouth recommendation and positive user experience.

How you would promote the availability of the service/asset

Availability of Lenzie Public Hall will be promoted in a practical and targeted way, focusing on those most likely to use the facility.

This will include clear information on booking arrangements, availability and pricing; promotion through local community groups, voluntary organisations and partners; use of local noticeboards, community newsletters and online forums; direct engagement with potential user groups and service providers; and collaboration with partner organisations to promote shared or complementary activity.

Promotion will be proportionate to demand and capacity, ensuring that use grows sustainably and remains aligned with the Trust's aims and operational capability.

Appendix 3 – Business Plan

6. Financial Plan

Three-year income and expenditure cash ;low projection

The Trust will prepare a three-year income and expenditure cash flow projection to support the operation of Lenzie Public Hall. This will be developed on a phased basis, reflecting the gradual reintroduction of the Hall into active use following refurbishment and reopening.

In the early period of operation, income is expected to grow incrementally as awareness increases, user groups are established and regular bookings develop. Expenditure will be carefully managed to reflect actual levels of use, with costs scaling in line with activity rather than being fixed in advance.

The cash flow projection will be reviewed and updated regularly to reflect actual performance and to inform decision-making by the Board.

Assumptions supporting income and expenditure forecasts

Key assumptions underpinning the financial forecasts include:

- Income projections informed by East Dunbartonshire Council's published hire rates for comparable local venues, providing a realistic benchmark for community and commercial use.
- Gradual growth in use rather than immediate full capacity.
- A balanced mix of community, voluntary and occasional commercial use aligned with the Trust's objectives.
- Operating costs reflecting the size and condition of the building and monitored closely.
- Staffing costs introduced only when affordable and justified by levels of activity.

These assumptions are designed to support long-term sustainability rather than short-term optimisation.

How income would be generated (including sales forecasts where appropriate)

Income will be generated through a combination of earned income streams, primarily centred on the hire and use of Lenzie Public Hall.

Income sources are expected to include:

- Hire of the main hall and ancillary spaces for community groups, meetings and events
- Regular bookings by local voluntary and third-sector organisations
- Occasional private or larger-scale events appropriate to the facility
- Partnership use by organisations delivering services or activities

Sales forecasts for the first five years will be based on realistic assumptions about frequency of use, room size and duration of bookings, informed by EDC venue pricing and the facilities available within the Hall. Income growth is expected to be steady and incremental.

Start-up funding requirements and potential sources

Start-up funding will be required to support the initial period following transfer, including early operational costs, reopening activity and transitional expenses before income streams are fully established.

Potential sources of start-up funding include:

- Grant funding from relevant public, charitable or trust funders
- Support associated with the Community Asset Transfer process
- Transitional funding to support early operational stability

Start-up funding will reduce early financial risk and support a managed transition to self-sustaining operation.

Fundraising strategy

The Trust has identified a range of grant funding sources relevant to both the capital refurbishment of Lenzie Public Hall and the early operational phase of the project. This will include:

Capital funding:

Capital grant funding is expected to support the refurbishment and repair of the existing building. Potential funders include charitable trusts and grant programmes that support the improvement of community assets and public buildings. Capital funders typically require evidence of need, professional costings, appropriate consents, and clear governance arrangements.

- **Wolfson Foundation (Funding for Places)** – a potential source of capital funding for refurbishment works. This programme supports capital infrastructure projects, including the refurbishment of existing buildings, where projects demonstrate clear public benefit and align with the Foundation's thematic priorities. Funding is subject to a competitive application process and standard grant conditions.

- **SUEZ Communities Fund Scotland** – potential small-to-medium capital grants for defined elements of refurbishment works, subject to eligibility under the Scottish Landfill Communities Fund. Typical conditions include time-limited delivery, evidence of value for money, and provision of competitive quotes.
- **Foundation Scotland** – potential capital support through specific managed funds that permit building or refurbishment projects. Conditions typically include evidence of robust governance, clear need, and viable project planning, alongside standard grant terms and conditions.

Revenue and Programme Funding:

- **Moulsdale Foundation** – a locally based charitable foundation with knowledge of the local landscape and community context. The Foundation may be approached in relation to supporting elements of the refurbishment project that align with its charitable objectives, subject to further discussion and eligibility.
- **Agnes Hunter Trust** - This Scottish trust funds charities that support disabled people, including those with learning disabilities, autistic people and other neurodivergent individuals. Funding can contribute to the delivery costs of specific projects or services for disabled clients. In addition, the Trust will explore time-limited revenue or programme funding to support early operational costs, community activity, and the transition to a sustainable operating model following reopening. Such funding may support staffing, community programming, and initial delivery costs, and is typically subject to conditions relating to defined outcomes, reporting, and time-limited support.
- **Acorn2Trees** - Acorns2Trees is a Scottish grant-giving charity that supports community enterprise and inclusion across Scotland. Its primary purpose is to provide financial assistance to organisations and projects that help integrate and support people with additional support needs (including children and adults with disabilities) into everyday community life, and to advance education, citizenship and community development. In addition to supporting community integration and development, Acorns2Trees can fund initiatives that promote social inclusion, training and employment opportunities, and community benefit more broadly.

Appendix 3 – Section 7: Cashflow Forecast (Indicative)

The following cashflow forecast is indicative and should be read alongside the assumptions and caveats set out below.

| Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|
| INCOME | | | | | |
| Start-up funding | 35,000 | 10,000 | 0 | 0 | 0 |
| Grants | 20,000 | 15,000 | 10,000 | 5,000 | 0 |
| Room / hall hire | 18,000 | 30,000 | 37,000 | 40,000 | 42,000 |
| Café / ancillary income | 0 | 5,000 | 8,000 | 10,000 | 12,000 |
| Fundraising | 3,000 | 4,000 | 5,000 | 5,000 | 5,000 |
| Total Income | 76,000 | 64,000 | 60,000 | 60,000 | 59,000 |
| EXPENDITURE | | | | | |
| Salaries (incl. NI/pensions) | 10,000 | 18,000 | 22,000 | 24,000 | 26,000 |
| Training & development | 1,500 | 1,000 | 1,000 | 1,000 | 1,000 |
| Caretaking / cleaning / security | 6,000 | 8,000 | 9,000 | 10,000 | 10,500 |
| Utilities | 12,000 | 14,000 | 16,000 | 17,000 | 17,500 |
| Business rates | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Repairs & maintenance | 6,000 | 7,000 | 8,000 | 9,000 | 9,500 |
| Transport & travel | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Centre supplies / equipment | 5,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Telephone & internet | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |

| | | | | | |
|-------------------------------|--------|--------|---------|---------|---------|
| Promotion & publicity | 2,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Insurance & professional fees | 6,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Other / contingency | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Total Expenditure | 58,200 | 65,700 | 73,700 | 77,700 | 81,200 |
| Surplus / (Deficit) | 17,800 | -1,700 | -13,700 | -17,700 | -22,200 |

Assumptions and Caveats

This cash flow forecast is indicative and based on the information currently available to the Trust. Capital refurbishment costs for Lenzie Public Hall are informed by a Building Condition Report and associated budget costings prepared by a Chartered Surveyor.

The cash flow forecast relates to the operational phase of the project following refurbishment and does not include capital expenditure associated with the works. Income and expenditure projections are based on prudent assumptions regarding gradual growth in use and will be kept under review prior to final transfer and opening of the facility.

Potential Co-location of Lenzie Library (Not Included in Forecast)

The Trust is aware of informal discussions regarding the potential co-location of Lenzie Library within Lenzie Public Hall. If progressed, this could provide a stable source of footfall and income, as well as opportunities for cost-sharing, and would materially improve the longer-term operating position of the facility. This potential arrangement has not been included in the current cash flow forecast and represents potential upside.

Appendix 3 – Section 8: Risk Analysis

| Description of Risk | Likelihood | Impact | Actions to minimise or manage risks |
|--|-------------------|---------------|---|
| Risk of cost increase or unforeseen issues arising during refurbishment, despite costs being informed by building survey | Possible | Medium | Professional surveys have been commissioned to inform cost estimates. Contingencies are included and costs will be managed through careful procurement & ongoing review |
| Higher than anticipated operating costs (utilities, maintenance, insurance) | Possible | Medium | Cautious assumptions have been used within the cashflow forecast. Costs will be monitored regularly and efficiency measures introduced where appropriate. |
| Slower than expected growth in bookings and income | Possible | Medium | Income projections are based on phased growth. The Trust will implement active marketing, flexible pricing and partnership working to grow usage. |
| Reliance on short-term funding and grants in early years | Probable | Medium | Start-up and grant funding are treated as time-limited. The long-term strategy focuses on increasing earned income to achieve sustainability. |
| Capacity and governance pressures on a volunteer-led organisation | Possible | Medium | The Trust is governed by an experienced Board and will seek external professional advice where required. Staffing will be phased in line with activity levels. |
| Uncertainty around business rates liability | Possible | Medium | Indicative provision has been included in the financial forecast. The Trust will engage with EDC to clarify eligibility for relief following Community Asset Transfer. |
| Changes in community needs or patterns of use | Very Unlikely | Low | Ongoing community engagement will ensure activities remain relevant. The flexible, multi-purpose nature of the Hall allows adaptation over time. |

Appendix 3 – Section 9: SWOT Analysis

The following SWOT analysis summarises the key strengths, weaknesses, opportunities and threats associated with the proposal to bring Lenzie Public Hall into community ownership and operation.

Strengths

- Strong community support demonstrated through public meetings and consultation
- Experienced community-led governance with a skilled volunteer Board
- Central, well-known location with strong local identity
- Flexible, multi-purpose building suitable for a wide range of uses
- Clear alignment with local priorities around social wellbeing and community resilience
- Existing relationships with East Dunbartonshire Council and local partners

Opportunities

- Opportunity to restore a valued community asset that has been unused for several years
- Potential to develop new community activities, services and partnerships
- Scope to grow earned income through increased room hire and ancillary uses
- Potential co-location of services (e.g. library) to increase footfall and financial resilience
- Ability to adapt and respond flexibly to changing community needs over time

Weaknesses

- Building currently vacant and requiring refurbishment
- Some uncertainty around final refurbishment and operating costs pending survey information
- Initial reliance on time-limited start-up funding and grants
- Capacity constraints typical of volunteer-led organisations during early stages

Threats

- Rising utility and operating costs impacting affordability
- Delays in refurbishment or reopening affecting income generation
- Changes in funding availability or external economic conditions
- Competition from other venues in the wider area
- Ongoing pressures on volunteer time and capacity

Community Asset Transfer Scheme Environmental Screening



Section 1. Asset Environmental Designations

1.1 Does the identified asset/s have any of the following Built and/or Natural Environmental designations located within or in close proximity to its boundaries?

YES

NO

If yes, please tick the relevant boxes (below) and provide additional information within 1.2.

Conservation Areas / Townscape Protection Areas

Listed Buildings

Antonine Wall UNESCO World Heritage Site / Buffer Zone

Scheduled Monuments

Sites of Special Scientific Interest

Local Nature Conservation Sites (Biodiversity or Geodiversity)

Local Nature Reserve

Protected Species (identified on site)

Air Quality Management Area

Flood Risk Area

Local Landscape Area

Watercourses

Open Space / Green Network Opportunities

Tree Preservation Orders

Core Paths

Parkland / Play park infrastructure

1.2 Additional detailed information regarding relevant Built and Natural Environment assets or constraints

Lenzie Moss, a designated Local Nature Reserve is located 500 metres west of the building, which is itself located within a Conservation area.

Lenzie Public Hall is an existing community building located within a designated Conservation Area. The Hall has historically been in community use and forms part of the established built environment of Lenzie. The proposed project relates to the repair, refurbishment and improvement of the existing building, rather than new development or expansion.

As the works are limited to refurbishment of an existing structure, there will be no change to the building footprint, no loss of green space, and no direct impact on designated natural habitats, biodiversity sites, watercourses or landscape features. Any external works will be undertaken sensitively and in keeping with the character and appearance of the Conservation Area.

The Trust recognises the importance of the Conservation Area designation and will ensure that all

proposals comply with relevant planning and conservation requirements. Where required, appropriate professional advice will be sought, and any necessary consents obtained, to ensure that the architectural and historic character of the area is respected and preserved.

Overall, the project is expected to have a neutral or positive effect on the built environment by bringing a currently underused building back into active community use, supporting its long-term maintenance and contributing positively to the conservation of the local area.

1.3 If you require advice when preparing your environmental screening form, please contact:

- Sustainability Policy Team. Sustainability@eastdunbarton.gov.uk

Section 2. Wider Sustainability Considerations

2.1 Have you considered other ways to conserve natural resources? There are many opportunities which may offer benefits to your group and to the wider community, including:

- Installing insulation to save energy and money.
- Introducing 'green infrastructure' – e.g. a green roof, a green wall or a rain garden – to promote biodiversity and help to protect against flooding.
- Promoting biodiversity in other ways e.g. installing bird and bat boxes, and planting native species.
- Growing food on-site e.g. herb pots, raised beds and vegetable patches.

Yes. As part of the proposed refurbishment of Lenzie Public Hall, the Trust has considered a range of measures that could contribute to conserving natural resources and delivering wider environmental benefits, subject to feasibility, funding and detailed design.

The refurbishment provides opportunities to improve the building's energy efficiency, including the potential installation of improved insulation and more efficient heating and lighting systems. In addition, the installation of photovoltaic (solar) panels on the roof may be explored as a means of generating renewable energy, reducing reliance on grid electricity and lowering the building's long-term carbon footprint. Any such proposals would be subject to technical feasibility, funding availability, and relevant planning or conservation considerations.

The site includes established shrub beds surrounding the building on its south, east and north elevations. These planted areas are approximately 1–1.5 metres wide and extend along the length of the building. As part of the project, there is potential to improve the management of these areas to support biodiversity, for example through selective replanting with native species and improved maintenance, helping to enhance habitat value within the existing built environment.

Additional small-scale measures may also be considered where appropriate, such as the installation

of bird or bat boxes and the use of planters or herb pots to introduce modest food-growing or pollinator-friendly planting. Any such measures would be proportionate to the scale of the project and compatible with the building's conservation area setting.

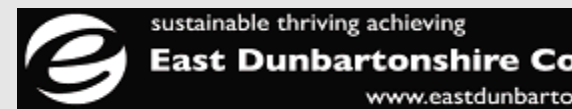
Overall, the Trust's approach is to incorporate sustainable and environmentally responsible measures where practicable, while recognising that the primary focus of the project is the sensitive refurbishment and re-use of an existing community building.

YES

NO

If yes, please contact the Sustainability Policy Team (Sustainability@eastdunbarton.gov.uk) for further information, advice and guidance.

Community Asset Transfer Scheme Equality Impact Assessment



Questions marked with (*) are mandatory.

| 1. Information | |
|----------------|--|
| | <p>1.1 What are the demographics of the people who use the asset currently or when it was last operational (including staff)?</p> <p>Only complete the rows which are relevant and proportionate to the asset.</p> |
| | <p>*1.2 What are the demographics of the local area where the asset is situated?</p> <p>Only complete the rows which are relevant and proportionate to the asset.</p> |
| A | <p>Age</p> <p><i>According to the most recent population census data, Lenzie and Kirkintilloch South has a broadly balanced age profile. Approximately 24% of the population are aged 0–17, around 65% are of working age (18–64), and approximately 11% are aged 65 and over. This indicates a mixed community including families with children, working-age adults, and older people, all of whom may make use of local community facilities.</i></p> |

| | | | |
|---|---|--|--|
| B | Disability / long term health condition | | <i>Census data indicates that approximately 19–20% of the population report a long-term health condition or disability that limits day-to-day activities to some extent. This includes a range of physical, sensory, mental health and hidden disabilities. Accessibility and inclusive design are therefore important considerations for the operation of the asset.</i> |
| C | Ethnicity | | <i>The local population is predominantly White, reflecting wider East Dunbartonshire census patterns, with over 95% of residents identifying as White Scottish or White British, and a smaller proportion identifying with minority ethnic groups. While ethnic diversity is relatively limited, the community includes people from a range of cultural backgrounds.</i> |
| D | Gender | | <i>Census data shows a broadly even gender split within the local population, with approximately 50–51% female and 49–50% male residents. The asset is intended to be inclusive and accessible to people of all genders.</i> |
| E | LGBT+ | | <i>The census indicates that the majority of</i> |

| | | | |
|---|---|--|---|
| | | | <i>residents identify as heterosexual, with a small but important proportion identifying as lesbian, gay, bisexual or other sexual orientations (approximately 2–3%, noting that some people choose not to disclose). The asset is intended to operate as a welcoming and inclusive space for all users, regardless of sexual orientation or gender identity.</i> |
| F | People living in rural areas | | <i>Lenzie is classified as a suburban settlement, rather than a rural area. However, some users may travel from surrounding semi-rural areas within East Dunbartonshire. Access to transport and local connectivity may therefore be relevant considerations for some users.</i> |
| G | Pregnant women or those who've recently given birth | | <i>Based on age profile data and family composition within the census, the local area includes women who are pregnant or who have recently given birth, particularly within the working-age population. Facilities that are accessible and supportive of families with young children may therefore be relevant.</i> |
| H | Religion / belief | | <i>Census data indicates that Christianity remains the most commonly reported religion in the</i> |

| | | | |
|--|--|--|---|
| | | | <i>local area, alongside a significant proportion of residents who report no religion, and smaller numbers identifying with other faiths. The asset is not faith-specific and is intended for inclusive community use.</i> |
| I | Unpaid carers | | <i>Census data indicates that approximately 9–10% of residents identify as unpaid carers, providing support to family members or others due to illness, disability or age. Community facilities can play an important role in supporting carers' wellbeing and opportunities for social connection</i> |
| J | Other (please specify any relevant groups of people who are not represented by the categories above) | | <i>Other relevant groups within the local population may include older people living alone, people experiencing social isolation, and individuals on lower incomes. These groups may particularly benefit from access to inclusive, affordable community spaces and activities.</i> |
| 1.3 Please describe the feedback from any community consultation you have done, which relates specifically to the views of people identifying with any of the characteristics above. | | | |
| <i>Community consultation has been undertaken through an independently administered community survey facilitated by East Dunbartonshire Voluntary Action (EDVA), which received 186 responses, alongside a public meeting. The survey did not request</i> | | | |

respondents to self-identify by protected characteristic (such as ethnicity, disability, gender, or sexual orientation). As such, feedback cannot be disaggregated by individual equality group.

*However, the survey results demonstrate **very strong support across the local community** for the building being brought back into community use, with **87% of respondents supporting community ownership** and **77% stating it is very important that the building remains a community asset**. This level of support is consistent with a broad cross-section of the local population and reflects priorities relevant to people across different ages, backgrounds and circumstances.*

Responses to open questions and thematic feedback highlighted issues closely linked to equality considerations, including the importance of accessibility, affordability, social inclusion, and the need for a welcoming space that supports community connection. These themes are particularly relevant to groups such as older people, people with disabilities or long-term health conditions, unpaid carers, families with children, and individuals experiencing social isolation.

*The survey also indicated a high level of willingness to engage and participate, with **42.5% of respondents expressing interest in volunteering or contributing to the management of the Hall**, and **nearly 80% supporting fundraising or membership schemes**. This suggests broad community engagement and shared ownership across demographic groups rather than support being limited to any single section of the population.*

*No feedback identified adverse or negative impacts on any protected characteristic group. Overall, consultation findings support the view that bringing Lenzie Public Hall back into community use would have **neutral to positive impacts across equality groups**, when considered in the context of the wider local demographic profile identified through census data.*

Source: Lenzie Public Hall Community Survey Results (EDVA 2025), 186 responses

If you require advice when preparing your equality impact assessment form, please contact: equality@eastdunbarton.gov.uk

| 2. Impact | | | | |
|-----------|-----|---|---|--|
| | | *2.1 In relation to your answers at questions 1 - 3 and thinking about your proposals for the asset, what are the possible positive, adverse or neutral impacts on groups of people in relation to the characteristics below. | | |
| | | Possible positive impact / benefits | Possible adverse impact / risks | Neutral impact (✓) |
| A | Age | <i>The proposed transfer, refurbishment and re-opening of Lenzie Public Hall is expected to have positive impacts across all age groups. Children and young people may benefit from access to activities, clubs and events, while working-age adults may benefit from opportunities for community engagement, learning, and social activity. Older people may benefit from access to an inclusive community space that supports social connection, reduces isolation, and enables participation in local activities. Bringing a long-unused</i> | <i>No specific adverse impacts relating to age have been identified at this stage. The Trust recognises that physical accessibility, comfort, and suitability of facilities are important for both younger and older users and will consider these factors as part of refurbishment and future management arrangements.</i> | <i>The proposal is not expected to disadvantage any age group. Overall, the impact in relation to age is assessed as neutral to positive</i> |

| | | | | |
|---|---|--|--|--|
| | | <i>community asset back into use is expected to increase opportunities for intergenerational engagement.</i> | | |
| B | Disability / long term health condition | <i>The proposed refurbishment and re-opening of Lenzie Public Hall presents an opportunity to improve accessibility compared to the Hall's previous condition. This may include improved physical access, layout, and facilities that better support people with physical, sensory, and hidden disabilities, as well as those with long-term health conditions. Access to an inclusive community space may also support wellbeing and reduce social isolation for people who may otherwise face barriers to participation.</i> | <i>At this stage, no specific adverse impacts relating to disability or long-term health conditions have been identified. The Trust recognises that some barriers may exist prior to refurbishment, and that design, management and operational decisions will influence accessibility outcomes.</i> | <i>Overall, the proposal is assessed as having a neutral to positive impact in relation to disability and long-term health conditions, with accessibility considerations informing future development and management of the asset.</i> |
| C | Ethnicity | <i>The proposal to bring Lenzie Public Hall back into community use is expected to have positive impacts for people from all ethnic backgrounds by providing an</i> | <i>No specific adverse impacts relating to ethnicity have been identified. The proposal does not introduce any barriers or restrictions that would disproportionately affect people from</i> | <i>Overall, the proposal is assessed as having a neutral to positive</i> |

| | | | | |
|---|--------|---|--|---|
| | | <i>inclusive, shared community space that supports participation, social connection and access to local activities. While the local population is predominantly White Scottish, the Hall has the potential to support cultural, social and community activities that are open and welcoming to all residents, including those from minority ethnic backgrounds.</i> | <i>particular ethnic groups.</i> | <i>impact in relation to ethnicity, with the intention that the Hall operates as an inclusive facility accessible to all members of the community.</i> |
| D | Gender | <i>The proposal to refurbish and re-open Lenzie Public Hall is expected to have positive impacts for people of all genders by providing access to a shared community space that supports participation in social, cultural and community activities. The Hall is intended to be operated in a way that is welcoming, safe and inclusive for everyone, regardless of gender.</i> | <i>No specific adverse impacts relating to gender have been identified. The proposal does not include any activities, policies or practices that would disproportionately disadvantage people of any gender.</i> | <i>Overall, the proposal is assessed as having a neutral impact in relation to gender, with equal access to facilities and activities intended for all users.</i> |
| E | LGBT+ | <i>The proposed re-opening of Lenzie Public Hall is expected to have positive impacts by providing an inclusive</i> | <i>No specific adverse impacts relating to sexual orientation or gender identity have been identified. The</i> | <i>Overall, the proposal is assessed as</i> |

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| | | <i>community space that is open to people of all sexual orientations and gender identities. The Hall has the potential to support activities and events that promote social connection, community participation and a sense of belonging, which can be particularly important for LGBT+ individuals who may experience isolation or exclusion in other settings.</i> | <i>proposal does not introduce any barriers or restrictions that would disadvantage LGBT+ individuals.</i> | <i>having a neutral to positive impact in relation to sexual orientation and LGBT+ people, with the intention that the Hall operates as a welcoming and inclusive community facility.</i> |
| F | People living in rural areas | <i>While Lenzie itself is classified as a suburban settlement, the re-opening of Lenzie Public Hall may have positive impacts for people living in surrounding semi-rural areas who access services, activities or events in the town. The availability of a local, multifunctional community facility may reduce the need for longer journeys to access community spaces and support greater inclusion for people living outside more densely populated areas.</i> | <i>No specific adverse impacts relating to people living in rural areas have been identified. The proposal does not restrict access based on place of residence, and the Hall is intended to be available to all users regardless of where they live.</i> | <i>Overall, the proposal is assessed as having a neutral impact in relation to people living in rural areas, with potential incidental benefits for those travelling from surrounding areas.</i> |

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| G | Pregnant women or those who've recently given birth | <p><i>The proposed re-opening of Lenzie Public Hall may have positive impacts for pregnant women and those who have recently given birth by providing access to community activities, services and social opportunities that support families and carers. An inclusive and welcoming community facility can help reduce isolation, support wellbeing, and provide opportunities for informal support networks among parents and carers.</i></p> | <p><i>No specific adverse impacts relating to pregnancy or maternity have been identified. The proposal does not introduce any barriers that would disadvantage pregnant women or those who have recently given birth.</i></p> | <p><i>Overall, the proposal is assessed as having a neutral to positive impact in relation to pregnancy and maternity.</i></p> |
| H | Religion / belief | <p><i>The proposed re-opening of Lenzie Public Hall is expected to have positive impacts for people of different religions or beliefs, as well as those with no religious belief, by providing an inclusive, neutral community space that is not aligned to any specific faith. The Hall may support a wide range of social, cultural and community activities that bring people together and encourage understanding and participation across different belief backgrounds.</i></p> | <p><i>No specific adverse impacts relating to religion or belief have been identified. The proposal does not restrict use of the Hall based on faith or belief, and activities will be managed to ensure the space remains welcoming and inclusive.</i></p> | <p><i>Overall, the proposal is assessed as having a neutral to positive impact in relation to religion or belief.</i></p> |

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| I | Unpaid carers | <i>The proposed re-opening of Lenzie Public Hall may have positive impacts for unpaid carers by providing access to community activities, services and social opportunities that support wellbeing and reduce isolation. Community facilities can play an important role in offering respite, peer support, and opportunities for carers to engage in social or community life alongside their caring responsibilities.</i> | <i>No specific adverse impacts relating to unpaid carers have been identified. The proposal does not introduce barriers that would disadvantage people with caring responsibilities.</i> | <i>Overall, the proposal is assessed as having a neutral to positive impact in relation to unpaid carers.</i> |
| J | Other (please specify any relevant groups of people who are not represented by the categories above) | <i>Vulnerable Groups -The proposed re-opening of Lenzie Public Hall may have positive impacts for other vulnerable groups within the community, including people with learning disabilities, neurodivergent individuals, and people experiencing social isolation or disadvantage. Access to an inclusive, well-managed community facility can support participation in social and community activities, promote</i> | <i>No specific adverse impacts relating to these groups have been identified at this stage. The Trust recognises that some individuals may require additional support or consideration to participate fully, and this will inform future operational and programming decisions.</i> | <i>Overall, the proposal is assessed as having a neutral to positive impact in relation to other vulnerable groups, including people with</i> |

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| | | <i>confidence, and reduce barriers to engagement. The flexible nature of the Hall allows activities to be tailored to different needs and abilities.</i> | | <i>learning disabilities.</i> |
| K | Cross Cutting | The proposed re-opening of Lenzie Public Hall is expected to have positive cross-cutting impacts for individuals who identify with more than one protected or vulnerable characteristic, such as older people with disabilities, unpaid carers with long-term health conditions, or parents with caring responsibilities. By providing an inclusive, accessible and affordable community facility, the proposal supports social connection, participation and wellbeing across overlapping needs and circumstances. The Hall has the potential to act as a shared space that reduces isolation and supports community cohesion across different groups. | <i>No specific cross-cutting adverse impacts have been identified. The proposal does not introduce barriers that would disproportionately affect people with multiple protected characteristics. The Trust recognises that intersecting needs may require careful consideration in how the Hall is managed and programmed.</i> | <i>Overall, the proposal is assessed as having a neutral to positive cross-cutting impact, supporting inclusion across multiple characteristics without disadvantaging any group.</i> |
| 2.2. How will this asset transfer affect relations within and across communities? (add more rows as necessary) | | | | |
| Possible positive impact / benefits | | Possible adverse impact / risks | | |
| The proposed transfer and re-opening of Lenzie Public Hall is | | No specific adverse impacts on relations within or across communities have been identified. The proposal does not | | |

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| <p>expected to have a positive impact on relations within and across communities by providing a shared, inclusive space that encourages interaction, participation and collaboration. Bringing a long-unused community asset back into use creates opportunities for people from different backgrounds, age groups and circumstances to come together through social, cultural and community activities. This can help strengthen community cohesion, reduce social isolation, and foster a greater sense of local ownership and pride.</p> <p>Community consultation has demonstrated strong support for the Hall operating as a community-owned asset, indicating that the proposal is likely to be unifying rather than divisive and to support positive relationships across the local area.</p> | <p>involve exclusive use by any single group and is intended to operate as a shared facility accessible to the wider community. Clear governance and transparent booking and management arrangements will help ensure fair and inclusive access.</p> |
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| 3. Actions | | | |
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| | Thinking about all the possible impacts you have identified in this form, please list any actions you will take to: i) avoid possible adverse impact; and ii) encourage and promote possible positive impact | | |
| | What | Who | When |
| A | Avoid adverse impacts: Ensure equality, | Lenzie and South Kirkintilloch | During pre-transfer planning and |

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| | accessibility and inclusion considerations are embedded into refurbishment planning, operational policies and day-to-day management of Lenzie Public Hall. Seek professional advice where appropriate to support inclusive design and compliance with equality legislation. | Community Development Trust (LASKcdt) Board, supported by professional advisers and future operational staff or volunteers. | refurbishment, and reviewed on an ongoing basis throughout operation of the Hall. |
| B | Promote positive impacts: Encourage inclusive and diverse use of the Hall by supporting a wide range of community activities, maintaining transparent and fair booking arrangements, and continuing community engagement to understand and respond to local needs. | LASKcdt Board and management, working with community groups, volunteers and local partners. | From the opening of the Hall following transfer, with ongoing review as part of regular governance and management processes. |
| C | Promote good relations: Operate the Hall as a shared, neutral community space that supports interaction and collaboration between different groups. Promote respectful use through clear policies and support activities that bring people together across age groups, backgrounds and circumstances. | LASKcdt Board, management and volunteers, in partnership with community users and local organisations. | From opening of the Hall and embedded within ongoing operational practice. |
| D | Monitor/review equality impacts: Monitor use of the Hall and feedback from users to identify any emerging equality issues and ensure that positive impacts are sustained. Review equality-related | LASKcdt Board as part of its governance and oversight role. | On an ongoing basis, with formal review at agreed intervals (e.g. annually) or when significant changes |

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| | policies and practices periodically and update them where necessary. | | to use or operation occur. |
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| *4. Completion | |
| Name | |
| Date | 28th January 2026 |

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

The Companies Act 2006

Company limited by guarantee
and not having a share capital

Articles of Association

of

Lenzie and South Kirkintilloch Community Development Trust Ltd

| Article Number | Articles | Explanatory Notes |
|--------------------------|---|---|
| Article 1 | The name of the company is “Lenzie and South Kirkin-tilloch Community Development Trust Ltd” (“the Company”). | This name should be the same as on front cover. It is not necessary to include “Limited” in the name. Where necessary, advice on names is available from the Registrar of Companies - you can check on their website www.companieshouse.org.uk if the proposed company name is already in use. |
| Registered Office | | |
| Article 2 | The Registered Office of the Company is situated in Scotland. | Do not insert the actual Registered Office address. |

Article 3 In these Articles of Association, the following definitions apply throughout:

- “**Act**” means the Companies Act 2006 and every statutory modification and re-enactment thereof for the time being in force.
- “**AGM**” means an Annual General Meeting.
- “**Article(s)**” means any Article or these Articles of Association.
- “**Board**” means the Board of Directors.
- “**Charity**” means a body entered in the Scottish Charity Register as defined under section 106 of the Charities and Trustee Investment (Scotland) Act 2005.
- “**Circulation Date**” means the date on which copies of the written resolution are sent to the Ordinary Members, as defined in Article 8.1
- “**Clear Days**” means a period excluding the day when notice is given and the day of the meeting.
- “**Community**” means the community area described in Article 4.

“**Company**” means the company to which these Articles relate.

“**Director(s)**” means the director(s) for the time being of the Company.

“**GM**” means a General Meeting. All General Meetings, other than AGMs, shall be called General Meetings. “**Individual**” means a human/person.

“**Land Reform Act 2003**” means the Land Reform (Scotland) Act 2003 and every statutory modification or re-enactment thereof for the time being in force.

“**Land Reform Act 2016**” means the Land Reform (Scotland) Act 2016 and every statutory modification or re-enactment thereof for the time being in force.

“**Members**” mean those individuals or organisations who have joined the company.

“**Organisation**” means any incorporated or unincorporated association, society, federation, partnership, corporate body, agency, undertaking, local authority, union, co-operative, trust or other organisation (not being an individual person).

“**OSCR**” means the Office of the Scottish Charity Regulator.

“**Property**” means any property, assets or rights, heritable or moveable, wherever situated in the world, belonging to the Company.

“**Subscribers**” means those Ordinary Members, as defined in Article 8.1, who have subscribed the Memorandum of Association.

“**Them**”, “**Their**” or “**They**” means an individual or an organisation.

“**The 2005 Act**” means the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification or re-enactment thereof for the time being in force.

- Article 3.1 Words importing the singular number only shall include the plural number, and vice versa; and words importing the masculine gender only shall include the feminine gender.
- Article 3.2 These Articles supersede any model Articles and any regulations pertaining thereto. Subject as aforesaid, any words or expressions defined in the Act shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.
- Article 3.3 The two schedules to these Articles are deemed to form an integral part of these Articles.

Definition of Community and Purposes

Article 4 The Company has been formed for the public benefit of the Community of Lenzie and South Kirkintilloch as defined postcode sectors G66 4 and G66 5

("the Community"), with the Purposes listed in the Sub-articles hereto ("the Purposes"), to be exercised following the principles of sustainable development (where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs).

This is a requirement under sections 34(1)(a) and 97D(2)(a) of the Land Reform Act 2003 and section 49(2)(a) of the Land Reform Act 2016

A Community must be defined by reference to a postcode unit or units, or a prescribed type of area or areas, or both such units and types of area. The provisions setting out how you can define your Community are found at sections 34(5) and 97D(9) of the Land Reform Act 2003 and section 49(9) of the Land Reform Act 2016 and the following regulations: Community Right to Buy (Scotland) Regulations 2015, (regulation 2), The Community Right to Buy (Abandoned, Neglected or Detrimental Land) (Applications, Ballots and Miscellaneous Provisions (Scotland) Regulations 2018 (regulation 17) and the Right to Buy Land to Further Sustainable Development (Eligible Land, Specified Types of Area and Restrictions on Transfers, Assignations and Dealing)

(Scotland) Regulations 2020 (regulation 6)

If your Community is made up of individual postcode units you may wish to add an additional schedule (Schedule 3) and include the postcode units in that schedule. If doing so, please make reference to Schedule 3 in this article.

Purposes

Article 4.1 The Company's main Purpose is consistent with furthering the achievement of sustainable development. The Company's Purposes are:

Sections 34(4) and 97D(6) of the Land Reform Act 2003 and section 49(7) of the Land Reform Act 2016 requires that the main purpose of a community body be "consistent with furthering the achievement of sustainable development"

Purposes must reflect the aims of the Company. The Model provides a series of four over-arching Purposes (numbered 4.1.1 to 4.1.4 below) so that you can select one or more which are likely to be relevant to your company's aims and intended activities.

You can amend or

Article 4.1.1 To provide or advance the accessibility of recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community.

add additional Purposes. However, if your company is seeking charitable status, you must apply to OSCR for consent to do so.

If your company is seeking charitable status you will have to demonstrate to OSCR, with background information, that your company's planned activities will achieve this object. This purpose may not be accepted by OSCR and if seeking charitable status may result in you having to delete this purpose and replacing it with an agreed purpose from OSCR.

Charitable purposes are listed under section 7(2) of the 2005 Act.

You can select one or more which are likely to be relevant to your organisation's aims and intended activities. You should therefore seek guidance from OSCR.

Article 4.1.2 Advancement of citizenship or Community development, including rural or urban regeneration.

If your company is seeking charitable status you will have to demonstrate to OSCR, with background information,

Article 4.1.3 To advance educational opportunities in the Community relating to environment, culture, heritage and/or history.

that your company's planned activities will achieve this object. This purpose may not be accepted by OSCR and if seeking charitable status may result in you having to delete this purpose and replacing it with an agreed purpose from OSCR.

Charitable purposes are listed under section 7(2) of the 2005 Act. If the Purposes are worded exactly as per the 2005 Act this will be acceptable to OSCR.

You can select one or more which are likely to be relevant to your Organisation's aims and intended activities. You should therefore seek guidance from OSCR.

If your company is seeking charitable status you will have to demonstrate to OSCR, with background information, that your company's planned activities will achieve this object. This purpose may not be accepted by OSCR and if seeking charitable status may result in you having to delete this purpose and replacing it with an agreed purpose

Article 4.1.4 To advance environmental protection or improvement including preservation, sustainable development and conservation of the natural environment, the maintenance, improvement or provision of environmental amenities for the Community and/or the preservation of buildings or sites of architectural, historic or other importance to the Community.

from OSCR.

Charitable purposes are listed under section 7(2) of the 2005 Act. If the Purposes are worded exactly as per the 2005 Act this will be acceptable to OSCR.

You can select one or more which are likely to be relevant to your Organisation's aims and intended activities. You should therefore seek guidance from OSCR.

If your company is seeking charitable status you will have to demonstrate to OSCR, with background information, that your company's planned activities will achieve this object. This purpose may not be accepted by OSCR and if seeking charitable status may result in you having to delete this purpose and replacing it with an agreed purpose from OSCR.

Charitable purposes are listed under section 7(2) of the 2005 Act. If the Purposes are worded exactly as per the 2005 Act this will be acceptable to OSCR.

You can select one or more which are likely to be relevant to your Organisation's aims and intended activities. You should therefore seek guidance from OSCR.

Powers

Article 5 The Company shall have powers to do anything which is calculated to further its Purposes or is conducive or incidental to doing so, as expressed in **Schedule 1** annexed to these Articles.

Company Law requires that powers are only exercised in pursuance of the purposes.

This is also a requirement under Section 50(5) of the 2005 Act which is relevant if your Company seeks to obtain charitable status.

The powers are relatively standard and are intended to cover most things you may wish to do to achieve the Purposes. Just because there is a power to do something does not mean that you are obliged to do it. All of the powers can be exercised only in furtherance of the Purposes.

| General Structure of the Company | | |
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| Article 6 | The structure of the Company comprises: | |
| Article | Members – comprising: | Associate Members |

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| 6.1 | <p>a) Ordinary Members (who have the right to attend the AGM and any GM and have important powers under these Articles and the Act, who elect natural persons to serve as Directors and take decisions in relation to any changes to these Articles), and:</p> <p>b) Associate Members and Junior Members; and</p> | <p>and Junior Members are optional (although Scottish Ministers encourage you to be inclusive of other people, organisations based in or associated with the Community, and young people who may be able to and wish to support the Company's Purposes).</p> <p>If the Company opt not to have Associate Members or Junior Members then you should ensure any relevant Article in relation to these Members is removed or updated accordingly.</p> |
| Article 6.2 | <p>Directors – comprising</p> <p>a) Elected Directors;</p> <p>b) Appointed Directors; and</p> <p>c) Co-Opted Directors</p> <p>who hold regular meetings between each AGM, set the strategy and policy of the Company, generally control and supervise the activities of the Company and, in particular, are responsible for monitoring its financial position and, where there are no employees appointed, are responsible also for the day-to-day management of the Company.</p> | |
| | Membership | |
| Article 7 | The Members shall consist of the Subscribers and such other Members as are admitted to membership in terms of these Articles. | |
| Article 8 | Membership of the Company is open to: | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) the Land Reform Act |

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| | | 2003, and section 49(2)(e) of the Land Reform Act 2016 by ensuring that Members of the Company who are members of the Community have control of the Company |
| Article 8.1 | <p>Ordinary Members: those individuals aged 16 and over who:</p> <ul style="list-style-type: none"> a) are resident in the Community; b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and c) support the Purposes. | Those who comprise the Community are defined in sections 34(5) and 97D(9) of the Land Reform Act 2003 and section 49(9) of the Land Reform Act 2016. The community area is defined in Article 4 of these Articles. |
| Article 8.2 | <p>Associate Members: those individuals and organisations who:</p> <ul style="list-style-type: none"> a) are not entitled to vote at a local government election in a polling district that includes the Community or part of it b) and support the Purposes. <p>Associate Members are neither eligible to stand for election to the Board nor to vote at any AGM or GM.</p> <p>Each member which is an Organisation shall appoint one named authorised representative (who is an individual person) to represent and act for such member at all AGMs and GMs. Any change in the appointment of an authorised representative may be made at any time by the appointing member, but only by written notice to the Company. Such notice will take effect upon its receipt by the Company.</p> | <p>It is optional to have organisations (both incorporated or unincorporated) as Associate Members. If you do not wish to have organisations as Associated Members, you should delete the reference to organisations in article 8.2 and the final paragraph.</p> <p>Please note that unincorporated organisations have no separate legal personality, therefore if an unincorporated organisation wishes to become a Member, an Individual from their organisation must join in their own right,</p> |

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| | | rather than the organisation itself being able to join. |
| Article 8.3 | <p>Junior Members: those individuals who:</p> <p>a) are aged between 12 and 15 and</p> <p>b) support the Purposes.</p> <p>Junior Members are neither eligible to become Directors on the Board nor can they vote at any AGM or GM.</p> | <p>Optional - but this encourages the inclusion of young people.</p> <p>If you choose not to have Junior Members, please delete this clause and renumber the subsections of Article 8 accordingly. Thereafter please remove any references to Junior Members elsewhere in the Articles.</p> |
| Article 8.4 | <p>Declaring that, if an Member ceases to comply with any of these criteria at Article 8.1, 8.2 and 8.3 they will be obliged to inform the Company and will thereafter be reclassified in terms of either Article 8.1, 8.2 or 8.3 and that if the Company becomes aware of this itself it will so reclassify the Member and notify them accordingly.</p> | |
| | Conditions of Membership | |
| Article 9 | The following conditions apply to membership: | |
| Article 9.1 | The Company shall have not fewer than 20 Members at any time; | <p>The Land Reform Act 2003, Section 34(1)(c) and Section 97D(c) and the Land Reform Act 2016, Section 49(2)(c) requires a minimum of 10.</p> <p>An exemption from this limit may be sought from the Scottish Ministers in exceptional circumstances</p> |

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| | | There is nothing preventing you from having more the 10 members as a minimum. |
| Article 9.2 | at least three quarters of the Members of the Company are members of the Community; and | <p>This is a requirement of sections 34(1)(d) and 97D(2)(d) of the Land Reform Act 2003 and section 49(2)(d) of the Land Reform Act 2016 (minimum number of members).</p> <p>This provision contributes to compliance with the Land Reform Act 2003, Sections 34(1)(e) and 97D(2)(e) and the Land Reform Act 2016 Section 49(2)(e), in terms of ensuring that Members of the Company who are members of the Community have control of the Company.</p> <p>Members of the Community are those who comply with section 34(5)(b) or 97D(9)(b) of the Land Reform Act 2003 or Section 49(9)(b) of the Land Reform Act 2016 and Article 8.1</p> |
| Article 9.3 | In the event that the number of Members falls below 20 or that at least three quarters of the Members do not consist of members of the Community, the Board may not conduct any business other than to ensure the admission of sufficient Ordinary Members to achieve the | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act |

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| | minimum number and/or maintain the majority. | 2003, and section 49(2)(e) of the Land Reform Act 2016), in terms of ensuring that Members of the Company who are members of the Community have control of the Company |
| Article 10 | Any individual or organisation who wishes to become a Member shall in such written form as the Board prescribes. submit a written application for membership (in the case of an incorporated organisation, the application must be signed by an appropriate officer of that body). | A written application for membership is recommended, which should be a simple form that is signed and dated by the applicant. Note: organisations are not eligible to become Ordinary Members and in accordance with the definition of Community contained in sections 34(5)(b) and 97D(9)(b) the Land Reform Act 2003, and section 49(9)(b) of the Land Reform Act 2016. |
| Article 10.1 | The Board shall promptly consider applications for membership, from time to time, determining if the terms of Article 8 apply and into which category of membership each applicant shall belong, and immediately thereafter shall approve any valid application provided the applicant is not excluded by virtue of Article 9 or has previously been a Member of the Company and continues to be excluded from membership by virtue of Article 15, and inform the applicant of the Board's decision | |
| Article 11 | The Board shall maintain a Register of Members, which shall be open for inspection by both the Board and Members and, with the express prior written approval of the Director or employee concerned, by members of the public. The Register of Members shall set out the name and postal address of each Member, the | It is recommended in order to determine who is a current Member and eligible to vote that this Register of Members is |

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| | relative category of membership and the date of the Member's appointment and cessation. | kept as accurate as possible If additional details are retained, the General Data Protection Regulation (GDPR) may require you to obtain written permission from each member to hold additional personal data. As a data controller it is possible that you will have to pay a data protection fee under the Data Protection (Charges and Information) Regulations 2018. More information can be found on the Information Commissioner's website at www.ico.org.uk |
| | Membership Subscriptions | Optional – Although it is a good way of ensuring the company keep track of current membership – the membership subscription can be £0 |
| Article 12 | The Ordinary Members may (if applicable) at any or each AGM, fix the annual subscriptions (and, if relevant, different rates thereof for different categories of membership). | If including life membership, the company should amortise the life subscription over a substantial period of years. |
| Article 13 | Members shall be required to pay the appropriate annual membership subscription, where fixed. Only those Members who have paid their current subscription, where fixed, are entitled to take part in and vote at the | |

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| | AGM or any GM. | |
| Article 14 | Any individual or organisation which ceases to be a Member (for whatever reason) shall not be entitled to any refund of membership subscription. | |
| | Cessation of Membership | |
| Article 15 | A Member shall cease to be a Member if: | |
| Article 15.1 | They send written notice of resignation to the Company; or | |
| Article 15.2 | being an individual, they become insolvent or apparently insolvent or makes any arrangement with his or her creditors; | |
| Article 15.3 | being an organisation, it goes into receivership, goes into liquidation, dissolves or otherwise ceases to exist (the right of membership not being transmissible assignment); | |
| Article 15.4 | the annual subscription due remains outstanding for more than six calendar months (and provided that the Member in question has been given at least one written reminder) and if the Board chooses to expel that Member from membership; | Optional – only if having an annual subscription |
| Article 15.5 | a resolution that a Member be expelled is passed by a majority of at least 75% of the Ordinary Members present (including proxy) and voting at a GM, of which not less than 21 days' previous notice specifying the intention to propose such resolution and the grounds on which it is proposed shall have been sent to all Directors, all Members and the Company Secretary and also to the Member whose removal is in question, such Member being entitled to be heard at that meeting prior to the resolution being put to a vote; or | Optional |
| Article 15.6 | being an individual, he or she dies (the right of membership not being transmissible). | |
| Article 15.7 | they cease to meet the membership criteria set out in Article 8. | |
| | Annual General Meetings (AGMs - Meetings of Members) | |
| Article 16 | The Board shall convene an AGM in each year, at such | This reflects "Act" |

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| | time as it may determine, although the first AGM need not be held in the first year provided that it be held within 18 months after the date of incorporation of the Company. Thereafter, not more than 15 months shall elapse between one AGM and the holding of the next. | statutory requirements. |
| Article 17 | The business of each AGM shall include: <ul style="list-style-type: none"> a) the report by the Chairman on the activities of the Company b) the election of Directors; c) fixing of annual subscriptions (if applicable); d) consideration of the accounts of the Company; e) the report of the auditor (if applicable); and f) the appointment of the auditor (if applicable). | 17(e) Only applies if no longer exempt under Article 382 & 475 of the Companies Act 2006 17(f) Only applies if no longer exempt under Article 382 & 475 of the Companies Act 2006 |
| | The Provisions With Regard to General Meetings (GMs - Meetings of Members) | |
| Article 18. | The following clauses apply with regard to GMs: | |
| Article 18.1 | The Board may convene a GM whenever it thinks fit. | |
| Article 18.2 | The Board must convene a GM within 28 days of a valid requisition. To be valid, such requisition must be signed by not less than 5% of the Ordinary Members, must state the general nature of business to be dealt with at the meeting and must be delivered to the Registered Office. The requisition may consist of several documents in like form each signed by one or more signees to the requisition. | |
| Article 19 | Subject to the terms of Articles 71, 72 and 73, the provisions regarding notice of a GM are as follows: | |
| Article 19.1 | 14 Clear days' notice at the least shall be given of every GM to each Member, Director, the Company Secretary and the auditor; | This reflects the statutory requirements for an AGM; is simpler to keep its notice period the same. |
| Article 19.2 | The notice shall specify the place, the day and the hour of the GM, the general nature of any business and the full text of any special resolutions proposed in terms of Article 26 ; | This reflects the statutory requirements. |

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| Article 19.3 | The accidental omission to give notice of a General Meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof in terms of Article 19.1, shall not invalidate any resolution passed at or proceedings of any GM. | |
| | Chairman of Meetings (AGMs and GMs) | |
| Article 20 | The Chairman of the Company, whom failing the Vice-Chairman of the Company (if any), shall act as Chairman of each AGM and GM. If neither the Chairman nor the Vice-Chairman is present or willing to act as Chairman of the meeting within 15 minutes after the time at which the AGM and GM in question was due to commence, the Directors present shall elect from among themselves one of the Elected Directors who will act as Chairman of that meeting. | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003, and section 49(2)(e) of the Land Reform Act 2016, in terms of ensuring that Members of the Company who are members of the Community have control of the Company |
| | Quorum at General Meetings (AGM and GM) | |
| Article 21 | The quorum for a General Meeting shall be the greater of (a) 10 Ordinary Members or (b) 10% of the Ordinary Members, in either event being present in person or represented by proxy. No business shall be dealt with at any AGM or GM unless a quorum is present. | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016 (control of the company by members of company who are members of the Community). You should ensure that the quorum requires a reasonable |

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| | | <p>number of voting Members to attend, but not so many that it might be difficult to achieve. The quorum shown is the minimum suitable under the Land Reform Act 2003 and the Land Reform Act 2016, if you opt to selected a minimum of 10 Members at Article 9.1.</p> <p>However, if you are going to have, for example, a minimum of 20 Members at Article 9.1 then the quorum would need to read “(a) 10 Ordinary Members or (b) 10% of the Ordinary Members”.</p> |
| Article 22 | If a quorum is not present within 15 minutes after the time at which the AGM or GM was due to commence or if, during an AGM or GM, a quorum ceases to be present, the AGM or GM shall stand adjourned to such time, date and place as may be fixed by the Chairman of the meeting. | |
| Article 23 | The Board may make any arrangements in advance of any AGM or GM to allow Members to fully participate in such AGM or GM so long as all those participating in the meeting can clearly comprehend each other; a Member participating by any such means other than in person shall be deemed to be present in person at the AGM or GM. | |
| | Voting at Meetings (AGM and GM) | |
| Article 24 | The Chairman of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote. | |
| Article 25 | The provisions regarding voting are as follows: | |

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| Article 25.1 | <ul style="list-style-type: none"> a) each Ordinary Member shall have one vote, to be exercised in person or by proxy, by a show of hands; b) unless a secret ballot is demanded by the Chairman of the meeting, or by at least two Ordinary Members present or represented by proxy and entitled to vote, in which case a secret ballot must be demanded only before any show of hands takes place and shall be taken immediately at the same meeting; c) this secret ballot shall be conducted in such a manner as the Chairman of the meeting may direct and the result of which shall be declared at the same meeting at which the ballot was demanded; d) in that event, the Chairman of the meeting shall appoint and instruct tellers, who may cast their own personal votes if Ordinary Members. | Sections 34(1)(e) and 97D(2)(e) the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016 require that this Company's Articles include provision to ensure control of the Company lies with members of the Community (i.e. the Ordinary Members as defined in Article 8.1). This provision contributes to compliance with that requirement. |
| Article 25.2 | Associate and Junior Members shall have no vote. | The right to vote can be extended to include those who are not Ordinary Members, provided that there are provisions to ensure that members of the Community are always in the majority at all AGMs and GMs. A wider membership may be advantageous for small communities. |
| Article 25.3 | Whilst actual attendance by Ordinary Members is to be encouraged at AGMs and GMs, any Ordinary Member shall be entitled to complete one form of proxy to appoint a proxy to attend an AGM and GM on his or her behalf, in respect of which the following apply: | By virtue of the "Act", proxy voting is compulsory . Indeed, in the notice calling each AGM/GM, it is now an offence if the company fails to advise each member of his or her right to appoint a proxy and to explain how to do so. |

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| | | Each member is only entitled to appoint one proxy. |
| Article 25.3.1 | a proxy need not be a Member; | |
| Article 25.3.2 | a proxy appointed to attend and vote at any meeting instead of an Ordinary Member shall have the same right as the Ordinary Member who appointed him or her to speak at the meeting and to vote thereat; | |
| Article 25.3.3 | the form appointing the proxy shall be in terms of Schedule 2 annexed to these Articles; | The template Form for allowing proxy is in Schedule 2 at the end of the Articles. |
| Article 25.3.4 | the form appointing a proxy and the power of attorney or other authority (if any) under which it is signed, or a certified copy thereof, shall be lodged at the Registered Office not less than 48 hours before the time of the meeting at which the proxy is to be used; and | The notice requirements for proxy votes reflects the requirement under Section 327 of the Act and should not be changed. |
| Article 25.3.5 | no form of proxy shall be valid more than 12 months from the date it was granted. | |
| Article 25.4 | In the event of an equal number of votes for and against any resolution, whether by show of hands or secret ballot, the Chairman of the meeting shall have a vote in his/her capacity as an Ordinary Member of the Company | |
| Article 26 | <p>At any AGM or GM, a resolution put to the vote of the meeting shall be voted upon by a simple majority of the Ordinary Members who are present or represented by proxy and voting thereon, except for decisions relating to all special resolutions including but not limited to:</p> <ul style="list-style-type: none"> a) to alter the name of the Company; b) to amend the Purposes; c) to amend these Articles (subject to Article 75) d) to wind up of the Company in terms of Articles 76.1 to 76.4; or e) all other special resolutions. <p>Special resolutions shall require to be decided upon by not less than 75% of the Ordinary Members present or</p> | <p>The threshold of 75% for Special Resolutions cannot be lowered. As required under the "Act".</p> <p>Note regarding 26 b) Any changes to charitable purposes are subject to written consent being obtained from OSCR (and its successors) in terms of section 16 of the 2005 Act.</p> |

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| | represented by proxy and voting thereon (no account therefore being taken of Members who abstain from voting). | Any changes to the Articles of Association should also be notified to Scottish Ministers |
| Article 27 | Ordinary and special resolutions may be passed in writing, rather than at an AGM or GM, provided that the terms of this Article are followed: | |
| Article 27.1 | An ordinary resolution in writing signed by or on behalf of a simple majority of all the Ordinary Members shall be as valid and effective as if the same had been passed at an AGM or GM duly convened and held, provided that the terms of this Article are followed. | |
| Article 27.2 | A special resolution in writing signed by or on behalf of not less than 75% of all the Ordinary Members shall be as valid and effective as if the same had been passed at an AGM or GM duly convened and held, provided that it states that it is a special resolution and the terms of this Article are followed. | |
| Article 27.3 | Written resolutions may not be used either for the removal of a Director prior to the expiration of his or her term of office, or for the removal of an independent financial examiner or auditor prior to the expiration of his or her term of office. | |
| Article 27.4 | Any written resolution must be issued in hard copy (by hand or by post) or in electronic form (by fax or e-mail), or by means of a website at the same time, to all Ordinary Members on the Circulation Date | |
| Article 27.5 | Where such a written resolution is proposed by Ordinary Members, the following shall apply: (a) the resolution must be requested by not less than 5% of the Ordinary Members (“the Members request”); (b) the Members’ request may be made in hard copy (by hand or by post) or in electronic form (by fax or by e-mail); (c) the Members’ request must identify the resolution to be put to Members and the Board can reject such resolutions, but must provide reasons for doing so to the Members requesting the resolution; | |

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| | <p>(d) the Members' request can include an accompanying statement (not exceeding 1,000 words) which they can require the Company to issue with the written resolution to all Ordinary Members;</p> <p>(e) within 21 days, the Company must circulate the resolution and any accompanying statement, along with the express statements referred to in Article 27.6 hereof; and</p> <p>(f) the expenses of the company in complying with the request to circulate the written resolution must be paid by the members who requested the circulation of the resolution unless the company resolves otherwise</p> | |
| Article 27.6 | <p>Where such a written resolution is circulated by the Board, on the request of the Members, it must include the following express statements:</p> <p>(a) an explanation to the eligible Members how to signify their agreement to the resolution;</p> <p>an explanation to the eligible Members how to signify their agreement to the resolution;</p> <p>(b) how it can be sent back by them, and whether in hard copy (by hand or by post) and/or in electronic form (by fax or by e-mail);</p> <p>(c) clarification that a failure to reply will be deemed to be a vote against the resolution in question; and</p> <p>(d) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date).</p> | Failure to comply with the requirements in relation to circulating written resolutions requested by Members constitutes an offence under Section 293 of the Act. |
| Article 27.7 | Any such written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Ordinary Members. | |
| Article 27.8 | Once an Ordinary Member has signed and returned a written resolution in agreement thereto, his or her agreement is irrevocable. | |
| | Meeting Adjournment (AGM and GM) | |
| Article 28 | The Chairman of the AGM or GM may, with the consent of a majority of the Ordinary Members present (or by proxy) and voting thereat, adjourn the meeting to such time, date and place as he or she may determine. | |
| | Company Management | |

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| Article 29 | The affairs, Property and funds of the Company shall be directed and managed by the Board. The Board may exercise all such powers of the Company, and may on behalf of the Company do all acts as may be exercised and done by the Company, other than those required to be exercised or done by the Ordinary Members in an AGM or GM, and subject always to these Articles and to the provisions of the Act. | In a guarantee company, particularly one which is also a charity, the label “Director” and “Directors” are often replaced by “Trustee” and “Trustees”. The Trustees, if labelled as such, would still be Directors of the Company. |
| | Appointment of Directors | |
| Article 30 | The number of Directors shall be not less than three. Unless otherwise determined by special resolution at a General Meeting (but not retrospectively) the number of Directors shall not be more than 12. | To ensure that there is adequate Community involvement, a minimum of five directors is recommended – an absolute minimum of three is required if the company is to be a charity. A maximum number should be inserted (usually no more than twelve), which should tally with the total number of Directors in terms of Article 33. |
| | Interim Board | |
| Article 31 | Upon incorporation of the Company, the following applies with regard to the Interim Board: | |
| Article 31.1 | The Subscribers , and any one or more individual persons whom they choose to co-opt as Co-opted Directors in terms of Article 36, shall comprise the Interim Board (a majority of Directors on the Interim Board must be Ordinary Members). | ‘The Subscribers’ are those who literally sign (“subscribe”) the incorporation papers. According to the definition, they are all Ordinary Members. |
| Article 31.2 | The Interim Board shall remain in office until the first GM of the Company, to be held as soon as | It is intended that the Interim Board’s main |

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| | <p>practicable after incorporation, at which time each Director on the Interim Board shall retire, but any Subscriber who is a Director on the Interim Board shall, if he/she wishes, remain eligible for election thereat (without the period of office between the date of incorporation and the first GM counting as a term of office for the purposes of Article 34.4).</p> | <p>function is to act in the brief interlude between the Steering Group and the fully-elected Board, thus arranging a public meeting as soon as practicable after the Company has been incorporated and/or recognised as a charity</p> |
| Article 32 | <p>Employees of the Company may not be nominated as or become Directors.</p> | <p>This would need to be amended if the principal employee is to serve on the Board - see note to Article 41.3</p> |
| | <p>Composition of the Board</p> | |
| Article 33 | <p>From and after the first GM of the Company, the Board shall comprise the following persons (a majority of whom shall always be Elected Directors), namely:</p> | <p>This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016). However elected, appointed or co-opted, a Director, once on the Board, owes his or her duty to the Company.</p> |
| Article 33.1 | <p>up to 8 individual persons elected as Directors by the Ordinary Members in terms of Article 34 ("the Elected Directors"), who must themselves be Ordinary Members;</p> | <p>If you wish to provide for a term of three years, the number of Elected Directors should be one third (to the nearest round number).</p> <p>If you wish to obtain charitable status then the minimum number</p> |

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| | | of directors (Trustees is 3) – please see additional note at Article 30 |
| Article 33.2 | up to 2 individual persons appointed by Lenzie Community Council in terms of Article 35 (“the Appointed Directors”); and | <p>Optional - It is sometimes the case that the local Councillor, or a representative of the Community Council or other appropriate outside body, should have a close tie with the Company by having Board representation. This may be a provision to add at a later date.</p> <p>If opting for Appointed Directors then the combined total of Appointed Directors and Co-opted Directors must not outnumber the total number of Elected Directors (e.g. if you have 6 Elected Directors the max number of Appointed & Co-opted Directors added together can't be greater than 5).</p> |
| Article 33.3 | up to 2 individual persons co-opted in terms of Article 36 (“the Co-opted Directors”), so as to ensure a spread of skills and experience within the Board; | <p>Optional - Increasingly, this is recognised as an important feature to ensure that the Board has the skills it requires.</p> <p>If opting for Co-opted Directors then the combined total of Appointed Directors and Co-opted Directors</p> |

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| | | must not outnumber the total number of Elected Directors (e.g. if you have 6 Elected Directors the maximum number of Appointed & Co-opted Directors added together can't be greater than 5). |
| Article 33.4 | who shall meet as often as necessary to despatch all business of the Company as specified in the Articles and particularly with reference to the restrictions in the quorum for Board meetings specified in Articles 45 and 46. | |
| | Elected Directors | These provisions contribute to compliance with sections 34(1)(e) and 97D(2)(e) the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016. |
| Article 34 | At the first GM held in terms of Articles 31.2 and 33, the Ordinary Members shall elect up to 8 Elected Directors, in respect of which the following shall apply: | |
| Article 34.1 | provided that the first GM in terms of Article 31.2 is held before the first AGM, there shall be no change in or election of Directors at the first AGM (except to the extent of filling any vacancies in the Board left over after the first GM or caused by any retirements since); | There is no point in having another set of elections in quick succession during the first year or so when the priority is for the Board to settle effectively into the Company's business. |
| Article 34.2 | at the second and each subsequent AGM, one-third of the Elected Directors (or the nearest number upwards) shall retire from office; | This retirement by rotation provides a mixture of continuity and new input. |
| Article 34.3 | a retiring Elected Director shall retain office until the close or adjournment of the meeting; | |
| Article | a retiring Director shall be eligible for re-election | The recommended |

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| 34.4 | after one term of office, but no Director can serve more than two consecutive terms of office, without at least one year out of office before being eligible again; | number of terms is two (6 years once full rotation has been established) (i.e. a term is 3 full years starting from the 1 st election until the 4 th AGM) |
| Article 34.5 | if no other Director(s) has or have decided or agreed to retire, the Elected Directors to retire at each AGM shall be those who have been longest in office since their last election but, as between persons who were elected or last re-elected Directors on the same day, the one or ones to retire shall (unless they otherwise agree amongst themselves) be determined by lot; | |
| Article 34.6 | nomination of any Elected Director, who shall himself or herself be (or be eligible to become) an Ordinary Member, shall be in writing by not less than any two Ordinary Members delivered to the Registered Office not less than 7 days prior to the date of the AGM in question and wherein the nominee shall confirm his or her willingness to act as an Elected Director if elected; and | |
| Article 34.7 | election of any Elected Director shall be by vote of the Ordinary Members, each Ordinary Member having one vote for each vacancy in the Elected Directors on the Board. | |
| | Appointed Directors | <p>Optional - But it is sometimes the case that the local Councillor, or a representative of the Community Council or other appropriate outside body, should have a close tie with the Company by having Board representation. This may be a provision to add at a later date.</p> <p>If opting for Appointed Directors then the</p> |

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| | | combined total of Appointed Directors and Co-opted Directors must not outnumber the total number of Elected Directors (e.g. if you have 6 Elected Directors the max number of Appointed & Co-opted Directors added together cannot be greater than 5). |
| Article 35 | Subject to Article 33.2, up to 2 individual/individuals may be appointed by Lenzie Community Council, Lenzie, East Dunbartonshire, or its successors, in respect of which the following shall apply: | |
| Article 35.1 | On receipt of the notice for each AGM of the Company, including the first General Meeting held after incorporation, the said Lenzie Community Council (or its successors) shall intimate the Director being appointed by it at the AGM, by written notice delivered to the Registered Office not less than 2 days before the start of the meeting, failing which any Director previously appointed by it shall remain in office; and | |
| Article 35.2 | Lenzie Community Council (or its successors) may appoint or remove its appointed Director at any time, by written notice to that effect delivered to the Registered Office not less than 2 days before the change is to take effect. | Appointed Directors are appointed by the appointing body and not the community body |
| | Co-opted Directors | <p>Optional - Increasingly, this is recognised as an important feature to ensure that the Board has the skills it requires.</p> <p>If opting for Co-opted Directors then the combined total of Appointed Directors and Co-opted Directors must not outnumber the total number of</p> |

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| | | Elected Directors (e.g. if you have 6 Elected Directors the max number of Appointed & Co-opted Directors added together can't be greater than 5). |
| Article 36 | Subject to Article 33.3, up to 2 individual/individuals may be co-opted from time to time by the Board itself, as follows: | |
| Article 36.1 | subject to Article 36.3, a Co-opted Director shall serve until the next AGM after his or her co-option; | |
| Article 36.2 | a Co-opted Director can be re-co-opted at such next AGM; | |
| Article 36.3 | a Co-opted Director can be removed from office at any time by a simple majority of the Board; and | |
| Article 36.4 | for the avoidance of doubt, a Co-opted Director may participate fully in and vote at all Board meetings which he or she attends. | It is optional to enfranchise a Co-opted Director with a vote. |
| | Vacancy | |
| Article 37 | The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Director. | No provision has been made for alternate Directors (to serve when one of the primary Directors is absent) - because, in a Community company, the Directors should only be those who have been elected or appointed to serve and are able to do so. |
| Article 37.1 | Option 1 Annually after each AGM, the Board will co-opt a Co-opted Director from the Ordinary Members, who is aged between 16 and 25 years, with the specific role of rep- | Optional - These two options enable the young people of the Community to be in- |

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| | <p>representing the interests of young people in the Community.</p> | <p>involved in the Company. It is important that this representative be an Ordinary Member to ensure that they are speaking for and voting on behalf of the Community.</p> <p>Option 1 is relevant where there are no Junior Members or where it is felt appropriate to give the representative voting rights on the Board.</p> |
| | | <p>Optional - Option 2 is available specifically where there are Junior Members (and would therefore not be appropriate if your Company is not to have Junior Members) and where it is not felt appropriate or practical to provide for full Board representation for a young persons' representative. However, that representative would need to be careful not to influence the Board to the extent that he or she would be treated as a 'shadow director and so should not take a direct part in the general management and control of the Company.'</p> |

| | Register of Directors | |
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| Article 38 | The Board shall ensure that a Register of Directors is maintained which shall be open for inspection by both the Board and Members and, with the express prior written approval of the Director or employee concerned, by members of the public, which sets out the full details of each Director as required for all registration purposes under the Act, including the date and type of appointment and the date of retirement | This reflects statutory requirement under the Act. Please refer to Sections 162, 163, 165 and 167 of the Act for the full list of information that must be included within the Register. |
| | Retirement of Directors | |
| Article 39 | A Director shall retire or be deemed to retire if: | |
| Article 39.1 | being an Elected Director, he or she ceases to be an Ordinary Member in terms of either Articles 8.1 or 15; | |
| Article 39.2 | he or she becomes prohibited from being either (i) a charity trustee by virtue of section 69(2) of the 2005 Act or (ii) a director of a limited company by reason of any rule of law, including any order made under the Company Directors Disqualification Act 1986, and every statutory modification and re-enactment thereof for the time being in force; or | |
| Article 39.3 | in terms of section 66(5) of the 2005 Act, he or she is considered by the Board to have been in serious or persistent breach of either or both of the duties listed in sections 66(1) and 66(2) of the 2005 Act; or | |
| Article 39.4 | he or she is employed by or holds any office of profit under the Company (except where the provisions of Article 41.4.2 apply); or | |
| Article 39.5 | he or she becomes incapable for medical reasons of fulfilling the duties of a Director and such incapacity, as certified (if necessary) by two medical practitioners, is expected to continue for a period of more than six months from the date or later date of such certification; or | Optional |
| Article 39.6 | he or she is absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board, and the Board | Optional |

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| | resolves to remove him or her from office; or | |
| Article 39.7 | by written notice to the Registered Office, he or she resigns as a Director. | Notice is sent to the Registered Office as the Secretary has to intimate any retiral to the Registrar of Companies under Section 167 of the Act. |
| | Chairman and Vice-chairman | |
| Article 40 | The Board shall meet as soon as practicable immediately after each AGM (or after a resignation of the Chairman or Vice-Chairman) to appoint a Chairman, and if desired a Vice-Chairman, from the Elected Directors (both of whom must be Ordinary Members). | This provision contributes to compliance with the Land Reform Act 2003 Sections 34(1)(e) and 97D(2)(e) and the Land Reform Act 2016 Section 49(2)(e). The Chairman and Vice-Chairman must be Ordinary Members so as to ensure a majority and control by the Community where a casting vote is relevant (Article 25.4 for Members' meetings and Article 51 for Board meetings). |
| | Constraints on Payments/Benefits to Members and Directors | |
| Article 41.1 | The income and property of the Company shall be applied solely towards promoting the Purposes and do not belong to the Members. Any surplus income or assets of the Company are to be applied for the benefit of the Community. | This is a requirement of sections 34(1)(g) and 97D(2)(g) of the Land Reform Act 2003 and section 49(2)(g) of the Land Reform Act 2016. It is also a requirement if you plan to obtain charitable status. |

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| | | Under this section of the Act, surplus funds or assets of the Company at any given time are to be applied for the benefit of the Community. |
| Article 41.2 | No part of the income or property of the Company shall be paid or transferred (directly or indirectly) to the Members of the Company, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in Article 41.4. | This provision contributes to compliance with sections 34(1)(g) and 97D(2)(g) of the Land Reform Act 2003 and section 49(2)(g) of the Land Reform Act 2016. It is also for any charity. |
| Article 41.3 | No Director shall be appointed as a paid employee of the Company. | If you plan on obtaining charitable status please see section 67 of the 2005 Act in regards to remuneration. |
| Article 41.4 | No benefit (whether in money or in kind) shall be given by the Company to any Member or Director except the possibility of: | Even though there is the possibility, the Board would need to make a specific decision. |
| Article 41.4.1 | repayment of out-of-pocket expenses to Directors (subject to prior agreement by the Board); or | |
| Article 41.4.2 | reasonable remuneration to any member or Director in return for specific services actually rendered to the Company (not being of a management nature normally carried out by a director of a company); or | This enables a Director to act for example as lawyer, surveyor or accountant to the Company, provided that no fee is charged for attending Company meetings or for acting as a Director, but again must be compliant with the terms of section 67 of the 2005 Act. |

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| Article 41.4.3 | payment of interest at a rate not exceeding the commercial rate on money lent to the Company by any member or Director; or | |
| Article 41.4.4 | payment of rent at a rate not exceeding the open market rent for property let to the Company by any member or Director; or | |
| Article 41.4.5 | the purchase of property from any member or Director provided that such purchase is at or below market value or the sale of property to any member or Director provided that such sale is at or above market value; or | |
| Article 41.4.6 | payment by way of any indemnity, where appropriate; | See Article 74. |
| | and in any such event the terms of Articles 42 to 44 shall specifically apply. | |
| | Personal Interests & Conflicts of Interest | |
| Article 42 | <p>Any Director who has a personal interest in any prospective or actual contract or other arrangement with the Company must declare that interest either generally to the Board or specifically at any relevant meetings. A personal interest includes not only the interest of the Director or employee in question, but also his or her partner, close relative or business associate, or:</p> <ul style="list-style-type: none"> (a) any firm of which they are a partner or employee; (b) or any limited company of which they are a director, or (c) employee or shareholder of more than 5% of the equity or voting power, or (d) any limited liability partnership of which they are a member, or (e) any Scottish charitable incorporated organisation of which they are a charity trustee, or (f) any registered society or unincorporated association of which they are a management committee member (or any other party who/which is deemed to be connected with them for the purposes of the Act), <p>has a personal interest in that arrangement.</p> | |
| Article 43 | Additionally, the Board may resolve at any time to require all Directors to deliver a notice of relevant interests to the Registered Office, as they arise and at least annually. In that event, the Board shall determine from | Optional |

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| | time to time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and Members and, with the express prior written approval of the Director or employee concerned, by members of the public. | |
| Article 44 | Whenever a Director finds that there is a personal interest, as defined in Article 42, he or she has a duty to declare this to the Board during the meeting in question. It will be up to the Chairman of the meeting in question to determine: | |
| Article 44.1 | whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, | |
| Article 44.2 | whether the Director in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or | |
| Article 44.3 | whether the Director in question should be required to be absent during that particular element of the meeting and, in terms of Article 46, where a Director leaves, or is required to leave, the meeting he or she no longer forms part of the quorum thereat. | |
| | Quorum at Board Meetings | |
| Article 45 | The quorum for Board meetings shall be not less than 50% of all the Directors , provided that the Elected Directors are always in the majority at any Board meeting. No business shall be dealt with at a Board meeting unless such a quorum is present. | <p>This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016.</p> <p>The level of the quorum should reflect that Directors must undertake their obligation to manage the Company. The Elected Directors must always outnumber the other Directors at any meeting of the Board to ensure</p> |

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| | | that the local Community is in control in terms of the Sections of the Land Reform Act 2003 and the Land Reform Act 2016 noted above. |
| Article 46 | A Director shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, he or she is not entitled to vote in terms of Article 44.2 and 44.3 | |
| | Meetings of the Board of Directors | |
| Article 47 | Meetings of the Board may take place in person or by telephone conference call, video conference call or by any other collective electronic means approved from time to time by the Board. | |
| Article 48 | 7 Clear Days' notice in writing shall be given of any meeting of the Board at which a decision in relation to any of the matters referred to in Article 26 is to be made, which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided. | |
| Article 48.1 | All other Board meetings shall require not less than 7 Clear Days' prior notice, unless all Directors agree unanimously in writing to dispense with such notice on any specific occasion. | |
| Article 49 | A Director may, and on the request of a Director the Company Secretary shall, summon a meeting of the Board by notice served upon all Directors, to take place at a reasonably convenient time and date. | |
| Article 50 | The Chairman, whom failing the Vice-Chairman (if any), shall be entitled to preside as Chairman of all Board meetings at which he or she is present. If at any meeting neither the Chairman nor the Vice-Chairman is present and willing to act as Chairman of the meeting within 15 minutes after the time appointed for holding the meeting, the remaining Directors may appoint one of the Elected Directors to be Chairman of the Board meeting, which failing the meeting shall be adjourned until a time and date when the Chairman or Vice-Chairman will be available. | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003 and section 49(2)(3) of the Land Reform Act 2016. |

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| Article 51 | The Chairman of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote, each Director present and entitled to vote, having one vote. In the event of an equal number of votes for and against any resolution at a Board meeting, the Chairman of the meeting shall have a casting vote as well as a deliberative vote. | The Chairman's casting vote is optional, but sensible in order to avoid deadlock. |
| Article 52 | The Board may delegate any of its powers to sub-committees, each consisting of not less than one Director and such other person or persons as it thinks fit or which it delegates to the sub-committee to appoint. Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board so far as applicable and so far as the same shall not be superseded by any regulations made by the Board. Such sub-committee shall regularly and promptly circulate, or ensure the regular and prompt circulation of, the minutes of its meetings to all Directors. | This is an important provision. |
| Article 53 | The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all AGMs, GMs, Board meetings and of sub-committee meetings, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. | |
| Article 53.1 | Subject to Article 53.2, the Company, upon request of any person for a copy of any minutes must, if the request is reasonable, give the person within 28 days of the request a copy of the requested minutes. | This complies with section 34(1)(fa) of the Land Reform Act 2003 . |
| Article 53.2 | Where such a request is received under Article 53.1 the company: (a) may withhold information contained in the minutes, and (b) if it does so, must inform the person re- | This complies with section 34(1)(fb) of the Land Reform Act 2003. |

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| | requesting a copy of the minutes of its reason for doing so. | |
| Article 54 | No alteration of the Articles and no direction given by special resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given. | |
| Article 55 | A resolution in writing (whether one single document signed by all or a sufficient majority of the Elected Directors, or all or a sufficient majority of the Members of any sub-committee), whether in one or several documents in the same form each signed by one or more Directors or Members of any relative sub-committee as appropriate, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such sub-committee duly convened and constituted. | This can be a useful and practical solution where a Board meeting cannot readily be held. |
| Article 56 | The Board may act notwithstanding any vacancy in it, but where the number of Directors falls below the minimum number specified in Article 30, it may not conduct any business other than to appoint sufficient Directors to match or exceed that minimum. | |
| Article 57 | The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees. | |
| Article 58 | The Board may from time to time promulgate, review and amend any ancillary regulations, guidelines and/or policies, subordinate at all times to these Articles, as it deems necessary and appropriate to provide additional explanation, guidance and governance to Members/Directors. | |
| | Company Secretary, Minute Secretary, Treasurer and Principal Officer | |
| Article 59 | The Board shall appoint a Company Secretary for such term and upon such conditions as it may think fit. The Company Secretary may be removed by the Board at any time. Whilst in post, the Company Secretary may be required to attend (but shall have no vote at (if not an Elected Director) Board meetings during his or her tenure as Company Secretary, except any part or parts thereof dealing with his or her employment or remuneration, or any other matter which the Board wishes to keep confidential to itself. | This is no longer a statutory requirement, Although not usually so, this could be a Director. |
| Article 60 | The Board may appoint a Minute Secretary, for the pur- | Optional - but often |

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| | poses of Article 53, for such term, at such remuneration (if any), and upon such conditions as it may think fit. The Minute Secretary may be removed by the Board at any time. Whilst in post, the Minute Secretary may be required to attend (but shall have no vote at (if not an Elected Director) Board meetings during his or her tenure as Minute Secretary, except any part or parts thereof dealing with his or her employment or remuneration, or any other matter which the Board wishes to keep confidential to itself. | essential. It is not a good idea to appoint a Director to this role as, in practice, it is very difficult to contribute properly as a Director whilst also taking minutes of the meeting. |
| Article 61 | The Board may appoint a Treasurer for such term and upon such conditions as it may think fit. The Treasurer may be removed by the Board at any time. Whilst in post, the Treasurer may be required to attend (but shall have no vote at (if not an Elected Director) Board meetings during his or her tenure as Treasurer, except any part or parts thereof dealing with his or her employment or remuneration, or any other matter which the Board wishes to keep confidential to itself. | Optional - This could be a Director (or perhaps the Convenor of a separate Finance Committee). If to be remunerated, the terms of Articles 32 and 41.3 would both have to be amended and also a Remuneration Agreement entered into in terms of Section 67 of the 2005 Act. |
| Article 62 | The Board may appoint a Principal Officer of the Company on such terms (including a decision on the most appropriate job title) and conditions as it may think fit. Whilst in post, the Principal Officer may be required to attend (but shall have no vote at (if not an Elected Director) Board meetings during his or her tenure as Principal Officer, except any part or parts thereof dealing with his or her employment or remuneration, or any other matter which the Board wishes to keep confidential to itself. | Optional |
| | Honorary Patron(s) | |
| Article 63 | The Ordinary Members in General Meeting may, on a proposal from the Board, agree to the appointment of one or more Honorary Patrons of the Company, who would be appointed either for such fixed period as the Ordinary Members determine or for an unspecified period until such appointment be terminated by them. The Honorary Patron or Patrons are entitled to notice of all | Optional |

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| | General Meetings and to attend and contribute to discussion but not vote thereat. | |
| | Finances | These provisions contribute to compliance with sections 34(1)(f) and 97D(2)(f) of the Land Reform Act 2003 and section 49(2)(f) of the Land Reform Act 2016 . |
| Article 64 | The banking account or accounts of the Company shall be kept in such bank or building society and/or banks or building societies as the Board shall from time to time by resolution determine. | |
| Article 65 | All cheques and other negotiable instruments, and all receipts for monies paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board shall from time to time by resolution determine. | |
| Article 66 | The Board shall manage all funds and assets of the Company and direct that they are applied towards achieving the Purposes. | |
| | Accounts | These provisions contribute to compliance with sections 34(1)(f) and 97D(2)(f) of the Land Reform Act 2003 and section 49(2)(f) of the Land Reform Act 2016. |
| Article 67 | The Board shall cause accounting records to be kept for the company in accordance with the requirements of the Act and other relevant regulations. | This complies with the Act as well as with sections 34(1)(f) and 97D(2)(f) the Land Reform Act 2003 and section 49(2)(f) of the Land Reform Act 2016. |
| Article 68 | The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at | |

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| | such place or places as the Board thinks fit and shall always be open to the inspection of the Directors. | |
| Article 69 | The Board shall ensure that an audit of the accounts is carried out by an auditor in line with all statutory requirements and any auditor's report, if applicable, be sent to Members in accordance with Article 70. An audit (within the meaning of the Act) shall not be required in a case where the Company is exempt under the Act. | This only applies if no longer exempt under Section 382, 475, 477 of the Companies Act 2006. Section 496 of the Act requires that, in certain circumstances, the Auditor's report be shared with the Members. |
| Article 70 | At each AGM, the Board shall provide the Members with a copy of the accounts for the period since the last preceding accounting reference date (or, in the case of the first account, since the incorporation of the Company). The accounts shall be accompanied by proper reports of the Board. Copies of such accounts and auditor's reports, if applicable under Article 69, shall, not less than 21 Clear Days before the date of the AGM, be delivered or sent to all Members, Directors, the Company Secretary and the auditor, or otherwise be available for inspection on the website of the Company (with all Members, Directors, the Company Secretary and the auditor being made aware that they are so available for inspection there). | The 'accounting reference date' is the official name for the year end. Section 496 of the Act requires that, in certain circumstances, the Auditor's report be shared with the Members. |
| | Notices | |
| Article 71 | A notice may be served by the Company upon any Member, either personally or by sending it by post, fax, e-mail or other appropriate electronic means, addressed to such member at his or her or its address as appearing in the Register of Members or as last notified by them to the Company | |
| Article 72 | Any notice, whether served by post or otherwise, shall be deemed to have been served on the day after the day on which it was issued. . | |
| Article 73 | The business of the Company and all its correspondence with and notification to or from Members may be conducted equally validly and effectively if transmitted by fax, e-mail or other appropriate electronic means (except where a Member specifically requests all such | |

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| | correspondence and notification by post) or otherwise if publicised on the website of the Company (where the Company has advised each member of this and has taken due steps to notify by other reasonable means all other Members who state that they do not have access to the Internet). | |
| | Indemnity | |
| Article 74 | <p>Subject to the terms of the Act and without prejudice to any other indemnity, the Directors, or member of any sub-committee, the Company Secretary, Treasurer and all employees of the Company shall be indemnified out of the funds of the Company against:</p> <p>(a) any liability incurred by that person in connection with any negligence, default, breach of duty or breach of trust in relation to the Company;</p> <p>(b)) any other liability incurred by that director as an officer of the Company</p> | In terms of Section 68A of the 2005 Act charities are permitted to use charity funds to provide all their charity trustees with indemnity insurance. Section 68A(4) (b) provides that this section has effect despite any provision prohibiting the charity trustees receiving any personal benefit from the charity's fund. |
| Article 74.1 | This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other rule of law. | |
| | Alteration to the Articles | |
| Article 75 | Any alteration to these Articles should comply with the following conditions: | |
| Article 75.1 | Upon the decision of not less than 75% of the Ordinary Members present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose in terms of Article 26; | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016. |
| Article 75.2 | any changes to the Purposes are subject to written consent being obtained from the OSCR (and its successors) in terms of section 16 of the 2005 Act; | This is requirement if your company has charitable status as if changing Purposes then under section 16 |

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| | | of the 2005 Act OSCR approval is required. If the Company does not have charitable status then this Article can be deleted (however if you plan in the future to obtain charitable status then recommend to retain this Article). |
| Article 75.3 | notify the Office of the Scottish Charity Regulator (and its successors) of any other changes to the Articles not covered under Article 75.2 (i.e. not related to Purposes) in terms of Section 17 of the 2005 Act; and | This is requirement if your Company has charitable status, as if changing anything else under the Articles (other than Purposes) then under section 17 of the 2005 Act you are required to notify OSCR. If the Company does not have charitable status then this Article can be deleted. (however if you plan in the future to obtain charitable status then recommend to retain this Article). |
| Article 75.4 | notify the Scottish Ministers of any alterations to the Articles. | This provision satisfies Section 35(1) and Section 97E(1) of the Land Reform Act 2003 and Section 50(1) of the Land Reform Act 2016. |
| | Dissolution | |
| Article 76.1 | The winding-up of the Company may take place only on the decision of not less than 75% of its Ordinary Members who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for | This provision contributes to compliance with sections 34(1)(e) and 97D(2)(e) of the |

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| | the purpose. | Land Reform Act 2003 and section 49(2)(e) of the Land Reform Act 2016 Section. |
| Article 76.2 | <p>If, on the winding-up of the Company, any property remains, after satisfaction of all its debts and liabilities, such property (including any land acquired by it in terms of the Land Reform Act 2003 or Land Reform Act 2016) shall be given or transferred to such other:</p> <ul style="list-style-type: none"> (a) community body or bodies; (b) crofting community body or bodies; (c) Part 3A community body or bodies; or (d) Part 5 community body or bodies <p>as may be:</p> <ul style="list-style-type: none"> (I) determined by not less than 75% of the Ordinary Members of the Company who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose; and (II) approved by the Office of the Scottish Charity Regulator (and its successors); (III) approved thereafter by the Scottish Ministers <p>under declaration that, if the Company is a Charity at or before the time of its winding up, then the community body or bodies or crofting community body or bodies or Part 3A community body or bodies or Part 5 community body or bodies referred to above must also be a Charity or charities.</p> | <p>This Article is a requirement of sections 34(1)(h)(i) and 97D(2)(h)(i) of the Land Reform Act 2003 and section 49(2)(h)(i) of the Land Reform Act 2016.</p> <p>Article 76.2(II) is required only if your Company has obtained charity status from OSCR.</p> |
| Article 76.3 | <p>Or if no such community body or bodies or Part 3A community body or bodies or crofting community body or bodies or Part 5 community body or bodies is determined by the Ordinary Members and approved by Scottish Ministers in terms of Article 76.2, such property referred to in Article 76.2 shall, be transferred to the Scottish Ministers or, to such Charity or Charities as the Scottish Ministers may direct.</p> | <p>This is a requirement of sections 34(1)(h)(ii) and 97D(2)(h)(ii) of the Land Reform Act 2003 and section 49(2)(h)(ii) of the Land Reform Act 2016.</p> |
| Article 76.4 | <p>In Article 76:</p> <ul style="list-style-type: none"> a) “community body” has meaning ascribed to it under Section 34 of the Land Reform Act 2003 b) “crofting community body” has meaning ascribed to it under Section 71 of the Land Reform Act | |

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| | <p>2003</p> <p>c) "Charity" has the meaning ascribed to it in under Section 34(8) of the Land Reform Act 2003</p> <p>d) "Part 3A community Body" has the meaning ascribed to it under Section 97D of the Land Reform Act 2003.</p> <p>e) "Part 5 community body" has the meaning ascribed to it under Section 49 of the Land Reform Act 2016.</p> | |
| | Limit of Liability | |
| Article 77.1 | The liability of all Members is limited. | |
| Article 77.2 | Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the property of the Company if it should be wound up whilst he, she or it is a Member or within one year after he, she or it ceases to be a member (for whatever reason), for payment of its debts and liabilities contracted before he, she or it ceases to be a member, and of the costs, charges and expenses of winding up. | Essential. |

Schedule 1

| Schedule Articles | Powers Available to the Company | Explanatory Notes |
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| Article 1 | Further to Article 5, the Company shall have the following powers, but only in furtherance of the Purposes and declaring that the order in which these Powers are listed or the terms of the sub-headings are of no significance in terms of their respective priority which shall be deemed to be equal, namely: | <p>Company Law requires that powers are only exercised in pursuance of the purposes.</p> <p>This is also a requirement under Section 50(5) of the 2005 Act which is relevant if your Company seeks to obtain charitable status.</p> <p>The Powers are relatively standard and are intended to cover most things you may wish to do to achieve the Purposes. Just because there is a power to do something does not of course mean that you are obliged to do it. You cannot do anything which you are not empowered to do - and all the powers can be exercised <u>only</u> in furtherance of the Purposes</p> |
| | General | |
| Article 2.1 | To encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Company to achieve the Purposes. | Optional - but often helpful in furthering the inclusive nature of your company. |
| Article 2.2 | To promote and carry out research, surveys and investigations and to promote, develop | |

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| | and manage initiatives, projects and programmes. | |
| Article 2.3 | To provide advice, consultancy, training, tuition, expertise and assistance. | |
| Article 2.4 | To prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute articles, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium. | |
| | Property | |
| Article 3.1 | To register an interest in land and to exercise the right to buy land under Part 2 or Part 3A of the Land Reform Act 2003 or Part 5 of the Land Reform Act 2016. | This is a requirement of sections 34(1)(b) and 97D(2)(b) of the Land Reform Act 2003 This is also a requirement of section 49(2)(b) of the Land Reform Act 2016. |
| Article 3.2 | To purchase, take on lease, hire, or otherwise acquire any property suitable for the Company. | |
| Article 3.3 | To construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate or arrange for the professional or other appropriate management and operation of the Company's property. | |
| Article 3.4 | To sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the Company. | |
| Article 3.5 | To establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds. | |

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| | Employment | |
| Article 4.1 | To employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate for the proper conduct of the activities of the Company. | |
| | Funding and Financial | |
| Article 5.1 | To take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the Company. | To remain eligible for tax relief, there are limits on the way in which charities can trade – specific advice is needed. |
| Article 5.2 | To accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust. | |
| Article 5.3 | To borrow or raise money for the Purposes and to give security in support of any such borrowings by the Company and/or in support of any obligations undertaken by the Company. | |
| Article 5.4 | To set aside funds not immediately required as a reserve or for specific Purposes. | |
| Article 5.5 | To invest any funds which are not immediately required for the activities of the Company in such investments as may be considered appropriate, which may be held in the name of a nominee Company under the instructions of the Board, and to dispose of, and vary, such investments. | |
| Article 5.6 | To make grants or loans of money and to give guarantees. | |
| | Development | |
| Article 6.1 | To establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the Purposes. | If your company is not to be a charity, this power can be omitted. |
| Article 6.2 | To establish, operate and administer and/or otherwise acquire any separate trading company or association, whether charitable or not. | If your company is not to be a charity, the words “whether charitable or not” can be omitted. |
| Article 6.3 | To enter into any arrangement with any organisation, government or authority which may be | If your company is not to be |

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| | advantageous for the purposes and/or activities of the Company and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charitable organisation. | a charity, the word “charitable” can be omitted. |
| Article 6.4 | To enter into contracts to provide services to or on behalf of others. | |
| | Insurance and Protection | |
| Article 7.1 | To effect insurance of all kinds (which may include indemnity insurance in respect of Directors and employees). | |
| Article 7.2 | To oppose, or object to, any application or proceedings which may prejudice the interests of the Company. | |
| | Ancillary | |
| Article 8.1 | To pay the costs of forming the Company and its subsequent development. | |
| Article 8.2 | To carry out the Purposes as principal, agent, contractor, trustee or in any other capacity. | |
| Article 8.3 | To do anything which may be incidental or conducive to the Purposes so long as these are charitable. | If your company is not to be a charity, the words “so long as these are charitable” can be omitted. |

Schedule 2 – Form of Proxy

The form appointing the Proxy in terms of Article 25.3.3 shall be in the following terms, adapted as appropriate:

Lenzie and South Kirkintilloch Community Development Trust

I
.....,

of
.....,

being an Ordinary Member of the above Company hereby

appoint
.....,

of
.....,

and, failing him or her,
.....,

of
.....,

as my proxy to vote for me on my behalf at the (Annual General/General) meeting of the Company to be held on and at any adjournment thereof.

This form is to be used in favour of/against the resolution.

Signed day of

Signature of Member appointing proxy

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 28th April 2025 at 2.30pm

| | | Actions |
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| 1.0 | Attendance | |
| 1.1 | | |
| 1.2 | Visitor | |
| | | |
| 2.0 | Apologies | |
| 2.1 | | |
| | All present expressed and extended their deepest sympathies to _____ and _____ for their sad loss. _____ has sent a card of condolence, and everyone's thoughts and prayers are with them. | All |
| 3.0 | Minute of the previous meeting 17 March 2025 | |
| 3.1 | Minutes were approved; proposed by _____, seconded by _____ | |
| 4.0 | Matters Arising | |
| 4.1 | The Articles have been re-drafted and will soon be completed. Update at the next meeting from _____ | |
| 4.2 | Co-Housing Campsie View, CAT Business plan ~ Completed. Co-Housing Environmental Screening Assessment – Completed. Co-Housing Equality Impact Assessment will be completed shortly. The three completed documents above will be made up into a pack and submitted together to EDC. | |
| 4.3 | Issue of parking at Myrtle Avenue is outstanding and there will be an update from _____ at next meeting. | |
| 4.4 | _____ and _____ met; work is ongoing. There will be an update at the next meeting. | |
| 5.0 | Reports | |
| 5.1 | Gardens Gardens report will be available at the next meeting. | |
| 5.2 | Finance _____ reported there had been no change in finances since the last meeting with the donation placed in the general funds where it can be allocated to _____ | |

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| | <p>other areas as required. A sum of £1,000 will be transferred to Co-housing to cover the small deficit and provide some funds for future expenditure in Co-Housing.</p> <p>The current balance of funds is £22,609.</p> <p>Annual insurance premium of £202 will be due on 06/05/25.</p> <p>Another expenditure due soon will be the annual website charge. There is an issue as the invoice requires a named individual rather than LCDT as an organisation.</p> | |
| 5.3 | <p>Directors/AGM</p> <p>An update on progress will be available at the next meeting.</p> | |
| 5.4 | <p>Lenzie Public Hall</p> <p>discussed her concern that the Lenzie Public Hall has lain empty for an extended period of time and the building is deteriorating. She frequently walks round the building with her granddaughter, and they have a vision where it is refurbished and serving the community. Particularly as Lenzie will soon lose a church and the associated meeting space.</p> <p>has discussed the public hall with an MSP and they suggested it is suitable for a Community Asset Transfer (CAT) which was confirmed by information from East Dunbartonshire Council (EDC).</p> <p>The proposal to initiate a CAT was discussed and the refurbishment costs are likely to be within 4 to 6 million pounds depending on the level of refurbishment.</p> <p>passed over some information on applying for a CAT to for her perusal. LCDT have a previous business case for the Public Hall which could be updated if appropriate.</p> <p><u>Summary of the Subsequent Discussion</u></p> <p><u>Questions</u></p> <p>Does Kirkintilloch town hall have spare capacity to be used for Lenzie resident's activities?</p> <p>Which organisation is managing Kirkintilloch town hall?</p> <p>Who would be the lead for organising a CAT for Lenzie public hall?</p> <p><u>Identifying if there is sufficient community support and commitment to create a CAT</u></p> <p>There is a need to conduct a poll to determine how many community groups would commit to using Lenzie public hall if it were refurbished.</p> <p>There is a need to ascertain if there are residents willing to volunteer to spend time on a steering group working on building up a CAT for the public hall.</p> <p><u>Initial Actions</u></p> <p>Take a table at the Lenzie Information Day on 10/05/25 to advertise the proposal and recruit volunteers.</p> <p>Advertise the proposal and recruit volunteers via Lenzie Chat, LCC and LCDT websites, LCC Facebook and posters in shops.</p> <p>Approach organisations such as Accelerate, Community Enterprise Scotland and Development Trusts Association Scotland (DTAS) for advice and support.</p> <p>Find out who owns and manages Kirkintilloch town hall.</p> | |
| 5.5 | <p>Community Energy Plan</p> <p>described how within the Labour Party policy paper, Great British Energy there is a section on local power plans. The UK Government has committed to an ambitious Local Power Plan (LPP), which puts "local</p> | |

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| | <p>authorities and communities at the heart of restructuring the UK's energy economy" (UK Gov). Its goal is to develop up to 8 GW of cheaper, cleaner, locally owned power, through the provision of grants and finance, as well as wider capacity and capability building. In Denmark and Germany 50% of all energy is generated locally. The proposal was for LCDT to support a subgroup exploring the feasibility of Lenzie creating a local power plan.</p> <p><u>Summary of the Subsequent Discussion</u></p> <p><u>Questions</u> Are there residents interested in helping explore a local power plan? Why isn't the UK government taking responsibility for providing all the country's energy needs? What would be the physical boundaries of a Lenzie power plan?</p> <p><u>Identifying if there is sufficient community support and commitment to create a community energy plan</u></p> <p><u>Initial Actions</u> Take a table at the Lenzie Information Day on 10/05/25 to advertise the proposal and recruit volunteers. Advertise the proposal and recruit volunteers via Lenzie Chat, LCC and LCDT websites, LCC Facebook and posters in shops. Approach organisations such as Accelerate, Community Enterprise Scotland and Development Trusts Association Scotland (DTAS) for advice and support.</p> <p>If there is sufficient support from residents, apply for grants to commission a feasibility survey to determine if a community power plan is viable in the Lenzie area. LCDT granted up to £250 to advertise the proposal and recruit volunteers.</p> | |
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| 6.0 | AOB | |
| 6.1 | Lenzie Public Hall The LCC met on Wednesday 19 March and are very supportive of refurbishing Lenzie public hall but due to the small number of LCC members and their current workload, they do not have capacity to become involved in organising a CAT proposal for the hall, | |
| 7.0 | Date of next meeting | |
| 7.1 | Monday 19 th May at 2.30pm, Douglas Avenue. | |

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| | <p>Road signs to help people find the gardens may increase the number of people volunteering. will contact from EDC requesting road signs to be installed and disabled access for Whitegates Park which was previously requested.</p> <p>will apply for a grant which if successful will help fund chairs and a table with a special place for a wheelchair user.</p> <p>The Auchinloch garden group have an online donation facility on their website.</p> <p>There will be a plant swap event in Myrtle Garden on 09/08/25 linking with the Lenzie Community Festival on the same date.</p> | |
| 5.2 | <p>Finance</p> <p>reported there had been no change in finances since the last meeting. He circulated copies of the LCDT record of funds as at 19/05/25 for information. He encouraged members to seek and apply for any available grants for LCDT projects.</p> | All |
| 5.3 | <p>Directors/AGM</p> <p>was invited to come forward as a director with her special interest being the public hall. Which accepted.</p> | |
| 5.4 | <p>Lenzie Public Hall</p> <p>updated the group on developments/discussions regarding the public hall. Prior to the Lenzie information day on 10/05/25 was in discussion with from Love Lenzie. In summary, Love Lenzie have people with many of the skills required to progress a CAT for the public hall and then progress a building condition survey and grants for remediation works. The only skill missing is a quantity surveyor. Many of the Love Lenzie Group will take the public hall project forward but under another group title. They are seeking to operate under the umbrella of LCDT as a subgroup.</p> <p>suggested when the subgroup starts operating, they should immediately seek advice from Accelerate, Community Enterprise Scotland and Development Trusts Association Scotland (DTAS) and COS for advice and support regarding creating an action plan for the CAT and associated steps to refurbishing the hall.</p> <p>There are large capital and revenue costs involved with the CAT transfer and remediation work and care must be taken to ensure LCDT and its members are not exposed to risk or commitment.</p> <p>.</p> <p><u>Questions/Actions</u></p> <p>Does Kirkintilloch town hall have spare capacity to be used for Lenzie resident's activities?</p> <p>Which organisation is managing Kirkintilloch town hall?</p> <p>Find out who owns and manages Kirkintilloch town hall.</p> <p>Who would be the lead for organising a CAT for Lenzie public hall?</p> <p>Identifying if there is still the level of community support indicated on Lenziechat on 5th March and a commitment to create a CAT. There is a need to check back with the community groups who registered their support to the original LCDT bid in 2020, that they are still supportive. Advertise the proposal and recruit volunteers via Lenzie Chat, LCC and LCDT websites, LCC Facebook and posters in shops</p> | <p>LCDT Public Hall Subgroup</p> <p>LCDT Public Hall Subgroup</p> |
| 5.5 | <p>Community Energy Plan</p> | |

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 16 June 2025 at 2.30pm

| | | Actions |
|------------|--|---------|
| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | Minute of the previous meeting 19 May 2025 | |
| 3.1 | Minutes were approved; proposed by _____, seconded by _____ | |
| 4.0 | Matters Arising | |
| 4.1 | <p>The Articles The revised Articles have been circulated, and comments will be included in the latest version. _____ proposed changing the name of the Trust to Lenzie and South Kirkintilloch Community Development Trust (LASK CDT) to reflect the Ward 6 political boundary. This was agreed. Email addresses will need to be changed.</p> | |
| 4.2 | <p>Senior Co-Housing Stage 2 Application Work needs done to the Application to reflect that the plans are for a retrofit, not a new build. It will be completed and submitted by 20 June.</p> | |
| 4.3 | <p>Senior Co-Housing Meeting with EDC 20 May _____ had circulated a note of this meeting. He summarised that the Council were planning for Social Housing on the Campsie View School site, but they invited LCDT to submit a Local Place Plan for Senior Co-Housing as they would be supportive of that at another site in the future. If our CAT application is validated this would freeze the Council's progress for another 6 months.</p> | |
| 4.4 | <p>New Ground Visit _____ had circulated a report following her visit to OWCH (Older Women's Co-Housing Group) in High Barnet, London. She summarised the difficulties and triumphs they have faced. They have a laundrette and share their appliances, cutting costs to individuals. Governance is important. They have a long waiting list which shows how popular the concept has proved.</p> | |
| 4.5 | <p>Membership List Work is ongoing.</p> | |
| 5.0 | Reports | |
| 5.1 | <p>Gardens _____ wants to get a new sign for the noticeboards but will wait until South Kirkintilloch is incorporated into the email address. Some of the tools have been stolen from Myrtle Avenue. _____ applied for a Council grant but was refused. She plans applying in the next round, but nothing has been advertised so far.</p> | |
| 5.2 | Finance | |

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| | In absence, this report was deferred to the next meeting. | |
| 5.3 | <p>Lenzie Public Hall Open meeting to be held tomorrow night. LCDT, LCC & Love Lenzie will be present. will attend in her capacity as local Councillor, not Provost. The purpose is to get a feel for the wishes of the community.</p> <p>The Hall (750 sq m) is now for sale and a viewing slot has been applied for. The closing date is 23 September. was told by EDC that it would be a lot less work to make an offer, rather than a CAT. A new build could be energy efficient etc but the Hall was built by Lenzie people and there are 2 memorial plaques. It needs to be kept as a community asset. The roof, the plumbing and the electricity are all in need of attention so it is not useable currently.</p> <p>In 2000, EDC were given £500k from the Scottish Government for the refurbishment of the Hall; is trying to find out where that money has gone.</p> <p>LEAP are still interested in the Hall. If the Community took it over; LEAP could have part, and their rent would provide an income. LCC would like it for the Guides.</p> <p>It was noted that a Caretaker would be needed. If it's to be a commercial enterprise, would it need a commercial team employed to run it? Dunblane Public Hall is run by volunteers.</p> | |
| 5.4 | <p>Community Energy Plan completed an Expression of Interest Application for a grant for a feasibility study from Community Energy Scotland. He was told that other communities had similarly applied and then lost interest but if LCDT come forward with a specific plan for a specific technology, they would look at that.</p> <p>spoke to EDC re putting solar panels on Lenzie Meadow School. (Lots of solar panels have been put on public buildings in Edinburgh, and some of the money goes back into the community.) has also asked EDC who owns the south facing slopes of Campsie Fells. He will investigate landowners who were suggested by Board members.</p> | |
| 7.0 | Date of next Board meeting/AGM | |
| 7.1 | Monday 21 July. Place TBC but may be Zoom | |

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| | <p>updated the group: -</p> <p>On 28/04/25 LCDT agreed to support a subgroup exploring the feasibility of Lenzie creating a local power plan. This group would apply for a grant to fund a feasibility study to assess if Lenzie is suitable for any of the types of local energy generation. These would include, wind turbines, solar panels, house batteries heat pumps from old, flooded mines in Lenzie.</p> <p>On 02/05/25 Milngavie and Twechar were emailed asking for them to share details of their Local Power Plan.</p> <p>On 09/05/25 Milngavie replied saying they had commissioned a feasibility survey, but a Local Power plan was not possible in Milngavie. They promised to send details of the organisations who gave them a grant for the survey and the consulting engineers who carried out the survey. To date this has not been received.</p> <p>On 16/05/25 Community Energy Scotland were emailed asking if they would award a grant to Lenzie for a feasibility study. They aim to respond within 2 weeks.</p> <p>will continue to progress the grant application and if successful then start to include other members of the community.</p> <p>Advertise the proposal and recruit a renewables specialist volunteers via Lenzie Chat.</p> | |
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| 6.0 | AOCB | |
| 7.0 | Date of next meeting | |
| 7.1 | Monday 16 th June at 2.30pm, Douglas Avenue. | |



**LENZIE PUBLIC HALL
OPEN MEETING**
Dean House, 65 Kirkintilloch Rd

17th June, 7pm

Help us work out how to shape the future of the Public Hall!

We want to see it brought back into community hands, through a Community Asset Transfer, and following renovation for it to play major role in Lenzie life.

[Imagine events, weddings, Ceilidhs, Guides, Clubs, Craft fairs, Dog training? Small business hub to include those with special needs
Local concerts? Community cafe and reading room? Just like it used to be, but maybe even better!

Come along and have your say!!

Hosted by Lenzie Community Development Trust for Lenzie people.



Lenzie Community Development Trust

Minutes of Annual General Meeting held via Zoom on Monday 21 July 2025 at 7.00pm

| | | Actions |
|------------|--|----------------|
| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | There were no apologies | |
| 3.0 | Minute of the previous AGM | |
| 3.1 | Minutes of the AGM held on 22 July 2024 were approved; proposed by _____, seconded by _____ | |
| 4.0 | Chairs Report | |
| | welcomed everyone. | |
| 4.1 | Gardening Report | |
| | <p>_____ reported that the 2 gardens in Myrtle Ave & Victoria Road are going well. She expressed gratitude to the volunteers from the community and the Job Centre. The peas and strawberries planted this year have been well received. She noted that the tool boxes are unlocked in case people wish to garden in their own time. Unfortunately some tools have disappeared; whether borrowed or taken, it would be good to have them returned.</p> <p>In June 2024 an Open Day was held in _____ which coincided with Lenzie Festival; there was games, music, refreshments and plant swaps. It is hoped to repeat this on 9 August. Plants and tools have already been promised.</p> | |
| 5.0 | Secretary's Report | |
| | <p>A busy and important year.</p> <p>The constitution has been reviewed in order to extend the Directors' terms of office and to change the name of the Trust to reflect the area it covers. Hope to delegate.</p> <p>Issues raised by the community at Democracy Matters have been taken forward; safeguarding green spaces, Lenzie Public Hall etc.</p> <p>We have learned about the process of engaging with the Community Planning Department's Local Place Plans for Lenzie and hope decision making will be brought closer to communities.</p> <p>Following a successful public meeting our newest Director, _____, is working on your behalf with Lenzie Community Council, Love Lenzie and other community groups to put in a bid to acquire the hall for the community.</p> <p>We enjoy taking part in LCC's Information Days. The Community Festival will take place on 9 August.</p> <p>Clachan Co-housing retirement homes project at Campsie View is moving</p> | |

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| | <p>forwards. If all goes well we hope to host an open meeting showcasing the project.</p> <p>Finances have improved but there are recurring costs so there is a need to raise money.</p> <p>suggested asking members to consider making a regular donation of between £10 and £50 to allow us to further develop our initiatives. This was approved.</p> | |
| 6 | Financial Report | |
| | <p>In the Treasurer's absence delivered the report. (joined the meeting shortly afterwards.)</p> <p>The Trust's financial year ends on 31October; the accounts for 2023/24 have been circulated.</p> <p>The Trust relies on donations/grants for running costs. Fixed costs, including insurance, and green bin permits amount to c£800 pa. An increase of donations, some given for specific costs, some at Open Days, was very welcome.</p> <p>Grants of £1,299 were received for general purposes and specific costs. There was a net deficit of £327, which means that the bank balance is decreasing.</p> <p>Earlier this year a generous benefactor, aware of the Trust's objectives in the Community, donated £20,000. This will be allocated to any special projects.</p> <p>Funds at the moment stand at £22,000.</p> <p>The Treasurer recommended the Trust continue to solicit low level donations to support its running costs.</p> <p>proposed the Trust join 'Easy Fundraising' where when people shop using the site, the 8100 brands will donate a percentage or flat amount to good causes. It doesn't cost anything and it may help our finances. It was agreed she should go ahead.</p> | |
| 6 | Local Power Plan for Lenzie | |
| | <p>reported that he had enquired re putting solar panels on the 2 primary schools. The Council has advised him that Officers are preparing a decarbonisation strategy which will go before the Council to be ratified. Once that has taken place he will contact to discuss the opportunity to utilise the community energy funding available to support LCDT's proposals at Lenzie Meadow. It may take some time for this to happen.</p> <p>intends contacting landowners of vacant/derelict land to propose a partnership or lease where we install solar panels on their land.</p> <p>There are now 5, including , co-opted onto the LCDT Local Power Plan sub group.</p> <p>EDC is holding a drop-in session on Community Energy at Kirkintilloch Town Hall on Thursday 14 August 2025, 3-7pm. MWi and others of the sub group hope to attend.</p> | |
| 7 | Articles of Association | |
| | <p>asked that members approve the changes which had previously been circulated. It was established that DTAS had been involved in the changes.</p> <p>felt the 21 days notice to call a Board meeting was long and 7 should be better. It was agreed to revert to the original giving of</p> | |

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| | <p>7 days notice.</p> <p>emphasised that the change of name to Lenzie and South Kirkintilloch Community Trust is to reflect the inclusion of those who live in the Monklands Avenue area and the Greens. These postcodes have always been part of the Trust area but, because of the name, LCDT, residents didn't realise this was the case.</p> <p>felt Woodilee ought to be included in the definition of the Community covered by LCDT. explained that the geographic boundaries remain unchanged and are the same as Lenzie Community Council's. Boundaries can only be changed by the Local Authority. ED thought changing the name would mean a change of website domain name which might entail a cost. assured the meeting that money was available.</p> <p>The Articles were approved.</p> | |
| 8 | Election of Directors | |
| | <p>noted that the records need to be updated and asked the members to approve the updates so that the Board now stands as follows:</p> <p>Elected Directors (3)</p> <p>Appointed Directors (1) (Lenzie Community Council)</p> <p>Co-opted Directors (1) (Patron)</p> <p>Retired Directors (2)</p> <p>Note:</p> <ol style="list-style-type: none"> 1. – retired from AGM but continuing as Treasurer until October 2025. 2. It is planned to co-opt as a Director because of her expertise in Co-housing. 3. The Young Person's seat is vacant. <p>No applications for Board Members have been received. There are 3 vacancies going forward. We appreciate everyone is under extreme time pressures these days, but we would ask members to consider coming forward to support the work of your Community Development Trust.</p> | |
| 8 | AOCB | |
| | No business was brought forward and the meeting was closed. | |

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 18 August 2025 at 2.30pm

| | | Actions |
|------------|--|----------------|
| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | Minute of the previous meeting 28 July 2025 | |
| 3.1 | Minutes were approved; proposed by _____ seconded by _____ | |
| 4.0 | Matters Arising | |
| 4.1 | <p>The Articles</p> <p>_____ requested _____ that _____ check whether they have a record of the South Kirkintilloch people preferring to be represented by either Lenzie or Kirkintilloch. By mandate, they are in the LCC's catchment area, which is also the Trust's's. The boundary can only be changed by the Government. _____ agreed this could be raised at LCC's meeting on Wednesday.</p> | |
| 4.2 | <p>Notice boards</p> <p>_____ said the heading on the noticeboard in Myrtle Avenue is scruffy and needs replacing but is waiting to see whether South Kirkintilloch is to be included in the Trust's name.</p> <p>Some time ago _____ raised with the Council the possibility of a signpost directing people to Myrtle Avenue Community Garden. _____ reported he plans to follow this up.</p> <p>_____ suggested putting a noticeboard up at the Greens. Everyone agreed this was a good idea.</p> | |
| 4.3 | <p>Community Festival</p> <p>There were a lot of people at the Festival, but not so many at Myrtle Avenue. The weather was quite extreme for an out of doors event. Thanks were expressed to _____ who erected the gazebo prior to the event.</p> | |
| 4.4 | <p>Easy Funding</p> <p>Some people have registered. Money is given to LCDT when those who have registered shop online at the businesses included in the scheme.</p> <p>The Board confirmed that the AGM had accepted in principle that we ask members for regular donations of £10-£50 to allow us to develop our initiatives. The actual amount to request will be agreed at a later date.</p> | |
| 4.5 | <p>Membership List</p> <p>Work is ongoing.</p> | |
| 5.0 | Reports | |
| 5.1 | <p>Gardens</p> <p>_____ reported she had purchased plants at half price from Gardening Express (azaleas, rhododens etc) and these were planted in Coronation Garden.</p> <p>The Girls Brigade leader visited Coronation Garden and may return with</p> | |

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| | <p>volunteers. The Brigade are going to do a project on wildlife and nature which they may link to the Garden. It is hoped to run a Produce Swap later in autumn. suggested buying wildlife seed for next year and spreading them at Millersneuk shopping centre on the bank above the carpark. The precinct is owned by the businesses. The grass verges on Lindsaybeg Road are very overgrown. It doesn't belong to the Council and they have stopped cutting the grass.</p> | |
| 5.2 | <p>Finance shared the record of funds and pointed out there is a total £42,210.46 in the account. £20k is a donation from an individual, and £20k from Acorn Trust, specifically for co-housing. noted that the Trust has a duty to use these amounts responsibly. will look into whether the money should be invested, while still being accessible. wanted it recorded that the Board is grateful for a further anonymous donation and also one from suggested asking the membership for a volunteer to replace him as Treasurer. The Board could also put out feelers to contacts. The time involved is on average an hour a week plus attending monthly Board Meetings. Depending on Trust projects, the time investment could change, but major projects would probably require outside services.</p> | All |
| 5.3 | <p>Lenzie Clachan has been asked to speak to an Edinburgh University group. The co-housing subgroup met and approved services from 'Imagine If' for facilitating discussions on behalf of the Trust. (Items 1 and 2 of the Quote.) A further in-person event in Campsie View car park to visualise potential is being deferred at the moment. The Board was happy to endorse this. is having difficulty contacting Hannover Housing. The business case currently lacks a price for the building. will try to get 'a restricted value quote' from Hannover Housing.</p> | |
| 5.4 | <p>Lenzie Public Hall In absence, reported: Following the public meeting on 17 June, there was another meeting on 25 June, and a follow up meeting on 24 July, all organised by LCDT. A meeting on 30 July was arranged for LCDT, LCC and Love Lenzie (LL) to work towards creating a constituted group which could make a single bid for the Hall. However Love Lenzie invited a lady from Democratic Finance to talk about creating a BenCom. (A Community Benefit Society, registered with the Financial Conduct Authority, a nonprofit making organisation run for the benefit of a community. BenComs can issue community shares). However, with no group constituted as yet, it was not possible to engage with the lady. As it was not possible to agree a way forward, agreement was reached that discussions and actions be paused until EDVA (ED Voluntary Action) be asked to facilitate a merger of the 3 organisations.</p> | |

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| | <p>It appears that LL do not wish to be part of a joint venture as at the Lenzie Community Festival they had a stand at the Public Hall giving out leaflets indicating LL were the group taking the Public Hall forward and describing how it would be done. Subscribers were asked to donate money to LL who would keep it safe for the Hall. (A lady in the community had complained to LCDT previously about Love Lenzie requesting funds for the Hall before it has been handed over to the Community.)</p> <p>At the meeting on 30 July it was agreed that the LL website name was to be changed to LenzieCommunityHall.com but this has not happened.</p> <p>The Council have agreed to delay the closing date from 26 September, to November.</p> <p>It was agreed to consult a lawyer, eg _____, for advice.</p> <p>It was agreed that LCC, at their meeting on Wednesday 20 August, would be asked to join a meeting with EDVA, LCDT and Love Lenzie.</p> | |
| 5.5 | <p>Community Energy Plan</p> <p>_____ reported that he and _____ attended a drop-in event in Kirkintilloch Town Hall on 14 August. They had an hour-long discussion with 4 members of the EDC Sustainability and Policy team regarding options for a Lenzie Power Plan and identified two possible sites in Kirkintilloch (Lenzie has no vacant or derelict land sites). It was agreed that they would first explore the former Dryfield Sewage Works.</p> <p>_____ to contact Scottish Power Energy Networks, Scottish Water, Derwent London, and EDC Sustainability and Climate Change team.</p> <p>Once a site has been selected _____ will carry out a feasibility study.</p> | |
| 5.6 | <p>Local Place Plan</p> <p>Nothing to report</p> | |
| 6.0 | <p>AOCB</p> <p>Nothing was raised under AOCB.</p> | |
| 7.0 | <p>Date of next Board meeting/AGM</p> | |
| | <p>Monday 15 September 2025, 2.30pm, at Douglas Avenue</p> | |

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 20 October 2025 at 2.30pm

| | | Actions |
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| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | Minute of the previous meeting 18 August 2025 | |
| 3.1 | proposed the approval of the Minutes, seconded. | |
| 4.0 | Matters Arising | |
| 4.1 | reported that the Articles have been reviewed and are being formatted in accordance with the Community Right to Buy Team's requirements. They have been registered with Companies House. Representation from South Kirkintilloch is being sought. | |
| 4.2 | reported that from EDC is looking into placing a sign on Kirkintilloch Road directing people to Myrtle Avenue Community Garden. thought a similar sign at Coronation Garden would be good. A noticeboard at the Greens and at the shop at the junction of Boghead Rd and Lenzie Rd would also be helpful. | |
| 4.3 | Membership list – on-going. | |
| 5.0 | Reports | |
| 5.1 | Gardens The gardening sessions have ended for the year. pointed out the valued contribution they make to the work of the Trust, and the positive impact they have on the community. She thanked all concerned. | |
| 5.2 | Finance thanked , in his absence, for his sterling work as Treasurer since May 2022. All the members gave their hearty assent. To replace has reached out to professional volunteers, looked at local accountancy firms and contacted DTAS, all to no avail. A firm in Bishopbriggs has undertaken to produce the end of year statements if the Trust will carry out day-to-day bookkeeping. As an interim measure, & will resume the bookkeeping duties they carried out before appointment. The current bank balance is £42,210. EDC Community Grants have awarded the Trust £4,200 for survey fees for the Public Hall but the money has not been received as yet. expressed willingness to help with other administrative/IT tasks. The Public Hall Group, when it's formed, will require its own professional accountant. In the meantime, will look after any finances related to the | |

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| | Hall. | |
| 5.3 | <p>Lenzie Clachan</p> <p>A meeting was held on Friday 17 October attended by _____, _____ and _____ from the Trust, and _____ from Fleming Builders, _____ from John Gilberts Architects, _____ from Hanover Scotland and _____ and _____ from Imaginelf Design.</p> <p>EDC had requested our valuation of the site to complete our CAT application. It was agreed _____ would circulate our Business Plan to _____, _____ and _____ to assist in clarifying what category of value was required. They would then approach the Council to discuss this. _____ to contact EDC to explain a valuation is being worked on and we may need further time.</p> <p>_____ requested permission to spend some of the Co-Housing money on promotional booklets to be distributed at events. This was agreed.</p> | |
| 5.4 | <p>Lenzie Public Hall</p> <p>_____ reported that the Trust has been in touch with various groups in Lenzie to try to form one group to oversee the project: the Trust, Fairtrade, LCC, Love Lenzie and interested individuals.</p> <p>EDVA compiled a survey which has been advertised online and on posters. The results will be available at the end of October.</p> <p>A group visited Lennoxton where a Trust renovated Campsie Memorial Hall. They have taken the building on a long term lease from the Council and have received Government grant of £1.9M.</p> <p>_____ met with _____, lawyer with Miller Jackson, and _____, surveyor, who gave a presentation on the lease route. _____ was responsible for the Kirkintilloch Town Hall renovation.</p> <p>It was proposed that rather than apply for a Community Asset Transfer, the Trust should request to lease the Public Hall from EDC.</p> <ul style="list-style-type: none"> • This would be a long term lease (49 years?) and the Trust would give out short term Maintenance and Repair leases (7 years?) to interested parties. They would be responsible for refurbishing and maintaining their own area. • There would be a 'sinking fund' (collected regularly over time from participants) which would meet large scale repairs. • The Council would assist with finding funds, and as a Trust we would be able to access funds the Council would not. • The Council want to sell the Library and relocate it to the Hall, which would give an income stream and ensure Council support. • A project management team would oversee the arrangements. | |

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| | <p>It was unanimously agreed that the lease option should be pursued and that the other groups should be involved.</p> <p>suggested requesting an urgent meeting with Councillors and to update them and ask for their backing to our pursuing the lease route. Ask whether the closing date of 26 November will still apply.</p> <p>and Council Officers in the Estates Management Department, should be copied into the request for a meeting.</p> <p>suggested contacting , President of Waterside Miners' Charitable Society (they are planning knocking down the Miners' Club and building a new hub.) who has said he is happy to help.</p> <p>to contact , surveyor, to tell them we're going down the Lease route. A criteria from a legal point of view is to get 20 people to pay £1 as a commitment; they will receive a certificate of membership.</p> <p>It is planned that a Lenzie Futures event will be held with Imaginelf to discuss the Hall, the Clachan etc.</p> | |
| 5.5 | <p>Community Energy Plan</p> <p>supplied a report on progress. A site has been identified suitable for a solar panel array. It is actually in Kirkintilloch, near the Greens. It is unknown to whom it belongs so requested and was authorised permission to spend up to £200 checking ownership via the Sasine register.</p> <p>The site is 2 acres; the project only requires half an acre so the remainder could be used for wind turbines, a community garden, or allotments.</p> | |
| 5.6 | <p>Local Place Plan</p> <p>Could be discussed at Lenzie Futures event.</p> | |
| 6.0 | <p>AOCB</p> <p>advised that a Google.doc can be used to ask EDVA to advertise for volunteers (as long as the venue is wheelchair accessible).</p> | |
| 7.0 | <p>Date of next Board meeting/AGM</p> | |
| | <p>Monday 17 November 2025, 2.30pm, at Douglas Avenue</p> | |

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 17 November 2025 at 2.30pm

| | | Actions |
|------------|---|----------------|
| 1.0 | Attendance | |
| 1.1 | | |
| | Also attending _____, resident | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | Minute of the previous meeting 20 October 2025 | |
| 3.1 | _____ proposed the approval of the Minutes, _____ seconded. | |
| 4.0 | Matters Arising | |
| 4.1 | Membership list – on-going. | |
| 5.0 | Reports | |
| 5.1 | Finance _____ supplied a copy of the transactions for the previous month with a commentary. £4200 had been received from EDC to use for a survey of the Public Hall. | |
| 5.2 | Community Energy Plan _____ reported he had found, via the Registers of Scotland, the owner of the possible site for a solar panel array. The company is listed as dormant but he has written the Director, who was appointed recently, asking if the land could be leased or purchased. No response as yet, so _____ has written to the Secretary. _____ suggested it would be possible to do a CAT for the site. | |
| 5.3 | Co-Housing _____ shared his professional thoughts and opinions on Co-Housing options in Lenzie and offered his help. _____ had drawn up a letter to be sent to interested parties updating them on progress with Campsie View. Gallowhill House on Larch Avenue has come up for sale with more than $\frac{3}{4}$ acres of land. The closing date is Saturday 22 November. A sub-group of _____ and _____ have expressed interest with the Estate Agent. _____ suggested the group talk to _____, DTAS Adviser, for advice. _____ has written a paper on the advantages of a community purchase of the property for 'Gallowhill Clachan Co-Housing' to submit to the buyers. | |
| 5.4 | Lenzie Public Hall _____ and _____ have been meeting with _____ and _____. _____ and _____ submitted a 4 point proposal to be given to the Board. There was some discussion and _____ and _____ were asked to respond along the | |

| | | |
|------------|--|--|
| | <p>following lines:</p> <p>'The trust is very keen that the Lenzie Hall be a community project and welcome your proposal dated 12 November. Your deadline of Wednesday 19 November, however, cannot be met because of time constraints. The Board, having met on 17 November, would like to meet with yourselves and your adviser.'</p> <p>The survey on the Hall has had c200 responses, EDVA are analysing the data.</p> | |
| 6.0 | AOCB | |
| 6.1 | No matters were raised. | |
| 7.0 | Date of next Board meeting/AGM | |
| | Monday 8 December 2025, 2.30pm, at Douglas Avenue. [The date may be subject to change.] | |

Lenzie Community Development Trust

Minutes of Board Meeting held in Douglas Avenue on Monday 08 December 2025 at 2.30pm

| | | Action s |
|------------|--|---------------------------------|
| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | Minute of the previous meeting 17 November 2025 | |
| 3.1 | proposed the approval of the Minutes, seconded. | |
| 4.0 | Matters Arising | |
| 4.1 | Membership list – on-going. | |
| 5.0 | Reports | |
| 5.1 | <p>supplied a copy of the transactions for the week and stated she would download the full month of November’s transactions and circulate them in order they could be included in the minutes.</p> <p>Showing: All transactions, from 21 Oct 2025 to 21 Nov 2025</p> | <p>Q Search</p> |
| | <p>Both the £4,200 grant for the surveyor's fees for the Public Hall and the £27.06 to Deacon Brothers for printing the letters to the neighbours are included. We can now see how the current balance figure of £45,660.55 is arrived at.</p> | |

| | | |
|-----|--|------------|
| | <p>volunteered to research the ethical standards and compliance of a number of banks to give the board information to consider which bank they wish LASKcdt to bank with.</p> | |
| 5.2 | <p>Community Energy Plan</p> <p>reported that Meadowbank Property Company had now replied stating they have no wish to lease or sell the area of land known as BR7 Works Area. He has now written to Caledonian Properties asking if they would wish to support the Lenzie and South Kirkintilloch community by leasing or selling an area of land for installing a solar panel array and community gardens. A response is awaited.</p> | |
| 5.3 | <p>Co-Housing</p> <p>Further to the meeting on the 7th of November between LASKcdt and EDC the council have offered to share the cost of a survey of the Campsie View School site. has identified a suitable Surveyor to carry out this work, namely Shepherds who work nationwide. https://www.shepherd.co.uk</p> <p>He had notified and and has replied saying he has no issues with Shepherds being instructed to provide an independent valuation of the Campsie View site. However, he would wish a note of the proposed instruction to Shepherds to ensure it meets EDC's requirements, and he also requested details of the proposed costs associated with the valuation prior to agreeing to part fund the survey.</p> <p>will draft a commission letter which after approval by COS and EDC will be sent to Shepherds for a final quote which will be shared with prior to commissioning the survey.</p> | |
| 5.4 | <p>Lenzie Public Hall</p> <p>and met with , and . The three gentlemen are meeting this week and will come back to with additional information such as sources of funding, and how to progress the bid. All three were very supportive. The hall survey is taking place on 08/12/25. The bid must be submitted by 30/01/2026.</p> <p>As LASKcdt are submitting on the basis of a lease, we need to have 20 individuals within LCDT who are willing to be named lessees for the purpose of complying with the requirements of EDC.</p> <p>The 20 members are required as part of the bid to have signed a form pledging membership and paid a pound indicating they support the proposal. They all have to have received a certificate of Membership.</p> <p>Actions to be completed by 12/12/25</p> <p>to write a prospectus of the New Community Hub</p> <p>to create a signed agreement form for the 20 signatories to complete.</p> <p>The above two documents will be sent out to LASKcdt members on 15/12/25</p> <p>A solicitor has to be identified and engaged.</p> <p>will explore local solicitors e.g. R and G, Paccitti, and Miller and Jackson.</p> | |
| 6.0 | <p>AOCB</p> | |
| 6.1 | <p>Director ID verification</p> <p>3 Directors have completed the ID verification. Other directors will be supported in completing this process in early 2026.</p> | ALL |
| 6.2 | <p>The LASKcdt bank require LASKcdt to complete a business profile and are unsure into which organisational category LASKcdt fit into. DTAS has been asked to</p> | |

Lenzie and South Kirkintilloch Community Development Trust

Aide Memoire of a Meeting held in Douglas Avenue on 19th January 2026 at 2.30pm

| | | Actions |
|-----|--|-----------------------|
| 1.0 | Attendance | |
| 1.1 | | |
| 2.0 | Apologies | |
| 2.1 | | |
| 3.0 | <p>Lenzie Public Hall updated the group on his progress with Community Asset Transfer Scheme Application Form (Appendix 2) for the Lenzie public hall. He is confident he will have the application ready to submit by 31/01/26. The group thanked for the considerable amount of time and work he is expending to have the form completed. Action completed by 31/01/26 will circulate the current version of Appendix 2 for comments and feedback Action completed by 19/01/26 Everyone will return comments and feedback by 22/01/26</p> <p>LASKCDT public hall subgroup are Meeting with on 22/01/26 Action completed by 22/01/26</p> <p>Acorns to Trees – There is the potential to have the Lenzie Public Hall hosting an anchor organisation children and adults with learning disabilities community centre. As other community halls have an anchor organisation hosted in their building. will contact the person mentioned in Acorns to Trees as an involved grandmother as they are a potential source of funding for a community learning disabilities centre. Action completed by 23/01/26</p> <p>and will contact Acorns to trees for support and advice by 23/01/26</p> <p>will send the background to Acorns to Trees by 19/01/26</p> <p>and will attend the Volunteers Managers Group on 21/01/26</p> <p>will meet with by 23/01/26</p> <p>will ask Campsie Memorial Hall team if they can share their business case by 23/01/26</p> <p>will ask Kessington hall group for a copy of their hall lets charges by 23/01/26</p> <p>Decision In the business case we will state we are proposing to lease the building at present</p> | <p>All</p> <p>ALL</p> |

| | | |
|------------|--|--|
| | | |
| 4.0 | Community Energy Plan is pursuing the proposal to work in partnership with EDC and install solar panels on the 3 primary schools in Lenzie | |
| 6.1 | The Gardening will be started at the start of March 2026 | |
| 7.0 | Date of next Board meeting/AGM | |
| | Monday 19 th February 2026, 2.30pm, at Douglas Avenue. [The date may be subject to change.] | |

Lenzie Community Development Trust

Accounts
for the Year ended 31 October 2025

. A Company Limited by Guarantee - Registered in Scotland
Reg No. - SC579236

Lenzie Community Development Trust
Company Limited by Guarantee

Company Information
Year to 31 October 2025

Directors:

Registered Office:

Company Registration Number: SC579236 (Scotland)

Lenzie Community Development Trust
Year to 31 October 2025
Receipts and Payments Account

| | Year to 31.10.2025 | Year to 31.10.2024 |
|--------------------------------------|-------------------------------|-------------------------------|
| | £ | £ |
| RECEIPTS | | |
| Grants | 20,500 | 1,299 |
| Donations | 20,353 | 1,316 |
| Other | <u> 0</u> | <u> 0</u> |
| Total Receipts | <u>40,853</u> | <u>2,615</u> |
| PAYMENTS | | |
| Insurance | 202 | 202 |
| Subscriptions | 262 | 254 |
| Legal & Professional | 333 | 779 |
| Garden Development costs | 0 | 360 |
| Garden Maintenance | 391 | 293 |
| Administration / Other Project costs | <u> 11</u> | <u>1,054</u> |
| Total Payments | <u>1,871</u> | <u>2,942</u> |
| NET (DEFICIT) SURPLUS | <u>38,982</u> | <u>(327)</u> |

Lenzie Community Development Trust
Year to 31 October 2025
Balance Sheet - Company Limited by Guarantee

| | Asat 31.10.2025 £ | Asat 31.10.2024 £ |
|--------------------------|---------------------------------------|---------------------------------------|
| Current Assets | | |
| Cash at Bank and in Hand | 41,488 | 2,506 |
| TOTAL ASSETS | <u>41,488</u> | <u>2,506</u> |
| TOTAL RESERVES | <u>41,488</u> | <u>2,506</u> |

The Accounts were approved by the Directors on..... and have been signed on their behalf by:

..... **Director**

Lenzie Community Development Trust
Year to 31 October 2025
Notes to the Accounts

1 Balance Sheet

For the year ending 31 October 2025 the company was entitled to exemption under Section 477 of the Companies Act 2006 relating to micro-entity companies. The company is regarded as Dormant for the purposes of Corporation Tax.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared and delivered in accordance with the provision of the small companies regime applicable to micro-entities

2 Trading

The company did not trade during the year.

The directors do not receive any remuneration for their services.

The notes form part of these financial statements

Lenzie Community Development Trust
Year to 31 October 2025

INTERNAL ONLY

Ancillary information to accounts - Noteworthy items

Grants

| | | |
|---------------|------------------|---------------|
| Re Co-Housing | Acoms2Trees SCIO | £ 20,000 |
| General | Mushroom Trust | 500 |
| | Total | 20,500 |

Donations

| | | |
|-----------------|-------|---------------|
| General: | | 20,000 |
| | Other | 353 |
| | Total | 20,353 |

No items of expenditure of particular note