



# Community Asset Transfer

## A Toolkit to Support Community Groups Section 2

Culture and Community Services, Housing and Communities

# Your Committee

## 1.1 Current Committee Knowledge and Understanding

If this flags up areas of concern or specific questions for your committee, it is recommended that this is addressed first as the governance of your group is a key part of a Community Asset Transfer. There is also space for you in this Toolkit to take extra notes in [Section 6](#).

### 1.1.1 Do you plan your activities to meet the needs of your local community?

Yes  No

### 1.1.2 Do you have an annual action plan?

Yes  No  Not sure

### 1.1.3 Do all your committee members have a copy of your constitution and understand it?

Yes  No  Not sure/we need help with this

### 1.1.4 When did you hold your last AGM?

Within the last 12 months

More than 12 months ago

### 1.1.5 How often do you hold committee meetings?

Every \_\_\_\_\_ weeks/months

### 1.1.6 What does your constitution say?

Every \_\_\_\_\_ weeks/months

### 1.1.7 Are all of your committee meetings quorate and do they follow the rules in your constitution?

Yes  No  Not sure

If you are not sure, you need to check what your constitution says.

### 1.1.8 Do you minute all your committee meetings and note who agrees to do what and when?

Yes  No

### 1.1.9 As part of a Community Asset Transfer Request you will need to show minutes of the Committee Meeting when committee agreed to proceed with a Community Asset Transfer Request. This shows that your Committee supports the application.

Do all Committee members receive copies of the minutes of meetings?

Yes  No

If not, you need to consider why not and whether all committee members can contribute fully to the committee.

### 1.1.10 Ownership or lease of property will carry several responsibilities and decisions could be required in the future. All committee members must understand the responsibilities involved both for themselves and for the whole committee.

Do all committee members understand their legal duties?

Yes  No  Not sure/we need help with this



**1.1.11 Do you recruit new committee members following the rules of your organisation?**

Yes  No

**1.1.12 Community members may have their own impressions of what your group and your committee do and what it is responsible for. When new people join your committee it is important that they clearly understand their roles and responsibilities.**

**Do you give all new committee members copies of your:**

Constitution  Accounts   
 Action Plans  Minutes of recent meetings

**1.1.13 Do you have clear aims and objectives and do your committee members know and understand what they are?**

Yes  No  Not sure

**1.1.14 What skills do you need and do you already have them?**

Skills	Committee Members	Notes

**1.1.15 Has your committee agreed on clear roles and responsibilities and/or formed subgroups to get tasks done? Make a list of everything which needs to be done. Make sure you have a name or a subgroup name against each task and keep updating the list with both an expected and completed date. This will help you to see the progress you are making and identify any areas in which you need more help. Keep adding to the list as more tasks are identified.**

Task	Name	Timescale	Date Completed



## 1.2 Policies and Procedures

To be considered for a Community Asset Transfer or to successfully apply for funding, your group will need to show that it operates in a responsible way and keeps staff, volunteers, and community members safe.

The policies you need will depend on the asset and what your plans are. Thinking about the policies and procedures early in the CAT process will help your committee be as prepared as possible. Some key areas that you may need to think around are given for you as examples in the table below. You may have other policies that you think are relevant to your project and group depending on your purpose and aims and objectives.

Make a list of policies you think you might need and decide who from the committee will be responsible for putting together or updating your policy. You might allocate responsibility for different policies to different committee members or have more than one committee member work on a policy. This is where your skills on the Committee in Section 1.2 will help you identify skills and experience to put these policies together. Be prepared to show copies of your policies to potential funders and the Council when you apply for Community Asset Transfer.

Policy	Committee Member
Writing funding applications	
Business planning	
Community engagement	
Policy writing	



# Finance and Business Planning

## 2.1 How do you manage your group's finances at the moment?

## 2.2 If your finances increased significantly due to the capital expenditure of a CAT would you need to change or adapt any of your current finance processes?

Yes  No  Not sure

If 'Yes', how would you need to change your current process?

## 2.3 Have you discussed with potential funders?

Yes  No

If 'Yes', make some notes here:

Funder	Notes	Contact Details

## 2.4 Have you identified legal and other professionals, eg solicitors, surveyors, architects?

Yes  No  Not sure

If 'Yes', make some notes here:

Service	Notes	Contact Details



### Other Professional Support

You will need a solicitor to carry out the conveyancing, source the title deeds for the property, check if there are any shared access agreements in place, and manage all the paperwork. If you have a Solicitor already, you can add their details here.

Name and address of your Solicitor:

You may need an architect to give you an estimate of possible alterations you could make to the asset and outline costs for the work. You can then make inquiries about potential grants before taking on an asset avoiding the risk of finding it cannot be used as intended.

You may also want to obtain an independent survey of the property which considers the value, and an indication of any essential repairs. If work is needed to upgrade or maintain the property you will need an estimate of the costs involved before you enter into any Asset Transfer Agreement. Long leases from the Council are usually on a full repairing basis, meaning that you are responsible for all the upkeep, maintenance, and repairs to the property.

### 2.5 Is there anyone in your local community with these skills?

Yes  No  Not sure

If 'Yes' have you asked them if they can help, or give you some advice on who else you could approach? They may not be able to offer their services free of charge but might be interested in being involved. There are grants available to cover professional fees. You could consult other community groups who have done something similar to find out who they used.

Name and Contact Details	Potential Skills	Who will contact them?	Results



# Legal Structure and Eligibility

Your group's legal structure (please select one of the following options):

Unincorporated Association   
(You have a constitution, but  
no other legal status)

Charity

Charity Number: \_\_\_\_\_

Single Tier SCIO

SCIO Number: \_\_\_\_\_

Two Tier SCIO

SCIO Number: \_\_\_\_\_

Limited Company

Company Number: \_\_\_\_\_

Community Benefit Society

Registration Number: \_\_\_\_\_



## Community Benefit

What is the benefit to the community that will result from you having access to the asset?

What evidence of community support do you have? eg funding pledged, community groups, getting involved in the project, results of surveys or meetings?

