

Community Asset Transfer Request Notification

Regulations 6 and 7 of the Community Empowerment Procedure Regulations, set out arrangements for Public Bodies to ensure other people are informed when an asset transfer request has been made, and to advise how they can make representations about it.

Notice is hereby provided of an Asset Transfer Request received by Renfrewshire Council for [Woodlands Bowling Club, Brediland Road, Linwood PA3 3RA](#)

Details of the request and how to make representations are provided below:

Community Transfer Body: [Woodlands Community Bowling Club, SCIO \(SC050436\)](#)

Name of Asset: [Woodlands Bowling Club](#)

Nature of Request: [Transfer of Ownership](#)

Date CAT Request received: [10 November 2020](#)

Status of Request: [Validated*, 16 May 2022](#)

Summary of Proposed Use:

Woodlands Community Bowling Club (WCBC) propose to continue to invest and upgrade the fabric and facilities of the clubhouse and green to secure the future of the club for the local community. WCDC will continue the full range of existing community-based activities and social events provided by the Club, including, coaching for local schools and hall lets, New activities/events are planned to promote and encourage playing the game of bowls; advance public participation in sport; and contribute to mental and physical capacities and support health and wellbeing within the community, including, Family Fun Days and 'Try Bowls' free events.

Representation

This CAT Request is open for consultation. If you wish to make a representation either for or against the transfer request, you must do so in writing, stating your name and address. Representations must be made within 20 working days of the notice being published. A copy of each representation will be given to the Community Transfer Body (CTB) and will be published on the Council's website (<https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer>) along with any comment from the CTB. The final date to make representations for this request is **Friday, 1st May 2020**.

Representations should be sent to communityassettransfer@renfrewshire.gov.uk with the title "*Woodlands Bowling Club CAT Request Representation*".

All representations and responses are available to read on the Renfrewshire Council website: <https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer>

*Validation is the date at which all documents in relation to the CAT Request have been received.

Relevant Documents

The following key documents are attached to this notice:

- The official CAT Request Form (Updated April 2022)
- Name CTB's Business Plan for Ralston Community Sports Centre (Updated April 2022).

Personal and Commercially Sensitive information has been removed from the CAT Request and Businesses Plan prior to publication.

For more information, contact communityassettransfer@renfrewshire.gov.uk or call 0300 300 0330.

This Notice is published by order of the Head of Economy and Development, Chief Executives' Services, Renfrewshire Council.



Received
14/04/2022

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

IMPORTANT NOTES:

This is a standard asset transfer request form which can be used to make a request to any relevant authority. Relevant authorities may also provide their own forms in their own style.

You do not need to use this form or a relevant authority's form to make an asset transfer request, but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request. Relevant authorities may also provide additional guidance on their schemes.

You are strongly advised to contact the relevant authority and discuss your proposals with them before making an asset transfer request.

When completed, this form must be sent to: -

**The Asset Manager
Asset & Estates
Property Services
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley
PA1 1TT**

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

UPDATED APRIL 2022

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Woodlands Community Bowling Club SCIO

1.2 CTB address. This should be the registered address, if you have one.

Postal address:
Brediland Road
Linwood
PA3 3RA

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: XXXXXXXXXXXXX
Postal address: XXXXXXXXXXXXXXXXXXXXX
Postcode PA3 XXX
Email: XXXXXXXXXXXXXXXXXXXX
Telephone: XXXXXXXXXXXXX

We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement).*

You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

	Company, and its company number is Charity number is	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC050436
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB’s constitution, articles of association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No Yes

Please give the title and date of the designation order:

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No Yes

If yes what class of bodies does it fall within?

Section 2: Information about the land and rights requested

2.1 Please identify the land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.

Woodlands Bowling Club Brediland Road Linwood PA3 3RA
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2.2 Please provide the UPRN (Unique Property Reference Number), if known.

If the property has a UPRN you will find it in the relevant authority's register of land.

UPRN:-123029526

Type of request, payment and conditions

2.3 Please tick what type of request is being made:

for ownership (under section 79(2)(a)) - go to section 3A

for lease (under section 79(2)(b)(i)) – go to section 3B

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the land requested:

Proposed price: £XXX as the Club will continue to spend a substantial amount on the maintenance and renovation of the property and ground, thus relieving Renfrewshire Council of any further expenditure/involvement maintaining same.

Please attach a note setting out any other terms and conditions you wish to apply to the request.

3B – request for lease

What is the length of lease you are requesting?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ per month / year (delete as appropriate)

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – request for other rights

What are the rights you are requesting?

We wish to apply for an asset transfer of the club and grounds for a peppercorn amount. We will require continued access of the car park and road which serves the bowling club and sports hub.

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ N/A

Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 3: Community Proposal

3.1 Please set out the reasons for making the request and how the land or building will be used.

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

Reasons for Request of Community Asset Transfer

The Woodlands Community Bowling Club is requesting the community asset transfer of its current premises on Brediland Road, Linwood, Renfrewshire (PA3 3RA). The asset is currently owned by Renfrewshire Council. The reasons for requesting the transfer of this asset to Woodlands Community Bowling Club are detailed below:

- To secure the future of a community-based asset - The Woodlands Community Bowling Club has operated from its current site on Brediland Road, Linwood, Renfrewshire (PA3 3RA) since 1985. The asset is therefore an established part of the local community of Linwood in Renfrewshire and has provided a safe and accessible space for the delivery of community-based sports and social activities.

- To secure the future of the Woodlands Community Bowling Club for members - The request for the transfer of the Club site to Woodlands Community Bowling Club will ensure the longer-term viability and sustainability of the Club and its activities. Asset Transfer will provide security of tenure for the Club ensuring members will continue to benefit from participation in the sport of outdoor and indoor bowling, at a social as well as competitive level. To ensure the Club's governance and constitution are fit-for-purpose, the Club applied to the Scottish Charity Regulator (OSCR) to change its legal structure from an Unincorporated Group to a Scottish Charitable Incorporated Organisation (SCIO). This change was approved by OSCR in September 2020 (OSCR Number SC050436).
- To increase participation in community-based sport - Woodlands Community Bowling Club hosts and delivers a range of events and activities which provide opportunities for social as well as competitive playing of outdoor and indoor bowling. Asset transfer will enable the Club to further invest in the development of these activities.
- To develop opportunities for wider community engagement – As a result of securing the future of the asset and longer-term viability of the Woodlands Community Bowling Club, the transfer of the Club site from Renfrewshire Council will also increase opportunities for community engagement. Security of tenure will provide the Management Committee with greater flexibility re: Club finances. Savings on annual lease payments will enable the Club to divert funds to the delivery of community activities and events.

Project Objectives

The community asset transfer of the Woodlands Community Bowling Club site will enable the Club to meet its core objectives as stated in the Club's written Constitution. The project objectives are therefore:

To promote, foster, encourage playing the game of bowls by providing facilities in the interest of social welfare for recreation and leisure time occupation, with the object of improving the conditions of life, health and wellbeing for the members and public at large. Providing an accessible, inclusive, and equal opportunities club. The club will achieve this by:

- Securing the asset transfer of Club premises
- Ensuring club facilities continue to be available for use by club members and wider geographic community.
- Continuing investment in the ongoing maintenance and development of a community owned asset.

To advance public participation in sport by promoting and providing opportunities at a range of levels. This will be achieved by:

- Promoting club activities through social media, advertising, posters and leaflets.
- Engaging with local schools and Milldale Day Opportunities (day service).
- Offering taster sessions such as 'Try Bowls' which is a Bowls Scotland initiative to encourage public to participate in bowls free of charge.
- Delivering Family Fun Days and Try Bowls throughout the year.

To encourage children, young people and adults through the provision of coaching opportunities to engage in all aspects of bowls to develop mental and physical capacities and enable them to improve the conditions of life and support health and wellbeing. This will be achieved by:

- Delivering Family Fun days and 'Try Bowls' throughout the year
- Engaging with schools and other local organisations

Our vision is to continuously improve our facilities and abilities on and off the green, to make our club the one of choice for new members, sponsors and the extended community, so improving our revenue streams and sustainability of our Club.

How the asset will be used

Woodlands Community Bowling Club will continue to use the asset to deliver/host community-based bowling and social activities for Club members and the wider community to enjoy.

Current Activities / Bowling, Social Bowling, Leagues and Competitions – Woodlands Community Bowling Club hosts and delivers a range of community-based events and activities which

provide opportunities for social as well as competitive playing of outdoor and indoor bowling. Activities and events take place on a weekly, monthly and annual basis. These activities are open to all Club members and wider community.

- Indoor social bowling competitions (twice weekly / week-day afternoon and evening)
- Indoor League bowling (twice weekly / week-day afternoon and evening)
- Indoor bowling competitions (monthly / weekends)
- Outdoor social bowling (twice weekly / week-day afternoon and evening and weekend afternoons)
- Outdoor bowling competitions (2-3 per month / weekends)
- Indoor and outdoor bowling (Association games) (events throughout the year).

Running alongside these activities is a calendar of social events for Club members.

This includes the Club's annual presentation dinner in November.

Through the delivery of these regular activities, Woodlands Community Bowling Club provides a place for club members and the wider community to meet, chat and socialise.

Current Activities / Schools Coaching Programme - In addition to the above, the Club delivers a bowls coaching programme to primary school pupils 4 to 7 from Our Lady of Peace Primary School. The Club also provides coaching sessions to teachers from Linwood High School as part of their staff wellbeing programme.

Community-based Activities and Social Events - The Club hosts and delivers a range of community-based activities and social events on a weekly, monthly, and annual basis:

- Club Socials – social nights and fund-raising events delivered every 6 weeks throughout the year (weekend)
- Community Group Activities – The Club-house is hired by local community groups for the delivery of their activities, for example Milldale Day Opportunities delivers a weekly afternoon bowling and annual summer party and Christmas party (Milldale Day Opportunities provides a day service for up to 75 adults aged 18+ with learning disabilities and or autism). The Club-house is also the venue for presentation dances for local football clubs
- Community hall-hires – The Club-house is available for community hire throughout the year (week-day and weekends). Events include engagement parties, children and adult birthday parties, anniversary celebrations, and purveys etc.
- Family Fun Days – The Club hosts an annual Family Fun Day in May which is open to the local community
- Try Bowls events – These taster sessions are delivered throughout the year and provide an opportunity for members of the local community to try the sport of outdoor / indoor bowling. These events promote the health and wellbeing benefits of participation in community-based sport as well as raise the profile of the Club, its facilities and wider activities.

Development of the Asset

Since 1985, the Club's Management Committee has implemented an extensive programme of improvements to the Club-house, bowling green and environs. The cost of these improvements has been met through income generated by the Club's activities and represent a significant investment of Club funds. The refurbishment works undertaken since 2015 are detailed below. These improvements were undertaken to ensure the asset remained fit-for-purpose for the delivery of its community-based activities.

Asset Improvements	When
Exterior: Bowling Green and surround – Reinstatement of surface level and new embankment wall and steps	2015
Exterior: Access improvements – Installation of safety handrails	2015
Exterior: Security – Installation of roller shutter and alarm system	2016
Interior: Installation of 90no. changing-room lockers	2017
Exterior: Lighting – Installation of timer-controlled security floodlights	2018
Interior: LED lighting installed throughout building	2019
Exterior: Windows replaced with double-glazed units	2021
Interior: Central Heating System replaced	2021

Ongoing Asset Maintenance – To date, the Club has invested funds raised through the delivery of Club activities, to ensure the upkeep and ongoing maintenance of the asset. This will continue once the lease of the asset has been transferred to Woodlands Community Bowling Club. The Management Committee of Woodland Community Bowling Club has developed a robust financial forecast for the period January 2022 to December 2024. The financial forecast shows how ongoing expenditure required for the upkeep and maintenance of the asset will be met. A full financial forecast is detailed in the supporting Business Plan.

Future Development -The Club is proud of its community status and regularly promotes club news and, achievements via social media channels such as Facebook.

This helps to raise the profile of the Club within the local community.

- **Activities and Events** – Moving forward, the Club has developed plans to increase the number of events by promoting the facilities through social media, engaging with the local schools and Milldale Day Opportunities, posters and leaflets distributed/displayed within the local community, advertising within the club and word of mouth. New events include a summer barbeque, weekly quiz, and an increase in the number and variety of club socials. These new activities will help to increase Club revenue through bar sales, club membership fees, donations, fund raising and sponsorship.
- **Club Membership** – With the resumption of Club activities following Covid, the Management Committee has scheduled a recruitment drive to increase membership levels. Membership fees provide additional income to the Club. Membership fees also attract Gift Aid.

- Income generation – the proposed Community Asset Transfer of the Club site from Renfrewshire Council to Woodlands Community Bowling Club, will enable the Club to increase / expand income generation opportunities.
- Lease – Currently the Club lease is calculated at 15% of the annual bar gross turnover. However, with the transfer of the asset to the Club, the payment of annual lease (which is paid in arrears) will cease in 2024. With the removal of this expenditure item, the Club will be in a better position to reinvest funds into the maintenance of the building and delivery of Club and community activities.
- Club Facilities – To date the interior of the Club-house has already benefited from replacement of the central heating system as well as upgrade of fixtures and fittings within the main hall and toilets. Ongoing improvement will ensure the facility remains a safe and welcoming environment.
- Hall-hires – Ongoing upkeep of the Club-house will ensure the venue remains an attractive community space for the social functions and hall-hire.
- Succession planning – The Management Committee is aware of the importance of succession planning. The management structure now includes two subcommittees which provide an additional 4 members with an opportunity to develop their committee skills and experience, as well as support the work of the Management Committee.
- Future Development of the asset - Club facilities are the major player in keeping and attracting members & visitors and ultimately the longer-term future of the Club.

The table below outlines the next phase of planned refurbishment:

Phase	Details	Estimated Costing
24-36 months	Install a decking area which will include bench seating.	£1,500
Year 4	Refurbish bar facility.	£2,500
Year 5	Refurbish hall facility Continuous affordable improvement will remain our priority.	£5,000

Scotland’s Transition to Net-Zero by 2045 – Decisions regarding future

refurbishment of the Club-house will be taken with Scotland’s Net Zero target in mind. The Management Committee is currently researching green energy options (i.e., solar panels) and related grant funding / social investment.

Benefits of the proposal

3.2 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

The transfer of the asset to Woodlands Community Bowling Club will bring about the following benefits:

Benefits for the community - Woodlands Community Bowling Club located in

Linwood which is situated within the Renfrewshire Council ward area of Houston, Crosslee and Linwood. Data from the 2011 Census provides the following profile for the local community:¹

- Approximately 16,000 people live in the area, in slightly less than 7,000 households • The area has a smaller proportion of working-age population compared to the Renfrewshire total. It is also apparent that there is a larger proportion of 45- to 59-year-olds and 65- to 74-year-olds within Houston, Crosslee and Linwood compared to the Renfrewshire average.
- Lower proportion of single adult households with higher levels of married couple households.
- General health levels are better than across Renfrewshire with 83% of people believing they have 'Very Good or Good Health'. With 71% of people having no long-term health conditions.

As the above demographic data highlights, within the community surrounding Woodlands Community Bowling Club, there is a larger population of 45- to 59-year-olds and 65- to 74-year-olds reporting very good general health. This directly correlates with the membership profile of Woodlands Community Bowling Club and the core mission of the Club to promote and encourage improved health and wellbeing of the local community through increasing access to and participation in community based indoor and outdoor bowling. The transfer of the asset to Woodlands Community Bowling Club would provide the following benefits to the local community

¹ Renfrewshire Council, Electoral Ward 9: Houston, Crosslee and Linwood 2011 Census Data

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- Health and Wellbeing – Members of the local community will continue to benefit from Club activities and events which help people to lead healthier lives and support people living with long term conditions or mental health issues.
- Social wellbeing – The Club will continue to deliver a programme of regular activities throughout the year which provide opportunities to bring people together to socialise. This will help to reduce social isolation, loneliness, as well as encourage physical health and support mental health.
- Creating opportunities for young people – Children and young people within the local community will continue to have access to the sport of outdoor and indoor bowling, both as a leisure pursuit and as a competitive sport. The continuation of the Club’s coaching programmes by trained volunteers will continue to enable young people within the community to build confidence, gain new skills, and interact with different age groups.
- Safe and Accessible Space – Members of the local community and other community groups will continue to have access to a safe and accessible space for meeting with friends, engaging with community group activities and/or participating in local events.

Benefits for Woodlands Community Bowling Club - The asset transfer of the club site to Woodlands Community Bowling Club would bring the following benefits to the Club:

- Community-based Sport – The transfer of the asset from Renfrewshire Council to Woodlands Community Bowling Club would secure the future of an established community-based sport within the local community. As a result, the Club will continue to promote and encourage the take up of the sport of outdoor and indoor in the local community.
 - Future of the Club – Transfer of the asset to Woodlands Community Bowling Club will ensure the continuation of Club activities are secured for the future. The transfer of the asset would ensure Club members continued to benefit from a safe space to train and play the sport of outdoor and indoor bowling.
 - Mission & Aims - The transfer of the asset to Woodlands Community Bowling Club would enable the Club to meet its Objects as stated in its constitution. These Objects are to promote and foster the game of bowls, to advance public participation in the sport and to encourage children, young people and adults to take up and progress with the sport of outdoor and indoor bowling
 - Income Generation – Securing the future of the asset through the community asset transfer process will mean income generated through the delivery of Club events and activities will be used to re-invest in the ongoing provision of community-based activities and maintenance of a community-based asset.
 - Community Engagement – Asset transfer will also ensure Woodlands Community Bowling Club is able to continue to raise funds and support the work of other local charities through its calendar of fund-raising events.
- Increase funding opportunities - Security of tenure will also ensure the Club meets technical/eligibility criteria to access sources of grant funding to support the delivery of community-based sports and social activities.

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Restrictions on use of the land

3.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

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

No restriction to our knowledge

Negative consequences

3.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these?

You should consider any potential negative consequences for the local economy,

No negative consequences have been identified

Capacity to deliver

3.5 Please show how your organisation will be able to manage the project and achieve your objectives.

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

Project Management - Woodlands Community Bowling Club operates in accordance with the Club's signed constitution and the following regulatory bodies:

- The Scottish Charity Regulator (OSCR) - Until 2020, the Club operated as an Unincorporated group. The Club now operates as a Scottish Charitable Incorporated Organisation (SCIO) and is registered with the Scottish Charity Regulator, OSCR (Registration Number: SC050436). The Club is therefore required to operate in accordance with the 2005 Charities and Trustee Investment (Scotland) Act.
- Bowls Scotland - The Club is an Affiliate Member of Bowls Scotland (www.bowlsscotland.com). Bowls Scotland oversees the competitive playing of lawn balls (sport rules, quality standards for outdoor greens etc.) and provides support to bowling clubs throughout Scotland across a number of measures such as safeguarding, coaching, health and safety, club insurance. As an Affiliate Member, Woodlands Community Bowling Club pays an annual membership fee of £500. Throughout the current Covid pandemic, Bowls Scotland has provided health and safety advice on Club re-opening and method statements for the safe delivery of Club activities. Membership

- of Bowls Scotland ensures the Club can continue to host district competitions which are an additional income stream to the Club.
- Management Committee - Governance of the Club is carried out by an annually elected Management Committee, comprising: - President, Club Secretary, Treasurer, Vice President, Immediate Past President, Match Secretary, Bar Convenor, Social Convenor, Greens Convenor and 3 additional general committee members, a total of 12 very committed and able members. The present committee although annually elected at AGM, has been relatively stable over recent years, reflecting willingness to be part of a progressive club, seen to be raising our profile throughout the bowling fraternity and locally within the community. There are no paid club members.
- Succession Planning – The Management Committee is aware of the importance of succession planning. To this end, a ‘Match and Ties’ Subcommittee and Social Subcommittee have been formed. As a result, an additional 4 members have an opportunity to develop their committee skills and experience, as well as support the work of the Management Committee.
- Community Representation – The Club strives to ensure membership of the Committee is representative of the local community. All members of the current Committee reside within the local community. The age of Committee members ranges from 23 years to 83 years old. Gender representation on the Committee is nine males and three females.
- Skills and Experience – There is a breadth of skills and experience within the Club membership. The skill set of the present Management Committee includes accounting, plumbing, engineering, catering, first aid, electrical, IT and legal.
- Management and Reporting Structures - The Management Committee meet monthly to discuss a fixed agenda. Items for discussion may be added to the agenda by contacting the Club Secretary (in-person or by telephone/email). Management Committee meetings are open for Club members to attend. Minutes are taken and copies are available on request to the Club Secretary. The table below shows the meeting structure and frequency:

Meeting	When	Agenda Items	Actions	Resolution	Minuted
Management Committee Meeting	Monthly	Finances Correspondence Club repairs Duty Rota Functions/community events Any other business	Allocated to the appropriate person/sub-committee or steering group.	Actions remain on the Committee minutes until resolved. Resolution Documented	Yes
Annual General Meeting (AGM)	Annually (March)	Finances – annual audited accounts. Election of Office Bearers/Committee Fees Club repairs Any other business	Actions are allocated to the appropriate person/sub-committee or steering group.	Actions are added to the monthly Committee meeting agenda and remain on the Committee minutes until resolved. Resolution documented.	Yes

- Policies and Procedures – To ensure the safe and effective operation of the Club the following policies and procedures are in place:

Policy	Details
PVG	Safeguarding policy and procedures provided by Bowls Scotland
Child Protection Office	Policy and procedures provided by Bowls Scotland Bowls Scotland
Data Protection	Government guidelines. Information held on devices is password protected.
Complaints Policy	The Club has developed a Complaints Policy which is available on request from the Club Secretary
Equality and Diversity	Hard copy available. each member of the Management Committee is required to read and sign the policy
Financial Control	As set out in the Club Constitution and OSCR guidelines

- Day to Day Operation – The following are in place to ensure the safe and effective day-to-day delivery of Club activities:

	Details
Public Liability Insurance	Provided through Bowls Scotland. Annual insurance policy which covers buildings, content, and Public Liability
Health and Safety	Provided by Bowls Scotland. Examples include: Safe operation of Club during Covid regulations (ongoing), Health & Safety measures
Bar License	Renfrewshire Council – Licence Ref. PREM/353

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Bar training	Bar training completed by members of the volunteer committee as required by the licensor (Renfrewshire Council)
Bowls Scotland Coaching Certification	Provided through Bowls Scotland

Track Record of Woodlands Community Bowling Club – Woodlands Community Bowling Club has a proven track record of community engagement through the delivery community-based sports activities and social events within the setting of a safe, accessible and well-maintained community asset.

- Track Record of Asset Management - Throughout its 37-year history, the Club has implemented extensive improvements to the clubhouse and bowling green such as an extension to the Clubhouse and environmental improvements to the outdoor bowling green and surrounding paths and lawns. The cost of these improvements has been covered by the Club’s income generation and fund-raising activities. An extensive refurbishment programme has been undertaken on the Clubhouse. The table below sets out the areas of major refurbishment undertaken to the property since 2015.

When	Refurbishment of Asset - Description
2015	Exterior: Bowling Green and surround – Reinstatement of surface level and new embankment wall and steps
2015	Exterior: Access improvements – Installation of safety handrails
2016	Exterior: Security – Installation of roller shutter and alarm system
2017	Interior: Installation of 90no. changing-room lockers
2018	Exterior: Lighting – Installation of timer-controlled security floodlights
2019	Interior: LED lighting installed throughout building
2021	Exterior: Windows replaced with double-glazed units
2021	Interior: Central Heating System replaced

- Track Record of Activity Delivery – The track record of the Club in operating a community facility is evidenced by the current timetable of community-based activities which take place on-site on a weekly, monthly and annual basis. The timetable below provides an overview of the total hours of operation; current usage levels (i.e., activities and events scheduled); times of day/week with capacity for increase. The shaded areas reflect regular bookings (April 2022). The areas which have been left blank indicate availability of the Club-house for use by the community (venue hire).

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

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17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							
00:00							

Social Bowling (Wappenshaw)		League Games	
Private Functions, Socials, Open Competitions, Family Fun Days, Try Bowls		Association Games	
Club Championships		Casual Games / Ties	
School / Community Coaching Sessions			

- Track Record in Financial Management** – Woodlands Community Bowling Club generates income through bar sales, fund raising events, corporate sponsorship, charitable donations, gift aid and grant funding. As a Scottish Charitable Incorporated Organisation (SCIO) the Club’s financial procedures meet the requirements of the Scottish Charity Regulator (OSCR). This includes the annual submission of signed accounts to the charity regulator. Annual accounts are signed by an Independent Examiner (Miller, Becket and Jackson).

Professional Support and Advice – Woodlands Community Bowling Club has sought to deliver all its activities in-line with required permissions, licences, certification, and regulatory requirements. In addition, as part of preparing to undertake the community asset transfer of the Club site, the Management Committee has sought professional advice from local third sector support agencies. The table below provides a summary of the professional support and advice which the Club has engaged with as part of delivering its activities to date.

Professional Support / Advice	Summary of Activities
Certified Central Heating Engineer	To ensure installation of new central heating system complied with legislation and received valid warranty certification
Bowls Scotland / Renfrewshire Council (Asset & Estates)	To ensure reinstatement of outdoor bowling green in line with requirements of the asset holder Renfrewshire Council
Building Contractor and Project Management Team	Carried out tasks related to Club-house extension

Engage Renfrewshire	Provided support with: <ul style="list-style-type: none"> • Application to OSCR for SCIO status • Amendments to Club constitution to ensure document was fit-for-purpose
Invest in Renfrewshire Communities Team	Provided support with: <ul style="list-style-type: none"> • Business planning • Identification of grants for project activities
Renfrewshire Council Business Team	To ensure Club accessed all appropriate Covid related Business Support Grants
Miller, Becket and Jackson Solicitor	Independent Examiner of Club accounts.

Section 4: Level and nature of support

4.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Community Engagement and Involvement - The Club actively engages with the wider community to raise awareness of the Club and the health and wellbeing benefits of participation in community-based indoor and outdoor bowling. As part of preparing for the Community Asset Transfer process, the Club has engaged and involved the following members of the local community:

- Club Members – The Club membership has been regularly consulted on and involved with the development of the community asset transfer proposal. Club membership is open to all residents from the local community of Houston, Crosslee and Linwood, as well as the wider Renfrewshire area. The majority of Club Members (97%) reside within the local area of Linwood. As members of the local community, they are supportive of the proposal to secure the asset for the provision of community-based sports activities in the area.
- Community Sports Associations and Clubs – Other sports clubs and associations within Renfrewshire have been informed and are supportive of the Woodlands Community Bowling Club’s proposal for asset transfer. These clubs are Johnstone Bowling Club and Robertson Park Bowling Club. Woodlands Community Bowling Club will also share its learning and experience to support other community groups considering the transfer of an existing asset into community management / ownership.
- Community Groups – The development of a community asset in Linwood will also contribute towards the aims and objectives of Linwood Community Development Trust. The Trust is supportive of the Club’s proposal to bring the existing club site under community management. Millburn Day Opportunities is also supportive of the proposal as it will ensure their service users continue to benefit from an accessible space for the delivery of their weekly activities.

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- Elected Members - The Club has benefited from the active engagement of elected officials from Renfrewshire Council. Councillors Jim Sheridan and Alison Dowling have provided access to support from Council officers from Economic Development and Community Regeneration.

Section 5: Funding

5.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

Project Management Costs – Woodlands Community Bowling Club will fund the transfer of the asset and its ongoing maintenance in the following way:

- Current Income - Woodlands Community Bowling Club has three main sources of income. These are: bar sales, membership fees and hall-hire. Bar sales are the main income stream for the Club.
- The table below details Club income and expenditure during the period between March 2017 and Sept 2021.

Income	2017-18	2018-19	2019-20	2020-21
Donations	£XXX	£XXX	£XXX	£XXX
Grants	£XXX	£XXX	£XXX	£XXX
Gift Aid	£XXX	£XXX	£XXX	£XXX
Events & Competition	£XXX	£XXX	£XXX	£XXX
Membership Fees & Subs	£XXX	£XXX	£XXX	£XXX
Bar	£XXX	£XXX	£XXX	£XXX
Other	£XXX	£XXX	£XXX	£XXX
Total Income	£XXX	£XXX	£XXX	£XXX
Expenditure				
Miscellaneous	£XXX	£XXX	£XXX	£XXX
Rent	£XXX	£XXX	£XXX	£XXX
Honoraria / Gratuities	£XXX	£XXX	£XXX	£XXX
Total Expenditure	£XXX	£XXX	£XXX	£XXX
Surplus/deficit	£XXX	£XXX	£XXX	£XXX

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- Green Maintenance - XXXXXXXXXXXXXXXXXXXXXXXX.
- Lease – XXXXXXXXXXXXXXXXXXXXXXXX.

Section 6: Other Supporting Documentation

To enable the Council to fully consider your application, the following supporting documentation must be submitted as part of your application:

- A copy of your organisation’s constitution;
- A business plan (that is proportionate to the nature of the asset transfer request);
- Audited accounts (or a financial projection where the applicant has been operating for less than one year);
- Annual reports (where these are available).

Applicants are advised to refer to the council’s Community Asset Transfer Policy Guidance Note for Applicants for further details of what information should be included in these supporting documents.

Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name	XXXXXXXXXXXXXXXXXX
Address	XXXXXXXXXXXXXXXXXX
Date	14/04/2022
Position	IMMEDIATE PAST PRESIDENT AND TRUSTEE
Signature	

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Name	XXXXXXXXXXXXXXXXXX
Address	XXXXXXXXXXXXXXXXXXXXXXXXXX
Date	14/04/2022
Position	CLUB SECRETARY
Signature	

Received

14/04/2022



Woodlands Community Bowling Club

Business Plan - April 2022

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1) Executive Summary

This document sets out the business development plan for Woodlands Community Bowling Club. Key to the successful implementation of this development plan is securing the lease of the existing Club facility through the Community Asset Transfer process. This business plan contains the following information:

- The core mission of the Club
- A profile of the community in which the Club is based
- A profile of the Club membership
- Community engagement activities
- The governance, management, and administration of the Club
- An outline of the Club facilities
- Activities delivered for Club members
- Activities delivered for the local community
- Club finances and financial forecast
- Future developments identified

2) Introduction

Woodlands Community Bowling Club was established in 1985 and is located on Brediland Road, Linwood (PA3 3RA). In February 2020, the Club successfully applied to OSCR for a change to its legal structure from an Unincorporated group to a Scottish Charitable Incorporated Organisation (SCIO registration SC050436). The Club's premises are owned by Renfrewshire Council and leased to the Club at a fixed rate of 15% of annual bar gross turnover.

The Club has an established presence in the local community of Houston, Crosslee and Linwood due to its strong community focus. The day-to-day operation of the Club is overseen by a volunteer Management Committee of 12 members with an additional 4 members engaged in subcommittee activities. Club activities centre around the existing Club premises. Club facilities include an outdoor bowling green and Clubhouse. Both the exterior and the interior of the Clubhouse have undergone



extensive improvements to ensure the facilities remain modern and welcoming. To secure the long-term future of the

Club, Woodlands Community Bowling Club has applied to Renfrewshire Council for the transfer of the Club premises to community-ownership by the Club. This will enable the Club to retain income generated from its

activities for re-investment in club facilities, equipment, and community-based activities. The Club name and its collaboration with the local community organisations will continue.

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3) Our Mission

Our core mission is stated in the Club's written constitution:

To promote, foster, encourage playing the game of bowls by providing facilities in the interest of social welfare for recreation and leisure time occupation, with the object of improving the conditions of life, health and wellbeing for the members and public at large. Providing an accessible, inclusive and equal opportunities club. The club will achieve this by:

- Securing community ownership of Club premises
- Ensuring club facilities continue to be available for use by club members and wider geographic community.
- Continuing investment in the ongoing maintenance and development of a community owned asset.

To advance public participation in sport by promoting and providing opportunities at a range of levels. This will be achieved by:

- Promoting club activities through social media, advertising, posters and leaflets.
- Engaging with local schools and Milldale Day Opportunities (day service).
- Offering taster sessions such as 'Try Bowls' which is a Bowls Scotland initiative to encourage public to participate in bowls free of charge.
- Delivering Family Fun Days throughout the year

To encourage children, young people and adults through the provision of coaching opportunities to engage in all aspects of bowls to develop mental and physical capacities and enable them to improve the conditions of life and support health and wellbeing. This will be achieved by:

- Delivering family fun days throughout the year
- Engaging with schools and other local organisations

4) Community Profile

Woodlands Community Bowling Club located in Linwood which is situated within the Renfrewshire Council ward area of Houston, Crosslee and Linwood. Data from the 2011 Census provides the following profile for the local community:²

- Approximately 16,000 people live in the area, in slightly less than 7,000 households • The area has a smaller proportion of working-age population compared to the Renfrewshire total. It is also apparent that there is a larger proportion of 45- to 59-year-olds and 65- to 74-year-olds within Houston, Crosslee and Linwood compared to the Renfrewshire average.
- Lower proportion of single adult households with higher levels of married couple households.
- General health levels are better than across Renfrewshire with 83% of people believing they have 'Very Good or Good Health'. With 71% of people having no long-term health conditions.

Fit with Community Profile – As the above demographic data highlights, within the community surrounding Woodlands Community Bowling Club, there is a larger population of 45- to 59-year-olds and 65- to 74-year-olds reporting very good general health. This directly correlates with the membership profile of Woodlands Community Bowling Club and the core mission of the Club to promote and encourage improved health and wellbeing of the local community through increasing access to and participation in community-based indoor and outdoor bowling.

5) Club Membership

The table below shows the breakdown of current Club membership at April 2022.

Membership Category	Male	Female	Notes
Senior	25	21	(60 & over)
Full	21	8	(18 to 59)
Junior	3	0	(12 to 17)
Jnr Jnr	2	0	(8 to 11)
Subtotal	51	29	Total - 80

Club membership is open to residents from the local community of Houston, Crosslee and Linwood, as well as the wider Renfrewshire area. However, the majority of Club Members (97%) reside within the local area of Linwood.

Membership Recruitment – Woodlands Community Bowling Club is working towards increasing Club membership. The Management Committee has therefore undertaken the following activities:

- 2021 – Due to the impact of Covid which curtailed many of the regular/planned Club activities, the cost of the membership fee was reduced by 50% from £80/£90 to £40/£45 with the aim of encouraging existing members to renew their membership as well as attract new members.

² Renfrewshire Council, Electoral Ward 9: Houston, Crosslee and Linwood 2011 Census Data

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- 2022 – As a result of the ongoing impact of Covid, the membership fee has remained at the 2019 rate. New members are offered their first year of membership at a discounted rate of 50%.
- Payment of membership fee by instalments – This facility is available to anyone seeking membership of the Club and has been introduced as a means of ensuring the membership fee is affordable to all.
- Awareness raising / promotion – The Management Committee is actively using social media channels such as Facebook to promote the Club and encourage wider community engagement in the sport of indoor/outdoor bowling.
- Community notice boards – Information about the Club, its facilities and activities have been added to physical community notice boards such as the Tweedie Hall (Linwood) and retail shops.
- Local schools – The Management Committee has good links with the local schools such as Our Lady of Peace Primary School, East Fulton Primary School, St Benedicts High School and Linwood High School. This has resulted in the Club developing a coaching programme for Primary school pupils in years 4 to 7 and a coaching session for teachers as part of their wellbeing programme.

6) Community Engagement

As highlighted above, the Club actively engages with the wider community of Houston, Crosslee and Linwood to raise awareness of the Club and the health and wellbeing benefits of participation in community-based indoor and outdoor bowling. The table below details the community engagement activities undertaken by the Club:

Engagement Activity	Details
Milldale Day Opportunities (Day Service)	A weekly afternoon bowling, summer party and Christmas party. Milldale Day Opportunities (day service) provides a day service for up to 75 adults aged 18+ with learning disabilities and or autism.
Our Lady of Peace Primary School	4 coaching sessions/games per week for primary school primary 4-7.
	The intention is to extend this coaching programme to other local primary/high schools in the area to encourage the inclusion of bowling in the curriculum.
Local community	The Clubhouse is used regularly by the community for private functions such as christenings, birthday parties, purveys, anniversary, baby showers, Christmas parties etc.
Family fun day	This is an annual event held in May. The event is open to the local community and provides an opportunity to showcase the Club, its activities and facilities with the aim of encouraging participation in outdoor/indoor bowling and the associated health and wellbeing benefits.

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Try Bowls	Once a month. This is a Bowls Scotland initiative which encourages the public to participate in bowls free of charge
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Corporates and Sponsorships – In addition to engaging with local residents, the Club also actively engages with local businesses. This has led to the identification of new income generation opportunities such as the provision of team-building days to support employee health and well-being. The table below details the current engagement activities undertaken with corporates and sponsors.

Engagement Activity	Details
Linwood High School	Delivering bowling coaching sessions to teachers as part of their 'Staff Wellbeing' initiative
Tesco Superstore (Linwood)	The Clubhouse is the regular venue for the staff party and children's Christmas party. There is an opportunity to develop this engagement into the provision of staff team building events and sponsorship.
Local Bowling Club	Host games and competitions and provide a neutral venue for bowling championships.
John Roach Funeral Directors	Corporate sponsors supporting open competition and club tops.
Clippens Bar	Corporate sponsor supporting two open competitions and club tops.

7) Governance and Administration

Woodlands Community Bowling Club operates in accordance with the Club's signed constitution and the following regulatory bodies:

- The Scottish Charity Regulator (OSCR) - The Club is a registered with OSCR as a SCIO (Scottish Charitable Incorporated Organisation / Registration SC050436). and is therefore required to operate in accordance with the 2005 Charities and Trustee Investment (Scotland) Act.
- Bowls Scotland - The Club is an Affiliate Member of Bowls Scotland (www.bowlsscotland.com). Bowls Scotland oversees the competitive playing of lawn balls (sport rules, quality standards for outdoor greens etc.) and provides support to bowling clubs throughout Scotland across a number of measures such as safeguarding, coaching, health and safety, club insurance. As an Affiliate Member, Woodlands Community Bowling Club pays an annual membership fee of £500. Throughout the current Covid pandemic, Bowls Scotland has provided health and safety advice on

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Club re-opening and method statements for the safe delivery of Club activities. Membership of Bowls Scotland ensures the Club can continue to host district competitions which are an additional income stream to the Club.

Management Committee - Governance of the Club is carried out by an annually elected Management Committee, comprising: - President, Club Secretary, Treasurer, Vice President, Immediate Past President, Match Secretary, Bar Convenor, Social Convenor, Greens Convenor and 3 additional general committee members, a total of 12 very committed and able members. The present committee although annually elected at AGM, has been relatively stable over recent years, reflecting willingness to be part of a progressive club, seen to be raising our profile throughout the bowling fraternity and locally within the community. There are no paid club members.



Succession planning – The Management Committee is aware of the importance of succession planning. To this end, a ‘Match and Ties’ Subcommittee and Social Subcommittee have been formed. As a result, an additional 4 members have an opportunity to develop their committee skills and experience, as well as support the work of the Management Committee.

Community Representation – The Club strives to ensure membership of the Committee is representative of the local community. All members of the current Committee reside within the local community of Houston, Crosslee and Linwood. The age of Committee members ranges from 23 years to 83 years old. Gender representation on the Committee is nine males and three females.

Skills and Experience – There is a breadth of skills and experience within the Club membership. The skill set of the present Management Committee includes accounting, plumbing, engineering, catering, first aid, electrical, IT and legal.

Management and Reporting Structures - The Management Committee meet monthly to discuss a fixed agenda. Items for discussion may be added to the agenda by contacting the Club Secretary (in-person or by telephone/email). Management Committee meetings are open for Club members to attend. Minutes are taken and copies are available on request to the Club Secretary. The table below shows the meeting structure and frequency.

Meeting	When	Agenda Items	Actions	Resolution	Minuted
Management Committee Meeting	Monthly	Finances Correspondence Club repairs Duty Rota Functions/community events Any other business	Allocated to the appropriate person/sub-committee or steering group.	Actions remain on the Committee minutes until resolved. Resolution Documented	Yes
Annual General Meeting (AGM)	Annually (March)	Finances – annual audited accounts. Election of Office Bearers/Committee Fees Club repairs Any other business	Actions are allocated to the appropriate person/sub-committee or steering group.	Actions are added to the monthly Committee meeting agenda and remain on the Committee minutes until resolved. Resolution documented.	Yes

Policies and Procedures – To ensure the safe and effective operation of the Club the following policies and procedures are in place:

Policy	Details
PVG	Safeguarding policy and procedures provided by Bowls Scotland
Child Protection Office	Policy and procedures provided by Bowls Scotland Bowls Scotland
Data Protection	Government guidelines. Information held on devices is password protected.
Complaints Policy	The Club has developed a Complaints Policy which is available on request from the Club Secretary
Equality and Diversity	Hard copy available. each member of the Management Committee is required to read and sign the policy
Financial Control	As set out in the Club Constitution and OSCR guidelines

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Day to Day Operation – The following are in place to ensure the safe and effective day-to-day delivery of Club activities:

	Details
Public Liability Insurance	Provided through Bowls Scotland. Annual insurance policy which covers buildings, content, and Public Liability
Health and Safety	Provided by Bowls Scotland. Examples include: Safe operation of Club during Covid regulations (ongoing), Health & Safety measures
Bar License	Renfrewshire Council – Licence Ref. PREM/353
Bar training	Bar training completed by members of the volunteer committee as required by the licensor (Renfrewshire Council)
Bowls Scotland Coaching Certification	Provided through Bowls Scotland

8) Club-house Facilities

As a community-based sports club, the Club's premises are used throughout the year to host a range of sports-based activities and social events. These activities/ events are open to Club members as well as the local community. The Club is a frequent host-venue for league matches and district



competitions and the Club-house is regularly booked by members of the wider community for social functions such as birthdays, funerals, communions, weddings etc.

Club-house Exterior –

The Club house is a single storey building of brick construction set within mature well-manicured grounds. The outdoor space comprises of:

- One outdoor 6-rink lawn bowling green – maintained to Bowls Scotland standards

- An additional lawned area – used for junior lawn bowls. There is an opportunity to further develop this space as a picnic area
- Benched seating (14no. benches).

Club-house Interior - A floor plan of the facility is detailed in Annex 1. The main features of the Club-house interior are detailed in the table below:

Club House Interior	Details
Main hall (ground floor)	With seating for up to 85 people. An accessible space suitable for functions and corporate events
Bar and Cellar	Located within the Main Hall on the ground floor. Bar providing non-alcoholic and alcoholic drinks and airconditioned cellar providing additional storage.
Kitchen	Cooking and refrigeration, Tea & Coffee making facilities plus storage
Committee room	Private area for meetings with seating suitable for 8 people in a Board room.
Locker room	90 units providing members with secure storage of equipment and personal items.
Toilets	Toilets including DDA compliant facility and baby changing area.
Wheelchair access	The Clubhouse is fully accessible, providing wheelchair access to all public areas.

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Other Features – The Clubhouse is centrally heated with LED lighting throughout. Double-glazed window units have been installed. The premises are secured via electric shutters on windows and doors. CCTV and alarm system is in operation, linked to a central call centre.



Club-house Refurbishment – An extensive refurbishment programme has been undertaken on the Clubhouse. The table below sets out the areas of major refurbishment undertaken to the property since 2015.

Refurbishment Undertaken to Property	When
Exterior: Bowling Green and surround – Reinstatement of surface level and new embankment wall and steps	2015
Exterior: Access improvements – Installation of safety handrails	2015
Exterior: Security – Installation of roller shutter and alarm system	2016
Interior: Installation of 90no. changing-room lockers	2017
Exterior: Lighting – Installation of timer-controlled security floodlights	2018
Interior: LED lighting installed throughout building	2019
Exterior: Windows replaced with double-glazed units	2021
Interior: Central Heating System replaced	2021

Transition to Net-Zero by 2045 – As a third sector organisation operating in Renfrewshire, the Club is keen to play its part towards the achievement of Scotland’s Net Zero target by 2045. Decisions regarding future refurbishment of the Clubhouse will be taken with Scotland’s Net Zero target in mind. The Management Committee is currently researching green energy options (i.e., solar panels) and related grant funding / social investment.

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9) Club Activities

Woodlands Community Bowling Club provides a calendar of activities / events which are open to Club members and the local community. These activities and events are organised by members of the volunteer Management Committee (12no.) with support from 4 Subcommittee members and the wider Club membership. The Club are proud of their community status and post their undertakings and achievements on “Facebook”, attracting the attention of the broader community, not just members. Local schools are invited to bring along interested pupils who might be willing to try our sport, for practice/coaching sessions and we will continue with this offer.

We endeavour to display a happy, well organised, modern Club at all times in front of all our visitors, with the goal of adding to our numbers, support equality and inclusive access.



Socials, Leagues and Competitions – Woodlands Community Bowling Club hosts and delivers a range of community-based events and activities which provide opportunities for social as well as competitive playing of outdoor and indoor bowling. The table below details the current programme of Club bowling events:

Activity	Description	When	Open to
Indoor bowling competition.	Social bowling open to all members/non-members of the local community.	<p>Twice a week (Monday afternoon and Friday evening) between 1:00pm – 4:30pm and 7pm – 10pm.</p> <ul style="list-style-type: none"> • Held in the main hall on an indoor carpet. • Bowling equipment is provided by the club. • A member of the committee and a coach assist with the organisation and delivery of the games. • Cost to participate is 50p <p>Games can also be played on Tuesday, Thursday evening and Saturday and Sunday afternoons.</p>	Sessions are open to all age groups from eight years old On average, 25 members participate in this activity on a weekly basis.
Ladies/gents Indoor Bowling League	Johnstone and District League games.	<p>Twice a week (Tuesday/Wednesday night between 7:00pm – 10:00pm</p> <ul style="list-style-type: none"> • Held in the main hall on an indoor carpet. <p>Cost - Included in our annual membership fees</p>	Open to members of the association. On average, 24 members participate in this activity on a weekly basis.
Indoor bowling competitions	Sponsored competitions/club championships	<p>Once a month (weekend) between 10:00am – 5:00pm • Held in the main hall on an indoor carpet.</p> <ul style="list-style-type: none"> • Catering provided. <p>Costs are covered by the sponsors</p>	Open to members and non-members. On average, 30 members participate in this activity on a monthly basis. Club facilities are open to the local community who wish to spectate.
Outdoor bowling /social bowling	Social bowling open to all members/non-members of the local community i.e., schools and community groups. Played on the clubs outdoor green.	<ul style="list-style-type: none"> • A game is held on a Monday afternoon and Friday evening • 1:00pm – 4:30pm and 7pm – 10pm. • Cost 50p • Bowling equipment is provided by the club. • Non-members can participate in a game/coaching free of charge. • Games can also be played on Monday, Tuesday, Thursday evening 6.30pm – 9pm and Tuesday, 	Sessions are open to all age groups from eight years old Average number of players is 32 Club facilities are open to the local community who wish to spectate. We are providing coaching to Our Lady of Peace primary school primary 4 -7 on a Thursday and Friday.

		Thursday, Saturday, and Sunday afternoons 12:30 – 5pm	Linwood High School teachers will participate in coaching as part of their staff well-being.
Outdoor bowling competitions	Available from April to September Sponsored competitions/ Club championships. Played on the clubs outdoor green.	<ul style="list-style-type: none"> • 2/3 per month. • Saturday/Sunday 10am – 6pm. • Bowling equipment is available. Catering provided. Costs range from £2 - £5. 	<p>Average number of players ranges from 30 / 60.</p> <p>Open to all members.</p> <p>Club facilities are available for use by non- members/local community who wish to spectate.</p>
Association Games indoor and outdoor bowling	Outdoor bowling for various associations, Johnstone and District, West of Scotland, Renshaw, Renfrewshire Bowling Association and Bowls Scotland.	<ul style="list-style-type: none"> • Run throughout the year both on the indoor carpet and outdoors green. • Free of charge • Bowling equipment is provided if required. The games are run by the Associations representatives and club committee. 	<p>Average numbers range from 20/70 depending on the competition.</p> <p>Open to various clubs that are members of the association.</p> <p>The club facilities are available for use by non- members/local community who wish to spectate</p>

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Community-based Activities and Social Events - The table below details the range of community-based activities and social events which are delivered by / hosted by the Woodlands Community Bowling Club (weekly, monthly, and annually).

Activity	Description		
Socials	Live music / Club fund raising events	<ul style="list-style-type: none"> Held on a Saturday on a 6-week cycle Held in the main hall. Cost £5 per ticket. <p>On average there are two events per month (based</p>	Open to all the local community
Hall hires	Private functions i.e., Birthday parties, anniversaries, baby showers, first communions, football presentation.	<p>on current diary bookings for 2022-23</p> <ul style="list-style-type: none"> Held in main hall and staffed by members of volunteer Management Committee. Hall hire charge: 2 hours/£40, 4-5 hours/£75 	Open to all children and adults from the local community. Average number attending 70
Family Fun Day / Try Bowls Events Adult	<p>Fun day to encourage all ages to participate in bowling and other activities provided.</p> <p>Raise awareness of the bowling club and the facilities and activities available. Activities outdoor bowling, face painting, egg and spoon race, 3-legged race, various fun activities for adults and children.</p>	<ul style="list-style-type: none"> Held once a year in May on a Saturday afternoon between 1pm – 4pm. Try Bowls events (for children and adults) are held monthly • Equipment is provided by club. Entry is free of charge. 	<p>Average number attending 75.</p> <p>Open to members and non members.</p>
Christmas party	Live music, catering, and gifts. Held in the main hall	<p>Held mid-December</p> <ul style="list-style-type: none"> Cost £5 	Average number attending 80. Open to children up to the age of 10 plus parent and guardians.
Children's Christmas party	<p>Music, games, catering, and gifts. Held in the main hall</p> <p>When When</p>	<p>Held mid-December</p> <ul style="list-style-type: none"> Gifts and entertainment are free of charge. <p>Open to The average attendance is 75 people per event. Open to local community</p>	

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Hours of Operation – The timetable below provides an overview of the total hours of operation; Current usage levels (i.e., activities and events scheduled); Times of day/week with capacity for increase. The shaded areas reflect current bookings (April 2022). The areas which have been left blank indicate availability for bookings.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00						Green	Brown
11:00				Dark Blue	Dark Blue	Green	Brown
12:00				Dark Blue	Dark Blue	Green	Brown
13:00	Yellow	Cyan	Magenta	Dark Blue	Dark Blue	Green	Brown
14:00	Yellow	Cyan	Magenta	Dark Blue	Dark Blue	Green	Brown
15:00	Yellow	Cyan	Magenta			Green	Brown
16:00	Yellow	Cyan	Magenta			Green	Brown
17:00						Green	Brown
18:00	Purple	Purple	Magenta	Purple	Yellow	Green	Brown
19:00	Purple	Purple	Magenta	Purple	Yellow	Green	
20:00	Purple	Purple	Magenta	Purple	Yellow	Green	
21:00	Purple	Purple	Magenta	Purple	Yellow	Green	
22:00						Green	
23:00						Green	
00:00						Green	

Social Bowling (Wappenshaw)	Yellow		League Games	Magenta
Private Functions, Socials, Open Competitions, Family Fun Days / Try Bowls Events	Green		Association Games	Cyan
Club Championships	Brown		Casual Games / Ties	Purple
School / Community Coaching Sessions	Dark Blue			

10) Club Finances

Woodlands Community Bowling Club has three main sources of income. These are: bar sales, membership fees and hall-hire. Bar sales are the main income stream for the Club. The table below details Club income and expenditure during the period between March 2017 to September 2021.

Income	2017-18	2018-19	2019-20	2020-21
Donations	£XXX	£XXX	£XXX	£XXX
Grants	£XXX	£XXX	£XXX	£XXX
Gift Aid	£XXX	£XXX	£XXX	£XXX
Events & Competition	£XXX	£XXX	£XXX	£XXX
Membership Fees & Subs	£XXX	£XXX	£XXX	£XXX
Bar	£XXX	£XXX	£XXX	£XXX
Other	£XXX	£XXX	£XXX	£XXX
Total Income	£XXX	£XXX	£XXX	£XXX
Expenditure				
Miscellaneous	£XXX	£XXX	£XXX	£XXX
Rent	£XXX	£XXX	£XXX	£XXX
Honoraria / Gratuities	£XXX	£XXX	£XXX	£XXX
Total Expenditure	£XXX	£XXX	£XXX	£XXX
Surplus/deficit	£XXX	£XXX	£XXX	£XXX

2 PARAGRAPHS REMOVED AS COMMERCIALY SENSITIVE (Renfrewshire Council)

Summary Financial Forecast – The table below sets out the projected income for the Woodlands Community Bowling Club for the period January 2022 to December 2024.

Income	2022	2023	2024
Donations	£XXX	£XXX	£XXX
Grants	£XXX	£XXX	£XXX
Gift Aid	£XXX	£XXX	£XXX
Events & Competition	£XXX	£XXX	£XXX
Membership Fees & Subs	£XXX	£XXX	£XXX
Bar	£XXX	£XXX	£XXX
Total Income	£XXX	£XXX	£XXX
Expenditure			

Trophies / Prizes	£XXX	£XXX	£XXX
Gifts	£XXX	£XXX	£XXX
Catering	£XXX	£XXX	£XXX
Licence Fees	£XXX	£XXX	£XXX
Insurance	£XXX	£XXX	£XXX
Telephone / Internet	£XXX	£XXX	£XXX
Stationery / Printing / Postage	£XXX	£XXX	£XXX
Miscellaneous	£XXX	£XXX	£XXX
Repairs / Renewals	£XXX	£XXX	£XXX
Lease Payment	£XXX	£XXX	£XXX
Rent	£XXX	£XXX	£XXX
Electricity	£XXX	£XXX	£XXX
Waste Uplift	£XXX	£XXX	£XXX
Affiliation Fees	£XXX	£XXX	£XXX
Green Maintenance	£XXX	£XXX	£XXX
Total Expenditure	£XXX	£XXX	£XXX
Surplus/deficit	£17,114	£4,331.72	£11,698

Financial Assumptions - The financial forecast above is based on the following financial assumptions:

- Membership fees – As outlined above, memberships fees were discounted by 50% during 2020 and 2021. With the resumption of Club activities following Covid, it is anticipated that Membership fees will return to their original level.
- Bar sales – Income forecast from bar sales is based on the previous trading figures (pre-Covid) plus a growth average of 10%.
- Hall-hire – Income from hall-hire is reflected under ‘Events & Competition’.
- Overheads – The financial assumptions reflect cost of living increases across all items associated with running costs. Electricity increases have been identified and reflected in the forecast.
- Green Maintenance – With the transfer of the asset to the Woodlands Community Bowling Club it is anticipated that costs associated with maintenance of the bowling green and adjacent landscaped areas will become the responsibility of the Club. These costs have been reflected in the financial forecast.
- Lease – With the transfer of the asset to the Club, the payment of annual lease (in arrears) will cease in 2024. This has been reflected in the financial forecast.
- Miscellaneous – This expenditure heading relates to sundries required for the day-to-day operation of the facility and relates to cleaning products, paper towels, sanitisers etc.

Full Financial Forecast - The full financial forecast for the management of the asset, showing income and expenditure over 36 months from January 2022 to December 2024 is detailed below:

	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
Total Income	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
Expenditure (2024)													£XXX
			£XXX								£XXX		£XXX
				£XXX							£XXX		£XXX
		£XXX		£XXX			£XXX				£XXX		£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
					£XXX								£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
		£XXX	£XXX										£XXX
	£XXX												£XXX
	£XXX												£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX
		£XXX	£XXX						£XXX				£XXX
			£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX		£XXX	£XXX
Total Expenditure	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX	£XXX

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11)Future Developments

Future developments identified by Woodlands Community Bowling Club include:

Community Asset Transfer – In 2022, Woodlands Community Bowling Club proposes to submit an application to Renfrewshire Council for the Community Asset Transfer of the Club site. A successful outcome to the asset transfer process will:

- Secure the future of a community-based asset - The Woodlands Community Bowling Club has operated from its current site on Brediland Road, Linwood, Renfrewshire (PA3 3RA) since 1985. The asset is therefore an established part of the local community in Linwood and has provided a safe and accessible space for the delivery of community-based sports and social activities.
- Secure the ongoing upkeep of a community-based asset - The provision of good facilities is of prime importance to Woodlands Community Bowling Club. The Club has undertaken extensive improvements to the exterior and interior of the Clubhouse to ensure facilities are fit-for-purpose, meet the needs of Club members, and remain attractive to new members, visitors and the wider community. Securing the transfer of the asset will ensure this continues.
- Secure the future of the Woodlands Community Bowling Club – The Community Asset Transfer will ensure the viability and long-term sustainability of the Club. Asset Transfer will provide security of tenure for the Club. Members will continue to benefit from the health and wellbeing benefits of participating in a communitybased sport. As a result, the Club will be in a better position to plan for future developments which reflect the needs of Club members and the wider community.
- Increase opportunities for community engagement – As a result of securing the future of the asset and longer-term viability of the Woodlands Community Bowling Club, the transfer of the Club site from Renfrewshire Council will also increase opportunities for community engagement. Security of tenure will provide the Management Committee with greater flexibility re: Club finances. Savings on annual lease payments will enable the Club to divert funds to the delivery of community activities and events.
- Increase funding opportunities - Security of tenure will also ensure the Club meets technical/eligibility criteria to access grant funds which support the delivery of community-based sports and social activities.

Income Generation – The proposed Community Asset Transfer of the Club site from Renfrewshire Council to Woodlands Community Bowling Club, will enable the Club to increase / expand income generation opportunities.

- Lease – XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
- Membership– With the resumption of Club activities following Covid, the Management Committee has scheduled a recruitment drive to increase membership levels. Membership fees provide additional income to the Club. Membership fees also attract Gift Aid.
- Club Facilities – To date the interior of the Club-house has already benefited from replacement of the central heating system as well as upgrade of fixtures and fittings within the main hall and toilets. Ongoing improvement will ensure the facility remains a safe and welcoming environment.
- Hall-hire – Ongoing upkeep of the Club-house will ensure the venue remains an attractive community space for the social functions and hall-hire.

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Activities and Events – Moving forward, the Club has developed plans to increase the number of events by promoting the facilities through social media, engaging with the local schools and Milldale Day Opportunities (day service), posters and leaflets distributed/displayed within the local community, advertising within the club and word of mouth. New events include a summer barbeque, weekly quiz, and an increase in the number and variety of club socials. These new activities will help to increase Club revenue through bar sales, club membership fees, donations, fund raising and sponsorship.

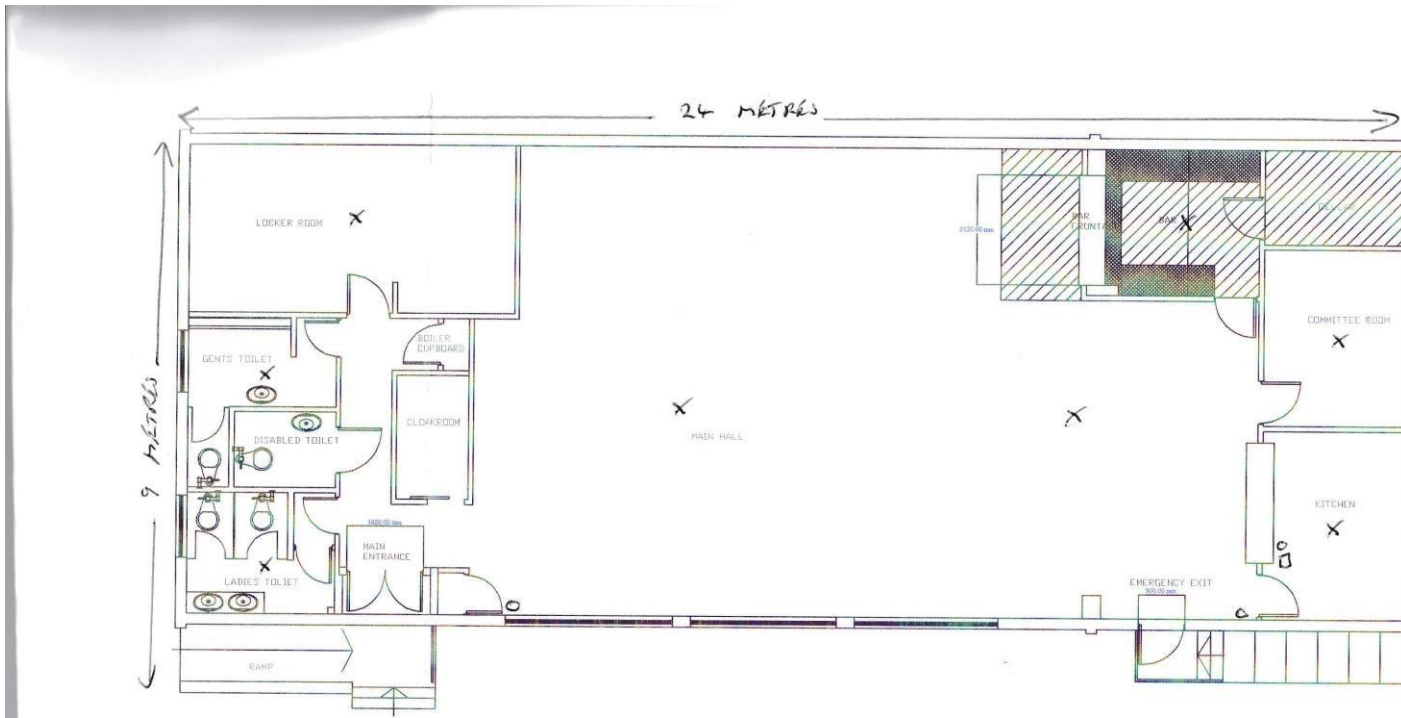


Building Refurbishment – The Club is keen to ensure Club facilities remain attractive to Club members and visitors as this is necessary to ensure the longer-term future of the Club. The table below outlines the next phase of planned refurbishment:

Phase	Details	Costing / Funding Profile
24-36 months	Install a decking area which will include bench seating.	£XXX
Year 4	Refurbish bar facility.	£XXX
Year 5	Refurbish hall facility Continuous affordable improvement will remain our priority.	£XXX

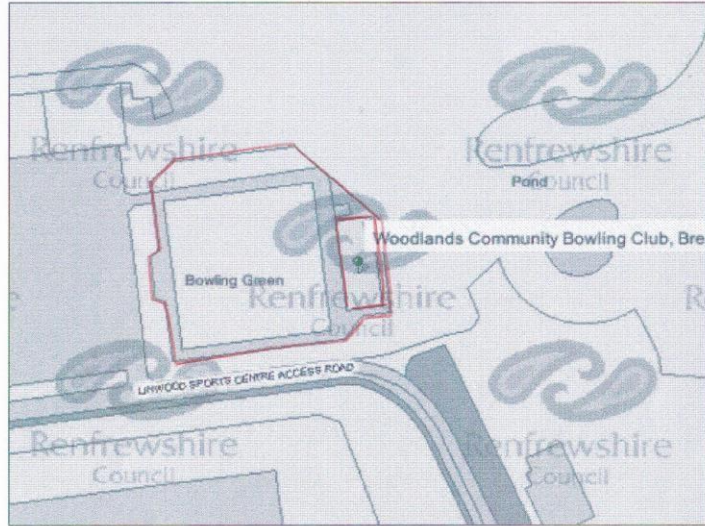
END.

Annex 1 – Woodland Community Bowling Club: Floor Plan and Building Location



GROUND FLOOR PLAN
SCALE 1:100

- FIRE EXTINGUISHER - ○
- SMOKE ALARM - X
- FIRE BLANKET - □



LOCATION PLAN

End.