



ASSET TRANSFER REQUEST

Section A:

Information about the community transfer body (CTB) making the request

1. Details of Community Transfer Body (CTB)	
Name of CTB	Portknockie Bowling and Tennis Club
Registered address (inc postcode)	c/o J.Cowie, [REDACTED] (Address of Bowling/Tennis Pavilion: Seafield Terrace, Portknockie, by Buckie. AB56 4NA. No email or Telephone.)

2. Details CTB Contact Information	
Contact name	James Cowie
Position in CTB	Main Contact, Chairperson, Portknockie Bowling and Tennis Club
Postal address (inc postcode) <i>If different from above</i>	[REDACTED] [REDACTED]
Contact telephone no.	[REDACTED]
Contact email address	[REDACTED]

We agree that correspondence in relation to this asset transfer request may be sent by email to the address given above. <i>(Please tick to indicate agreement)</i>	✓
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You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time, please give 5 working days' notice.

3. No of people involved in the organisation	
Management Committee / Board	9
Total Membership	70
Paid staff (no of FTEs)	Nil

NB: *Please supply a full list of the current membership (including names and full address).*

4. Please tick the corresponding box below to confirm the type of CTB and its official number, if it has one:		
Company, and its company number is.....		
Scottish Charitable Incorporated Organisation (SCIO), and its charity number is.....		SC047619
Community Benefit Society (BenCom), and its registered number is.....		
Unincorporated organisation (no number)		<i>LEAVE BLANK</i>

5. Please tick the corresponding box below to confirm which documents accompany this asset transfer request:	
Constitution	✓
Articles of Association	
Registered Rules	
Financial Statements	✓
Membership List	✓

6. Has the organisation been individually designated as a Community Transfer Body by the Scottish Ministers?		
Yes		Please note that this question relates only to those bodies referred to in section 77(2)(a) of the Community Empowerment (Scotland) Act 2015.
No	✓	
Don't know		
If yes, please give the title and date of the designation order:		

7. Does the organisation fall within a class of bodies which has been designated as Community Transfer Bodies by the Scottish Ministers?		
Yes		Please note that this question relates only to those bodies referred to in section 77(2)(b) of the Community Empowerment (Scotland) Act 2015.
No		
Don't know		
If yes, please give the class of bodies it falls within together with the title and date of the designation order:		

**Section B:
Information about the land and rights requested**

1. You should provide a street address or grid reference and any name by which the land or building is known as. If you have identified the land via the Council's register of land, please enter the details we have listed.

Name of Asset	Portknockie Bowling and Tennis Club
Name Asset otherwise known by	
Asset Address	Seafield Terrace, Portknockie AB56 4NA
Grid Reference of Asset	
Asset UPRN (Unique Property Reference) as listed on Council Register	Sports/Leisure Facility 02/00326/ASS (From Moray Council Land and Building Assets)

2. A map or drawing showing the boundaries of the land requested is required. If you are requesting part of a piece of land or part of a building, you must explain clearly your requirements. (Please tick the below corresponding box to confirm which documents accompany this asset transfer request).

Map attached	✓
Site drawing attached	✓

Section C:
Type of Request

1. Please indicate below what type of request is being made:

For ownership (section 79(2)(a)) of the Act – go to question 2	✓
For lease (section 79(2)(b)(i)) of the Act – go to question 3	
For other rights (section 79(2)(b)(ii)) of the Act – go to question 4	

2. Request for ownership

What price are you prepared to pay for the asset requested?

Proposed Price:	£Nil
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Please attach a note setting out any terms and conditions you wish to apply to the request.

3. Request for lease

What is the length of the lease you are requesting?

NA

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

Proposed Rent: £NA	Per: month / year
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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.

4. Request for other rights

What are the rights you are requesting?

Right to determine planning/management of day to day activities at the site of the facility and to propose and introduce changes to the site to support ongoing development of the activities offered to the Community of Portknockie. Taking on board changes within sports provision offered/times of opening etc/in line with information/suggestions submitted from local groups and organisations. These with at all times due deference to ongoing procedures re Planning and Building Rules and Regulations of the Region.

Do you propose to make any payments for these rights?

Yes	
No	No

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

Proposed Payment: £	Per: month / week / day
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Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section D: Reasons for Request

1. Community Proposal

Please set out the reasons for making the request and describe 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 asset, and any activities that will take place there.)

Please see a leaflet produced by PB&T Asset Transfer Committee for delivery to every home in Portknockie (500+) – informing all home owners/inhabitants of PB&T Club proposals and seeking their comments. Some 47 replies were received on behalf of a noted 130 inhabitants (*there are approx. 60 holiday homes*). Copy of the report is on file see below.

Proposal

Key reasoning for this proposal by Portknockie Bowling & Tennis Club is to develop increased participation in the tennis and bowling facilities at Seafield Terrace and other indoor/outdoor sports incl. for example, Squash, Petanque, Indoor Bowls etc. Progression of this project/Asset Transfer would facilitate the recreational development of the site with upgraded pavilion/changing rooms/toilet facilities combined with enhanced participation opportunities for all ages from the young to the elderly. Any improvements would be developed in line with Sports Scotland recommendations and specifications. Any upgrades would aim to help increase the participation of the less able, who at the moment are restricted from participation in the above noted sporting and social activities.

The Future

The future possibilities for participation of both sexes and use by an increased base of bowlers & tennis players provide an exciting platform for development. It is hoped that with the introduction of coaching, younger players will be attracted to the sports to build on an age span of players from young to senior with of course the inherent health and social benefits for all.

Responses on file

The responses of inhabitants returned following our leaflet drop to all homes in the village are in the Pre- App. files held by Moray Council - & also in the Appendices.

2. Benefits

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

(This should explain how the project will benefit your community, and others. Please refer to the Scottish Government Guidance documents on how the Council will consider the benefits of the request.)

Generally

Benefits would include providing the village of Portknockie with a key focal point not only aesthetically and environmentally but with a facility which is totally designed to enhance the future well-being of the village. In general, *and specifically*, focussing on the various age groups of inhabitants - including those of mixed race, religion, creed and variable physical ability *ie* those who perhaps otherwise would not be involved in the beneficial social and sporting activity on offer. In other words achieving the key aims of the Moray Planning Partnership 2026: Plan for the future in -

“Providing an improved life for all in Moray”.

Future Benefit

If Asset Transfer is progressed there are many opportunities for the community to benefit from the process. Our main focus for the next 3 years would be to develop and increase our membership. A key target group for us is the high proportion of retired residents at 22.8% of the population, which is 6% higher than the rate for Moray in general and 8% higher than in the rest of Scotland. Action in this area would have benefits in improving social well being whilst providing a healthier lifestyle.

Feasibility studies

In time we will carry out feasibility work into upgrading and expanding the current facilities so that we can include other leisure activities incl. for example exercise classes, and social interaction events. We also aim to address the needs of those currently rurally disadvantaged who have little or no access to leisure facilities and activities.

3. Restrictions on use of the land

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.)

Portknockie Bowling and Tennis Club are not aware, or have been informed of, any restrictions on the use or development of the land indicated in the site map/registry.

Caveat

However, historically when the ground was gifted by Seafield Estates to Moray Council (or Council in power at the time) it was stated that the ground/space/area should be used for recreational purposes. This may need clarification via early missives of deeds held by Moray Council?

Negative consequences

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, environment, or any group of people, and explain how you could reduce these.)

Portknockie Bowling & Tennis Club believe there are no negative issues relating to the proposal. Discussion has been held with the various clubs and public organisations in the village eg Community Association, U3A, and Youth Club in considering what sports and activities may be offered within the Portknockie Bowling and Tennis Club and there appears to be no negative issues relating to the Asset Transfer proposals and to the actual establishment of a community owned facility. If there are opportunities to enhance provision or take up in sporting activities eg table tennis, mini tennis, indoor bowling etc then discussion and cooperation will be set in place to ensure any action is taken with an awareness of community interests in a cooperative manner to the benefit of the community.

4. Capacity to deliver

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

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

We believe the the organisation will be able to manage the project due to the skills and experience of existing management Committee members and the future addition of members of both sexes with appropriate skills and experience.

• For example the Asset Transfer Group backgrounds/experience are as follows:

Andrew Dewar [REDACTED]

[REDACTED]

John Myles [REDACTED]

[REDACTED]

James Cowie [REDACTED]

[REDACTED]

Wilson Weir [REDACTED]

[REDACTED]

John Pirie [REDACTED]

[REDACTED]

The Bowling Club (former name) has for many years provided a high quality green with a composite events calendar and is financially secure. The Tennis Club management group has successfully accessed funding to develop, virtually a derelict site, into a double court enclosed/fenced facility. As can be seen - Committee members involved in running the Club(s) have backgrounds in public service, trade union operations, interior design, horticulture, fund raising, marketing, security, engineering construction and financial planning and management. The expertise of such personnel noted above is key to the successful management of future activities and in ensuring the financial well being of the Club.

Section E:

Level and nature of support

Please provide details of the level and nature of support for the request, from your community and, if relevant, from others and describe any consultation carried out.

(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.)

Door to door leaflet distribution

In submitting our Pre-Application Asset Transfer request and the application for Charity Status (OSCR), Portknockie Bowling and Tennis Club produced a single page colour leaflet outlining the Asset Transfer proposals. This leaflet outlined the various possible advantages of the proposals and stressed the importance of being a recognised Charity together with seeking the views of the local inhabitants via a return section in this leaflet* (included in this Application request*).

ON FILE, MORAY COUNCIL

The responses to the leaflet via the return slips were collated by Moray Council and are held in file at Moray Council Asset Transfer Office. Some 47 replies representing approx. 120 inhabitants were submitted via the tear off slip from inhabitants of the 5-600 homes to which leaflets were delivered. (Of the homes in the village some 60 - 70 are holiday homes with no year round occupation). Further copies of this information/response exercise can be submitted if required –

Contact 

Section F:

Funding

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

(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.

Where a transfer at less than full market value is being sought, your business case should include a cash flow forecast covering the first full year of operation, together with an indicative budget for at least the following 2 years.)

Costs associated with the transfer of land and buildings

Legal fees @ **£3,500.00**

Estimates based on Income and Expenditure accounts.

Expenditure/costs for Bowling.

Costs estimated for 2017-2018 £15,000.00

Expenditure/costs for Tennis.

Costs estimated for 2017-2018 £6,000.00

Income from Bowling activities/Bar 2017-2018 £20,000.00

Income from Tennis activities, events, fees & £4,000.00

“Pay as you go” non-members Honesty Box

See also accompanying sheets for Income and Expenditure - Bowling and Tennis 2016-2017

Please refer to SHEET 1 and SHEET 2, Pages 6-7 of additional information accompanying CAT Application Form. This information includes financial statements in spreadsheet form with projections for future income and costs of the provision.

Volunteering activities and hypothetical costs at average £13.00 per hour

Bowling

Volunteer activity in supporting management of Bowling provision

Greenkeeper	(£8,000.00)
Bar Convener	(£2,500.00)
Secretary & Match Secretary	(£3,500.00)
Groundsman	(£3,500.00)
Misc. volunteers in attendance at events, provision of hospitality etc	(£5,000.00)
President (organising meetings, attendance at events, contribution to green keeping and landscaping)	(£1200.00)

Tennis

Volunteer activity in supporting management of Tennis provision

Level One Training undertaken by 2 members incl. time in travel to venue and return (3 days in courses). Plus 2 days at 1 st Aid course.	(£800.00)
Delivery of skills courses to Primary 3-5 schoolchildren	(£416.00)
Volunteering at Open Day, assistance with erection of wind-screens for courts, maintenance of courts (weeding, painting and cleaning)	(£700.00)
Opening and closing of courts from April- October, emptying	(£600.00)
Honesty Box, ensuring cash is delivered to Treasurer (11 people at 4hrs each).	
Chairperson duties, applying for funds, organising courses, checking courts. Preparing agenda notes for meetings, writing minutes etc). Producing publicity materials, self print costs liaison with Bowling Club. Attendance and travel to forum meetings in Inverness, Nairn, Elgin etc	(£3,250.00)

Total min. volunteer contribution for 2017 (£30,166.00)

No salaries paid or payments made except minimal expenses for Bowling Secretary.

Income projection for years 2018-2020 would be based on above income and expenditures.

Income net from Bowling activities/Bar 2018-2019, 2019-2020 £20,000.00 - £25,000.00

Income from Tennis activities, events, fees & "Pay as you go" non-members 'Honesty Box'. £7,000.00 - £10,000.00+

Following this application exercise all applicable fund sources will be examined and where applicable/feasible/potentially successful – they will be applied to.

Potential Funding sources

As well as being able to cover our annual running costs over the past 3-4 years the organisation has achieved a good track record in applying for funding which financed the refurbishment of the tennis courts, complete with signage, security fencing, paintworks, gates etc. Funding organisations fully audited all the financial activity related to the completion of the tennis courts etc. *All procedures relating to funds awarded were audited by EFF (European Fisheries Fund), and Entrust, (Landfill Fund). Records of auditing files and procedures are in hand if viewing is required.*

A funding project application was successful re the 'Tesco Bags of Help' project and we await the the voting results from this source. (3 projects with a main award of £4K and secondary awards of 2K and 1K.) The organisation has also held periodic Open Days, Information events, discos, coffee mornings and other fund raisers in addressing ongoing funding needs.

Section G:

Declarations

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 A, 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:	James Cowie		
Address:	[REDACTED]		
Position:	Chairperson, Portknockie Bowling and Tennis Club (Charity Trustee)		
Signature:	James Cowie	Date:	06 10 2017

Name:	Andrew Dewar		
Address:	[REDACTED]		
Position:	Vice Chairperson, Portknockie Bowling and Tennis Club (Charity Trustee)		
Signature:	Andrew Dewar	Date:	06 10 2017

Please send the completed form, together with all accompanying plans and documentation, to:

By Post:	Asset Transfer Team , Moray Council, High Street, Elgin IV30 1BX
By Email:	CAT@moray.gov.uk

If you have any queries regarding the filling in of this form, please contact the Asset Transfer Team on telephone 01343 563915

**Section H:
Checklist of accompanying documents**

To check that nothing is missed, please list any documents which you are submitting to accompany this asset transfer request: (please tick)

Constitution	✓
Articles of Association	
Registered Rules	
Financial Statement See also attachments pages 6 &7	✓
Map / Site drawing of asset request	✓
Ownership request: Note of terms and conditions you wish to apply	
Lease request: Note of terms and conditions you wish to apply	
Other Rights request: Note of terms and conditions you wish to apply	
Business Case	✓
Membership List	✓

Please note any additional supporting documents that are not listed above:

* Notes of response to leaflet distribution to all homes in Portknockie seeking views of inhabitants to Asset Transfer proposals/Charity Recognition.	✓
* Responses to the above leaflet are included in the print and email version of this application.	

Office Use only:

Reference:	062
Date Received:	26/06/2018
Date Acknowledged:	28/06/2018
Validation Date:	28/06/2018

**CONSTITUTION OF PORTKNOCKIE BOWLING & TENNIS CLUB
SC047619**

CONSTITUTION
of
PORTKNOCKIE BOWLING & TENNIS CLUB SC047619

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GENERAL

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

Name

- 3 The name of the organisation is Portknockie Bowling & Tennis Club

Purposes

- 4 The organisation's purposes are:

the advancement of public participation in sport by providing and managing recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the residents of Portknockie (but not exclusively)

Powers

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability of members

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

General structure

- 9 The structure of the organisation consists of:-
- 9.1 the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
 - 9.2 Junior MEMBERS – who have the right to attend members' meetings (including any annual general meeting) but will not have voting rights.
 - 9.3 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

MEMBERS

Qualifications for membership

- 11 Junior Membership is open to those individuals under 16 who complete an application form (parental signature) but will not have voting rights.
- 12 Employees of the organisation are not eligible for membership.

Application for membership

- 13 Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the board at its next board meeting.
- 14 Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- 15 The board may, at its discretion, refuse to admit any person to membership.
- 16 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit him/her to membership.

Membership subscription

- 17 Membership subscriptions will be set by the Club at the AGM.

Register of members

- 18 The board must keep a register of members, setting out
 - 18.1 for each current member:
 - 18.1.1 his/her full name and address; and
 - 18.1.2 the date on which he/she was registered as a member of the organisation;
 - 18.2 for each former member - for at least six years from the date on he/she ceased to be a member:
 - 18.2.1 his/her name; and
 - 18.2.2 the date on which he/she ceased to be a member.
- 19 The board must ensure that the register of members is updated within 28 days of any:

- 19.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 19.2 which is notified to the organisation.
 - 19.3 at no point should membership be less than 20 members.
- 20 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

Withdrawal from membership

- 21 Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by him/her; he/she will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

- 22 Membership of the organisation may not be transferred by a member.

Re-registration of members

- 23 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.
- 24 If a member fails to provide confirmation to the board (in writing or by e-mail) that he/she wishes to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 23, the board may expel him/her from membership.
- 25 A notice under clause 23 will not be valid unless it refers specifically to the consequences (under clause 24) of failing to provide confirmation within the 28-day period.

Expulsion from membership

- 26 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:-
- 26.1 at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;

26.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

DECISION-MAKING BY THE MEMBERS

Members' meetings

- 27 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
- 28 The gap between one AGM and the next must not be longer than 15 months.
- 29 Notwithstanding clause 27, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.
- 30 The business of each AGM must include:-
- 30.1 a report by the chair on the activities of the organisation;
 - 30.2 consideration of the annual accounts of the organisation;
 - 30.3 the election/re-election of charity trustees, as referred to in clauses 59 to 62.
- 31 The board may arrange a special members' meeting at any time.

Power to request the board to arrange a special members' meeting

- 32 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more voting members) by voting members who amount to 5% or more of the total membership of the organisation at the time, providing:
- 32.1 the notice states the purposes for which the meeting is to be held; and
 - 32.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 33 If the board receive a notice under clause 32, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

- 34 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 35 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

- 35.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
- 35.2 in the case of any other resolution falling within clause 46 (requirement for two-thirds majority) must set out the exact terms of the resolution.
- 36 The reference to “clear days” in clause 34 shall be taken to mean that, in calculating the period of notice,
 - 36.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
 - 36.2 the day of the meeting itself should also be excluded.
- 37 Notice of every members' meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- 38 Any notice which requires to be given to a member under this constitution must be: -
 - 38.1 sent by post to the member, at the address last notified by him/her to the organisation; or
 - 38.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

Procedure at members' meetings

- 39 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 40 The quorum for a members' meeting is 12 members, present in person.
- 41 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
- 42 The chair of the organisation should act as chairperson of each members' meeting.
- 43 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members' meetings

- 44 Every member has one vote, which must be given personally.
- 45 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 48.
- 46 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 50):
 - 46.1 a resolution amending the constitution;
 - 46.2 a resolution expelling a person from membership under article 26;
 - 46.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - 46.4 a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
 - 46.5 a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
 - 46.6 a resolution for the winding up or dissolution of the organisation.
- 47 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 48 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 49 The chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.

Written resolutions by members

- 50 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

Minutes

- 51 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 52 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 53 The board shall make available copies of the minutes referred to in clause 51 to any member of the public requesting them; but on the basis that the board may exclude confidential material to the extent permitted under clause 97.

BOARD

Number of charity trustees

54 The maximum number of charity trustees is 9

55 The minimum number of charity trustees is 5

Eligibility

56 A person will not be eligible for election or appointment to the board unless he/she is a member of the organisation.

57 A person will not be eligible for election or appointment to the board if he/she is: -

57.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or

57.2 an employee of the organisation.

Initial charity trustees

58 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

Election, retiral, re-election

59 At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 58) to be a charity trustee.

60 The board may at any time appoint any member (unless he/she is debarred from membership under clause 58) to be a charity trustee.

61 At each AGM, all of the charity trustees must retire from office - but may then be re-elected under clause 62.

62 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -

62.1 he/she advises the board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or

62.2 an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or

62.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Termination of office

- 63 A charity trustee will automatically cease to hold office if: -
- 63.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - 63.2 he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
 - 63.3 he/she ceases to be a member of the organisation;
 - 63.4 he/she becomes an employee of the organisation;
 - 63.5 he/she gives the organisation a notice of resignation, signed by him/her;
 - 63.6 he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove him/her from office;
 - 63.7 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 80);
 - 63.8 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
 - 63.9 he/she is removed from office by a resolution of the members passed at a members' meeting.
- 64 A resolution under paragraph 63.7, 63.8 or 63.9 shall be valid only if: -
- 64.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;
 - 64.2 the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote; and
 - 64.3 (in the case of a resolution under paragraph 63.7 or 63.8) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

Register of charity trustees

- 65 The board must keep a register of charity trustees, setting out
- 65.1 for each current charity trustee:
 - 65.1.1 his/her full name and address;
 - 65.1.2 the date on which he/she was appointed as a charity trustee; and
 - 65.1.3 any office held by him/her in the organisation;
 - 65.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:
 - 65.2.1 the name of the charity trustee;
 - 65.2.2 any office held by him/her in the organisation; and
 - 65.2.3 the date on which he/she ceased to be a charity trustee.
- 66 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 66.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 66.2 which is notified to the organisation.
- 67 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

- 68 The charity trustees must elect (from among themselves) a chair, a treasurer, a secretary and a Club Welfare Officer.
- 69 In addition to the office-bearers required under clause 68, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 70 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 68 or 69.
- 71 A person elected to any office will automatically cease to hold that office: -
- 71.1 if he/she ceases to be a charity trustee; *or*

- 71.2 if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

Powers of board

- 72 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 73 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 74 The members may, by way of a resolution passed in compliance with clause 46 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

- 75 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:-
- 75.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - 75.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - 75.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - 75.3.1 put the interests of the organisation before that of the other party;
 - 75.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
 - 75.4 ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
- 76 In addition to the duties outlined in clause 75, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 76.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and

- 76.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 77 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause 78 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), he/she may retain any personal benefit which arises from that arrangement.
- 78 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.
- 79 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

Code of conduct for charity trustees

- 80 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 81 The code of conduct referred to in clause 80 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of board meetings

- 82 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 83 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

Procedure at board meetings

- 84 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 5 charity trustees, present in person.
- 85 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 84, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 86 The chair of the organisation should act as chairperson of each board meeting.
- 87 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 88 Every charity trustee has one vote, which must be given personally.
- 89 All decisions at board meetings will be made by majority vote.
- 90 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 91 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that he/she is not a charity trustee - but on the basis that he/she must not participate in decision-making.
- 92 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.
- 93 For the purposes of clause 92: -
- 93.1 an interest held by an individual who is "connected" with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child,

parent, brother/sister etc) shall be deemed to be held by that charity trustee;

- 93.2 a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

Minutes

- 94 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 95 The minutes to be kept under clause 94 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 96 The board shall (subject to clause 97) make available copies of the minutes referred to in clause 94 to any member of the public requesting them.
- 97 The board may exclude from any copy minutes made available to a member of the public under clause 94 any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.

ADMINISTRATION

Delegation to sub-committees

- 98 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 99 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 100 When delegating powers under clause 98 or 99, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 101 Any delegation of powers under clause 98 or 99 may be revoked or altered by the board at any time.
- 102 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

- 103 Subject to clause 104, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 104 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 103.

Accounting records and annual accounts

- 105 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 106 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

- 107 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
- 108 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the constitution

- 109 This constitution may (subject to clause 107) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 45) or by way of a written resolution of the members.
- 110 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 111 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 111.1 any statutory provision which adds to, modifies or replaces that Act; and
 - 111.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 111.1 above.
- 112 In this constitution: -
- 112.1 "charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;

112.2 "charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

Adopted at the Inaugural Meeting held on 6th October at Portknockie Bowling & Tennis Club

Certified as a true copy

Name	Name
[REDACTED]	[REDACTED]
Address	Address
[REDACTED]	[REDACTED]
Office Held	Office Held
CHAIR PERSON	VICE-CHAIR PERSON
Signature	[REDACTED]
[REDACTED]	[REDACTED]

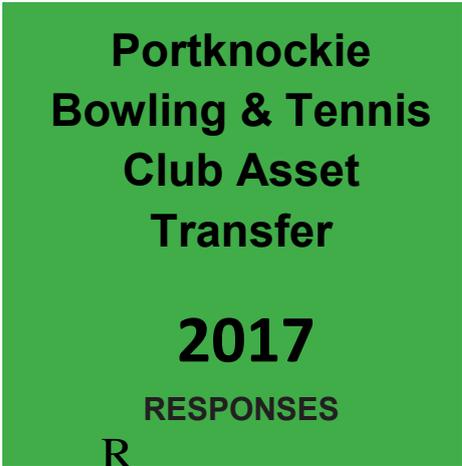
Witness Signature |||

Designation

**Portknockie Bowling and Tennis Club
 Appendices in addition to submission of
 Application for Asset Transfer. CAT project (14 11 2017).**

The following are in addition to CAT application:

- Page 2 - 3** **Members list, Bowling 2017** (For Members signed up for season 2017-18)
 Members list, Tennis 2017 (For Members signed up for season 2017-18)
- Page 4 - 5** **Bowling Club & Tennis Club financial information (Prior to inaugural meeting)**
 Please refer to **PDF SHEET 1 and SHEET 2 Pages 7 & 8** for information in
 SPREADSHEETS (A3 in printed version) on financial data and projected costs and
 income requested.
- Page 6 - 7** **PDF of SHEET 1 & SHEET 2 providing spreadsheet on financial operations
 2015/2016 and projected forecasts.**
- Page 8** **Assets of Portknockie Tennis and Bowling sections**
- Page 9** **Plan of Bowling Green & Tennis Courts
 with dimensions**
- Page 10** **Register of Scotland scan diagram**
- Page 11-12** **Business Case on Pages 11 & 12**
- Page 13** **Community Information & response leaflet (door to door delivered)**
(Responses on file, Moray Council and in attachments to this form application.)
- Page 14** **Constitution information - ie PDF or Print versions**



PORTKNOCKIE BOWLING & TENNIS CLUB - we need your support!

ASSET TRANSFER OF BOWLING AND TENNIS FACILITY
 As you may be aware, Portknockie is in Scotland, one of our fine villages will be the Bowling Green and Tennis Courts in Seafield Terrace. Recently, the management committees of the bowling and tennis clubs approached Moray Council asking that they intended to apply to the council with the view of securing joint management of the facility under an Asset Transfer project whereby the facilities would belong to the Community of Portknockie. This would be managed by a charitable organisation appointed by members of a joint Bowling and Tennis Club.

INCLUSION AND PARTICIPATION OPPORTUNITIES
 The management committees of Portknockie Bowling & Tennis Club see this as an exciting future project whereby there would be freedom from Moray Council lease restrictions and would enable them to map their future. This would allow development of the site with possibly new pavilion/changing room/violet facilities and enhanced participation opportunities for all ages from the young to the elderly. It would also increase inclusion and participation of disabled people/wheel-chair users, in a range of conditions, which may at the moment restrict them from taking part in the above sporting and social activities.

THE FUTURE
 The above opportunities for participation of both sexes and use by an increased base of bowlers and tennis players provide an exciting platform for development. However, you as an inhabitant of Portknockie will have your own opinion on this matter and we would like to gauge your support for this important development which would enhance the possibilities of the entire population for participation in the facilities in Seafield Terrace.

YOUR OPINION COUNTS
 Before application is made for Affiliation as a Charity, which would assist funding applications and B) Acceptability by Moray Council of the project as a valid possibility for Asset Transfer, we invite you to make comment on the project outlined above, regarding your view on the importance of the proposed facilities and your opinion, if the site was developed by the Bowling & Tennis Club, as an established, improving facility for the village. **Put simply**, we need your support as an inhabitant of Portknockie - it is important to the Bowling and Tennis group that they are acting in the best interests of the Community and hence this consultation.

.....
 Please bring along this leaflet and place in the Bowling Club Pouches or to the Chairman, Portknockie by 17th June 2017

COMMENT

Address or POSTCODE:

Number of inhabitants living at above: AGED UNDER 16 16-30 30-60 60&OVER

If you have any queries or advice before or require feedback on outcome please email: portknockiebowlingandtennis@gmail.com

A print version of the publication - responses to PB&T information leaflet (above left, leaflet right) by householders etc, accompanies the printed version of the Application Request and in PDF format in the online version.

List of members (Tennis Section):

CONCESSIONS

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

FAMILY

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

ADULT

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

JUNIOR

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Membership categories will be reviewed/rationalised before start of next season - taking into account the two sections, Bowling and Tennis, which will be under one organisation ie Portknockie Bowling and Tennis Club.

- **TENNIS MEMBERS - 23 Members plus *10-15 course members P2 - P4 x 2 courses plus non-members paying 'Pay as you go' via Honesty Box approx. 160 indiv. sessions over season (takings via Honesty Box).**

**Total of 67 members Portknockie Bowling and Tennis Club at
07 11 2017**

- Portknockie Bowling Club Competitions (1)
& Income & Expenditure (2)

- 1)

CLUB COMPETITIONS

Income		Expenditure	
W Hay 2015	56.00	W.Hay 2015	56.00
Charity Cup	235.00	Charity Cup	235.00
Dougal	52.00	Dougal	62.00
A. Mclean	94.00	A. McLean	77.00
Weir Quaich	82.00	W Hay 2016	48.00
W Hay 2016	<u>48.00</u>		
Total	567.00	Total	<u>478.00</u>

See SHEET 1& 2 on Page 6/7 SPREADSHEETS for combined financial data and future projections.

- 2)

Portknockie Bowling and Tennis Club

Income and Expenditure Account 2015 - 2016

Income		Expenditure	
Bowls/hat nights indoor	585.30	Bar licence	180.00
Bowls/hat nights outdoor	554.37	Oil/petrol	72.28
Bar	13,087.71	Bar	6,516.73
Indoor membership	277.00	Secretary's expenses	50.00
Outdoor membership	838.00	Indoor prizes	65.00
Petanque	23.00	Clubhouse expenses	332.71
Teas	227.94	Outdoor/Green expenses	1,333.51
Bingo/raffle	267.07	Insurance	782.29
Club competitions	567.00	Club competitions	478.00
Open pairs	849.00	Open Pairs	320.00
Triples	775.00	Triples	330.00
		Teas	190.99
		Bowling fees	323.00
		Electricity	675.32
		Water	270.57
		Miscellaneous	959.02
		Rent for McBoyle Hall	741.00
	<u>18,051.39</u>		13,620.42
Bank Balance 31/8/15	25,158.32	Bank Balance 31/8/16	29,560.94
Cash in Hand 31/8/15	41.66	Cash in Hand 31/8/16	70.01
	<u>43,251.37</u>		<u>43,251.37</u>

• TENNIS CLUB FINANCIAL INFORMATION

TENNIS CLUB Financial Information for year commence 01/01/2016 - 31/12/2016 plus information on Year 2017 (incomplete).

A	B	C	D	E	F	G	H	I	J	K
1	DATE	DETAILS	CHEQUE NOS	INVOICES/RECEIPTS	MONEY IN	MONEY OUT	BALANCE	STATEMENT DETAILS - CLYDESDALE		
2	09.02.2016	COMPASS SIGN POSTS - POLES, CAPS ETC INVOICE	13	YES		216.2				
3	26.03.2016	ANDY DEWAR - INVOICES FOR COPY SHOP, ELGIN,	14	YES		134.19		ST NO: 17 15 03 2017 £4834.18		
4		CLUBTAGS, POSTCRETE (2) TRAVIS PERKINS		YES						
5	26.03.2016	RACHAEL ADAMS - MIXED TENNIS EQUIP	15	YES		76.96				
6		SPORTS DIRECT								
7	31.03.2016	REGISTRATION FEES			£378.00					
8	31.03.2016	DONATIONS			£44.42					
9	31.03.2016	HAMPER DRAW			£76.00			ST NO: 18 15 05 2016 £5121.45		
10	17.05.2016	NOTICE BOARD FOR TENNIS POSTERS/INFO	16	YES		£424.80				
11										
12	15.06.2016							ST NO: 19 15 05 2016 £4696.65		
13	03.08.2016	MEMBERSHIP FEES & HONESTY BOX			£60.74					
14	JUNE/JULY	HONESTY BOX PLAYING FEES			£146.20					
15	03.08.2016	MISC DONATIONS			£20.00					
16								ST NO: 20 15 08 2016 £4924.09		
17	06.09.2016	MEMBERSHIP & HONESTY BOX			£23.00					
18	06.09.2016	RING PULL CONTRIBUTIONS & ANDY HONESTY BOX			£53.60			ST NO: 21 15 09 2016 £5000.69		
19	03.10.2016	HONESTY BOX			£16.00					
20	03.10.2016	HONESTY BOX			£21.00					
21	03.10.2016	HONESTY BOX			£25.00			ST NO: 22 14 10 2016 £5062.69		
22	17.10.2016	HONESTY BOX & RING PULL QUIZ ENTRIES			£77.50					
23	21.10.2016	SPORTS DIRECT - TENNIS EQUIPMENT	17	YES		£134.94				
24		RACQUETS AND BALLS								
25	08.11.2016	PTC INSURANCE (TENNIS SCOTLAND)	18	YES		£260.00		ST NO: 23 15 11 2016 £4745.25		
26										
27										
28	YEAR END			TOTAL INCOME	941.46					
29	31.12.2016			TOTAL EXPENDITURE		1247.09		CASH AT BANK 15 11 2016 £4745.25		
30										
31										
32										
33										
34	YEAR 2017	FOR INFORMATION ONLY - NOT FULL YEAR								
35										
36	21.02.2017	RINGPULL GUESS COMP. FINAL CONTRIBUTIONS			£54.00					
37		IE "HOW MANY IN THE JAR"								
38	02.03.2017	LIL URQUHART FIRST AID COURSE	20	NO INVOICE - PAID		£30.00				
39		KATY WHITELEGG FIRST AID COURSE	21	TO MORAY COUNCIL		£30.00		ST NO: 24 15 03 2017 £4739.25		
40	21.03.2017	JIM URQUHART (PAINTER) - PAINT FOR COURT SECT.	19	YES		£430.00				
41	06.04.2017	TENNIS EQUIPMENT FOR P2 - P5 CHILDREN'S	22	YES		£278.00		ST NO: 25 06 04 2017 £4030.75		
42		BEGINNER'S FUN SESSIONS - MINI TENNIS KIT								
43	17.04.2017	LEVEL 1 TENNIS COURSE, R. Adam & J. Anderson	23			£160.00				
44	02.06.2017	SPORTS EQUIPMENT	22	YES		£278.50				
45	02.06.2017	PAINT, J. URQUHART (PAINTER/DECORATOR)	25	YES		£430.00		ST NO: 26 02 06 2017 £3407.28		
46	17.06.2017	J. MCKAY'S WEEK HONESTY BOX			£6.00					
47	17.06.2017	J. MCKAY'S WEEK HONESTY BOX			£7.00					
48	17.06.2017	MEMBERSHIP			£40.00					
49	17.06.2017	DONATIONS FOR TEAS (OPEN DAY)			£74.85					
50	17.06.2017	MEMBERSHIP FEES			£143.00					
51	17.06.2017	MEMBERSHIP FEES & HONESTY BOX (£5.30)			£210.30					
52	17.06.2017	BOTTLE STALL OPEN DAY			£236.03					
53	20.06.2017	CHEQUE FROM M'SHIP ACCOUNT			£80.00					
54	04.07.2017	WINDBREAKS FOR COURTS	26	YES		£458.91				
55										
56	04.07.2017							ST NO: 27 04 07 2017 £3665.57		
57	15.09.2017							*ST NO: 28 19 08 2017 £3445.57		
58	19.09.2017	**MISC. NOT ENTERED in ledger			£180.12			*ABOVE AMOUNT NOT INCLUDING £180.12		
59		(D. ANDERSON, TENN. LESSONS £76.00								
60		ANDY D. 21.47, LIL 42.65, HONESTY BOX 14.00)								
61		**INCOME ABOVE INCL. IN NEXT STATEMENT No 29								
62	Nov-17	TESCO 'BAGS OF HELP' - PROJECTED £1000.00			£1,031.30					
63		Above £1000.00 not received yet. Project complete Nov. 2017.		TOTAL INCOME	£2,031.30					
64				TOTAL EXPENDITURE		£2,095.41		CASH AT BANK EST. £4625.69 @ Nov. 2017		
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										
75										
76										

TENNIS CLUB
FINANCIAL INFORMATION
FOR YEAR COMMENCE
01 01 2016 -
31 12 2016 & INFO on YR
2017 (INCOMPLETE)

CASH AT BANK
(EST.) NOV 2017

ASSET VALUES

• Portknockie Tennis Club has no debt, and no bills due. Asset values are listed Page 8 - including racquets & balls, mini-tennis equipment, wind sheets for perimeter fencing and misc. equipment. *MAIN ASSET is the refurbishment of the site which cost approx 18K incl. fencing, painting of tarmac base, gates, signs, noticeboards, windbreaks, (EFF and Landfill Fund audits of completed refurbishment are on file). Estimated site value re Tennis Courts & Equipment = total value 90K including cost of tarmac base (at renewal cost). See Page 6 for full list of assets. *MORAY COUNCIL.

See SHEET 1 & 2 on Page 6/7 for combined financial data and future projections.

SHEET 1

TENNIS FINANCIAL INFO

2016-2017

1	A	B	C	D	E	F	G	H	I	J			
2	SEASON 2016/17	DETAILS	CHEQUE NOS	INVOICES/RECEIPTS	INCOME	EXPENDITURE	STATEMENT DETAILS - CLYDESDALE						
3	09 02 2016	COMPASS SIGN POSTS - POLES, CAPS ETC INVOICE	13	YES		216.2		TENNIS INCOME & EXPENDITURE 2016 -2017 PRE NEW ORGANISATION 6th OCT 2017 IE NOW 'PORTKNOCKIE BOWLING & TENNIS CLUB'					
4	26 03 2016	ANDY DEWAR - INVOICES FOR COPY SHOP, ELGIN, CLUBTAGS, POSTCRETE (2) TRAVIS PERKINS	14	YES		134.19	ST NO: 17 15 03 2017 £4834.18						
5	26 03 2016	RACHAEL ADAMS, MIXED TENNIS EQUIP	15	YES		76.96							
6		SPORTS DIRECT											
7	31 03 2016	REGISTRATION FEES			£378.00								
8	31 03 2016	DONATIONS			£44.42								
9	31 03 2016	HAMPER DRAW			£76.00		ST NO: 18 15 05 2016 £5121.45						
10	17 05 2016	NOTICE BOARD FOR TENNIS POSTERS/INFO	16	YES		£424.80							
11	15 06 2016						ST NO: 19 15 05 2016 £4696.65						
12	03 08 2016	MEMBERSHIP FEES & HONESTY BOX			£60.74								
13	JUNE/JULY	HONESTY BOX PLAYING FEES			£146.20								
14	03 08 2016	MISC DONATIONS			£20.00								
15							ST NO: 20 15 08 2016 £4924.09						
16	06 09 2016	MEMBERSHIP & HONESTY BOX			£23.00								
17	06 09 2016	RING PULL CONTRIBUTIONS & ANDY HONESTY BOX			£53.60		ST NO: 21 15 09 2016 £5000.69						
18	03 10 2016	HONESTY BOX			£16.00								
19	03 10 2016	HONESTY BOX			£21.00								
20	03 10 2016	HONESTY BOX			£25.00		ST NO: 22 14 10 2016 £5062.69						
21	17 10 2016	HONESTY BOX & RING PULL QUIZ ENTRIES			£77.50								
22	21 10 2016	SPORTS DIRECT - TENNIS EQUIPMENT	17	YES		£134.94							
23		RACQUETS AND BALLS											
24	08 11 2016	PTC INSURANCE (TENNIS SCOTLAND)	18	YES		£260.00	ST NO: 23 15 11 2016 £4745.25						
25													
26													
27													
28													
29	YEAR END DECEMBER 31st 2016			TOTAL INCOME	941.46								
30				TOTAL EXPENDITURE		1247.09	CASH AT BANK 15 11 2016 £4745.25						
31													
32	2017-TENNIS	FOR INFORMATION ONLY - NOT FULL YEAR											
33													
34	21 02 2017	RINGPULL GUESS COMP. FINAL CONTRIBUTIONS				£54.00							
35		IE "HOW MANY IN THE JAR"											
36	02 03 2017	LIL URQUHART FIRST AID COURSE	20	NO INVOICE - PAID		£30.00							
37		KATY WHITELEGG FIRST AID COURSE	21	TO MORAY COUNCIL		£30.00							
38	21 03 2017	JIM URQUHART (PAINTER) - PAINT FOR COURT SECT.	19	YES		£430.00	ST NO: 24 15 03 2017 £4739.25						
39	06 04 2017	TENNIS EQUIPMENT FOR P2 - P5 CHILDREN'S	22	YES		£278.00							
40		BEGINNER'S FUN SESSIONS - MINI TENNIS KIT					ST NO: 25 06 04 2017 £4030.75						
41	17 04 2017	LEVEL 1 TENNIS COURSE, R. Adam & J. Anderson	23			£160.00							
42	02 06 2017	SPORTS EQUIPMENT	22	YES		£278.50							
43	02 06 2017	PAINT, J. URQUHART (PAINTER/DECORATOR)	25	YES		£430.00							
44	17 06 2017	J. MCKAY'S WEEK HONESTY BOX			£6.00		ST NO: 26 02 06 2017 £3407.28						
45	17 06 2017	J. MCKAY'S WEEK HONESTY BOX			£7.00								
46	17 06 2017	MEMBERSHIP			£40.00								
47	17 06 2017	DONATIONS FOR TEAS (OPEN DAY)			£74.85								
48	17 06 2017	MEMBERSHIP FEES			£143.00								
49	17 06 2017	MEMBERSHIP FEES & HONESTY BOX (£5.30)			£210.30								
50	17 06 2017	BOTTLE STALL OPEN DAY			£236.03								
51	20 06 2017	CHEQUE FROM M'SHIP ACCOUNT			£80.00								
52	04 07 2017	WINDBREAKS FOR COURTS	26	YES		£458.91							
53													
54	04 07 2017						ST NO: 27 04 07 2017 £3665.57						
55	15 09 2017						*ST NO: 28 19 08 2017 £3445.57						
56	19 09 2017	*MISC. NOT ENTERED in ledger			£180.12		*ABOVE AMOUNT NOT INCLUDING £180.12						
57		(D. ANDERSON, TENN. LESSONS £76.00											
58		ANDY D. 21.47, LULI 42.65, HONESTY BOX 14.00)											
59		*INCOME ABOVE INCL. IN NEXT STATEMENT No 29											
60	Nov-17	TESCO 'BAGS OF HELP' - PROJECTED £1000.00											
61		Above £1K not rec. yet. Project end Nov. 2017.											
62													
63	YEAR TO SEPTEMBER 31st 2017			TOTAL INCOME	£1,031.30								
64				plus incl. Tesco 1K	£2,031.30								
65				TOTAL EXPENDITURE		£2,095.41	CASH AT BANK EST. £4625.69 @ Nov.						
66													
67													

SHEET 2

BOWLING FINANCIAL INFO 2015-2016 +PROJECTED COSTS FOR BOWLING & TENNIS 2017-2020

	A	B	C	D	E	F
1	2015/16 TENNIS	BOWLING INCOME	INCOME £s	BOWLING EXPENDITURE	OUTGOINGS £s	BOWLING INCOME & EXPENDITURE SEPT 30TH 2015 - 31ST AUG 2016 PRE NEW ORGANISATION 6th OCT 2017 IE NAME NOW 'PORTKNOCKIE BOWLING & TENNIS CLUB' SHEET 2
2	Sep-15	BOWLS HAT NIGHTS INDOOR	£585.30	BAR LICENCE	£180	
3		BOWLS HAT NIGHTS OUTDOOR	£554.37	OIL AND PETROL	£72.28	
4		BAR	13,087.71	BAR (PURCHASES)	6,516.73	
5		INDOOR MEMBERSHIP	£277	SECRETARY'S EXPENSES	£50	
6		OUTDOOR MEMBERSHIP	£838.00	INDOOR PRIZES	£65	
7		PETANQUE	£23	CLUBHOUSE EXPENSES	£332.71	
8		TEAS	£227.94	OUTD'R/GREEN EXPENSES	£1,333.51	
9		BINGO/RAFFLE	£267.07	INSURANCE	£782.29	
10		CLUB COMPETITIONS	£567	CLUB COMPETITIONS	£478	
11		OPEN PAIRS	£849	OPEN PAIRS	£320	
12		TRIPLES	£775	TRIPLES	£330	
13				TEAS	£190.99	
14				BOWLING FEES (VISITS TO)	£323.00	
15				ELECTRICITY	£675.32	
16				WATER	£270.57	
17				MISCELLANEOUS	£959.02	
18				RENT FOR MCBOYLE HALL	£741.00	
19						
20	31 08 2015					
21						
22		TOTAL INCOME 2015-2016	£18,051.39	TOTAL EXPENDITURE 2015-2016	£13,620	
23						
24		BANK BALANCE 31/08/2015	£25,158.32	BANK BALANCE 31 /08/2016	£29,560.94	
25		CASH IN HAND 31/08/2015	£41.66	CASH IN HAND 31/08 2016	£70.01	
26		FIN. YEAR END 31 /08/15 2015		FIN. YEAR END 31 08/2016		
27		TOTAL INCOME + BANK BALANCE	£43,251.37	TOTAL EXPENDITURE + BANK BAL.	£43,251.37	
28						

FINANCIAL REPORTS & PROJECTIONS 2017, 2019 The Sheets 1 & 2 above detail the income and expenditure of both the Bowling and Tennis sections in their operations during 2015 to 2017. Before the organisation became one on **October 6th 2017** both sections produced their own accounts. Thus - the different ways in which financial matters were accounted. However, it can be seen that, both sections combined, have cash reserves of approx. 35K. The **basic expenditure** on day to day running costs of both sections total approx. £7K per annum (FY 2016). The season for play is usually from April to October, dependant on prevailing weather conditions.

PORTKNOCKIE BOWLING AND TENNIS CLUB PROJECTED INCOME AND EXPENDITURE 2017, 2018, 2019

In viewing the figures above in **Sheets 1 and 2** it can be seen that the actual basic costs of providing the facilities at Seafield Terrace (Bowling and Tennis) would be approx. **7K** per annum. These basic costs would include green/site maintenance, fertilisers, services incl. electricity and water, paint for tennis court maintenance, equipment updates and ongoing expenses in providing competitions and play.

INCOME OVER EXPENDITURE The figures of 2016/17 FY end indicate there is substantial funds in reserve of approx. **35K** Combined. If the Bowling and Tennis Club develop funding opportunities for redevelopment the bulk of this reserve may well be used for fund matching, if circumstances were favourable. However, at the moment there is a surplus of **Income over Expenditure of some 5-6K** per annum which has contributed to the 'surplus' or 'reserve' and this provides the basis for projecting that a basic income of approx. **7-8K** per annum would be required to provide the facilities as they exist. In the circumstances that a new building would be developed then the income would need to be increased to around **9K** per annum to provide the services required to run a new eg Pavilion (ie Increased general services for heating, equipment, cleaning, maintenance etc). Members in the past and others in the community have willingly provided assistance and physical input in a number fund raising events and several events could be organised to boost funding combined with an increased drive to obtain funding to provide key facility improvements.

PORTKNOCKIE BOWLING AND TENNIS CLUB PROJECTED COSTS AND INCOME 2017-2019 (in present premises).

SEASONS 2017/19	NET INCOME (Excl. Costs)	INCOME NET	EXPENDITURE NET
2017 - 2018	Membership, Fundraising (social activities)	£9,500.00	General site maintenance and basic running costs incl. services
	Competition entrance fees and BOWLING AND TENNIS course fees.		electricity, water, cleaning, fuels
	(See income sources above minus basic outgoings in Column E above.)		fertilisers, court paints etc
2018 - 2019	Ditto	10,000.00	8000
2019 - 2020	Ditto	10,500.00	8500
	TOTAL OVER 3 YEARS	30,000.00	TOTAL OVER 3 YEARS 23,500.00

PORTKNOCKIE BOWLING AND TENNIS CLUB PROJECTED COSTS. The costs illustrated above do not include possible funding from external organisations or individuals. Trustees will be pursuing funding assistance of approx. **100 - 250K** during 2017-18/19.

List of assets of Portknockie Tennis Club pre Portknockie Bowling and Tennis Club

FOR INFORMATION - ASSET VALUES @ 05 10 2017

* = Moray Council property at present.

Refurbishment of *Portknockie Tennis Courts 2013-2014 (See EFF Moray Council & Landfill Fund (Entrust) Audits) including fencing, nets/poles & 2 galvanised gates. Court surface at present is in good condition thus value est. (Court surface actual/renewable costs would be this figure.)	*(£18000.00)
The actual value of the *Bowling Green site is estimated at - this site is of course also *Moray Council property.	*(£175000.00)

Total est. value of *Portknockie Bowling & Tennis Club site is *(£263,000.00)

* = Moray Council property

Assets of P'knockie Tennis Club pre Dissolution.

Notice Board for Tennis 17 05 2016	£424.80
Site support poles for Notice Boards 26 03 2016	£134.19
Site signs for Tennis 18 05 2015	£528.00
Sports Equipment 21 10 2016 Racquets and Balls	£134.94
Sports Equipment 06 04 2017 for Primary courses & general use including mini tennis sets and junior balls	£278.50
Windbreakers for court perimeter fencing 04 07 2017	£458.91
Cash in hand from Primary Shoolchildren courses (equipment)	£100.00
Assets PTennis Club pre Dissolution of club Fri. 6th Oct.	£2059.34

Assets PBowling Club pre Dissolution of club Fri. 6th Oct.

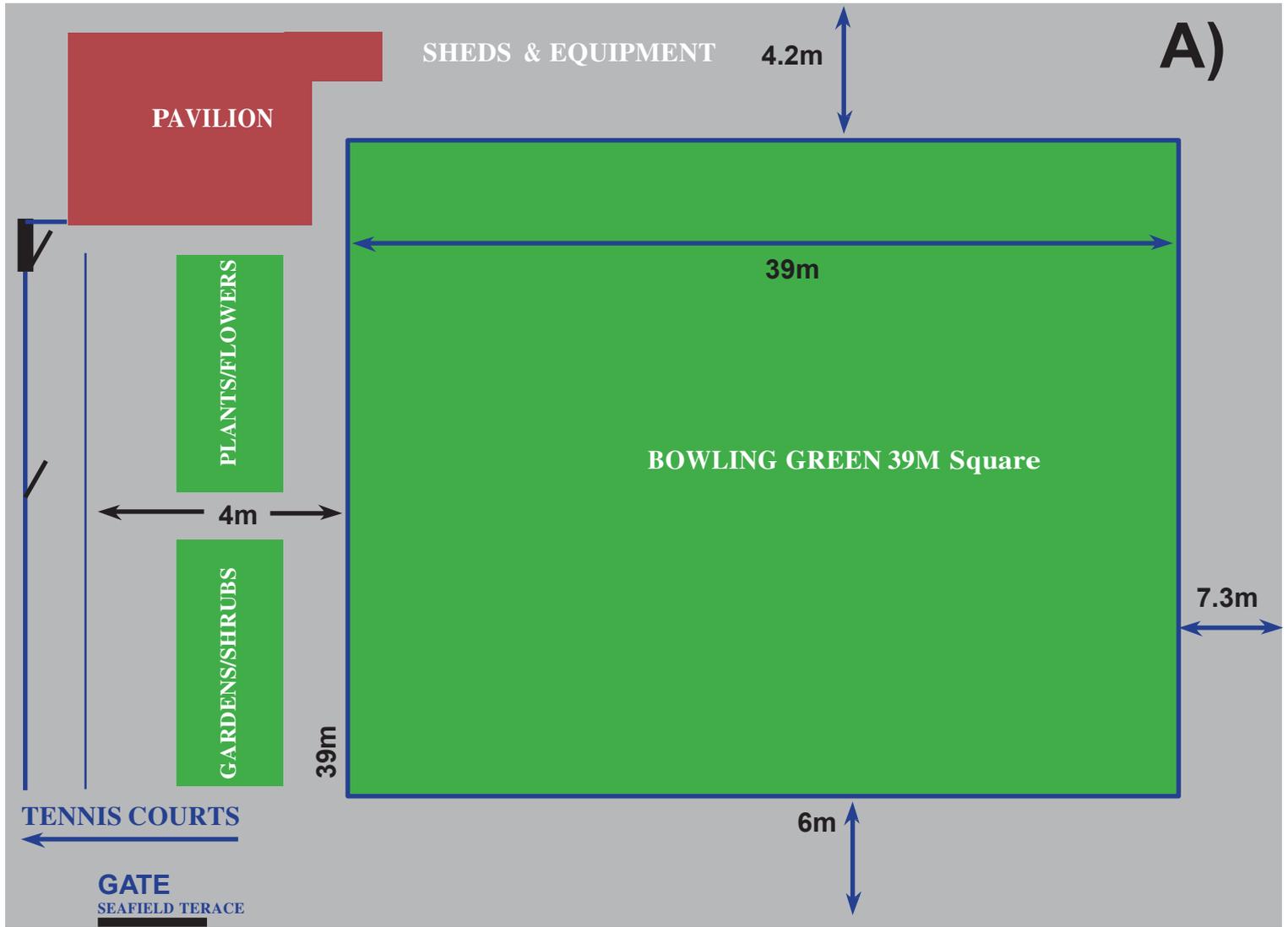
Stock (at Bar)	£1250.00
5 Outdoor use Bench Tables @ £90 each.	£450.00
35 plastic & metal chairs £15 each	£525.00
Wooden equipment shed.	£5000.00
Water storage tank.	£3500.00
Powered Mower.	£3000.00
Liquid sprayer.	£850.00
Scarifier	£500.00
Solid manure.	£400.00
Score boards.	£525.00
Mats	£60.00
Jacks	£75.00
Kitchen Units	£2000.00
Hob & Small oven	£80.00
Kettles 2of & Coffee pots 2of	£100.00
Crockery - Mugs, Side plates, Saucers - 60 units of each	£800.00
Cutlery 60 units	£250.00
Fridge	£100.00
Boiler/Water heater	150.00
Geysers 4 of	£360.00
Gas Heater	£90.00
Electric heaters 4 off	£90.00

Assets of Bowling Club pre Dissolution Fri. 6th October 2017. £20155.00

Total Assets Portknockie Bowling and Tennis Club = £22214.34

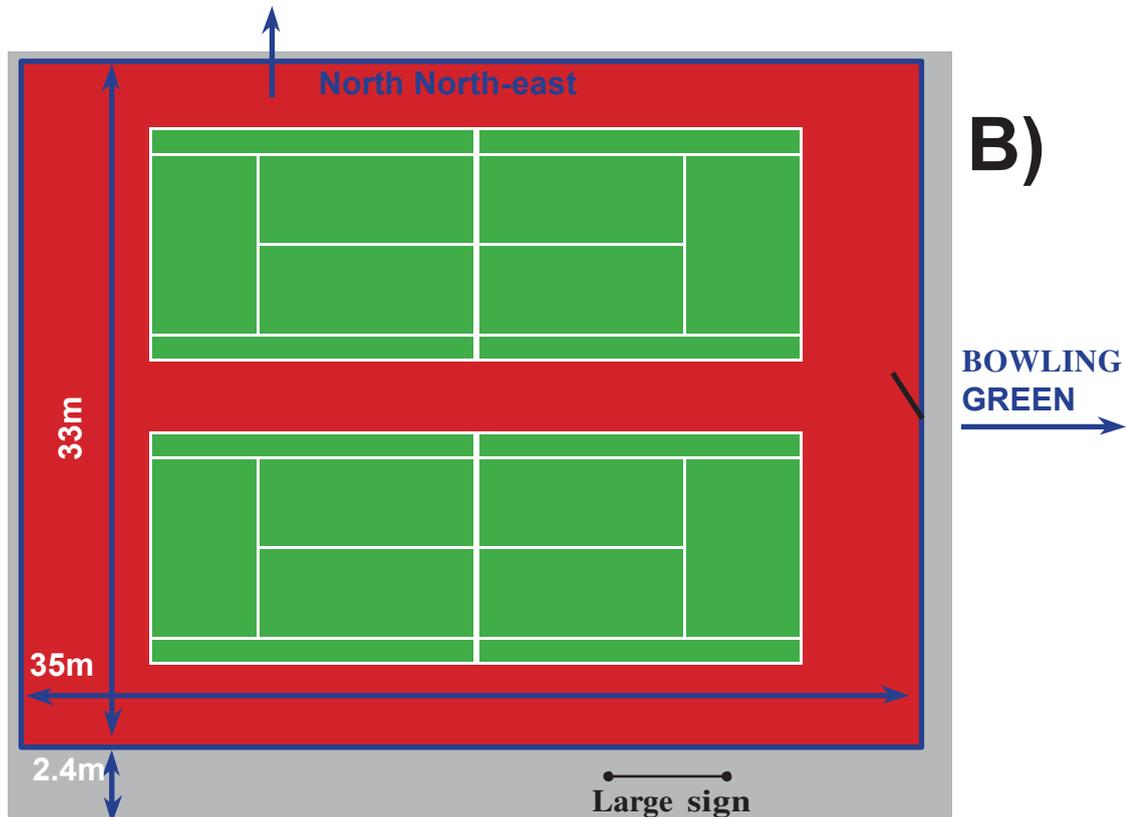
Assets noted above are at actual costs (not resale values).

PORTKNOCKIE Bowling Green & Tennis Courts A) and B)



Total width of Bowling area and Tennis Courts 75.8Metres

The **TENNIS COURTS** - occupy 35.4m x 35 metres of the site - bordered North East by a pathway & grass and South West by a gravel border with signage. The courts have perimeter fencing and windscreens. Please see **REGISTRY** map.



REGISTERS OF SCOTLAND



LOCATION PLAN
SCALE 1:5000



Tennis & Bowling Club, Seafield Terrace, Portknockie

	Scale	1:1000	Date	Feb 2013	Housing & Property Services Estates
	Drawn B		Deed Padt		
TYJ.Q (1)	Numlter rawing		DP 1MC \PK \37		The Moray Council Council Office, High Street, Elgin IV30 1BX Telephone: 01343 563281 Fax: 01343 563091

And the said Lords grant Warrant for lawful execution hereon.

EXTRACTED by me having commission to that effect from the
Keeper of the Registers of Scotland.

INFORMATION ON THE PROPOSED PROJECT Key aim for the first 3 years of the new organisation will be initially to remain within known income and expenditure parameters, based on previous years' finances. Given current circumstances, the organisation will be planning applications for funding from various organisations in order that an ambitious development programme can be initiated. At this moment the following **case** is based on known parameters and information on the project with proposed aims for attracting financial support for the development/refurbishment of the Bowling/Tennis Pavilion and *possible* erection of **non 'bricks and mortar' (low cost)** all year indoor carpet bowls and tennis provision (*possible fabric and steel-strut component based, 25 year durability*). See 'Toro shelters' Internet site for example..

CONTENTS

- **Information on the proposed project (above)**
- **Synopsis on financial reports (below)**
- **Business Case**
- **The Product/Facility**
- **Marketing and Publicity - Approaching the Community**
- **Target Market & Pricing**
- **Charity status**
- **SWOT Analysis - strengths, weaknesses, opportunities and threats**
- **'Day to Day' operations**

SYNOPSIS OF FINANCIAL FACTS (Approx.)

Costs of purchase/lease/rent	£0
Income based on FY 2016-2017	£19000.00
Expenditure FY 2016-2017	£14500.00
Income over expenditures	£4-5000.00
Bank Balance(s)	£30000.00
The costs of 'year-on' basic maintenance for Bowling and Tennis site facilities are projected at approx.	£5-7000.00pa. (see figs for 2016-17)

BUSINESS CASE

The organisation will be named **'Portknockie Bowling and Tennis Club'** subject to approval by the present members of 2 sections ie (Bowling and Tennis) on October 6th. (*This name will in no way jeopardise providing other sporting facilities if approved by the Board of Trustees and seen as providing benefits to the Community.*)

The Portknockie Bowling Club was established in the mid thirties with the tennis provision being in place for approx. 50years although the latter was only refurbished some 4 years ago after lack of maintenance/play.

BUSINESS FORECAST Initially, the immediate future of the Bowling and Tennis Club will be based on known income and outgoings. Main function of the organisation is to achieve the Asset Transfer, consolidate our activities and increase participation in sport providing facilities for Bowling & Tennis in the Community with easy access to all - at low cost and with accessibility to eg disabled, ethnic origin, lgbt, elderly and young alike. In the foreseeable future (2-3 years) these functions will be achieved within parameters of known present & near future income and expenditure. However, the organisation has ambitions **to develop the site and facilities**. We plan to carry out feasibility work into upgrading and improving our facilities.

BUSINESS STRUCTURE

The Business/organisation would be managed by a Board of (9) Trustees. The board of elected Trustees would consist of a Chairperson, Vice Chairperson, Treasurer and Secretary and Welfare Officer as Office Bearers. The Board would meet approx. 6 times annually, run the affairs of the new organisation as set out in the adopted Constitution and ensure an accurate, vouched for, accounting of the year's financial activity. The Board would monitor/initiate financial funding planning via volunteer support from within the Board or the wider membership/sub-committees.

PRODUCT/SERVICE DETAILS

The primary product or services provided by the organisation would be the provision of Bowling and Tennis and possible other sports or activities (mini-tennis, petanque, indoor bowls etc) to the Community of Portknockie. It would also be within the role of the Trustees to ensure proper maintenance of the provision and of the site. If any of the proposed developments were actioned during the initial 2-3 years then the Trustees may have to consider the need to employ certain key staff - eg cleaner/caretaker etc.

All other 'staff' would be on a volunteer basis ie Greenkeeper, Groundsman, Court Maintenance assistant(s).

MARKETING PLAN

Being a small rural community the organisation plan to initiate a local/area Marketing Plan using also social media ie Facebook/Twitter etc and local press features. Close watch would need to be made of nearby provision (competition). Key product here would be an A4 leaflet - highlighting what was on offer at the Bowling and Tennis Club. Because Tennis is a fairly hard sport to master, **coaching** at the first stages is vital. In session 2017/2018 efforts will be made to ensure coaching is available especially for people in the age group over 30-50+, where home based mothers/fathers or elderly people could socialise and learn how to play tennis or bowls together, and make friends. A smaller edition leaflet & social media lists would assist in forming links with other clubs in the area, in order that clubs could form friendly competitions against each other. Bowling has expanded its links/activities with other clubs in the area.

TARGET MARKET & PRICING

The 'target market' in a small community is basically - everyone living in the village, plus highlighting the presence of such an excellent facility to those in holiday home rentals. The Target Market must also involve people in **close-by villages** who have no Bowling/Tennis provision. Costs will be kept low (where at all possible) ie for non-member - fees at £2.00ph for adult non-members and £1.00ph for persons 16 or under or concessions. As noted above in the marketing plan - in our communication with our publics we must ensure that information is provided by poster, leaflet, social media, along with selected advertising on the membership structure/costs and of course hours of access. At the moment there are some 5 family groups involved in playing tennis, accounting for some 20 members. We must ensure that eg Family Member group costs are kept at a rate which attracts participation.

CHARITY STATUS

Portknockie Bowling and Tennis Club is now a registered charity SC047619.

SWOT Analysis - STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS Key plus factor in our economic strength is the lack of paid personell - and hopefully this will continue unless member numbers become too high to be run without a computer system of sorts for booking? and analysis of clients - also, in the event that we cannot depend on the skilled input of Chairperson, Treasurer, Greenkeeper, and Groundsman etc on a voluntary basis. **Key aim** is to provide an excellent Bowling and Tennis facility at Seafeld Terrace.

OPERATIONAL DETAILS The day to day operations at Seafeld Terr., Portknockie, includes opening/closing, general maintenance of green (cutting, fertilising, scarifying), attending to landscaping/flower beds, updating notices/notice boards and general look&feel of the site, weeding perimeters, checking fencing of the courts (wind damage?) ensuring that lines are visible, & are kept swept/tennis nets are at the appropriate height. Suppliers are all **local/area based** ie painter, builder, bar supplies, groceries, fertiliser etc. Details available if requested. Also, daily activity includes preparation for visiting teams, catering, scheduled competitions, health/safety checks, general maintenance duties. At present the facility has no paid staff. All work is volunteered. *(In future, coaching may include fees paid on a daily/session basis.*

Portknockie Bowling and Tennis Club Sept. 26 09 2017

• PORTKNOCKIE BOWLING & TENNIS CLUB - we need your support



ASSET TRANSFER of BOWLING AND TENNIS FACILITY

As you enter Portknockie from the South, one of your first sights will be the Bowling Green and Tennis Courts in Seafield Terrace. Recently, the management committees of the bowling and tennis clubs approached Moray Council noting that they intended to apply to the council with the view of securing joint management of the facility under an Asset Transfer project whereby the facilities would belong to the Community of Portknockie. This would be managed by a charitable organisation appointed by members of a joint Bowling and Tennis Club.

INCLUSION AND PARTICIPATION OPPORTUNITIES

The management committees of Portknockie Bowling & Tennis Club see this as an exciting future project whereby there would be freedom from Moray Council lease restraints and would enable them to map their future. This would allow development of the site with possibly new pavilion/changing rooms/toilet facilities and, enhanced participation opportunities for all ages from the young to the elderly. It would also increase inclusion and participation of disabled people/wheel-chair users, in a range of conditions, which may at the moment restrict them from taking part in the above sporting and social activities.

THE FUTURE

The future possibilities for participation of both sexes and use by an increased base of bowlers and tennis players provide an exciting platform for development. However, you as an inhabitant of Portknockie will have your own opinion on this matter and we would like to gauge your support for this important development which would enhance the possibilities of the entire population for participation in the facilities in Seafield Terrace.

YOUR OPINION COUNTS

Before application is made for A) Recognition as a Charity, which would assist funding applications and **B)** Acceptability by Moray Council of the project as a valid possibility for Asset Transfer, we invite you to make comment in the space outlined below, regarding your view on the importance of the present facilities **and** your opinion, if this site was developed by the Bowling & Tennis Club, as an established, improving facility for the village. **Put simply** - we need your support as an inhabitant of Portknockie - it is important to the Bowling and Tennis group that they are acting in the best interests of the Community and hence this consultation.

Please tear along this line and place in the Bowling Club Pavilion box or to the Chemist, Portknockie by 17th June 2017.

COMMENT

Address or POSTCODE:

Number of inhabitants living at above: AGED UNDER 16 16-30 30-60 60&OVER

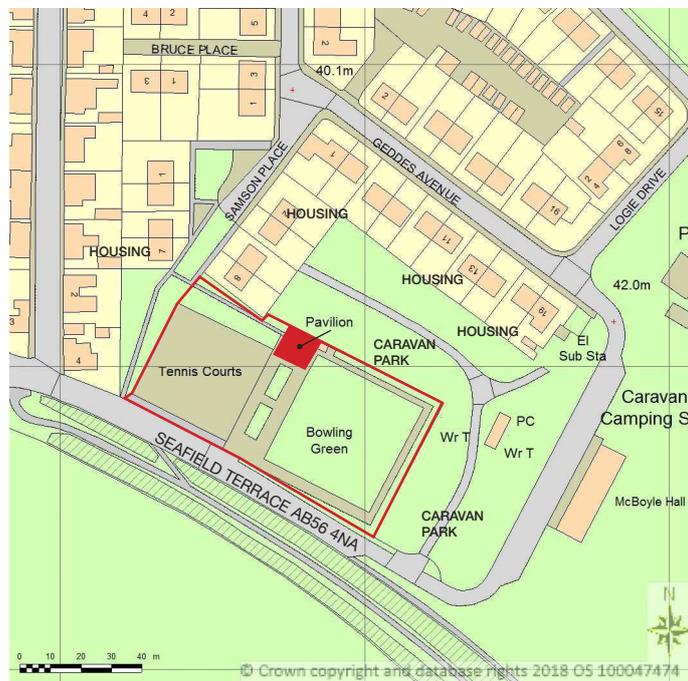
If you have any queries on above leaflet or require feedback on outcome please email: <portknockiebowlingandtennis@gmail.com>

CONSTITUTION Portknockie Bowling and Tennis Club

The new Constitution is in PDF and printed versions. This will be sent with online application (PDF) or by post along with the printed version to accompany the CAT Application Request Form.

- This form has been completed by Andrew Dewar, Vice-Chairperson, Portknockie Bowling and Tennis Club.
- Chairperson is James Cowie, Chairperson of Portknockie Bowling and Tennis Club, [REDACTED]
[REDACTED]

SITE LOCATION PLAN
AREA 5 HA
SCALE: 1:2500 on A4
CENTRE COORDINATES: 349195 , 868307



PAGE 1

**THIS VERSION
SHOWS PRESENT
PAVILION SITE.**



Supplied by Streetwise Maps Ltd
www.streetwise.net
Licence No: 100047474
12:14:21 30/05/2018

SITE LOCATION PLAN
AREA 5 HA
SCALE: 1:2500 on A4
CENTRE COORDINATES: 349195 , 868307



PAGE 2

**THIS VERSION
SHOWS PROPOSED
NEW PAVILION
& INDOOR BOWLING
FACILITY (IN RED).**

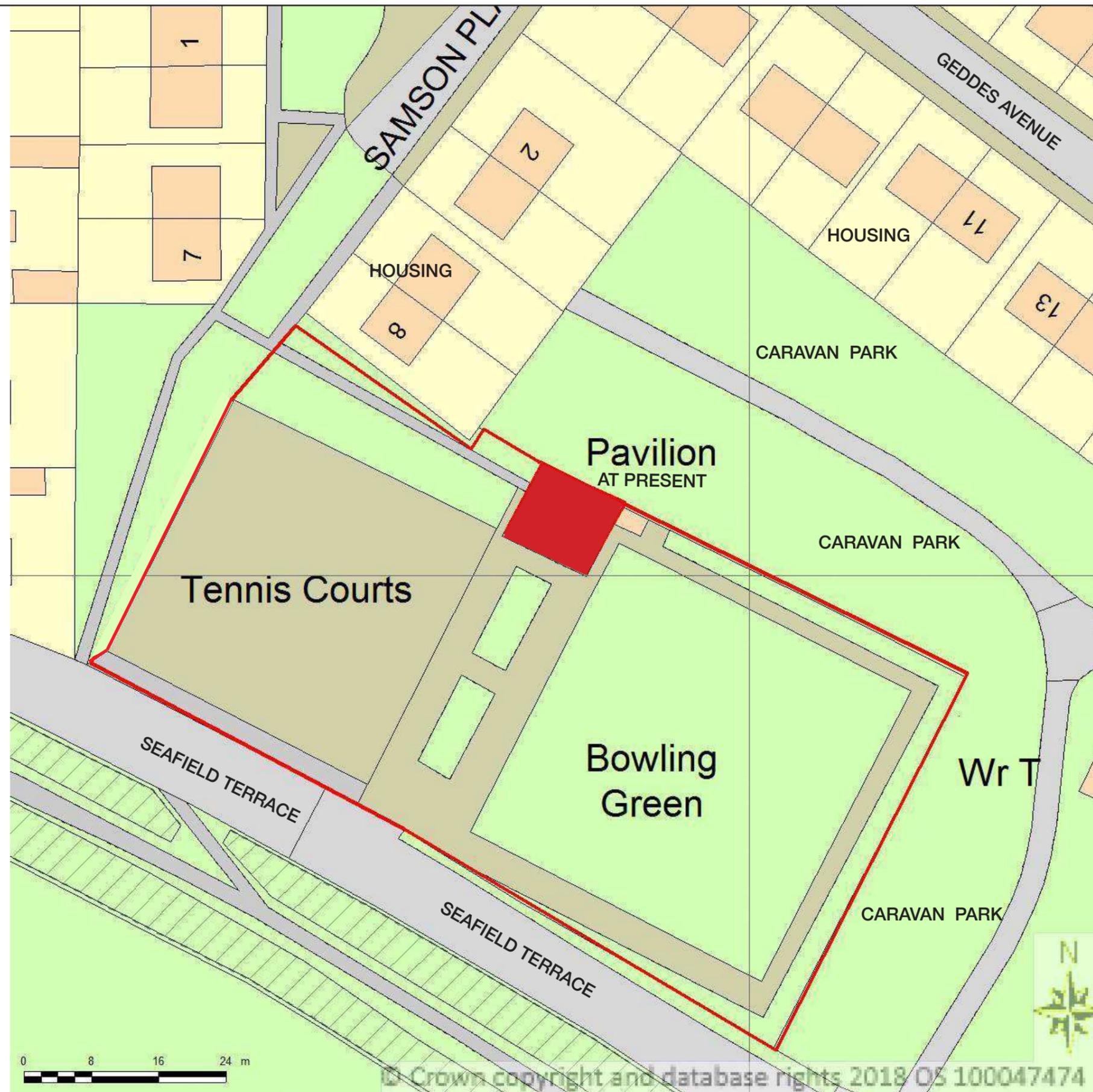


Supplied by Streetwise Maps Ltd
www.streetwise.net
Licence No: 100047474
12:14:21 30/05/2018

**SITE PLAN
(AT PRESENT)
SCALE 1:500**

SITE SITUATED IN
SEAFIELD TERRACE
PORTKNOCKIE
SITE DIMENSION
APPROX. 92mtrs X
47mtrs (irregular boundary)

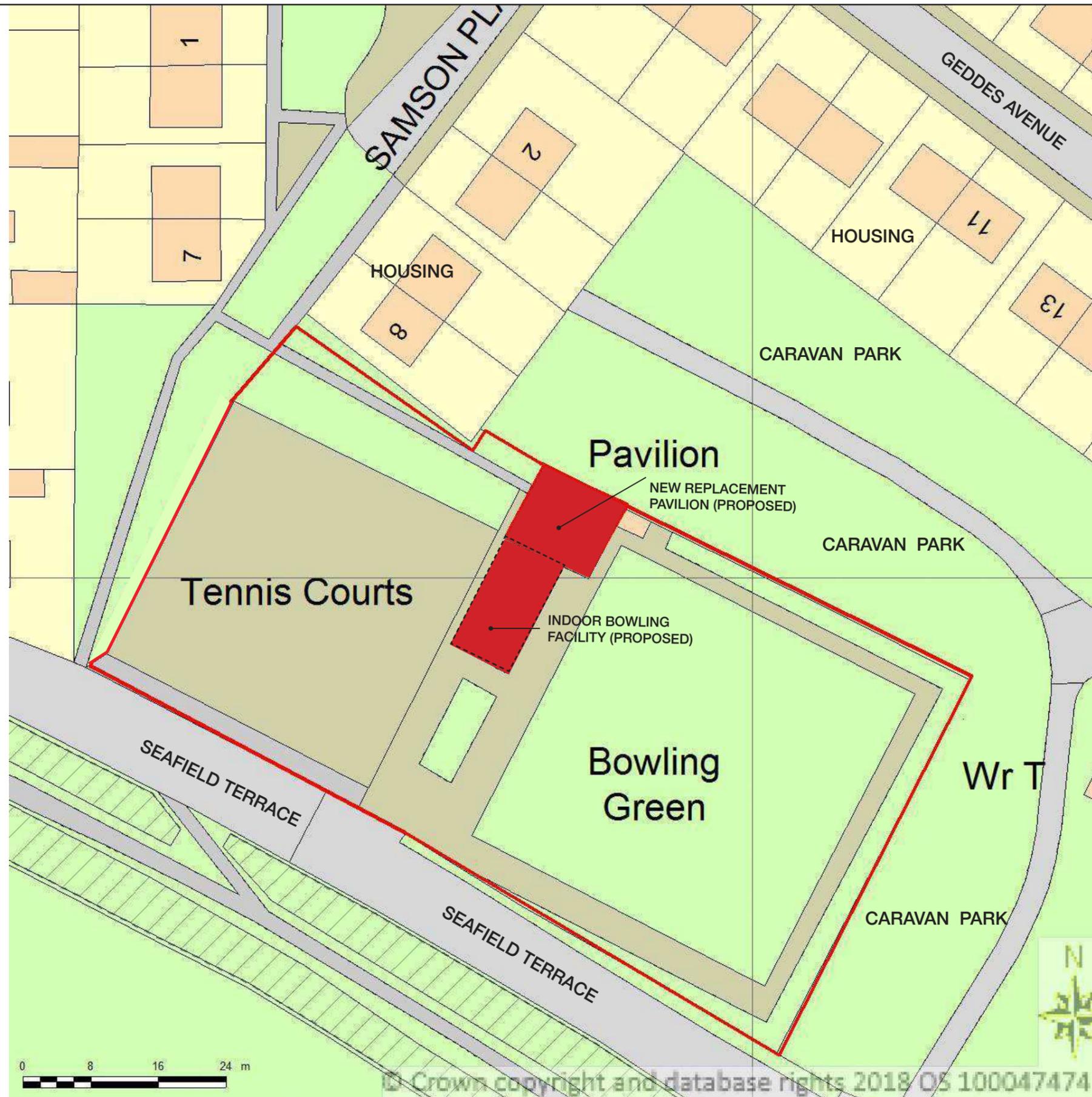
This version **A** shows
present Pavilion site
the following sheet
shows **B** proposed New
Pavilion site with indoor
facility.



**SITE PLAN
(PROPOSED)
SCALE 1:500**

**SITE SITUATED IN
SEAFIELD TERRACE
PORTKNOCKIE
SITE DIMENSION
APPROX. 92mtrs X
47mtrs (irregular boundary)**

**This version B shows
proposed New Pavilion
site with indoor
facility.**



**Portknockie
Bowling & Tennis
Club Asset
Transfer**

2017

**RESPONSES
TO LEAFLET
DISTRIBUTION**

Background:

As you enter Portknockie from the South, one of your first sights will be the Bowling Green and Tennis Courts in Seaford Terrace. Recently, the management committees of the bowling and tennis clubs approached Moray Council noting that they intended to apply to the council with the view of securing joint management of the facility under an Asset Transfer project whereby the facilities would belong to the Community of Portknockie. This would be managed by a charitable organisation appointed by members of a joint Bowling and Tennis Club.

Inclusion and Participation Opportunities:

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The Future:

The future possibilities for participation of both sexes and use by an increased base of bowlers and tennis players provide an exciting platform for development.

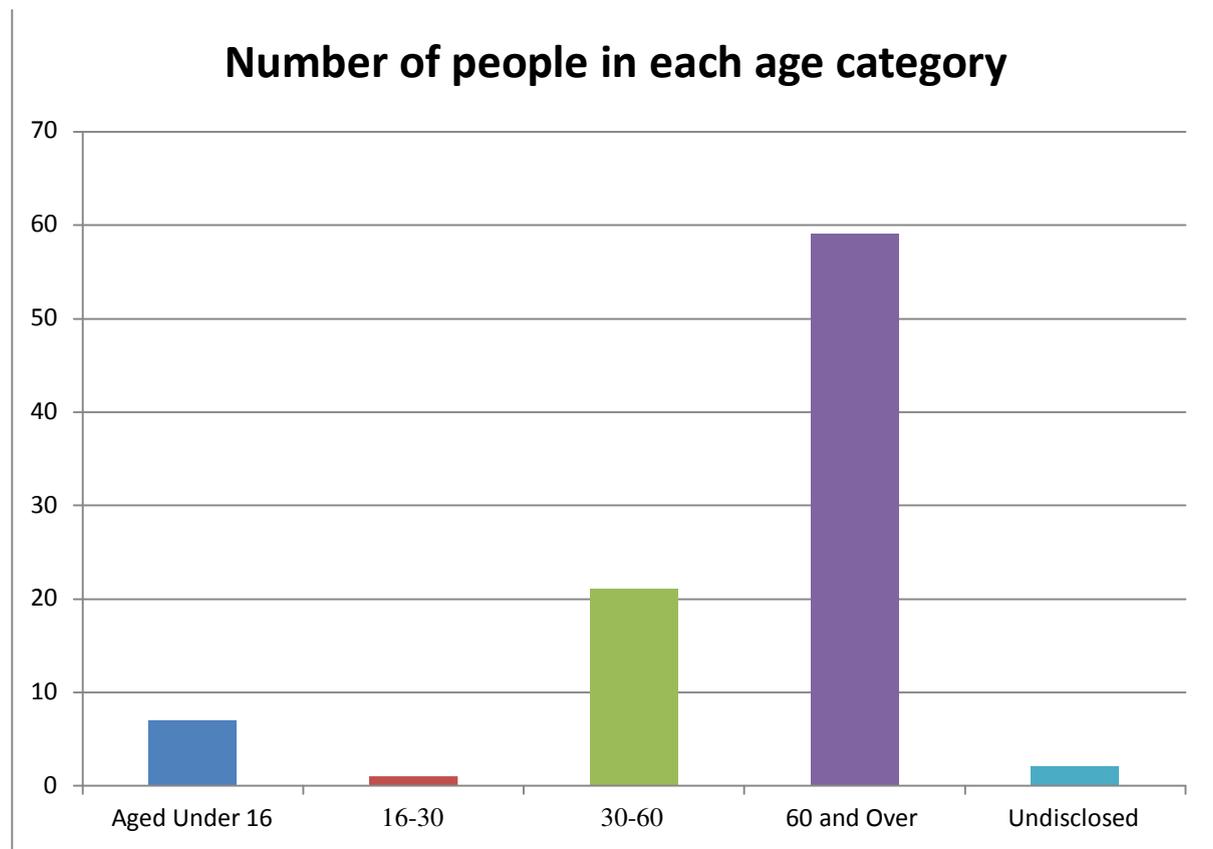
Consultation:

On the 14th February a meeting was held with the committee to discuss options. Following this, on the 22nd February a meeting was held and the community invited to be consulted on the process and what it entails.

After this meeting a leaflet drop was carried out to all households in Portknockie which explained the background and asked for opinions and feedback on the proposed Community Asset Transfer of the Tennis and Bowling club.

Forty Seven households kindly completed these and returned them, all of which were from the AB56 postcode.

Here is a breakdown of the ages of community members which live in the households who completed the forms:



Categories	Number of people in each age category
Aged Under 16	7
16-30	1
30-60	21
60 and Over	59
Undisclosed	2

Here are the comments which were made by each household:

- I welcome the proposed improved facilities along Seafield Terrace but I wonder whether the space is enough for expansion such as a new pavilion (changing room, toilets and presumably winter bowls provision). The present facilities are nearly to scale along Seafield Terrace.
- I would welcome the opportunity to see further development of the site whilst recognising the heritage significance of this facility in the village. The chance to include e.g. a squash court to extend racquet sports allowing indoor participation, or table tennis for the same reason could add to opportunities for exercise and community development. Basic changing and toilet facilities would also be beneficial. I therefore support community joint management.
- A) I believe recognition as a charity valuable, even essential.
B) The ideal proposal for acceptability by Moray Council of the project as a valid possibility for Asset Transfer
 - a) The importance of the present facilities is essential for our community, needing an obvious upgrade to meet necessary usage regulations. Probably more so for the retention of critical facilities for our community.
 - b) With the above comments in mind I whole heartedly support the effects of the Portknockie Bowling and Tennis Club Groups in the action taken with the best interests of the Community and the proposed consultation process
- Although we do not use the facilities, it would seem to be a positive move and more freedom for the committee; away from the restraints of Moray Council.
- Good idea
- We would support the bowling and tennis group and think that developing and improving the facilities would be beneficial to the village.
- Good idea for the village and wish you all the best for the venture.
- As grandparents we are delighted to see a lot of youngsters learning tennis and bowls. As both the tennis and Bowling Green are well attended.
- Will be good for the community and will keep both clubs going.
- We would love to use more of the Portknockie Bowling and Tennis club. In particular, my son prefers to play tennis than football and there are not enough useful facilities to do that. Buckie tennis court is in awful condition.
- We fully support the committee's application to take over the facilities from Moray Council.
- The time has come for a new club as the Bowling and Tennis numbers are growing.
- It has been good to see the vast improvements made to the tennis courts by the bowling and tennis club and an asset transfer would definitely be of further benefit to the local community.
- We think this is a brilliant idea
- The tennis and bowling facilities are well used by the community. The current building is functional but limited; no disabled access and without WC's. A new

building with more storage, changing facilities, inside WC's (and more of them) and a larger kitchen; would benefit the tennis and bowling clubs by enabling them to host tournaments with more people present. The new building could also be hired for functions by other people in the community.

- I fully support this venture, it will future proof the sporting and social aspects of the village, and help in keeping the health and wellbeing of the people from this village and beyond at the forefront of people's minds.
- An important asset to the community under our old town council the bowling and tennis grounds were well looked after. Work being done by Portknockie residents.
- Good idea for a long term project, a pavilion might be just the right size to fit the small local groups. As a venue, for which the McBoyle Hall is too big – Chess club, Bridge club etc.
 - Queries:
 - § Where does the funding come from for the original development?
 - § How to fund the original long-term maintenance and repair?
 - § Where do the petanque-pistes go?
- Good idea, good luck
- Good idea
- Portknockie does need these facilities in the town
- No objections – Great idea!
- I think this would be an excellent idea. The courts and bowling green is one of the first places visitors see when approaching the village from the high road and it looks very inviting.
- This is a worthwhile project and we support it
- Excellent idea so long that enthusiasm doesn't wain after a few years as it did with the floral displays and the 'knocker'
- I fully support this initiative as it will give the village the opportunity to fully control a valuable resource that will benefit the whole village!
- We think that the bowling and tennis facilities are an enormous asset to the village and people of Portknockie. It is an attractive site with beautiful views to the south. New facilities will need careful planning to ensure that these are not spoiled by an insensitive concrete block. Sensitive design of new facilities and the position is very important.
- This joint management for both clubs would be very important to Portknockie. It would be very good for all the kids and adults which are badly needed in the village. I would recommend it as soon as possible, get it up and running, it's a great idea. I would recommend it 100%
- The bowling and tennis club is a vital part of the community and I would fully support the proposed asset transfer so that the facility can be managed by the community.

- I fully support the proposed development outlined in the article. The bowling and tennis club provide a wonderful asset to our village.
- Importance of the present facilities:
The tennis courts and bowling green are a focus for the village activity. They contribute enormously to a sense of place and belonging. Villagers of all ages benefit by their presence, through passive or active enjoyment.
Developing an established, improving facility:
The intended end-results must be stated in terms of tangible deliverables, i.e. what will exist on the ground. Once identified and quantified, the process to realise the deliverables must address cost, quality and timescale. To assure success, plans must identify constraints, assumptions, dependencies and risks. Finally, there must be an agreed and funded process for long term operation and maintenance. I'm sure we're up to it.
- I am pleased to say that I have personally used the tennis courts already this year. It is a great facility and sadly appears seriously underused. I am not a bowler (yet) but this too looks to be an excellent 'green'. I feel both are very important for the village and they should be better promoted and used by all residents and visitors – young and old. Children and younger adults in particular should be encouraged to become involved.
- Although I myself do not use these facilities, I know how important they are to the Portknockie community. And are well used and need to continue for the benefit of all. It is important that in this day and age there are members of this village who give up their valuable time to ensure upkeep in the future and would totally support their endeavour in obtaining this asset transfer of bowling and tennis facility.
- Think it's a good idea so long as foot fall increases but wish you well
- The pavilion needs replaced, to help attract young people into both clubs.
- Can only be good for the community. An upgrade is essential for the future of the clubs and attracting new members.
- Much needed replacement for a very outdated building to benefit both bowlers and tennis clubs.
- This will be an advantage to the village, help Bowling and Tennis clubs to get more members.
- As a family we support any future development of these facilities. They are great assets to our community.
- Go for it – there are many sources that you can get grants from, that the council cannot get. The Cullen Sea School was an old fisherman's store. Now we have first class facilities, ladies, gents and a disabled toilet and showers. A lift as toilets are on the top floor, a workshop, store, office and kitchen. I fully support you so go for it.
- Good for the young ones and who knows we might have a champion one day.
- We support your application under A & B. We shall support you in this venture.

- We will support you
- It would be very good for the community
- We think Portknockie needs the bowling and tennis club for the young ones and the facilities need to be improved on and renewed
- Good idea, benefit for all ages, an asset for Portknockie

Here are letters of support from organisations and charities around Portknockie:

Portknockie Community Association



16 June 2017

To whom it may concern

I believe that a transfer of ownership of the bowling green, tennis courts, and Clubhouse, from The Moray Council to Portknockie Bowling and Tennis Club would be of benefit to both the village and its community.

The two individual sections of the Club diligently maintain the standards of both the green and the tennis courts: while the Clubhouse is similarly looked after, its design is dated and some aspects of its facilities are clearly lacking.

I understand at present the Club's use of the complex is tied to a lease of limited duration: outright ownership however would allow different avenues of funding to be explored and in the longer term an upgrading of both the facilities and Clubhouse.

At the moment the complex provides an opportunity for healthy exercise and social inclusion: ownership of that by the Club itself could permit it to advance from maintenance to advancement and provide Portknockie – and surroundings – with an asset of which they could be proud.



Portknockie Bowling and Tennis Club,
Seafield Terrace,
PORTKNOCKIE,
Buckie,
Moray.

Dear Sirs,

Asset Transfer of Portknockie Bowling and Tennis Club

The members of the Portknockie Community Council have been made aware that the Committee are looking into acquiring the Bowling and Tennis Club by way of an asset transfer from The Moray Council.

The Bowling Green is a visible presence in the village due to its location and it is great to see how well supported both the Bowling Club and the Tennis Courts are during the summer season. The re-development of the Tennis Courts has had a very beneficial impact on both the young and older people of the village as is evidenced by the attendance at the Monday night coaching classes and the members of the Community Council are sure an acquisition of the Bowling and Tennis Club will only go to strengthen your Club.

May I on behalf of the Community Council offer you our full support in this venture and advise that if we can be of any assistance to you with this venture please do not hesitate to contact any of our members.

Yours faithfully,



To Whom it May Concern,

The members of the Session of Portknockie Church of Scotland, have been made aware that the Portknockie Bowling and Tennis Club is intending to apply to The Moray Council with the view of securing management of the facility under an Asset Transfer arrangement. This would result in the facilities belonging to the community of Portknockie and the club would be managed by a charitable organisation appointed by members of the Bowling and Tennis Club.

The Session is fully supportive of such a move. The bowling arm of the club is a very well established feature in the life of the village and the refurbished tennis facilities have great potential for future growth. We would see a successful asset transfer as allowing the club to operate under local leadership and autonomy, thus enhancing its ability to respond flexibly and timeously to local demand and patterns of usage. It would also facilitate longer term planning and development.

As a village we have a limited range of facilities and see this proposed move as enhancing the future viability of one of our key assets.

We would be happy to provide further support for this initiative if requested to do so.

Kind regards,



On Behalf of the Session of Portknockie Church of Scotland.

[REDACTED]
[REDACTED]
FAO Jim Cowie (President Portknockie Bowling Club)

Dear Jim,

For some years now we have run the Portknockie Youth Club based at McBoyle Hall, just a 100yds or so from the Bowling and Tennis facilities.

We have been informed of the recent activity by the Bowling and Tennis Clubs to become involved in the process of gaining Asset Transfer of the facility at Seaford Terrace from Moray Council. We would welcome progression of this project and wish you all the best in establishing the facility for Bowling and Tennis permanently in Portknockie, with perhaps, improved facilities for meeting/changing/toilets/social & playing space.

We believe that the venture would provide established facilities for those who are at present growing up in our village with access for all ages - opportunities for young and old and those with disabilities to participate in sport and social activities.

Good wishes for the future development of Portknockie Bowling and Tennis Club.

[REDACTED], Youth Club Organisers