

## APPENDIX 1 – GUIDANCE FOR THE APPLICANT

Any organisation including town or community councils (TCC), third sector organisations or other community based groups (TSO) wishing to apply for a Community Asset Transfer (CAT) should familiarise themselves with the sort of issues that the Council will need to consider as part of the process to agree the transfer of a public asset.

In the first instance the applicant will need to consider the following:

**(a) The applicant must be:**

A TCC or TSO which satisfies or can demonstrate is working towards achieving the following criteria:

- A community or legal entity that is ideally incorporated and provides limited liability for the stakeholders involved, this would usually be in the form of a company, society or CIO (Charitable incorporated Organisation). It must enable the management/ownership of buildings and provisions of services;
- Exist for and to perpetuate community/social/environmental benefit;
- Non-profit distributing – any surpluses must be reinvested to further its community benefits/social aims;
- Demonstrate good governance through open and accountable processes with appropriate financial and audit controls;
- Demonstrate engagement with the community (N.B this may not be required for existing tenants where re-negotiations of terms are being discussed);
- Demonstrate it has the skills and capacity within or available to effectively deliver its services and manage the asset;
- Provide services or engage in activities that deliver economic, environmental or social benefits to the community;
- Provide copies of the organisation's Annual Report and accounts if available.

**and be community-led:**

- Demonstrating strong links with the local community and directly benefit the people of the Vale of Glamorgan;
- Benefiting as wide and diverse a range of local people as possible and demonstrating an inclusive approach to all members of the community;
- With decision making processes influenced by its local community.

**(b) The Asset should be:**

- A legal interest owned by the Council from which the organisation can demonstrate community benefit;
- In the freehold/leasehold ownership of the Council;
- Applications for multi-uses and co-location of services will be encouraged.

**(c) Proposed Use:**

- There is both a need and demand for the proposed activities and consideration is given as to whether or not this is being satisfactorily addressed by another organisation;
- The proposed use will support the delivery of the Council's Community Strategy and Corporate Plan priorities, reflecting the Well-Being of Future Generations (Wales) Act 2015;
- The proposed use will maximise opportunities for income generation to ensure sustainability;
- The applicant has established how much space they require to deliver its proposals and how they will make optimum use of the asset;
- The proposed use will seek to deliver inclusive reach into the community and will be open to all wherever possible.

N.B. All Community Asset Transfer Applications will be scored by the CAT Working Group against a Scoring Matrix attached at Appendix 7 to this document.