

Community Asset Transfer APPENDIX 1 – GUIDANCE FOR THE APPLICANT

Any organisation or Community Group wishing to apply for a Community Asset Transfer 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 Town Council/Community Council (TCC) or a third sector organisation (TSO), or Community Group which satisfies or can demonstrate is working towards achieving the following criteria:

- Legal entity that is 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 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;
- 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 County;
- 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 Transferring Authority 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 deliver extensive and inclusive reach into the community and will be open to all.