

Meeting of:	Cabinet
Date of Meeting:	Thursday, 16 October 2025
Relevant Scrutiny Committee:	Resources Scrutiny Committee
Report Title:	Colwinston Community Hall, Playing Field, Car Park and Multi-use Games Area: Proposed Community Asset Transfer (CAT)
Purpose of Report:	To advise Cabinet of the recommendations of the Community Asset Transfer (CAT) Working Group and following consultation with the Strategic Insight Board of a Stage 2 CAT application from Colwinston Community Hall Association.
Report Owner:	Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Director of Corporate Resources.
Elected Member and Officer Consultation:	<p>Llandow Ward Member</p> <p>Director of Environment and Housing</p> <p>Operational Manager - Property</p> <p>Operational Manager - Healthy Living and Performance</p> <p>Senior Lawyer Legal Services - Property and Contracts</p> <p>Operational Manager - Accountancy</p>
Policy Framework:	This is a matter for Executive Decision by Cabinet.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • An Expression of Interest for a Community Asset Transfer was received from the applicant, Colwinston Community Hall Association, on 18th March 2025 in respect of Colwinston Community Hall. • Following consideration by the CAT Group on 11th April 2025, the applicant was invited to submit a Stage 2 application business case. • A Stage 2 application was subsequently received on 21st July 2025 and considered by the CAT Group on 4th September 2025. The CAT Group subsequently agreed the Stage 2 Application with a recommendation to the Council's Senior Leadership Team, via the Council's Strategic Insight Board, that the application for a Community Asset Transfer be supported. 	

- The Council's Strategic Insight Board met on Monday 6th October 2025 to consider the application, with it recommended that the application be referred to Cabinet for approval.
- Full details of the application and its appendices can be found at Appendix 1 to this report.

Recommendations

1. That the Community Asset Transfer application submitted by Colwinston Community Hall Association be endorsed.
2. That the Director of Environment and Housing in consultation with Head of Finance/Section 151 Officer be authorised to agree terms and conditions for the grant of a new lease of the site to Colwinston Community Hall Association, for a term of 99 years, such new lease to be granted contemporaneously with, and conditional upon, the surrender of the existing lease, in consultation with the Executive Leader and Cabinet Member for Performance and Resources, Director of Environment and Housing and the Monitoring Officer/Head of Legal and Democratic Services.
3. That the Monitoring Officer/Head of Legal and Democratic Services be authorised to advertise the proposed disposal of open space by publishing a notice in a local paper for two consecutive weeks, inviting representations regarding the proposed disposal, and that any objections received be duly considered and determined by the Monitoring Officer/ Head of Legal and Democratic Services prior to completion of the transaction.
4. That subject to Recommendations 1, 2 and 3 above, the Director of Environment and Housing in consultation with the Monitoring Officer/Head of Legal and Democratic Services be authorised to prepare and execute all the necessary documentation for the Community Asset Transfer.
5. That Cabinet endorse work to the roof of the property as part of the transfer and the application to the Shared Prosperity Fund for a grant to support this.

Reasons for Recommendations

1. To approve the Community Asset Transfer Request.
2. In order that the terms and conditions can be agreed for the Community Transfer to be progressed.
3. To meet the requirements in accordance with section 123 (2A) of the Local Government Act 1972.
4. In order to complete the new lease and all the necessary associated legal documentation (including notices) to achieve the Community Asset Transfer.
5. To approve the works to the defective roof to secure the future of the building and allow for the transfer to be completed and approve application for grant funding in respect of the same.

1. Background

- 1.1** Any organisation including Town or Community Councils (TCC), Third Sector Organisations (TSO) or other community based groups can apply to the Council for a Community Asset Transfer (CAT).
- 1.2** Any organisation is advised to 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. Information and Guidance for applicants is available on the Council's website at [Community Asset Transfer](#) together with the relevant application forms.
- 1.3** The Council's CAT process sets out how the potential transfer of Council assets will be progressed and appropriately managed to be consistent with the Council's statutory and fiduciary duties and recognising the value that working with community groups can have.
- 1.4** The Community Asset Transfer Group consists of a number of Senior Officers within the Council from all departments and third sector organisations.
- 1.5** The process involves an Expression of Interest (EOI) period for community groups to submit initial proposals to the Council. Following receipt of an Expression of Interest, the Council is required to advertise on its Council website, within a window of opportunity of four weeks, that an expression of interest has been received. This is in order to afford the opportunity for any other organisation / community group who may also wish to consider submitting an expression of interest do be able to so.
- 1.6** Parties submitting EOI proposals, that are considered consistent with the Council's intentions for the asset, are then invited by the Community Asset Transfer Group to submit full business cases for evaluation by the Group prior to any recommendations being referred to the Council's Strategic Insight Board then Cabinet for consideration.
- 1.7** The Stage 2 business case allows the Council to assess in detail the financial and operational viability of the proposal.

2. Key Issues for Consideration

- 2.1** An Expression of Interest for a Community Asset Transfer was received from the applicant, Colwinston Community Hall Association, on 18th March 2025 in respect of Colwinston Community Hall, playing Field, Car Park and the Multi-use Games Area (MUGA).
- 2.2** Following consideration by the CAT Group on 11th April 2025, the applicant was invited to submit a Stage 2 application business case.

- 2.3** In line with the Council's CAT process, opportunities for expressions of interest in relation to Colwinston Community Hall and associated facilities were subsequently advertised on the Council's website and on social media from 29th April 2025 to 27th May 2025. No further expressions of interest were received following the advertisements.
- 2.4** A Stage 2 application was subsequently received on 21st July 2025 and considered by the CAT Group on 4th September. The CAT Group subsequently agreed the Stage 2 Application with a recommendation to the Council's Senior Leadership Team, via the Council's Strategic Insight Board, that the application for a Community Asset Transfer be supported.
- 2.5** The Council's Strategic Insight Board met on Monday 6th October 2025 to consider the application, with it recommended that the application be referred to Cabinet for approval.
- 2.6** The applicant has made it clear, in the application, that they are willing to surrender their existing lease for a new full repair and maintain lease for a period of 99 years but only if work is carried out in advance to ensure the long-term future of the building. At present the building has a significant roof defect that needs addressing. Any new lease would be subject to either work being completed on the roof structure or a guarantee that this work will be completed by the Landlord (the Council). If the work is completed before the lease the applicant has confirmed they would be willing to sign a commitment to completing the lease at the earliest opportunity. Officers are currently working on a scheme to replace the roof structure and funding from the reserve set up from the Shared Prosperity Fund (SPF) for CAT's subject to the SPF board's agreement.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** Long term - The proposed asset transfer will ensure the sustainability of the assets to service the local population and visitors to Colwinston Village Hall as well as assisting the Council to manage its medium to long- term financial planning in a strategic manner prioritising funding to other key and essential services and promoting more efficient asset utilisation.
- 3.2** Integration – The asset transfers will help embed service provision within the community building stronger and more resilient communities to assist in providing more effective and responsive management of public service goals which are place based.
- 3.3** Involvement - Community asset transfer can act as a catalyst for local volunteering and active involvement in shaping and revitalising neighbourhoods, enhancing community cohesion.

- 3.4** Collaboration - The proposed transfer of assets to the Colwinston Village Hall Committee demonstrates the Council's commitment to partnership working and provides a clear example of collaborative working to manage public assets in a more efficient manner appropriate to the needs of the local community.
- 3.5** Prevention – The assets transfer will assist in preventing the loss of essential community assets and services which may not be otherwise viably maintained given the significant financial challenges faced by the Council both now and in future years. Activities supported or safeguarded through asset transfer will directly contribute to the Council's wellbeing objectives and the Corporate Plan.

4. Climate Change and Nature Implications

- 4.1** The work proposed to the roof will also deliver environmental improvements via improved insulation and will have the capability of having photovoltaic panels (PV) added either during construction or at a later date.
- 4.2** Ecology: There are no direct issues in respect of ecology in this asset transfer. In transferring the asset, it is to be hoped that the Colwinston Community Hall Association, which is not a Public Body, would continue to manage the land for the benefit of both the people of Colwinston and for local biodiversity. There is a considerable length of hedgerows and trees bordering the sports field which could be managed for wildlife and amenity. In addition, Colwinston has a population of both Pipistrelle and Long-Eared Bats which would benefit from further roosting opportunities. Advice and help are available from both the County Ecologist and the Vale Nature Partnership.

5. Resources and Legal Considerations

Financial

- 5.1** The Community Asset Transfer will be by way of a lease agreement between the Council and the Colwinston Community Hall Association.
- 5.2** If approved, it is recommended that delegated authority is granted to the Monitoring Officer/Head of Legal and Democratic Services to draft, complete and execute the lease and all the necessary documentation.
- 5.3** Alongside the Stage 2 Business Plan submitted (Appendix 1), the Community Asset Transfer Group were also sighted on an Income and Expenditure Cash Flow projection from the Applicant.
- 5.4** The Council will need to undertake works on the hall ahead of the transfer. A general allocation for improvement works to community assets has been made against the Shared Prosperity Fund in 2025/26 to undertake such works and this is sufficient to cover the anticipated costs at Colwinston. Emergency Powers have previously been approved to add the works to the Council's Capital Programme.

Employment

- 5.5** There are no employment considerations as a result of this report.

Legal (Including Equalities)

- 5.6** The Council has power to dispose of land by way of lease under section 123 of the Local Government Act 1972 provided that the disposal is for the best consideration reasonably obtainable. However, the General Disposal Consent (Wales) 2003 issued under section 123 enables the Council to dispose of land at less than best consideration, without the need for specific consent from the Welsh Ministers, where the Council considers that the disposal will contribute to the promotion or improvement of the economic, social or environmental well-being of the area, provided that the undervalue does not exceed £2,000,000.
- 5.7** In this case, the proposed lease forms part of a Community Asset Transfer for community benefit. The Council is satisfied that the disposal will promote social and community well-being, and that any undervalue arising will fall below the £2m threshold. Accordingly, the proposed terms and conditions of lease will be compliant with the statutory framework.
- 5.8** Where the Council intends to dispose of land forming part of an open space by way of lease at less than best consideration, the Council must comply with the requirements of section 123(2A) of the 1972 Act. This requires the proposed disposal to be advertised for two consecutive weeks in a local newspaper and any objections received must be considered.
- 5.9** The proposed transaction involves the grant of a new long lease to Colwinston Community Hall Association, conditional upon the simultaneous surrender of the existing lease. The new lease will regularise occupation and secure ongoing community use of the property.
- 5.10** The terms of the lease must be carefully documented to ensure compliance with the Council's statutory obligations, including any requirements under the Charities Act 2011 (if applicable), planning or trust restrictions, and to safeguard the Council's interests in the event of breach or cessation of use.
- 5.11** Completion of the new lease will only be possible once the requirements of section 123(2A) have been satisfied, and authority is therefore sought for the necessary advertisement and consideration of objections.
- 5.12** The Council are a Public Body under the Environment (Wales) Act 2016, and this places a responsibility under Section 6 to "maintain and enhance biodiversity and promote the resilience of ecosystems." See paragraph 4.2 above.

6. Background Papers

None.

APPENDIX 4

COMMUNITY ASSET TRANSFER: BUSINESS PLAN

STAGE 2: Full Business Plan

Stage 2 of the CAT application process: Should the expression of interest at stage one be successful, an invitation from the Vale of Glamorgan Council will be issued to the applicant to submit a full business case to allow the Council to assess in detail the financial and operational viability of the proposal. We will not be able to start the process of considering your application unless we receive all the information relevant to your proposal for asset transfer, so please complete the business case carefully and contact the Council should you require any clarification or further advice.

Please complete this business case, attach any additional information and send in the first instance to:

Andrew Tovey
Strategic Estates Group
Property Section
Vale of Glamorgan Council
Civic Offices
Holton Road
Barry
Vale of Glamorgan
CF63 4RU

e-mail: antovey@valeofglamorgan.gov.uk

Organisation	Colwinston Community Hall Association
Applicant	David Frost (Chair)
Contact Details (including email address and contact number)	David Frost Email dbfrost@btopenworld.com Phone 07970680024
Date	20 July 2025

Executive Summary

Insert a brief (up to one page) summary of your proposal – including some background about your organisation, the project you are proposing, the aims and objectives you are seeking to deliver and how it will be funded initially and on-going.

We are an unincorporated association and registered charity. We are currently seeking incorporation which will be in place before any Community Asset Transfer takes place. Our Charity number is 1073930. We are a committee of volunteers with a current membership of 12.

We provide a large community hall for regular physical and recreational activities, such as dance, martial arts and also community groups including brownies, rainbows, youth club. We also have village club users such as Hive (a woman's group), Philosophical society, pétanque, cinema club. The accompanying field is used by the village cricket club, pétanque. The local school also uses the facilities provided. The hall is also hired out to the public typically for parties but also for other community meetings and events.

We organise fund raising and community events ourselves based around the hall including our annual fete, fireworks celebration, Christmas eve event, cinema club and others. The village also produces an annual pantomime.

In summary we are seeking a Community Asset Transfer of the Village Hall building, the green park space, Muga and car park. The main benefit we envisage will be in managing the hall ourselves and seeking to develop the facilities and services we provide for the community. We will also have more transparent and direct accountability to our community which should enhance our relationships within it.

The Village Hall and associated activities are already well embedded in the community and links with other activity-based organisations such as the community council and school. However, we think this development will enable further collaboration especially regarding the school in the village. We envisage that the hall will become more of a focus within the community and in the wider community within the Vale of Glamorgan and we can promote this as a desirable location. We already have many activities associated with the hall and park land, but we will explore other avenues in the future.

The transfer will enable us to ensure that the services we already commission or provide will be sustained. We already have the management structure in place so this will continue. We manage and review our financial resources rigorously to ensure sustainability. The transfer will enable us to apply for grants and community loans independently which may help sustainability and expansion of services.

We are seeking funding from the council's capital expenditure funding source (Shared Property Fund) to replace the roof before we can proceed with the transfer. We have also considered the proposal from the Council to assume responsibility for the playground and car park. We have considered these. We do not feel it appropriate to take on responsibility for the playground due to its specialist nature and cost to the us with no associated monetary benefit as the playground is free to use. We understand that specialist skills are required to run this facility which we do not have. We are happy to include the car park in our proposal on condition that it is brought up to a quality standard. We also need to understand any liabilities or contracts regarding the electrical charging points before committing fully to taking on those responsibilities.

For other legal or functional transactions that may be required we will source this from our own funds.

1. Our Project

In this section, please include details about:

- Your organisation
- The values and mission of your organisation
- The aims and objectives of your community project
- The benefits you would seek to deliver and how you would measure if these have been achieved
- Details of current facilities and if/how these would form a part of this proposal

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Our objective is to provide a desirable and well-maintained facility for the benefit of Colwinston village and surrounding community in the Vale. We aim to ensure that the hall and associated activities are sustainable. It is important that the facility is maintained and secured for future generations. We seek to provide services for all ages and interests.

We provide a large community hall for regular physical and recreational activities, such as dance, martial arts and community groups including brownies, rainbows, youth club. We also have village club users such as Hive (a woman's group), Philosophical society, pétanque, cinema club. The accompanying field is used by the village cricket club, pétanque. The local school also uses the facilities provided. The hall is also hired out to the public typically for parties but also for other community meetings and events. The hall contains a kitchen as another resource for users. As well as the main hall we have a committee room which is used use the hall for own committee meetings and the Community Council.

We organise fund raising and community events ourselves based around the hall including our annual fete, fireworks celebration, Christmas eve event, cinema club and others. The village also produces an annual pantomime.

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We understand we will be responsible for the Car park up to the children's park perimeter (red line drawing for area responsible for). We realise we need to ensure access to the playground and skate park.

There are two main metrics involved in measuring the impact the project will have. Firstly, we envisage that number of attendances at the hall will increase through increasing diversity of use and attracting people from further afield

Secondly, we envisage that our running costs of the hall should be reduced over time through energy efficiency from the new roof and solar panels.

We will be able to be more agile in dealing with maintenance issues

2. The Market

In this section, please tell us about:

- The community (whether a geographical one or community of interest) your project is seeking to serve
- Who are the existing and target markets of your proposal
- Results from required community consultation exercises you have undertaken (including the methodology used, the results and the conclusions you have drawn from this) and any plans for further consultation
- Knowledge of other relevant existing community services and facilities
- Opportunities to work collaboratively and build partnerships

Our objective is to provide a desirable and well-maintained facility for the benefit of Colwinston village and surrounding community in the Vale. We seek to provide services for all ages and interests.

We provide a large community hall for regular physical and recreational activities, such as dance, martial arts and community groups including brownies, rainbows, youth club. We also have village club users such as Hive (a woman's group), Philosophical

society, pétanque, cinema club. The accompanying field is used by the village cricket club, pétanque. The local school also uses the facilities provided. The hall is also hired out to the public typically for parties but also for other community meetings and events. The hall contains a kitchen as another resource for users. As well as the main hall we have a committee room which is used use the hall for own committee meetings and the Community Council.

We organise fund raising and community events ourselves based around the hall including our annual fete, fireworks celebration, Christmas eve event, cinema club and others. The village also produces an annual pantomime.

We aim to expand the use of our facilities in our own and wider community through improving the fabric and therefore the desirability of the hall and the other facilities we can offer externally. We will achieve this through better marketing and visibility in the community, predominantly developing our own website and social media presence.

Consultation and support

We have consulted with the Colwinston Community Council about the transfer and future ownership of the hall and environs, with meetings between officers of both committees. They are supportive of this move and will supply expertise and advice as necessary. We are also liaising with GVS to support us in the transition

We held a public meeting on the proposal on 11 June 2025 which attracted 16 members of the village community and other interested parties. The participants were supportive of the plan going forward. We continue to provide information to the community and seek feedback through our monthly village newsletter and social media posts. We will hold further consultations with the village community and hope through this to consolidate support and reach potential new groups to use the hall facilities. We plan to develop our own web page to easier promote our activities and improve our communications with the village and wider community.

We also hope to increase our collaboration with the school in sharing facilities, including the school car park.

We have been and will continue to work with officers of the Vale of Glamorgan Council, notably David Knevett, Operational Manager Leisure Services and other professionals in the building services.

There are other community services in the area, notably in Llandow and Wick and we ensure that we all have a healthy programme which does not cross over with each other. There may be opportunities to collaborate more in the future.

3. Business Growth and Development

In this section, please provide the following:

- **A review of your organisation** (using a Strengths, Weaknesses, Opportunities and Threats analysis a template for which is provided in Annex 1)
- **Your business development strategy** (sustainability plan)

This would include the key activities you would undertake in phases. For example, phase 1 may include your project's design leading up to transfer, phase 2 would come following the transfer and would describe up to the first two/three years of operation and phase 3 would be the on-going strategy for maintaining the asset/service.

The SWOT analysis at the appendix identifies our strengths, weaknesses. Opportunities and threats from this proposal.

Strengths - As previously described we are a well-established organisation with a good track record of managing and improving the hall and providing facilities and services to the village and wider community. We have a sound financial base and a strong committee with various skills to run the hall.

Weakness - Reliant on the hall having a new roof provided through the Vale Glamorgan Council including securing funding and timescale of implementation.

Opportunity - Develop wider engagement from the village and further environs.
Realise energy efficiencies and provide a sustainable facility
Develop and encourage more participation in the committee association
Develop the business strategy and charitable status

Threat - Responsibility of taking over the asset
Events that might affect the financial stability of the organisation

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Business development strategy

Phase 1 – Preparation work installation of roof and car park repairs so that the asset can be transferred to CCHA.

We would require a memorandum of understanding or equivalent regarding taking on the hall and outside areas ensuring the work is done work done to the satisfaction of all parties

We will be changing our charities commission status to become an incorporated organisation with at least three trustees. We will also be changing our bank account to reflect the change in status.

We would have in place any legal advice and resources we might need. We will identify what areas of maintenance we need to take on and make arrangements as necessary

Phase 2 – would involve actual transfer of the hall to our ownership and associated legal requirements surrounding that. We would establish responsibilities of the existing committee and any additional members we might

need. We would also establish further our relationship with the Community Council. School and village community. We will identify any financial impact that the transfer may make to us and make provision for that.

Phase 3 On going development We will reset our agreements with existing users and develop our own branding and communication lines. We will set a maintenance and inspection programme for assets we will be taking on. We will develop our website and social media presence to advertise and market the facility to look for more opportunities to use the hall and outside areas for the benefit of the community. Ensure that our financial position remains healthy to manage the facility. Going forward identify what energy efficiency savings we are incurring and feed into our financial position.

4. Management & Operations

In this section, please describe the following:

- Your management committee and governance arrangements
- Staffing for the asset/service and the role of community volunteers
- How you would develop any community activities
- How you would operate the asset and service
- Details of relevant policies and procedures you would put in place and what these would seek to achieve
- How you would manage day-to-day operations

We are an unincorporated association and registered charity. We are currently seeking incorporation which will be in place before any Community Asset Transfer takes place. Our Charity number is 1073930.

We are a committee of volunteers with a current membership of 12. We are structured according to our constitution with a Chair, Secretary, Treasurer and Bookings manager as the key roles and others undertaking specific roles according to a schedule we have developed and according to the activities and events scheduled. We have two sub committees who are responsible for the annual village fete and the Petanque Society. We are firmly embedded in community and have a wide range of people on the committee with various skills.

We have various licences awarded by the Vale of Glamorgan for carrying out our activities at the hall and other licences to allow us to use audio and visual media.

We have other policies in place as part of the governance structure including risk management, financial controls, membership policies, volunteer policy, safeguarding. We would seek to enhance these to take account of managing the hall asset in full.

We hold four weekly committee meetings and have what's app groups to manage our responsibilities at an operational level. These cover hall management, a general committee-based group, fete committee and a small management group. We meet outside the formal committee meetings to discuss specific issues. We plan to develop our own website to enhance our presence in the community and further afield which will also allow more digital opportunities for booking.

We employ two part time staff: one who takes the lead on cleaning and managing the hall and one Saturday morning cleaner. We have an overarching management group

of three members who oversee hall management affairs.

We liaise and take advice from the Vale Council and GVS. One of our committee members is also on the Board of GVS which provides an invaluable link.

We have a strong track record in organising events and commissioning services for the hall. We hope to expand our events and services provided in the hall; for example increasing business use to take advantage of our video screening facilities .

We also want to expand the use of our facilities and relationship with the school use of the parkland and cricket club.

5. Marketing Plan

In this section, please provide details on:

- How you would seek to build and maintain the profile of your project/organisation and the asset/service(s) operated.
- How you would promote the availability of the service/asset.
-

As detailed before we already use existing channels of the village newsletter, Social media, and our notice board. We are going to develop our own website so we have an individual and strong presence in the community and are able to interact better, promote our services and provide a more transparent service.

We already offer a calendar-based booking service through the village website and will seek to enhance that through the development of our own website and booking facility

6. Financial Plan

In this section, please provide details of the following:

- Three year income and expenditure (a cashflow projection template can be found attached as a pdf). Please include descriptions of any assumptions you are making to support the income and expenditure forecasts.
- How you would generate income (providing sales forecasts where appropriate for the first five years)
- Details of any start-up funding you would require and the potential sources of this funding – looking for grants but have funds as continuation.
- Details of your fundraising strategy
- Details of any grants that are relevant to this business case and an overview of any conditions associated with them
- The three-year cash flow projection is at annex 2. The main assumption is that the funding for the roof is sourced from the Council's capital expenditure funding source (Shared Property Fund) so we have not included it in our own estimates.
- We are working with GVS for applicable small grants for specific opportunities for the hall such as light replacement for more energy efficient bulbs. This is incidental to and not dependant for this work project. We envisage looking for

grants as we move forwards also

- The cash flow is based on our existing activities but scaled up as we promote the hall more. The main impact on costs will be through the roof replacement and installation of solar panels but it is very difficult to predict that impact at the moment, so we have put in very conservative estimates.
- As described previously we are planning to develop a website and use that and other channels to drive more regular users of the hall and fund raising events.

7. Risk Analysis

In this section, please summarise the key risks you have identified for the project along with details of how you would seek to minimise or manage these risks. You may find it useful to adopt the following format for this section.

Description of the Risk	How Likely is it to occur? (Almost Certain, Probable, Possible, Very Unlikely)	What impact would it have if it did happen? (Catastrophic, High, Medium, Low)	Actions Required to minimise or manage these risks
Loss of committee members	Very unlikely	High	We have a strong committed cohort of members. We encourage people to join and have provision to bring in people with specialist skills as necessary
Financial risk through loss of users	Very unlikely	High	We have a consistent number of regular users and will seek to increase this as part of our forward plan
Fabric of the hall deteriorates	Very unlikely	High	The replacement of the roof will ensure that the building is maintained in a good condition

8. Project Delivery

In this section, please provide us with an outline project plan for delivering your project. You may find it useful to adopt the following format for this section.

Action/Task	Who is Responsible	Start Date	End Date
Consultation – commence and complete	David Frost - Chair	11 June 2025 Ongoing communication	11 June 2025
Vale of glam confirmation of roof	Vale of Glamorgan	August 2025	
Appoint solicitor for transfer	David Frost -Chair	September 2025	
Incorporation in place and agree with Charities commission	Bob Gatis – Trustee	June 2025	October 2025
Agree date for transfer	Vale of Glamorgan/CCHA	November 2025 tba	April 2026 tba

I/We confirm that all the information and statements contained within this business plan are true and accurate. I understand that the Council may ask for additional information at any stage of the application process and may check this information against other sources.

Name	Lynne Flux
Position within Organisation	Treasurer
Signed	<i>Lynne Flux</i>
Date	20 July 2025

NB please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know. Any information you provide on the form will be held by Vale of Glamorgan Council for the purposes of assessing the application and decision making process and for no other purposes.

Annex 1 – Strengths, Weaknesses, Opportunities & Threats Assessment

Overview
<p>A SWOT analysis is a useful tool for understanding and making decisions in all sorts of situations. SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats.</p> <p>Essentially you are answering the following four questions:</p> <ul style="list-style-type: none"> • ‘The strengths of my proposal are...’ • ‘The weaknesses of my proposal are...’ • ‘The opportunities for my proposal are...’ • ‘The threats to my proposal are...’
Getting Started
<p>The SWOT analysis template is normally presented as a grid, comprising four sections, one for each of the SWOT headings: Strengths, Weaknesses, Opportunities and Threats.</p> <p>Prepare a blank template complete with headings and fill in using information regarding the current process using the prompts for help. See example template below.</p>
Why use?
<p>Following completion of the template you will have a greater understanding of the proposal and will be ready to make informed decisions.</p>

SWOT Analysis	
Strengths	Weaknesses
Well established committee with good track record of maintaining and developing the facility Seeking new and managing regular users for the hall Putting on events Support of the community Financial stability of the organisation	Reliant on the hall having a new roof provided through the Vale Glamorgan Council <ul style="list-style-type: none"> • Funding opportunity • Timescale
Opportunities	Threats
Develop wider engagement from the village and further environs	Responsibility of taking over the asset Events that might affect the financial

Realise energy efficiencies and provide a sustainable facility Develop and encourage more participation in the committee association Develop the business strategy and charitable status	stability of the organisation

Annex 2 – Cash Flow Forecast

Please provide a minimum of three years' cash flow forecast. The template below has been provided to indicate the types of cash flows you may wish to consider. The 'note' reference allows you to reference any assumptions you are making when estimating these cash flows.

See attached schedule

		Phase 1	Phase 2		Phase 3		
Note:	Income	Current	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
1	Start-up funding						
2	Grants						
3	Rental/ room hire						
4	Other income: Vending Café Shop						
5	Volunteer time in kind						
6	Fundraising						
	Total						
	Expenditure	Current	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
7	Salaries including on-costs of National Insurance and pensions Management Staff Volunteer time in kind						
8	Training and development						
9	Caretaking/ cleaning costs Cleaning materials Refuse collection Security						
10	Utilities Water Electricity Gas						
11	Business Rates						
12	Repairs and Maintenance						
13	Transport and Travel						
14	Centre Supplies - Furniture, IT, clothing, equipment						

15	Telephones and Internet						
16	Promotion and Publicity						
17	Insurances and Professional Fees Property insurance Public liability insurance Performing rights society fees Accountancy and legal fees Architects fees Consultancy fees						
18	Other						
	Total Expenditure						
	Surplus or (Deficit)						
	Accumulated Reserves						