

Form CAT01

## Community asset transfer: application

### Your details

<b>Your Organisation</b>	"The Marden House Centre"      www.themardenhousecentre.com
<b>Contact name</b>	Graham Spencer
<b>Position held</b>	Chairman of Trustees
<b>Address</b>	The Property: Marden House. New Road, Calne. SN11 0JJ  Private address: 7 Bream Close, SN11 9UF
<b>Postcode</b>	
<b>Telephone</b>	01249 811835
<b>Email</b>	Gs_spencer@btopenworld.com

### Your proposal

*(please complete Checklist CAT02 before filling in the following)*

<b>Details of asset</b> Please include exact location, address, postcode, size, boundaries, access points and a map if possible	Marden House, New Road, Caine, SN11 0JJ. This is a two-storey grade 2 listed building with adjoining 30 year old single storey extension and a large rear garden. The building is comprised of entrance foyer, kitchen, male and female toilets, large main hall (capacity 80-100), small hall (capacity 25) and office. Stairs to landing, small hall (capacity 15) and balcony for main hall (capacity 20) There are toilets for disabled at both ends of the ground floor. In addition, there are various storage areas. Location map, and photographs attached.
<b>Summary of proposal</b> Why do you want the asset and how will this benefit the local community?	'The Marden House Centre' is the charity No.293514 which, from 1986, has administered and maintained Marden House for the benefit of the community and from 1st August 2017 as CIO ref No. 1159922, in whose name this application is being made. The Trustees wish to continue their charitable activities so that the future of Marden House is secure and will continue to serve the people of Caine and its environs free from the constraints of a lease term, so that applications for grants can be made to further enhance the property as future years require, and for any major structural repairs that may be required in the future. We believe that with our Charitable status, proven management and financial control we would be better able to fund major expenditure than the Council.
<b>Community use</b> Please explain how the asset will be used <i>(Please refer to questions 5-8 in the checklist - CAT02)</i>	The Marden House Centre serves many different community groups who meet in Marden House on a regular basis; as an example, 3 x WI groups, art group, memory group, singing, Age Concern Friendship Group, Yoga, keep fit, ballet, young people with disabilities youth club, Family Action for people with learning difficulties and Autism, Calne Music and Arts Festival, concerts, jazz club and a wide range of other regular groups. We also offer a resource for private and public functions for a wide spectrum of people from cradle to grave.

<p><b>Suitability for purpose</b> Please explain why this asset is suitable for the intended purpose <i>(Please refer to questions 5-8 in the checklist - CAT02)</i></p>	<p>It is centrally located with easy access by public transport, on foot and with existing local parking. We offer spaces to accommodate different sized groups with disabled access to all areas, including the garden, except the upper floor; access to which we would like to address in future. We do not intend to change the usage of Marden House, merely the ownership of the property: The Charity has used the building successfully for over 25 years.</p>
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<p><b>Community support and consultation</b> Please set out who you have consulted about your proposal and how you have addressed any concerns raised <i>(Please refer to questions 9-14 in the checklist - CAT02)</i></p>	<p>All regular groups have been consulted and a display in the foyer shows the history of Marden House and our proposal for its future, together with a consultation leaflet and opportunity for people to respond, over 200 signed responses have been received. We have consulted Local and Wiltshire Councilors and discussed our situation with other representatives of Wiltshire Council over the last four years. We operate within our local authority premises license and our Terms &amp; Conditions for users of our facilities. We have not experienced difficulties with our neighbours with whom we maintain very good relations.</p>
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<p><b>Legal issues</b> Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset <i>(Please refer to questions 15-18 in the checklist - CAT02)</i></p>	<p>At present we have building and contents insurance, public liability insurance and a Health &amp; Safety policy, Fire Risk Assessment. We will continue to keep abreast of our responsibilities in relation to running a public building and seek specialist guidance where necessary.  We will seek professional support in legal matters relating to this CAT application.</p>
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<p><b>Financial matters</b> How will you fund running costs and maintenance? Are you willing to pay for the asset? <i>(Please refer to questions 19-23 in the checklist - CAT02)</i></p>	<p>Running costs are financed through fees from hirers and, if necessary, we would embark on a fund-raising exercise. For major expenditure such as a new roof, lift, kitchen or toilet upgrades etc. we would seek grant funding. We have a proven financial track record. Management accounts will continue to provide a continuous overview of the financial position. We are not considering paying for this asset.</p>
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<p><b>Future management</b> How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future? <i>(Please refer to questions 24-27 in the checklist - CAT02)</i></p>	<p>The Trustees will continue to hold meetings and in all matters will adhere to our constitution and the requirements of the Charity Commission as a "Charitable Incorporated Organisation" (CIO) charity. We are a proactive and responsive management, being aware of future demands and needs. Our strategic planning will create a schedule for maintenance, repairs etc., and a reserve fund, holding at least 1 year's maintenance costs, and a project fund for future works. We will encourage opportunities for volunteers and continue without paid employees.</p>
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**I confirm that the details included in this application are correct**

Signed:



Name (please print):

GRAHAM S. SPENCER

Date:

19TH. JANUARY 2018

Form CAT02

## Community asset transfer: checklist

	Question	Yes	No	Note
<b>Community use</b>	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
<b>Is the asset fit for proposed use?</b>	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe for the use proposed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - your application should explain if they are needed</i>

	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

**Legal**

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Your application must explain how you will deal with risks and liabilities</i>

**Finance**

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
20. Can you meet all capital maintenance costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
21. Can you meet all day-to-day running costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
22. Will you use the asset to generate income?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
24. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>
25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out your offer</i>

**Management**

Question	Yes	No	Note
26. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
27. Will a management committee be set up?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
28. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>

The Marden House Centre - 293514

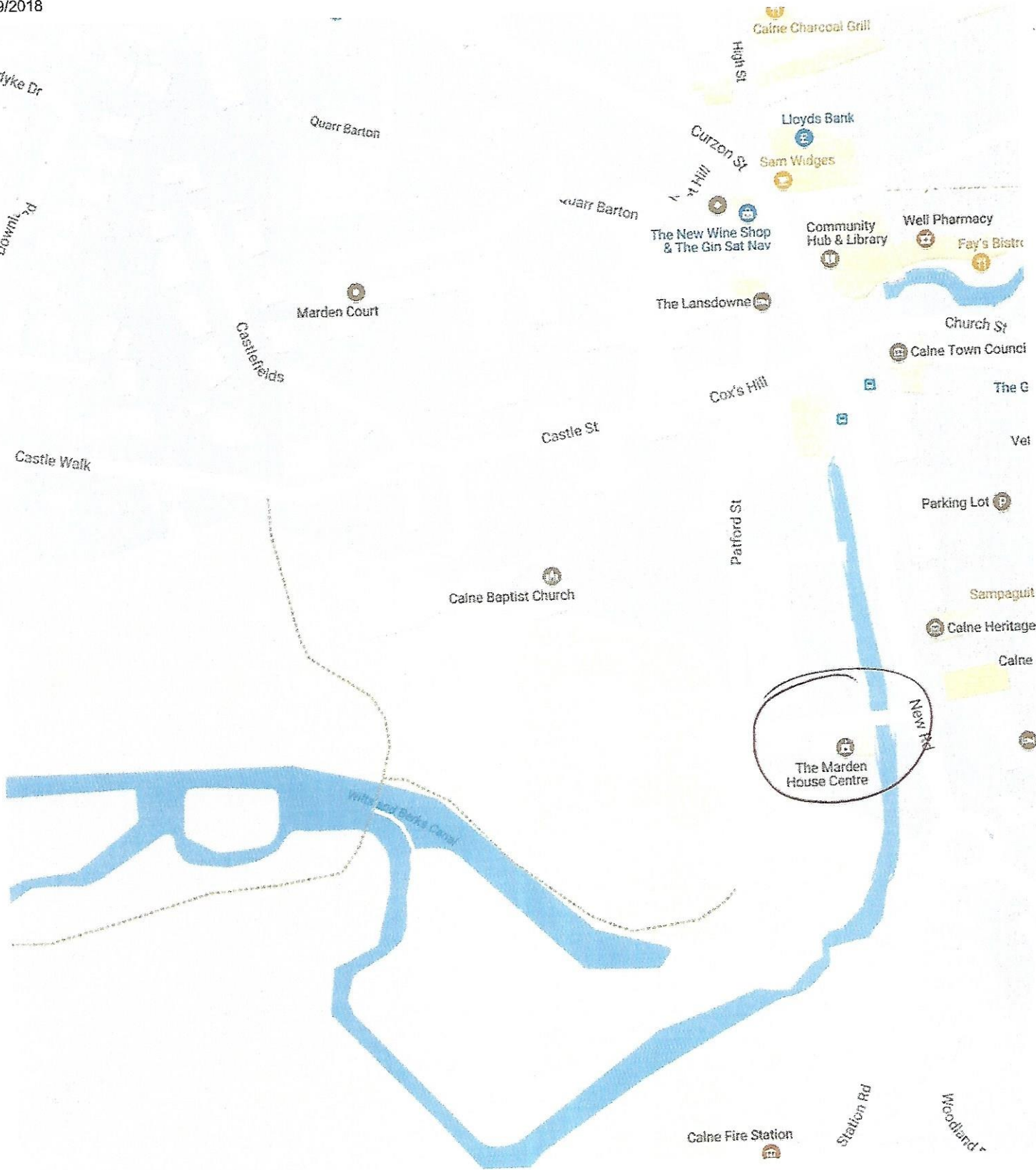
Balance Sheet (Unexamined)

31<sup>st</sup>. July 2017

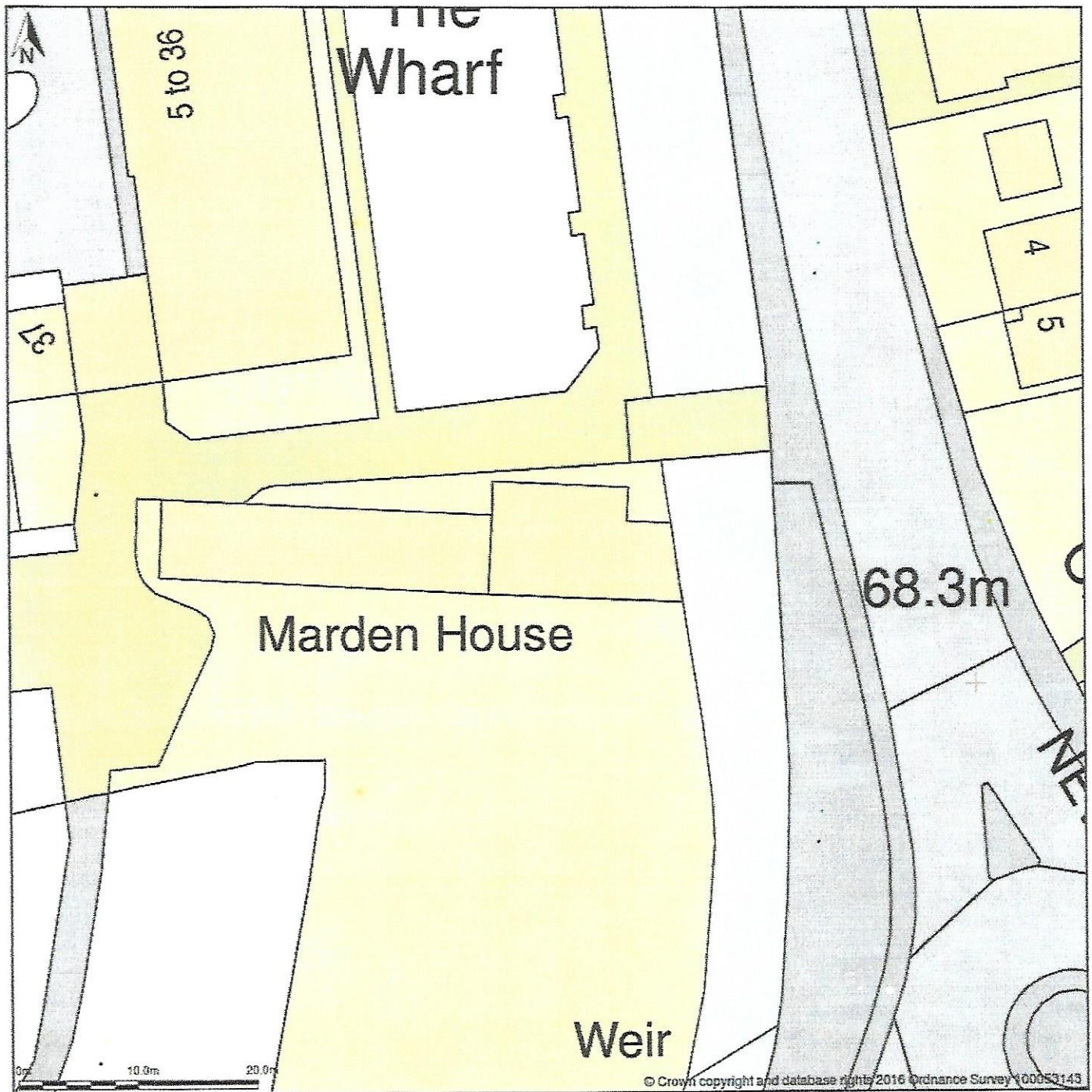
	As at 31/07/2017	As at 31/07/2016
<b>Fixed assets</b>		
0500: Steinway Piano	15,000.00	15,000.00
<b>Total Fixed assets</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Current assets</b>		
	29,288.33	19,614.75
0600: HSBC Community A/c (current) 91051466		
0610: HSBC BMM A/C (deposit) 73038408	41,738.31	41,699.73
0620: HSBC No. 2 Community A/C 1123165	—	—
0650: Petty Cash	583.40	350.34
<b>Total Current assets</b>	<b>71,610.04</b>	<b>61,664.82</b>
<b>Liabilities</b>		
0700: Sundry Creditors	200.00	200.00
<b>Total Liabilities</b>	<b>200.00</b>	<b>200.00</b>
<b>Net Asset surplus (deficit)</b>	<b>86,410.04</b>	<b>76,464.82</b>
<b>Reserves</b>		
Excess / (deficit) to date	9,945.22	
Z01: Starting balances	76,464.82	76,464.82
<b>Total Reserves</b>	<b>86,410.04</b>	<b>76,464.82</b>

Represented by Funds		
Unrestricted	32,826.04	24,328.93
Designated	52,012.00	51,012.00
Restricted	1,572.00	1,123.89
Endowment		
<b>Total</b>	<b>86,410.04</b>	<b>76,464.82</b>

nsdyke Dr  
Downland



Marden House Community Centre, New Road, Calne, Wiltshire, SN11 0JJ



Block Plan shows area bounded by 399699.99, 170799.01 399789.99, 170889.01 (at a scale of 1:500). The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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