

**Bath & North East Somerset Council**

# **Community Asset Transfer Policy**

## **Application process**



## Stage Three - Full Application Assessment

Date Application received	August 2023
Contact person	Trustee Craig Jenkins and Chair Katie O'Brien
Name of organisation	44AD
Registered office address	4 Abbey St, Bath BA1 1NN
Registered website address	<a href="https://www.44ad.net/">https://www.44ad.net/</a>
Details of asset	4 Abbey St, Bath BA1 1NN

### Application Checklist

Have the following documents/ information been received / provided	Comments
A completed business plan	Yes – provided as attachment, is comprehensive and both ambitious and achievable, building on their existing success.
Details of Charity Number / Company Registration No	Registered charity number 1176519
Date of Registration	44AD was registered as a charitable company on 4 <sup>th</sup> January 2018
Legal status <ul style="list-style-type: none"> <li>• parish / town council</li> <li>• incorporated charitable organisations including CIOs and Trusts</li> <li>• companies limited by guarantee with charitable status</li> <li>• community interest companies (CIC) limited by guarantee or by shares</li> <li>• community benefit industrial &amp; provident societies with an asset lock</li> <li>• other (please specify)</li> </ul>	44AD is a charitable company as recognized by the Charity Commission for England and Wales
Copy of the Governing documents	Yes – see attachments. All as expected.
Copies of Audited Accounts	Yes – see attachments. All as expected.
Copies of insurance documents	Yes – see attachments. All as expected.
Other supporting documentation such as annual reports, minutes of meetings	Yes – see attachments. All as expected.
Results from any community consultation exercises	Yes – see attachments very highly regarded and activities attended across a wide range of

	local and further afield community groups.
Evidence of support from key partners, stakeholders, funders	Yes – see attachments very well supported by key partners, stakeholders and funders.
Copies of the all the organisations policies and procedures including the Health and Safety Policy and Equality and Diversity Policy	Yes – see attachments. All as expected.
Three / Five Year Income and Expenditure Template	Yes – see attachments. All as expected.

## Assessment form

### Corporate priorities

Criteria	Comments
Has the organisation demonstrated that it meets at least one of the Council's Corporate priorities?	Yes – See their full application assessment. They have highlighted in particular: <ul style="list-style-type: none"> <li>- Improving people's lives</li> <li>- Giving people a bigger say</li> <li>- Tackling the climate and ecological emergency</li> </ul>

### Governance and Management

Criteria	Comments
Is the organisation clearly defined and established?	Yes - Founded in 2012 and recognized as a charitable company in 2017. See their full Application Assessment and Supporting Statement & Impact Assessment for full information.
Does the organisation demonstrate through its governance arrangements community benefit?	Yes - see their full Application Assessment and Supporting Statement & Impact Assessment for full information.
Do they hold AGM or similar?	Yes - see their full Application Assessment and Supporting Statement & Impact Assessment for full information.
Is the staffing and management structure clearly defined?	Yes they have clearly outlined their management structure (trustees and project director), artists and volunteer management arrangements.
Does the organisation have up to date and written procedures covering: <ul style="list-style-type: none"> <li>• Recruitment and Induction</li> <li>• Training &amp; Development</li> <li>• Health &amp; Safety</li> <li>• Equality and Diversity</li> <li>• Safeguarding</li> <li>• Disclosure Barring Service Checks</li> <li>• Grievances / complaints</li> </ul>	Yes – all as expected. See their full Application Assessment and Supporting Statement & Impact Assessment for full information. As well as further supporting documentation.
Does the organisation have sufficient insurance policies in place?	Yes – all as expected. See their full Application Assessment and Supporting Statement & Impact Assessment for full information. As well as further supporting documentation.

### Equalities

<b>Criteria</b>	<b>Comments</b>
Has the organisation demonstrated an understanding of the Equality Act 2010 and how it would be applied?	<p>Yes - As a socially engaged arts organisation, 44AD believes in fostering a community where everyone can fulfil their potential. They aim to support a culture of inclusion in all of their work - within their projects, with their partners and communities and in their building of heritage. 44ADs program of work is designed to facilitate maximum participation and to be welcoming and accessible for all.</p> <p>See their full Application Assessment and Supporting Statement &amp; Impact Assessment for full information.</p>

**Financial arrangements**

Criteria	Comments
Has the organisation submitted a three / five year detailed income and expenditure budget that demonstrates their project is financially viable and sustainable?	Yes – see ‘Appendix 2C_44AD income and expenditure forecast 23-25’ are as expected. See their full Application Assessment and Supporting Statement & Impact Assessment for full information.
Has the organisation demonstrated that they have a good financial track record or have the necessary processes and procedures in place?	Yes – Within their application they have provided a Link to Companies House and to the Charity Commission: <ul style="list-style-type: none"> <li>- application-pdf (Companies house 44ad Accounts)</li> <li>- Charity overview, 44AD - 1176519, Register of Charities - The Charity Commission</li> </ul> See their full Application Assessment and Supporting Statement & Impact Assessment for full information.
Has the organisation demonstrated various sources of funding eg, CiL, contracts, fundraising, grants?	Yes – their full Application Assessment and Supporting Statement & Impact Assessment for further information details their fundraising methods and finance position. The majority (>70%) of last years income coming from government or local support grants and (<30%) from private or corporate donations.  ‘Appendix 2C_44AD income and expenditure forecast 23-25’ contains further information on this.
Has the organisation included the costs of any improvement works and identified sources of funding. Are they considered reasonable?	44AD has already made improvement works to the building in agreement with B&NES Council. They have a small repairs and renewals budget line in their ‘Appendix 2C_44AD income and expenditure forecast 23-25’ as well as having professional artists and art handlers who can tackle smaller jobs.

**The Proposal**

Criteria	Comments
Is there a clear vision for the future use of the building or land?	44AD has operated from 4 Abbey Street for the last 9 years and would like to continue to operate from here for the foreseeable future.
Are the aims and objectives clearly defined?	Yes the Supporting Statement & Impact Assessment details this information. Summary main aim is to be an inclusive and

	collaborative community art gallery, creative workshops and studio spaces. 44AD already has a strong local audience and is growing its regional, national and international following.
Does the proposal clearly define the activities that will take place?	Yes – see ‘Appendix 1B_Impact of Activities_44AD Table’ which clearly sets these out. The benefits of this clearly amounts to more than the Rent Abatement which is requested from B&NES Council.

**The Asset**

<b>Criteria</b>	<b>Comments</b>
Is the asset suitable to use for the organisations proposal?	Yes – they have already been occupying this building as B&NES tenants for the past 9 years.
Has the organisation demonstrated a full understanding of their duty in relation to managing the building or land including: Condition, Suitability, Accessibility, Health & Safety, Planning restrictions, Other	Yes – they have already been tenants for the past 9 years adhering to their duty and demonstrating their understanding of this. In addition they have provided additional documentation they already have in place covering Accessibility, Health & Safety.
Has the organisation given comprehensive details of all proposed works that are intend to be carried out, including indicate costs and means of funding these and are these realistic?	Yes – they have already been using for the past 9 years and so have a realistic understanding of running and maintenance costs. 44AD have already undertaken larger scale works therefore costs across this future period are minimal for ongoing maintenance.
Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?	Yes – they have already been successfully managing the asset and delivering the organisations aims for the past 9 years and so have the skills and capacity in place to deliver their most recent proposal for the next few years.

**Community benefit**

<b>Criteria</b>	<b>Comments</b>
Has the organisation set out the needs of the community?	Yes – community of local audiences and artists is at the heart of everything 44AD does. The Supporting Statement & Impact Assessment sets this out and the 44AD Impact of Activities have been put together to meet these needs.
Has the organisation undertaken consultation with the community?	Yes - community of local audiences and artists is at the heart of everything 44AD does. The Supporting Statement & Impact Assessment sets this out how they have undertaken consultation with these local communities.
Has the organisation demonstrated that they have an inclusive approach to meeting the needs of a wide range and diverse community?	Yes – they have an inclusive approach listed in their Supporting Statement & Impact; from the way they work with community groups, through to the appointment of artists and diverse range of activities listed in their Impact of Activities document.
Has the organisation demonstrated the social, economic and environmental impacts? (see outcomes/impact table)	Yes - see Impact of Activities Table. Which has been expertly considered and programmed – learning from their experience of 9 years based in this location.