

**Reading Borough Council**

**FREEHOLD DISPOSAL**

 **Former School, 40 Christchurch Road,**

**Reading RG2 7AY**

**BIDDING OPPORTUNITY**

**In accordance with Third Sector Premises Policy Statement**

**Opens 21/09/2022**

**Deadline: NOON 16/11/2022**

**PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

* + **Annual Accounts 2021/2022**
	+ **Annual Accounts 2020/2021**
	+ **Annual Accounts 2019/2020**
	+ **Business Plan 2022 onwards**

**Return to:**

**Committee Administration**

**Reading Borough Council**

**Civic Offices**

**Bridge Street**

**Reading RG1 2LU**

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| **1. INFORMATION ABOUT YOUR ORGANISATION**  |

|  |  |
| --- | --- |
| Name of organisation |       |
| Registered Office address of organisation |       postcode       |
| Correspondence address (if different from above)  |       |
|  | Main contact |  | Second contact  |
| Contact names |       |  |       |
| Daytime telephone  |       |  |       |
| Evening telephone  |       |  |       |
| Email address |       |  |       |
| Does the main contact have any communication needs |  |

**What is the status of your organisation?**

[ ]  Voluntary

[ ]  Charitable Incorporated Organisations

[ ]  Cooperative

[ ]  Registered Charity - Charity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Company Limited by Guarantee - Company number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Social Enterprise

[ ]  Registered Care Provider

[ ]  Other please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. BASIS OF YOUR OFFER Scoring Ref 1-3**

**Please state whether the offer is subject to any terms and conditions such as building survey, planning permission, 3rd party funding etc**

Name of Tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed purchase price ( if any) £ \_\_\_\_\_\_\_\_\_

*Basis and reason for the offer:*

Please provide details of proposed use, building works or improvements etc :

**Please note that a Leasehold offer must be on the basis that the Tenant will be reponsible for all internal and external building repairs and maintenance as well as covering all related occupier costs.**

**3. MANAGEMENT OF YOUR ORGANISATION Scoring Ref 4**

**When was your organisation formed?** Date formed: \_\_\_\_\_\_\_\_\_\_

**Is your organisation working towards the Reading Voluntary Action “Safe and Sound” accreditation?**

[ ]  YES [ ]  NO

**Does your organisation have a Management Committee?**

 [ ]  YES [ ]  NO

**Give details of the main aims & objectives of your organisation: [Max200 words]**

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| **4. FINANCIAL INFORMATION Scoring Ref 5 – PASS/FAIL** |

Please complete this section from your organisation’s latest annual accounts. These should not be more than 12 months old.

**FINANCIAL SUMMARY FROM YOUR MOST RECENT ANNUAL ACCOUNTS:**

|  |  |  |
| --- | --- | --- |
|  | Reading only | Regional / national (if applicable)  |
| total income | £      | £      |
| total expenditure | £      | £      |
| surplus or deficit | £      | £      |

**PLEASE PROVIDE DETAILS OF YOUR INCOME:**

Do not leave any section blank – write ***N/A*** if the source of income is ‘Not Applicable’

|  |  |  |
| --- | --- | --- |
| **Sources of income** | **Reading****only****£ amount** | **Regional / National** [if applicable]**£ amount** |
| RBC grant aid | £      | £      |
| Statutory bodies | £      | £      |
| Fundraising from other sources | £      | £      |
| Investment income, including bank interest | £      | £      |
| Fees or charges | £      | £      |
| Subscriptions | £      | £      |
| Other [please specify]: | £      | £      |
| Other [please specify]: | £      | £      |
| Other [please specify]: | £      | £      |

Please supply details of any additional sources of income.

**RESERVES:**

Calculate any free reserves held by your organisation using the balance sheet or statement of assets and liabilities in your latest accounts. ‘Free Reserves’ means money not allocated for a specific purpose.

|  |  |
| --- | --- |
| Free Reserves / Savings | £      |

If you have Free Reserves of more than 12 months’ expenditure what are these to be used for?

|  |  |
| --- | --- |
| **£ amount** | **Purpose** |
|       |  |

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| **5. YOUR PROPOSAL**  |

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| --- | --- |
| **QUESTION****Scoring Ref 6 +7** | **What is your experience of managing buildings, including managing Listed buildings, if applicable?**  |
| RESPONSE | **250 words max** |

|  |  |
| --- | --- |
| **QUESTION** **Scoring Ref 8** | **Please set out a summary of the building in terms of current condition, potential opportunities and suitability for your proposed use. (include also in Business Plan)** |
| RESPONSE | **500 words max** |

|  |  |
| --- | --- |
| **QUESTION****Scoring Ref 9** | **Please set out in sufficent detail a program of any maintenance or improvement works you would wish to carry out at the property together with a cost summary and any related dependencies such as Building Regs., Listed Building Consent etc.** |
| RESPONSE |  |

|  |  |
| --- | --- |
| **QUESTION****Scoring Ref 10** | **Describe your current activities and how they link to the Council’s priorities**  |
| RESPONSE | **250 word max** |

|  |  |
| --- | --- |
| **QUESTION****Scoring Ref 11** | **Describe your proposed activities and how they link to the Council’s priorities**  |
| RESPONSE | **500 words max** |