Art in the HeDrt 7



Photograph credit: Ross Bull

A toolkit for developing a cultural programme in your community hall

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This toolkit explores some of the practical, legal and compliance issues to consider when developing a cultural programme. It is not intended to be viewed as legal advice. Requirements may vary between local authorities or be updated over time. Always seek advice from your local authority, legal expert or regulating body if you are uncertain.

What is a cultural programme?

Community halls are a great place to connect with friends, grow social circles, learn new skills and discover a sense of place and community. Developing a cultural programme for your community hall allows you to connect with local residents through art, music, performance and film. External bookings are an important part of many community halls, and developing your own cultural programme of events can offer many benefits. You can build a programme which reflects the interests and needs of local residents, it can contribute to community wellbeing, and some aspects of the programme may enable you to raise funds to support ongoing work in the area.

Types of Events

Your cultural programme can be made up of different strands of events with a variety of activities. A varied programme is a good way to build relationships with different groups in your community.

Cinema

Community cinemas are popular. Hosting film screenings in your community hall allows you to tailor the programme for your audience, showing blockbusters, documentaries or unusual films that aren't shown in mainstream cinemas.

Equipment – You'll require a projector, projector screen and sound system. These can be hired from a local AV company, or you may wish to purchase equipment if you plan to run regular screenings. Local programming partners and community cinema organisations may be able to help with a subsidised hire or loan of equipment. We explore working with others in more detail at the end of this section (page 5).

Licence – You must seek permission from the distributor or rightsholder of a film before organising a screening. Distributers like **Film Bank Media**¹ and **Cinema for All**² have large catalogues of films available for licencing in a community setting. You will have to pay a fee in the region of £100-150 to be granted a Single Title Screening License.

Your venue must also be appropriately licenced to screen films. This might take the form of a Public Entertainment Licence, a Cinema Licence or a government exemption depending on the circumstances of your organisation. This is explored in more detail in the **licensing** section (page 10).

Partners – In addition to their catalogue of films, Cinema for All offer subsidised equipment hire, training, and support to help set-up your community cinema. Local community programming partners may also be able to help with advice, compliance, programming, equipment and promotion. We explore community programming partners later in this section, when we discuss **working with others** (page 5).

¹ www.filmbankmedia.com

² www.cinemaforall.org.uk

Live performance

There are many different types of live performance that can be programmed into community halls including live music, small scale theatre shows, spoken word, dance and children's shows. You will normally work with the company who has made the show to bring it into your community hall. Some shows and performances are developed especially for community touring and the company will be self-contained, others may require some additional support or equipment.

Venue – Get to know your venue. Performers may have a range of questions about access, parking, power supplies and the ability to "black out" the venue. You should offer visitors a brief induction when they arrive. This is a good opportunity to cover some Health and Safety considerations, including the evacuation procedure and assembly point. You may also wish to highlight how to contact the hall keeper or caretaker and point out basic facilities such as toilets, kitchen, dressing rooms or storage areas.

Licence – In order to present live entertainment in Scotland, your venue will require a Public Entertainment Licence granted by your local authority. The venue may also require a Music Licence, which covers the performance of live and recorded music, and Personal and Premises Licences if you wish to sell alcohol at events. This is explored in more detail in the **licensing** section (page 10).

Partners – Community programming partners can help you develop a programme of live performance by curating a menu of high-quality work or by assisting with the planning and logistics for your performance. They may also offer support through funding, subsidy or underwriting the costs of the performance.

Merchandise – Performers may bring merchandise with them including CDs, books, clothing or souvenirs. You can choose to charge commission on merchandise sales. This is typically in the region of 10-15%.

Other art forms

Community spaces are wonderfully flexible venues with great programming potential. Local audiences are different in each community, so consider what the greatest demands are in your local area.

Workshops and classes – Each workshop may have its own requirements and risks. A dance class will require a clear hall, but dancer's shoes may scratch the floor. An art group will require tables and chairs to work, but you should consider the risk of paint being spilled on chairs, tables and flooring. Access to a separate sink area may be required to avoid contaminating food preparation areas with art supplies.

Exhibitions – You may wish to use your space to showcase local artists or special exhibitions. Consider how the work will be displayed. Will it be fixed to the wall? What damage may this do to the building? Also consider the insurance and safety of the work. Do you know the value of the work? Will it be safe in the space? For example, the work may be at risk of damage if the hall is also used for sports clubs or children's parties. Similar to merchandise for live events, you can charge a commission for any work sold during the exhibition. **Literary events** – Spoken word evenings, open mic nights or book launches may form part of your hall's programme. These events can offer a platform for local writers, showcase popular authors, or combine both of these elements. **Scottish Book Trust**³ offer support and guidance if you are interested in bringing authors into your community.

Working with others

Collaborating with other organisations can open new programming opportunities or lighten the load. For example, local festivals shine a light on specific areas of focus. From jazz music to literature or creative aging to environmental concerns, programming work which aligns with local festivals may help you reach new audiences. Some festivals can support your programme financially, or through specialist support, advice or marketing.

Regional programming partners work across a range of venues and can prove a powerful ally. They act as an intermediary between artists and local venues, securing work which may be of interest to community spaces, bringing it into the region, and coordinating tour dates. Some programming partners may offer financial support with events in a variety of formats.

In addition to this, regional programming partners may be able to provide support or guidance when planning your events, introduce you to other similar groups through peer networks, or have a pool of physical or digital resources you can access.

The North East of Scotland is home to **North East Arts Touring**⁴. Elsewhere in Scotland, **The Touring Network**⁵ operates across the Highlands, and **Arts Live**⁶ cover Dumfries and Galloway.

If you prefer to explore programming options on your own, sites like **Tourbook**⁷ allow you to browse a catalogue of tour-ready productions.

³ http://www.scottishbooktrust.com

⁴ www.neatshows.co.uk

⁵ www.thetouringnetwork.com

⁶ www.dgartsfestival.org.uk/support-development/join-our-network/

⁷ www.tourbook.live

Finance

It is a good idea to draw up a budget whatever the scale of your event. Below is an example budget for a film night. You can change these budget lines to match the needs of your project. Many halls are run by volunteers, while others may choose to hire someone to manage the event. In the example below, £90 has been included to pay someone to do this. Delete this budget line if you do not pay for staff.

	Cost
Staff costs	£90 (Event Manager, 6hr @ £15)
Licensing costs	£99 (Film screening licence)
Equipment hire	£50 (Projector and screen hire, Cinema for All)
Refreshments	£10
Printing/publicity	£50 (100 flyers from a local print shop)
Admin/postage etc	£5 (Paper/printing)
Transport	£15 (Fuel for equipment collection)
Miscellaneous	£50 (Contingency)
Project total:	£369

Sustainable programming

Some activities will not generate enough earned income to cover their costs and will require subsidy. There are a few routes available for exploration:

- Subsidise your event through income earned elsewhere, such as external venue hire, the sale of refreshments or a raffle.
- Apply for **grants** to continue your work.
- ▶ Start a **public fundraising** campaign to generate additional income.

Funding and grants

Each fund has its own eligibility criteria, so always read the guidance carefully before beginning your application. Some funds only support registered charities or may only be open to constituted organisations, while others may prioritise certain geographical areas or specific causes.

There are a number of online resources which can help identify suitable funding opportunities. **Funding Scotland**⁸ has an impartial database of funding and grants available across the country and offers the option to filter by region, closing date and activity. **Awards for All**⁹ are a key funder of community groups in Scotland, offering grants of £300-£20,000 as well as a range of targeted funds. **Foundation Scotland**¹⁰ administer a range of different funds on behalf of the fund owners. They provide a single, easy to use platform where you can apply to hundreds of different funds. **Creative Scotland's**¹¹ opportunity page is an excellent resource to find creative funding, training and support. The arts and culture team at your local authority or your local voluntary council may also be able to help identify suitable funding streams.

Other notes on income

Always check the regulations in relation to public fundraising. Laws tightly govern the running of raffles and public collections, and industry best practices suggest all donation buckets should be closed with tamper-proof seals.

In an increasingly cashless society, consider investing in a card reader. You can buy a card reader for under £50 which connects to your mobile phone. Charities are entitled to discounted rate on transaction fees from companies like PayPal.

If you are a charity, it may be worth exploring the benefits of Gift Aid. Submitting a Gift Aid claim to HMRC takes a substantial amount of work, but it can prove lucrative and increase the value of your donations by up to 25%.

⁸ www.funding.scot

⁹ www.tnlcommunityfund.org.uk

¹⁰ www.foundationscotland.org.uk

¹¹ opportunities.creativescotland.com

Marketing

Delivering your message

It's important that your marketing strategy reflects your community. Consider the communication methods which work most effectively for local residents:

- Doorstop drops hand-delivered flyers or newsletters
- Community noticeboards
- Posters or flyers displayed in your community hall or with local businesses
- Website or e-newsletters
- Social media
- Word of mouth

Using more than one method is an effective way to ensure your message reaches as wide an audience as possible.

Copy that!

Text which sells the event to potential attendees is called 'copy'. Make sure you include all the essential information:

- What? What is your event called and what type of event is it? What is it about?
- When? Date and time of the event
- Where? Provide details on the location
- How? How should people take part? Do they have to book in advance? How much does it cost?

Lastly, remember to proof-read your work before you publish it.

Images

Select at least one image to use on flyers, website and social media. Using a photograph from a previous similar event gives people an idea of what to expect, but always seek permission from anyone who appears in the photograph. If you didn't take the photograph, also seek permission from the photographer.

If you choose to use a stock image or clipart, you will need to ensure you have the correct licence to use it. Even if an image appears on Google, this does not mean you can use it without permission.

There are many sites which offer royalty-free images, either for free or for a small fee, including **Openverse**¹², **Pexels**¹³ and **Dreamstime**¹⁴.

Mailing list

Some community halls choose to set-up a mailing list to keep in contact with residents. Always take care when handling other people's data. Any written note of personal data should be stored securely and shredded after use, and digital access must be carefully controlled.

Make sure to read through the **health**, **safety and compliance** section where data handling and GDPR are discussed in more detail (page 13).

¹² www.wordpress.org/openverse

¹³ www.pexels.com

¹⁴ www.dreamstime.com

Licensing

Public Entertainment Licence

A Public Entertainment Licence is issued by your **local authority**¹⁵ and is a requirement for most venues and community halls that provide entertainment to members of the public.

The application for a Public Entertainment Licence is thorough, so you should undertake suitable preparation and be ready to undergo an inspection or answer queries regarding the following areas:

Fire Risk Assessment - Your local Fire and Rescue Service will ask to see a completed fire risk assessment and arrange a visit to the premises.

During their visit, the Fire and Rescue Service will be looking for adequate fire prevention and fire protection equipment, such as a working fire detection system, sufficient emergency lighting and suitable fire-fighting equipment. They may also want to inspect paperwork including your fire risk assessment, evacuation plan, electrical testing certificates and training and inspection reports. You'll normally be notified of these visits in advance.

Accessibility - You will be expected to comply with current accessibility legislation and best practices. This may mean making modifications to the venue or event plan to ensure it is accessible to people with limited mobility.

Facilities - A visit could include the inspection of facilities and building structure, including the provision of suitable welfare facilities, heating and hot water. Environmental Health may visit to inspect kitchen or food preparation areas.

Once granted, a Public Entertainment Licence will state a maximum safe capacity for the hall. This number includes everyone in the building, including performers, staff and volunteers. It is a maximum capacity, and it may not always be safe to have that number of people in the hall. Use your discretion and reduce the capacity for events depending on the room layout and planned activities. Seating and furniture should not block fire exits. Standard fire exit routes should be a minimum of 1.2m wide and clear of all obstructions.

Screening Films

You must seek permission from the distributor or rightsholder before screening a film. Permission is normally provided in the form of a Single Title Screening Licence. When applying for a Single Title Screening Licence, you will be asked to provide details of your proposed screening including the location and date of screening, the capacity of the hall and cost of entry. These details are used to process your application and to calculate the cost of your licence.

You will also need to ensure your hall has the correct licence to screen films. Many local authorities will allow you to run up to six not-for-profit screenings as part of your Public Entertainment Licence. You should confirm this with your local authority and seek permission prior to arranging your first screening.

¹⁵ https://www.gov.uk/find-licences/public-entertainment-licence

If you plan to run regular film screenings, you may require a separate Cinema Licence from your local authority. If you are a constituted community group which is not operating for profit, then you can request a Cinema Licence exemption from the Scottish Government. Cinema for All have a template letter and exemption guidance on their website.

Note that Public Entertainment Licences and Cinema Licences apply to the building, but a Single Title Screening Licence grants you permission to screen a specific film. You require both a licenced hall and a screening licence if you wish to show a film.

Music Licensing

If you play live or recorded music at your community hall, then you will need a licence in order to remain compliant. **TheMusicLicence**¹⁶ is the licensing standard which collects royalties on behalf of both PRS and PPL.

You also require TheMusicLicence if you use music at: live events such as performances, gigs or recitals; variety shows; balls, dances, discos and other social events with dancing; karaoke; video or film showings; aerobic, keep fit, yoga and exercise classes; public reception of radio or television; or the use of background music.

Screening TV

The scenario may arise where residents wish to screen sport matches or live broadcast events. You will require a licence from **MPLC**¹⁷ (Motion Picture Licencing Company) if you wish to screen TV in your community hall. This licence covers the screening of broadcast TV, programmes viewed from the internet, pre-recorded television and on-demand streaming.

Selling Alcohol

If you plan to sell alcohol on site, you will have to apply for a Premises Licence, which covers your hall, and also have a responsible person on-site who holds a Personal Licence. Both are issued by your local authority.

¹⁶ www.pplprs.co.uk

¹⁷ uk.mplc.com

Licence checklist

Licence type	Obtain from	Applies to	Required for
Public Entertainment License	Local Authority	Venue	Performances and live entertainment in non-residential spaces.
Cinema License	Local Authority	Venue	Regular film screenings or when operating commercially. An exemption can be sought from the Scottish Government for community groups.
Single Title Screening Licence	Rightsholder	Individual screening	Screening a specific film. Issued by the rightsholder or distributer for the chosen film.
The Music Licence	PPLPRS.co.uk	Venue	The use of live or recorded music at events including performances, dances, discos, exercise classes, or the use of background music.
TV	uk.mplc.com	Venue	Showing television, including broadcast TV, pre-recorded programmes or on- demand.
Premises Licence	Local Authority	Venue	The sale of alcohol. An occasional licence can be sought if you don't require a licence all the time.
Personal Licence	Local Authority	Person	The sale of alcohol. This individual will be responsible for ensuring the venue remains compliant regarding alcohol sales and licence conditions.

If in doubt about licensing, speak to your local authority who can advise on which licences are required for your community hall. Most local authorities offer discounted prices for charities or community groups.

Health, safety and compliance

Health and safety should be at the forefront of your mind when planning an event. As the event organiser, you have a responsibility to take all reasonable steps to ensure the safety of everyone involved and to ensure the event is compliant with all relevant legislation and licensing. If you find yourself in doubt, stop and seek advice.

An inadequate understanding of health and safety often ends in one of two outcomes:

- 1. A disregard for safety or failure to take adequate precautions, leading to accident, injury or other incident.
- 2. A fear of things going wrong or fear of litigation which drains resources and stops creativity and ambition in its tracks.

Ideally you want to be placed firmly between these two extremes - with a healthy and well-informed respect for your responsibilities.

Fire

It is your responsibility to take reasonable steps to mitigate the risk posed by your planned activities, and to familiarise yourself with the procedures already in place at the hall. Your hall will require adequate fire-prevention and fire-response equipment and must develop a sufficient and effective fire evacuation plan. Fire alarms and emergency lighting should be tested weekly, and fire extinguishers should be inspected annually by a specialist company.

You are responsible for ensuring everyone (including your audience) are safely evacuated in the event of a fire. If you are unsure of how responsibilities are shared out at your community hall, check with the hall management committee or caretaker at the first available opportunity.

Your local **Fire and Rescue Service**¹⁸ can offer guidance and support on fire prevention and response for events. There are also many independent companies available who specialise in fire compliance and can carry out a fire safety audit and aid in developing compliant processes.

Risk Assessments

A risk assessment is an essential step when planning any event. The purpose of a risk assessment is to identify any potential hazards and to detail the preventative measures you are taking to minimise the likeliness of an incident occurring, or to reduce the severity if an incident if it does occur. This is normally measured on a sliding numeric scale, sometimes colour coded or categorised into different levels of risk. You can find example risk assessments on the Health and Safety Executive website¹⁹. The steps you take should be measured in response to the risk and monitored appropriately for as long as the risk is present.

Risk assessments are a way to measure and reduce risks which might cause harm to people. When completing a safety risk assessment for a public event, stolen valuables, damaged equipment, or

 ¹⁸ https://www.firescotland.gov.uk/businesses-and-landlords/concerns-queries-and-complaints/
¹⁹ https://www.hse.gov.uk

loss of earnings are not of concern unless these occurrences also increase the risk of injury to persons.

Risk assessments should be made available to all relevant staff, volunteers and contractors including those who are carrying out the work and reviewed at regular intervals or as necessary.

The **Health and Safety Executive**²⁰ has a wealth of knowledge and guidance on their website. If you are in doubt about Health and Safety best practices, you can contact the Health and Safety Executive and speak to one of their specialist advisors.

Electrical Testing

You have a responsibility to ensure all electrical equipment used in your community hall is maintained to a safe standard. Any electrical work should be completed by a trained electrician and all portable appliances are required to be regularly inspected and tested.

'PAT testing' is an outdated term, but it's still commonly used to describe electrical testing. The correct term is the Inspection and Testing of Electrical Equipment (ITEE), which covers all equipment which connects to the mains supply using a plug. The frequency with which you should carry out electrical testing is based upon the level of risk. An annual inspection is largely accepted as sufficient for low-to-medium risk environments such as community halls.

There are plenty of local companies who will carry out this work for you. Test records will include a description of each appliance, the date tested, the outcome, and when a test is next due. The next due date is normally included on a label affixed to the appliance.

Never use an electrical appliance if:

- ▶ The appliance is showing any signs of damage.
- You suspect the appliance is faulty, or you know it's recently been misused, dropped or it's got wet.
- PAT is overdue, or you suspect it is overdue.

Food

If you plan on cooking or serving food during your event, you will require the correct training and licences. You are obligated to ensure your practices meet Food Safety and Hygiene Standards if you are serving or storing food or drink. If you have a kitchen or a food preparation area, you also have an obligation to meets the **Food Standards Agency's**²¹ requirements for food preparation areas.

In the UK, there is no legal requirement for food handlers to undertake an accreditation process. With the correct training, anyone can be a food handler – a term which extends to cover cooks, waiting staff, people who are taking orders or those who are transporting or shopping for food. It is the responsibility of the organisation to ensure food handlers receive appropriate supervision and

²⁰ www.hse.gov.uk/simple-health-safety/risk

²¹ www.food.gov.uk/business-guidance/setting-up-your-food-business-premises

training. One of the easiest ways to do this is for relevant staff to undertake a Food Hygiene course delivered by an external training provider.

Data Protection

In 2018, the General Data Protection Regulation came into effect across the EU and still applies in the UK today. This piece of legislation lays out your organisation's responsibilities regarding the fair and proper use of any data you hold about individuals. The legislation explains the consent you must seek to hold data on someone, the ways in which you store or process personal data, and your responsibilities when asked to disclose, update or delete the data you hold.

You might choose to hold data on staff, volunteers, audience members or supporters. Just because an individual has disclosed these pieces of data to you or your organisation, it does not mean you have permission to share them with others.

The **Information Commissioner's Office**²² (ICO) is the UK's body responsible for upholding information rights. If you have any queries about the way in which your organisation holds or processes data, the ICO may be able to help.

'Keep it down!'

Consider the impact your event might have on nearby neighbours. The Antisocial Behaviour Act (Scotland) requires you to stop excessive neighbourhood noise before 11pm, but speak to your local authority regarding best practices for noise management at your community hall.

In addition to direct noise bleed during an event, such as music, remember noise and disruption may also occur as people arrive and depart from your event. Other unplanned consequences in the neighbourhood include an increase in vehicle traffic.

²² www.ico.org.uk

Making it happen

Working with volunteers

Volunteers are entitled to the same protections as paid employees regarding health and safety and employment law. Organisations have a duty of care and must provide volunteers with a safe place of work. You should offer adequate training for each role, ensure suitable breaks are taken and that adequate welfare provisions are available on-site.

Volunteer roles and responsibilities should be clearly defined, and they should receive an induction which covers basic health and safety considerations including their role during an evacuation of the building.

Having a minimum of two people working on an event allows someone to greet visitors at the front door while a second person addresses any issues which arise. It is also useful when responding to evacuations, first aid incidents or other emergencies. Your hall evacuation plan will detail the minimum number of staff or volunteers required to evacuate the building safely and clearly describe each person's role during an evacuation.

Visiting company requirements

If you are working with a company, such as a touring theatre show or events company, be prepared to provide some basic information about the hall, including:

- ▶ The dimensions and layout of your hall
- Seating/hall capacity
- Details on raised stages or raised/tiered seating for audience
- Access to power
- Hall access, including the route to load large items into the hall and parking
- ▶ The ability to 'blackout' the space

Know your blackouts

A 'blackout' is complete and total darkness with no lights or natural light coming into the space. This can sometimes be challenging in a community hall. If a total blackout isn't possible, explore how dark you can make the space. Ensure curtains or blinds cover the window adequately. Don't forget internal windows, such as those between your hall and the corridor. Look for lights which are located around the room, including emergency lighting. Emergency lights should never be covered or tampered with, so you should advise visiting companies if you have emergency lights which prevent you reaching an acceptable level of blackout.

Be a bright spark

It's handy to know a few basic things about the power in your building:

Where is the fuse box?

- What power is available and how is it distributed?
- ▶ Do you only have 13a power available, or do you have larger single phase or 3 phase supplies available at your hall? Is there power available outdoors?

Tools of the trade

You might find it helpful to have a few commonly used items on hand to assist you with common issues which arise:

- Basic stationery supplies (pens, paper, sticky tack)
- Extension cables
- ▶ A printer
- A toolbox with screwdrivers and other common tools
- A small ladder
- Spare lightbulbs, batteries and fuses
- 'Hi-vis' vests and torches for evacuation
- Commonly used signage

Case Study – Harbour Film Nights

Event summary

Harbour Film Nights brought independent cinema into the heart of local communities. Screenings took place regularly around the harbourside communities of Aberdeen, offering an inexpensive night out where everybody is welcome

Top Tips:

- Having the correct video files already open, hiding menus, or changing the colour of your computer desktop background to black can help the event feel more professional. We showed 'trailers' before the film which promoted upcoming events in the hall including our next film screening.
- ▶ Ensure you can achieve a suitable blackout. Check all windows are covered. Emergency lighting and lit fire exit signage are legal requirements and must never be covered, altered or obstructed. Instead, consider what orientation you choose to set-up equipment to minimise the impact of light spillage.
- Technology can be notoriously unpredictable. Allow adequate time to test your equipment and to make adjustments so it looks and sounds as good as possible. When problem solving, remember to keep calm and fault find one step at a time.
- ▶ Harbour Film Nights ran for several years and developed a regular audience from across the city. It takes time to reach new people and generate consistent support from audiences.

6-8 weeks in advance	License film, book hall, book equipment, purchase a copy of the film
4 weeks in advance	Promote film
Week of event	Buy refreshments, confirm details of upcoming events and create pre- show "trailers", source trailer for the upcoming film

Planning Timeline

Event Timeline

17:00	Arrival, lay out tables and chairs (cabaret style) ensuring fire exits remain clear, set-up screen, projector and equipment
17:30	Sound and video test
17:45	Venue dressing - signage outside, tablecloths, lay out welcome table
18:15	Prepare refreshments, go into "preset" mode with music and trailers
18:30	Audience arrive
19:00	Welcome speech and introduction
19:05	Film begins
21:00	Post-film social, pack-up
21:30	Clear of venue

Acknowledgements

This toolkit documents learnings from Safe Harbour Open Sea²³, a Culture Collective project run by Open Road in the coastal community of Footdee, known locally as Fittie. Working alongside the Fittie Community Development Trust, Safe Harbour Open Sea ran for 21 months and explored creative ways to reimagine the recently acquired Fittie Community Hall as a vibrant cultural and community hub.

Culture Collective is a network of 26 participatory arts projects, shaped by local communities alongside artists and creative organisations. Funded by Scottish Government emergency COVID-19 funds through Creative Scotland, these projects took place across Scotland from March 2021-October 2023.

www.culturecollective.scot

The **Fittie Community Development Trust** (SC046775) is a charitable organisation founded in September 2015 to support the development of the local community in Footdee and, specifically, to develop a shared space in the village which provides the "community hub" necessary to support and enable the growth of a rich and vibrant community for all within Fittie.

www.fittietrust.org.uk

Open Road believe that culture and creativity inspired by people and place transforms lives. Our mission is to be a creative organisation rooted in North East Scotland: using arts, culture, heritage and the natural landscape to contribute towards health and wellbeing and environmental sustainability.

www.openroadltd.co.uk

Toolkit compiled by: Martin Aitken

All information was accurate at time of writing, but always check with your local authority for up-to-date information and advice.



ALBA | CHRUTHACHAIL

²³ https://www.openroadltd.com/projects/culture-collective/