

CTSI Connect Centre Manual



Therapy Room

The Hub also has a small therapy/counselling room which can be used by practitioners for therapy work or 1-2-1 meetings. The room can be hired for £5/hr. Massage bed is available to use.

Contact us:

**Clackmannanshire
Third Sector Interface**

CTSI Connect Centre
Burgh Mews
Alloa
FK10 1HS

T. 01259 213 840
E. admin@ctsi.org.uk
W. www.ctsi.org.uk

Enterprise & Innovation Hub - Whins Road, Alloa, FK10 3TA

CTSI continues to provide members and particularly social entrepreneurs the opportunity for business space to hot-desk and develop their new social enterprise ideas. Currently there is up to six available desk spaces at The Hub with wifi, reception and printing support on hand, plus access to meeting space to develop your business.

Business space

Supporting new social enterprises is vital to the local economy and CTSI works closely with Business Gateway to provide the best start-up support for social enterprises. CTSI has its own Enterprise Development Officer, Jennifer Robertson who works across Forth Valley, and along with the rest of the CTSI team and the Business Gateway team, there is a wide range of training, funding and capacity building support on hand.

For more information, please contact Jennifer Robertson or Julie McGrath for more details on 01259 213840.

Meeting rooms

There are two meeting rooms available for members to book at The Hub and refreshments are available also, on request.

- Meeting room: provides comfortable space for up to 10 people.
- Small meeting room: light and airy, this meeting room is ideal for up to 6 people to meet.

CTSI Connect Centre

Clackmannanshire Third Sector Interface (CTSI) is now based at the CTSI Connect Centre in the centre of Alloa, sharing the building with our third sector partner, Clackmannanshire Citizen Advice Bureau. The venue is disabled-friendly and offers excellent community space for dropping in to find out about local services, volunteering and connecting with groups.

Volunteering

Individuals can drop in and access the self-managed volunteering service available now at the Connect Centre. CTSI has its own entrance and reception area where individuals who are interested in finding out about volunteering can look up local groups and opportunities and enter their own details into the system. Support will be available at fixed times through the week (TBC), if someone is needing additional help. There is also a Volunteering Board above the computers with up-to-date information on new opportunities.

Organisational Support

The Connect Centre offers flexible space for groups to meet and share information on their services. Groups will also be able to access a new funding database, trustfunding.org which will be available through our computers in reception in early 2018. This can enable groups to come in and look up funding routes and award-making bodies directly.

Community Connections

The Connect Centre provides an area to display information on community activities, health and welfare groups throughout Clacks and Stirling. There are stands of leaflets and a Community News board for monthly events. There is also access to further information via CAB, next door.



Our lovely new board room.

Activity Room

The Connect Centre has a new room available to use by self-reliant groups or activity groups. We welcome this room being hired out for crafts, talks, scrabble or any other groups. We would like the groups to be self-sustaining and CTSI is there to support any potential group starting up for the first time. The fee will be £15 for up to three hours use. Free taster period is available for new groups.

Membership support

Members can access some limited business services through the Connect Centre including photocopying and franking. We normally charge a low rate to cover costs and a small handling charge. Flipcharts, laptop and projector are all available to use.

Room Hire

The Connect Centre offers a range of free meeting room for members and a reasonable price for non-members for usage. There are the following rooms available:

- Board Room: comfortable large training/board room that sits up to 25 people. Refreshments can be provided including lunch from a local social enterprise including soup, sandwiches and a fruit platter. Non members: £15/hr Half day £50 and £70 full day hire. Refreshments included. Lunch: £5.00 per head.
- Meeting room: Large light airy room with seating up to 15 people.
- Small meeting room : meeting space for up to four people.

Room booking: Call Lesley Jack, Office Manager to book on 01259 213 840 or by email at admin@ctsi.org.uk.