

**REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER**

**TO: WEST CRAVEN COMMITTEE**

**DATE: 2 OCTOBER 2018**

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## **CAPITAL PROGRAMME 2018/19**

### **PURPOSE OF REPORT**

To advise members on the Committee's 2018/19 capital budgets.

### **RECOMMENDATIONS**

- (1) That members note that only the schemes listed in Appendices 1-3 have agreed funding.
- (2) That members note the table at Appendix 3 showing the money allocated to the Bracewell and Brogden Meeting in 2015/16. The balance remaining for 2018/19 is £0.
- (3) That members consider the new bid detailed in paragraph 7.

### **REASONS FOR RECOMMENDATIONS**

To enable the capital programme to be allocated efficiently and effectively.

### **ISSUE**

#### ***Uncommitted Balance from 2017/18***

1. This is £881.
  - Barnoldswick balance: £0.
  - Earby balance: £881.

#### ***Allocation for 2018/19***

2. This is £33,660 capital.
  - Barnoldswick allocation: £22,440.
  - Earby allocation: £11,220.

### **Effective Allocation for 2018/19**

3. This is £34,541 capital.
  - Barnoldswick allocation: £22,440.
  - Earby allocation: £12,101.

### **Commitments for 2018/19**

4. These total £16,329 (see Appendices 1 and 2 for a detailed breakdown).
  - Barnoldswick commitments: £9,774.
  - Earby commitments: £6,555.

### **Balance for 2018/19**

5. This is £18,212.
  - Barnoldswick balance: £12,666.
  - Earby balance: £5,546.

### **Financial Advice (as reported to all Area Committees in May 2018)**

6. Please refer to the financial implications section of this report. Bids for new funding should be submitted on the May 2018 revised forms (Form A for internal bids and Form B for external bids) in order that the Chief Finance Officer can confirm that they qualify as capital spending and that members can evaluate them on a consistent basis.

### **New/Deferred Bids**

*No late bids or funding allocations are to be made unless, with the consent of the Chairman, the bid is considered to be an urgent item. If a late/urgent bid is approved and is in the opinion of the Chief Finance Officer a revenue item then the decision will be reported to the Policy and Resources Committee for determination. No payment will be made in respect of the bid pending a resolution by the Policy and Resources Committee.*

7. **Community Garden, Earby** – to convert a piece of land into a community garden – submitted by St Peter’s Methodist Church, Earby – £250 (see bid form at Appendix 4).

### **Existing Allocations**

#### Overspend – Additional Funding Required

8. None.

#### Underspend – De-allocate Funding

9. None.

### **IMPLICATIONS**

**Policy:** The capital programme is required to be allocated and managed in accordance with the Council’s Corporate Capital Strategy 2015/18.

**Financial:** Expenditure for capital purposes is primarily expenditure on the acquisition, reclamation or enhancement of assets (eg buildings, land, plant and machinery). “Enhancement” means substantially lengthening the useful life of the asset; substantially increasing its open market value or substantially increasing the use of the asset. Other expenditure for capital purposes can include computer costs (for use over a period exceeding one year) and incidental costs involved in a capital project (eg officers’ salaries and professional fees). Anything not covered by “proper practices” (Section 21(2) of the Local Government Act 2003) must be treated as revenue expenditure.

A list of good practice in the allocation of funding has been proposed by the Council’s Chief Finance Officer in order to assist members when considering the allocation of the capital and revenue budgets. This list is as follows:

1. The funding shall assist a scheme which contributes to meeting the Council’s corporate priorities.
2. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
3. Look for opportunities to maximise the effectiveness of the allocation through match funding.
4. Consider allowing some contingency for projects that may be presented during the year.
5. Try to avoid allocation of funds at the end of the financial year.
6. Consider the revenue consequences of capital schemes in terms of ongoing cost.

**Legal:** There are legal implications for a number of the proposals listed above in terms of necessary permissions, agreements and possible long-term liabilities and responsibilities.

**Risk Management:** The capital programme is required to be allocated and managed in accordance with the Council’s policies and procedures. The proper management of the programme is intended to minimise any exposure to unnecessary risk associated with the programme and the individual schemes within it.

**Health and Safety:** The implementation of the programme has associated risks in terms of health and safety. The Council is required to meet all relevant legal requirements for the effective management of health and safety risk and has policies and procedures in place to ensure health and safety standards are maintained.

**Climate Change:** Some of the schemes identified will encourage the reduction of carbon emissions such as traffic calming schemes and cycle facility provision.

**Community Safety:** A number of the schemes listed above have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

**Equality and Diversity:** the capital programme is required to be allocated and managed in accordance with the Council’s policies and procedures, including those relating to equality and diversity.

## **APPENDICES**

Appendix 1: Capital Programme Commitments for Barnoldswick 2018/19.

Appendix 2: Capital Programme Commitments for Earby 2018/19.

Appendix 3: Commitments from the Grant to Bracewell and Brogden Meeting.

Appendix 4: Community Garden – St Peter’s Methodist Church (Bid Form B).

## **LIST OF BACKGROUND PAPERS**

None

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>31/03/16</b> Litter and dog waste bins - Barnoldswick	C Taylor (ES)	£2,765	£0	£2,765	£0	£2,765	
2	<b>05/07/16 &amp; 09/05/17</b> Premises improvement grant scheme - Barnoldswick	P Collins (HHED)	£9,129	£0	£9,129	£0	£9,129	
3	<b>07/06/11</b> Contribution to wheelchair route at Victory Park	S Whalley (NS)	£1,322	£0	£1,322	£0	£1,322	
5	<b>03/03/15</b> Pavement improvement scheme Long Ing/ Clayton Street	S Whalley (NS)	£2,000	£0	£2,000	£0	£2,000	
6	<b>07/07/15</b> Barnoldswick Town Centre improvement scheme	Barnoldswick Town Council	£8,640	£0	£8,640	£0	£8,640	Money is from the former LRRAP. The sum of £6,640 was added to the Barnoldswick capital programme in 2015/16. An additional £2,000 was allocated for an improvement scheme for Barnoldswick town centre to match £2,000 from Barnoldswick Town Council. Total available = £10,640
8	<b>08/11/16</b> Maintenance and improvement work at Harper/Parker Street Car Park	T Wilson (NS)	£1,870	£0	£1,870	£1,870	£0	Completed. Total cost came to £4,460 with a contribution of £1,650 to come from Barnoldswick Town Council and an agreed £940 from the Council's Problem Sites Budget. This site is now the responsibility of Barnoldswick Town Council

9	<b>07/02/17</b> Realignment of the fencing around the dog enclosure at Letcliffe Park to exclude toilet block	K Roberts (NS)	£995	£0	£995	£0	£995	
12	<b>06/03/18</b> Sensory Garden Project at the Memorial Gardens	J Laycock (NS)	£10,339	£4,500	£14,839	£14,839	£0	Tender figure for the works is £26,429 with £14,839 from this Committee and the rest, £11,590, to come from Barnoldswick Town Council. An invoice for the final amount will be raised to Barnoldswick Town Council when the work is fully completed
19	<b>09/01/18</b> Barnoldswick Town Green drainage	S Whalley (NS)	£500	£0	£500	£0	£500	
20	<b>09/01/18</b> Repairs to Coats Bridge steps	T Wilson (NS)	£1,300	£0	£1,300	£0	£1,300	
21	<b>27/03/18</b> Upgrade Bracewell Village Hall	Bracewell Village Hall Committee	£0	£774	£774	£774	£0	Completed
22	<b>05/06/18</b> New drainage works at Barnoldswick Town Football Club	Barnoldswick Town Football Club	£0	£2,000	£2,000	£0	£2,000	Grant towards new drainage works on the first team pitch
23	<b>04/09/2018</b> Lane Bottom Flood Alleviation Scheme	S Whalley (NS)	£0	£2,500	£2,500	£0	£2,500	Support to solve flooding issues at Lane Bottom in Barnoldswick. Total scheme cost is £9,500 with £7,000 from the Council's Flood Reserve and Central Funds
	<b>Subtotal Barnoldswick</b>		<b>£38,860</b>	<b>£9,774</b>	<b>£48,634</b>	<b>£17,483</b>	<b>£31,151</b>	
	<b>Un-allocated Funds Barnoldswick</b>		<b>£0</b>	<b>£12,666</b>	<b>£12,666</b>		<b>£12,666</b>	
	<b>Total Funds Available 18/19 Barnoldswick</b>		<b>£38,860</b>	<b>£22,440</b>	<b>£61,300</b>	<b>£17,483</b>	<b>£43,817</b>	

**West Craven Committee Commitments for Earby 2018/19**

Appendix 2

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>12/05/15</b> Litter and dog waste bins - Earby	C Taylor (ES)	£681	£0	£681	£0	£681	
2	<b>12/05/15</b> Premises improvement grant scheme - Earby	P Collins (HHED)	£1,685	£1,315	£3,000	£0	£3,000	
6	<b>07/02/17</b> New entrance gate and fencing at Anne's Wood	The Woodland Trust	£400	£0	£400	£0	£400	
9	<b>01/04/17 &amp; 27/03/18</b> Salterforth Fun Day	Salterforth Fun Day Committee	£750	£0	£750	£0	£750	
10	<b>08/05/18</b> Improvements to Christmas decorations	Kelbrook and Sough Parish Council	£0	£1,000	£1,000	£0	£1,000	
11	<b>07/08/2018</b> Six barrier flower troughs	Salterforth Parish Council	£0	£1,000	£1,000	£0	£1,000	
12	<b>04/09/2018</b> ATV truck/tank watering equipment	Earby Town Council	£0	£800	£800	£0	£800	
13	<b>04/09/2018</b> New unit and fitting for hand washer and drier	Salterforth Toilet Group	£0	£440	£440	£0	£440	
14	<b>04/09/2018</b> Re-roofing Kelbrook and Sough Village Hall	Kelbrook and Sough Village Hall Committee	£0	£2,000	£2,000	£0	£2,000	
	<b>Subtotal Earby</b>		<b>£3,516</b>	<b>£6,555</b>	<b>£10,071</b>	<b>£0</b>	<b>£10,071</b>	
	<b>Un-allocated Funds Earby</b>		<b>£881</b>	<b>£4,665</b>	<b>£5,546</b>		<b>£5,546</b>	
	<b>Total Funds Available 18/19 Earby</b>		<b>£4,397</b>	<b>£11,220</b>	<b>£15,617</b>	<b>£0</b>	<b>£15,617</b>	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>28/03/17</b> Enhanced path maintenance		£0	£194	£194	£194	£0	Completed
2	<b>07/11/17</b> Church star in Bracewell		£0	£200	£200	£200	£0	Completed
3	<b>23/03/18</b> Enhanced path maintenance		£0	£194	£194	£194	£0	Completed
4	<b>23/03/18</b> Church star in Bracewell		£0	£200	£200	£200	£0	Completed
5	<b>23/03/18</b> Upgrade of Bracewell Village Hall		£0	£2,226	£2,226	£2,226	£0	Completed
	<b>Subtotal Bracewell and Brogden</b>		<b>£0</b>	<b>£3,014</b>	<b>£3,014</b>	<b>£3,014</b>	<b>£0</b>	
	<b>Un-allocated Funds Bracewell and Brogden</b>		<b>£3,014</b>	<b>(£3,014)</b>	<b>£0</b>		<b>£0</b>	
	<b>Total Funds Available 18/19 Bracewell and Brogden</b>		<b>£3,014</b>	<b>£0</b>	<b>£3,014</b>	<b>£3,014</b>	<b>£0</b>	

**(FORM B: EXTERNAL BIDS)**

**BIDS FOR FUNDING FROM AREA COMMITTEES  
CAPITAL (AND REVENUE) PRO FORMA**

- 1. Short Project Title:** Community Garden, Earby
- 2. Bid submitted by:** St Peter's Methodist Church, Earby
- 3. On behalf of (please include contact details):** Mrs Janet Whipp, 257 Gisburn Road, Barnoldswick, Lancashire BB18 5LL
- 4(a). Does your organisation have a constitution?** Yes  
**(b). Does it have a board of governors/directors or a committee that oversees its work?** Yes  
**(c). Does your organisation have its own bank account?** Yes  
**(d). How many signatures are required to authorise a payment from your bank account?** Two
- 5. Is your organisation VAT registered?\*** No
- 6. Amount requested:** £250
- 7. Brief details of Project:** We have a piece of land which we are hoping to convert into a community garden for use by anyone in the local community. We would hope to form a committee to oversee things if we have the necessary interest
- 8. Main Outcomes to be Achieved:** We hope that local people who do not have their own garden or allotment but are interested in growing things and meeting up with other like-minded people will enjoy the project
- 9. When will Project be implemented?** Already started but to continue in the spring
- 10. Who will undertake the Project works?** Volunteers from the community
- 11. Is there match funding for the Project from elsewhere?** Yes  
**If so, please give details:** We run a local exercise class for older people which is very successful and this will fund the project
- 12. Are there long-term revenue consequences and how will these be funded?**  
If everything goes to plan, this project should become self-funding

***\*Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***