

REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

DATE: 7 FEBRUARY 2019

Report Author: Julie Mousdale

Tel. No: 661569

E-mail: julie.mousdale@pendle.gov.uk

CAPITAL PROGRAMME 2018/19

PURPOSE OF REPORT

To advise members on the Committee's capital budget.

RECOMMENDATIONS

- (1) That members note £3,462 is uncommitted.
- (2) That members note only schemes listed in Appendix 1 have agreed funding.
- (3) That members consider the new bid detailed in paragraph 7.

REASON FOR RECOMMENDATIONS

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

ISSUE

Uncommitted balance carried forward from 2017/18

1. £142.

Allocation for 2018/19

2. £20,520.

Effective Total Allocation for 2018/19

3. £20,662 (i.e. £142 + £20,520).

Commitments for 2018/19

4. £16,799 (including commitments carried forward from 2017/18).

Uncommitted balance for 2018/19

5. £3,462.

Financial Advice (as reported to all area committees in May 2018)

6. Please refer to the Financial Implications section of this report. Bids for 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 Financial Officer can confirm that they qualify as capital spending and that members can evaluate them on a consistent basis.

New/Deferred Bids

7. Goldshaw Booth Parish Council bid £2000 - Installation of CCTV system (see appendix 2).
8. No late bids or funding allocations can 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 can be made in respect of the bid pending a resolution by the Policy and Resources Committee.

Existing Bids

Overspend – Additional Funding Requested

9. None.

Underspend – Deallocate Funding

10. None.

IMPLICATIONS

Policy: The capital programme is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2018/21.

Financial: Expenditure for capital purposes is primarily expenditure on the acquisition, reclamation or enhancement of assets (e.g. 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 (e.g. 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. Under no circumstances can the capital allocation be used to fund revenue expenditure.

A list of good practice in the allocation of funding has been proposed by the Council's Financial Manager to assist members when considering the allocation of capital budgets. The list is as follows:

1. The funding should 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 2018/19

Appendix 2: Goldshaw Booth PC bid

LIST OF BACKGROUND PAPERS

None.

(Shaded schemes are completed)

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/07/17 - £506 Litter and dog waste bins	C Taylor (ES)	£157	£0	£157	£0	£157	No further funding can be allocated for this.
2	05/07/18 - £3,500 Town centre premises improvement grants	M Williams (HHED)	£0	£0	£0	£0	£0	No bids received for this. £3,500 deallocated 06/12/18.
3	08/05/08 – £2,500 05/07/12 - £2,500 Flood Prevention in the area of Barrowford and Western Parishes	S Whalley (NS)	£3,000	£0	£3,000	£0	£3,000	Allocated to help deal with emergency flooding situations.
4	03/07/14 - £6,000 Holmefield House car park refurbishment	I Lord (Barrowford PC)	£3,550	£0	£3,550	£3,550	£0	Completed September 2018.
10	07/07/16 - £2,000 Steven Burke Sports Hub – Phase 2	K Roberts (NS)	£2,000	£0	£2,000	£2,000	£0	Completed April 2018.
14	06/07/17 - £490 Litter Signs	M Wood (Blacko PC)	£490	£0	£490	£0	£490	The Parish Council have successfully trialled some signs but approval is required from LCC regarding the permanent signs. Expected Completion Date: Not known.
15	06/07/17 - £2,000 05/07/18 - £2,500 Car Park Extension	R Hey (Old Laund Booth PC)	£2,000	£2,500	£4,500	£0	£4,500	This is part of a £10,000 scheme. Planning permission applied for. Expected Completion Date: Not Known.
17	06/07/17 - £500 Screening for Wildlife Pond	J Sutcliffe (Goldshaw Booth PC)	£500	£0	£500	£0	£500	Ongoing. Expected Completion Date: Not known.
21	06/07/17 - £2,000 Barley Village Green and Car Park improvements	D Heap (Barley with Wheatley Booth PC)	£2,000	£0	£2,000	£2,000	£0	Completed June 2018.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
23	05/10/17 - £600 Riverside Improvements - planting and walling scheme	M Reed (Roughlee PC)	£600	£0	£600	£170	£430	Environmental Permit obtained. Pendle's Environmental Action Group to start work on the planting scheme. Expected Completion Date: Not known.
24	05/07/18 - £2,500 Footpath Repairs Project	D Heap (Barley with Wheatley Booth PC)		£2,500	£2,500	£0	£2,500	Roughlee PC has also been allocated £2,500 towards this project by BWPC. Application for further funding submitted to LEF. Expected Completion Date: Not Known
25	05/07/18 - £4,000 Loop and Sound Systems and Overhead Projector	I Lord (Barrowford PC)		£4,000	£4,000	£3,478	£522	Work ongoing. Expected Completion Date: 31/03/19
26	05/07/18 - £1,000 Recreation Ground Playing Surface Improvements	M Wood (Blacko PC)		£1,000	£1,000	£0	£1,000	Work delayed due to the hardness of the surface. Expected Completion Date: Not known
27	05/07/18 - £1,000 Rectify/control water at playing field	J Sutcliffe (Goldshaw Booth PC)		£1,000	£1,000	£0	£1,000	Expected Completion Date: Not known
28	05/07/18 - £1,500 06/11/18 - £2,000 Playing Field Drainage Works	P Rosthorn (Higham with West Close Booth PC)		£3,500	£3,500	£3,500	£0	Completed November 2018.
29	05/07/18 - £2,500 Footpath Repair Project	M Reed (Roughlee PC)		£2,500	£2,500	£0	£2,500	Barley with Wheatley Booth PC has also been allocated £2,500 towards this project by BWPC. Application for further funding submitted to LEF. Expected Completion Date: Not known
30	10/01/19 - £200 Roughlee Habitat Project	A Walker (Roughlee PC)		£200	£200	£0	£200	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
	Subtotals		£14,297	£17,200	£31,497	£14,698	£16,799	
	Uncommitted Funds		£142	£3,320	£3,462	–	£3,462	
	TOTAL FUNDS AVAILABLE 2018/19		£14,439	£20,520	£34,959	£14,698	£20,261	

(FORM B: EXTERNAL BID)

**BID FOR CAPITAL FUNDING FROM AREA COMMITTEES
PRO FORMA**

- 1. Short project title: Installation of a CCTV system**
- 2. Bid submitted by: Jennifer Sutcliffe**
- 3. On behalf of (please include contact details): Goldshaw Booth Parish Council
Tel: 07977 913090 Email clerk@goldshawbooth.org.uk**
- 4(a). Does your organisation have a constitution? No**
- (b). Does it have a board of governors/directors or a committee that oversees its work? Parish Council**
- (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: £2000.00**
- 7. Brief details of project: Following a recent discussion with the local Community Police Officer regarding lack of policing, and, following a spate of recent burglaries and thefts from vehicles, (the last one being on the evening of Tuesday the 8th January 2019,) Goldshaw Booth Parish Council have decided to resurrect a previous idea of installing a monitored CCTV system.**
- 8. Main outcomes to be achieved: To try to prevent the current activity, with the intention of identifying, apprehending and prosecuting the culprits.**
- 9. When will the project be implemented? As soon as possible, prices are currently being obtained for the equipment.**
- 10. Who will undertake the project works? Parish Councillors, with assistance from qualified local tradesmen if required.**
- 11. Is there match funding for the project from elsewhere? Yes.**

If so, please give details: The Parish Council have allocated £500 towards the project.

12. Are there long-term revenue consequences and how will these be funded?

If the system is monitored then there will be an annual cost, which would be funded by the Parish Council.

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