

**REPORT FROM: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER**

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

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CAPITAL PROGRAMME 2019/20

PURPOSE OF REPORT

To advise members on the Committee's capital budget.

RECOMMENDATIONS

- (1) That members note £5,276 is uncommitted.
- (2) That members note only schemes listed in Appendix 1 have agreed funding.
- (3) That members consider the new bids detailed in paragraphs 7 and 8.
- (4) That members review the allocation outlined in paragraph 10.

REASON FOR RECOMMENDATIONS

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

ISSUE

Uncommitted funds carried forward from 2018/19

1. £1,462.

Allocation for 2019/20

2. £20,520.

Effective Total Allocation for 2019/20

3. £21,982 (i.e. £1,462 + £20,520)

Commitments

4. £22,803

Uncommitted funds

5. £5,276

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. Barrowford Bowling Club £500 – to increase participation in local Crown Green Bowling (see appendix 2).
8. Barley with Wheatley Booth Parish Council £1,000 – further bid for Barley Car Park Improvements (see appendix 1, scheme 32 and appendix 3).
9. 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

Underspend – Deallocate Funding

10. PBC £3,000 – Barrowford Premises Improvement Grant (see appendix 1, scheme 40)
No grant enquiries. Consideration to be given to deallocating the money and putting it to another scheme instead.

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

Appendix 2: Barrowford Bowling Club bid

Appendix 3: Barley Parish Council bid

LIST OF BACKGROUND PAPERS

None.

Barrowford and Western Parishes Committee Commitments for 2019/20

Appendix 1

(Shaded schemes are completed)

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2019/20	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. Money spent – awaiting journal transfer to put the expenditure to the Capital Programme.
3	08/05/08 – £2,500 05/07/12 - £2,500 Flood Prevention in the area of Barrowford and Western Parishes	S Whalley (HHES)	£3,000	£0	£3,000	£0	£3,000	On 07/11/19 the committee agreed to use this allocation for the Clough Springs investigations/solutions.
14	06/07/17 - £490 Litter Signs	M Wood (Blacko PC)	£490	£0	£490	£0	£490	Signs now ordered. Awaiting invoice.
15	06/07/17 - £2,000 05/07/18 - £2,500 Car Park Extension	R Hey (Old Laund Booth PC)	£4,500	£0	£4,500	£4,500	£0	Completed November 2019.
17	06/07/17 - £500 Screening for Wildlife Pond	J Sutcliffe (Goldshaw Booth PC)	£500	-£500	£0	£0	£0	This is not going ahead. £500 reallocated to scheme 31 on 04/07/19.
23	05/10/17 - £600 Riverside Improvements - planting and walling scheme	M Reed (Roughlee PC)	£430	£0	£430	£430	£0	Completed July 2019.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
24	05/07/18 - £2,500 Footpath Repairs Project	D Heap (Barley with Wheatley Booth PC)	£2,500	£0	£2,500	£0	£2,500	Roughlee PC has also been allocated £2,500 towards this project by BWPC (Scheme 29). Initial scheme too expensive and the application to LEF unsuccessful. Looking at a lower-priced scheme and making a fresh application to the LEF.
26	05/07/18 - £1,000 Recreation Ground Playing Surface Improvements	M Wood (Blacko PC)	£544	-£544	£0	£0	£0	Completed. £544 underspend deallocated 04/04/19.
27	05/07/18 - £1,000 Rectify/control water at playing field	J Sutcliffe (Goldshaw Booth PC)	£676	£0	£676	£0	£676	Ongoing. Expected Completion Date: Not known
29	05/07/18 - £2,500 Footpath Repair Project	M Reed (Roughlee PC)	£2,500	£0	£2,500	£0	£2,500	Barley with Wheatley Booth PC has also been allocated £2,500 towards this project by BWPC (Scheme 24). Initial scheme too expensive and the application to LEF unsuccessful. Looking at a lower-priced scheme and making a fresh application to the LEF.
30	10/01/19 - £200 Roughlee Habitat Project	A Walker (Roughlee PC)	£200	£0	£200	£200	£0	Completed July 2019.
31	07/02/19 - £2,000 04/07/19 - £500 Installation of CCTV system	J Sutcliffe (Goldshaw Booth PC)	£2,000	£500	£2,500	£0	£2,500	Quotes being sought. Expected Completion Date: 29/02/20

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
32	04/07/19 - £1,000 Barley Car Park Improvements	D Heap (Barley with Wheatley Booth PC)		£1,000	£1,000		£1,000	The Kerbs have been placed. Waiting for a dry weather spell to complete the works.
33	04/07/19 - £3,000 Festive Lighting at Fountain Square	I Lord (Barrowford PC)		£3,000	£3,000	£3,000	£0	Completed October 2019.
34	04/07/19 - £1,000 Running Track around the perimeter of Football Pitch.	M Wood (Blacko PC)		£1,000	£1,000		£1,000	Money originally allocated for an extension to the Basket/Netball Court. On 07/11/19 it was agreed that this allocation could be used instead for a running track around the perimeter of the football pitch.
35	04/07/19 - £500 Replacement Notice Board at Sabden Fold	J Sutcliffe (Goldshaw Booth PC)		£500	£500		£500	Quotes being sought. Expected Completion Date: 29/02/20
36	04/07/19 - £1,500 Refurbishment of footpath at Spenbrook	J Sutcliffe (Goldshaw Booth PC)		£1,500	£1,500		£1,500	Works to commence once the renovation to the adjacent property has been completed. Expected Completion Date: 31/07/20
37	04/07/19 - £3,500 New Windows for Village Hall	P Rosthorn (Higham PC)		£3,500	£3,500		£3,500	The windows have been ordered.
38	04/07/19 - £1,750 Boosting Fence's Community Spirit	R Hey (Old Laund Booth PC)		£1,750	£1,750	£1,270	£480	Scheme completed – awaiting final invoice for benches.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
39	04/07/19 - £2,000 Greenhouse Project	M Read (Roughlee PC)		£2,000	£2,000	£2,000	£0	Completed October 2019.
40	04/07/19 - £3,000 Barrowford Premises Improvement Grant	M Williams (PERS)		£3,000	£3,000		£3,000	To be reviewed in December. No grant enquiries. Consideration to be given to deallocating and putting the money to another scheme.
	Subtotals		£17,497	£16,706	£34,203	£11,400	£22,803	
	Uncommitted Funds		£1,462	£3,814	£5,276	-	£5,276	
	TOTAL FUNDS AVAILABLE 2019/20		£18,959	£20,520	£39,479	£11,400	£28,079	

(FORM B: EXTERNAL BID)

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

1. Short project title: Increase participation in local Crown Green Bowling

2. Bid submitted by:

Jeff Hurlstone, Treasurer Barrowford Bowling Club
01282 611567 / 07810414302 / jbhurlstone1951@gmail.com / 34 Edge End Ave,
Brierfield, Nelson, BB9 0PW

3. On behalf of (please include contact details):

Barrowford Bowling Club,
Peter Hobson, Chairman 01282 606039 / 07742450030

Jane Hobson, Secretary 01282 606039

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? Club Management Committee

(c). Does your organisation have its own bank account?
Yes, Yorkshire Bank

(d). How many signatures are required to authorise a payment from your bank account?

2 signatures from 3 nominations

5. Is your organisation VAT-registered?* No

6. Amount requested: £500

7. Brief details of project:

Funding to purchase the following:

a) 8 Bowling Jacks £35 each £280

b) Training aid equipment (hoops, bowls targets etc) £320

Total Project Cost: £600

The Bowling Club is also looking to fund 4 x Level One Bowling Training Courses next year in partnership with the other Bowling Clubs. The equipment will be utilised as part of the training courses.

8. Main outcomes to be achieved:

To introduce Crown Green Bowling to people of Pendle through drop in sessions in collaboration with other Bowling Clubs in Pendle. The main objective is to stop the steady decline in bowling which will in time disappear due to the aging of existing players and preserve the current clubs for the future. To demonstrate the benefits of Crown Green

Bowling for people of all ages and in particular the retired population through participation, for healthy activity, social benefits, competitive or social bowling. This project will also lead us into engaging children through the local primary schools, this will happen as a future project following on from the successful implementation of this project.

9. When will the project be implemented?

Season 2020 (March through September)

10. Who will undertake the project works?

Committee of Barrowford Bowling Club in conjunction with volunteers from other Pendle based Bowling Clubs, e.g.: Marsden Park, Brierfield, Westfield, Earby, Thomas Street, Colne Cricket, Colne Legion (all these Clubs will be invited to participate)

11. Is there match funding for the project from elsewhere?

If so, please give details:

Yes Barrowford Bowling Club will provide £100 match funding towards this project.

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

There will be no long term revenue consequences; these are one off purchases to kick off the project.

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

(FORM B: EXTERNAL BID)

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

1. Short project title: Barley Car Park Improvements – drainage Soak-Away

2. Bid submitted by: Derek Heap (Chairman)

3. On behalf of (please include contact details):

Barley with Wheatley Booth Parish Council
C/O 2 Barley Green, Barley, Burnley, Lancashire BB12 9JU
Tel. 01282 692264

- 4** (a) **Does your organisation have a constitution:** Parish Council
(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?* Yes

6. Amount requested: £1,000

7. Brief details of project:

Barley Car Park is being upgraded by improving the surface and introducing parking bays. Using setts or similar, to control vehicle parking spacing so maximising the parking capacity. The works have had to be increased to include a drainage soak-away which will lower the water table and allow the works to progress and provide a longer term drainage improvement to the car park.

8. Main outcomes to be achieved:

- Lower water levels to reduce saturation of car park upper stone layers in wet weather,
- Provide a better opportunity for the contractor to complete the car park works which started in late September and have since been suspended due to wet weather and wet ground conditions.

9. When will the project be implemented? November 2019

10. Who will undertake the project works? The Asphalt Works Ltd

11. Is there match funding for the project from elsewhere? Yes.
Barley Parish Council will be investing £1,000 towards the cost of £2,000.

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

No. Occasional maintenance will be funded by Barley 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*