

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

TO: WEST CRAVEN COMMITTEE

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Report Author: Tricia Wilson
Tel. No: 661051
E-mail: tricia.wilson@pendle.gov.uk

CAPITAL PROGRAMME 2019/20

PURPOSE OF REPORT

To advise members on the Committee's 2019/20 capital budget.

RECOMMENDATIONS

- (1) That members note that only the schemes listed in Appendices 1 and 2 have agreed funding.
- (2) That members consider the new bid at item 7.

REASONS FOR RECOMMENDATIONS

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

ISSUE

Uncommitted Balance from 2018/19

1. This is £1,796.
 - Barnoldswick balance: £0.
 - Earby balance: £1,796.

Allocation for 2019/20

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

Effective Allocation for 2019/20

3. This is £35,456.
 - Barnoldswick allocation: £22,440.
 - Earby allocation: £13,016.

Commitments for 2019/20

4. These total £30,697 (see Appendices 1 and 2 for a detailed breakdown).
 - Barnoldswick commitments: £22,000.
 - Earby commitments: £8,697.

Balance for 2019/20

5. This is £4,759.
 - Barnoldswick balance: £440.
 - Earby balance: £4,319.

Financial Advice

6. Please refer to the financial implications section of this report. Bids for new funding should be submitted on the usual forms (Form A for internal bids and Form B for external bids) in order 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. £425 – external bid from Kelbrook and Sough Village Hall for two recycled plastic benches.

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 2018/21.

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 budget. 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 2019/20.

Appendix 2: Capital Programme Commitments for Earby 2019/20.

Appendix 3: External bid form B – Kelbrook and Sough Village Hall Committee

LIST OF BACKGROUND PAPERS

None.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	31/03/16 Litter and dog waste bins – Barnoldswick	C Taylor (ES)	£551	£0	£551	£212	£339	Environmental Services committed £551
19	09/01/18 Barnoldswick Town Green drainage	S Whalley (HHE)	£500	£0	£500	£500	£0	
23	04/09/18 Lane Bottom Flood Alleviation Scheme	S Whalley (HHE)	£2,500	£0	£2,500	£0	£2,500	To solve flooding issues at Lane Bottom. Total scheme cost is £9,500 with £7,000 from the Council's Flood Reserve and Central Funds
26	05/02/2019 Barnoldswick Town Square reflagging scheme	Barnoldswick Town Council	£29,171	£22,000	£51,171	£0	£51,171	Funding is from reallocations made in 2018/19 totalling £29,171; £22,000 from 2019/20 Capital Programme; £10,290 from the High Street Revival Fund; £2,000 from Barnoldswick Town Council (originally for the Barnoldswick Town Centre Improvement Scheme) and £12,240 from the Community Investment Fund (CIF) The total available for the scheme is therefore £75,701 via the Capital Programme <i>Other funds are being sought</i>
	Subtotal Barnoldswick		£32,722	£22,000	£54,722	£712	£54,010	
	Un-allocated Funds Barnoldswick		£0	£440	£440		£440	
	Total Funds Available 19/20 Barnoldswick		£32,722	£22,440	£55,162	£712	£54,450	

West Craven Committee Commitments for Earby 2019/20

Appendix 2

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	12/05/15 Litter and dog waste bins – Earby	C Taylor (ES)	£681	£0	£681	£0	£681	Environmental Services committed £681
2	12/05/15 Premises improvement grant scheme – Earby	M Williams (HHED)	£3,000	£0	£3,000	£385	£2,615	
6	07/02/17 New entrance gate and fencing at Anne's Wood	The Woodland Trust	£400	-£400	£0	£0	£0	Completed
9	01/04/17 & 27/03/18 Salterforth Fun Day	Salterforth Fun Day Committee	£750	£0	£750	£750	£0	Completed
15	08/05/18 Improvements to Christmas decorations	Kelbrook and Sough Parish Council	£1,000	£0	£1,000	£1,000	£0	Completed
16	07/08/18 Six barrier flower troughs	Salterforth Parish Council	£1,000	£0	£1,000	£1,000	£0	Completed
21	02/10/18 & 04/06/19 Cemetery Road Car Park surfacing	Earby Town Council	£3,000	£4,297	£7,297	£7,297	£0	Completed
22	04/12/18 Salterforth Village Hall kitchen refitting following flood damage	Salterforth Village Hall Committee	£500	£0	£500	£500	£0	Completed
23	07/05/19 Kelbrook Senior Citizens Centre – double front doors	Earby and Kelbrook Senior Citizens Centre	£0	£1,000	£1,000	£1,000	£0	Completed
24	02/07/19 Salterforth Beck footpath improvements	Tom Partridge (ES)	£0	£1,300	£1,300	£1,300	£0	Completed
25	05/11/19 New boiler for Kelbrook & Sough Village Hall	Kelbrook & Sough Village Hall	£0	£1,000	£1,000	£1,000	£0	Completed

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
26	07/01/20 Play equipment for the village play area in Salterforth	Salterforth Parish Council	£0	£1,500	£1,500	£0	£1,500	
	Subtotal Earby		£10,331	£8,697	£19,028	£14,232	£4,796	
	Un-allocated Funds Earby		£1,796	£2,523	£4,319		£4,319	
	Total Funds Available 19/20 Earby		£12,127	£11,220	£23,347	£14,232	£9,115	

(FORM B: EXTERNAL BID)

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

1. **Short project title:** Two recycled plastic picnic benches
2. **Bid submitted by:** Mary Miller (Secretary)
3. **On behalf of (please include contact details):** Kelbrook and Sough Village Hall, Dotcliffe Road, Kelbrook, Barnoldswick, Lancashire BB18 6TQ
- 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 at the moment
5. **Is your organisation VAT-registered?*** No
6. **Amount requested:** £425
7. **Brief details of project:** To provide two picnic benches to the outside private area which will replace the old wooden table and chairs no longer useful (rotten and falling apart)
8. **Main outcomes to be achieved:** The village hall is regularly used for annual events, parties, occasional weddings, etc. Use of the outside area will enhance the facilities. Our toddler groups can utilise the space during warmer weather
9. **When will the project be implemented?** As soon as possible
10. **Who will undertake the project works?** A member of the committee.
11. **Is there match funding for the project from elsewhere?** Yes
If so, please give details: The committee will purchase one of the benches
12. **Are there long-term revenue consequences and how will these be funded?**
No long-term revenue consequences are foreseen but it may attract more rentals

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