

**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 £4,776 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. £21, 823

Uncommitted funds

5. £4,776

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 £3,000 - towards purchase of two defibrillators (see appendix 2).
8. Barrowford Cricket Club £1,300 – new scoreboard (see 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 2)
No grant enquiries. Consideration to be given to deallocating the money so that it can be put to another scheme.

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: Goldshaw Booth Parish Council bid

Appendix 3: Barrowford Cricket Club 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.
2	04/07/19 - £3,000 Barrowford Premises Improvement Grant	D McCarthy (PERS)		£3,000	£3,000	£0	£3,000	This grant has not been spent. Consideration to be given to deallocating and putting the money to another scheme.
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.

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
23	05/10/17 - £600 Riverside Improvements - planting and walling scheme	M Reed (Roughlee PC)	£430	£0	£430	£430	£0	Completed July 2019.
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.

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
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
32	04/07/19 - £1,000 Barley Car Park Improvements	D Heap (Barley with Wheatley Booth PC)		£1,000	£1,000	£1,000	£0	Completed January 2020.
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	£0	£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	£0	£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	£0	£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	£0	£3,500	Work completed. Invoice to be processed.

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
38	04/07/19 - £1,750 Boosting Fence's Community Spirit	R Hey (Old Laund Booth PC)		£1,750	£1,750	£1,750	£0	Completed December 2019.
39	04/07/19 - £2,000 Greenhouse Project	M Read (Roughlee PC)		£2,000	£2,000	£2,000	£0	Completed October 2019.
41	09/01/20 - £500 Barrowford Bowling Club – bowling and training aid equipment	K Roberts (ES)		£500	£500	£0	£500	
	Subtotals		£17,497	£17,206	£34,703	£12,880	£21,823	
	Uncommitted Funds		£1,462	£3,314	£4,776	-	£4,776	
	TOTAL FUNDS AVAILABLE 2019/20		£18,959	£20,520	£39,479	£12,880	£26,599	

(FORM B: EXTERNAL BID)

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

1. **Short project title:** Towards the purchase of two defibrillators.
2. **Bid submitted by:** Jennifer Sutcliffe
3. **On behalf of:** 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:** £3000.00
7. **Brief details of project:** The village of Newchurch in Pendle currently has a defibrillator. The Parish Council would like to extend this to include machines positioned in Sabden Fold and Spenbrook.
8. **Main outcomes to be achieved:** Save lives. In the event of cardiac arrest, for every minute that goes by where a defibrillator machine is not used the survival rate falls by 10%. Without immediate treatment between 90-95% of heart attacks are fatal in the UK. The ability to react quickly in the event of cardiac arrest is essential for saving lives.
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 will install the machine.
11. **Is there match funding for the project from elsewhere?** No.
12. **Are there long-term revenue consequences and how will these be funded?** Any replacement batteries, pads etc. will be provided from the Parish Council funds.

**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: Barrowford Cricket Club – New Scorebox

2. Bid submitted by: Jonny Ormerod (Chairman)

3. On behalf of (please include contact details): Barrowford Cricket Club, C/o 8 Portland Street, Barrowford, Nelson, Lancashire, BB9 8PY

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, we have a Committee.

(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 signatures needed.

5. Is your organisation VAT-registered?* No

6. Amount requested: £1,300

7. Brief details of project:

The current scoreboard, which has been up for over 30 years, is in a very poor state and is not fit for purpose. The wood is rotten on the front of the scoreboard and the numbers don't work. The rest of the wood is warped and coming off its nails thus making it unsafe for us to use. It is very dated, has deteriorated rapidly in recent years and smells badly inside. We would look to demolish the existing structure and replace with a new one that is more in keeping with contemporary designs in terms of scoreboxes for amateur Cricket.

8. Main outcomes to be achieved:

- Improved facility for scorers

- Improved health & safety

- More aesthetically pleasing (make the place look more modern)

- Will allow us to maintain a vital sports facility that is fit for purpose and serves the local community.

9. When will the project be implemented? ASAP – The new Cricket season starts in early April 2020 so we would be looking to get the work completed prior to this.

10. Who will undertake the project works? A local contractor – to be decided. We have a couple of contractors who are interested and have provided quotes for us.

11. Is there match funding for the project from elsewhere? No

If so, please give details:

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

The new scoreboard will have a life span of at least 10 years and any minor repairs, etc. will be paid for by the Cricket Club.

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