

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

**TO: BARROWFORD AND WESTERN PARISHES COMMITTEE**

**DATE: 8TH JULY 2020**

**Report Author: Julie Mousdale**  
**Tel. No: 661569**  
**E-mail: [julie.mousdale@pendle.gov.uk](mailto:julie.mousdale@pendle.gov.uk)**

## **CAPITAL PROGRAMME 2019/20 & 2020/21**

### **PURPOSE OF REPORT**

To advise members on the Committee's capital budget.

### **RECOMMENDATIONS**

- (1) That members note £20,996 is uncommitted.
- (2) That members note only schemes listed in Appendix 2 have agreed funding.
- (3) That members deallocate funding as detailed in paragraph 8.

### **REASON FOR RECOMMENDATIONS**

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

### **ISSUE**

#### ***Uncommitted funds carried forward from 2019/20***

1. £476.

#### ***Allocation for 2020/21***

2. £20,520.

#### ***Effective Total Allocation for 2020/21***

3. £20,996 (i.e. £20,520 + £476)

## **Commitments**

4. £21,673

## **Uncommitted funds**

5. £20,996

## **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. 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

8. Replacement Notice Board at Sabden Fold (appendix 2, scheme 35) – scheme completed, request £50 underspend is deallocated.

## **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 2019/20

Appendix 2: Capital Programme Commitments 2020/21

## **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 <b>Litter and dog waste bins</b>	C Taylor (ES)	£157	£0	£157	£0	£157	<b>No further funding can be allocated for this.</b> Money spent – awaiting journal transfer to put the expenditure to the Capital Programme.
2	04/07/19 - £3,000 <b>Barrowford Premises Improvement Grant</b>	D McCarthy (PERS)		£3,000	£3,000	£0	£3,000	<b>This grant has not yet been awarded to any specific business.</b>
3	08/05/08 – £2,500 05/07/12 - £2,500 <b>Flood Prevention in the area of Barrowford and Western Parishes</b>	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 <b>Litter Signs</b>	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 <b>Car Park Extension</b>	R Hey (Old Laund Booth PC)	£4,500	£0	£4,500	£4,500	£0	Completed November 2019.
17	06/07/17 - £500 <b>Screening for Wildlife Pond</b>	J Sutcliffe (Goldshaw Booth PC)	£500	<b>-£500</b>	£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 <b>Riverside Improvements - planting and walling scheme</b>	M Reed (Roughlee PC)	£430	£0	£430	£430	£0	Completed July 2019.
24	05/07/18 - £2,500 <b>Footpath Repairs Project</b>	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 <b>Recreation Ground Playing Surface Improvements</b>	M Wood (Blacko PC)	£544	-£544	£0	£0	£0	Completed. £544 underspend deallocated 04/04/19.
27	05/07/18 - £1,000 <b>Rectify/control water at playing field</b>	J Sutcliffe (Goldshaw Booth PC)	£676	£0	£676	£0	£676	Ongoing. Expected Completion Date: Not known
29	05/07/18 - £2,500 <b>Footpath Repair Project</b>	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 <b>Roughlee Habitat Project</b>	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 <b>Installation of CCTV system</b>	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 <b>Barley Car Park Improvements</b>	D Heap (Barley with Wheatley Booth PC)		£1,000	£1,000	£1,000	£0	Completed January 2020.
33	04/07/19 - £3,000 <b>Festive Lighting at Fountain Square</b>	I Lord (Barrowford PC)		£3,000	£3,000	£3,000	£0	Completed October 2019.
34	04/07/19 - £1,000 <b>Running Track around the perimeter of Football Pitch.</b>	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 <b>Replacement Notice Board at Sabden Fold</b>	J Sutcliffe (Goldshaw Booth PC)		£500	£500	£450	£50	Scheme completed. Request £50 underspend is deallocated.
36	04/07/19 - £1,500 <b>Refurbishment of footpath at Spenbrook</b>	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 <b>New Windows for Village Hall</b>	P Rosthorn (Higham PC)		£3,500	£3,500	£3,500	£0	Completed January 2020

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 <b>Boosting Fence's Community Spirit</b>	R Hey (Old Laund Booth PC)		£1,750	£1,750	£1,750	£0	Completed December 2019.
39	04/07/19 - £2,000 <b>Greenhouse Project</b>	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	£500	£0	Completed March 2010
42	06/02/20 - £1,300 <b>Barrowford Cricket Club - Scorebox</b>	K Roberts (ES)		£1,300	£1,300	£0	£1,300	Scheme completed. Payment being processed.
43	05/03/20 - £3,000 <b>Purchase of 2 Defibrulators</b>	J Sutcliffe (Goldshaw Booth PC)		£3,000	£3,000	£0	£3,000	
	<b>Subtotals</b>		<b>£17,497</b>	<b>£21,506</b>	<b>£39,003</b>	<b>£17,330</b>	<b>£21,673</b>	
	<b>Uncommitted Funds</b>		<b>£1,462</b>	<b>-£986</b>	<b>£476</b>	<b>-</b>	<b>£476</b>	
	<b>TOTAL FUNDS AVAILABLE 2019/20</b>		<b>£18,959</b>	<b>£20,520</b>	<b>£39,479</b>	<b>£17,330</b>	<b>£22,149</b>	

**Barrowford and Western Parishes Committee Commitments for 2020/21**

Appendix 2

(Shaded schemes are completed)

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/07/17 - £506 <b>Litter and dog waste bins</b>	C Taylor (ES)	£157	£0	£157	£0	£157	<b>No further funding can be allocated for this.</b> Money spent – awaiting journal transfer to put the expenditure to the Capital Programme.
2	04/07/19 - £3,000 <b>Barrowford Premises Improvement Grant</b>	D McCarthy (PERS)	£3,000	£0	£3,000	£0	£3,000	<b>This grant has not yet been awarded to any specific business.</b>
3	08/05/08 – £2,500 05/07/12 - £2,500 <b>Flood Prevention in the area of Barrowford and Western Parishes</b>	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 <b>Litter Signs</b>	M Wood (Blacko PC)	£490	£0	£490	£0	£490	Signs now ordered. Awaiting invoice.
24	05/07/18 - £2,500 <b>Footpath Repairs Project</b>	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.



Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
27	05/07/18 - £1,000 <b>Rectify/control water at playing field</b>	J Sutcliffe (Goldshaw Booth PC)	£676	£0	£676	£0	£676	Ongoing. Expected Completion Date: Not known
29	05/07/18 - £2,500 <b>Footpath Repair Project</b>	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.
31	07/02/19 - £2,000 04/07/19 - £500 <b>Installation of CCTV system</b>	J Sutcliffe (Goldshaw Booth PC)	£2,500	£0	£2,500	£0	£2,500	Quotes being sought.
34	04/07/19 - £1,000 <b>Running Track around the perimeter of Football Pitch.</b>	M Wood (Blacko PC)	£1,000	£0	£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 <b>Replacement Notice Board at Sabden Fold</b>	J Sutcliffe (Goldshaw Booth PC)	£50	£0	£50	£0	£50	Scheme completed. Request £50 underspend is deallocated.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
36	04/07/19 - £1,500 <b>Refurbishment of footpath at Spenbrook</b>	J Sutcliffe (Goldshaw Booth PC)	£1,500	£0	£1,500	£0	£1,500	Works to commence once the renovation to the adjacent property has been completed. Expected Completion Date: 31/07/20
42	06/02/20 - £1,300 <b>Barrowford Cricket Club - Scorebox</b>	K Roberts (ES)	£1,300	£0	£1,300	£0	£1,300	Scheme completed. Payment being processed.
43	05/03/20 - £3,000 <b>Purchase of 2 Defibrulators</b>	J Sutcliffe (Goldshaw Booth PC)	£3,000	£0	£3,000	£0	£3,000	
	<b>Subtotals</b>		<b>£21,673</b>	<b>£0</b>	<b>£21,673</b>	<b>£0</b>	<b>£21,673</b>	
	<b>Uncommitted Funds</b>		<b>£476</b>	<b>£20,520</b>	<b>£20,996</b>	<b>-</b>	<b>£20,996</b>	
	<b>TOTAL FUNDS AVAILABLE 2020/21</b>		<b>£22,149</b>	<b>£20,520</b>	<b>£42,669</b>	<b>£0</b>	<b>£42,669</b>	