

REPORT FROM: HOUSING, HEALTH AND ENGINEERING MANAGER

TO: WEST CRAVEN COMMITTEE

DATE: 1 NOVEMBER 2022

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AREA COMMITTEE BUDGET 2022/23

PURPOSE OF REPORT

To advise members on the Committee's 2022/23 area committee budget.

RECOMMENDATIONS

- (1) That members note that only the schemes listed in Appendices 1 and 2 have agreed funding.
- (2) That members note that the 2022/23 allocation has been split six ways with each councillor allocated one-sixth of the budget, as last year. There is an equal number of councillors in each ward: three members in Barnoldswick and three members in Earby and Coates. The individual member allocations are shown on separate tables underneath Appendices 1 and 2.
- (3) That members consider the new bids at paragraphs 7, 8 and 9 and note the deallocation at paragraph 11.

REASONS FOR RECOMMENDATIONS

To enable the area committee budget to be allocated efficiently and effectively.

ISSUE

Uncommitted Balance from 2021/22

1. This is £6,879.
 - Barnoldswick balance: £6,238.
 - Earby and Coates balance: £641.

Allocation for 2022/23

2. This is £31,490.
 - Barnoldswick allocation: £15,745.
 - Earby and Coates allocation: £15,745.

Effective Allocation for 2022/23

3. £38,369 (including the uncommitted balance of £6,879).
 - Barnoldswick: £21,983.
 - Earby and Coates: £16,386.

Commitments for 2022/23

4. These total £24,668 (see Appendices 1 and 2 for a detailed breakdown).
 - Barnoldswick commitments: £10,193.
 - Earby and Coates commitments: £14,475.

Balance for 2022/2023

5. This is £13,701.
 - Barnoldswick balance: £11,790.
 - Earby and Coates balance: £1,911.

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

7. ***Barnoldswick Pensioners Club*** – remove old kitchen to make into office space and put in a window to replace wooden door for security – submitted by Amanda Barker – £1,000 (see bid form at Appendix 3).
8. ***Barnoldswick Town Council*** – provide water stations in Letcliffe and Victory Parks – £5,000 (see bid form at Appendix 4).
9. ***Barnoldswick Town Council*** – provide approximately 50 allotment plots for the Greenberfield Allotment Project – £6,000 (see bid form at Appendix 5).

Existing Allocations

Overspend – Additional Funding Required

10. None.

Underspend – De-allocate Funding

11. **Proposed Works to Chapman Court Verge (Appendix 1, Sch No 42:** £1,500 has been deallocated.

Virements – Re-allocate Funding

12. None.

IMPLICATIONS

Policy: The area committee budget is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2021/24.

Financial: At the Council meeting on 29 September 2022, councillors resolved to move the area committee capital programme budgets to revenue.

- The budget allocations for each committee remain the same.
- Previous allocations do not need to be revisited. There is no implication for these schemes.
- Applications no longer require sign off by Financial Services in order to proceed.
- Awards can be made for schemes which are either revenue or capital in nature so capital schemes can still be funded.
- Capital schemes may incur additional charges for internal services, eg Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the budget award by 31 March.
- The cap on budget slippage still applies and any slippage will need to be agreed by the Council in line with Financial Regulations.
- No more than one year's worth of budget can be rolled forward into future years.

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 area committee 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 area committee budget 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 area committee budget 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: Area Committee Budget Commitments for Barnoldswick 2022/23.

Appendix 2: Area Committee Budget Commitments for Earby and Coates 2022/23.

Appendix 3: Form B External Bid: Renovation of Old Kitchen into an Office.

Appendix 4: Form B External Bid: Water Stations in Parks.

Appendix 5: Form B External Bid: Greenberfield Allotment Project.

LIST OF BACKGROUND PAPERS

None.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
28	07/07/20 Premises improvement grant scheme – Barnoldswick	M Williams (PEDRS)	£3,000	£0	£3,000	£1,500	£1,500	
33	06/10/20 Car park repairs at Victory Park	D Walker (ES)	£440	£0	£440	£0	£440	
38	30/11/21 Improvements to Victory Park/Westfield Road Public Footpath 5	T Partridge (ES)	£600	£0	£600	£600	£0	Completed Allocated by Cllrs Adams, Purcell and T Whipp
39	01/03/22 Walmsgate Methodist Chapel to resolve damp issues	G Aspey (HHE)	£2,000	£0	£2,000	£0	£2,000	Allocated by Cllrs Adams, Purcell and T Whipp
40	01/03/22 Reflagging Back Frank Street, Barnoldswick	N Yates (HHE)	£1,445	£0	£1,445	£1,445	£0	Completed Allocated by Cllrs Adams, Purcell and T Whipp
41	29/03/22 Electrical improvements to the weaving shed heating system at Bancroft Mill Engine Museum	Bancroft Mill Engine Museum	£1,491	£0	£1,491	£1,491	£0	Completed Allocated by Cllrs Adams, Purcell and T Whipp
42	29/03/22 Chapman Court Verge	N Yates (HHE)	£1,500	-£1,500	£0	£0	£0	At the October meeting it was agreed to deallocate £1,500 for the Chapman Court Verge Scheme
43	05/07/22 Litter bin for Gisburn Street, Barnoldswick	J Lord (ES)	£0	£193	£193	£0	£193	Allocated by Cllrs Adams, Purcell and T Whipp
44	05/07/22 Dog waste/litter bins	J Lord (ES)	£0	£600	£600	£0	£600	Allocated by Cllrs Church, Purcell and T Whipp

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
45	05/07/22 Street nameplates	G Aspey (HHE)	£0	£400	£400	£0	£400	Allocated by Cllrs Church, Purcell and T Whipp
46	11/10/22 Barnoldswick Interchange Public Realm Scheme	N Yates (HHE)	£0	£10,500	£10,500	£0	£10,500	Allocated by Cllrs Church, Purcell and T Whipp
	Subtotal Barnoldswick		£10,476	£10,193	£20,669	£5,036	£15,633	
	Un-allocated Funds Barnoldswick		£6,238	£5,552	£11,790		£11,790	
	Total Funds Available 22/23 Barnoldswick		£16,714	£15,745	£32,459	£5,036	£27,423	

Barnoldswick 2022/23 allocations per Councillor:

Councillor	2022/23 Effective Allocation (refer to item 3)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Chris Church	£7,327.67	£3,397.67	£3,930.00	43, 44, 45, 46
Jenny Purcell	£7,327.67	£3,397.67	£3,930.00	43, 44, 45, 46
Tom Whipp	£7,327.66	£3,397.66	£3,930.00	43, 44, 45, 46
Total	£21,983.00	£10,193.00	£11,790.00	

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	12/05/15 & 07/07/20 & 05/07/22 Premises improvement grant scheme – Earby	M Williams (PEDRS)	£1,525	£1,475	£3,000	£0	£3,000	£1,475 allocated by Cllrs Carroll, Goulthorp and D Whipp in 2022/23
16	29/03/22 West Close Road Lorry Park resurfacing	G Aspey (HHE)	£2,000	£0	£2,000	£0	£2,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
17	10/05/22 Victoria Road reflagging scheme	N Yates (HHE)	£9,000	£6,000	£15,000	£0	£15,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
18	05/07/22 Dog waste/litter bins	J Lord (ES)	£0	£600	£600	£0	£600	Allocated by Cllrs Carroll, Goulthorp and D Whipp
19	05/07/22 Street nameplates	G Aspey (HHE)	£0	£400	£400	£0	£400	Allocated by Cllrs Carroll, Goulthorp and D Whipp
20	02/08/22 Avon Drive Play Area refurbishment	Barnoldswick Town Council	£0	£6,000	£6,000	£0	£6,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
	Subtotal Earby		£12,525	£14,475	£27,000	£0	£27,000	
	Un-allocated Funds Earby		£641	£1,270	£1,911		£1,911	
	Total Funds Available 22/23 Earby		£13,166	£15,745	£28,911	£0	£28,911	

Earby and Coates 2022/23 allocations per Councillor:

Councillor	2022/23 Effective Allocation (refer to item 3)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Rosemary Carroll	£5,462.00	£4,825.00	£637.00	2, 17, 18, 19, 20
Mike Goulthorp	£5,462.00	£4,825.00	£637.00	2, 17, 18, 19, 20
David Whipp	£5,462.00	£4,825.00	£637.00	2, 17, 18, 19, 20
Total	£16,386.00	£14,475.00	£1,911.00	

(FORM B: EXTERNAL BID)

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

- 1. Short project title:** Renovation of old kitchen into an office
- 2. Bid submitted by:** Amanda Barker
- 3. On behalf of (please include contact details):** Barnoldswick Pensioners Club
- 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, 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
- 5. Is your organisation VAT-registered?*** No
- 6. Amount requested:** £1,000
- 7. Brief details of project:** Remove old kitchen to make into an office space and put a window in to replace the old wooden door for security
- 8. Main outcomes to be achieved:** A useable space for use of an office to secure valuables and paperwork
- 9. When will the project be implemented?** When/if grant is approved
- 10. Who will undertake the project works?** Amanda Barker will oversee the project
- 11. Is there match funding for the project from elsewhere?** No
If so, please give details: N/A
- 12. Are there long-term revenue consequences and how will these be funded?**
No

****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 FUNDING FROM AREA COMMITTEES
PRO FORMA**

- 1. Short project title:** Water Stations in Parks
- 2. Bid submitted by:** Joanne Geldard
- 3. On behalf of (please include contact details):** Barnoldswick Town Council
- 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? 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?*** No
- 6. Amount requested:** £5,000
- 7. Brief details of project:** After the success of providing a water station in the town centre, the Town Council is looking to do this at both of our main parks – Letcliffe & Victory. Total cost around £10,000
- 8. Main outcomes to be achieved:** The provision of a water source so people can fill their own bottles to reduce the amount of plastic waste
- 9. When will the project be implemented?** ASAP
- 10. Who will undertake the project works?** A contractor
- 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: The Town Council has allocated around £5,000 towards this project
- 12. Are there long-term revenue consequences and how will these be funded?**
Ongoing costs will be covered by the Town 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***

(FORM B: EXTERNAL BID)**BID FOR FUNDING FROM AREA COMMITTEES
PRO FORMA**

- 1. Short project title:** Greenberfield Allotment Project
 - 2. Bid submitted by:** Joanne Geldard
 - 3. On behalf of (please include contact details):** Barnoldswick Town Council
 - 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? 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?*** No
 - 6. Amount requested:** £6,000
 - 7. Brief details of project:** To create more allotment provision for the town. This is on existing land owned by the Town Council and we are looking at creating approximately 50 allotment plots. We currently have 160 residents on the waiting list
 - 8. Main outcomes to be achieved:** The provision of space for residents to grow their own food
 - 9. When will the project be implemented?** ASAP
 - 10. Who will undertake the project works?** A contractor
 - 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: The Town Council has allocated around £20,000 towards this project
 - 12. Are there long-term revenue consequences and how will these be funded?**
Ongoing costs will be covered by rental income received or by the Town 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***