

REPORT FROM: CHIEF EXECUTIVE

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

DATE: 1ST FEBRUARY 2023

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AREA COMMITTEE BUDGET 2022/23

PURPOSE OF REPORT

To update Members on the Committee's Budget.

RECOMMENDATIONS

- (1) That Members note all of the Budget is committed.
- (2) That Members note the approved schemes listed in Appendix 1.
- (3) Please deallocate the underspend detailed in paragraphs 9, 10, 11, 12 and 13. Then consider the bids outlined in paragraphs 6, 7 and 8. **Please note that the bids cannot be considered unless the money is deallocated first.**

REASON FOR RECOMMENDATIONS

To enable the Budget to be allocated effectively.

ISSUE

Uncommitted funds carried forward from Barrowford and Western Parishes Committee 2021/22.

1. £0.

Allocation for 2022/23

2. £17,850.

Effective Total Allocation for 2022/23

3. £21,550 (i.e. £17,850 + £3,700 remaining non-grant budget for Covid measures).

Commitments

4. £38,188.

Uncommitted funds

5. £0.

New/Deferred Bids

6. Barley with Wheatley Booth PC, £2,500 - Barley Toilets Upgrade – Flooring, Gutters & Drain Survey (Appendix 2).
7. Roughlee Booth PC, £2,800 - Happy Valley Verge Project (Appendix 3).
8. PBC, £26 – New Litter bin Barrowford Road, Barrowford (Appendix 4). *This is to top-up the money allocated for this at the previous meeting and to keep records straight.*

Existing Bids

Underspend

9. Barley with Wheatley Booth PC – Barley Car Park Payment System and Barriers, £2,500 (Appendix 1, Scheme 8). This scheme is not going ahead. **Please deallocate £2,500.**
10. Roughlee PC – Roughlee Heritage Project, £2,500 (Appendix 1, Scheme 10). This scheme is underspent by £1,590. **Please deallocate £1,590.**
11. Roughlee PC - Footpath Repair Project, £2,500 (Appendix 1, Scheme 5). This scheme was completed for £163. **Please deallocate £2,337.**
12. Goldshaw Booth PC – CCTV for Spenbrook and Sabden Fold, £3,243 (Appendix 1, Scheme 18). This scheme was completed for £3,090. **Please deallocate £153.**
13. Heritage Trust – A walk around Pendle, then and now, £500 (Appendix 1, Scheme 25). Work completed for £450. **Please deallocate £50.**
14. Once the underspend outlined in paragraphs 9, 10, 11, 12 and 13 is deallocated. Please consider the bids detailed in appendix 2, 3 and 4. **Please note that these bids cannot be considered unless the money is deallocated first.**

IMPLICATIONS

Policy: The Budget is required to be allocated and managed in accordance with the Council's policies and procedures.

Financial: At the Council meeting on 29th 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, e.g. Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the Budget award by 31st 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 has been proposed by the Chief Finance Officer in order to assist Members when considering the allocation of the Budget. 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 proper management of the Budget is intended to minimise any exposure to unnecessary risk associated with the Budget and the individual schemes within it.

Health and Safety: The implementation of the Budget 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 approved schemes have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

Equality and Diversity: The 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: Barrowford & Western Parishes Committee Commitments 2022/23

Appendix 2: Barley with Wheatley Booth PC bid

Appendix 3: Roughlee Booth PC bid

Appendix 4: PBC bid

LIST OF BACKGROUND PAPERS: None.

Barrowford and Western Parishes Committee Commitments 2022/23

(Shaded schemes are completed)

Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	04/07/19 - £3,000 Barrowford Premises Improvement Grant	D McCarthy (PERS)	£3,000	£0	£3,000	£0	£3,000	Details of grants available on request from M Williams/D McCarthy. <i>Awaiting update from PBC officers.</i>
2	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. <i>Awaiting update from PBC officers.</i>
3	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 5) see below. <i>Awaiting update from Barley PC.</i>
4	05/07/18 - £1,000 Rectify/control water at playing field	J Sutcliffe (Goldshaw Booth PC)	£676	-£676	£0	£0	£0	Completed. £676 underspend deallocated 03/08/22.
5	05/07/18 - £2,500 Footpath Repair Project	M Reed (Roughlee PC)	£2,500	£0	£2,500	£163	£2,337	Barley with Wheatley Booth PC has also been allocated £2,500 towards this project by BWPC (Scheme 3). Scheme completed for just £325. PC's invoiced for £163 each. Request £2,337 is deallocated.
6	07/02/19 - £2,000 04/07/19 - £500 Installation of CCTV system	J Sutcliffe (Goldshaw Booth PC)	£2,500	£0	£2,500	£2,500	£0	Completed.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
7	04/07/19 - £1,500 Refurbishment of footpath at Spenbrook	J Sutcliffe (Goldshaw Booth PC)	£1,500	£0	£1,500	£0	£1,500	It is envisaged that the work will be completed before the end of March 2023.
8	30/07/20 - £2,500 Barley Car Park Payment System and Barriers	D Heap (Barley with Wheatley Booth PC)	£2,500	£0	£2,500	£0	£2,500	Scheme not going ahead. Request £2,500 is deallocated.
9	30/07/20 - £4,000 CCTV System	P Rosthorn (Higham with West Close Booth PC)	£4,000	£0	£4,000	£4,000	£0	Completed.
10	30/07/20 - £2,500 Roughlee Heritage Project	M Reed (Roughlee PC)	£1,840	£0	£1,840	£250	£1,590	Money originally allocated for the Riverside Shed-screening Project. On 28/01/21 it was reallocated towards the Roughlee Heritage Project. Request £1,590 unused funding is deallocated.
11	30/07/20 - £3,500 Surface improvements and steps at Newchurch Recreation area	T Partridge (PBC)	£3,500	£0	£3,500	£3,500	£0	Scheme carried forward but it was already completed. Payment not tied up as It included Scheme 16 and Section 106 monies.
12	03/09/20 - £2,360 Contribution towards St Thomas's Church CCTV	Rev J Smith	£2,360	-£2,360	£0	£0	£0	Scheme not going ahead. £2,360 deallocated on 11/05/22.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
13	01/10/20 - £2,000 Pendle Scouts Club – contribution towards outdoor shelter and IT equipment	T Tichiner (Pendle Scouts)	£419	£0	£419	£0	£419	<i>Awaiting update from Scouts Club.</i>
14	04/08/21 - £4,796 Play Equipment at B'ford Memorial Park	I Lord (Barrowford PC)	£4,796	£0	£4,796	£0	£4,796	Expected completion - February 2023.
15	04/08/21 - £1,000 Fencing Allotment Site and Wild Flower Garden	M Wood (Blacko PC)	£1,000	£0	£1,000	£0	£1,000	<i>Awaiting update from Blacko PC.</i>
16	04/08/21 - £3,500 Improvements to Newchurch Recreation Area	A Macadam (Goldshaw Booth PC)	£3,500	£0	£3,500	£3,500	£0	Scheme carried forward but it was already completed. Payment not tied up as It included Scheme 11 and Section 106 monies.
17	04/08/21 - £2,100 06/07/22 - £1,500 Barley Toilets Upgrade	D Heap (Barley PC)	£2,100	£1,500	£3,600	£2,100	£1,500	£2,100 spent on hand basin. Further bid for this submitted with this report.
18	06/07/22 - £3,243 CCTV for Spenbrook and Sabden Fold	A Macadam (Goldshaw Booth PC)	£0	£3,243	£3,243	£3,090	£153	Work completed. Request £153 underspend is deallocated.
19	06/07/22 - £3,000 CCTV	P Rosthorn (Higham with West Close Booth PC)	£0	£3,000	£3,000	£3,000	£0	Completed.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
20	06/07/22 - £2,500 Easy Access	R Hay (Old Laund Booth PC)	£0	£2,500	£2,500	£2,500	£0	Completed.
21	06/07/22 - £5,000 Reinstatement of derelict building	P Clegg (Armed Forces Support Group)	£0	£5,000	£5,000	£0	£5,000	Work to commence March 2023.
22	06/07/22 - £2,656 Safety Fencing and Handrail	M Reed (Roughlee Booth PC)	£0	£2,656	£2,656	£0	£2,656	PC confirmed that the works had been completed. Awaiting copy of invoice and then payment can be made.
23	06/07/22 - £3,000 Memorial Finch Tree	M Wood (Blacko PC)	£0	£3,000	£3,000	£0	£3,000	Awaiting update from Blacko PC.
24	06/07/22 - £3,011 Dalesway Footpath improvements	T Partridge (PBC)	£0	£3,011	£3,011	£0	£3,011	Money allocated to either Improve traffic issues on Wilton Street <u>or</u> for Higher Causeway to Dalesway Footpath improvements. In January 2023 the Wilton Street scheme was found not to be viable. £3,011 falls short on what is required for Dalesway. A 'top-up' bid to be submitted to the 2023/24 Budget.
25	12/10/22 - £500 Heritage Trust – A walk around Pendle, then and now	J Mousdale (PBC)	£0	£500	£500	£450	£50	Work completed. Request that £50 is deallocated.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2022/23	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
26	04/01/23 - £176 New Litter Bin, Barrowford Rd.	J Lord (PBC)	£0	£176	£176	£0	£176	Money allocated was £26 short. Further bid submitted with this report.
	Subtotals		£41,691	£21,550	£63,241	£25,053	£38,188	
	Uncommitted Funds		£0	£0	£0	–	£0	
	TOTAL FUNDS AVAILABLE 2022/23		£41,691	£21,550	£63,241	£25,053	£38,188	

BID FOR CAPITAL FUNDING FROM AREA COMMITTEES PRO FORMA

1. **Short project title:** Barley Toilets Upgrade – Flooring, Gutters & Drain Survey.
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 bank payment?** Two
5. **Is your organisation VAT-registered? *** Yes
6. **Amount requested:** £2,500
7. **Brief details of project:**

To upgrade the car park area and public toilet facility by:
 - a. replacing a dilapidated security door to the toilet storage room,
 - b. installing a flagpole for ceremonial events in the village centre,
 - c. drainage works to the lower car park to limit standing water
8. **Main outcomes to be achieved:**

Improved security and access to storage area,
Improving the village centre and providing a symbol of unity and civic pride at ceremonial events eg Remembrance day,
Reduced flooding of lower car park which restricts parking and causes build-up of detritus requiring maintenance sweeping.
9. **When will the project be implemented?** Spring 2023
10. **Who will undertake the project works?** Supplier
11. **Is there match funding for the project from elsewhere?** Yes
If so, please give details:
Cost of the works are estimated at £5000 to £6000.
Barley Parish Council will be providing the additional costs of the project.
12. **Are there long-term revenue consequences and how will these be funded?** Yes
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***

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

1. Short project title: Happy Valley Verge Project.....

2. Bid submitted by: Jon Bailey, RFO

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

Tel: 01282 611126

roughleeRFOjb@outlook.com

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

5. Is your organisation VAT-registered?* Yes

6. Amount requested: £ 2,800.

7. Brief details of project: To improve the verge by the bus stop at Happy Valley crossroads by replacing the grassed area with attractive, locally sourced stones set in concrete. Grass gets repeatedly churned into mud by heavy vehicles turning and the smaller stones currently in place do not provide a solution. The area looks unsightly as the grass grows through them.

8. Main outcomes to be achieved: To make the surface in front of the bus shelter resistant to repeated damage by heavy vehicles which use the space to turn round. To improve the appearance of the area which includes an attractive flower garden that is spoilt by the messy verge.

9. When will the project be implemented? Spring/Summer 2023. It is hoped to complete the work before next year's Best Kept Village competition.

10. Who will undertake the project works? A local craftsman who will provide the materials free of charge and has almost halved the cost quoted by the Lengthsman for cobbles or setts.

11. Is there match funding for the project from elsewhere? No, but we have researched and found the cheapest solution possible.

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

It is expected that the surface will be strong enough to maintain itself but the Parish Council would be responsible for it.

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

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

A. Short project title: New litter bin for Barrowford Road, Barrowford.....

B. Bid submitted by: Julie Lord

C. On behalf of (please include contact details): Environmental Services –
Following a request from a resident of Barrowford

D. Amount requested: £26 (to top-up the money already allocated at the previous meeting and to keep records straight)

E. Brief details of project:

A litter bin has been requested, by a resident of Barrowford, to be placed next to the bus shelter, by the roundabout, where the footpath is, next to the dog waste bin. People are continually leaving multiple bags of waste next to the dog bin. We have inspected the area, and there is a need for a litter bin. A new estate is being built and a busy industrial estate at Vantage Court, will create more litter from workers and visitors. Litter present at the time of inspection.....

F. Main outcomes to be achieved: A cleaner environment by encouraging local residents and workers from the businesses in the vicinity to use the receptacle for their litter.....

G. When will project be implemented? If the funding is granted, within 2 weeks.....

H. Who will undertake the project works?

Environmental Services

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

If so, please give details: No

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

We will be able to empty the litter bin using current resources. No further consequences.