

**REPORT FROM: DIRECTOR OF PLACE**

**TO: WEST CRAVEN COMMITTEE**

**DATE: 9 MAY 2023**

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## **AREA COMMITTEE BUDGET 2022/23 AND 2023/24**

### **PURPOSE OF REPORT**

To advise members on the Committee's 2022/23 and 2023/24 area committee budgets.

### **RECOMMENDATIONS**

- (1) That members note that only the schemes listed in Appendices 2 and 4 have agreed funding.
- (2) That members note the new 2023/24 allocation at paragraph 3.
- (3) That members note that individual member allocations are shown on separate tables underneath Appendices 2 and 4.
- (4) That members consider the new bids/report at paragraphs 8, 9, and 10 which were deferred at the last meeting and the new bid at paragraph 11.

### **REASONS FOR RECOMMENDATIONS**

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

### **ISSUE**

#### ***Unspent 2022/23 Funds Carried Forward***

1. This is £22,815 (£3,827 plus £18,988), which is under the permitted cap of one year's budget (ie £31,490).

#### ***Uncommitted Balance from 2022/23***

2. This is £101.
  - Barnoldswick balance: £0.
  - Earby and Coates balance: £101.

### ***Allocation for 2023/24***

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

### ***Effective Allocation for 2023/24***

4. £31,591 (including the uncommitted balance of £101).
  - Barnoldswick: £15,745.
  - Earby and Coates: £15,846.

### ***Commitments for 2023/24***

5. These total £0 (see Appendices 2 and 4 for a detailed breakdown).
  - Barnoldswick commitments: £0.
  - Earby and Coates commitments: £0.

### ***Balance for 2023/24***

6. This is £31,591.
  - Barnoldswick balance: £15,745.
  - Earby and Coates balance: £15,846.

### ***Financial Advice***

7. The budget carry forward is capped at a maximum of one year's budget, ie £31,490. If the Committee has more than £31,490 unspent at the end of the year, it will need to use the following year's budget to make good the difference. See Financial Implications below.

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***

8. ***Barnoldswick Band*** – replacement instruments – submitted by P I Parris from Barnoldswick Band – £1,500 (see bid form at Appendix 5).
9. ***Kelbrook Summer Fair*** – submitted by Sharon Ashley from Kelbrook Community Projects. This was deferred from the last meeting but is no longer required as the event has been cancelled.
10. ***Premises Improvement Grant (PIG)*** – see separate PIG report on the agenda (Item 11).
11. ***Football Pitch Maintenance*** – submitted by Shaun Grant for Rolls FC - £1,500 (see bid form at Appendix 6).

### ***Existing Allocations***

#### ***Overspend – Additional Funding Required***

12. None.

Underspend – De-allocate Funding

13. None.

Virements – Re-allocate Funding

14. 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.
- 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 Director of Resources in order to assist members when considering the allocation of the budget. This list is as follows:

1. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
2. Look for opportunities to maximise the effectiveness of the allocation through match funding.
3. Consider allowing some contingency for projects that may be presented during the year.
4. Try to avoid allocation of funds at the end of the financial year.
5. 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 (Year-End Report).

Appendix 2: Area Committee Budget Commitments for Barnoldswick 2023/24.

Appendix 3: Area Committee Budget Commitments for Earby and Coates 2022/23 (Year-End Report).

Appendix 4: Area Committee Budget Commitments for Earby and Coates 2023/24.

Appendix 5: Form B External Bid: Barnoldswick Band – Replacement Instruments.

Appendix 6: Form B External Bid: Rolls FC – Football Pitch Maintenance

## **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	<b>07/07/20</b> Premises improvement grant scheme – Barnoldswick	M Williams (PEDRS)	£3,000	£0	£3,000	£3,000	£0	Completed
33	<b>06/10/20</b> Pothole repairs at Letcliffe Park	D Walker (ES)	£440	£0	£440	£0	£440	Agreed with councillors to amend the scheme from Victory Park to Letcliffe Park
38	<b>30/11/21</b> 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	<b>01/03/22</b> Walmsgate Methodist Chapel to resolve damp issues	G Aspey (HHE)	£2,000	£0	£2,000	£2,000	£0	Completed Allocated by Cllrs Adams, Purcell and T Whipp
40	<b>01/03/22</b> 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	<b>29/03/22</b> 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	<b>29/03/22</b> Chapman Court Verge	N Yates (HHE)	£1,500	-£1,500	£0	£0	£0	Completed At the October meeting it was agreed to de-allocate £1,500 for the Chapman Court Verge Scheme
43	<b>05/07/22</b> Litter bin for Gisburn Street, Barnoldswick	J Lord (ES)	£0	£193	£193	£193	£0	Completed Allocated by Cllrs Church, Purcell and T Whipp
44	<b>05/07/22</b> 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	<b>05/07/22</b> Street nameplates	G Aspey (HHE)	£0	£400	£400	£0	£400	Allocated by Cllrs Church, Purcell and T Whipp
46	<b>11/10/22</b> Barnoldswick Interchange Public Realm Scheme	N Yates (HHE)	£0	£10,500	£10,500	£8,113	£2,387	Allocated by Cllrs Church, Purcell and T Whipp
47	<b>01/11/22</b> Usable office space	Barnoldswick Pensioners' Club	£0	£1,000	£1,000	£1,000	£0	Completed Allocated by Cllrs Church, Purcell and T Whipp
48	<b>01/11/22</b> Water stations for Letcliffe and Victory Parks	Barnoldswick Town Council	£0	£5,000	£5,000	£5,000	£0	Completed Allocated by Cllrs Church, Purcell and T Whipp
49	<b>01/11/22</b> Greenberfield allotment plots	Barnoldswick Town Council	£0	£5,790	£5,790	£5,790	£0	Completed Allocated by Cllrs Church, Purcell and T Whipp
	<b>Subtotal Barnoldswick</b>		<b>£10,476</b>	<b>£21,983</b>	<b>£32,459</b>	<b>£28,632</b>	<b>£3,827</b>	
	<b>Un-allocated Funds Barnoldswick</b>		<b>£6,238</b>	<b>-£6,238</b>	<b>£0</b>		<b>£0</b>	
	<b>Total Funds Available 22/23 Barnoldswick</b>		<b>£16,714</b>	<b>£15,745</b>	<b>£32,459</b>	<b>£28,632</b>	<b>£3,827</b>	

***Barnoldswick 2022/23 allocations per Councillor:***

Councillor	2022/23 Effective Allocation (refer to item 4)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Chris Church	<b>£7,327.67</b>	<b>£7,327.67</b>	<b>£0.00</b>	<b>43, 44, 45, 46, 47,48,49</b>
Jenny Purcell	<b>£7,327.67</b>	<b>£7,327.67</b>	<b>£0.00</b>	<b>43, 44, 45, 46, 47,48,49</b>
Tom Whipp	<b>£7,327.66</b>	<b>£7,327.66</b>	<b>£0.00</b>	<b>43, 44, 45, 46, 47,48,49</b>
<b>Total</b>	<b>£21,983.00</b>	<b>£21,983.00</b>	<b>£0.00</b>	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
33	<b>06/10/20</b> Pothole repairs at Letcliffe Park	D Walker (ES)	£440	£0	£440	£0	£440	Agreed with councillors to amend the scheme from Victory Park to Letcliffe Park
44	<b>05/07/22</b> Dog waste/litter bins	J Lord (ES)	£600	£0	£600	£0	£600	Allocated by Cllrs Adams, Purcell and T Whipp
45	<b>05/07/22</b> Street nameplates	J Kelly (HHE)	£400	£0	£400	£0	£400	Allocated by Cllrs Adams, Purcell and T Whipp
46	<b>11/10/22</b> Barnoldswick Interchange public realm scheme	S Whalley (HHE)	£2,387	£0	£2,387	£0	£2,387	Allocated by Cllrs Church, Purcell and T Whipp (£10,500 allocated on 11/10/22 with £2,387 left to spend)
	<b>Subtotal Barnoldswick</b>		<b>£3,827</b>	<b>£0</b>	<b>£3,827</b>	<b>£0</b>	<b>£3,827</b>	
	<b>Un-allocated Funds Barnoldswick</b>		<b>£0</b>	<b>£15,745</b>	<b>£15,745</b>		<b>£15,745</b>	
	<b>Total Funds Available 23/24 Barnoldswick</b>		<b>£3,827</b>	<b>£15,745</b>	<b>£19,572</b>	<b>£0</b>	<b>£19,572</b>	

**Barnoldswick 2023/24 allocations per Councillor:**

Councillor	2023/24 Effective Allocation (refer to item 4)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Chris Church	£5,248.33	£0.00	£5,248.33	
Tom Whipp	£5,248.34	£0.00	£5,248.33	
<i>Cllr to be elected on 04.05.23</i>	£5,248.33	£0.00	£5,248.33	
<b>Total</b>	<b>£15,745.00</b>	<b>£0.00</b>	<b>£15,745.00</b>	

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
2	<b>12/05/15 &amp; 07/07/20 &amp; 05/07/22</b> Premises improvement grant scheme – Earby	M Williams (PEDRS)	£1,525	£1,475	£3,000	£413	£2,587	£1,475 allocated by Cllrs Carroll, Goulthorp and D Whipp in 2022/23
16	<b>29/03/22</b> West Close Road Lorry Park resurfacing	G Aspey (HHE)	£2,000	£0	£2,000	£2,000	£0	Completed Allocated by Cllrs Carroll, Goulthorp and D Whipp
17	<b>10/05/22</b> 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	<b>05/07/22</b> Dog waste/litter bins	J Lord (ES)	£0	£600	£600	£0	£600	Allocated by Cllrs Carroll, Goulthorp and D Whipp
19	<b>05/07/22</b> Street nameplates	G Aspey (HHE)	£0	£400	£400	£0	£400	Allocated by Cllrs Carroll, Goulthorp and D Whipp
20	<b>02/08/22</b> Avon Drive Play Area refurbishment	Barnoldswick Town Council	£0	£6,000	£6,000	£6,000	£0	Completed Allocated by Cllrs Carroll, Goulthorp and D Whipp
21	<b>01/11/22</b> Greenberfield allotment plots	Barnoldswick Town Council	£0	£210	£210	£210	£0	Completed Allocated by Cllrs Carroll, Goulthorp and D Whipp
22	<b>03/01/23</b> Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (HHE)	£0	£300	£300	£0	£300	Allocated by Cllrs Carroll, Goulthorp and D Whipp
23	<b>31/01/23</b> Salterforth Fun Day 2023	Salterforth Fun Day Committee	£0	£800	£800	£800	£0	Completed Allocated by Cllrs Carroll, Goulthorp and D Whipp
24	<b>28/02/23</b> Earby Village Fun Day 2023	Earby Events Group	£0	£500	£500	£500	£0	Completed Allocated by Cllrs Carroll, Goulthorp and D 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
	<b>Subtotal Earby</b>		<b>£12,525</b>	<b>£16,285</b>	<b>£28,810</b>	<b>£9,923</b>	<b>£18,887</b>	
	<b>Un-allocated Funds Earby</b>		<b>£641</b>	<b>-£540</b>	<b>£101</b>		<b>£101</b>	
	<b>Total Funds Available 22/23 Earby and Coates</b>		<b>£13,166</b>	<b>£15,745</b>	<b>£28,911</b>	<b>£9,923</b>	<b>£18,988</b>	

***Earby and Coates 2022/23 allocations per Councillor:***

Councillor	2022/23 Effective Allocation (refer to item 4)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Rosemary Carroll	£5,462.00	£5,428.00	£33.66	2, 17, 18, 19, 20, 21, 22, 23, 24
Mike Goulthorp	£5,462.00	£5,428.00	£33.66	2, 17, 18, 19, 20, 21, 22, 23, 24
David Whipp	£5,462.00	£5,428.00	£33.66	2, 17, 18, 19, 20, 21, 22, 23, 24
<b>Total</b>	<b>£16,386.00</b>	<b>£16,284.00</b>	<b>£101.00</b>	

**West Craven Committee Commitments for Earby and Coates 2023/24**

Appendix 4

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	<b>12/05/15 &amp; 07/07/20 &amp; 05/07/22</b> Premises improvement grant scheme – Earby	D McCarthy (PEDRS)	£2,587	£0	£2,587	£0	£2,587	Allocated by Cllrs Carroll, Goulthorp and D Whipp
17	<b>10/05/22</b> Victoria Road reflagging scheme	S Whalley (HHE)	£15,000	£0	£15,000	£0	£15,000	Allocated by Cllrs Carroll, Goulthorp and D Whipp
18	<b>05/07/22</b> Dog waste/litter bins	J Lord (ES)	£600	£0	£600	£0	£600	Allocated by Cllrs Carroll, Goulthorp and D Whipp
19	<b>05/07/22</b> Street nameplates	J Kelly (HHE)	£400	£0	£400	£0	£400	Allocated by Cllrs Carroll, Goulthorp and D Whipp
22	<b>03/01/23</b> Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (HHE)	£300	£0	£300	£0	£300	Allocated by Cllrs Carroll, Goulthorp and D Whipp
	<b>Subtotal Earby</b>		<b>£18,887</b>	<b>£0</b>	<b>£18,887</b>	<b>£0</b>	<b>£18,887</b>	
	<b>Un-allocated Funds Earby</b>		<b>£101</b>	<b>£15,745</b>	<b>£15,846</b>		<b>£15,846</b>	
	<b>Total Funds Available 23/24 Earby and Coates</b>		<b>£18,988</b>	<b>£15,745</b>	<b>£34,733</b>	<b>£0</b>	<b>£34,733</b>	

**Earby and Coates 2023/24 allocations per Councillor:**

Councillor	2023/24 Effective Allocation (refer to item 4)	Allocated to date	Allocation remaining	Contributed to Sch. No.
Rosemary Carroll	£5,282.00	£0.00	£5,282.00	
David Whipp	£5,282.00	£0.00	£5,282.00	
<i>Cllr to be elected on 04.05.23</i>	£5,282.00	£0.00	£5,282.00	
<b>Total</b>	<b>£15,846.00</b>	<b>£0.00</b>	<b>£15,846.00</b>	

**(FORM B: EXTERNAL BID)**

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

**1. Short project title:** Replacement instruments

**2. Bid submitted by:** P I Parris

**3. On behalf of (please include contact details):** Barnoldswick Band, P I Parris,  
Newlyn, Old Stone Trough Lane, Kelbrook, BB18 6UE

**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?\*** No

**6. Amount requested:** £1,500.00

**7. Brief details of project:** The band needs to replace some very old and tired instruments. The most urgent of these is a BB Flat Bass and a Flugel Horn. A suitable Flugel Horn has been purchased privately by the band Flugel Horn player and we have an offer of a suitable bass at a cost of £3,200.00. The current instruments are no longer suitable for experienced players but will be kept for learners

**8. Main outcomes to be achieved:** The band's inventory of instruments will be significantly improved for the long term. In the short term the players of the current instruments will have the opportunity to improve their and the bands musical quality when performing around Pendle, primarily in Barnoldswick, Colne and for Brierfield Remembrance Service

**9. When will the project be implemented?** Imminently

**10. Who will undertake the project works?** The band committee

**11. Is there match funding for the project from elsewhere?**

**If so, please give details:**

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

None. Having these new instruments will not have any revenue consequences

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