

**REPORT FROM: DIRECTOR OF PLACE**

**TO: COLNE AND DISTRICT COMMITTEE**

**DATE: 2 NOVEMBER 2023**

**Report Author: Mark Hunting**  
**Tel. No: 661061**  
**E-mail: mark.hunting@pendle.gov.uk**

## **AREA COMMITTEE BUDGET 2023/24**

### **PURPOSE OF REPORT**

To advise members on the Committee's 2023/24 area committee budget.

### **RECOMMENDATIONS**

- (1) That members note only the schemes listed in Appendix 1 have agreed funding.
- (2) That members consider the bids shown in paragraphs 5–10.
- (3) That members note the underspend detailed in paragraph 12 and resolve to de-allocate £420.57.

### **REASON FOR RECOMMENDATIONS**

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

### **ISSUE**

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

1. This is **£42,390**.

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

2. These total **£9,025** (see Appendix 1 for a detailed breakdown).

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

3. This is **£33,365**.

## ***Financial Advice (as reported to all Area Committees in May 2018)***

4. The budget carry forward is capped at a maximum of one year's budget, ie £42,390. If the Committee has more than £42,390 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 May 2018 revised 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***

5. ***Wednesday Social Café***: submitted by Jolene Cooper, Colne Citadel – £500 (see bid form at Appendix 2).
6. ***Improvements to Queen Street Car Park***: submitted by Cllr Kieran McGladdery – £496 (see bid form at Appendix 3).
7. ***Multi User Path Project***: submitted by Simon Reed, Alkincoates Woodland Nature Reserve Group – £3,013.92 (see bid form at Appendix 4).
8. ***Armed Forces Memorial Bench***: submitted by Cllr Kieran McGladdery – £1,167 (see bid form at Appendix 5).
9. ***Laneshaw Bridge Clear Up Action Day***: submitted by Cllr David Cockburn-Price – £1,000 (see bid form at Appendix 6).
10. ***Christians Against Poverty Debt Centre***: submitted by Katy Oehring – £10,000 (see bid form at Appendix 7).

### ***Existing Bids***

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

11. None.

#### ***Underspend – De-allocate Funding***

12. ***World Book Day 2023***: Cllr Ash Sutcliffe allocated up to £500 for a display outside Colne Market promoting World Book Day 2023 but the total claim for materials only came to £79.43. The Committee is therefore recommended to de-allocate £420.57. The Committee is asked to determine whether to return the funds to the central pot or back to Cllr Sutcliffe's allocation (see table in paragraph 13 below).

### ***Councillors' Projects***

13. It was resolved at the meeting on 11.05.23, that the area committee budget remain as one central pot, with no allocation to individual councillors as in previous years. Below is the final table, showing an uncommitted balance of £3.07.

Ward	Councillor	c/f	Allocation	Committed	Balance
Boulsworth and Foulridge	David Cockburn-Price	£1,972.70	£1,000.00	£2,972.70	£0.00
	Sarah Cockburn-Price	£1,972.70	£1,000.00	£2,972.70	£0.00
	Kevin Salter	£0.00	£1,000.00	£1,000.00	£0.00
Vivary Bridge	David Albin	£3,250.00	£1,000.00	£4,250.00	£0.00
	Kieran McGladdery	£3,250.00	£1,000.00	£4,250.00	£0.00
	Paul McGladdery	£0.00	£1,000.00	£1,000.00	£0.00
Waterside and Horsfield	Neil Butterworth	£1,923.06	£1,000.00	£2,923.06	£0.00
	Dorothy Lord	£2,423.07	£1,000.00	£3,420.00	£3.07
	Ash Sutcliffe	£1,923.07	£1,000.00	£2,923.07	£0.00
<b>Total</b>		<b>£16,714.60</b>	<b>£9,000.00</b>	<b>£25,711.53</b>	<b>£3.07</b>

## 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. 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 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.

**Sustainability:** 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 2023/24 for Colne and District Committee.

Appendix 2: Wednesday Social Café (Form B).

Appendix 3: Improvements to Queen Street Car Park, Colne (Form B).

Appendix 4: Multi User Path Project (Form B).

Appendix 5: Armed Forces Memorial Bench (Form B).

Appendix 6: Laneshaw Bridge Clear Up Action Day (Form B).

Appendix 7: Christians Against Poverty Debt Centre (Form B).

## **LIST OF BACKGROUND PAPERS**

None.

**Colne and District Committee Commitments for 2023/24**
**Appendix 1**

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
3	<b>04/04/19 &amp; 10/06/21</b> Premises improvement grants	M Williams (ECO)	£10,000			£10,000	£3,000	£7,000	New allocation of £9,563 agreed on 10/06/21 One payment already made and another commitment of £2,599 nearing completion. £9,000 was committed for three businesses but the works have been delayed and may result in being de-committed. Further enquiries are being made whether the works will progress. £3,389 provisionally vired to Sch 51 (town centre litter bins). £101.50 de-allocated on 02.03.23
9	<b>30/03/17</b> Boulsworth environmental improvement fund	M Hunting (HEH)	£3			£3	£3	£0	Completed
24	<b>05/10/17</b> Tree pit enhancement	S Whalley (ECO)	£2,000			£2,000	£0	£2,000	£2,000 agreed, subject to the colour of the materials being sent to members for agreement
30	<b>06/09/18</b> Laneshaw Bridge to Wycoller footpath improvements	T Partridge (OPS)	£2,500			£2,500	£0	£2,500	This £2,500 was intended as part of a funding package which included an LEF bid. This LEF bid was unsuccessful but we ended up doing a much smaller scheme to keep the path open but this has since collapsed into the river. Works to be combined with scheme 43

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
32	<b>09/05/19 &amp; 10/09/20 &amp; 10/06/21 &amp; 12/05/22</b> Councillors' capital projects	M Hunting (HEH)	£9,188			£9,188	£3,683	£5,505	£2,500 allocated to each councillor to be spent on appropriate capital projects, subject to receipt of a completed capital programme bid form. See main report for details. £1,800 allocated in previous years de-allocated on 10/06/21 and returned to the area committee budget. £1,500 vired to scheme 43 and £2,000 vired to scheme 44 in 2021/22. £2,477 de-allocated on 27.03.23. There is £3.07 uncommitted and £5,501.44 committed but not yet spent
43	<b>10/06/21</b> Wycoller Beck Footpath Stabilisation Project	T Partridge (OPS)	£6,540			£6,540	£0	£6,540	Funding of £6,000 agreed on 10/06/21 together with an allocation of £500 each from the funds of Cllrs Neil Butterworth, David Cockburn-Price and Sarah Cockburn-Price. In addition, Trawden Forest Parish Council be asked to contribute a further £2,500 to the project. Ground investigations have started. These will be used to inform the design of a bridge which is intended to span the collapsed section. The project is currently on hold and will need to be rolled forward to 2023/24
48	<b>13/10/22</b> CYAG-branded signage at CYAG's Youth Hub	M Hunting (HEH)	£805			£805	£458	£347	First payment made
49	<b>03/11/22</b> Growth Lancashire commission to scope new conservation areas	N Watson (PEDRS)	£645			£645	£645	£0	Completed
51	<b>02/02/23 &amp; 02/03/23</b> Colne town centre litter bins	J Lord (OPS)	£8,324			£8,324	£7,641	£683	£3,389 vired from Sch 3 towards town centre litter bins. Additional allocation of £4,935 on 02/03/23

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
61	<b>28/03/23</b> Black Horse Yard gate	Colne BID	£750			£750	£750	£0	Completed
62	<b>28/03/23</b> Improvements to Colne Lane and Windy Bank Car Parks	S Whalley (ECO)	£1,327			£1,327	£0	£1,327	£423.07 from Cllr Ash Sutcliffe's Councillors' Project Fund and £1,326.93 from the central pot
63	<b>28/03/23</b> Landscaping enhancements to car parks	S Whalley (ECO)	£1,085			£1,085	£0	£1,085	£1,142 committed, but with £57 coming from Councillors' Projects fund and £1,085 from the central pot
64	<b>11/05/2023</b> Litter and Dog Waste Bins	J Lord (OPS)	£0	£1,000		£1,000	£392	£608	£1,000 allocated on 11.05.23 for the provision of litter and dog waste bins
65	<b>08/06/2023</b> Improvements to communal footpath of Grosvenor Street and Mabel Street, Colne	M Hunting (HEH)	£0	£500		£500	£0	£500	That an allocation of £500 be made to Grosvenor and Mabel Community Land Trust towards improvements to the drainage of the communal footpath to the allotments on the site of Grosvenor Street and Mabel Street, Colne
66	<b>08/06/2023</b> Elisha House camping equipment	M Hunting (HEH)	£0	£280		£280	£280	£0	That funding of £300 be awarded to Elisha House, Colne subject to receipt of a completed area committee budget bid form. Form received on 05.07.2023, but all required items were purchased for £280, so £20 de-allocated and reported on 06.07.23
67	<b>07/09/2023</b> WinterBloom 24	Colne BID	£0	£4,000		£4,000	£0	£4,000	
68	<b>07/09/2023</b> Replacement water pipe from Skipton Old Road to Cricket Pavilion	M Hunting (HEH)	£0	£3,000		£3,000	£0	£3,000	Payment has been made but not showing on the most recent ledger report

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
69	<b>07/09/2023</b> Repainting of Ball Grove barrier	M Hunting (HEH)	£0	£245		£245	£0	£245	Payment has been made but not showing on the most recent ledger report
	<b>Subtotal</b>		<b>£43,167</b>	<b>£9,025</b>	<b>£0</b>	<b>£52,192</b>	<b>£16,852</b>	<b>£35,340</b>	
	<b>Unallocated Funds</b>		<b>£0</b>	<b>£33,365</b>		<b>£33,365</b>		<b>£33,365</b>	
	<b>Total Funds Available 23/24</b>		<b>£43,167</b>	<b>£42,390</b>	<b>£0</b>	<b>£85,557</b>	<b>£16,852</b>	<b>£68,705</b>	



**(FORM B: EXTERNAL BID)**

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

- 1. Short project title:** Wednesday Social Café
- 2. Bid submitted by:** Jolene Cooper
- 3. On behalf of (please include contact details):** Colne Citadel, 10 Market Place,  
Colne, Lancashire BB8 0HY
- 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:** £500
- 7. Total amount of project:** £500
- 8. Is there match funding for the project from elsewhere?**  
**If so, please give details:**
- 9. Brief details of project:** Wednesday Social Café fom 9am to 2pm.

One of our volunteers has been socially isolate for many years, has recently separated from her partner, and started volunteering for us. We have seen a massive increase in her confidence, making friends and socialising. The volunteer in question is now employed by Colne Citadel. With feedback and interest from service users in opening on a Wednesday and a volunteer's interest in volunteering to run the Wednesday Social Café, we would like to open the Citadel kitchen and café one day a week to start up a social café, which is stated to be in demand by service users. Colne Citadel will be collaboratively working with our volunteer opening for this in-demand service as requested. Also, the social prescribers from the integrated care board and CBS have shown a interest in dining in Colne Citadel on a Wednesday afternoon after their weekly walk.

We ask for this funding to help set up opening Colne Citadel for an extra day a week.

**10. Main outcomes to be achieved:** Volunteers gaining confidence and improving self-esteem, reducing social isolation, and inviting this to be a warm front safe open, low-cost café. Being open on a Wednesday can open spaces for two counsellors covering four hours each, covering eight hours of counselling available on Wednesdays

We will then have two current groups who rent our premises on Wednesday already who can also use our café facilities, and we will be able to potentially be able to open another group within the training room

**11. When will the project be implemented?**

**Start Date:** 8 November 2023

**Expected Completion Date:** Ongoing

**12. Who will undertake the project works?** One employee (who will volunteer on a Wednesday) plus two volunteers

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

Funds made from the Wednesday Social Café sustainability

***\*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:** Improvements to Queen Street Car Park, Colne
  - 2. Bid submitted by:** Cllr Kieran McGladdery
  - 3. On behalf of (please include contact details):** Colne and District Committee
  - 4(a). Does your organisation have a constitution?** N/A  
**(b). Does it have a board of governors/directors or a committee that oversees its work?** N/A  
**(c). Does your organisation have its own bank account?** N/A  
**(d). How many signatures are required to authorise a payment from your bank account?** N/A
  - 5. Is your organisation VAT-registered?\*** Yes
  - 6. Amount requested:** £496.00 (£96 to cover increased costs since £3,030 allocated last term, plus £400 for line painting) see attached quote
  - 7. Brief details of project:** Colne and District Committee has already committed £3,030 from last term's funding pot. This additional amount is needed due to increased costs and to cover line painting
  - 8. Main outcomes to be achieved:** Improve safety and aesthetics of a well-used public asset/car park
  - 9. When will the project be implemented?** As soon as funds allocated
  - 10. Who will undertake the project works?** via A&G Landscapes & Groundworks Limited, contractors sourced by PBC Engineering
  - 11. Is there match funding for the project from elsewhere?** Yes  
**If so, please give details:** Colne and District Committee has already committed £3,030
  - 12. Are there long-term revenue consequences and how will these be funded?**  
No long-term consequences. These repairs are major in nature and should last a substantial amount of time
- \*Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***



Company number: 11299953

A&G LANDSCAPES & GROUNDWORKS LTD

T: 01282 338402

E: Info@landscapesag.com

accounts@landscapesag.com

1 Hazelwood Road, Nelson, Lancashire, BB99NF

VAT NO. 293 5199 65

Name: Jason Kelly

Client: Pendle Borough Council

Date: 18.09.2023

**PLEASE NOTE QUOTES ARE ONLY VALID 31 DAYS FROM ISSUE.**

**DESCRIPTION OF WORKS REQUIRED:**

**Queen Street Carpark patching**

30m<sup>2</sup> cutting square, excavate and disposal of waste,

60mm depth of 20mm dense binder course

40mm depth of 10mm close graded surface course in limestone aggregate

Subtotal	£2,605.00
VAT rate	20%
VAT	£521.00
<b>Total</b>	<b>£3,126.00</b>

Above information is not an invoice and only an estimate of services/goods described above. All materials remain the property of A&G Landscapes & Groundworks LTD until full payment has been received.

Should you have any queries concerning this quotation, please do not hesitate to contact us.

**THANK YOU FOR YOUR BUSINESS!**

**(FORM B: EXTERNAL BID)**

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

- 1. Short project title:** Multi User Path Project
- 2. Bid submitted by:** Simon Reed
- 3. On behalf of (please include contact details):** Alkincoates Woodland Nature Reserve Group, awnr@btinternet.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?\*** No
- 6. Amount requested:** £2,511.60 + VAT (see attached quote)
- 7. Brief details of project:** To create a path which can be used by people with mobility issues
- 8. Main outcomes to be achieved:** To make the reserve accessible to all
- 9. When will the project be implemented?** As soon as funds allocated
- 10. Who will undertake the project works?** A&G Landscapes & Groundworks Ltd
- 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?**  
There will be no long-term consequences. The path should remain in good condition for many years

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



Company number: 11299953

A&G LANDSCAPES & GROUNDWORKS LTD

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accounts@landscapesag.com

1 Hazelwood Road, Nelson, Lancashire, BB99NF

VAT NO. 293 5199 65

Name: Jim O'Connor

Client: Alkincoates Woodland Nature Reserve Committee

Date: 24.07.2023

**PLEASE NOTE QUOTES ARE ONLY VALID 31 DAYS FROM ISSUE.**

**DESCRIPTION OF WORKS REQUIRED:**

Our pricing for the works detailed in the email dated 05.07.2023 is as follows:

**A) Butterfly Bank – approximately 50m x 10m long**

Construction as specified in Appendix £1,710.00 + VAT

**B) Path running alongside compartment 7 – approximately 156m2**

Construction as specified £2,511.60 + VAT

**C) Path running alongside compartment 11 & 12 – approximately 504m2**

Construction as specified £8,114.40 + VAT

**D) Path running alongside Rugby Pitch – approximately 102m2**

Construction as specified £1,642.20 + VAT

**NOTES:**

- Path to be constructed using recycled tarmac at a depth of approximately 100mm.
- A reduction of £0.45 per m2 if items B, C, D are completed at the same time.

Subtotal	£
VAT rate	20%
VAT	£
<b>Total</b>	<b>£</b>

Above information is not an invoice and only an estimate of services/goods described above. All materials remain the property of A&G Landscapes & Groundworks LTD until full payment has been received.

Should you have any queries concerning this quotation, please do not hesitate to contact us.

**THANK YOU FOR YOUR BUSINESS!**

**(FORM B: EXTERNAL BID)**

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

- 1. Short project title:** Armed Forces Memorial Bench
- 2. Bid submitted by:** Cllr Kieran McGladdery
- 3. On behalf of (please include contact details):** Colne and District Committee
- 4(a). Does your organisation have a constitution?** N/A  
**(b). Does it have a board of governors/directors or a committee that oversees its work?** N/A  
**(c). Does your organisation have its own bank account?** N/A  
**(d). How many signatures are required to authorise a payment from your bank account?** N/A
- 5. Is your organisation VAT-registered?\*** Yes
- 6. Amount requested:** £1,167 for bench and basic plaque (see attached quote)
- 7. Brief details of project:** To supplement the Armed Forces Champions work, to recognise the service to king and country of local armed forces personnel who are now deceased
- 8. Main outcomes to be achieved:** Benefits/outcomes as above
- 9. When will the project be implemented?** As soon as funds allocated
- 10. Who will undertake the project works?** Colne Town Council
- 11. Is there match funding for the project from elsewhere?** No  
If so, please give details:
- 12. Are there long-term revenue consequences and how will these be funded?**  
No long-term consequences. Future upkeep and maintenance outside PBC remit

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



# Summary of Charges

## Memorial Plaques

### Vinyl Laminate available in either a Brass or Steel effect finish

£25

A wipe clean and durable laminate with built in ultraviolet resistance to reduce fading and surface damage.

### Solid Brass (Not Recommended)

From £50

Plaques priced individually. Brass plaques quickly tarnish when exposed to the elements and the Council has no provision for polishing plaques or recolouring the lettering.

### Stainless Steel

From £75

Plaques priced individually

## Installation

### Installing a standard memorial plaque on an existing Council bench

£1142.00

*This amount is to cover preinstallation maintenance, ongoing maintenance and installation of the plaque.*

### Installation of an Ilkley Sloper bench with a standard memorial plaque

£852.00

*This amount reflects the reduced maintenance requirements.*

### Installation of an Ilkley Sloper bench with a memorial plaque in a new location

From  
£1417.00









**(FORM B: EXTERNAL BID)**

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

- 1. Short project title:** Laneshaw Bridge Clear Up Action Day – bulbs etc
- 2. Bid submitted by:** Cllr David Cockburn-Price
- 3. On behalf of (please include contact details):** Laneshaw Bridge Parish Council  
c/o Joe Cooney, Parish Clerk and Graham Meloy, Village Coordinator  
[clerk@laneshawbridge-pc.gov.uk](mailto:clerk@laneshawbridge-pc.gov.uk) and [g.meloy@laneshawbridge-pc.gov.uk](mailto:g.meloy@laneshawbridge-pc.gov.uk)
- 4(a). Does your organisation have a constitution?** Yes, it's the 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 payment from your bank account?** Two
- 5. Is your organisation VAT-registered?\*** No
- 6. Amount requested:** £1,000.00
- 7. Brief details of project:** The Village is having a Clear Up Action Day on 21<sup>st</sup> October to tidy the verges and general entrance to the Village as visitors arrive from Yorkshire. This will cover the A6068 route and possibly School Lane as well. The aim is to plant bulbs and tidy the paths, verges, trees and shrubs. The Parish Council will be buying tools and other plants, but would request a grant from Colne and District Committee for the bulbs (to be chosen by Cllr Sarah Cockburn-Price). The aim is to do the planting on the 21<sup>st</sup>, but more can be done afterwards.
- 8. Main outcomes to be achieved:** A visually appealing entrance gateway as people arrive in LSB from Yorkshire, encountering "the first Village in Lancashire".
- 9. When will the project be implemented?** 21<sup>st</sup> October Action Day and afterwards
- 10. Who will undertake the project works?** The Briggers in Bloom team, with additional help from Villagers and the LSB PC lengthsman
- 11. Is there match funding for the project from elsewhere?** Yes  
**If so, please give details:** The Parish Council will be buying tools and other plants
- 12. Are there long-term revenue consequences and how will these be funded?**  
No long-term consequences. Any extra work will be done by LSB PC's lengthsman and/or the Briggers in Bloom team

***\*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 COMMITTEE BUDGET  
PRO FORMA**

- A. Project title:** Christians Against Poverty Debt Centre
- B. Bid submitted by:** Katy Oehring (Debt Coach)  
**On behalf of (please include contact details):** Burnley, Nelson and Colne Debt Centre, St Leonards Church, Church Street, Padiham, BB12 8HG
- C.**
- 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
- D. Is your organisation VAT-registered?\*** No
- E. Amount requested:** £10,000
- F. Total amount of project:** £40,000
- G. Is there match funding for the project from elsewhere?**  
**If so, please give details:** We have received funding from Burnley Council, Blackburn Diocese, The Duchy of Lancaster, Burnley Rotary Club. We receive regular donations from Churches and individuals
- H. Brief details of project:** CAP offers a unique free debt counselling service to the people of Burnley, Nelson and Colne. It is supported by local churches who supply Befrienders who offer ongoing support if needed and come on the visits with us. Our advise and support lifts a great weight from our clients' lives.

We work with Job Centre Plus, Doctors, Social Prescribers, housing associations, Inspire and other referral agencies. We have a Community Links Coordinator who is a volunteer who maintains contact with referral agencies. We work increasingly with Social Prescribers and the demand has been steadily increasing over the four years we have been running this centre. We frequently hear from our clients that their health improves as the worry and weight of debt is lifted. We have been able to help over 400 families since we started. The demand for our service is growing and we are often booked up 8–12 weeks in advance. We will always contact clients when they initially refer and will see them sooner if they are particularly distressed.

We visit clients in their own home, which means we are often able to work with clients who are more vulnerable and who have failed to engage with other debt support. Our befrienders can offer additional support, attend appointments with them, go to the food bank with them, meet for a coffee etc.

We explain our service, gather the necessary paperwork and information to enable our professional debt counsellors in Bradford to produce a budget and suitable options for our clients to become debt free. Our clients are supported throughout the period to becoming debt free and sometimes beyond. We also offer a free budgeting course called Money Coaching, which helps people budget effectively and hopefully not get into debt or avoid getting back in debt. We are running 2 monthly dropins in Nelson and Colne.

- I. Main outcomes to be achieved:** To help people to become debt free, to support them in being less isolated.

The Debt Centre originally only covered Burnley but in January 2022 it started working with clients in the BB8, BB9 post code areas too. The number of clients in this area has steadily increased and in the last 3 months half of our clients have come from this area. We recently increased our team from 2 to 3 and with this comes additional costs.

We are able to support 96 new families every year, as well as continuing support for those families we are already working with.

We are able to offer budgeting courses and will be working closely with the CAP Life Skills course being run at St Bartholomew's.

- J. When will project be implemented?**

**Start Date:** January 2020

**Expected Completion Date:** Ongoing

- K. Who will undertake the project works?** Katy Oehring, Marie Malone and 1 other. (Currently recruiting to replace 1 debt coach who is retiring at Christmas).

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

The project is hopefully ongoing, there will be ongoing costs. We will apply for funding, receive grants and giving from individuals and churches.

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