

**REPORT FROM: HEAD OF ECONOMIC GROWTH**

**TO: WEST CRAVEN COMMITTEE**

**DATE: 5 MARCH 2024**

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## **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 that only the schemes listed in Appendices 1, 2, 3, 4 and 5 have agreed funding.
- (2) That members note that electorate area allocations are shown on separate tables underneath Appendices 1, 2, 3, 4 and 5.
- (3) That members consider the bids at paragraphs 8 and 9 and the deallocation at paragraph 11.

### **REASON FOR RECOMMENDATIONS**

- (1) 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 £0.
  - Barnoldswick balance: £0.
  - Earby and Coates balance: £0.

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

3. This is £31,490.00 split by electorate as requested. This is:

- Barnoldswick allocation £15,880.41.
- Earby allocation £7,872.50.
- Coates allocation £4,140.94.
- Kelbrook & Sough allocation £1,857.90.
- Salterforth allocation £1,738.25.

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

4. £31,490.00.

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

5. These total £30,954.50 (see Appendices 1, 2, 3, 4 and 5 for a detailed breakdown).

- Barnoldswick commitments: £15,880.41.
- Earby and Coates commitments: £7,337.00.
- Coates commitments: £4,140.94.
- Kelbrook & Sough commitments: £1,857.90.
- Salterforth commitments: £1,738.25.

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

6. This is £535.50.

- Barnoldswick balance: £0.00.
- Earby balance: £535.50.
- Coates balance: £0.00.
- Kelbrook & Sough balance: £0.00.
- Salterforth balance: £0.00.

### **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. **Cemetery Road, Earby** – Land Drainage Improvements – submitted by Engineering – £535.50 from the Earby budget (see Appendix 6 for details).
9. **Salterforth Fun Day** – Hire of Tea Tent, Tables and Chairs – submitted by Salterforth Fun Day Committee £850.00 from the Salterforth budget (see Appendix 7 for details).

## ***Existing Allocations***

### Overspend – Additional Funding Required

10. None.

### Underspend – De-allocate Funding

11. **Appendix 1, item 33** – Pothole repairs at Letcliffe Park – officers advised this is no longer required and so £440 to be 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.
- 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 2023/24.

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

Appendix 3: Area Committee Budget Commitments for Coates 2023/24.

Appendix 4: Area Committee Budget Commitments for Kelbrook & Sough 2023/24.

Appendix 5: Area Committee Budget Commitments for Salterforth 2023/24.

Appendix 6: Internal bid from Engineers – Land Drainage Improvements, Cemetery Road, Earby.

Appendix 7: External bid from Salterforth Funday Committee – Salterforth Fun Day on 9 June 2024.

## **LIST OF BACKGROUND PAPERS**

None.

**West Craven Committee Commitments for Barnoldswick 2023/24**

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)	£440.00	£0.00	£440.00	£0.00	£440.00	ES advised that this funding is no longer required <b>£440 to be deallocated</b>
44	<b>05/07/22</b> Dog waste/litter bins	J Lord (ES)	£600.00	£0.00	£600.00	£231.00	£369.00	Allocated by Cllrs Adams, Purcell and T Whipp
45	<b>05/07/22</b> Street nameplates	J Kelly (EG)	£400.00	£0.00	£400.00	£0.00	£400.00	Allocated by Cllrs Adams, Purcell and T Whipp
46	<b>11/10/22</b> Barnoldswick Interchange public realm scheme	S Whalley (EG)	£2,387.00	£0.00	£2,387.00	£1,975.00	£412.00	Allocated by Cllrs Church, Purcell and T Whipp (£10,500 allocated on 11/10/22 with £2,387 left to spend in 2023/24)
47	<b>09/05/23</b> Premises Improvement Grants	D McCarthy (EG)	£0.00	£3,000.00	£3,000.00	£0.00	£3,000.00	
48	<b>09/05/23</b> Purchase of new instruments	Barnoldswick Band	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
49	<b>06/06/23</b> Footpath improvements to Barnoldswick Church Primary School	S Whalley (EG)	£0.00	£500.00	£500.00	£0.00	£500.00	
50	<b>06/02/24</b> Park improvements Barnoldswick and Coates	Barnoldswick Town Council	£0.00	£10,880.41	£10,880.41	£10,880.41	£0.00	
	<b>Subtotal Barnoldswick</b>		<b>£3,827.00</b>	<b>£15,880.41</b>	<b>£19,707.41</b>	<b>£14,586.41</b>	<b>£5,121.00</b>	
	<b>Un-allocated Funds Barnoldswick</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Total Funds Available 23/24 Barnoldswick</b>		<b>£3,827.00</b>	<b>£15,880.41</b>	<b>£19,707.41</b>	<b>£14,586.41</b>	<b>£5,121.00</b>	

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

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Barnoldswick	6606	50.43%	£15,880.41	£15,880.41	<b>£0.00</b>

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

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 &amp; 09/05/23</b> Premises improvement grant scheme	D McCarthy (PEDRS)	£2,587.00	£413.00	£3,000.00	£0.00	£3,000.00	Allocated by Cllrs Carroll, Goulthorp and D Whipp
17	<b>10/05/22</b> Victoria Road reflagging scheme	S Whalley (HHE)	£15,000.00	£0.00	£15,000.00	£0.00	£15,000.00	Allocated by Cllrs Carroll, Goulthorp and D Whipp
18	<b>05/07/22</b> Dog waste/litter bins	J Lord (ES)	£600.00	£0.00	£600.00	£165.70	£434.30	Allocated by Cllrs Carroll, Goulthorp and D Whipp
19	<b>05/07/22</b> Street nameplates	J Kelly (HHE)	£400.00	£0.00	£400.00	£0.00	£400.00	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)	£300.00	£0.00	£300.00	£0.00	£300.00	Allocated by Cllrs Carroll, Goulthorp and D Whipp
23	<b>31/10/23</b> New projector	Earby & District History Society	£0.00	£649.00	£649.00	£649.00	£0.00	
24	<b>05/12/23</b> Contribution towards a boiler	Earby & Kelbrook Senior Citizens'	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
25	<b>06/02/24</b> Improvement to community facilities in the main hall of Mount Zion Baptist Church	West Craven Baptist Church	£0.00	£1,200.00	£1,200.00	£1,200.00	£0.00	
26	<b>06/02/24</b> Sough Park footpath improvement	Kelbrook and Sough Parish Council	£0.00	£1,375.00	£1,375.00	£1,375.00	£0.00	
27	<b>06/02/24</b> Purchase of pop-up gazebos for events	Earby Events Group	£10.00	£1,200.00	£1,200.00	£1,200.00	£0.00	

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
28	<b>06/02/24</b> Storage at New Road Community Centre	Tuesday Club	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	
	<b>Subtotal Earby</b>		<b>£18,887.00</b>	<b>£7,337.00</b>	<b>£26,224.00</b>	<b>£7,089.70</b>	<b>£19,134.30</b>	
	<b>Un-allocated Funds Earby</b>		<b>£0.00</b>	<b>£535.50</b>	<b>£535.50</b>		<b>£535.50</b>	
	<b>Total Funds Available 23/24 Earby and Coates</b>		<b>£18,887.00</b>	<b>£7,872.50</b>	<b>£26,759.50</b>	<b>£7,089.70</b>	<b>£19,669.80</b>	

***Earby 2023/24 allocations per electorate:***

Area	Electorate	Percentage	Budget/uncommitted 2022/23 balance	Allocated to date	Allocation remaining
Earby	3278	25%	£7,872.50	£7,337.00	£535.50

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

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
1	<b>06/02/24</b> Park improvements in Barnoldswick and Coates	Barnoldswick Town Council	£0	£4,140.94	£4,140.94	£4,140.94	£0	
	<b>Subtotal Coates</b>		<b>£0.00</b>	<b>£4,140.94</b>	<b>£4,140.94</b>	<b>£4,140.94</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Coates</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Total Funds Available 23/24 Coates</b>		<b>£0.00</b>	<b>£4,140.94</b>	<b>£4,140.94</b>	<b>£4,140.94</b>	<b>£0.00</b>	

**Coates 2023/24 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Coates	1722	13.15%	£4,140.94	£4,140.94	<b>£0.00</b>



**West Craven Committee Commitments for Kelbrook & Sough 2023/24**

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
1	<b>04/07/23</b> Upgrade of changing rooms	Kelbrook Phoenix FC	£0.00	£850.00	£850.00	£850.00	£0.00	
2	<b>05/12/23</b> Towards the installation of solar panels	Kelbrook & Sough Village Hall	£0.00	£440.00	£440.00	£440.00	£0.00	
3	<b>06/02/24</b> Improvements to the children's playground at Kelbrook	Kelbrook & Sough Parish Council	£0.00	£567.90	£567.90	£567.90	£0.00	The remaining funding from the bid, submitted to the February 2024 meeting, to be considered when the 2024/25 budget is allocated
	<b>Subtotal Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,857.90</b>	<b>£1,857.90</b>	<b>£1,857.90</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Total Funds Available 23/24 Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,857.90</b>	<b>£1,857.90</b>	<b>£1,857.90</b>	<b>£0.00</b>	

***Kelbrook & Sough 2023/24 allocations per electorate:***

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Kelbrook & Sough	773	5.9%	£1,857.90	£1,857.90	<b>£0.00</b>

**West Craven Committee Commitments for Salterforth 2023/24**

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
1	<b>06/02/24</b> Projector and laptop	Salterforth Parish Council	£0	£1,738.25	£1,738.25	£1,738.25	£0	
	<b>Subtotal Salterforth</b>		<b>£0.00</b>	<b>£1,738.25</b>	<b>£1,738.25</b>	<b>£1,738.25</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Salterforth</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Total Funds Available 23/24 Salterforth</b>		<b>£0.00</b>	<b>£1,738.25</b>	<b>£1,738.25</b>	<b>£1,738.25</b>	<b>£0.00</b>	

**Salterforth 2023/24 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Salterforth	721	5.52%	£1,738.25	£1,738.25	<b>£0.00</b>

(FORM A: INTERNAL BID)

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET  
PRO FORMA**

- A. Project title:** Cemetery Road, Earby – Land Drainage Improvements
- B. Bid submitted by:** Tom Snape, Trainee Engineer
- C. On behalf of (please include contact details):** David Walker, Assistant Director, Environmental Services
- D. Amount requested:** £535.50
- E. Is there match funding for the project from elsewhere?**  
**If so, please give details:** Environmental Services, Engineering (Drainage)
- F. Brief details of project:** Improvement to existing land drainage on Cemetery Road
- G. Main outcomes to be achieved:** The main outcomes of improving the land drain are to prevent future flooding and ensure the road's usability is improved drainage efficiency. By installing a new land drain, excess water is diverted away from the road surface, reducing the risk of flooding, and ensuring that the road remains accessible even during heavy rain or adverse weather conditions. This helps to maintain safety for drivers and prevents damage to the road infrastructure, ultimately improving the overall transportation reliability
- H. When will project be implemented?**  
**Start Date:** End February  
**Expected Completion Date:** 31<sup>st</sup> March
- I. Who will undertake the project works?** We are retrieving 3 quotes
- J. Are there long-term revenue consequences and how will these be funded?**  
No



(FORM B: EXTERNAL BID)

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET**

1. **Project title:** Salterforth Fund Day (9 June 2024)
2. **Bid submitted by:** Kevin Dowbiggin (Chair)
3. **On behalf of (please include contact details):** Salterforth Fun Day Committee
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:** £850.00
7. **Total amount of project:**
8. **Is there match funding for the project from elsewhere?**  
**If so, please give details:** Only from Fun Day Fund Account
9. **Brief details of project:** Annual village-based fun day with entertainment stall, giant raffle, BBQ, road race and supported by village school, WI, Salterforth Community Action Group and many others
10. **Main outcomes to be achieved:** To raise funds for local charities and good causes, see attached list.
11. **When will project be implemented?**  
**Start Date:** 9 June 2024  
**Expected Completion Date:** 9 June 2024
12. **Who will undertake the project works?** Salterforth Fun Day Committee
13. **Are there long-term revenue consequences and how will these be funded?**  
None

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

### Salterforth Fun Day 2023 Summary of Donations

<b>CHARITY OR ORGANISATION</b>	<b>AMOUNT DONATED</b>
Salterforth School	£600
Salterforth WI for the Senior Citizens' get together	£450
Pendleside Hospice	£400
North West Air Ambulance	£250
Bosom Friends, Barnoldswick	£400
Barnoldswick and Earby First Responders	£200
Pendle SVP food bank	£250
Salterforth Toilet Group	£200
Pendle RDA (Riding for Disabled)	£300
Army Cadets	£200
West Craven Warriors Rugby	£200
Salterforth in Bloom	£250
HODU Cancer Support Group	£250
Pheonix martial arts	£100
Village Hall	£250
<b>GRAND TOTAL</b>	<b>£4,300</b>