

REPORT FROM: DIRECTOR OF PLACE

TO: COLNE AND DISTRICT COMMITTEE

DATE: 9 MAY 2024

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AREA COMMITTEE BUDGETS 2023/24 AND 2024/25

PURPOSE OF REPORT

To advise members on the Committee's 2023/24 and 2024/25 area committee budgets.

RECOMMENDATIONS

- (1) That members note only the schemes listed in Appendix 1 has agreed funding.
- (2) That members consider the deferred bid at paragraph 6 and the new bid at paragraph 7.
- (3) That members note the overspend detailed in paragraph 8 for the Armed Forces memorial bench and allocate an additional £20 to cover the final cost.

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 **£37,351** (see Appendix 1 for a detailed breakdown).

Balance for 2023/24

3. This is **£5,039**.

Allocation for 2024/25

4. This is **£42,390**.

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

5. 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

6. **Colne Junior Council Parliament Trip** from Catherine Duerden – £1,000 for Colne's junior schools to attend Parliament (see bid form at Appendix 2).
7. **Photography Competition** from Colne Market Traders Committee – £500 to purchase prizes for a photography competition running through the summer (see bid form at Appendix 3).

Existing Bids

Overspend – Additional Funding Required

8. **Armed Forces Memorial Bench** (Appendix 1, Sch 74). The final invoice for the Armed Forces memorial bench has been received from Colne Town Council. The total cost came to £1,187 against an allocation of £1,167, resulting in a £20 overspend. Councillors are requested to allocate an additional £20 to the scheme.

Underspend – De-allocate Funding

- 9 None.

Councillors' Projects

10. 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. Cllr Lord had £3.07 uncommitted from previous years and £1,500 was de-committed on 11/01/24 from the Wycoller Beck Stabilisation Project and returned to the three original councillors.

Ward	Councillor	c/f	Allocation	Committed	Balance
Boulsworth and Foulridge	David Cockburn-Price	£0.00	£500.00	£500.00	£0.00
	Sarah Cockburn-Price	£0.00	£500.00	£121.26	£378.74
	Kevin Salter	£0.00	£0.00	£0.00	£0.00
Vivary Bridge	David Albin	£0.00	£0.00	£0.00	£0.00
	Kieran McGladdery	£0.00	£0.00	£0.00	£0.00
	Tom Ormerod	£0.00	£0.00	£0.00	£0.00
Waterside and Horsfield	Neil Butterworth	£0.00	£500.00	£500.00	£0.00
	Dorothy Lord	£3.07	£0.00	£0.00	£3.07
	Ash Sutcliffe	£0.00	£0.00	£0.00	£0.00
Total		£3.07	£1,500.00	£1,121.26	£381.81

- 11 **Colne Youth Action Group:** £500 from Cllr David Cockburn-Price towards martial arts equipment.

12. **Colne Gala 2024:** £500 from Cllr Butterworth.

13. **Trawden Heritage Plaque:** £121.26 from Cllr Sarah Cockburn-Price to cover the overspend.

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: Colne Junior Council Parliament Trip (Form B).

Appendix 3: Photography Competition (Form B).

LIST OF BACKGROUND PAPERS

None.

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

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	04/04/19 & 10/06/21 & 11/01/24 & 27/03/24 Premises improvement grants	M Williams (ECO)	£10,000	£8,000		£18,000	£6,000	£12,000	New allocation of £2,000 agreed on 11/01/24 and £6,000 on 27/03/24
9	30/03/17 Boulsworth environmental improvement fund	M Hunting (HEH)	£3			£3	£3	£0	Completed
24	05/10/17 Tree pit enhancement	S Whalley (ECO)	£2,000	-£2,000		£0	£0	£0	The Engineering team advised that the funds were no longer required and therefore the £2,000 was de-allocated on 11/01/24
30	06/09/18 Laneshaw Bridge to Wycoller footpath improvements	T Partridge (OPS)	£2,500	-£2,500		£0	£0	£0	£2,500 de-allocated on 11/01/24
32	09/05/19 & 10/09/20 & 10/06/21 & 12/05/22 Councillors' capital projects	M Hunting (HEH)	£8,822	-£421	£1,500	£9,901	£4,759	£5,142	£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. £1,500 vired to scheme 43 but returned on 11/01/24. There is £1,503.07 uncommitted and £4,342.67 committed but not yet spent

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
43	10/06/21 Wycoller Beck Footpath Stabilisation Project	T Partridge (OPS)	£6,540	-£5,040	-£1,500	£0	£0	£0	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. All funds de-allocated on 11/01/24 and returned to the central pot, except for the £500 each from the three Boulsworth ward councillors returned to them
48	13/10/22 CYAG-branded signage at CYAG's Youth Hub	M Hunting (HEH)	£805			£805	£458	£347	First payment made
49	03/11/22 Growth Lancashire commission to scope new conservation areas	N Watson (PEDRS)	£645			£645	£645	£0	Completed
51	02/02/23 & 02/03/23 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
61	28/03/23 Black Horse Yard gate	Colne BID	£750			£750	£750	£0	Completed
62	28/03/23 Improvements to Colne Lane and Windy Bank Car Parks	S Whalley (ECO)	£1,327			£1,327	£750	£577	£423.07 from Cllr Ash Sutcliffe's Councillors' Project Fund and £1,326.93 from the central pot

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
63	28/03/23 Landscaping enhancements to car parks	S Whalley (ECO)	£1,085			£1,085	£198	£887	£1,142 committed, but with £57 coming from Councillors' Projects fund and £1,085 from the central pot
64	11/05/23 Litter and Dog Waste Bins	J Lord (OPS)	£0	£1,000		£1,000	£570	£430	£1,000 allocated on 11.05.23 for the provision of litter and dog waste bins
65	08/06/23 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	08/06/23 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	07/09/23 WinterBloom 24	Colne BID	£0	£4,000		£4,000	£4,000	£0	Completed
68	07/09/23 Replacement water pipe from Skipton Old Road to Cricket Pavilion	M Hunting (HEH)	£0	£3,000		£3,000	£3,000	£0	Completed
69	07/09/23 Repainting of Ball Grove barrier	M Hunting (HEH)	£0	£245		£245	£245	£0	Completed
70	07/09/23 R&D for public art installation in Colne	M Hunting (HEH)	£0	£3,600		£3,600	£1,800	£1,800	That £3,600 be allocated from the Committee's 2023/24 budget for an initial research and development period for the installation of new art within Colne

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
71	02/11/23 Colne Citadel Social Café	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
72	02/11/23 Improvements to Queen Street Car Park	S Whalley (ECO)	£0	£496		£496	£0	£496	
73	02/11/23 Multi-User Path Project - AwnRG	M Hunting (HEH)	£0	£3,014		£3,014	£3,014	£0	Completed
74	02/11/23 Armed Forces Memorial Bench	M Hunting (HEH)	£0	£1,167		£1,167	£1,142	£25	
75	02/11/23 Laneshaw Bridge Clear-Up Action Day	M Hunting (HEH)	£0	£873		£873	£873	£0	£1,000 allocated on 02.11.2023 but final cost came to £873, so £127 de-allocated
76	07/12/23 Conservation Area Appraisal for Keighley Road, Colne	N Watson (PEDRS)	£0	£5,728		£5,728	£0	£5,728	
77	07/12/23 CYAG Forest School equipment	M Hunting (HEH)	£0	£414		£414	£414	£0	Completed
78	07/12/23 Colne Open Door fridge	M Hunting (HEH)	£0	£399		£399	£399	£0	The preferred fridge was £399 so underspend of £101 returned to the central pot. Completed
79	11/01/24 Christians Against Poverty Debt Centre	M Hunting (HEH)	£0	£2,500		£2,500	£2,500	£0	Completed

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
80	08/02/24 Colne Boundary Walk information boards	Lidgett and Beyond	£0	£429		£429	£0	£429	
81	08/02/24 Painting of car park barriers at Nelson Street and Stanley Street, Colne	M Hunting (HEH)	£0	£1,000		£1,000	£1,000	£0	Completed
82	08/02/24 Colne Citadel warm space repairs	M Hunting (HEH)	£0	£1,000		£1,000	£1,000	£0	Completed
83	07/03/24 Painting of car park barriers and bollards at Cross Skelton Street, Colne	M Hunting (HEH)	£0	£390		£390	£390	£0	Completed
84	27/03/24 Repainting, repairing or replacing street signs in Colne, Trawden, Foulridge and Laneshaw Bridge	J Kelly (ECO)	£0	£1,500		£1,500	£0	£1,500	
85	27/03/24 New food court at Trawden Show	M Hunting (HEH)	£0	£1,500		£1,500	£1,500	£0	Completed
86	27/03/24 Colne FC floodlight replacement	M Hunting (HEH)	£0	£2,000		£2,000	£2,000	£0	Completed
87	27/03/24 Laneshaw Bridge Planters Project	M Hunting (HEH)	£0	£894		£894	£894	£0	Completed

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
88	27/03/24 Foulridge War Memorial - D-Day preparations	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
89	27/03/24 Foulridge Village Hall toilet renovations	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
90	27/03/24 CYAG Footballs, bats, balls, craft and first aid kit	M Hunting (HEH)	£0	£375		£375	£0	£375	
91	27/03/24 Lord Street Forest School garden	M Hunting (HEH)	£0	£258		£258	£0	£258	
92	27/03/24 Painting bollards at Swanfield Terrace and Blenheim Street, Colne	M Hunting (HEH)	£0	£250		£250	£0	£250	
93	27/03/24 Footpath restoration at Lake Burwain	M Hunting (HEH)	£0	£1,000		£1,000	£0	£1,000	
	Subtotal		£42,801	£37,351	£0	£80,152	£47,725	£32,427	
	Unallocated Funds		£0	£5,039		£5,039		£5,039	
	Total Funds Available 23/24		£42,801	£42,390	£0	£85,191	£47,725	£37,466	

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

- 1. Short project title:** Colne Junior Council Parliament Trip
- 2. Bid submitted by:** Catherine Duerden
- 3. On behalf of (please include contact details):** Colne Junior Council –
West Street Community Primary School, Park Primary School, Christ Church Primary
School, Trawden Forest Primary School
- 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? No – we are in the
process of opening an account but each school has its own bank account
**(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 - see attached quote
- 7. Brief details of project:** To visit Parliament to develop the children's knowledge and
understanding of British Values and the democracy system in the United Kingdom
- 8. Main outcomes to be achieved:** Please see attached letter from Colne Junior Council
- 9. When will the project be implemented?** Friday, 28 June 2024
- 10. Who will undertake the project works?** West Street Community Primary School, Park
Primary School, Christ Church Primary School, Trawden Forest Primary School, Officers
from Colne Police
- 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: Staff time is covered by the schools and a portion of the travel
costs is subsidised by Parliament and will be applied for in the appropriate time window, with
funds received after the visit has taken place
- 12. Are there long-term revenue consequences and how will these be funded?**
No long-term consequences. This is a one-off event for Colne Junior 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***



Dear Cllr David Cockburn-Price,

We are writing to you on behalf of Colne Junior Council to request funding to help us to visit the Houses of Parliament. West Street, Park, Christ Church and Trawden Forest primary schools have been working together for the last few months to try to make Colne a better place for everyone, especially young people. Some of the things we have done are litter picking and making posters to encourage people to look after the environment. We have been working closely with Cllr Sarah Cockburn-Price and Colne Town Council and we would now like to expand our knowledge of how government works.

Visiting Parliament would benefit our education, especially History and Geography, and many of us have never visited London before. British Values are very important to ourselves and our communities and we would love to learn more about the history of our country, democracy and the rule of law. Now we have seen a little how Colne Town Council works we would like to further our knowledge and understanding by learning more about Parliament and how the country is run.

As you will be aware, there is very little funding in schools at the moment so we need assistance to pay for this once in a lifetime opportunity. We have worked out the cost of the visit – please see attached quote.

We are very excited at the thought of visiting Parliament and London. We have worked extremely hard for this opportunity and we would be deeply saddened if we could not afford to go. Therefore, we would be very grateful for any financial help you could offer.

Yours sincerely,

Colne Junior Council



Colne Junior Council Parliament estimated visit cost

Travel:

Train tickets Preston to London for 12 adults and 18 children:	£1,680
Coach to and from Preston:	£400
London Underground tickets:	£200
Contingency fund (food and drinks):	£200
 Total estimated cost :	 £2,480

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

- A. Project title:** Photography Competition
- B. Bid submitted by:** Kathryn Pana
- C. On behalf of (please include contact details):** Colne Market Traders Committee, Colne Market.
- D.** 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?** 2
- E. Is your organisation VAT-registered?*** No
- F. Amount requested:** £500
- G. Total amount of project:** £500
- H. Is there match funding for the project from elsewhere?**
If so, please give details: No
- I. Brief details of project:** We are running a photography competition for kids through the summer. The competition title is Bonnie Colne. The top 3 will receive prizes. The top prize being a quality camera. The top 12 pictures will be produced into a calendar that will be the Colne Market Calendar and will be sold to raise funds for the Colne Market community fund and CYAG
- J. Main outcomes to be achieved:** Getting kids out and about taking photos. Community spirit and fund raising
- K. When will project be implemented?**
Start Date: July
Expected Completion Date: When calendars are sold
- L. Who will undertake the project works?** Traders and Local children
- M. Are there long-term revenue consequences and how will these be funded?**
By raising money via sale of the calendar it will bring much needed funding to the Colne market community fund to run further competitions and events. Also money going to CYAG will put money back into the community by helping children have more to do and help them to be better adults.

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