

**REPORT FROM: HEAD OF PROPERTY & ENGINEERING**

**TO: WEST CRAVEN COMMITTEE**

**DATE: 6 MAY 2025**

**Report Author:** Tricia Wilson  
**Tel. No:** 661051  
**E-mail:** tricia.wilson@pendle.gov.uk

## **AREA COMMITTEE BUDGET 2024/25 & 2025/26**

### **PURPOSE OF REPORT**

To update members on the Committee's 2024/25 & 2025/26 budgets.

### **RECOMMENDATIONS**

- (1) That members note that only the schemes listed in Appendices 2, 4, 6, 8 and 10, for the new 2025/26 budget, have agreed funding to date.
- (2) That members note that electorate area allocations are shown on separate tables underneath Appendices 1 to 10.
- (3) That members consider the new bid detailed in paragraph 8.

### **REASON FOR RECOMMENDATIONS**

- (1) To enable the area committee budget to be allocated efficiently and effectively.

### **ISSUE**

#### ***Unspent 2024/25 Funds Carried Forward***

1. This is £14,545 (£6,831.60 for Barnoldswick and £7,713.00 for Earby)

This is under the permitted cap of one year's budget.

#### ***Uncommitted Balance from 2024/25***

2. This is £0.00.
  - Barnoldswick balance: £0.00.
  - Earby balance: £0.00.
  - Coates balance: £0.00.

- Kelbrook & Sough balance: £0.00.
- Salterforth balance: £0.00.

### ***Allocation for 2025/26***

3. This is £31,490 split by electorate areas. This is:
  - Barnoldswick allocation – 51% = £16,059.90.
  - Earby allocation – 24.5% = £7,715.05.
  - Coates allocation – 13.2% = £4,156.68.
  - Kelbrook & Sough allocation – 5.8% = £1,826.42.
  - Salterforth allocation – 5.5% = £1,731.95.

### ***Commitments for 2025/26***

5. These total £2,690.48 (see Appendices 1, 2, 3, 4 and 5 for a detailed breakdown).
  - Barnoldswick commitments: £2,690.48.
  - Earby commitments: £0.00.
  - Coates commitments: £0.00.
  - Kelbrook & Sough commitments: £0.00.
  - Salterforth commitments: £0.00.

### ***Balance for 2025/26***

6. This is £28,799.52.
  - Barnoldswick balance: £16,059.90.
  - Eaby balance: £5,024.57.
  - Coates balance: £4,156.68.
  - Kelbrook & Sough balance: £1,826.42.
  - Salterforth balance: £1,731.95.

### ***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. PBC Operational Services Bid for £1,000 for litter and dog waste bins across West Craven (see appendix 11)

### ***Existing Allocations***

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

9. None.

### Underspend – De-allocate Funding

10. None

### Virements – Re-allocate Funding

11. None.

## **IMPLICATIONS**

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

**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 2024/25.

Appendix 2: Area Committee Budget Commitments for Barnoldswick 2025/26.

Appendix 3: Area Committee Budget Commitments for Earby 2024/25.

Appendix 4: Area Committee Budget Commitments for Earby 2025/26.

Appendix 5: Area Committee Budget Commitments for Coates 2024/25.

Appendix 6: Area Committee Budget Commitments for Coates 2025/26.

Appendix 7: Area Committee Budget Commitments for Kelbrook & Sough 2024/25.

Appendix 8: Area Committee Budget Commitments for Kelbrook & Sough 2025/26.

Appendix 9: Area Committee Budget Commitments for Salterforth 2024/25.

Appendix 10: Area Committee Budget Commitments for Salterforth 2025/26.

Appendix 11: Bid form from PBC for litter and dog waste bins for 2025/26

## **LIST OF BACKGROUND PAPERS**

None.

# West Craven Committee Commitments for Barnoldswick 2024/25

Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
44	<b>07/05/24</b> Dog waste/litter bins	J Lord (ES)	£78.27	£500.00	£578.27	£578.27	£0.00	Completed
45	<b>05/07/22</b> Street nameplates	U Hannan (EG)	£400.00	£0.00	£400.00	£68.40	£331.60	
46	<b>11/10/22</b> Barnoldswick Interchange public realm scheme	S Whalley (EG)	£412.00	£0.00	£412.00	£412.00	£0.00	Completed
47	<b>09/05/23 &amp; 07/05/24</b> Premises Improvement Grants	D McCarthy (EG)	£3,000.00	£3,000.00	£6,000.00	£0.00	£6,000.00	
49	<b>06/06/23</b> Footpath improvements to Barnoldswick Church Primary School	S Whalley (EG)	£500.00	£0.00	£500.00	£0.00	£500.00	
50	<b>08/10/24</b> CCTV camera for West Close Road Lorry Park car park	D Walker (ES)	£0.00	£543.25	£543.25	£543.25	£0.00	Completed
51	<b>03/12/24</b> Installation of audio/visual display equipment	Bancroft Mill Engine Museum	£0.00	£1,620.00	£1,620.00	£1,620.00	£0.00	Completed
52	<b>10/01/25</b> Public realm work and event equipment	Barnoldswick Town Council	£0.00	£10,270.69	£10,270.69	£10,270.69	£0.00	Completed
	<b>Subtotal Barnoldswick</b>		<b>£4,390.27</b>	<b>£15,933.94</b>	<b>£20,324.21</b>	<b>£13,492.61</b>	<b>£6,831.60</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 24/25 Barnoldswick</b>		<b>£4,390.27</b>	<b>£15,933.94</b>	<b>£20,324.21</b>	<b>£13,492.61</b>	<b>£6,831.60</b>	

## Barnoldswick 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Barnoldswick	6,593	50.6%	£15,933.94	£15,933.94	£0.00

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
45	<b>05/07/22</b> Street nameplates	U Hannan (EG)	£331.60	£0.00	£331.60	£0.00	£331.60	
47	<b>09/05/23 &amp; 07/05/24</b> Premises Improvement Grants	D McCarthy (EG)	£6,000.00	£0.00	£6,000.00	£0.00	£6,000.00	
49	<b>06/06/23</b> Footpath improvements to Barnoldswick Church Primary School	S Whalley (EG)	£500.00	£0.00	£500.00	£0.00	£500.00	
	<b>Subtotal Barnoldswick</b>		<b>£6,831.60</b>	<b>£0.00</b>	<b>£6,831.60</b>	<b>£0.00</b>	<b>£6,831.60</b>	
	<b>Un-allocated Funds Barnoldswick</b>		<b>£0.00</b>	<b>£16,059.90</b>	<b>£16,059.90</b>		<b>£16,059.90</b>	
	<b>Total Funds Available 25/26 Barnoldswick</b>		<b>£6,831.60</b>	<b>£16,059.90</b>	<b>£22,891.50</b>	<b>£0.00</b>	<b>£22,891.50</b>	

**Barnoldswick 2025/26 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Barnoldswick	6,655	51.0%	£16,059.90	£0.00	£16,059.90

# West Craven Committee Commitments for Earby 2024/25

Appendix 3

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	<b>09/05/23 &amp; 07/05/24</b> Premises improvement grant scheme	D McCarthy (EG)	£2,270.83	£3,000.00	£5,270.83	£600.00	£4,670.83	
17	<b>10/05/22</b> Victoria Road reflagging scheme	S Whalley (EG)	£15,000.00	£0.00	£15,000.00	£15,000.00	£0.00	Completed
18	<b>07/05/24</b> Dog waste/litter bins	J Lord (ES)	£143.57	£500.00	£643.57	£610.92	£32.65	
19	<b>05/07/22</b> Street nameplates	U Hannan (EG)	£400.00	£0.00	£400.00	£0.00	£400.00	
22	<b>03/01/23</b> Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (EG)	£300.00	£0.00	£300.00	£0.00	£300.00	
29	<b>05/03/24</b> Land drain Cemetery Road, Earby	T Snape (EG)	£535.50	£0.00	£535.50	£535.50	£0.00	Completed
30	<b>06/06/24</b> Highway improvements at Cemetery Road, Earby	T Snape (EG)	£0.00	£2,000.00	£2,000.00	£2,000.00	£0.00	Completed
31	<b>08/10/24</b> Maintenance of Sough Park	P Riley (ES)	£0.00	£2,309.52	£2,309.52	£0.00	£2,309.52	The £101 c/f from 2022/23 & allocated to this scheme was used up at the end of 2024/25 on litter and dog waste bins in error. (therefore only £2,309.52 to be c/f to 2025/26 and not £2,410.52)
	<b>Subtotal Earby</b>		<b>£18,649.90</b>	<b>£7,809.52</b>	<b>£26,459.42</b>	<b>£18,746.42</b>	<b>£7,713.00</b>	
	<b>Un-allocated Funds Earby</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Total Funds Available 24/25 Earby and Coates</b>		<b>£18,649.90</b>	<b>£7,809.52</b>	<b>£26,459.42</b>	<b>£18,746.42</b>	<b>£7,713.00</b>	

*Earby 2024/25 allocations per electorate:*

Area	Electorate	Percentage	Budget/uncommitted 2024/25 balance	Allocated to date	Allocation remaining
Earby	3,229	24.8%	£7,809.52	£7,809.52	£0.00



# West Craven Committee Commitments for Earby 2025/26

Appendix 4

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	<b>09/05/23 &amp; 07/05/24</b> Premises improvement grant scheme	D McCarthy (EG)	£4,670.83	£0.00	£4,670.83	£0.00	£4,670.83	
18	<b>07/05/24</b> Dog waste/litter bins	J Lord (ES)	£32.65	£0.00	£32.65	£0.00	£32.65	
19	<b>05/07/22</b> Street nameplates	U Hannan (EG)	£400.00	£0.00	£400.00	£0.00	£400.00	
22	<b>03/01/23</b> Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (EG)	£300.00	£0.00	£300.00	£0.00	£300.00	
31	<b>08/10/24 &amp; 01/04/25</b> Maintenance of Earby Memorial Park retaining wall	P Riley (ES)	£2,309.52	£2,690.48	£5,000.00	£0.00	£5,000.00	
	<b>Subtotal Earby</b>		<b>£7,713.00</b>	<b>£2,690.48</b>	<b>£10,403.48</b>	<b>£0.00</b>	<b>£10,403.48</b>	
	<b>Un-allocated Funds Earby</b>		<b>£0.00</b>	<b>£5,024.57</b>	<b>£5,024.57</b>		<b>£5,024.57</b>	
	<b>Total Funds Available 25/26 Earby and Coates</b>		<b>£7,713.00</b>	<b>£7,715.05</b>	<b>£15,428.05</b>	<b>£0.00</b>	<b>£15,428.05</b>	

## Earby 2025/26 allocations per electorate:

Area	Electorate	Percentage	Budget/uncommitted 2024/25 balance	Allocated to date	Allocation remaining
Earby	3,220	24.5%	£7,715.05	£2,690.48	£5,024.57

**West Craven Committee Commitments for Coates 2024/25**

Appendix 5

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>10/01/25</b> Public realm work and event equipment	Barnoldswick Town Council	£0.00	£4,156.68	£4,156.68	£4,156.68	£0.00	Completed
	<b>Subtotal Coates</b>		<b>£0.00</b>	<b>£4,156.68</b>	<b>£4,156.68</b>	<b>£4,156.68</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 24/25 Coates</b>		<b>£0.00</b>	<b>£4,156.68</b>	<b>£4,156.68</b>	<b>£0.00</b>	<b>£4,156.68</b>	

**Coates 2024/25 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Coates	1,718	13.2%	£4,156.68	£4,156.68	£0.00

**West Craven Committee Commitments for Coates 2025/26**

Appendix 6

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1								
	<b>Subtotal Coates</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Coates</b>		<b>£0.00</b>	<b>£4,156.68</b>	<b>£4,156.68</b>		<b>£4,156.68</b>	
	<b>Total Funds Available 25/26 Coates</b>		<b>£0.00</b>	<b>£4,156.68</b>	<b>£4,156.68</b>	<b>£0.00</b>	<b>£4,156.68</b>	

**Coates 2025/26 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Coates	1,741	13.2%	£4,156.68	£0.00	£4,156.68

**West Craven Committee Commitments for Kelbrook & Sough 2024/25**

Appendix 7

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>06/06/24</b> Improvements to the children's playground in Kelbrook	Kelbrook & Sough Parish Council	£0.00	£1,857.91	£1,857.91	£1,857.91	£0.00	Completed
	<b>Subtotal Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,857.91</b>	<b>£1,857.91</b>	<b>£1,857.91</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 24/25 Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,857.91</b>	<b>£1,857.91</b>	<b>£1,857.91</b>	<b>£0.00</b>	

***Kelbrook & Sough 2024/25 allocations per electorate:***

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Kelbrook & Sough	769	5.5%	£1,857.91	£1,857.91	£0.00

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1								
	<b>Subtotal Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,826.42</b>	<b>£1,826.42</b>		<b>£1,826.42</b>	
	<b>Total Funds Available 25/26 Kelbrook &amp; Sough</b>		<b>£0.00</b>	<b>£1,826.42</b>	<b>£1,826.42</b>	<b>£0.00</b>	<b>£1,826.42</b>	

***Kelbrook & Sough 2025/26 allocations per electorate:***

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Kelbrook & Sough	757	5.8%	£1,826.42	£0.00	£1,826.42

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>06/08/24</b> Water trolley to support the Community Gardens	Salterforth Parish Council	£0.00	£1,133.33	£1,133.33	£1,133.33	£0.00	Completed
2	<b>04/02/25</b> Towards a picnic table with wheelchair access at Salterforth Community Garden	Salterforth Parish Council	£0.00	£598.62	£598.62	£598.62	£0.00	Completed
	<b>Subtotal Salterforth</b>		<b>£0.00</b>	<b>£1,731.95</b>	<b>£1,731.95</b>	<b>£1,731.95</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 24/25 Salterforth</b>		<b>£0.00</b>	<b>£1,731.95</b>	<b>£1,731.95</b>	<b>£1,731.95</b>	<b>£0.00</b>	

**Salterforth 2024/25 allocations per electorate:**

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Salterforth	722	5.52%	£1,731.95	£1,731.95	£0.00

**West Craven Committee Commitments for Salterforth 2025/26**

Appendix 10

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1								
	<b>Subtotal Salterforth</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>Un-allocated Funds Salterforth</b>		<b>£0.00</b>	<b>£1,731.95</b>	<b>£1,731.95</b>		<b>£1,731.95</b>	
	<b>Total Funds Available 25/26 Salterforth</b>		<b>£0.00</b>	<b>£1,731.95</b>	<b>£1,731.95</b>	<b>£0.00</b>	<b>£1,731.95</b>	

***Salterforth 2025/26 allocations per electorate:***

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Salterforth	718	5.5%	£1,731.95	£0.00	£1,731.95

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

**A. Project title:** Litter and Dog Waste Bins

**B. Bid submitted by:** David Walker, Operational Services Manager

**C. On behalf of (please include contact details):** Operational Services,  
Pendle Borough Council Tel 01282 661746 Email [david.walker@pendle.gov.uk](mailto:david.walker@pendle.gov.uk)

**D. Amount requested:** £1,000

**E. Is there match funding for the project from elsewhere?** No

**If so, please give details:** N/A

**F. Details of project:** Provision of litter and dog waste bins for the financial year 2025/26.

**G. Main outcomes to be achieved:** To provide sufficient waste bins to help keep Pendle streets cleaner and to be able to respond to demand for such bins from members of the public, council members, etc.

**H. When will project be implemented?**

**Start Date:** 2025/26

**Expected Completion Date:** 2025/26

**I. Who will undertake the project works?** Operational Services

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

Emptying of existing bins is currently funded via the Operational Services revenue budget. Any increase in the number of bins will add additional revenue costs. All requests received for bins to be sited in new locations will be assessed by Operational Services Officers. There must be sufficient demand and need for the bin