

Report of: Head of Locality Partnerships

Report to: Outer North West Community Committee:
(Adel & Wharfedale, Guiseley & Rawdon, Horsforth,
Otley & Yeadon)

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Date: 6th March 2023

For decision

Outer North West Community Committee Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2022/23.

Main issues

2. Each Community Committee has been allocated a wellbeing budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support the social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities and be unable to cover the costs of the project from other funds.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.
5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.

6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.
7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer North West Community Committee this means that the CIL money for Arthington Parish Council, Bramhope & Carlton Parish Council, Horsforth Town Council, Otley Town Council, Pool in Wharfedale Parish Council and Rawdon Parish Council will be administered by each Parish or Town Council, whereas monies for the parts of Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon wards that do not have a Parish and Town Council will be administered by the Outer North West Community Committee.
9. It was agreed at Outer North West on the 27th November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon would be spent in the ward it was generated in
10. Projects eligible for funding by the Community Committee could be community events; environmental improvements; crime prevention initiatives, or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010, projects funded at public expense should provide services to citizens irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation: the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
11. Any request for funding would involve discussions with appropriate ward members. Where projects do not have support from the Community Committee and are not approved, applicants are offered further discussions and feedback if this is requested.
12. In order to provide further assurance and transparency of all decisions made by the Community Committee, any projects that are not approved will be reported to a subsequent Community Committee meeting.

13. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of wellbeing and youth activity budgets and also regarding the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.
14. The establishment of the following minimum conditions was to provide reassurance to Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when such conditions have been satisfied:
- a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - b. a delegated decision must have support from the Elected Members represented on the Community Committee (or in the case of funds delegated by a Community Committee to individual Wards, the relevant Ward Councillors), however should an Elected Member not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee; and
 - c. details of any decisions taken under such delegated authority will be reported to the next available Community Committee meeting for Members' information.
15. Members are reminded that the necessary scrutiny of applications to satisfy our own processes, financial regulations and audit requires the deadline for receipt of completed applications to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice (DDN) following consultation with Members outside of the Community Committee meeting cycle.

Wellbeing Budget Position 2022/23

16. The total revenue budget approved by Executive Board for **2022/23** was **£74,600**. Table 1 shows a carry forward figure of **£41,451.87** which includes underspends from projects completed in **2021/22**. The total revenue funding available to the Community Committee for **2022/23** is therefore **£116,051.87**. A full breakdown of the projects approved or ring-fenced is available on request.
17. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.
18. The Community Committee is asked to note that there is currently a remaining balance of **£17,290.31** A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2022/23

	£
INCOME: 2022/23	£74,600
Balance brought forward from previous year	£43,431.09
TOTAL AVAILABLE: 2022/23	£118,031.09

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants and Skips	£6,000	£1,500	£1,500	£1,500	£1,500
Community Engagement	£500	£125	£125	£125	£125
War Memorial/Cenotaph Refurbishment	£2,859.58	£2,859.58			
Construction of Arthington Cricket Pavilion	£23,935	£23,935			
Temporary facilities at High Royds Cricket Ground	£2,174.20		£2,174.20		
New Netting & Practicing Facilities	£10,000				£10,000
Bowls Green Refurbishment	£1,750	£1,750			
Greenacre Hall	£5,000		£5,000		
Otley & Yeadon CCTV	£8,000				£8,000
Horsforth CCTV	£2,000			£2,000	
Guiseley & Rawdon SID's	£7,000		£7,000		
Rawdon Christmas Lights	£900		£900		
Guiseley Christmas Lights	£2,622		£2,622		
Path at Newlaithes	£19,500			£19,500	
Yeadon Festive Lights	£2,500				£2,500
Refurbishment toilet facilities	£6,000				£6,000
Total approved in 2022/23	£100,740.78	£ 30,169.58	£19,321.20	£23,125.00	£28,125
Balance remaining (Total/Per ward)	£17,290.31	-£7,442.51	£564.38	£0	£25,297.20

Wellbeing and Capital projects for consideration and approval from 2022/23 budgets

19. The following projects are presented for Members' consideration:

20. **Project title:** New Windows for Rawdon Community Library

Name of group or organisation: Rawdon Community Library Ltd

Total project cost: £5,124.13

Amount proposed: £5,124.13 (CIL)

Wards covered: Guiseley and Rawdon

Project description: To comply with current environmental standards and to reduce heat loss, two of the tall windows in the Local History Room need replacing, with like for like aluminium double-glazed windows. The Local History Room doubles as a meeting room and activity room, as well as having the main collection of books about Yeadon, Rawdon, Guiseley and Horsforth. A similar window behind the library counter is also in a poor state.

21. **Project title:** Otley After School Club

Name of group or organisation: Otley Youth and Community Centre

Total project cost: £4,906

Amount proposed: £4,906 (YAF)

Wards covered: Otley & Yeadon

Project Description: The funding will help the organisation to continue to run an after school youth club service, from 3pm to 4.30pm on Tuesdays, for young people between the ages of 11 to 14. There are a variety of games and indoors sport activities available such as table tennis, board games, computer games, art table and chill area. As there is nowhere in Otley which offers this type of service for young people, the organisation aims to attract a proportion of participants who wouldn't normally have access to these activities and also those who might benefit from increased support and the development of new friendships.

This project has been recommended for approval by the Outer North West Children & Families Sub Group.

Wellbeing and Capital projects for consideration and approval from 2023/24 budgets

22. **Project title:** Yeadon and Rawdon Neighbourhood Watch Newsletter, Photocopier

Name of group or organisation: Yeadon and Rawdon Neighbourhood Watch

Total project cost: £2,497.20

Amount proposed: £2,497.20 (Wellbeing)

Wards covered: Guiseley and Rawdon (50% = £1,248), Horsforth (25% = £624), Otley & Yeadon (25% = £624)

Project description: To update the current offering to a colour newsletter by the purchase of a photocopier. The group currently use a duplicator which is 12 years old and is unable to print double-sided or add any colour. They have gathered quotations working out the best value photocopier for their project and have secured a reconditioned machine that has a fast speed which is required for 6,000 newsletters, also has an empty tray at 2,500 pages. This will ensure that printing can happen in 2 hours, reducing operating costs.

23. **Project title:** Springfield Park, Boardwalk

Name of group or organisation: Leeds City Council, Parks and Countryside

Total project cost: £5,137.40

Amount proposed: £5,137.40 (Wellbeing)

Wards covered: Guiseley & Rawdon

Project Description: To remove the old board walk at Springfield Park, Guiseley and replace with a new one.

24. **Project title:** Summer Bands in Leeds Parks 2023

Name of group or organisation: Leeds International Concert Season

Total project cost: £660

Amount proposed: £660 (Wellbeing)

Wards covered: Otley and Yeadon

Project Description: For the following concerts as part of 'Summer Bands in the Parks' series: 1 Tarnfield Park, Yeadon; 1 Wharfemeadows Park, Otley.

Delegated Decisions (DDN)

25. Since the last Community Committee on 30th January 2023, the following project has been considered and approved by DDN.

- Guiseley & Rawdon: Menston Cricket Club, Temporary facilities at High Royds Cricket Ground (CIL Budget = £2,859.43).

26. Since the last Community Committee on 30th January 2023 no projects have been declined.

Monitoring Information

27. As part of their funding agreements, all projects which have had funding approved by the Community Committee are required to provide update reports on the progress of their project. These reports are so that the Community Committee can measure the impact the project has had on the community and the value for money achieved.

28. Monitoring information will be provided for the next Community Committee meeting.

Youth Activities Fund Position 2022/23

29. The total available for spend in Outer North West Community Committee in **2022/23** including carry forward from previous year, was **£2,462.24**.

30. The Community Committee is asked to note that so far, a total of **£23,410.40** has been allocated to projects, as listed in **Table 2**.

31. The Community Committee is also asked to note that there is a remaining balance of **£31,041.84** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2022/23

	Total allocation
Income 2022/23	£51,990
Carried forward from previous year	£2,462.24
Total available budget for this year 2022/23	£54,452.24

Projects 2022/23	Amount approved YAF
Aireborough Community Summer Activities 2022	£4,502.40
Unity Tournament	£1,287
Otley Youth Drop-In Centre	£4,998
Art Camp @ Westgate Primary School	£7,623
Jungle Kids Summer Holiday Camp 2022	£5,000
Total spend against projects	£23,410.40
Remaining balance	£31,041.84

Small Grants and Skips Budget 2022/23

32. The Outer North West has a remaining balance of **£1,391.73** in the Small Grants and Skips Budget. Members are asked to note the allocation broken down by ward and summarised in **Table 3**.

TABLE 3: Small Grants and Skips 2022/23

	£	Adel & Wharfedale	Guiselley & Rawdon	Horsforth	Otley & Yeadon
ONW PHAB	£596.06	£298.03		£198.69	£99.34
Guiselley Clock	£500		£500		
Summer DalesBus	£500	£250			£250
Big Jubilee Lunch	£500		£500		
Litter Bins at Acorn Way, Pool	£199.21	£199.21			
Emily Statue	£150			£150	
FC Aireborough Athletic Kits	£500		£500		
SKIP Arthington Parish Council	£201.15	£201.15			
SKIP Otley Carnival	£585.69				£585.69
SKIP Kirklane Allotments	£195.23		£195.23		
SKIP Yeadon Carnival	£195.23				£195.23
SKIP Victory Garden Allotment	£161.90		£161.90		
SKIP Moor Lane Allotments	£161.90		£161.90		
SKIP Otley Victorian Fayre	£161.90				£161.90
Total approved	£4,608.27	£948.39	£2,019.03	£348.69	£1,292.16
Remaining balance	£1,391.73	£551.61	£-519.03	£1,151.31	£207.84

Capital Budget 2022/23

33. The Outer North West has a capital budget of **£46,109 available** to spend. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 4: Capital 2022/23

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Capital injection May 2020	£7,900.00	£1,975	£1,975	£1,975	£1,975
Capital injection November 2020	£900	£225	£225	£225	£225
Starting total (injection + balance)	£51,423	£11,915	£15,690	£2,875	£22,544
Horsforth Skatepark	£2,650			£2,650	
Holt Park Tennis Courts paths		£1,500			
Balance remaining (per ward)	£48,773	£10,415	£15,690	£225	£22,544
Capital injection November 2021	£2,600	£650	£650	£650	£650
Arthington Cricket Club	£6,065	£6,065			
Pool Sports and Social Club	£5,000	£5,000			
Balance remaining (per ward)	£40,309	£0	£16,340	£875	£23,194
Capital injection April 2022	£4,700	£1,175	£1,175	£1,175	£1,175
Capital injection November 2022	£1,000	£250	£250	£250	£250
Balance remaining (per ward)	£46,109	£1,425	£17,765	£2,300	£24,619

Community Infrastructure Levy (CIL) Budget 2022/23

34. The Outer North West Community Committee is asked to note that there is **£112,223.40** currently available to spend. Members are asked to note the CIL allocation broken down by ward and summarised in **Table 5**.

TABLE 5: Community Infrastructure Levy (CIL) 2022/23

	£	Adel & Wharfedale	Guiseley & Rawdon	Otley & Yeadon
Remaining Balance March 2021	£193,267.13	£11,846.76	£180,025.85	£1,394.52
Injection 2021	£58,755.84	£57,476.00	£442.01	£837.83
Balance 2021/2022	£252,022.97	£69,322.76	£180,467.86	£2,232.35
Projects approved in 2022/23				
Nunroyd Park Fencing	£26,368		£26,368	
Micklefield Park Steps	£11,825		£11,825	
Micklefield Park Cycle Track	£33,872.86		£33,872.86	
Yeadon Bowling Club, Disabled Toilet	£4,374.28		£4,374.28	
Guiseley theatre new lighting	£12,000		£12,000	
Raise the Roof	£20,000		£20,000	
LCP: Otley Road Parking Scheme	£28,500		£28,500	
Menston Cricket Club: Temporary facilities	£2,859.43		£2,859.43	
Total Spend 2021/2022	£139,799.57	£0	£139,799.57	£0
Balance remaining for 2022/23	£112,223.40	£69,322.76	£40,668.29	£2,232.35

Corporate Considerations**Consultation and Engagement**

35. The Community Committee has previously been consulted on the projects detailed within the report.

Equality and Diversity/Cohesion and Integration

36. All wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process complies with all relevant policies and legislation.

Council Polices and City Priorities

37. Projects submitted to the Community Committee for wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People's Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

38. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

39. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

40. Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

41. The Finance Report provides up to date information on the Community Committee's budget position.

Recommendations

42. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Funding proposals for consideration and approval (paragraphs 20-24)
- c. Details of the projects approved via Delegated Decision (paragraph 25)
- d. Monitoring information of its funded projects
- e. Details of the Youth Activities Fund (YAF) position (Table 2)

- f. Details of the Small Grants and Skips Budget (Table 3)
- g. Details of the Capital Budget (Table 4)
- h. Details of the Community Infrastructure Levy Budget (Table 5)