

Report of: Liz Jarmin, Head of Locality Partnerships

Report to: Outer South Community Committee
Ardsley and Robin Hood, Morley North, Morley South and Rothwell

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Date: 19th June 2023 **For decision**

Outer South 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 2023.

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 South this means that the money for Morley North and Morley South will be administered by Morley Town Council, whereas monies for Ardsley and Robin Hood and Rothwell will be administered by the Outer South Community Committee.
9. It was agreed at the Outer South Community Committee on the 27th November 2017 that CIL monies for Ardsley and Robin Hood and Rothwell would be and spent in the ward it was generated in.
10. It was agreed at the Outer South Community Committee on the 1st July 2019 that decisions being taken on the spending of CIL neighbourhood funds in respect of Ardsley and Robin Hood and Rothwell will be agreed by the Ward Councillors for the affected Ward as part of Member Ward briefings. The formal decisions for these matters would then need to be taken via officer delegated decision.
11. 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 religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; 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.
12. 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.
13. 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.
14. 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 Committee. Concurrently with the Committee,

designated officers have delegated authority from the Director of Communities, Housing and Environment to take such decisions.

15. The Community Committee has previously approved the following 'minimum conditions' in order to reassure 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 a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors); and
 - c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.
16. As has been the case at the beginning of previous municipal years, the Committee is invited to review the conditions previously agreed and consider whether any amendments are required, prior to agreeing such conditions for operation in the forthcoming municipal year.
17. **Associated Recommendation:** Members are asked to review the minimum conditions as set out in paragraph 15 of this report, consider whether any amendments are required and approve such conditions for operation in 2023/24. These conditions would need to be satisfied prior to an urgent delegated decision being taken in between formal Community Committee meetings in respect of the administration of Wellbeing and Youth Activity budgets and also the use of the CIL Neighbourhood Fund which has been allocated to the Committee.
18. 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 2023/2024

19. The total revenue budget approved by Executive Board for 2023-2024 was **£94,310.00**. **Table 1** shows a carry forward figure of **£114,067.03** which includes underspends from projects completed in 2023-2024. **£48,445.32** represents wellbeing allocated to projects in 2022-2023 and not yet completed. The total revenue funding available to the Community Committee for 2023-2024 is therefore **£256,822.35**. A full breakdown of the projects approved or ring-fenced is available on request.
20. 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**.

21. The Community Committee is asked to note that there is currently a remaining balance of **£181,998.35**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2023/2024

	£	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
INCOME: 2023-2024	£94,310.00	£23,577.50	£23,577.50	£23,577.50	£23,577.50
Balance brought forward from previous year	£114,067.03	£64,622.00	£12,031.65	£15,146.90	£22,266.48
Less projects brought forward from previous year	£48,445.32	£ 6,178.27	£12,264.49	£14,862.96	£15,139.60
TOTAL AVAILABLE: 2023-2024	£256,822.35	£94,377.77	£47,873.64	£53,587.36	£60,983.58

Area wide ring fenced projects	£				
Small Grants	£ 5,000.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00
Community Engagement	£ 500.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00
OS Christmas Tree & Lights	£16,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00
Skips	£ 2,000.00	£500.00	£500.00	£500.00	£500.00
OS Youth Summit	£ 600.00	£150.00	£150.00	£150.00	£150.00
Total spend: Area wide ring fenced projects	£24,100.00	£ 6,025.00	£ 6,025.00	£ 6,025.00	£ 6,025.00

Ward Projects	£	Ward Split			
		Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Outer South Garden Maintenance Service	£35,724.00	£ 8,931.00	£ 8,931.00	£ 8,931.00	£ 8,931.00
Rothwell Celebrations	£15,000.00				£15,000.00
Totals	£50,724.00	£8,931.00	£8,931.00	£8,931.00	£23,931.00
Total spend: Area wide + ward projects	£74,824.00	£14,956.00	£14,956.00	£14,956.00	£29,956.00
Balance remaining (Total/Per ward)	£181,998.35	£79,421.77	£32,917.64	£38,631.36	£31,027.58

Wellbeing, Capital and Youth Activity Fund projects for consideration and approval

22. There following projects are presented for Members' consideration:

23. **Project title:** Provision of Defibrillator Tingley Methodist
Name of group or organisation: Communities Team, LCC
Total project cost: £1,576.00
Match funding: £0.00
Amount proposed from Capital Budget 2023/24: £1,576.00
Wards covered: Morley South

Project Summary: Provision for 1 defibrillator and cabinet to be installed outside Tingley Methodist Church. The costings includes installation by the LCC Electricians and it is a ballpark figure, as they have not done site visits yet.

Community Committee Priorities:

Best City for Communities

- Residents in Outer South are safe and feel safe
- Have an asset base which is fit for purpose

24. **Project title:** Rothwell Bonfire Night Fireworks Display

Name of group or organisation: CROWN & Rothwell & District Carnival Committee

Total project cost: £7,700.00

Match funding: £0.00

Amount proposed from Wellbeing Budget 2023/24: £7,700.00 (Rothwell Ringfence)

Wards covered: Rothwell

Project Summary: To put on a fireworks display following the cancellation of bonfires as part of budget cuts.

Community Committee Priorities:

Best City for Business

- Support work that helps town and district centres remain commercially active and vibrant

Best City for Communities

- Residents in Outer South have access to opportunities to become involved in sport and culture
- Communities are empowered and engaged. People get on well together

Best City for Children & Young People

- Provide a range of activities for young people across the Outer South

Best City for Health & Wellbeing

- Older residents in Outer South are enabled to participate in local community activities

25. **Project title:** Rothwell Christmas Carnival & Lights Switch On

Name of group or organisation: Rothwell & District Carnival Committee

Total project cost: £1,800.00

Match funding: £0.00

Amount proposed from Wellbeing Budget 2023/24: £1,800.00 (Rothwell Ringfence)

Wards covered: Rothwell

Project Summary: This event has been held for a number of years and consists of a Christmas Market, a few fairground rides and entertainment on Commercial Street in the centre of Rothwell. Whilst separately organised the carnival is (usually) held on the same day as the Blackburn Hall Christmas Fayre and culminates with the LCC Christmas Lights being switched on followed by a firework display. The event is held on Commercial Street in Rothwell and is open between 11.00am and 5.30pm with set up and dismantling before and after these times (full day is between 7.00am and 8.00pm). The event is well attended with estimates of c. 2000 people across the day

The funding is for the fireworks which mark the Christmas Lights being switched on and the end of the day long event.

Community Committee Priorities:

Best City for Business

- Support work that helps town and district centres remain commercially active and vibrant

Best City for Communities

- Residents in Outer South have access to opportunities to become involved in sport and culture
- Communities are empowered and engaged. People get on well together

Best City for Children & Young People

- Provide a range of activities for young people across the Outer South

Best City for Health & Wellbeing

- Older residents in Outer South are enabled to participate in local community activities

26. **Project title:** Rothwell Methodist Film Club

Name of group or organisation: Rothwell Methodist Film Church

Total project cost: £5,947.00

Match funding: £3,000.00

Amount proposed from Wellbeing Budget 2023/24: £2,947.00

Wards covered: Rothwell

Project Summary: The grant will be used to assist with the purchase of projector equipment to support an initiative to create an improved Film Club. Existing projector equipment is close to end of life and struggles to produce images of good quality and therefore undermines its effectiveness and the enjoyment of film content by participants. The overall aim of the Film Club is to provide enjoyment and entertainment for residents in Rothwell and environs (not just churchgoers) . The intent is to also locate the Film Club venue to a room within the church that represents a more suitable environment in terms of acoustics and that will also be more energy efficient. These changes are not part of the funding application and the application is purely restricted to the provision of a contribution that will allow the procurement of a more contemporary projector for this new initiative.

Community Committee Priorities:

Best City for Business

- Support work that helps town and district centres remain commercially active and vibrant

Best City for Communities

- Residents in Outer South have access to opportunities to become involved in sport and culture
- Communities are empowered and engaged. People get on well together
- Have an asset base which is fit for purpose

Best City for Children & Young People

- Provide a range of activities for young people across the Outer South

Best City for Health & Wellbeing

- Older residents in Outer South are enabled to participate in local community activities

27. **Project title:** Gildersome Park – New Bins

Name of group or organisation: Parks and Countryside, LCC

Total project cost: £ 1,100.00

Match funding: £0.00

Amount proposed from Capital Budget 2023/24: £2,947.00

Wards covered: Morley North

Project Summary: To purchase and install 2 bins to be located in Gildersome Park.

Community Committee Priorities:

Best City for Communities

- Neighbourhoods in Outer South are clean and attractive
- Have an asset base which is fit for purpose

Delegated Decisions (DDN)

28. Since the last Community Committee on Monday 13th March 2023, the following projects have been considered and approved by DDN:

- a) Rothwell May Day Celebrations - Rothwell & District Carnival Committee - £1,150.00
- b) EWAAA Secure Storage - East and West Ardsley Allotments Association - £3,100.00
- c) Street Lighting for Main Street to Forsythia Avenue Footway - Street Lighting, LCC - £13,255.49
- d) Outer South School Holiday Youth Activities Programme – Youth Service, LCC - £24,040.00

Declined Projects

29. Since the last Community Committee on Monday 13th March 2023, no projects have been declined.

Monitoring Information

30. 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.

31. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee on Monday 13th March 2023:

Outer South Garden Maintenance Service - Morley Elderly Action

Morley Elderly Action was commissioned to deliver a one-year gardening scheme to cover the four wards of Outer South. Funding was given to provide 3386 hours of gardening at a subsidised rate. Additional funding was provided by the Housing Advisory Panel.

MEA has run a garden scheme for about twenty-four years and it has run at its capacity for some years now. Careful management and budgeting allow funding to provide a service throughout the year (March to November).

MEA has provided an excellent, much needed service as commissioned. The MEA Gardening Scheme delivers a quality product which is unique to anything else available in this area. The scheme has improved every year because of experience and would be difficult to replace.

Clients are provided with a trustworthy, DBS checked, professional maintenance gardener for a reasonable cost after the subsidy is applied. They use well maintained equipment and vehicles and have the full backing of Morley Elderly Action, a respected and well-known charity.

MEA use professional gardeners who all have their own business. Each gardener works a number of hours under the scheme and prioritise our work. They all carry identification and wear Morley Elderly Action T-Shirts. All our gardeners are DBS checked and are carefully selected by MEA for their compassion and understanding of elderly people as well as their work ethics. Our gardeners are sympathetic with clients who suffer from memory problems including dementia. Our gardeners have received dementia awareness training and are 'Dementia Friends'. All our gardeners 'go that extra mile' for their clients - from changing a light bulb to putting out bird food, they will help when they can. The gardeners alert MEA to anyone needing additional support to enable our Community Support Worker to make contact and provide any necessary assistance.

The service is carefully monitored. The Gardening Co-ordinator asks all the gardeners to complete a time sheet on their rounds which are signed by the client and there is opportunity for them to make any comments. This gives a wealth of information which is used to record information for budgeting and monitoring. Throughout the year, customers are randomly selected to ask their opinion of the garden scheme. The Gardening Co-ordinator acts as a middle point for any messages or information between gardeners and clients. Sometimes it is necessary to liaise with families when a client is unable to look after their own affairs.

Morley Elderly Action has provided 3754 gardening hours throughout the year to people over the age of 67 or who are registered disabled. Compliments and complaints were recorded and acted upon if necessary. The gardeners have all been vigilant in letting MEA know if anything has given them reason for concern about their clients. The Covid-19 pandemic enhanced the importance of a good working relationship between the clients, the gardeners and Morley Elderly Action, which has continued.

The number of gardens registered on the scheme started at 255 in March 2022. This number increased to 302 at the end of the scheme. However, the number of gardens serviced throughout the year was 345. The number of clients benefiting from the scheme was greater, at 423 as some people are living with a spouse/other.

Of the clients who submitted their age, 21 clients were under 60, 53 clients were in the 60-70 group, 195 in the 71-84 group and 154 were in the 85 and over group. 220 clients were either registered disabled or considered themselves to have a disability. 310 of all the clients (including couples who were recorded) were female and 113 were male. 25 clients did not fall into the category of White British and a further 27 clients did not specify their ethnicity.

The breakdown for the number of properties who used the gardening scheme in 2022/23 across the four wards of Outer South is as follows:- Ardsley and Robin Hood 64 (0 change), Morley North 123 (-4), Morley South 94 (0 change) and Rothwell 64 (+25) (total 345 properties, an increase of 21 properties). This changed from 2021/22:- Ardsley and Robin Hood 64, Morley North 127, Morley South 94 and Rothwell 39 (total 324 properties).

During the year it may become necessary to have a waiting list if the scheme is at capacity and further requests to join the scheme are received – priority is then given to areas which are under-represented upon places becoming available.

The full report is available on request.



Chatter Bus Project 2022/2023 – FDM: For Disability Mobility

Due to the covid pandemic, plus the resignation of staff the charity was unable to recommence until May 2022, but only in the Rothwell and Robin Hood areas. Since then, FDM have undertaken 30 trips which involved 74 members. FDM have recruited 6 new volunteers, 1 of whom fulfilled the “chatterbox” role. FDM have also gained 20 new social club members. The outings were varied and included 2 pantomime visits, a theatre production and 3 tribute evenings.

Due to funding issues when completing our yearly accounts for 2021/22 the Charity was left with no option but to sell its only asset which was one of its two minibuses in September 2022 and have only operated with one minibus since. However, FDM are determined to provide the service that is essential to the community.

A total of 30 Social Club trips. Total number of Social Club participants was 74.

FDM were unable to restart the 327 Club due to lack of staff and volunteers.

Monthly articles were published in the Rothwell Record and newsletter updates were sent out to members. Posters were also placed in businesses seeking both volunteers and social club members.

The full report is available on request.



Youth Activities Fund Position 2023/2024

32. The total available for spend in the Outer South Community Committee in 2023/24, including carry forward from previous year, was **£90,912.02**.

33. The Community Committee is asked to note that so far, a total of **£43,378.20** has been allocated to projects, as listed in **Table 2**.

34. The Community Committee is also asked to note that there is a remaining balance of **£47,533.82** in the Youth Activity Fund.

TABLE 2: Youth Activities Fund 2023/2024

	Ward Split				
	8-17 Population (9,841)				
	12,287	3,513	3,023	3,032	2,719
	Total allocation	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Income 2023/2024	£45,528.00	£13,016.46	£11,199.88	£11,236.31	£10,075.35
Carried forward from previous year	£59,960.34	£17,411.51	£14,972.66	£9,971.09	£17,605.08
Schemes approved in previous year to be delivered this year 2022/2023	£14,576.32	£2,094.08	£4,694.08	£4,694.08	£3,094.08
Total available budget for this year 2023/2024	£90,912.02	£28,333.89	£21,478.46	£16,513.32	£24,586.35
Projects 2022/2023	Amount requested from YAF	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Breeze in the Park 2023	£15,200.00	£3,800.00	£3,800.00	£3,800.00	£3,800.00
DAZL Outer South	£4,138.20	£1,034.55	£1,034.55	£1,034.55	£1,034.55
Youth Activities Programme	£24,040.00	£6,010.00	£6,010.00	£6,010.00	£6,010.00
Total spend against projects	£43,378.20	£10,844.55	£10,844.55	£10,844.55	£10,844.55
Remaining balance per ward	£47,533.82	£17,489.34	£10,633.91	£5,668.77	£13,741.80

Small Grants Budget 2023/2024

35. At this Community Committee ward members have been recommended to allocate a small grants budget of **£5,000.00**. Approved small grants detailed in **Table 3**.

TABLE 3: Small Grants 2023/2024

Project	Organisation/Dept	Ward (s)	Total cost of project	Amount requested
Kings Coronation Morley's Big Lunch	Morley Town Centre Management Board	Morley North and Morley South	£1,000.00	£1,000.00
Happy Memories Café	Gildersome Happy Memories Café Committee	Morley North and Morley South	£1,000.00	£1,000.00
Totals			£2,000.00	£2,000.00
Small grant remaining			£3,000.00	

Community Skips Budget 2023/2024

36. At this Community Committee ward members have been recommended to allocate a skips budget of **£2,000.00**. Approved community skips detailed in **Table 4**.

TABLE 4: Community Skips 2023/2024

Location of skip	Date	Total amount	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Pastures on Stone Brig Lane	03/05/2023	£324.50				£324.50
Denshaw's	25/05/2023	£384.90			£384.90	
Total:		£709.40				

Capital Budget 2023/2024

37. The Outer South Community Committee has a capital budget of **£71,176.89** available to spend, as a result of new capital injections. Members are asked to note the capital allocation The Outer South Community Committee has a capital budget of **£71,176.89** available to spend, as a result of new capital injections. Members are asked to note the capital allocation broken down by ward and summarised in **Table 5**.

TABLE 5: Capital 2023/2024

	OS (£)	Ward split			
		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Remaining Balance March 2023	£30,928.27	£14,790.24	£858.61	£11,442.27	£3,837.15
Balance 2023-2024	£30,928.27	£14,790.24	£858.61	£11,442.27	£3,837.15

Community Infrastructure Levy (CIL) Budget 2023/2024

38. The Community Committee is asked to note that there is **£97,408.82** total payable to the Outer South Community Committee with a remaining balance of **£97,408.82**. Members are asked to note the CIL allocation broken down by ward and summarised in **Table 6**

TABLE 6: CIL 2023/2024

	OS (£)	Ward split	
		Ardsley & Robin Hood	Rothwell
Remaining Balance March 2023	£50,502.82	£49,066.55	£1,436.27
Injection May 2023	£110,106.27	£63,606.00	£46,500.27
Starting Position 2023-2024	£160,609.09	£112,672.55	£47,936.54

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

40. 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

41. 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

42. 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

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

Risk Management

44. 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

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

Recommendations

46. Members are asked to:

- a. To review and agree the 'minimum conditions' regarding the taking of urgent delegated decisions 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 Committee'(paragraph 17)
- b. To note details of the Wellbeing Budget position (Table 1)
- c. To consider and determine Wellbeing and Capital proposals (paragraphs 23 - 27)
- d. To note details of the projects approved via Delegated Decision (paragraph 28)
- e. To note monitoring information of its funded projects (paragraph 41)
- f. To note details of the Youth Activities Fund (YAF) position (Table 2)
- g. To note details of the Small Grants Budget (Table 3)
- h. To note details of the Community Skips Budget (Table 4)
- i. To note details of the Capital Budget (Table 5)
- j. To note details of the Community Infrastructure Levy Budget (Table 6)