

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: 11th September 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 2023/24.

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. For the committee's awareness, urgent delegated decisions on wellbeing funding also covers small grant decisions. In agreement with the Executive Board Member for Communities, Community Committee Chairs & also in accordance with the communication that was sent out to all committees/Elected Members in March 2023, the approval threshold for small grants has now increased from the 1st April 2023; up to £1000 per ward. This approach will ensure consistency in terms of administering small grants, in accordance with the committees' minimum conditions.
16. 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 2023/24

17. The total revenue budget approved by Executive Board for **2023/24** was **£67,800**. Table 1 shows a carry forward figure of **£10,496.72** which includes underspends from projects completed in **2022/23**. The total revenue funding available to the Community Committee for **2023/24** is therefore **£78,296.72**. A full breakdown of the projects approved or ring-fenced is available on request.

18. 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.

19. The Community Committee is asked to note that there is currently a remaining balance of **£47,627.27**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2023/24

	£
INCOME: 2023/24	£67,800
Balance brought forward from previous year	£10,496.72
TOTAL AVAILABLE: 2023/24	£78,296.72

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants & Skips	£6,000.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00
Community Engagement	£500.00	£125.00	£125.00	£125.00	£125.00
Horsforth CCTV 2023/24	£2,000.00			£2,000.00	
Otley & Yeadon CCTV	£8,000.00				£8,000.00
Summer Bands in Leeds Parks 2023	£660.00				£660.00
Playground Markings	£2,858.00	£2,858.00			
Greenacre Hare Safe and Secure	£6,255.00		£6,255.00		
10 th Anniversary Project	£1,850.00		£1,850.00		
Horsforth CCTV Cameras 69-71	£3,000.00			£3,000	
Balance brought forward from 2022/23	£10,496.72	- £7137.51	- £1,390.51	£83.38	£18,941.36
New allocation for 2023/24	67,800.00	16,950.00	16,950.00	16,950.00	16,950.00
Total approved in 2023/24	£31,123.00	£4,483.00	£9,730.00	£6,625.00	£10,285.00
Balance remaining (Total/Per ward)	£47,627.27	£5,332.49	£6,275.21	10,410.38	£25,609.19

Delegated Decisions (DDN)

20. Since the last Community Committee on 11th September 2023 seven projects have been considered and approved by DDN.

Two projects are currently being discussed / processed and will be processed via DDN

21. Since the last Community Committee on 11th September 2023 one project has been declined.

Monitoring Information

22. 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.

23. Monitoring information for projects completed recently are currently being reviewed and will be provided for the next Community Committee meeting or emailed to Members directly.

Youth Activities Fund Position 2023/24

24. The total available for spend in Outer North West Community Committee in **2023/24** including carry forward from previous year, was **£75,351.17**.

25. The Community Committee is asked to note that so far, one project has been partially approved pending a further meeting the Children's & Families sub group and a further project currently awaiting responses from ward councillors.

26. The Community Committee is also asked to note that there is a remaining balance of **£12,492.54** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2023/24

	Total allocation
Income 2023/24	£48,215
Carried forward from previous year 2022/23	£27,136.17
Total available budget for this year 2023/24	£75,351.17

Projects 2023/24	Amount approved YAF
Breeze in the Park 2023	£15,200.00
Art Camp @ Westgate Primary school 2023/2	£7,623.00
ONW Holiday Projects 2023-2	£3,930.00
Otley Skateboarding Project	£748.00
Summer Holiday Camps	£1,843.15
Neighbourhood Watch Fun Day	£1,930.00
SEND Activity Day	£4,000.00
Codswallop Creative Young Peoples Groups 2023 (<i>*This project was partially approved by the Children's & Families Sub Group – ongoing discussions</i>).	£13,110.00
Horsforth Music Summer School	£1,326.46
Codswallop Creative Young Peoples Groups from 2022* (<i>Project from 2022</i>)	£13,110.00
Halloween Spooktacular and Easter Egg Hunt	£3,000.00
Half Term Holiday Activity Camps 2023/24	£2,250.00
Total spend against projects	£68,070.61
Remaining balance (including underspends)	£12,492.54

Small Grants and Skips Budget 2023/24

27. The Outer North West will have a proposed **£6,000.00** in the Small Grants and Skips Budget. Members are asked to note the allocation broken down by ward and summarised in **Table 3** (table shows projects already approved for 2023/34).

TABLE 3: Small Grants and Skips 2023/24

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Guiseley Clock	£500.00		£500.00		
PHAB Weekly Social Club	£688.65	£516.49		£86.08	£86.08
Leeds DalesBus	£500.00	£250.00			£250.00
Jungle Kids – October Half Term Camp	£400.00	£400.00			
Arthington Parish Council Fayre - SKIP	£148.44	£148.44			
Otley Carnival - SKIP					£795.00
Yeadon Carnival - SKIP					£265.00
Kirklane Allotments- SKIP			265.00		
Overspend on Victoria Garden Allotments (June 2022)	£183.86		£183.86		
Otley Victoria Fayre	£375.00				375.00
Overspend on Moor Lane Allotments	£168.55		168.55		
Total approved	£4,289.50	£1,314.93	£1,117.41	£86.08	£1,771.08
Remaining balance	£1,710.50	£185.07	£382.59	£1,413.92	-£271.08

Capital Budget 2023/24

28. The Outer North West has a capital budget of **£51,509.00** 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
Balance remaining (per ward) March 2023	£46,109	£1,425	£17,765	£2,300	£24,619
Capital injection April 2023	£5,400.00	£1,350.00	£1,350.00	£1,350.00	£1,350.00
Capital injection November 2023	TBC	TBC	TBC	TBC	TBC
Yeadon and Rawdon Neighborhood Watch Newsletter, Photocopier	£2,497.20		£1,248.40	£624.40	£624.40
Green Lane Cricket Club nets & improvements to the practise surface	£5,820.00		£5,820.00		
Balance remaining (per ward)	£43,191.80	£2,775.00	£12,046.60	£3,025.60	£25,344.60

Community Infrastructure Levy (CIL) Budget 2023/24

29. The Outer North West Community Committee is asked to note that there is **£358,841.68** currently available to spend. Members are asked to note the CIL allocation broken down by ward and summarised in which is detailed in **Table 5**.

TABLE 5: Community Infrastructure Levy (CIL) 2023/24

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance as of March 2023	£111,473.55	£69,322.76	£35,544.16	£0.00	£2,232.35
Injection April 2023	£280,876.96	249,161.34	£31,900.77	£109.60	£4,079.53
Balance as of May 2023/2024	£392,350.51	£318,484.10	£67,444.93	£109.60	£6,311.88
Projects approved in 2023/24					
Springfield Park Boardwalk	£5,137.40		5,137.40		
Refurbishment of Cookridge Village Hall	£7,384.00	£7,384.00			
External decking restoration and refurbishment 2023	£5,000.00	£5,000.00			
Holy Trinity Church PCC community hub including kitchen facilities	£7,037.00	£7,037.00			
Temporary facilities at High Royds Cricket Ground to enable the playing of cricket	£2,859.43		£2,859.43		
Rugby Training Pitch	£2,000.00	£2,000.00			
Guiseley Christmas Lights + Christmas tree	£4,091.00		£4,091.00		
Total Spend 2023/24	£33,508.83	£21,421.00	£12,087.83	£0.00	£0.00
Balance remaining for 2023/24	£358,841.68	£297,063.10	£55,357.10	£109.60	£6,311.88

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

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

31. **Project title:** Small Grants Top Up

Name of group or organisation: LCC Communities Team

Total project cost: £1,000.00

Amount proposed: **£1,000.00 (Wellbeing)**

Wards covered: Otley & Yeadon

Project description: to top up the small grants pot with an additional £1000.00.

32. **Project title:** Micklefield Park Bowling Green Pavilion Toilets Upgrade

Name of group or organisation: Rawdon Park Bowling Club

Total project cost: £8,000.00

Amount proposed: **£8,000.00 (CIL)**

Wards covered: Guiseley & Rawdon

Project description: Funding to improve the toilets within the bowling green pavilion for the benefit of its members and visiting players. Their aim is to provide modern toilet facilities, including a disabled toilet and improved access.

33. **Project title:** Annex New Roof

Name of group or organisation: New Life Community Church

Total project cost: £13,153

Amount proposed: £13,153.00 (CIL)

Wards covered: Otley & Yeadon

Project description: Funding to be used for the roof which is in disrepair at present and requires repair due to water leaking into the hall. The Hall is currently out of bounds due to a health and safety risk. The Annex fabric building that is used solely for the community. We have a variety of activities that take place in there from Nit and Natter, Theatre, drama, dance groups, choirs, fun days, family games nights along with our Loving community.

34. **Project title:** New Equipment Parish Council Playground

Name of group or organisation: Pool-in-Wharfedale Parish Council

Total project cost: £4,611.59

Amount proposed: £4,611.59 (CIL)

Wards covered: Adel & Wharfedale

Project description: The grant will fund a new piece of equipment for the Council's main playground, the current equipment has been condemned as unsafe.

The new equipment will be a Large Dish (04 SWD50), costs involved will be the carriage and packing of the Dish, installation costs, removal of the old equipment and making good the ground afterwards.

It is essential that the council maintains and regularly inspects playground equipment and removes any that fails Health and Safety regulations or is coming to the end of its useful life.

The Council's main playground is the only playground in the village for young children.

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 30-34)
- c. Details of the projects approved via Delegated Decision (paragraph 20-21)
- 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)