

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 March 2024

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. Until the UK left the European Union, the EU's State Aid rules controlled how UK and discretionary EU funding was provided to enterprises and entities that engage in economic activities. Now the UK has left the EU, it is no longer bound by the State Aid rules and has developed its own domestic subsidy control regime, The Subsidy Control Act 2022. As the Subsidy Control Act 2022 has potential implications for the Community Committees as funding bodies, a 'subsidy control' assessment will be undertaken on all funding requests received by the Community Committees.
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 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.

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 Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.
15. 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.
16. 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.
17. 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

18. 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.

19. 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.

20. The Community Committee is asked to note that there is currently a remaining balance of **£32,503.33** (including underspends not listed in Table 1). 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	£7,000.00	£1,500.00	£1,500.00	£1,500.00	£2,500.00
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			£3,000.00	
Horsforth Community Pantry	£5,000.00			£5,000.00	
Restoration of 3 & 5 The Green: Part of Phase 1	£5,000.00			£5,000.00	
Summer Bands in the Park 2024	£1,650.00		£990.00		£660.00
Guiseley & Rawdon Grit Bins 2023	£2,494.44		£2,494.44		

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	£46,267.44	£4,483.00	£13,214.44	£16,625.00	£11,945.00
Balance remaining (Total/Per ward)	£32,029.28	£5,329.49	£2,345.05	£408.38	£23,946.36

Delegated Decisions (DDN)

21. Since the last Community Committee on 4th December 2023 four projects have been considered and approved by DDN.
22. Since the last Community Committee on 4th December 2023 no projects have been declined.

Monitoring Information

23. 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.
24. 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 on request.

Youth Activities Fund Position 2023/24

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

26. 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.

27. The Community Committee is also asked to note that there is a remaining balance of **£8,242.54** (including underspends not listed in Table 1). 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	£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	£4,500.00
ONW Youth Summit 2024	£2,000.00
Total spend against projects	£72,320.61
Remaining balance (including underspends)	£3,030.56

Small Grants and Skips Budget 2023/24

28. The Outer North West will have a proposed **£7,000.00** (Otley and Yeadon Ward topped up their ward by a further £1000) 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			
Dementia Experience Bus	£1,000.00			£1,000.00	
Arthington Parish Council Fayre - SKIP	£148.44	£148.44			
Otley Carnival - SKIP	£795.00				£795.00
Yeadon Carnival - SKIP	£265.00				£265.00
Kirklane Allotments- SKIP	£265.00		£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	£5,289.50	£1,314.93	£1,117.41	£1,086.08	£1,771.08
Remaining balance	£1,710.50	£185.07	£382.59	£413.92	£728.92

Capital Budget 2023/24

29. The Outer North West has a capital budget of **£43,191.80** 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

30. The Outer North West Community Committee is asked to note that there is **£356,841.68** 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		
Yeadon Christmas Lights	£2,000.00				£2,000.00
Total Spend 2023/24	£35,508.83	£21,421.00	£12,087.83	£0.00	£2,000.00
Balance remaining for 2023/24	£356,841.68	£297,063.10	£55,357.10	£109.60	£4,311.88

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

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

32. **Project title:** Guiseley SID

Name of group or organisation: LCC Highways

Total project cost: £3,500.00

Amount proposed: **£3,500.00 (Wellbeing)**

Wards covered: Guiseley & Rawdon

Project description: The purchase and installation of SID within Guiseley & Rawdon on The Green (LC7T506)

33. **Project title:** Reducing Carbon Footprint, increasing long term sustainability
Name of group or organisation: OPAL (Older People's Action in the Locality)
Total project cost: £20,400
Amount proposed: £2,450.00 (Wellbeing)
Wards covered: Adel & Wharfedale

Project description: Funding towards the purchase of solar panels that will enable them to reduce their carbon footprint and also reduce their running costs, making them more sustainable for the future and be able to continue to deliver services and support to residents in the LS16 community.

34. **Project title:** Holt Park Community Tennis Programme (Children's & Adults' Lessons)
Name of group or organisation: Leeds Community Tennis Programme (Leeds City Council)
Total project cost: £3,042.00
Amount proposed: £1,800 (£1,100.00 from Wellbeing & £700.00 from YAF)
Wards covered: Adel & Wharfedale and Horsforth

Project description: Tennis session at Holt Park. The grant to be used to cover the entire costs of tennis equipment and coaches' pay.

35. **Project title:** Leeds Modernians Rugby Training Ground
Name of group or organisation: Leeds Modernians rugby Section
Total project cost: £4,600.00
Amount proposed: £2,000.00 (CIL)
Wards covered: Area Wide

Project description: The grant will be used to renovate newly leased land, landscaping to provide a suitable training space.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

37. 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

38. 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

39. 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

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

Risk Management

41. 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

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

Recommendations

43. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Funding proposals for consideration and approval (paragraphs 31-35)
- c. Details of the projects approved via Delegated Decision (paragraph 21-22)
- 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)
- i. Details of the Subsidy Control Act 2022 & the implications of this act for the committees, as funding bodies. (paragraph 10)