

**Report of:** Head of Locality Partnerships

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

**Report author:** Mohammed Alamin

**Date:** 30<sup>th</sup> September 2024

**For decision**

## **Outer North West Community Committee Finance Report**

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### **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 2024/25.

### **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 Committee. Concurrently with the Committee, designated officers have delegated authority from the Director of Communities, Housing and Environment to take such decisions.

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 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.

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.

**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 2024/25. 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.

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.

Member agreed at the 17<sup>th</sup> June 2024 meeting, that should a disagreement between ward members arise when considering an ward based application following a ward briefing then the application shall be submitted to the next Community Committee meeting for consideration by the ONW Community Committee members.

Members also agreed at the 17<sup>th</sup> June 2024 meeting that the Youth Activity Fund budget shall be split equally across the four wards, with each individual ward making a decision on applications for YAF funding. It was also agreed that any remaining balances would be combined just before the final Community Committee meeting of the year with a view to jointly funding applications.

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 2024/25**

17. The total revenue budget approved by Executive Board for **2024/25** is **£57,630.00**. Table 1 shows a carry forward figure of **£27,883.09** which includes underspends from projects completed in **2023/24**. The total revenue funding available to the Community Committee for **2024/25** is therefore **£85,513.09**. 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 £67,513.09** (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 2024/25**

	£
<b>INCOME: 2024/25</b>	<b>£57,630.00</b>
<b>Balance brought forward from previous year (2023/24)</b>	<b>£27,883.09</b>
<b>TOTAL AVAILABLE FOR 2024/25 (including underspend):</b>	<b>£85,513.09</b>

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guisley & Rawdon	Horsforth	Otley & Yeadon
Small Grants & Skips 2024/25	£7,500.00	£1,500.00	£2,000.00	£1,500.00	£2,500.00
Community Engagement	£500.00	£125.00	£125.00	£125.00	£125.00
Horsforth CCTV 24/25	£5,000.00			£5,000.00	
Kirkstall Festival 2024	£1,500.00			£1,500.00	
Guisley SID - The Green	£3,500.00		£3,500.00		
<b>Balance brought forward from 2023/24</b>	<b>£27,883.09</b>	<b>£1,842.55</b>	<b>£1,560.83</b>	<b>£470.45</b>	<b>£24,009.26</b>
<b>New allocation for 2024/25</b>	<b>£57,630.00</b>	<b>14,407.50</b>	<b>14,407.50</b>	<b>14,407.50</b>	<b>14,407.50</b>
<b>Total approved in 2024/25</b>	<b>£18,000.00</b>	<b>£1,625.00</b>	<b>£5,625.00</b>	<b>£8,125.00</b>	<b>£2,625.00</b>
<b>Balance remaining (Total/Per ward)</b>	<b>£67,513.09</b>	<b>£14,625.05</b>	<b>£10,343.33</b>	<b>£6,752.95</b>	<b>£35,791.76</b>

**Delegated Decisions (DDN)**

20. Since the last ONW Community Committee on Monday 17<sup>th</sup> June 2024:

- Five projects have been considered and approved by DDN.
- Seven projects are currently being processed for approval.

21. Since the last Community Committee on 11<sup>th</sup> March 2024 two projects have 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 will provided on request.

## Youth Activities Fund Position 2024/25

24. The total available for spend in the Outer North West Community Committee in **2024/25** including carry forward from previous year, was **£53,584.54**.

25. The Community Committee is asked to note that one project had been approved in 2024/25 prior to the 17<sup>th</sup> June 2024 Community Committee.

26. **The Community Committee is also asked to note that the current remaining balance for the Youth Activity Fund is £29,162.56** (including underspends not listed in Table 1).

A full breakdown of the projects is available on request.

**TABLE 2: Youth Activities Fund 2024/25**

	Total Allocation £
<b>INCOME: 2024/25</b>	<b>£40,982.00</b>
<b>Balance brought forward from previous year (2023/24)</b>	<b>£12,602.54</b>
<b>TOTAL AVAILABLE FOR 2024/25 (including underspend):</b>	<b>£53,584.54</b>

Projects 2024/25	Area wide £	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Breeze 2024 – ONW	£15,200.00	£3,800.00	£3,800.00	£3,800.00	£3,800.00
Breeze 2024 – Tinshill INW & ONW 50-50 split	£1,900.00	£1,900.00			
ONW Youth Summit 2024	£73.00	£18.25	£18.25	£18.25	£18.25
ONW Youth Summit 2024/25	£2,000.00	£500.00	£500.00	£500.00	£500.00
Horsforth Summer Art Club	£1,700.00			£1,700.00	
Jungle Kids Summer 2024	£1,000.00	£1,000.00			
ONW Holiday Projects 2024-25	£1,295.00	£323.75	£323.75	£323.75	£323.75
Horsforth Music Centre - Summer School 2024	£1,253.98	£152.92	£91.75	£917.56	£91.75
<b>Balance brought forward from 2023/24</b>	<b>£12,602.54</b>	<b>£3,150.63</b>	<b>£3,150.63</b>	<b>£3,150.64</b>	<b>£3,150.64</b>
<b>New allocation for 2024/25</b>	<b>£40,982.00</b>	<b>£10,245.50</b>	<b>£10,245.50</b>	<b>£10,245.50</b>	<b>£10,245.50</b>
<b>Total approved in 2024/25</b>	<b>£24,421.98</b>	<b>£7,694.92</b>	<b>£4,733.75</b>	<b>£7,259.56</b>	<b>£4,733.75</b>
<b>Balance remaining</b>	<b>£29,162.56</b>	<b>£5,701.21</b>	<b>£8,662.38</b>	<b>£6,136.58</b>	<b>£8,662.39</b>

## Small Grants and Skips Budget 2024/25

27. The Outer North West Community Committee approved a starting balance of **£6,500.00** for the Small Grants and Skips Budget for 2024/25. Members are asked to note the allocation broken down by ward and summarised in **Table 3**.

**TABLE 3: Small Grants and Skips 2024/25**

Small Grants & SKIPS	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Guiseley Clock	£550.00		£550.00		
Irish Arts & Cultural Activities - Cookridge & Holt Park	£500.00	£500.00			
Otley Carnival Committee SKIP	£795.00				£795.00
Yeadon Carnival 2024	£1,600.00		£800.00		£800.00
PHAB - ONW	£109.83			£109.83	
Community Remembrance and Reflection Garden	£716.00	£179.00	£179.00	£179.00	£179.00
Movie Meet @ Holt Park Library	£281.00	£281.00			
Otley Victorian Fayre - Skip	£300.00				£300.00
<b>New allocation for 2024/25</b>	<b>£7,500.00</b>	<b>£1,500.00</b>	<b>£2,000.00</b>	<b>£1,500.00</b>	<b>£2,500.00</b>
<b>Total approved in 2024/25</b>	<b>£4,851.83</b>	<b>£960.00</b>	<b>£1,529.00</b>	<b>£288.83</b>	<b>£2,074.00</b>
<b>Remaining balance</b>	<b>£2,648.17</b>	<b>£540.00</b>	<b>£471.00</b>	<b>£1,211.17</b>	<b>£426.00</b>

## Capital Budget 2024/25

28. The Outer North West Community Committee has a remaining capital budget of £33,191.80 available to spend. Members are asked to note the capital allocation broken down by ward and summarised in Table 4.

**TABLE 4: Capital 2024/25**

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
<b>Balance remaining (per ward) April 2024</b>	<b>£33,191.80</b>	<b>£2,775.00</b>	<b>£2,046.60</b>	<b>£3,025.60</b>	<b>£25,344.60</b>
Capital injection May 2024	TBC	TBC	TBC	TBC	TBC
Capital injection November 2024	TBC Nov 2024	TBC Nov 2025	TBC Nov 2026	TBC Nov 2027	TBC Nov 2028
<b>Balance remaining (per ward)</b>	<b>£33,191.80</b>	<b>£2,775.00</b>	<b>£2,046.60</b>	<b>£3,025.60</b>	<b>£25,344.60</b>

## Community Infrastructure Levy (CIL) Budget 2024/25

29. The Outer North West Community Committee is asked to note that there is a remaining balance of **£336,769.09**. Members are asked to note the CIL

allocation currently available to spend in Table 5 which is detailed by ward and summarised.

**TABLE 5: Community Infrastructure Levy (CIL) 2024/25**

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance as of April 2024	£346,769.09	£295,063.10	£47,394.11	£0.00	£4,311.88
Injection May 2024		TBC	TBC	TBC	TBC
Balance as of May 2024	£346,769.09	£295,063.10	£47,394.11	£0.00	£4,311.88
Projects approved in 2024/25					
Adel Chruchyard Appeal - Tree Replacement	£10,000.00	£10,000.00			
<b>Balance remaining for 2023/24</b>	<b>£336,769.09</b>	<b>£285,063.10</b>	<b>£47,394.11</b>	<b>£0.00</b>	<b>£4,311.88</b>

**Applications for consideration from 2024/25 Wellbeing, YAF, Capital or CIL budgets:**

30. **Project title:** Arthington Lane SID

**Name of group or organisation:** Arthington PCC

**Total project cost:** £5,000.00

**Amount proposed:** £2,500.00

**Match Funding:** £2,500.00

**Wards covered:** Adel & Wharfedale

**Project description:** To install a SID and column adjacent to the Arthington Village Hall on Arthington Lane (Please see [link.](#)) with the intention of acting as a speed deterrent.

Update - Following a meeting with Highways, Highways are currently following up on an action to pass data to Road Safety Analyst colleagues to assess the route for a speed camera. Whether or not this qualifies we will not know for a short period whilst that assessment takes place.

**Corporate Considerations**

**Consultation and Engagement**

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

**Equality and Diversity/Cohesion and Integration**

32. 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**

33. 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**

34. 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**

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

## **Risk Management**

36. 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**

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

## **Recommendations**

38. Members are asked to note:

- a. Review minimum conditions for municipal year 2024/25 (paragraph 14 & 15)
- b. Details of the Wellbeing Budget position (Table 1)
- c. Details of the projects approved via Delegated Decision (paragraph 20-21)
- d. Monitoring information of its funded projects (paragraph 22-23)
- 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 applications for consideration (paragraph 30)