

Report of: South East Area Leader

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

Report author: Carl Hinchliffe

Date: Monday 2nd July 2018

For decision

Outer South Community Committee Delegated Budget Report

Purpose of report

1. This report seeks to provide Members with:
 - a. Details of the Wellbeing Budget position (Table 1)
 - b. Wellbeing proposals for 2017/18 for consideration and approval (paragraph 14, 15, 16)
 - c. Details of the projects approved via Delegated Decision (paragraph 17)
 - d. Monitoring information of its funded projects (paragraph 19)
 - e. Details of the Youth Activities Fund (YAF) position (Table 2)
 - f. Details of the Small grants Budget (Table 3)
 - g. Details of the Capital Budget (Table 4)
 - h. Details of the Community Skips Budget (Table 5)
 - i. Details of the Community Infrastructure Levy (CIL) (paragraph 37)

Background information

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 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 finance 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. Projects eligible for funding 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.
5. 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.
6. 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 and Environment to take such decisions.
7. 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:
 - consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - 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;
 - details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.

8. Members are asked to review the minimum conditions as set out in paragraph 7 of this report, consider whether any amendments are required and approve such conditions for operation in 2018/2019. 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.
9. 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.

Main issues

Wellbeing Budget Position 2018/19

10. The total revenue budget approved by Executive Board for 2018/19 was **£123,008.00**. **Table 1** shows a carry forward figure of **£61,078.91** which includes underspends from projects completed in 2017/18. **£49,075.63** represents wellbeing allocated to projects in 2017/18 and not yet completed. The total revenue funding available to the Community Committee for 2018/19 is therefore **£135,011.28**. A full breakdown of the projects approved or ring-fenced is available on request.
11. 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.
12. The Community Committee is asked to note that there is currently a remaining balance of **£96,424.28** wellbeing budget. A full breakdown of the projects is listed in table 1 and is available on request.

TABLE 1: Revenue Wellbeing Budget 2018/19

	£
INCOME: 2018/19	£123,008.00
Balance Brought Forward from 2017/18	£61,078.91
Less Projects Brought Forward from 2017/18	£49,075.63
TOTAL AVAILABLE: 2018/19	£135,011.28

Area Wide Ring Fenced Projects	
Garden Maintenance Scheme	£25,500.00

Total Spend: Area Wide Ring Fenced Projects	£25,500.00
--	-------------------

Ward Projects	£	Ward Split			
		Ardley & Robin Hood	Morley North	Morley South	Rothwell
Morley Community Church - Easter Holiday Club Project	£1,890.00			£1,890.00	
Morley Town Centre Management Board Project (MTCMB)	£8,296.00		£4,148.00	£4,148.00	
Rothwell May Day Celebrations	£1,000.00				£1,000.00
Rothwell provision of a bench for the community	£1,001.00				£1,001.00
St Georges Parade & Community Event	£900.00		£450.00	£450.00	
Totals	£13,087.00	£0.00	£4,598.00	£6,488.00	£2,001.00

Total Spend: Area Wide + Ward Projects	£38,587.00				
Balance Remaining (Total/Per Ward)	£96,424.28	£25,784.81	£23,478.94	£19,234.32	£27,926.21

Wellbeing and Capital Projects for consideration and approval

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

14. **Project Title:** Rothwell Summer Carnival

Name of Group or Organisation: Rothwell & District Carnival Committee

Total Project Cost: £5,000

Amount proposed from Wellbeing Funds: £3,000

Wards covered: Rothwell

Project Description: The funding will be used towards the cost of putting on the event, insurance, publicity and some of the entertainment costs, including: market and community stalls, funfair rides and stalls, children's entertainment (petting farm, inflatable assault course, beach area, face painter, donkey rides), dog show, other entertainment still being confirmed, licensed bar (subject to license application).

Community Committee Priorities: Residents in Outer South have access to opportunities to become involved in sport and culture; Communities are empowered and engaged and get on well together.

15. **Project Title:** Rothwell Christmas Carnival and Lights Switch On

Name of Group or Organisation: Rothwell & District Carnival Committee

Total Project Cost: £1,788

Amount proposed from Wellbeing Funds: £1,000

Wards covered: Rothwell

Project Description: This event has been held for the last few years and consists of a Christmas market, a fairground 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 funding will be used towards the cost of the fireworks and snow blowers which are provided by a professional display company.

Community Committee Priorities: Communities are empowered and engaged and get on well together.

16. **Project Title:** Tingley Athletic FC (Ground Maintenance Equipment)

Name of Group or Organisation: Tingley Athletic FC

Total Project Cost: £23,607

Amount proposed from Wellbeing Funds: £5,000 (Capital Funds)

Wards covered: Ardsley & Robin Hood

Project Description: In June 2017 the club in conjunction with Andrew Shuttleworth of the County FA brought in a member of the Institute of Groundsmen, Ian Powell, to establish what the root cause of the pitch drainage issues were. In summary, this established that the major issue was pitch compaction and the recommendations from the club to resolve this is for them to invest in ground maintenance equipment. The purchase of this equipment will enable the club to carry out the majority of pitch maintenance tasks itself without having to pay for specialist ground maintenance companies to carry out the work.

Community Committee Priorities: Provide a range of activities for young people across the Outer South; Residents in Outer South are active and healthy; Residents in Outer South have access to opportunities to become involved in sport and culture.

Delegated Decisions (DDN)

17. Since the last Community Committee on 26th February 2018, the following projects have been considered and approved by DDN:

- a) Morley Community Church Easter Holiday Project - £1,890.00 (included in Table 1)
- b) Morley Town Centre Management (MTCMB) - £8,296.00 (included in Table 1)
- c) Rothwell May Day Celebrations - £1,000.00 (included in table 1)
- d) Rothwell provision of a bench for the community- £1,001.00 (included in table 1)
- e) St Georges Parade & Community Event - £900.00 (included in table 1)

Monitoring Information

18. 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.

19. Detailed below is a project monitoring update the Communities Team has received since the last meeting of the Community Committee in February:

Rothwell May Day Celebrations

The May Day event was held as planned on 7 May 2018. With the hottest bank holiday on record the event was extremely well attended by local people through-out the day. Whilst there is no way of knowing the actual number of people attending during the day, the event was again extremely well attended. We would estimate up to 5000 people through-out the day. Throughout the day the donkeys, face painter, sand art craft stall were very popular, as were the owls/birds of prey and the petting farm. The market & local community stalls were as always very popular, as was the traditional duck race held by the local Lions Group. The event provides a fun enjoyable day for all those attending the event. Whilst the financials have still to be finalized, early indications are that the event will again break even or perhaps make a small profit which will go towards the funding of future events, in particular the Christmas Carnival and Lights Switch On event in November.



Youth Activities Fund Position 2018/19

20. The total available for spend in Outer South in 2018/19, including carry forward from 2017/18, was **£73,358.23**.

21. The Community Committee is asked to note that so far, a total of **£41,039.30** has been allocated to projects, as listed in **Table 2**.

22. The Community Committee is also asked to note that there is a remaining balance of **£14,508.93** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2018/19

	Total Allocation	Ward Split 8-17 Population (9,841)			
		2,634	2,391	2,239	2,577
		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Income 2018/19	£54,210.00	£14,340.22	£13,250.17	£12,664.71	£13,954.90
Carried forward from 2017/18	£19,148.23	£5,511.77	£5,313.94	£4,788.19	£3,534.33
Total available (including brought forward balance) for schemes in 2018-19	£73,358.23	£19,851.99	£18,564.11	£17,452.90	£17,489.23
Schemes approved 2017-18 to be delivered in 2018-19	£17,810.00	£4,551.97	£4,866.67	£4,808.03	£3,583.33
Total available budget for 2018/19	£55,548.23	£15,300.02	£13,697.44	£12,644.87	£13,905.90

Projects 2018/19	Amount Requested from YAF	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Mini Breeze	£14,400.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Morley Takeover Festival	£3,700.00		£1,850.00	£1,850.00	
Youth Service Outer South	£17,920.00	£4,480.00	£4,480.00	£4,480.00	£4,480.00
DAZL	£5,019.30	£1,254.82	£1,254.82	£1,254.82	£1,254.82
Total Spend Against Projects	£41,039.30	£9,334.82	£11,184.82	£11,184.82	£9,334.82
Remaining Balance per Ward	£14,508.93	£5,965.19	£2,512.62	£1,460.04	£4,571.08

Small Grants Budget 2018/19

23. There has been one small grant request approved so far this year, which is detailed in **Table 3**. Members are also asked to refer to **paragraph 27** to approve the small grants ring-fence budget.

TABLE 3: Small Grants 2018/19

Project	Organisation/Department	Ward(s)	Total Cost of Project	Amount Requested
Free packed lunches for Primary Children	St Pauls Church - Morley	Morley North & South	£1,000.00	£1,000.00
Totals			£1,000.00	£1,000.00
Small Grant Remaining			TBC	

Capital Budget 2018/19

24. At June 2018 the Outer South Community Committee has a capital budget of **£33,999.95** available to spend. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 4: Capital 2018/19

		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Balance Remaining (per ward) Mar 2016	£34,594.05	£12,122.55	£9,528.86	£11,280.43	£1,423.69
Capital Injection as part of the receipts Oct 15 - Mar 16	£11,324.90	£2,831.22	£2,831.22	£2,831.22	£2,831.22
Balance Remaining (per ward) Apr 2018	45,918.95	14,953.77	12,360.08	14,111.65	4,254.91
Springhead Park Dementia Garden	£4,254.00				£4,254.00
Drighlington Bottle Bank	£3,000.00		£3,000.00		
SID Whitehall Road	£3,110.00		£3,110.00		
SID Gildersome	£1,555.00		£1,555.00		
SID Scotchman Lane	£3,110.00			£3,110.00	
Balance Remaining (per ward) June 2018	£33,999.95	£14,953.77	£7,805.08	£11,001.65	£0.91

Community Skips Budget

25. There has been one skip request approved so far this year, which is detailed in **Table 3**. Members are also asked to refer to **paragraph 29** to approve the skips ring-fence budget.

TABLE 5: Community Skips 2018/19

Location of Skip	Date	Total Amount	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Rothwell Carnival Committee	1 st May 2018	£166.67				£166.67
Total:		£166.67				
Remaining Balance:			TBC			

Wellbeing Budget 2018/19 Ring-fences

26. As in previous years, Members are asked to consider the following ring-fence amounts against the 2018/19 Wellbeing allocation. Changes to the suggested figures will have an impact on the amount of budget available for new schemes.
27. Based on a 2017/18 spend of **£5,000.00**, the **small grant** allocation to be set at **£5,000.00**.
28. In 2017/18 the Community Committee allocated **£1,800.00** to a **Communications Budget**. Based upon a spend of £391.02 in 2017/18, Members are asked to consider ring-fencing **£1,500.00** (£375.00 per ward) to support Community Engagement Activities. This would cover costs to promote activities such as leaflet printing, venue hire, food/refreshments and transport costs, as well as distribution of the Community Committee newsletter. Any request for schemes outside these categories would need to be considered separately through the usual wellbeing process.
29. **£1,000.00** for **Community Skips** based on **£691.68** spend in 2017/18 and the recent price increase for skip hire.
30. In recent years a number of events have been delivered in Rothwell under the banner **Rothwell Celebrations**. To ensure the delivery of these events, a proposed allocation of **£8,000.00** for 2018/19 is included.
31. The **Outer South Christmas Trees and Lights**, including decorations, received an allocation of **£16,000.00** in 2017/18. Assuming no other enhancement to schemes or cost rises it is proposed to ring-fence **£16,000.00** for 2018/19. Final project proposals and costs will be presented to a future Community Committee.
32. The Community Committee ring-fenced **£1,000.00** for the **Community Heroes Event** in 2017/18 and the Housing Advisory Panel allocated £250.00 towards the event. It is proposed that **£2,000.00** be ring-fenced for a similar event in 2018/19 and match funding of **£500.00** will be applied for through the Housing Advisory Panel.
33. The Community Committee ring-fenced **£1,500.00** to support events to coincide with the **International Day of Older People** in 2017/18. It is proposed that **£1,500.00** be ring-fenced for similar events in 2018/19.

Community Infrastructure Levy (CIL)

34. 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.
35. 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 & Robin Hood and Rothwell will be administered by the Outer South Community Committee.

36. The Community Committee is asked to note that there is **£10,349.89** total payable to Outer South area, with **£10,349.89** currently available to spend. The vast majority of this is available for Ardsley & Robin Hood, **£8,913.63**, Rothwell has **£1,436.27**.

Conclusion

37. The report provides up to date information on the Community Committee's wellbeing budget.

Recommendations

38. Members are asked to:

- a. Note and approve the minimum conditions for delegated decisions (paragraph 7)
- b. Note details of the Wellbeing Budget position (paragraph 10, 12)
- c. Note details of the revenue budget projects agreed to date including projects approved by Delegated Decision Notice (Table 1)
- d. Note details of the Youth Activities Fund (YAF) position (Table 2)
- e. Note details of the Small Grants Budget (Table 3)
- f. Note details of the Capital Budget (Table 4)
- g. Note details of the Community Skips Budget (Table 5)
- h. Note details of the Community Infrastructure Levy (CIL) (paragraph 37)