

Report of: Area Leader

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

Report author: Carl Hinchliffe

Date: Monday 17th September 2018

For decision

Outer South Community Committee Finance 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 2018/19 for consideration and approval (paragraphs 12 - 18)
 - c. Details of the projects approved via Delegated Decision (paragraph 19)
 - d. Monitoring information of its funded projects (paragraph 20)
 - 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 30)

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 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 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. 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

8. 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.
9. 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.
10. The Community Committee is asked to note that there is currently a remaining balance of **£51,252.95** 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
Small Grants	£5,000.00
Community Skips	£1,000.00
Community Engagement	£1,500.00
Outer South Xmas Trees & Lights	£16,000.00
Community Heroes Event	£2,000.00
International Day for Older People	£1,500.00

Total Spend: Area Wide Ring Fenced Projects	£52,500.00
--	-------------------

Ward Projects	£	Ward Split			
		Ardsley & 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 Celebrations (including May Day celebrations so far)	£8,000.00				£8,000.00
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	
Morley in Bloom	£1,500.00			£1,500.00	
Morley Arts Festival	£10,000.00		£5,000.00	£5,000.00	
Meadowside Residents BBQ	£630.00	£630.00			
Syke Road Litter Bin	£251.00			£251.00	
Robin Hood Community Event	£700.00	£700.00			
Totals	£33,168.00	£1,330.00	£9,598.00	£13,239.00	£9,001.00

Total Spend: Area Wide + Ward Projects	£85,668.00	£14,455.00	£22,723.00	£26,364.00	£22,125.00
Balance Remaining (Total/Per Ward)	£51,252.95	£18,140.31	£12,164.44	£6,335.49	£14,612.71

Wellbeing and Capital Projects for consideration and approval

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

12. **Project Title:** Carlton Village Bench

Name of Group or Organisation: Parks & Countryside

Total Project Cost: £1,035

Amount proposed from Wellbeing Funds: £1,035

Wards covered: Rothwell

Project Description: To obtain and fit a bench to help improve the quality of life for local residents. In particular the elderly or infirm who wish to make use of a bench as they walk around the village as part of their daily lives. Many residents both the young, old and those perhaps with mobility or health issues find they need a rest on their way to and from visiting friends and/or carrying out their daily lives. A bench at this location it has ben said will greatly improve the quality of lives for people living in the village who wish to be active but may have limitations in how far they may walk, along with providing a much needed resting place for those simply enjoying the great outdoors.

Community Committee Priorities: Best City for Communities – “Communities are empowered and engaged and get on well together” and “Have an asset base which is fit for purpose”.

13. **Project Title:** SID Movement Device Rotation - Drighlington

Name of Group or Organisation: Highways & Transportation Leeds City Council

Total Project Cost: £1,260.00

Amount proposed from Wellbeing Funds: £960.00

Wards covered: Morley North

Project Description: Rotation of six SID devices across the Morley North ward = movement of the SID device at £80 x 12 = £960. This is at the request of Councillors through discussions with their constituents.

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”.

14. **Project Title:** Community Digital Access Points

Name of Group or Organisation: Get Technology Together

Total Project Cost: £33,128.35

Amount proposed from Wellbeing Funds: £5,641.51

Wards covered: Ardsley & Robin Hood, Morley North, Morley South, Rothwell

Project Description: This project is a partnership between Get Technology Together (GTT) a Community Interest Company (CIC), Outer South Housing Leeds, Leeds Community Foundation and the Outer South Community Committee.

It aims to create 4 digital access points to enable the local community to access services, education and upskilling within their own neighbourhood over a 45 week period in each Outer South Leeds ward.

The facilities will be based at locations identified via local Councillors, the Community Committee and Housing Leeds at:

- Temple Lawn Community Centre (John O’Gaunts, Rothwell - Friday morning)
- Northfield Community Centre (border with Ardsley & Robin Hood - Tuesday morning)
- Newlands Methodist Church (Morley North - Wednesday morning)
- Drighlington Methodist Church (Morley South - Thursday morning)

These venues were visited to confirm the projects would address local needs. The project will bring together local resources to provide space to either bring or use existing computers and internet networks with additional equipment provided by GTT to make viable digital access points for local community use. A range of solutions will be considered such as portable, as well as equipment in situ. The digital access point in each ward/venue will provide a weekly drop in of 3 hours over 45 weeks to include:

- Open access to computers for work searches and accessing online council services.
- Access to Universal Credit Accounts.
- Provide WiFi access so people can develop their skills using their own devices, especially important for older people as well as people with disabilities so they can become more independent through being more confident with technology.
- Offer or signpost to courses through the Online Centres Network, Adult Community Learning, Digital Literacy events in Libraries and Lifelong Learning Programmes offered by Leeds University, Leeds City College and other recognised providers as appropriate to individual student/client needs.
- Provide a friendly safe learning environment that brings people together to socialise learn together with practical guidance and support from technology expert trainers.
- Encourage and inspire students/clients to use technology to either communicate with, transact with family, friends or transact with goods and services suppliers online.
- Offer bespoke advice and support for people with disabilities/particular needs such as advising on hardware and software adaptations to make devices and services more accessible in addition to using specific teaching techniques/skills.
- Provide opportunities at location for volunteers to get involved with teaching, training, or support roles.

The project is aiming to attract between 5 and 10 learners at each session, all sessions will be supervised by a contracted tutor and supported with additional volunteers. The project aims to create 2 training assistant volunteer roles at each location.

Community Committee Priorities: Best City for Business – “Provide opportunities for people to get jobs or learn new skills”: **Best City for Communities** – “Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods”, “Communities are empowered and engaged and get on well together”, “Have an asset base which is fit for purpose”: **Best City for Health and Wellbeing** – “Older residents in Outer South are active and healthy” and “Older residents in Outer South are enabled to participate in local community activities”.

15. **Project Title:** Youth Service Outer South - Morley North/South Wards

Name of Group or Organisation: Leeds Youth Service

Total Project Cost: £3,140.00

Amount proposed from Wellbeing Funds: £500 (Youth Activity Fund)

Wards covered: Morley North & Morley South

Project Description: The Youth Service project will provide diversionary opportunities to young people in the Morley North/South Wards, with the project providing a residential opportunity during October 2018. The residential to Keswick Youth Hostel will engage and divert young people into a range of social activities.

The residential experience will enable young people to develop skills that will be beneficial to the young people's life & social skills, whilst developing confidence. The residential will enable young people to experience an opportunity away from home whilst having fun, participating in a range of physical activities and developing new friendships.

The Youth Service would ensure that the most vulnerable young people have access to the residential working with partners. The residential experiences will engage young people in developing a healthy lifestyle by offering physical activities and promoting healthy eating. Young people will be safe from harm as all the activities will be delivered by reputable providers and in compliance with Leeds City Council health & safety systems using Evolve and risk assessments.

The residential will be linked to the Children and Young Peoples Plan and have a Child Friendly approach and will engage with young people aged 12 to 17. The residential experience would be over a three day period with young people having two nights away from their parent/guardians. Consultation of young people would be undertaken during the residential.

Community Committee Priorities: Best City for Children & Young People – “Provide a range of activities for young people across the Outer South”.

16. **Project Title:** New Pitches for Woodkirk Valley FC

Name of Group or Organisation: Woodkirk Valley FC

Total Project Cost: £193,900.00

Amount proposed from Wellbeing Funds: £5,000.00 (to come from Capital)

Wards covered: Ardsley & Robin Hood, Morley North, Morley South

Project Description: The grant will be used to support the development of brand new pitches on Woodkirk Academy grounds. These grounds are leased to the school from Leeds City Council. The pitches are currently unusable from October through to May. The pitches will be used by the Football club on a weekend Saturday and Sundays from 9.30am through to 2pm. Woodkirk Valley FC was established in 2001 and has grown year on year to currently have over...playing members. This has resulted in the age groups playing at a number of pitches across the area and into Kirklees. This project would allow all the age groups to come together and have a central location for all the junior matches. The School and the Club are working with the West Riding County FA and the Football Foundation who are both supportive of the scheme. There is a significant lack of quality grass pitches and this scheme will be able to access the Football Foundations Pitch Improvement Grant. The project will provide primary and secondary drainage to the site along with a new playing surface.

Community Committee Priorities: Best City for Children & Young People – “Provide a range of activities for young people across the Outer South”; **Best City for Communities** – “Residents in Outer South have access to opportunities to become involved in sport and culture”; **Best City for Health & Wellbeing** – “Residents in Outer South are active and healthy”.

17. **Project Title:** Rothwell Competitive Music Festival 2019

Name of Group or Organisation: Rothwell Competitive Music Festival

Total Project Cost: £5,600.00

Amount proposed from Wellbeing Funds: £2,000.00 (Rothwell 'ringfence')

Wards covered: Rothwell

Project Description: We run the music festival over three days in two Rothwell venues and employ adjudicators and accompanists. The wellbeing grant will be used to contribute towards the payment for the employment of professional adjudicators and accompanists and towards the cost of hiring the two venues - the Blackburn Hall and the Methodist Church. Amateur musicians of any age perform in public and receive professional and constructive criticism of their performance, improving their work for the future. There are usually approximately 200 entries. After running for 35 years we have good experience but continue to ask participants how and what we can improve and we do take notice of suggestions.

Community Committee Priorities: **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"

18. **Project Title:** A Festival of Remembrance

Name of Group or Organisation: Morley Remembrance Committee

Total Project Cost: £600.00

Amount proposed from Capital Funds: £600.00

Wards covered: Morley South

Project Description: To hold the annual Festival of Remembrance in Morley Town Hall. The event is open to all members of the community and is organised by the Morley Remembrance Committee. It includes community singing and contributions from local groups and schools together with Cadets and members of the Reserve Forces, Morley Salvation Army, Members of the Royal British Legion and SSAFA The Armed Forces Charity.

Community Committee Priorities: **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".

Delegated Decisions (DDN)

19. Since the last Community Committee on 2nd July 2018, the following projects have been considered and approved by DDN:

- a) Morley in Bloom - £1,500.00 (included in Table 1)
- b) Morley Arts Festival - £10,000.00 (included in Table 1)
- c) Meadowside Residents BBQ - £630.00 (included in Table 1)
- d) Syke Road Litter Bin - £251.00 (included in Table 1)
- e) Robin Hood Community Event - £700.00 (included in Table 1)

Monitoring Information

20. 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.
21. There have been no recent project monitoring updates therefore the Communities Team will report on any finished projects at the next Community Committee in December.

Youth Activities Fund Position 2018/19

22. The total available for spend in Outer South in 2018/19, including carry forward from 2017/18, was **£73,358.23**.
23. 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**.
24. The Community Committee is also asked to note that there is a remaining balance of **£10,508.93** 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
Youth Service Consultation	£1,000.00	£250.00	£250.00	£250.00	£250.00
Breeze Holiday Camps	£3,000.00	£750.00	£750.00	£750.00	£750.00
Total Spend Against Projects	£45,039.30	£10,334.82	£12,184.82	£12,184.82	£10,334.82
Remaining Balance per Ward	£10,508.93	£4,965.19	£1,512.62	£460.04	£3,571.08

Small Grants Budget 2018/19

25. At the last Community Committee ward members approved a small grants budget of £5,000.00. There is currently a remaining balance of **£3,000.00**, detailed in **Table 3**.

TABLE 3: Small Grants 2018/19

Project	Organisation/Dept	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
East Ardsley Flower Festival	East Ardsley Flower Club	Ardsley & Robin Hood	£500.00	£500.00
Summer Cricket Camp	East Ardsley United Cricket & Athletic Club	Ardsley & Robin Hood	£750.00	£500.00
Totals			£2,250.00	£2,000.00
Small Grant Remaining			£3,000.00	

Capital Budget 2018/19

26. The Outer South Community Committee has a capital budget of **£28,999.95** 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	
Tingley Athletic FC	£5,000.00	£5,000.00			
Balance Remaining (per ward) June 2018	£28,999.95	£9,953.77	£7,805.08	£11,001.65	£0.91

Community Skips Budget

27. At the last Community Committee ward members approved a skips budget of £1,000.00.

There is currently a remaining balance of **£270.82**, which is detailed in **Table 5**. Due to the fact that around 75% of the budget has already been allocated, it is recommended that the Community Committee allocates a further £1,000.00 for community skips.

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
Churwell Environmental Volunteers	6 th July 2018	£204.17		£204.17		
Rothwell and District Carnival Committee	13 th July 2018	£179.17				£179.17
LCC Housing	22 nd August 2018	£179.17			£179.17	
Total:		£729.18				
Remaining Balance:			£270.82			

Community Infrastructure Levy (CIL)

28. 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.

29. In the Outer South this means that the money for Morley North and Morley South will be administered by Morley Town Council, Gildersome Parish Council and Drighlington Parish Council, whereas monies for Ardsley & Robin Hood and Rothwell will be administered by the Outer South Community Committee.

30. 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

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

Recommendations

32. Members are asked to:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Wellbeing proposals for 2018/19 for consideration and approval (paragraph 12 - 18)
- c. Details of the projects approved via Delegated Decision (paragraph 19)
- d. Monitoring information of its funded projects (paragraph 20)
- 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 28)