

<b>Report of:</b>	<b>Area Leader</b>	
<b>Report to:</b>	<b>Outer South Community Committee</b> <b>Ardsley and Robin Hood, Morley North, Morley South and Rothwell</b>	
<b>Report author:</b>	<b>Kimberly Frangos</b>	<b>07712 217267</b>
<b>Date:</b>	<b>1<sup>st</sup> July 2019</b>	<b>For decision</b>

## **Outer South 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 2019.

### **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 South this means that the money for Morley North and Morley South will be administered by Morley Town Council, whereas monies for Ardsley and Robin Hood and Rothwell will be administered by the Outer South Community Committee.
9. It was agreed at the Outer South Community Committee on the 27<sup>th</sup> November 2017 that CIL monies for Ardsley and Robin Hood and Rothwell would be and 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 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.
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 Committee. Concurrently with the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.
14. 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 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;
- c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.

15. 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.
16. **Associated Recommendation:** Members are asked to review the minimum conditions as set out in paragraph 14 of this report, consider whether any amendments are required and approve such conditions for operation in 2019/2020. 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. 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.
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 2019/2020**

18. The total revenue budget approved by Executive Board for 2019-2020 was **£124,750.00**. **Table 1** shows a carry forward figure of **£ 83,631.39** which includes underspends from projects completed in 2018-2019. **£ 51,221.50** represents wellbeing allocated to projects in 2018-2019 and not yet completed. The total revenue funding available to the Community Committee for 2019-2020 is therefore **£157,159.89**. 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 **£111,794.25**. A full breakdown of the projects is listed in Table 1 and is available on request.

**TABLE 1: Wellbeing revenue 2019/2020**

	£
<b>INCOME: 2019-2020</b>	<b>£124,750.00</b>
Balance brought forward from previous year	£ 83,631.39
Less projects brought forward from previous year	£ 51,221.50
<b>TOTAL AVAILABLE: 2019-2020</b>	<b>£157,159.89</b>
Area wide ring fenced projects	£
	£
<b>Total spend: Area wide ring fenced projects</b>	<b>£</b>

Ward Projects	£	Ward Split			
		Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Money Buddies	£8,865.64	£2,216.41	£2,216.41	£2,216.41	£2,216.41
St George's Parade and Community Event	£1,500.00		£ 750.00	£ 750.00	
Going Places 2019/20	£3,500.00	£ 875.00	£ 875.00	£ 875.00	£ 875.00
Outer South Garden Maintenance Service	£28,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
Woodlesford Bowling Club – Winter green maintenance	£3,500.00				£3,500.00
<b>Totals</b>	<b>£ 45,365.64</b>	<b>£ 10,091.41</b>	<b>£10,841.41</b>	<b>£10,841.41</b>	<b>£13,591.41</b>
<b>Total spend: Area wide + ward projects</b>	<b>£ 45,365.64</b>	<b>£ 10,091.41</b>	<b>£10,841.41</b>	<b>£10,841.41</b>	<b>£13,591.41</b>
<b>Balance remaining (Total/Per ward)</b>	<b>£111,794.25</b>	<b>£35,628.39</b>	<b>£26,356.56</b>	<b>£24,697.76</b>	<b>£25,111.54</b>

**Wellbeing, Capital and Youth Activity Fund projects for consideration and approval**

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

22. **Project Title:** Drighlington Summer Gala 2019

**Name of Group or Organisation:** Drighlington Events Committee

**Total Project Cost:** £ 9,314.50

**Amount proposed from Wellbeing Funds 2019-2020:** £ 1,972.00

**Wards covered:** Morley North, Morley South

**Project Description:** The funding will be used to support the Drighlington Summer Gala 2019. This has run for 5 years previously and is a free event that is well attended by both the local community and surrounding areas. Please see below some of the attractions that will be available on the day:

- Market and Community Stalls
- Funfair rides and stalls
- Children's Entertainment including:
- Creature corner
- Bubbleologist
- Face Painter
- Climbing Wall
- Zorb Balls
- Miniature Tractors
- Silent Disco
- Giant Sandpit
- Juggler
- Live Entertainment

- Gala Queen
- Licensed Bar (subject to license application)
- Various Catering stalls
- Village Parade to open the Gala
- School Choir

The funding will be used towards the cost of putting on the event, traffic management for the parade, publicity, and some of the entertainment costs.

#### **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

#### **23. Project Title:** Morley Arts Festival Development

**Name of Group or Organisation:** Morley Arts Festival

**Total Project Cost:** £35,500.00

**Amount proposed from Wellbeing Funds 2019-2020:** £11,000.00

**Wards covered:** Ardsley and Robin Hood, Morley North, Morley South and Rothwell

**Project Description:** Morley Arts Festival is now in its 14th year and has built a reputable positive track record of delivering an outstanding annual Festival. In 2015 the formally named Morley Literature Festival underwent a rebrand becoming Morley Arts Festival to incorporate all arts forms and engage with new and increasing audiences. Historically the Festival is attended by local people of all ages as well as visitors from across the UK.

The Festival is fully inclusive and caters for all ages and varied interests through a various programme of activity, events, workshops, talks and walks. Morley Arts Festival continues to attract high profile speakers and celebrities as well as other less known artists that undoubtedly attract high numbers of audiences each year.

This year's festival theme is 'Explore', inspired by this year's 50th anniversary of the moon landings. We are inviting participants to 'explore' all arts and cultural experiences including the written and spoken word, live music, performing arts and theatre, visual arts exploring various materials, community art and more. The program is being developed with a number of enticing events and appearances which will engage new and established audiences.

This year's Festival will take place 25/09/18 – 12/10/18 at a number of venues across the borough including Morley Town Hall, Woodkirk Academy, Morley Library, St Paul's Church, various business premises within Morley town centre including Cucina Bar and Restaurant, Topsy Cow bar and Artsbloc. Some outdoor activities will take place along Queen Street, Morley town centre. Events and activities will be scheduled at different times throughout each day and week to attract various audiences.

The Festival is delivered by the Director who is paid sub-contractor on a freelance basis. This year the Director is being tasked with delivering the internationally acclaimed schools programme in addition to the usual programming and directorship of the Festival.

With the support of a voluntary committee of 12, there are also a growing number of opportunities for Festival volunteers to get involved and support festival delivery as ambassadors, event marshals and stewards.

**Community Committee Priorities:****Best City for Business**

- Support work that helps town and district centres remain commercially active and vibrant
- Provide opportunities for people to get jobs or learn new skills

**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**

- Residents in Outer South are active and healthy
- Older residents in Outer South are enabled to participate in local community activities

24. **Project Title:** Public Footpath Rothwell No. 36 surface improvement scheme  
**Name of Group or Organisation:** Public Rights of Way, Parks & Countryside, LCC  
**Total Project Cost:** £ 3,000.00  
**Amount proposed from Wellbeing Funds 2019-2020:** £ 1,500.00  
**Wards covered:** Rothwell

**Project Description:** To improve the surface of Public Footpath 36 by surfacing the footpath in crushed stone to a length of 60 metres and to a width of approximately 2 metres. Currently the surface of the path consists of earth and it is very susceptible to becoming muddy.

Footpath 36 is located in Rothwell, on the eastern edge of Oulton village, and provides access for pedestrians from Farrer Lane to open countryside past existing housing. The footpath is well used by pedestrians accessing local amenities and shops within Woodlesford and Oulton from residential areas. The path is not adopted and is only maintained in character. The section proposed to be improved is unsurfaced but it links to other surfaced paths. The proposed works will significantly improve the quality of the current surface and would improve accessibility for members of the public and those using push chairs.

**Community Committee Priorities:****Best City for Business**

- Support work that helps town and district centres remain commercially active and vibrant

**Best City for Communities**

- Neighbourhoods in Outer South are clean and attractive
- Residents in Outer South are safe and feel safe
- Have an asset base which is fit for purpose

**Best City for Health & Wellbeing**

- Residents in Outer South are active and healthy

25. **Project Title:** Thorpe, the Great Outdoors  
**Name of Group or Organisation:** Thorpe Community Centre CIO  
**Total Project Cost:** £ 1,737.98  
**Amount proposed from Wellbeing Funds 2019-2020:** £ 868.99  
**Wards covered:** Ardsley and Robin Hood

**Project Description:** The grant will be used to remove a garden area in front of the Community Centre and replace with flag stones. This will enable the whole front building

yard to be used for activities. Young children will be the main beneficiaries but the elderly will also benefit. Currently, with the garden in situ, there is no room for outdoor activities. The work will be carried out by Parks and Countryside.

**Community Committee Priorities:**

**Best City for Business**

- Support work that helps town and district centres remain commercially active and vibrant

**Best City for Communities**

- Neighbourhoods in Outer South are clean and attractive
- Have an asset base which is fit for purpose

26. **Project Title:** Youth Service - Consultation

**Name of Group or Organisation:** Youth Service, LCC

**Total Project Cost:** £ 1,000.00

**Amount proposed from Wellbeing Funds 2019-2020:** £ 1,000.00 (Community Engagement Ringfence)

**Wards covered:** Ardsley and Robin Hood, Morley North, Morley South and Rothwell

**Project Description:** To deliver consultation at various Mini Breeze events in Outer South Leeds, with young people. Refreshments provided by the Youth Service such as food (hot dogs), as well as water and soft drinks are incentives for children and young people to complete the consultation.

**Community Committee Priorities:**

**Best City for Business**

- Provide opportunities for people to get jobs or learn new skills

**Best City for Communities**

- 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

27. **Project Title:** Morley Town Centre Management

**Name of Group or Organisation:** Morley Town Centre Management Board

**Total Project Cost:** £ 23,000.00

**Amount proposed Wellbeing Funds 2019-2020:** £ 10,000.00

**Wards covered:** Morley North, Morley South

**Project Description:** The grant will be used to contribute to the funding of the Town Centre Manager role. This position has been active for 8 years on a freelance basis. The role of Town Centre Manager includes the coordination, planning, delivery and evaluation of all town centre events in Morley. The role has also grown substantially over the last 5 years and contributes heavily to the vibrancy and sustainability of our local high street and town centre. A large part of the role includes significant business engagement working with the growing number of independent and national businesses and retailers in the town to offer support for growth, marketing and investment. The role also involves working in partnership with landlords and letting agencies to ensure any vacant premises are looked after, well-presented and ultimately let quickly.

The Town Centre Manager works closely with Leeds City Council, Morley Town Council and Morley Chamber of Trade in the development and maintenance of new and established projects all of which are designed carefully and well thought out to contribute to the vibrancy of Morley town centre. These projects are led by the Town Centre Manager and include:

- The coordination and introduction of free town centre WiFi – working with contractors, coordinating access and diaries, sourcing finance. Ensuring risks assessments and work schedules are in place and a timescale is met. The role also includes the publicity of this project to the community and wider public to entice residents, new businesses and visitors to spend more time in the town centre. There is a second phase of this project planned to capitalise on the smart phone technology as a marketing tool in the promotion of local businesses, shops, cafes, bars and restaurants. The Town Centre Manager also leads on the collection of sensitive data, trends and usage to inform Town Centre Management and other partners of the effectiveness of this exciting addition to Morley.
- Leading on 'Artspace'. An exciting renovation and landscaping of the Windsor Court development outside Morley Town Hall. To invigorate and improve this community space as part of a significant public realm project incorporating a covered performance space, seating, planting and a digital screen. Working with key partners from Leeds City council, Elected Members, Morley Town Council, Groundworks Trust Leeds, Morley Community Archives in the design and implementation stages, sourcing funding and commercial sponsorship
- Representing Morley and working alongside the Institute of Place Management at Manchester Met and Springboard UK in an ongoing national research project 'Big Data Small Users' exploring the correlation between footfall and sales in UK town centres. Providing data and figures to identify local and national shopping trends and visitor information that can be used to inform future events, schemes and initiatives
- To maintain and strengthen the on-going partnership with the White Rose Shopping Centre, holding regular catch up meetings with their management team informing them of developments in Morley and receiving like for like information about the Shopping Centre. Managing an annual sponsorship deal between the White Rose and Morley Town Centre Management Board
- To coordinate, deliver and evaluate the annual events programme for the town centre including but not limited to: Easter Bonnet Parade, St George's Street Festival, Outdoor Cinema and Yorkshire day celebrations, Lantern Festival and Christmas Lights Switch-On and Festival. For each of these events, the town centre manager role consists of:
- Production of event plans, risk assessments, ensuring relevant PL and EL insurances are in place, attracting commercial sponsorship deals and other funding opportunities, recruitment of volunteers to support event delivery, bookings of street entertainment, performers, musicians, stage hire, children's entertainment. presenters and more. Hire agreements with suppliers. Ensuring health and safety at large public events through liaison with LCC SAG, Highways, traffic management companies, working with the NPT to ensure ongoing public safety and anti-terrorist measures are fully in place, provision of relevant first aid cover and working with environmental health for the provision of litter removal and management. Attendance at all events to ensure the smooth running and public safety and managing a team of volunteers. Post event evaluations and reporting to Town Centre Management, funders and other relevant partners.
- Leading on the introduction of a new Crime Reduction Partnership with Business Against Crime in Leeds (BACIL), The Police, Morley Town Council and Morley Town Centre Management Board in the introduction of a shop radio scheme
- Working to support traders of Morley Indoor Market through marketing and social media campaigns, directing some resources within the market on event days, ongoing conversations and ideas about increasing footfall into the market

- Leading on a proposed Business Plan for Morley. Working with a steering group of business representatives in the process, leading on the consultation with over 450 local businesses within the town centre area including face to face meetings, e newsletters, printed material, meetings with headquarters of national companies. Liaising with LCC departments such as City Development, Highways, Environmental Health, Parks and Countryside's and others to collate local intelligence. Leading on and delivering a high-profile marketing strategy including an active social media campaign, press releases for the local newspapers, radio and TV. Coordinating steering group meetings and recruitment of steering group members. Attending networking and training with town centre managers UK to keep up to date with national legislation and best practice. Leading on the writing of a compelling business plan that will contribute significantly to the sustainability of Morley town centre.

The business plan will ensure Morley town centre continues to grow and thrive during period of national austerity for UK high streets. The Morley Town Centre Manager is driving forward this project in the hope Morley can become a destination of choice for residents and visitors to spend their valuable time and money with Morley businesses, shops and hospitality venues.

It is expected that the Town Centre Manager role will continue to be an influential and proactive lead in ensuring the future of Morley town centre as a thriving commercial, cultural and retail centre. (job description available on request).

**Community Committee Priorities:**  
**Best City for Communities**

- Residents in Outer South have access to opportunities to become involved in sport and culture
- Neighbourhoods in Outer South are clean and attractive
- 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. 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**

- Residents in Outer South are active and healthy
- Older residents in Outer South are enabled to participate in local community activities

28. **Project Title:** Friday Night Project

**Name of Group or Organisation:** Outer South Youth Service, LCC

**Total Project Cost:** £ 1,919.00

**Amount proposed Wellbeing Funds 2019-2020:** £ 1,919.00

**Wards covered:** Ardsley and Robin Hood, Morley North and Morley South

**Project Description:** The funding would support the session at Morley Leisure Centre on a Friday night, the session engages a high number of young people and contributes to the reduction of Anti-Social Behaviour in the town centre.

The Friday Night Project has been running for 6 years and has worked with over 90 young people per month. Youth Workers provide a service that targets and works with young

people who would not normally engage in Youth Club sessions so this project provides an array of activities that stimulate and engage young people from 13 to 19.

The sessions have tackled issue based work such as knife and weapon awareness, drugs and alcohol misuse, domestic violence and child sexual exploitation and the planned sessions have worked in conjunction with the area policing team to address concerns of ASB. Youth workers use sports activities (cricket, volleyball, football, basketball and tennis) and much more to engage young people in team building, soft skills and encourage those who participate to build trust and respect.

Youth service staff also work with some of these young people individually due to issues of concern that can be elevated rather than being referred to other services. These issues can be related to education, employment and training, NEETs, relationships and sexual health matters. Staff gives support to any young person who asks for this help and they do not discriminate or judge those involved.

**Community Committee Priorities:**

**Best City for Business**

- Provide opportunities for people to get jobs or learn new skills

**Best City for Communities**

- Residents in Outer South have access to opportunities to become involved in sport and culture
- Residents in Outer South are safe and feel safe
- 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

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

**Name of Group or Organisation:** Rothwell & District Carnival Committee

**Total Project Cost:** £ 4,000.00

**Amount proposed from Wellbeing Funds 2019-2020:** £ 3,000.00

**Wards covered:** Rothwell

**Project Description:**

- Market and Community Stalls
- Funfair rides and stalls
- Children's Entertainment including:
  - o Petting Farm, a mobile Climbing Wall, Beach Area (subject to Parks approval), Face Painter
  - o Donkey rides, Children's entertainers 'a dash of wonder', circus skills, bungee trampolines,
  - o Dancers & Rockettes
- Licensed Bar (subject to license application)

The funding will be used towards the cost of putting on the event, publicity, and entertainment costs.

**Community Committee Priorities:**

**Best City for Business**

- Support work that helps town and district centres remain commercially active and vibrant

**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**

- Residents in Outer South are active and healthy
- Older residents in Outer South are enabled to participate in local community activities

30. **Project Title:** Rothwell Christmas Carnival & Lights Switch On

**Name of Group or Organisation:** Rothwell & District Carnival Committee

**Total Project Cost:** £ 1,788.00

**Amount proposed from Wellbeing Funds 2019-2020:** £ 1,000.00

**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 event is held on Commercial Street in Rothwell and is open between 11.00am and 5.30pm with set up and dismantling before and after these times (full day is between 7.00am and 8.00pm). The event is well attended with estimates of 2,000 people across the day

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:****Best City for Business**

- Support work that helps town and district centres remain commercially active and vibrant

**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

**Delegated Decisions (DDN)**

31. Since the last Community Committee on Monday 18<sup>th</sup> March 2019, the following projects have been considered and approved by DDN:

- a) Bench Morley Mural - Morley Murals Committee - £1,000.00
- b) Flowers, Plants and Shrubs - Woodkirk with Tingley In Bloom - £600.00
- c) Morley In Bloom Board - Morley In Bloom - £875.00
- d) 3xSID Devices Ardsley & Robin Hood - Highways & Transportation LCC - £9,330.00
- e) Leeds Money Buddies Outer South - Burmantofts Community Projects (Leeds Money Buddies) - £8,865.64
- f) St George's Parade and Community Event - The Royal Society of St George's Society (Leeds branch) - £1,500.00
- g) Breeze Holiday Camps - Out of School Activities Team LCC - £1,745.00
- h) Canvas Club - Morley Community Church - £1,130.00

- i) DAZL Outer South Active Communities Project – DAZL - £4,620.00
- j) Urban Arts Project - DJ School UK - £3,920.00
- k) Ardsley Reservoir Outdoor Activity Sessions - Groundwork Leeds - £1,900.00
- l) Leeds Little Libraries – Leeds Little Free Libraries - £8,000.00
- m) Mini Breeze - The Breeze Projects and Events Team - £14,400.00
- n) Scouting For All - 8th South Leeds (Carlton) Scouts - £3,582.00
- o) WLAC Outer South Outdoor adventures & fun days 19/20 - West Leeds Activity Centre - £2,900.00
- p) Youth Service Outer South - Youth Service LCC - £20,020.00

### **Declined Projects**

32. Since the last Community Committee on Monday 18<sup>th</sup> March 2019, no projects have been declined.

### **Monitoring Information**

33. 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.

34. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee on Monday 18<sup>th</sup> March 2019:

### **Outer South Garden Maintenance Service - Morley Elderly Action**

Morley Elderly Action was commissioned by Leeds City Council Outer South Community Committee to deliver a one-year gardening scheme to cover the 4 wards of the Outer South. Part funding was given to provide 4,625 hours of gardening at a subsidised rate. The remaining funding was provided by the Housing Advisory Panel.

MEA has provided an excellent, much needed garden service, as commissioned for about 18 years. It has run at its capacity for some years now. Careful management and budgeting allow funding to provide a service throughout the year. The MEA Gardening Scheme delivers a quality product which is unique to anything else available in this area. The scheme has improved every year because of experience and would be difficult to replace.

Clients are provided with a completely trustworthy, DBS checked, professional maintenance gardener for a reasonable cost after the subsidy is applied. They use well maintained equipment and vehicles and have the full backing of Morley Elderly Action, a respected and well-known charity.

MEA use professional maintenance gardeners who all have their own business. We had 10 gardeners working for us during this period. Each gardener works a number of hours under the scheme. The gardeners prioritise our work. They all carry identification. They all wear a distinctive blue t-shirt with an MEA gardening logo on the front. This makes them easily recognisable to clients, family and neighbours. All our gardeners are DBS checked and are carefully selected by MEA for their compassion and understanding of elderly people as well as their work ethics. Our gardeners are sympathetic with clients who suffer

from memory problems including dementia. All our gardeners 'go that extra mile' for their clients. From changing a light bulb to putting out bird food, they will help if they can.

We have 2 female gardeners working for us which has proved useful occasionally. Some ladies prefer to have a female as they feel more comfortable. The gardeners also let us know if they think anything is untoward and we will take appropriate action.

The service is carefully monitored. The Gardening Co-ordinator asks all gardeners to complete a time sheet on their rounds. This gives a wealth of information which is used to record statistics and data for budgeting and monitoring. The time sheet is signed by the client who confirms that the gardener has completed his full allocated time with them and there is opportunity for them to make any comments. The present Gardening Co-ordinator has run the gardening Scheme for the past 9 years and because of this, has a good working relationship with all the gardeners, many who have worked for MEA for several years. She knows many of the clients well and would like to think that she is approachable to both gardeners and clients in case of any problems or issues. The Gardening Co-ordinator also acts as a middle point for any messages or information between gardeners and clients. Sometimes it is necessary to liaise with families when a client is unable to look after their own affairs or they are in hospital or in respite care. We can maintain their garden service and receive payment from their family ensuring that when they do come home, their garden is neat and tidy.

Most people say that the gardening service is invaluable as they cannot do gardening any more due to disability or old age. They still want a neat and tidy garden to look out on to or to sit in. It makes them feel more content and happy to see a lovely garden. A lot of ladies are happy to see the garden their late husband tended is still being looked after.

This helps to prevent depression and despair at not being able to cope with the garden. It also helps to prevent accidents, such as tripping and falling as the garden is neat and tidy and does not have overgrown bushes and grass. A client can also benefit from being able to sit in their garden or walk round it promoting a healthier lifestyle including exercise.

It is also possible to say that because a garden is tended regularly, it could prevent people thinking an elderly person is living there, perhaps preventing unwanted visitors, especially bogus gardeners.

The number of gardens registered on the scheme started at 329 in April 2018. This number remained similar throughout the season and the number of gardens remaining on the scheme at the end of the year was 339. The number of gardens serviced, however, throughout the year was 387. The number of people benefiting from the scheme was greater, at least 444 as some people are living with a spouse/other. The number of council properties attended was just over a quarter.

Of the clients who submitted their age, 13 qualified under the disablement ruling; 38 clients were in the 67-70 group, 203 in the 71-84 group and 133 were in the 78 and over group. 262 clients were either registered disabled or considered themselves to have a disability. 334 of all the clients (including couples who were recorded) were female and 110 were male. Three households did not fall into the category of white British.

The breakdown for the number of gardens using the gardening scheme across the four wards of Outer South is as follows: - Morley North - 92, Morley South – 133, Rothwell - 66

and Ardsley and Robin Hood – 96. A lists of streets and postcodes of the households involved is available on request.



## **St George's Parade and Community Event 2018 - The Royal Society of St George's Society (Leeds branch)**

The parade took place in the centre of Morley on Sunday 22nd April 2018. There was 1400 people in the parade and over 6,000 people spectating and involved in the day's activities.

The event at the cricket/rugby clubs has improved relationships between the organisations which benefits the community as they were open on the day hosting entertainment like jousting, re-enactment, side shows, magic show, Punch and Judy show, charity, food and games stalls and fun fair. Which encourages people to use the venue and both host many charity events throughout the year. The local businesses that don't normally open were open for the day.

All activities excluding food and fun fair are free to the community and supported year on year by funders.

Children and young people take part in the parade through Scouts, Cubs, Brownies and Girls guides and cadets. The event is also very well attending spectator wise by children and young people as they are well caterer for with the above examples and the fire engine, animal petting, guide dogs and many more. The children and young people always give positive feedback about the event and it is clear to see on the day that they are enjoying the event.



## **Holiday Programme Outer South - Leeds Youth Service**

The School Holiday programmes over 2018/2019 was delivered within Ardsley Robin Hood, Morley North, Morley South and Rothwell worked in partnership with, Social Care, Schools, Police, parents and carers. All activities organised were linked to the Children's and Young Peoples Plan and consultation with the Outer South Youth Matters Group. The programmes were split in terms of some events being in the local community as activity days / local events and the other part being trips out chosen by young people.

The programme targeted Young People 11+ and promoted all events and trips on the Breeze Culture Network. The partnership delivered , One week school holiday programme in February 2018, one week school holiday programme in Easter 2018 , four week holiday programme in summer 2018, one week school holiday programme in October 2018,one week school holiday programme in February 2019, two week school holiday programme in April 2019 and Activity days x 4. Activities included: Paintball, Go Doncaster Dome Ice Skating and swim, Tick Tock unlock, Valentines Fair, Laser zone, Bowling, Blackpool, Alton Towers, Flamingo Land and Light Water Valley with Activity Days at Scatchard Park, Gildersome Cricket Club, Lewisham, Black Gates Primary School, East Ardsley Wreck and Rothwell Spring Head Park. A full breakdown of the numbers of young people who attended is available on request.

## **Morley Arts Festival - Morley Arts Festival Committee**

Morley Arts Festival celebrated its 13th successful year during 2018 and has built a reputable positive track record of delivering an outstanding annual festival. Historically the Festival is attended by local people of all ages as well as visitors from across the UK. The Festival was fully inclusive and catered for all ages and varied interests through a various programme of activity, events, workshops, talks and walks.

Morley Arts Festival continues to attract high profile speakers and celebrities as well as other less known artists that undoubtedly attract high numbers of audiences each year.

Last year's Festival theme was 'Inspirational People' and the program incorporated number of enticing events and appearances which engaged new and established audiences.

Festival dates were 26/09/18 – 13/10/18 at a number of venues across the borough including Morley Town Hall, Drighlington Primary School, Morley Library, Church of Nazarene, various business premises within Morley town centre, and outdoor activities along Queen Street, Morley town centre. Events and activities took place at different times throughout each day and week to attract various audiences.

The Festival was delivered by the Director who is paid contractor along with the schools program coordinator, also paid on a freelance basis. With the support of a voluntary committee of 12. There was a growing number of opportunities for Festival volunteers to get involved and support festival delivery as ambassadors, event marshals and stewards.

The programme was carefully put together by the Festival Director to complement the Festival theme whilst being mindful of good value for money and delivering a cost-effective Festival. The Festival was a significant success for the town of Morley and also as part of Leeds city wide cultural scene and the wider offering of multiple festivals in the north of England. Delivering 30 high profile events across 19 days, with new commissions, creating new and maintaining existing partnerships – all with considerable media coverage.

## The Festival Programme

Last year's programme comprised of 30 public events, of which 3 were free of charge.

The Festival continued to enjoy the patronage of Gervase Phinn, unfortunately Gervase was unavailable to attend this year's Festival due to other commitments abroad. Headline artists included Jeremy Vine, Milly Johnson, Northern Ballet, Dr Annie Gray and Simon Brown.

This year's programme engaged young audiences through the delivery of family friendly workshops. Harry Potter wand making and drama delivered by Wrongsemble and Puss in Boots workshops delivered by Northern Ballet meant younger and older audiences were engaged in the Festival activities both receiving positive feedback. One unexpected outcome of the Northern Ballet workshop delivered to the Luncheon Club at St Peter's Church was members of the club have since independently booked tickets to see Northern Ballet's production of The Nutcracker this Christmas.

The Festival programme mainly attracted local audiences from Morley and the local vicinity as well as North Yorkshire, Manchester WI, Stratford, South Yorkshire, Wakefield, Kirklees, Bradford and Rothwell all due to targeted on-line marketing campaigns.

Ticket sales varied with many events selling out to full capacity. Sell outs included, Afternoon Tea with Tricia Stewart, Harry Potter workshops with Wrongsemble, Northern Ballet workshops, Dr Annie Gray The Greedy Queen, Milly Johnson and Four Mums in a Boat with Frances Davies.

Ticket prices were largely maintained at 2017 levels ranging from £4 - £15, with the exception of the gala dinner Festival finale priced at £30 to include a 2-course evening meal.

Satellite events were organised in Gildersome, Tingley, Woodkirk and Churwell and were organised and promoted by the Festival Director with committee members' support for the Gildersome event. All three were supported by local audiences although the venues and budgets had determined the kind of author or event we can offer at these locations. The formal launch was replaced by the first ever 'Takeover Fest'. A 'soft' launch this year to intentionally engage a younger audience. Although audience figures waivered during the day, this event was surprisingly well received and attended by approx. 2000 participants.  
Takeover Fest 2018 29/09/18

Despite the regional literature scene becoming more crowded with festivals running at similar times in Wakefield, Ilkley and Sheffield, it is felt that due to the quality and success of this year's festival incorporating different events and activities across all art forms, we can continue to draw on increased audience figures as the Festival grows in to the future. MAF is more accessible and approachable with new audiences who wouldn't necessarily have attended events in the past. The demise of neighbouring Headingley Literature Festival should also be noted.

Each event delivered ran at a profit or broke even with the exception of Jeremy Vine and Jazz It Up where both artists were more expensive than others. However, feedback from participants and audience members were nothing but positive about both events. The 'enjoyment factor' can override the cost elements and this needs to be taken into consideration. Equally by bringing in higher profile artists contributes to the positive reputation and raising the aspirations of the Festival. Other more profitable events and the overall profit of the Festival meant that these less profitable events could be supported.

Venues were used throughout Festival to promote accessibility, variety and further engagement throughout the borough of Morley, allowing for a wider audience to engage with the Festival in their own neighbourhoods. Additional venues included: Morley Town Hall, St Peter's Church, Drighlington Primary School, Gildersome Meeting Hall, Gildersome Primary School, Woodkirk St Marys, Tingley Methodist Church, Cucina Café Bar and Restaurant, Morley Working Men's Club, Churwell Working Men's Club. The Festival Director was keen to deliver the Festival in a variety of places, by delivering workshops and activities in accessible spaces already accessed by the public, i.e. cafes and bars, taking the Festival out into the community. This was very effective and had the added benefit of supporting local establishments and businesses.

Morley Town Hall continues to be enjoyed by audiences and visiting artistes alike. Many people commented on the opulent surroundings making this a very significant and fit for purpose venue for future events. Committee members also commented on the Large Banqueting Room in Morley Town Hall being a perfect location for the Festival events.

- 20 days of the arts in Morley
- 3127 attendees at 30 live events
- 300 children across 8 Morley Schools involved in the Schools Programme

The majority of our audiences are made up of a mix of men and women between the ages of 25 – 65yrs, living within the local area of Morley. We also attract other audience members from across the UK who travel to the Festival for specific events of interest, e.g. Members of the Manchester WI attended the Afternoon Tea to hear the original Calendar Girl, Tricia Stewart talk about her memoirs.

Our targeted events such as Northern Ballet workshops and Harry Potter workshops catered and were promoted specifically for younger children aged 0-5yrs and older people aged 55yrs +. The Takeover Festival was a one-day event delivered by young people aged 25 and under. These events were planned deliberately to engage with those key audiences who don't traditionally attend Morley Arts Festival. A Full report is available on request.



## Wellbeing Budget 2019/20 Ring-fences

35. As in previous years, Members are asked to consider the following ring-fence amounts against the 2019/20 Wellbeing allocation. Changes to the suggested figures will have an impact on the amount of budget available for new schemes.

36. Based on a 2018/19 spend of **£4,723.64**, the **small grant** allocation to be set at **£5,000.00**.

37. In 2018/19 the Community Committee allocated **£1,500.00** to a **Communications Budget**. Based upon a spend of £36.75 in 2018/19, 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.
38. **£1,500.00** for **Community Skips** based on **£729.18** spend in 2018/19 and **£854.49** spend already in 2019/20.
39. 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 2019/20 is included.
40. The **Outer South Christmas Trees and Lights**, including decorations, received an allocation of **£16,000.00** in 2018/19. Assuming no other enhancement to schemes or cost rises it is proposed to ring-fence **£16,000.00** for 2019/20. Final project proposals and costs will be presented to a future Community Committee.
41. The Community Committee ring-fenced **£2,000.00** for the **Community Heroes Event** in 2018/19 as the event didn't take place the funds have been role forward to this years allocation and match funding of **£500.00** will be applied for through the Housing Advisory Panel.
42. The Community Committee ring-fenced **£1,500.00** to support events to coincide with the **International Day of Older People** in 2018/19. It is proposed that **£2,000.00** be ring-fenced for similar events in 2019/20.
43. The Community Committee ring-fenced **£2,000.00** to support a Youth Summit to engage with children and young people. It is proposed that **£2,000.00** be ring-fenced for similar event in 2019/20.

#### **Youth Activities Fund Position 2019/2020**

44. The total available for spend in the Outer South Community Committee in 2019/20, including carry forward from previous year, was **£91,487.24**.
45. The Community Committee is asked to note that so far, a total of **£60,271.44** has been allocated to projects, as listed in **Table 2**.
46. The Community Committee is also asked to note that there is a remaining balance of **-£1,945.56** in the Youth Activity Fund. A full breakdown of the projects is available on request. It is proposed that **£2,681.09** be moved from Wellbeing to cover these costs.

**TABLE 2: Youth Activities Fund 2019/2020**

	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
<b>Income 2019/2020</b>	<b>£54,210.00</b>	£14,340.22	£13,250.17	£12,664.71	£13,954.90
Carried forward from previous year	<b>£37,277.24</b>	£7,891.92	£9,831.81	£9,831.81	£9,631.81
Total available (including brought forward balance) for schemes in 2018/2019	<b>£91,487.24</b>	£22,322.04	£23,081.97	£22,496.52	£25,586.71
Schemes approved in previous year to be delivered this year 2018/2019	<b>£31,215.80</b>	£6,466.46	£8,316.44	£8,316.45	£8,116.45
Total available budget for this year 2019/2020	<b>£60,271.44</b>	£15,855.58	£14,765.53	£14,180.07	£15,470.26
<b>Projects 2019/2020</b>	<b>Amount requested from YAF</b>	<b>Ardsley &amp; Robin Hood</b>	<b>Morley North</b>	<b>Morley South</b>	<b>Rothwell</b>
Breeze Holiday Camps	£1,745.00			£872.50	£872.50
Canvas Club	£1,130.00		£565.00	£565.00	
DAZL	£4,620.00	£1,155.00	£1,155.00	£1,155.00	£1,155.00
Urban Arts Project	£3,920.00	£980.00	£980.00	£980.00	£980.00
Ardsley Reservoir Outdoor Activity Sessions	£1,900.00	£950.00		£950.00	
Little Free Libraries	£8,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Mini Breeze	£14,400.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Scouting For All	£3,582.00	£1,791.00			£1,791.00
West Leeds Activity Centre	£2,900.00	£725.00	£725.00	£725.00	£725.00
Youth Service OS	£20,020.00	£5,005.00	£5,005.00	£5,005.00	£5,005.00
<b>Total spend against projects</b>	<b>£62,217.00</b>	£16,206.00	£14,030.00	£15,852.50	£16,128.50
<b>Remaining balance per ward</b>	<b>-£1,945.56</b>	-£350.42	£735.53	-£1,672.43	-£658.24

**Small Grants Budget 2019/2020**

47. At this Community Committee ward members have been recommended to allocate a small grants budget of **£5,000.00**. Approved small grants detailed in **Table 3**.

**TABLE 3: Small Grants 2019/2020**

Project	Organisation/Dept	Ward (s)	Total cost of project	Amount requested
Morley's Got Games	LCC Libraries Team	Morley South	£104.94	£104.94
<b>Totals</b>			<b>£104.94</b>	£104.94
<b>Small grant remaining</b>			<b>£ 104.94</b>	

**Community Skips Budget 2019/2020**

48. At this Community Committee ward members have been recommended to allocate a skips budget of **£1,500.00**. Approved community skips detailed in **Table 4**.

**TABLE 4: Community Skips 2019/2020**

Location of skip	Date	Total amount	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Westwoodside Churwell, near the junction with Woodcross, the nearest post code is LS27 9JY	20/04/2019	£257.82		£257.82		
Westwoodside Churwell, near the junction with Woodcross, the nearest post code is LS27 9JY	01/05/2019	£298.32		298.32		
Pastures in rothwell	03/05/2019	£149.19				£149.16
Gildersome Meeting Hall	06/06/2019	£149.16		£149.16		
<b>Total:</b>		£854.46				

**Capital Budget 2019/2020**

49. The Outer South Community Committee has a capital budget of **£64,462.00** available to spend, as a result of new capital injections. Members are asked to note the capital allocation broken down by ward and summarised in **Table 5**.

**TABLE 5: Capital 2019/2020**

	£	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Remaining Balance March 2019	£49,208.00	£10,181.91	£3,720.22	£24,992.80	£10,313.07
Capital Injection April 2019	£15,254.00	£3,813.50	£3,813.50	£3,813.50	£3,813.50
<b>Starting totals 2019/2020</b>	<b>£64,462.00</b>	<b>£13,995.41</b>	<b>£7,533.72</b>	<b>£28,806.30</b>	<b>£14,126.57</b>

**Community Infrastructure Levy (CIL) Budget 2019/2020**

50. The Community Committee is asked to note that there is **£37,076.24** total payable to the Outer South Community Committee with **£37,076.24** currently available to spend. The breakdown is as follows Ardsley and Robin Hood, **£35,639.97**, Rothwell, **£1,436.27**.

51. It was previously agreed at the Outer South Community Committee on the 27<sup>th</sup> November 2017 that CIL monies for Ardsley and Robin Hood and Rothwell would be and spent in the ward it was generated in. Morley North and Morley South will be administered by Morley Town Council. Given that there is no Parish or Town Councils covering the Wards of 'Ardsley and Robin Hood' and 'Rothwell', the Committee is asked to agree that decisions being taken on the spending of CIL neighbourhood funds in respect of those Wards will be agreed by the Ward Councillors for the affected Ward as part of Member Ward briefings. The formal decisions for these matters would then need to be taken via officer delegated decision. If this process is agreed, prior to any such decisions being taken, officers will ensure that the 'minimum conditions' as set out in paragraph 14 have been fully satisfied'.

**Corporate Considerations****Consultation and Engagement**

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

## **Equality and Diversity/Cohesion and Integration**

53. 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**

54. 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**

55. 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**

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

## **Risk Management**

57. 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**

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

## **Recommendations**

59. Members are asked to:

- a. To review and agree the 'minimum conditions' regarding the taking of urgent delegated decisions 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'. (paragraph 16)
- b. To note details of the Wellbeing Budget position (Table 1)
- c. To consider and determine Wellbeing proposals (paragraphs 22 - 30)
- d. To note details of the projects approved via Delegated Decision (paragraph 31)
- e. To note monitoring information of its funded projects (paragraph 34)
- f. To consider and determine Rinfence proposals (paragraphs 36 - 43)

- g. To note details of the Youth Activities Fund (YAF) position (Table 2)
- h. To note details of the Small Grants Budget (Table 3)
- i. To note details of the Community Skips Budget (Table 4)
- j. To note details of the Capital Budget (Table 5)
- k. To note details of the Community Infrastructure Levy Budget (paragraph 50)
- l. To to agree the proposed arrangements regarding CIL and the spending of it, as detailed at paragraph 51