

Report of: Head of Stronger Communities

Report to: Outer North West Community Committee
Adel and Wharfedale, Guiseley and Rawdon, Horsforth, Otley and Yeadon

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Date: 23rd September 2019 for decision

Outer North West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2019/2020.

Main issues

2. Each Community Committee has been allocated a wellbeing budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support the social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities and be unable to cover the costs of the project from other funds.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.
5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.
6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and

redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.

7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer North West Community Committee this means that the CIL money for Arthington Parish Council, Bramhope & Carlton Parish Council, Horsforth Town Council, Otley Town Council, Pool in Wharfedale Parish Council and Rawdon Parish Council will be administered by each Parish or Town Council, whereas monies for the parts of Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon wards that do not have a Parish and Town Council will be administered by the Outer North West Community Committee.
9. It was agreed at Outer North West on the 27th November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon would be spent in the ward it was generated in.
10. 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 Community Committee. Alongside 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 the following 'minimum 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. 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.
16. Members are asked to note that the Northwest Leeds Country Park & Green Gateway Trial project has been cancelled and £11,516 has been returned to revenue and £2,440 into the capital budget. These amounts are reflected in the table below.

Wellbeing Budget Position 2019/20

17. The total revenue budget approved by Executive Board for 2019/20 was **£93,930** for the Outer North West Community Committee. **Table 1** shows a carry forward figure of **£101,802** which includes underspends from projects completed in 2018/19. **£60,402** represents wellbeing allocated to projects in 2018/19 and not yet completed. The total revenue funding available to the Community Committee for 2019/20 is therefore **£135,329**. A full breakdown of the projects approved or ring-fenced is available on request.
18. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.
19. The Community Committee is asked to note that there is currently a remaining balance of **£84,971**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2019/20

	£
INCOME: 2019/20	£93,930
Balance brought forward from previous year	£101,802
Less projects brought forward from previous year	£60,402
TOTAL AVAILABLE: 2019/20	£135,329

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants and Skips	£8,625	£3,000	£3,000	£1,534	£1,091
Community Engagement	£500	£125	£125	£125	£125
SID – Guiseley and Rawdon	£3,210		£3,210		
Melrose Ginnel Clearance	£2,380			£2,380	
Site Based Gardener	£13,194		£7,401	£5,792	
Summer Bands in Leeds Parks 2019	£1,600		£960		£640
'Horsforth Shed' (Horsforth Community Workshop)	£5,000			£5,000	
Guiseley Festive Lights 2018/19	£2,149		£2,149		
Horsforth Christmas Lights	£1,500			£1,500	
Guiseley Community Summer Activities	£3,680		£3,680		
Holiday Play Schemes for children with disabilities.	£8,518	£2,433	£2,163	£1,622	£2,298
Totals	£50,357	£5,558	£22,689	£17,954	£4,155
Balance remaining (total/per ward)	£84,971	£23,761	£15,758	£18,325	£27,126

Wellbeing and Capital projects for consideration and approval

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

21. **Project Title:** Pool-in-Wharfedale Community Website

Name of Group or Organisation: Pool E-news

Total Project Cost: £3,542

Amount proposed: £2,500 (Revenue)

Wards covered: Adel and Wharfedale

Project Description:

The grant will be used to fund a new community website, newsletter and social media. The aim of this project is to increase the readership of e-news and the number of visits to the website. Targets for this project will be to Increase monthly E-news emails from 131 per month to 300 per month, Increase distribution frequency from monthly to every two weeks and Increase Facebook followers by 250.

Community Committee Priorities: Best City for Communities, public wellbeing and enhancing community spirit.

22. **Project Title:** AWMA Refurbishment and Electricals Upgrade Project 2019

Name of Group or Organisation: Adel War Memorial Association

Total Project Cost: £8,400

Amount proposed: £4,200 (Revenue)

Wards covered: Adel and Wharfedale

Project Description:

The AWMA (Adel War Memorial Association) has embarked on an ambitious programme to modernise many of its facilities so as to enhance the experience of all who use it and at the same time make it a safer and more attractive venue for the many activities. Funding would go towards work to bring the electrical installations on the premises up to a safe and acceptable standards.

Community Committee Priorities: Best City for Health & Wellbeing

23. **Project Title:** Guiseley Festive Lights 2019/2020

Name of Group or Organisation: Leeds Lights

Total Project Cost: £4,960

Amount proposed: £2,180 (Revenue)

Wards covered: Guiseley and Rawdon

Project Description:

To provide a 20 foot cut tree and lights at the War Memorial in Guiseley. Lights in the willow tree and Leeds Lights staff to attend the switch one vent. Lights in Willow Tree, and Leeds Lights staff to attend switch on event

Community Committee Priorities: Best City for Communities

24. **Project Title:** Horsforth CCTV 2019/20

Name of Group or Organisation: Safer Leeds

Total Project Cost: £2,000

Amount proposed: £2,000 (Revenue)

Wards covered: Horsforth

Project Description: CCTV monitoring and maintenance for two cameras.

Community Committee Priorities: Best City for Communities

25. **Project Title:** Yeadon Christmas Lights

Name of Group or Organisation: The New Yeadon Christmas Committee

Total Project Cost: £7,000

Amount proposed: £2,000 (Revenue)

Wards covered: Otley & Yeadon

Project Description: To provide festive lights on Yeadon high street.

Community Committee Priorities: Best City for Communities

26. **Project Title:** Otley & Yeadon CCTV 2019/20

Name of Group or Organisation: Safer Leeds

Total Project Cost: £8,000

Amount proposed: £8,000 (Revenue)

Wards covered: Otley & Yeadon

Project Description: CCTV monitoring and maintenance for 8 cameras

Community Committee Priorities: Best City for Communities

27. Project Title: Small grants and Skips 2019/20
Name of Group or Organisation: Communities Team
Total Project Cost: £12,000
Amount proposed: £3,000 (revenue)
Wards covered: Otley & Yeadon

Project Description: Small grants and Skips for Otley and Yeadon ward.

Community Committee Priorities: Best City for Communities

28. Project Title: Bramhope Village Hall Project Phoenix Phase 2
Name of Group or Organisation: Bramhope Village Hall
Total Project Cost: £85,822
Amount proposed: £30,000 (Capital)
Wards covered: Adel & Wharfedale

Project Description:

This is the second stage of the long term project to renovate the hall. The first stage (re-roofing) was completed in 2018 with support from the Community Committee. The second stage will focus on internal improvements, with an emphasis on improving energy efficiency through improving insulation, replacement of the central heating system, more efficient lighting and replacement of some double-glazed windows. In addition refurbishment to toilet facilities with specific provision for young children. Weekly footfall at the village hall has increased from 400 in 2016 to 800 in 2019

Community Committee Priorities: Best City for Communities

29. Project Title: Clubhouse alterations and improvements
Name of Group or Organisation: Rawdon Cricket Club
Total Project Cost: £66,917
Amount proposed: £15,720 (Capital)
Wards covered: Guiseley and Rawdon

Project Description:

The aim of this project is to improve access to the clubhouse facilities by altering the layout and extending the existing committee room to create an additional larger room. This will enable the organisation to provide a second space, enabling two distinct functions or activities to take place at the same time. The organisation state there is a growing demand from local organisations to use the clubhouse.

Community Committee Priorities: Best City for Communities

30. Project Title: Horsforth Hall Park – New Play Equipment
Name of Group or Organisation: Parks and Countryside
Total Project Cost: £21,215
Amount proposed: £21,215 (Capital)
Wards covered: Horsforth

Project Description:

Parks and Countryside are requesting £21,215 to create an innovative and creative play area in Horsforth Hall Park. The project would incorporate a new accessible flatbed roundabout. The Horsforth Hall Park has a specially designed outdoor integrated play facility allowing disabled and able bodied children under the age of eight to play together. This play area was the first of its kind in Leeds

Community Committee Priorities

Best City for Communities, Best City for Children & Young People and Best City for Health & Wellbeing

31. **Project Title:** Extension of play space (Multi-Use Games Area)

Name of Group or Organisation: Guiseley Primary School

Total Project Cost: £48,800

Amount proposed: £13,000 (CIL)

Wards covered: Guiseley and Rawdon

Project Description:

Guiseley Primary school have changed to a primary school and are requesting to an extension to their games area. They have a large section of the grounds which is unusable due to drainage issues and wet weather. By developing the grounds would benefit pupils throughout PE lessons, break-times and lunchtimes.

The school would be interested in running sports camps for the community during the holidays. The school are currently unable to host many competitions and tournaments as they do not have the space. The Multi-Use Games Area will provide them with at least two courts/pitches enabling them to host a wider variety of inter-school competitions in future years.

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

32. Since the last Community Committee on 24th June 2019 the following projects have been considered and approved by DDN:

None

33. Declined Projects

34. Since the last Community Committee on 24th June 2019, no projects have been declined.

Youth Activities Fund Position 2019/20

35. The total available for spend in Outer North West Community Committee in 2019/20, including carry forward from previous year, was **£79,606**

36. The Community Committee is asked to note that so far, a total of **£56,280** has been allocated to projects, as listed in **Table 2**.

37. The Community Committee is also asked to note that there is a remaining balance of **£2,885** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2019/20

	Total allocation
Income 2019/20	
Carried forward from previous year	£28,466
Total available (including brought forward balance) for schemes in 2018	£79,606
Schemes approved in previous year to be delivered this year 2019/20	£20,440
Total available budget for this year 2019/20	£59,166

Projects 2019/20	Amount requested from YAF (£)
Total available budget for 2019/20	£59,166
Children's Voice Event 2019	£1,287
Project ACamps – All Sports and Cooking	£1,880
Mini Breeze at Bramhope and Yeadon	£7,200
Day In The Woods	£2,610
Oddballs Theatre & Hullabaloo Children's Orchestra	£4,917
ONW Holiday Projects	£6,545
Yeadon Youth Project	£1,900
Yoga – Body and Mind	£5,640
Area Activity programme	£5,800
Multi-Activity & Swim Camp	£5,016
Digital Stories using Spheros	£4,901
Holiday Activity Dance Camp - Summer 2019	£2,250
Mental Fitness – Summer Dance and Drama	£1,150
ONW 12+ Outdoor Activities Project	£1,120
Project ACamps – All Sports and Cooking.	£2,270
School Summer Holiday Sports Camps	£1,793
Total spend against projects	£56,280
Remaining balance	£2,886

Small Grants and Skips Budget 2019/20

38. At the last Community Committee ward members approved a small grants budget of **£8,625**. There is currently a remaining balance of **£1,974** detailed in **Table 3**.

TABLE 3: Small Grants and Skips 2019/20

Project	Organisation/Dept	Ward (s)	Amount approved
Targeted Holiday Diversionary Activities	Leeds Youth Justice Service LCC	Adel & Wharfedale Guisley & Rawdon Horsforth Otley & Yeadon	£2,200 (£550 per ward)
Breeze Holiday Camps	Out of School Activities Team LCC	Guisley & Rawdon	£907.50
Music Centre Summer School	ArtForms (Children's Services)	Adel & Wharfedale Guisley & Rawdon Horsforth Otley & Yeadon	£353.75 (£88.44 per ward)
Improvements to the St Helena's Community Social Club Hub	St Helena's Community Social Club	Adel & Wharfedale	£468.65
PHAB Club Grant for qualified staffing to support PHAB volunteers	Prince Philip Centre PHAB Club	Adel & Wharfedale Guisley & Rawdon Horsforth Otley & Yeadon	£596.71
Adel Neighbourhood Street Party	ACN (Adel Community Network)	Adel & Wharfedale	£500.00
Guisley Clock	Communities Team	Guisley & Rawdon	£540.00
1 Skip	Arthington Parish Council	Adel & Wharfedale	£128.91
2 Skips	Otley Carnival Committee	Otley & Yeadon	£386.73
1 Skip	Kirklane Allotment Association	Guisley & Rawdon	£149.16
1 Skip	Crowtrees Gardens Association	Guisley & Rawdon	£149.16
1 Skip	Otley Victorian Fayre	Otley & Yeadon	£175.16
Totals			£6,651
Small grants and skips remaining			£1,974

Capital Budget 2019/20

39. The Outer North West Community Committee has a capital budget of **£68,117** 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 4**.

TABLE 4: Capital 2019/20

	Total	Adel & Wharfedale	Guisley & Rawdon	Horsforth	Otley & Yeadon
Capital Injection 31/03/2019	£6,800	£1,700	£1,700	£1,700	£1,700
Starting totals	£	£	£	£	£
	£	£	£	£	£
Balance remaining (per ward)	£68,117	£21,664	£21,664	£21,664	£19,669

Community Infrastructure Levy (CIL) Budget 2019/20

40. The Community Committee is asked to note that there is **£134,738.98** total payable to the Outer North West Community Committee with **£134,738.98** currently available to spend. The breakdown is as follows Adel & Wharfedale **£7,237.20**, Guiseley & Rawdon, **£127,161.75**, Otley and Yeadon **£340.03** which is detailed in **Table 5**.

TABLE 5: Community Infrastructure Levy (CIL) 2019/20

Name of project	Date	Total amount	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Total:						
Remaining Balance:		£134,738.98	£7,237.20	£127,161.75	£0	£340.03

41. On the 21st October 2015 the council's executive board approved a process for the allocation of CIL in Leeds. Any planning application approved prior to the 6th April 2015 do not qualify for a CIL contribution. As part of this payment schedule, Leeds City Council retains up to 70-80% centrally, 5% for administration and 15-25% goes to a Community Committee or the relevant Town or Parish Council. This 15-25% of the CIL receipt (25% if there is an adopted neighbourhood plan, 15% if there isn't) is known as the 'Neighbourhood Fund'. In the absence of a Town or Parish Council, the Neighbourhood Fund element of CIL is allocated to the Community Committee.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

43. 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

44. 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

45. 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

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

Risk Management

47. 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

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

Recommendations

49. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Wellbeing proposals for consideration and approval (paragraphs 20-31)
- c. Details of the projects approved via Delegated Decision (paragraph 32)
- d. Details of the Youth Activities Fund (YAF) position (Table 2)
- e. Details of the Small Grants Budget (Table 3)
- f. Details of the Community Skips Budget (Table 4)
- g. Details of the Capital Budget (Table 5)
- h. Details of the Community Infrastructure Levy Budget (Table 6)