

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: **2nd March 2020** **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. At the last Community Committee meeting members asked for a breakdown of CIL money given to the town and parish councils in the Outer North West area. 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.

- Column A is the parish;
- Column B shows the total amount invoiced for development in that Parish;
- Column C shows the total amount actually paid
- Column D shows the total amount that will accrue to the Parish once all the CIL is paid
- Column E shows the total amount of CIL that has accrued to the Parish based on what has actually been paid.

A	B	C	D	E
Parish Council	Total Invoiced	Total Collected	Total Due to Parish	Total available for Parish
Bramhope & Carlton	£4,723.05	£0	£1,180.76	£0
Horsforth	£2,701,709.70	£1,962,281.77	£404,873.96	£294,342.27
Otley	£0	£0	£0	£0
Pool in Wharfedale	£9,173.75	£9,173.75	£1,376.06	£1,376.06
Rawdon	£2,642,455.20	£0	£396,368.28	£0
Total:	£5,358,061.70	£1,971,455.52	£803,799.06	£295,718.33

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 **£48,572.46**
20. . 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	£10,534	£3,000	£3,000	£1,534	£3,000
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
Horsforth CCTV 2018/19	£2,000			£2,000	
AWMA Refurbishment and Electricals Upgrade Project 2019	£4,200	£4,200			
Pool-in-Wharfedale Community Website	£2,500	£2,500			
Yeadon Christmas Lights	£2,000				£2,000
Otley and Yeadon CCTV	£8,000				£8,000
Horsforth Hall Park – New Play Equipment	£14,472			£14,472	
Horsforth CCTV Cameras 2019/20	£2000			£2,000	
Guiseley & Rawdon Christmas Lights 2019	£4,045		£4,045		
Summer Bands in the park 2020	£1,625		£812.50		£812.50
Christmas Lights in Pool-in-Warfedale	£1,500	£1,500			
ONW Children's Voice Event 2020	£1,500	£375	£375	£375	£375
Totals	£96,108	£14,133	£27,920.50	£36,800	£17,250.50
Balance remaining (total/per ward)	£48,572.46	£15,340.79	£10,525.79	£8,425.24	£14,280.64

Wellbeing and Capital projects for consideration and approval

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

22. **Project Title:** Site based Gardener (2020/2021 budget)

Name of Group or Organisation: Parks and countryside

Total Project Cost £13,807.15

Amount proposed: £13,807.15

Wards covered: Guiseley and Rawdon / Horsforth

Project Description: The project is for the provision of additional area resource staff to work a five day, 41 hour week for 6 months of the year across various sites in the Outer North West area. The sites the member of staff will be working at include; Cenotaph – Broadway, Cenotaph – Stanhope Drive, Old Ball Peace Garden, roundabout – Old Ball, roundabout - King Edward Avenue, rear of Brownlee Stone Centre, Guiseley Cemetery, Micklefield Park, Rawdon, Springfield Park, Guiseley, Towngate, Guiseley, St Oswalds, Guiseley and the Gyratory, Guiseley.

The member of staff will be undertaking general gardening duties including: grass cutting, pruning, de-littering, emptying of litter bins, removing fly tipping, inspection of play equipment, maintenance of park infrastructure, planting and sweeping paths. Additionally the member of staff will be available for any urgent one off jobs should the need arise.

The member of staff will work for three days per week, 23 hours within the Guiseley and Rawdon ward at a cost of £7,745.50 The gardener will work the remainder of the time within the Horsforth ward for two days per week, 18 hours at a cost of £6061.65

Community Committee Priorities: Best City for Communities, Best City for Children & Young, People, Best City for Health & Wellbeing

23. **Project Title:** Leeds Money Buddies (2020/2021 budget)

Name of Group or Organisation: Leeds Money Buddies Burmantofts Community Projects

Total Project Cost: £4,733

Amount proposed: £4,733 (£1,183.25 per ward)

Wards covered: Adel and Wharfedale, Guiseley, Rawdon, Horsforth and Otley & Yeadon

Project Description: Funding is for one Money Buddy for 12 months based at Otley Community Hub. Centre locations can be changed at the request of the Community Committee.

The number of sessions attended will be 40 per annum. Each session is for half a day 9-12pm or 1-4pm. We will ensure that we will do everything possible to ensure that there is no gap in service provision, by training volunteers to become Money Buddies and they may attend sessions as part of their training programme. To access the service, clients can self-refer/ be referred by partners. The grant will cover the management, supervision, training, support and employment of the Money Buddy.

Community Committee Priorities: Best City for Communities

24. **Project Title:** Period Poverty

Name of Group or Organisation: Communities Team Central

Total Project Cost: £16,500

Amount proposed: £2,000 (£500 per ward)

Wards covered: to see free period products available in all community hubs, libraries & One Stops at 38 locations in total in the city. These will have 'Leeds' own branding and the packaging will include support available to tackle other areas that could affect those living in poverty.

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

25. Since the last Community Committee on 2nd December 2019 1 project have been considered and approved by DDN:

26. ONW Children's Voice Event 2020 £1,500

27. Declined Projects

28. Since the last Community Committee on 2nd December 2019, no projects have been declined.

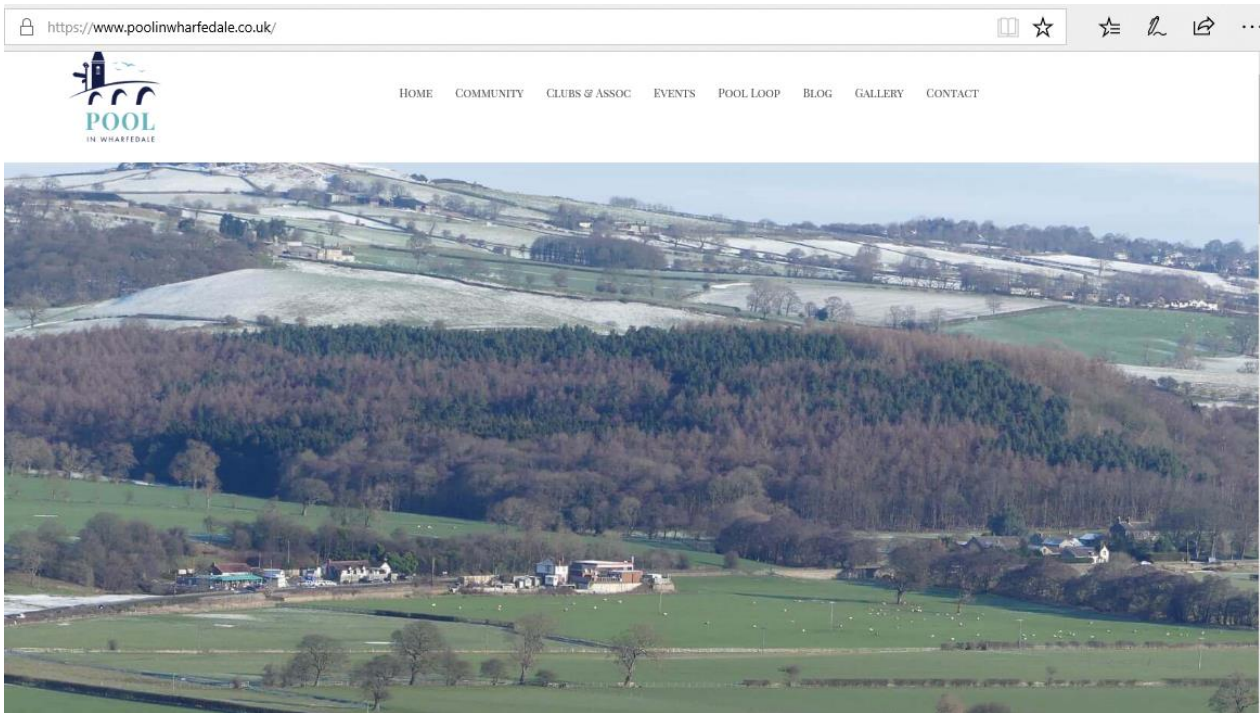
Monitoring Information

29. 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.

30. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee in 2nd December 2019:

31. Pool-in-Wharfedale Community Website

The website went live on 4th February and includes pages for the Village Hall, the Riverside Park and the Sports and Social Club. In addition the site has links to other village sites: Pool School, the Parish Council, the C of E and the Methodist Churches, the Football and Cricket Clubs, the History of Pool site, the Women's Institute and the Upper Pool Village Hall, making it a comprehensive catalogue for village Social media platform sites in the village: Pool-in-Wharfedale Village Group (1000 members) and the Things You Remember Group (495 members) to the current Pool Enews Group (200 members) will be linked. Many of the group member names will be identical across the three sites, however it is certain we will access in excess of 1,000 people with our bi-weekly newsletter/blogs. This represents over 50% of the residents of Pool. This will more than meet our original target audience for the website.



Youth Activities Fund Position 2019/20

- 32. The total available for spend in Outer North West Community Committee in 2019/20, including carry forward from previous year, was **£79,606**
- 33. The Community Committee is asked to note that so far, a total of **£60,459.21** has been allocated to projects, as listed in **Table 2**.
- 34. The Community Committee is also asked to note that there is a remaining balance of **£311.79** 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

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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
Inters Youth Group	£5,872
Total spend against projects	£60,459.21
Remaining balance	£311.79

Small Grants and Skips Budget 2019/20

35. Community Committee ward members approved a small grants and skips budget of **£10,534**.

- Adel & Wharfedale £3,000
- Guiseley and Rawdon £3,000
- Horsforth £1,534
- Otley & Yeadon £3,000

36. There is currently a remaining balance of **£4,275** detailed in **Table 3**.

TABLE 3: Small Grants and Skips 2019/20

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Targeted Holiday Diversionary Activities	£2,200	£550	£550	£550	£550
Breeze Holiday Camps Music Centre Summer School	£907.50		£907.50		
Improvements to the St Helena's Community Social Club Hub	£353.75	£88.44	£88.44	£88.44	£88.44

PHAB Club Grant for qualified staffing to support PHAB volunteers	£596.71	£331.51	£66.30	£132.60	£ 66.30
Adel Neighbourhood Street Party	£500.00	£500.00			
Guiseley Clock	£540.00		£540.00		
Skip for Arthington Parish Council	£153.91	£153.91			
Skips x3 for Otley Carnival Committee	£386.73				£386.73
Skip for Kirklane Allotment Association	£149.16		£149.16		
Skip for Crowtrees Gardens Association	£149.16		£149.16		
Skip for Otley Victorian Fayre	£175.16				£175.16
Skip for Moor Lane Allotments	£149.16		£149.16		
Totals	£6,261.24	£1,623	£2,599	£771	£1,266
Balance remaining (total/per ward)	£4,275	£1,377	£401	£763	£1,734

Capital Budget 2019/20

37. The Outer North West Community Committee has a capital budget of **£44,123** 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	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Capital Injection March 2019	£6,800	£1,700	£1,700	£1,700	£1,700
Starting totals	£	£	£	£	£
Bramhope Village Hall Project Phoenix Phase 2	£9,200	£9,200			
Rawdon Cricket club- Clubhouse alterations and improvements	£7,000		£7,000		
Horsforth Hall Park – New Play Equipment (£14,472 to come from wellbeing)	£21,215			£6,742.50	
Puritan Chapel repointing- Bramhope parish council (match funded)	£3,750	£3,750			
Capital injection November 2019	£2,700	£675	£675	£675	£675
Balance remaining (per ward)	£68,117	£9,389	£13,715	£675	£20,344

Community Infrastructure Levy (CIL) Budget 2019/20

38. The Community Committee is asked to note that there is **£121,738.98** total payable to the Outer North West Community Committee with **£121,738.98** currently available to spend. The breakdown is as follows Adel & Wharfedale **£7,237.20**, Guiseley & Rawdon, **£114,161.75**, 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
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Extension of play space at Guiseley Primary school (MUGA)	September 2019	£13,000		£13,000		
Total:						
Remaining Balance:		£121,738.98	£7,237.20	£114,161.75	£0	£340.03

39. 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

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

Equality and Diversity/Cohesion and Integration

41. 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

42. 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

43. 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

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

Risk Management

45. 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

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

Recommendations

47. 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 25)
- d. Monitoring information of its funded projects (paragraph 30-34)
- e. Details of the Youth Activities Fund (YAF) position (Table 2)
- f. Details of the Small Grants Budget (Table 3)
- g. Details of the Community Skips Budget (Table 4)
- h. Details of the Capital Budget (Table 5)
- i. Details of the Community Infrastructure Levy Budget (Table 6)