

**Report of:** Head of Locality Partnerships

**Report to:** Outer North East Community Committee  
(Alwoodley, Harewood & Wetherby)

**Report author:** Carl Hinchliffe, Community Committee Team Manager

**Date:** 24<sup>th</sup> July 2023

**For decision**

## **Outer North East Community Committee Finance Report**

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### **Purpose of report**

1. The 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 2023/24. Financial decisions are taken to the Community Committee meetings to ensure transparency and that financial regulations are met.

### **Main issues**

2. Each Community Committee has been allocated a Wellbeing Fudget (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 for funding 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 £100,000) 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 six 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 East Community Committee this means that the money for the Alwoodley, Harewood and Wetherby ward will be administered by the following Parish Councils; Aberford & District, Alwoodley, Bardsey Cum Rigton, Barwick in Elmet & Scholes, Boston Spa, Bramham cum Oglethorpe, Bramhope and Carlton, Clifford, Collingham with Linton, East Keswick, Harewood, Scarcroft, Shadwell, Thorner, Thorp Arch, Walton and Wetherby.
9. It was agreed that CIL monies for Alwoodley, Harewood and Wetherby wards 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 budgets which have been allocated to the Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities, Housing and Environment to take such decisions.

14. At the first meeting of the 2016/17 municipal year, the Committee agreed the following 'minimum condition' in order to reassure Members that all delegated decisions would be taken with appropriate Member consultation and only when such a condition has been satisfied:
- That all 3 Ward Members must be in agreement (unanimous) for a delegated decision to be approved'. (Minute No. 17(v), 13th June 2016). This was reiterated at the first meeting of 2022/23, that: 'all 3 Ward Members must give their unanimous approval for a delegated decision to be approved (via a Ward Member meeting or email)'. (Minute No. 12(a), 27th June 2022).
15. As has been the case at the beginning of previous municipal years, the committee is invited to review and consider whether any amendments or additions are required, prior to agreeing such 'minimum conditions' for operation in 2023/24.
16. Members are therefore asked to review the minimum conditions set out in paragraph 14 of this report, consider whether any amendments are required and approve such conditions for operation in 2023/2024. 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 budgets.
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.
18. For the committee's awareness, urgent delegated decisions on wellbeing funding also covers small grant decisions. In agreement with the Executive Board Member for Communities, Community Committee Chairs and also in accordance with the communication that was sent out to all committees/Elected Members in March 2023, the approval threshold for small grants has now increased from the 1<sup>st</sup> April 2023; up to £1000 per ward. This approach will ensure consistency in terms of administering small grants, in accordance with the committees' minimum conditions.

### **Wellbeing Budget Position 2023/24**

19. The total revenue budget approved by Executive Board for 2023/24 was **£47,460**. Table 1 shows a carry forward figure of **£91,178.73** which includes underspends from projects completed in 2022/23. **£29,598.76** represents wellbeing allocated to projects in 2022/23 and not yet completed. The total revenue funding available to the Community Committee for 2023/24 is therefore **£109,039.97**. A full breakdown of the projects approved or ring-fenced is available on request.
20. The total amount approved on Table 1 includes all the projects the committee has approved in 2023/24. 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.

21. The Community Committee is asked to note that there is currently a remaining balance of **£105,494.97**. A full breakdown of the projects is listed in Table 1 and is available on request.

**TABLE 1: Wellbeing Revenue 2023/24**

|   | £                  |
|---|--------------------|
| <b>INCOME: 2023/24</b>                      | <b>£47,460</b>     |
| Balance brought forward from previous year  | £91,178.73         |
| Less projects brought forward previous year | £29,598.76         |
| <b>TOTAL AVAILABLE: 2023/24</b>             | <b>£109,039.97</b> |

|  | £                  | Ward Split        |                    |                   |
|--|--------------------|-------------------|--------------------|-------------------|
|  |                    | Alwoodley         | Harewood           | Wetherby          |
| <b>Income 2023/24</b>                            | <b>£109,039.97</b> | <b>£28,386.65</b> | <b>£26,684.19</b>  | <b>£53,969.13</b> |
| <b>Projects</b>                                  | <b>£</b>           | <b>Alwoodley</b>  | <b>Harewood</b>    | <b>Wetherby</b>   |
| Slaid Hill Additional Seat                       | £1,000             | £1,000            |                    |                   |
| Alwoodley Road Safety                            | £2,545             | £2,545            |                    |                   |
| <b>Total Amount Approved</b>                     | <b>£3,545</b>      | <b>£3,545</b>     | <b>£0</b>          | <b>£0</b>         |
| <b>Actual Remaining Balance (Total/Per ward)</b> | <b>£105,494.97</b> | <b>£24,841.65</b> | <b>£26,684.19*</b> | <b>£53,969.13</b> |

*\*The actual balance for the Harewood ward will be £33,103.93, pending a project being closed down & £6,419.74 being added back in to the Wellbeing Budget.*

### **Wellbeing and Capital Projects for Consideration and Approval**

22. The following projects are presented for Members' consideration:

23. **Project title:** Grit Bins (Ringfence)

**Name of group/organisation:** Alwoodley Cllrs

**Total project cost:** £3,386

**Amount proposed (Wellbeing):** £3,386

**Wards covered:** Alwoodley

**Project description:** Ringfence monies towards providing grit bins.

24. **Project title:** Getting Older Staying Healthy

**Name of group/organisation:** Moor Allerton Elderly Care (aka MAECare)

**Total project cost:** £19,435

**Amount proposed (Wellbeing):** £7,115

**Wards covered:** Alwoodley

**Project description:** A part time Project Worker will be employed to deliver health and wellbeing activities for older people aged 60+. They will coordinate the delivery of a range of weekly physical exercise classes that build strength and balance and offer a choice for different abilities. In addition to existing activities, based on feedback from service users, the Project Worker will explore developing a walking group, a peer support group for bereavement/loss and one for carers. She will also organise transport to enable access.

25. **Project Title:** Environmental Fund (Ringfence)

**Name of group/organisation:** Harewood Councillors

**Total project cost:** £10,000

**Amount proposed (Wellbeing):** £10,000

**Wards covered:** Harewood

**Project description:** Ringfence monies towards providing environmental projects and improvements.

26. **Project Title:** Land Purchase East Keswick Parish Council

**Name of group/organisation:** East Keswick Parish Council

**Total project cost:** £120,000

**Amount proposed (Wellbeing):** £8,000 (to be taken from Environmental Ringfence)

**Wards covered:** Harewood

**Project description:** Purchase of land in East Keswick, for use as a community asset.

27. **Project Title:** Collingham Memorial Hall Green Bin Collection

**Name of group/organisation:** Collingham Memorial Hall

**Total project cost:** £162

**Amount proposed (Wellbeing):** £162 (to be taken from Environmental Ringfence)

**Wards covered:** Harewood

**Project description:** To fund until March 2024, a once a month collection of the recycle bin (green bin) for Collingham Memorial Hall. This is to ensure that the Hall is helped toward delivering a more environmentally friendly village facility.

28. **Project title:** Community Engagement (Ringfence)

**Name of group/organisation:** Harewood Councillors

**Total project cost:** £1,000

**Amount proposed (Wellbeing):** £1,000

**Wards covered:** Harewood

**Project description:** Ringfence monies towards community engagement activities.

29. **Project title:** Aberford Xmas Lights

**Name of group/organisation:** Aberford & District Parish Council

**Total project cost:** £7,980

**Amount proposed (Wellbeing):** £3,000

**Wards covered:** Harewood

**Project description:** Improving the Aberford Xmas lights experience for the general benefit of residents and other visitors to the village, including funding for eleven electrical installations of part night sensor and column conversions.

30. **Project title:** Harewood & Wetherby Road Safety Project 2023

**Name of group/organisation:** West Yorkshire Police Outer East NPT

**Total project cost:** £5,090.40

**Amount proposed (Wellbeing):** £5,090.40

**Wards covered:** Harewood & Wetherby (£2,545 from each ward)

**Project description:** To continue road safety work to address vehicle offences in the wards. This initiative will include a particular focus on the 'Fatal 4'; seatbelts, mobile phones, drink/drugs and speeding. Funding will be used to deliver overtime operations which are intelligence led, targeting hot spots at key times, both preventatively with education and with enforcement where appropriate.

31. **Project title:** Wetherby and District Development Fund (Ringfence)

**Name of group/organisation:** Wetherby Cllrs

**Total project cost:** £22,000

**Amount proposed (Wellbeing):** £22,000

**Wards covered:** Wetherby

**Project description:** Funding to be set aside for large scale development to take place in the ward.

32. **Project title:** Community Engagement (Ringfence)

**Name of group/organisation:** Wetherby Cllrs

**Total project cost:** £500

**Amount proposed (Wellbeing):** £500

**Wards covered:** Wetherby

**Project description:** Ringfence monies towards community engagement activities.

33. **Project title:** Community Skips (Ringfence)

**Name of group/organisation:** Wetherby Councillors

**Total project cost:** £2,500

**Amount proposed (Wellbeing):** £2,500

**Wards covered:** Wetherby

**Project description:** Ringfence monies towards community skips.

34. **Project title:** Grit Bins (Ringfence)

**Name of group/organisation:** Wetherby Cllrs

**Total project cost:** £3,000

**Amount proposed (Wellbeing):** £3,000

**Wards covered:** Wetherby

**Project description:** Ringfence monies towards providing grit bins.

35. **Project title:** Litter Bins (Ringfence)

**Name of group/organisation:** Wetherby Cllrs

**Total project cost:** £2,000

**Amount proposed (Wellbeing):** £2,000

**Wards covered:** Wetherby

**Project description:** Ringfence monies towards providing litter bins.

### **Delegated Decisions (DDN)**

36. Since the last Community Committee meeting on the 13<sup>th</sup> March 2023, the following projects have been approved by DDN:

- Alwoodley Road Safety 2023-24 (Wellbeing)
- Leeds Rhinos Summer Camps (YAF)
- Holiday Activity Fund (YAF)

## Declined Projects

37. Since the last Community Committee meeting on the 13<sup>th</sup> March 2023, the following project has been declined:

- Dance On (YAF)

## Youth Activities Fund Position 2023/24

38. The total available for spend in Outer North East Community Committee in 2023/24, including carry forward from previous year, is **£47,171.40**.

39. The Community Committee is asked to note that so far, a total of **£17,810** has been allocated to projects to be provided in this financial year, as listed in **Table 2**.

40. The Community Committee is also asked to note that there is a remaining balance of **£29,361.40** in the Youth Activity Fund. A full breakdown of the projects is available on request.

**TABLE 2: Youth Activities Fund 2023/24**

|  | Total allocation            | Ward Split<br>8-17 Population |                    |                  |
|--|-----------------------------|-------------------------------|--------------------|------------------|
|  |                             | Alwoodley                     | Harewood           | Wetherby         |
| <b>Income 2023/24</b>  | <b>£31,833</b>              | £12,192.04                    | £9,772.73          | £9,868.23        |
| Carried forward from previous year   | <b>£70,553.74</b>           | £21,125.76                    | £26,341.57         | £23,086.41       |
| Total available (including brought forward balance) for schemes in 2022/23 | <b>£102,386.74</b>          | £33,317.80                    | £36,114.30         | £32,954.64       |
| Schemes approved in previous year to be delivered this year                | <b>£55,215.34</b>           | £17,920                       | £15,418.67         | £21,876.67       |
| Total available budget for this year 2023/24                               | <b>£47,171.40</b>           | £15,397.80                    | £20,695.63         | £11,077.97       |
| <b>Projects 2023/24</b>  | <b>Amount requested YAF</b> | <b>Alwoodley</b>              | <b>Harewood</b>    | <b>Wetherby</b>  |
| Leeds Rhinos Summer Camps (Wetherby)                                       | £5,000                      |                               |                    | £5,000           |
| Scarcroft Junior Cricket Project   | £2,400                      |                               | £2,400             |                  |
| Breeze in the Park 2023  | £1,900                      |                               |                    | £1,900           |
| Shadwell Tee Time Tennis   | £2,000                      |                               | £2,000             |                  |
| Leeds Rhinos Summer Camps (Alwoodley)                                      | £6,010                      | £6,010                        |                    |                  |
| IGBO Union Holiday Camp  | £500                        | £500                          |                    |                  |
| <b>Total spend against projects</b>  | <b>£17,810</b>              | <b>£6,510</b>                 | <b>£4,400</b>      | <b>£6,900</b>    |
| <b>Remaining balance per ward</b>  | <b>£29,361.40</b>           | <b>£8,887.80</b>              | <b>£16,295.63*</b> | <b>£4,177.97</b> |

\*The actual balance for the Harewood ward will be £18,028.63, pending a project being closed down & £1,733 being added back in to the Youth Activity Fund Budget.

## Youth Activity Funding Projects for Consideration and Approval

41. **Project title:** Jubilee Games (Ringfence)

**Name of group/organisation:** Harewood Cllrs

**Total project cost:** £10,000

**Amount proposed (YAF):** £10,000

**Wards covered:** Harewood

**Project description:** Ringfence monies towards providing activities in relation to a project called Jubilee Games.

42. **Project title:** Tempo FM Radio Academy

**Name of group/organisation:** Wetherby Community Radio Ltd (Tempo 107.4 FM)

**Total project cost:** £5,288

**Amount proposed (YAF):** £3,750

**Wards covered:** Wetherby

**Project description:** The grant application is being made to enable Tempo FM to continue with the training of young people at the radio studios constructed by the station at Wetherby High School. This is in addition to further training undertaken in the Tempo FM studios for other young people, particularly those from Boston Spa Academy.

*Does not specifically meet one of the top funding priorities identified by young people in the Youth Activity Fund Consultation Survey, as outlined in the Youth Activity Fund Consultation Report.*

### Capital Budget 2023/24

43. The Outer North East Community Committee has a capital budget of **£31,995.01** available to spend, as a result of recent capital injection of £3,800. Members are asked to note the capital allocation broken down by ward and summarised in **Table 3**.

**TABLE 3: Capital 2023/24**

|                              | £          | Alwoodley  | Harewood   | Wetherby  |
|------------------------------|------------|------------|------------|-----------|
| Balance March 2023           | £28,195.01 | £11,053.69 | £9,587.66  | £7,553.66 |
| Capital injection April 2023 | £3,800     | £1,266.66  | £1,266.66  | £1,266.66 |
| Balance July 2023            | £31,995.01 | £12,320.37 | £10,854.32 | £8,820.32 |

### Community Infrastructure Levy (CIL) Budget 2023/24

44. The Community Committee is asked to note that there is **£0** total payable to the Outer North East Community Committee.

### Monitoring Information

45. 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.



46. An update will be provided at the next Outer North East Community Committee meeting.

### **Corporate Considerations**

### **Consultation and Engagement**

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

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

48. 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**

49. 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**

50. 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**

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

### **Risk Management**

52. Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

### **Recommendations**

53. Members are asked to make a decision on and note:

- a. Minimum condition arrangements for 2023/24
- b. Changes to the Small Grant administration process (paragraph 18)
- c. Details of the Wellbeing Budget position (Table 1)
- d. Wellbeing proposals for consideration and approval (paragraph 23 - 35)
- e. Details of the Youth Activities Fund (YAF) position (Table 2)

- f. Youth Activity Funding proposals for consideration and approval (paragraph 41 - 42)
- g. Details of the Capital Budget (Table 3)
- h. Details of the Community Infrastructure Levy Budget (paragraph 44)