

Report of: Head of Locality Partnerships

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

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Date: 17th June 2024

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 2024/25.

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. Until the UK left the European Union, the EU's State Aid rules controlled how UK and discretionary EU funding was provided to enterprises and entities that engage in economic activities. Now the UK has left the EU, it is no longer bound by the State Aid rules and has developed its own domestic subsidy control regime, The Subsidy Control Act 2022. As the Subsidy Control Act 2022 has potential implications for the Community Committees as funding bodies, a 'subsidy control' assessment will be undertaken on all funding requests received by the Community Committees.
11. 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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation: 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.

12. 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.
13. 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.
14. 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, Housing and Environment to take such decisions.

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 the Elected Members represented on the Community Committee (or in the case of funds delegated by a Community Committee to individual Wards, the relevant Ward Councillors), however should an Elected Member not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee; and
- c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for Members' information.

As has been the case at the beginning of previous municipal years, 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.

Associated Recommendation: Members are asked to review the minimum conditions as set out in paragraph 15 of this report, consider whether any amendments are required and approve such conditions for operation in 2024/25. 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.

15. 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 & 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 1st 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.

16. 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 2024/25

17. The total revenue budget approved by Executive Board for **2024/25** is **£57,630.00**. Table 1 shows a carry forward figure of **£27,883.09** which includes underspends from projects completed in **2023/24**. The total revenue funding available to the Community Committee for **2024/25** is therefore **£85,513.09**. 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 £78,943.09** (including underspends not listed in Table 1). A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2024/25

	£
INCOME: 2024/25	£57,630.00
Balance brought forward from previous year (2023/24)	£27,883.09
TOTAL AVAILABLE FOR 2024/25 (including underspend):	£78,943.09

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants & Skips 2024/25	£1,845.00	£500.00	£550.00		£795.00
Kirkstall Festival 2024	£1,500.00			£1,500.00	
Guiseley SID - The Green	£3,500.00		£3,500.00		
Balance brought forward from 2023/24	£27,883.09	£1,842.55	£1,560.83	£470.45	£24,009.26
New allocation for 2024/25	£57,630.00	14,407.50	14,407.50	14,407.50	14,407.50
Total approved in 2024/25	£6,845.00	£500.00	£4,050.00	£1,500.00	£795.00
Balance remaining (Total/Per ward)	£78,668.09	£15,750.05	£11,918.33	£13,377.95	£37,621.76

Delegated Decisions (DDN)

20. Since the last Community Committee on 11th March 2024 two projects have been considered and approved by DDN.
21. Since the last Community Committee on 11th March 2024 no projects have been declined.

Monitoring Information

22. 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.
23. Monitoring information for projects completed will provided on request.

Youth Activities Fund Position 2024/25

24. The total available for spend in the Outer North West Community Committee in **2024/25** including carry forward from previous year, was **£53,584.54**.

25. The Community Committee is asked to note that one project has been approved in 2024/25.

26. The Community Committee is also asked to note that the current remaining balance for the Youth Activity Fund is **£36,484.54** (including underspends not listed in Table 1).

A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2024/25

	Total Allocation £
INCOME: 2024/25	£40,982.00
Balance brought forward from previous year (2023/24)	£12,602.54
TOTAL AVAILABLE FOR 2024/25 (including underspend):	£53,584.54

Projects 2024/25	Area wide £
Breeze in the Park 2024	£15,200.00
Breeze in the Park - Tinshills 50/50 split with INW	£1,900.00
Balance brought forward from 2023/24	£12,602.54
New allocation for 2024/25	£40,982.00
Total approved in 2024/25	£17,100.00
Balance remaining	£36,484.54

Small Grants and Skips Budget 2024/25

27. The Outer North West Community Committee will have a **proposed balance of £6,000.00** in the Small Grants and Skips Budget. Members are asked to note the allocation broken down by ward and summarised in **Table 3** (table shows projects already approved for 2024/25).

TABLE 3: Small Grants and Skips 2024/25

Small Grants & SKIPS	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Guiseley Clock	£550.00		£550.00		
Irish Arts & Cultural Activities - Cookridge & Holt Park	£500.00	£500.00			
Otley Carnival Committee SKIP	£795.00				£795.00
Total of projects approved	£1,845.00	£500.00	£550.00	£0.00	£795.00

Capital Budget 2024/25

28. The Outer North West Community Committee has a remaining capital budget of £33,191.80 available to spend. Members are asked to note the capital allocation broken down by ward and summarised in Table 4.

TABLE 4: Capital 2024/25

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance remaining (per ward) April 2024	£33,191.80	£2,775.00	£2,046.60	£3,025.60	£25,344.60
Capital injection May 2024	TBC	TBC	TBC	TBC	TBC
Capital injection November 2024	TBC Nov 2024	TBC Nov 2025	TBC Nov 2026	TBC Nov 2027	TBC Nov 2028
Balance remaining (per ward)	£33,191.80	£2,775.00	£2,046.60	£3,025.60	£25,344.60

Community Infrastructure Levy (CIL) Budget 2024/25

29. The Outer North West Community Committee is asked to note that there is a remaining balance of **£346,769.09**. Members are asked to note the CIL allocation currently available to spend in Table 5 which is detailed by ward and summarised.

TABLE 5: Community Infrastructure Levy (CIL) 2024/25

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Balance as of april 2024	£346,769.09	£295,063.10	£47,394.11	£0.00	£4,311.88
Injection May 2024		TBC	TBC	TBC	TBC
Balance as of May 2024	£346,769.09	£295,063.10	£47,394.11	£0.00	£4,311.88
Projects approved in 2024/25					
Balance remaining for 2023/24	£346,769.09	£295,063.10	£47,394.11	£0.00	£4,311.88

Applications for consideration from 2024/25 Wellbeing, YAF, Capital or CIL budgets:

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

31. **Project title:** Small Grants & Skips

Name of group or organisation: LCC Communities Team

Total project cost: £6,000.00

Amount proposed: £6,000.00 (£1,500.00 per ward) – Wellbeing

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

Project description: Creation of a sub pot for use with small grants up to the value of £1000 per ward and skip requests.

32. **Project title:** Community Engagement

Name of group or organisation: LCC Communities Team

Total project cost: £500.00

Amount proposed: £500.00 (£125.00 per ward) – Wellbeing

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

Project description: A sub pot for community engagement costs such as venue hire for Community Committee meetings and workshop venue hire including any other community engagement related costs.

33. **Project title:** Horsforth CCTV Cameras 2024/25

Name of group or organisation: LeedsWatch

Total project cost: £5,000.00

Amount proposed: £5,000.00 – Wellbeing

Wards covered: Horsforth

Project description: To cover the cost of monitoring and maintenance of 5x CCTV cameras in Horsforth.

34. **Project title:** Otley & Yeadon CCTV Cameras 2024/25

Name of group or organisation: LeedsWatch

Total project cost: £8,000.00

Amount proposed: £8,000.00 – Wellbeing

Wards covered: Otley & Yeadon

Project description: To cover the cost of monitoring and maintenance of 8x CCTV cameras in Otley & Yeadon.

35. **Project title:** Rawdon Community Library Main Door and Frontage

Name of group or organisation: Rawdon Community Library

Total project cost: £12,902.40

Amount proposed: £7,902.40 (£2,634.13 per ward) – CIL (Horsforth Wellbeing)

Wards covered: Otley and Yeadon, Guiseley and Rawdon and Horsforth

Project description: Funding to replace the main bifold door and connected frontage of the library.

36. **Project title:** ONW Youth Summit 2024/25

Name of group or organisation: LCC Communities Team

Total project cost: £2,000.00

Amount proposed: £2,000.00 (£500 per ward) - YAF

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

Project description: To cover the cost of the ONW Youth Summit where young people from ONW aged 8-17yrs will be invited to learn about democracy, take part in workshops and meet local councillors. The cost will also include a secondary session for Secondary schools who expressed an interest in a 121 session with councillors and Police.

37. **Project title:** Codswallop Creative Young People's Groups

Name of group or organisation: Codswallop CIC

Total project cost: £12,650.00

Amount proposed: £7,970.00 - YAF

Wards covered: Guiseley & Rawdon

Project description: The grant will be used to facilitate weekly extra-curricular creative groups during term time throughout the year. Operating four different clubs.

38. **Project title:** Art Camp @ Westgate Primary school 2024/25

Name of group or organisation: Art Camp UK

Total project cost: £30,437.00

Amount proposed: £4,950.00 – YAF

Wards covered: All ONW (Otley & Yeadon 3x schools and Adel & Wharfedale 1x school)

Project description: Art Camps at Westgate primary school, from Spring bank half term 2024 throughout until Easter 2025. Working with local schools.

39. **Project title:** Horsforth Music Centre Summer School

Name of group or organisation: Horsforth Music Centre

Total project cost: £4,007.96

Amount proposed: £2,753.98 - YAF

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

Project description: a three-day summer school to build musical skills and confidence for young people who have begun to learn music at schools in the Horsforth, Guiseley/Rawdon, Adel/Wharfedale and Otley/Yeadon wards. The sessions would run from 10am-1pm across three days in late July 2024 (first three days of the summer holiday).

40. **Project title:** Summer Art Club

Name of group or organisation: Horsforth Art Society

Total project cost: £1,700.00

Amount proposed: £1,700.00 - YAF

Wards covered: Horsforth

Project description: Providing art and crafts activities for local kids in Horsforth, this grant it to make the activity as accessible to as many children as possible within a space that is central to families, at £2 per child.

Encouraging children, during the holidays, to participate in creative activity.

41. **Project title:** Music Production Workshop

Name of group or organisation: SUBTXT

Total project cost: £10,920.00

Amount proposed: £5,050.00 - YAF

Wards covered: Horsforth

Project description: A music production workshop mainly focused on urban music and music the young people may want to explore.

42. **Project title:** Jungle Kids funding disadvantaged children

Name of group or organisation: Jungle Kids Ltd

Total project cost: £2,950.00

Amount proposed: £2950.00 - YAF

Wards covered: Adel & Wharfedale

Project description: The grant will be used to fund free/subsidized places on the camp. Activities will include sports, arts & crafts, visit and talk by the police, taekwondo session, drama music and a Halloween party, with some outdoor visits too.

43. **Project title:** ONW Holiday Projects 2024-25

Name of group or Leeds Youth Service (WNW)

Total project cost: £1,295.00

Amount proposed: £1,295.00 - YAF

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

Project description: To provide diversionary, challenging and reward activities primarily during school holidays to young people engaging with the Youth Service,.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

45. 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

46. 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

47. 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

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

Risk Management

49. 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

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

Recommendations

51. Members are asked to note:

- a. Review minimum conditions for municipal year 2024/25 (paragraph 14)
- b. Details of the Wellbeing Budget position (Table 1)
- c. Funding proposals for consideration and approval (paragraphs 30-43)
- d. Details of the projects approved via Delegated Decision (paragraph 20-21)
- e. Monitoring information of its funded projects (paragraph 22-23)
- f. Details of the Youth Activities Fund (YAF) position (Table 2)
- g. Details of the Small Grants and Skips Budget (Table 3)