

REPORT FROM: HEAD OF ECONOMIC GROWTH

TO: WEST CRAVEN COMMITTEE

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AREA COMMITTEE BUDGET 2024/25

PURPOSE OF REPORT

To advise members on the Committee's 2024/25 area committee budget.

RECOMMENDATIONS

- (1) That members note that only the schemes listed in Appendices 1, 2, 3, 4 and 5 have agreed funding.
- (2) That members note that electorate area allocations are shown on separate tables underneath Appendices 1, 2, 3, 4 and 5.
- (3) That members consider the new bid detailed in paragraph 8.
- (4) That members approve the underspend and deallocations at paragraph 10 and 11.

REASON FOR RECOMMENDATIONS

- (1) To enable the area committee budget to be allocated efficiently and effectively.

ISSUE

Unspent 2023/24 Funds Carried Forward

1. This is £23,040 (£4,390 Barnoldswick plus £18,650 Earby), which is under the permitted cap of one year's budget (ie £31,490). In addition, £101 from the unallocated 2022/23 budget.

Total funds to carry forward: £23,141.

Uncommitted Balance from 2023/24

2. This is £0.00.
 - Barnoldswick balance: £0.00.
 - Earby balance: £0.00.
 - Coates balance: £0.00.
 - Kelbrook & Sough balance: £0.00.
 - Salterforth balance: £0.00.

Allocation for 2024/25

3. This is £31,490 split by electorate areas. This is:
 - Barnoldswick allocation – 50.6% = £15,933.94.
 - Earby allocation – 24.8% = £7,809.52.
 - Coates allocation – 13.2% = £4,156.68.
 - Kelbrook & Sough allocation – 5.9% = £1,857.91.
 - Salterforth allocation – 5.5% = £1,731.95.

Effective Allocation for 2024/25

4. £31,490.00 plus the unallocated £101 from 2022/23 = £31,591.

Commitments for 2024/25

5. These total £16,494.71 (see Appendices 1, 2, 3, 4 and 5 for a detailed breakdown).
 - Barnoldswick commitments: £5,693.95.
 - Earby commitments: £7,809.52.
 - Coates commitments: £0.00.
 - Kelbrook & Sough commitments: £1,857.91.
 - Salterforth commitments: £1,133.33.

The unallocated £101 from 2022/23 is now allocated, true commitments = £14,975.71.

Balance for 2024/25

6. This is £14,995.29.
 - Barnoldswick balance: £10,239.99.
 - Eaby balance: £0.00.
 - Coates balance: £4,156.68.
 - Kelbrook & Sough balance: £0.00.
 - Salterforth balance: £598.62.

Financial Advice

7. The budget carry forward is capped at a maximum of one year's budget, ie £31,490. If the Committee has more than £31,490 unspent at the end of the year, it will need to use the following year's budget to make good the difference. See Financial Implications below.

Please refer to the financial implications section of this report. Bids for new funding should be submitted on the usual forms (Form A for internal bids and Form B for external bids) in order that members can evaluate them on a consistent basis.

New/Deferred Bids

As the area committee budget has insufficient funds remaining for 2024/25, money will first need to be de-allocated from other schemes before the following new bid can be approved.

8. ***Public Realm Work and Event Equipment*** submitted by Barnoldswick Town Council – £15,000 (see Appendix 6 for bid form).

Existing Allocations

Overspend – Additional Funding Required

9. None.

Underspend – De-allocate Funding

10. Underspend of **£412** to be de-allocated from the Barnoldswick table at Appendix 1, item 46 for the Barnoldswick Interchange Public Realm scheme.
11. Underspend of **£30.70** to be de-allocated from the Barnoldswick table at Appendix 1, item 50 for the CCTV camera for West Close Road Lorry Park car park.

Virements – Re-allocate Funding

12. None.

IMPLICATIONS

Policy: The area committee budget is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2021/24.

Financial: At the Council meeting on 29 September 2022, councillors resolved to move the area committee capital programme budgets to revenue.

- The budget allocations for each committee remain the same.
- Applications no longer require sign off by Financial Services in order to proceed.
- Awards can be made for schemes which are either revenue or capital in nature so capital schemes can still be funded.
- Capital schemes may incur additional charges for internal services, eg Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the budget award by 31 March.
- The cap on budget slippage still applies and any slippage will need to be agreed by the Council in line with Financial Regulations.
- No more than one year's worth of budget can be rolled forward into future years.

A list of good practice in the allocation of funding has been proposed by the Council's Director of Resources in order to assist members when considering the allocation of the budget. This list is as follows:

1. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
2. Look for opportunities to maximise the effectiveness of the allocation through match funding.
3. Consider allowing some contingency for projects that may be presented during the year.
4. Try to avoid allocation of funds at the end of the financial year.
5. Consider the revenue consequences of capital schemes in terms of ongoing cost.

Legal: There are legal implications for a number of the proposals listed above in terms of necessary permissions, agreements and possible long-term liabilities and responsibilities.

Risk Management: The area committee budget is required to be allocated and managed in accordance with the Council's policies and procedures. The proper management of the programme is intended to minimise any exposure to unnecessary risk associated with the programme and the individual schemes within it.

Health and Safety: The implementation of the programme has associated risks in terms of health and safety. The Council is required to meet all relevant legal requirements for the effective management of health and safety risk and has policies and procedures in place to ensure health and safety standards are maintained.

Climate Change: Some of the schemes identified will encourage the reduction of carbon emissions such as traffic calming schemes and cycle facility provision.

Community Safety: A number of the schemes listed above have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

Equality and Diversity: The area committee budget is required to be allocated and managed in accordance with the Council's policies and procedures, including those relating to equality and diversity.

APPENDICES

Appendix 1: Area Committee Budget Commitments for Barnoldswick 2024/25.

Appendix 2: Area Committee Budget Commitments for Earby 2024/25.

Appendix 3: Area Committee Budget Commitments for Coates 2024/25.

Appendix 4: Area Committee Budget Commitments for Kelbrook & Sough 2024/25.

Appendix 5: Area Committee Budget Commitments for Salterforth 2024/25.

Appendix 6: Public Realm Work and Event Equipment (Form B).

LIST OF BACKGROUND PAPERS

None.

West Craven Committee Commitments for Barnoldswick 2024/25

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
44	07/05/24 Dog waste/litter bins	J Lord (ES)	£78.27	£500.00	£578.27	£0.00	£578.27	£78.27 c/f from last year; £500 allocated 07.05.24
45	05/07/22 Street nameplates	U Hannan (EG)	£400.00	£0.00	£400.00	£0.00	£400.00	
46	11/10/22 Barnoldswick Interchange public realm scheme	S Whalley (EG)	£412.00	£0.00	£412.00	£0.00	£412.00	£412.00 to be de-allocated
47	09/05/23 & 07/05/24 Premises Improvement Grants	D McCarthy (EG)	£3,000.00	£3,000.00	£6,000.00	£0.00	£6,000.00	
49	06/06/23 Footpath improvements to Barnoldswick Church Primary School	S Whalley (EG)	£500.00	£0.00	£500.00	£0.00	£500.00	
50	08/10/24 CCTV camera for West Close Road Lorry Park car park	D Walker (ES)	£0.00	£573.95	£573.95	£543.25	£30.70	£30.70 to be de-allocated
51	03/12/24 Installation of audio/visual display equipment	Bancroft Mill Engine Museum	0.00	£1,620.00	£1,620.00	£0.00	£1,620.00	
	Subtotal Barnoldswick		£4,390.27	£5,693.95	£10,084.22	£543.25	£9,540.97	
	Un-allocated Funds Barnoldswick		£0.00	£10,239.99	£10,239.99		£10,239.99	
	Total Funds Available 24/25 Barnoldswick		£4,390.27	£15,933.94	£20,324.21	£543.25	£19,780.96	

Barnoldswick 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Barnoldswick	6,593	50.6%	£15,933.94	£5,639.95	£10,239.99

West Craven Committee Commitments for Earby 2024/25

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
2	09/05/23 & 07/05/24 Premises improvement grant scheme	D McCarthy (EG)	£2,270.83	£3,000.00	£5,270.83	£0.00	£5,270.83	
17	10/05/22 Victoria Road reflagging scheme	S Whalley (EG)	£15,000.00	£0.00	£15,000.00	£0.00	£15,000.00	
18	07/05/24 Dog waste/litter bins	J Lord (ES)	£143.57	£500.00	£643.57	£165.68	£477.89	£143.57 c/f from last year; £500 allocated 07.05.24
19	05/07/22 Street nameplates	U Hannan (EG)	£400.00	£0.00	£400.00	£0.00	£400.00	
22	03/01/23 Consideration of the Government's Frequently Flooded Allowance Programme for Earby	S Whalley (EG)	£300.00	£0.00	£300.00	£0.00	£300.00	
29	05/03/24 Land drain Cemetery Road, Earby	T Snape (EG)	£535.50	£0.00	£535.50	£535.50	£0.00	Completed
30	06/06/24 Highway improvements at Cemetery Road, Earby	T Snape (EG)	£0.00	£2,000.00	£2,000.00	£2,000.00	£0.00	Completed
31	08/10/24 Maintenance of Sough Park	P Riley (ES)	£0.00	£2,309.52	£2,309.52	£0.00	£2,309.52	The £101 carried forward from 2022/23 has been allocated towards this project making the total allocation £2,410.52
	Subtotal Earby		£18,649.90	£7,809.52	£26,459.42	£2,701.18	£23,758.24	
	Un-allocated Funds Earby		£0.00	£0.00	£0.00		£0.00	
	Total Funds Available 24/25 Earby and Coates		£18,649.90	£7,809.52	£26,459.42	£2,701.18	£23,758.24	

Earby 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget/uncommitted 2024/25 balance	Allocated to date	Allocation remaining
Earby	3,229	24.8%	£7,809.52	£7,809.52	£0.00
£101 c/f from 2023/24			£101.00	£101.00	£0.00

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1								
	Subtotal Coates		£0.00	£0.00	£0.00	£0.00	£0.00	
	Un-allocated Funds Coates		£0.00	£4,156.68	£4,156.68		£4,156.68	
	Total Funds Available 24/25 Coates		£0.00	£4,156.68	£4,156.68	£0.00	£4,156.68	

Coates 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Coates	1,718	13.2%	£4,156.68	£0.00	£4,156.68

West Craven Committee Commitments for Kelbrook & Sough 2024/25

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/06/24 Improvements to the children's playground in Kelbrook	Kelbrook & Sough Parish Council	£0.00	£1,857.91	£1,857.91	£1,857.91	£0.00	Completed
	Subtotal Kelbrook & Sough		£0.00	£1,857.91	£1,857.91	£1,857.91	£0.00	
	Un-allocated Funds Kelbrook & Sough		£0.00	£0.00	£0.00		£0.00	
	Total Funds Available 24/25 Kelbrook & Sough		£0.00	£1,857.91	£1,857.91	£1,857.91	£0.00	

Kelbrook & Sough 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Kelbrook & Sough	769	5.5%	£1,857.91	£1,857.91	£0.00

West Craven Committee Commitments for Salterforth 2024/25

Appendix 5

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/08/24 Water trolley to support the Community Gardens	Salterforth Parish Council	£0.00	£1,133.33	£1,133.33	£1,133.33	£0.00	Completed
	Subtotal Salterforth		£0.00	£1,133.33	£1,133.33	£1,133.33	£0.00	
	Un-allocated Funds Salterforth		£0.00	£598.62	£598.62		£598.62	
	Total Funds Available 24/25 Salterforth		£0.00	£1,731.95	£1,731.95	£1,133.33	£598.62	

Salterforth 2024/25 allocations per electorate:

Area	Electorate	Percentage	Budget	Allocated to date	Allocation remaining
Salterforth	722	5.52%	£1,731.95	£1,133.33	£598.62

(FORM A: INTERNAL BID)**BID FOR FUNDING FROM AREA COMMITTEES
PRO FORMA**

1. **Short project title:** Public Realm Work and Event Equipment
2. **Bid submitted by:** Joanne Geldard
3. **On behalf of (please include contact details):** Barnoldswick Town Council
- 4(a). **Does your organisation have a constitution?** Yes
(b). **Does it have a board of governors/directors or a committee that oversees its work?** Yes, a Committee
(c). **Does your organisation have its own bank account?** Yes
(d). **How many signatures are required to authorise a payment from your bank account?** Two
5. **Is your organisation VAT-registered?*** Yes
6. **Amount requested:** £15,000
7. **Total amount of project:** £15,000
8. **Is there match funding for the project from elsewhere?** No
If so, please give details: N/A
9. **Brief details of project:** To purchase lighting equipment, install electrical wiring and purchase notice boards
10. **Main outcomes to be achieved:** To replace old lighting equipment, to make setting up events easier by having the electrics in the right place, to replace notice boards
11. **When will project be implemented?**
Start Date: As soon as possible
Expected Completion Date: April 2025
12. **Who will undertake the project works?** Lighting equipment will be purchased by the clerk. Electrical work and notice boards will be done by a competent contractor
13. **Are there long-term revenue consequences and how will these be funded?**
None

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***