

Report of: Area Leader

Report to: Outer East Community Committee (Cross Gates & Whinmoor, Garforth & Swillington, Kippax & Methley, Temple Newsam)

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Date: Tuesday 12 March 2019

For Decision

Outer East Community Committee Finance Report

Purpose of report

1. This report seeks to provide Members with:
 - a) An update on the Outer East budget position
 - b) An update on the Wellbeing revenue projects and budget position (Table 1)
 - c) An update on the Wellbeing revenue projects approved by DDN since the last meeting (paragraph 13)
 - d) An opportunity to consider a new application (paragraph 14)
 - e) An update on the of Youth Activities Fund projects and budget position (Table 2)
 - f) An update on the Wellbeing capital projects and budget position (Table 3)
 - g) An update on the Community Infrastructure Levy (CIL) Neighbourhood Fund and budget position (Table 4)
 - h) An update on the Small Grants Budget (paragraph 31)
 - i) An update on the Community Skips Budget (paragraph 32)

Background information

2. Each Community Committee has been allocated a Wellbeing Budget (revenue and capital) Youth Activities Fund and a CIL budget, which it is responsible for administering. The aim of these budgets is to support 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. Delegated budgets cannot be approved retrospectively. An application form must be submitted and approved by the Community Committee before activities are completed or items are purchased.
4. 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 application to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice following consultation with Members outside of the Community Committee cycle.
5. Members are reminded that the Wellbeing Fund Large Grant programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities. A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance 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.
6. Members are reminded that projects eligible for funding 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.
7. 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 and Environment to take such decisions.

Main issues

Wellbeing Budget Position 2018/19

8. The revenue budget approved by Executive Board for 2018/19 is **£114,570**.
9. Table 1 shows a carry forward figure of £90,618.21 which includes underspends from projects completed in 2017/18 plus £42,767.34 allocated to projects which are not yet completed, which means there was £47,850.87 allocated from the 2017/18 budget. The total amount of revenue funding available to the Community Committee for 2018/19 is therefore **£162,420.87**. Each ward received 25% of this budget.
10. Further information of the projects approved or ring-fenced is available on request.
11. It is possible that some of the projects in Table 1 may not use their allocated spend. This could be for several reasons including the projects no longer going ahead, the projects not taking place within the dates specified in the funding agreement or failure to submit monitoring and evaluation reports. Due to this, the final revenue balance may be greater than the amount specified.
12. The Community Committee is asked to note that a total of **£130,420.94** has been allocated from the Wellbeing revenue budget so far this financial year.

Table 1: Wellbeing Budget Delegation 2018/19 (revenue)

REVENUE WELL BEING BUDGET	£
Budget 2018/19	114,570
Add: Balance brought forward from 2017/18	90,618.21
Less: projects brought forward from 2017/18	42,767.34
TOTAL AVAILABLE FOR 2018/19	162,420.87

Area wide ring-fenced projects	
Small Grants	5,000
Community Committee public engagement	2,000
Tasking Team initiatives	5,000
Skips for community clean-ups	3,000
Total area wide ring-fenced projects	15,000

Remaining balance split equally across the wards	147,420.87	36,855.22	36,855.22	36,855.22	36,855.21
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Ward Projects		Ward Split			
		Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
CCTV monitoring costs (£1K per camera)	12,000	3,000.00	4,000.00	2,000.00	3,000.00
Christmas lights switch-on events, motifs & trees	34,118	14,158.00	11,462.00	8,025.00	473.00
Garforth NET – Lunch Club coordination	11,250		5,000.00	6,250.00	
Garforth NET – social isolation worker	11,250		5,000.00	6,250.00	
Village tidy up project in Allerton Bywater	1,000			1,000.00	
Halton Moor KICKS programme extension 18/19	16,000				16,000.00
Allotment container at St Benedict's in Garforth	2,208		2,208.00		
Embleton's playground in Methley	5,000			5,000.00	
Five new litter bins in Halton	1,050				1,050.00
Miners Welfare Hall heating system, Garforth (and also a capital contribution)	2,335.50		2,335.50		
MethleyFest 2018 in Methley	6,568.50			6,568.50	
Traffic Regulation Order for Garforth	3,180.00		3,180.00		
Outer East Youth Summit 2018	1,200.00	300.00	300.00	300.00	300.00
Winter Support Scheme 2018 (Cross Gates Good Neighbours)	2,381.00	1,190.50			1,190.50
Games Club	669.94			669.94	
Green Guardians	5,000				5,000
Litter Bin Garforth	210.00		210.00		
Spend by ward	115,420.94	18,648.50	33,695.50	36,063.44	27,013.50
Balance	31,999.93	18,206.72	3,159.72	791.78	9841.71

Delegated Decision Notices (DDN)

13. The following included revenue projects have been approved by DDN since the last meeting and are shown in

- Games Club (£669.94)
- Green Guardians (£5,000)
- Litter Bin Garforth (£210.00)

Wellbeing revenue projects for consideration and approval

14. The following project is presented for consideration by the Community Committee.
(This application if approved will come out of **2019/2020** budget).

Project title: Addition Area Resource for the Outer East Area

Name of Group or Organisation: Leeds City Council Parks and Countryside

Total Project Cost: £13,194.50

Amount Requested from Delegated Budget: £13,194.50

Wards Covered: Garforth & Swillington

Summary:

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 4 sites in the Outer East area. The sites the member of staff will be working at include; Firthfields Public Open Space, Glebelands Recreation ground, Barley Hill Park and The Lines Way (Ninlands Lane).

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 report and communicate any observed anti-social activity to the Parks Area Manager (East).

Community Committee Plan Priorities/Objectives:

Best City for Communities

Best City for Children & Young People

Best City for Health & Wellbeing

Youth Activities Fund position

15. The Youth Activities Fund (YAF) approved by Executive Board for 2018/19 is **£52,010**. Table 2 shows a carry forward figure of £20,442 which includes underspends from projects completed in 2017/18 and £11,978 allocated to projects but not yet completed. The total amount of YAF available to the Community Committee for 2018/19 is therefore **£60,371.90**.

16. Members are reminded that the budget is split by the number of children and young people per ward and is as follows: Cross Gates & Whinmoor 25.8%; Garforth & Swillington 22.9%; Kippax & Methley 25.7%; Temple Newsam 25.6%

17. **Table 2** shows the current budget position. Funding round 2 is currently open for activities taking place between 3 September 2018 and 31 March 2019.

Table 2: Youth Activities Fund Budget Delegation 2018/19

	Total Allocation	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Budget 2018/19	52,010				
Carried forward from 2017/18	20,264				
Less projects carried forward from 2017/18	11,902.10				
Total available budget for 2018/19	60,371.90	15,619.94	12,766.95	17,570.39	14,414.62
Projects 2018/19:					
(DDN) Brigshaw Cluster – summer activities	855.00			855.00	
Youth Service - Cross Gates & Whinmoor	8,430.00	8,430.00			
Youth Service - Garforth & Swillington	6,054.80		6,054.80		
Youth Service - Kippax & Methley	6,054.80			6,054.80	
Youth Service - Temple Newsam	8,430.00				8,430.00
Out of School Activities Team - Garforth mini breeze	2,750.00		2,750.00		
Leeds Rhinos Foundation	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00
DJ School UK	3,045.00		1,522.50	1,522.50	
Breeze Bonanza funday at John Smeaton Leisure Centre	3,618.73	3,618.73			
Heads Together - Next Generation 2018	2,211.00	1,053.56			1,157.44
Total Spend Against Projects	51,449.33	15,602.29	12,827.30	10,932.30	12,087.44
Remaining Balance per ward	9,024.67	0	1,021.25	4,609.52	3,393.90

Youth Activity Fund Delegated Decision Notices (DDN)

18. No YAF projects have been approved by DDN since the last meeting.

YAF projects for consideration and approval

19. No YAF projects are presented for Members' consideration on this occasion.

Capital Budget

20. Community Committees receive a proportion of the capital receipt from Council assets when they are sold, some of which goes towards Ward Based Initiatives and 5% is top sliced, shared amongst Community Committees and split equally across the four outer east wards.

21. The Outer East Community Committee has a capital budget of **£75,383.11** 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 3**.

Table 3: Capital Budget Delegation 2016-19

	Outer East	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Initial Allocation (£)	48,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Approved projects:					
Bollards at Southwood Crescent, Swarcliffe	2,500.00	2,500.00			
Multi Use Gamers Area in Micklefield	1,500.00			1,500.00	
Skatepark in Kippax	1,500.00			1,500.00	
Resurfacing PRow in Whitkirk	7,500.00				7,500.00
Mark Jones memorial bench, Swarcliffe	1,085.00	1,085.00			
Garforth Guides storage container	2,376.00		2,376.00		
Whinmoor CCTV (contribution)	2,122.00	2,122.00			
Manston Lane SID, Cross Gates	3,180.00	3,180.00			
Miners Welfare Hall heating system, Garforth	9,624.00		9,624.00		
Litter bins and grit bins in CG&W ward, K&M ward and TN ward	4,203.00	1,401.00		1,401.00	1,401.00
Total approved projects by ward	36,490.00	11,188.00	12,000.00	4,401.00	8,901.00
Remaining balance	9,510.00	812.00		7,599.00	3,099.00
Capital injection - November 2018	63,873.11	15,968.28	15,968.28	15,968.28	15,968.27
Balance remaining after reconciliation	75,383.11	16,780.28	15,968.28	23,567.28	19,067.27
Approved projects after November 2018					
Church Heating	2,000		2,000		
Remaining Balance	73,383.11	16,780.28	13,968.28	23,567.28	19,067.27

Capital Projects approved by DDN since the last meeting

22. Church Heating System (£2,000)

Capital Projects for consideration

23. There are no capital projects presented for Members' consideration on this occasion.

Community Infrastructure Levy (CIL) Neighbourhood Fund

24. On 21 October 2015 the Council's Executive Board approved a process for the allocation of CIL in Leeds. Planning applications approved prior to 6 April 2015 did not qualify for a CIL contribution.

25. 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 is 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.

26. In Outer East this means that the money for Swillington & Great/Little Preston, and villages in the Kippax & Methley ward go to and will be administered by the respective parish councils, whereas monies for Cross Gates & Whinmoor ward, Garforth town and the Temple Newsam ward will be administered by Communities Team - South East on behalf of the Outer East Community Committee. The Committee agreed at the June 2018 meeting that the neighbourhood which generates the CIL should benefit from the money.

27. CIL money is to be considered the same way as Well-being capital funds and should be spent on improvements to local infrastructure. Suggestions for projects are welcomed.

28. The Community Committee is asked to note that as of February 2019 there is now **£75,850.33** available to the Outer East Community Committee. Current budgets are broken down as follows:

- Cross Gates & Whinmoor ward has **£26,539.95**
- Garforth has **£ 37,710.56**
- Temple Newsam ward has **£11,599.82**

Table 4: CIL Delegation 2018-21

	Ward split			
	Cross Gates & Whinmoor	Garforth	Kippax & Methley	Temple Newsam
Allocation (£)	26,539.95	37,710.56	0	11,599.82
Approved projects:				
Grit bins and litter bins for Garforth		1,155.57		
Firthfields Community Centre exterior improvements, Garforth		1,422.50		
Total approved projects by ward	0	2,578.07	0	0
Remaining balance by ward	26,539.95	35,132.49	0	11,599.82

Delegated Decision Notices (DDN)

29. The following CIL projects have been approved by DDN since the last meeting:

- No DDNs were required.

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

- There are no applications for consideration on this occasion.

Small grants update

31. The following table details the Outer East Small Grants approved so far this financial year. Of the £5,000 ring-fenced budget, **£3,563.75** has been approved so far, leaving **£1,436.25** available.

Project	Total amount	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Leeds PHAB Club – transport	563.75	125.28	62.64	250.56	125.28
Kippax Armistice Event Planning Group	500.00			500.00	
The Tribe – Fun Day	500.00	500.00			
Swarcliffe Good Neighbours Scheme – trip	500.00	500.00			
Garforth & Kippax U3a	1,000.00		500.00	500.00	
100 th Anniversary Of Armistice Day-Ledsham Parish Council	500.00			500.00	
Spend per ward	3,563.75	1,125.28	562.64	1,750.56	125.28

Community skips update

32. A maxi skip now costs £179.17 and if it is to be placed on a public highway it also attracts a permit charge of £25. The following table details the skips approved so far this financial year. Of the **£3,000** ring-fenced for community skips, the Outer East Community Committee has approved **£837.51**, leaving a balance of **£2,162.49** available to spend. Members are asked to note the community skips allocation broken down by ward, summarised below:

Group / location	Approved amount	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Garforth Gala – Aug 2018	166.67		166.67		
Ledsham clean-up Aug 2018	108.33			108.33	
Garforth in Bloom – Sept 2018	179.17		179.17		
Garforth Bonfire – Nov 2018	179.17		179.17		
Lakeland Court, Halton Moor	204.17				204.17
Total	837.51	0	525.01	108.33	204.17

Conclusion

33. The report provides up to date information on the Community Committee's on the current budget position.

Recommendations

34. Members are asked to:

- a) Note the details of the Wellbeing revenue projects and budget position (Table 1)
- b) Note the Wellbeing revenue projects approved by DDN since the last meeting (Paragraph 13)
- c) An opportunity to consider a new application (paragraph 14)
- d) Note the details of Youth Activities Fund projects and budget position (Table 2)
- e) Note the details of the Wellbeing capital projects and budget position (Table 3)
- f) Note the Community Infrastructure Levy (CIL) Neighbourhood Fund position (Table 4)
- g) Note the details of the Small Grants Budget (paragraph 31)
- h) Note the details of the Community Skips Budget (paragraph 32)