

# Public Document Pack



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Dear Councillor

The next meeting of the **COMMUNITY SERVICES** Committee will be held at **6.30 pm** on **TUESDAY, 22 AUGUST 2023** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD.**

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 5 - 10)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS**

Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

### ITEMS FOR DECISION

5. **COMMEMORATIVE PLAQUE FOR CLITHEROE CASTLE** (Pages 11 - 16)  
Report of the Director of Community Services enclosed.
6. **NAMING OF MARDALE PLAYING FIELDS** (Pages 17 - 18)  
Report of the Director of Community Services enclosed.
7. **COMMUNITY GRANTS - REVISED TERMS AND CONDITIONS** (Pages 19 - 30)  
Report of the Director of Community Services enclosed.

## ITEMS FOR INFORMATION

8. **REVENUE OUTTURN 2022/23** (Pages 31 - 60)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
9. **REVENUE MONITORING 2023/24** (Pages 61 - 76)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
10. **CAPITAL MONITORING 2023/24** (Pages 77 - 104)  
Report of the Director of Resources & Deputy Chief Executive enclosed.
11. **CHANGE TO WORKING GROUP** (Pages 105 - 106)  
Report of the Chief Executive enclosed.
12. **MINUTES OF WORKING GROUPS**
13. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
14. **GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES** (Pages 107 - 112)  
Report of the Director of Community Services enclosed.
15. **EXCLUSION OF PRESS AND PUBLIC**

## ITEMS FOR DECISION

16. **HIRE OF 3G PITCH AND EDUCATION ROOM FOR BTEC COURSE** (Pages 113 - 122)  
3  
Report of the Director of Community Services enclosed
17. **LEASE AGREEMENT FOR SABDEN FOOTBALL CLUB** (Pages 123 - 132)  
3  
Report of the Director of Community Services enclosed.

Electronic agendas sent to members of Community Services – Councillor Richard Newmark (Chair), Councillor Jan Alcock JP (Vice-Chair), Councillor Stephen Atkinson, Councillor Stella Brunskill JP, Councillor Rosemary (Rosie) Elms, Councillor Sophie Cowman, Councillor Stewart Fletcher, Councillor Simon O'Rourke, Councillor Gary Scott, Councillor Mary Robinson, Councillor Lee Jameson, Councillor Karl Barnsley, Councillor John Atherton, Councillor Lee Street and Councillor Malcolm Peplow.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

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## Minutes of Community Services

Meeting Date: Tuesday, 30 May 2023, starting at 6.30 pm  
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	M Robinson
S Atkinson	G Scott
S Brunskill	K Barnsley
R Elms	S Cowman
S Fletcher	L Jameson
S O'Rourke	L Street

In attendance: Chief Executive, Head of Leisure and Cultural Services, Head of Financial Services, Head of Engineering Services and Director of Community Resources

### 9 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors M Peplow and J Atherton

### 10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

It was noted that there should be an amendment to the minutes of the meeting held on 14 March 2023. Councillor S Atkinson left the meeting at agenda item 7 – Grants Report. He took no part in the vote for this item.

Subject to the above, the minutes of the meeting held on 14 March 2023 were approved as a correct record and signed by the Chairman.

### 11 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable and non-registrable interests.

### 12 PUBLIC PARTICIPATION

There was no public participation.

### 13 BRIEFING OF THE WORK OF THE COMMUNITY SERVICES COMMITTEE

The Head of Cultural and Leisure Services and the Head of Engineering Services both gave a resume of the service areas covered under their remit. The Head of Engineering Services also outlined some of the areas which are not covered under the Community Services remit but fall under Lancashire County Council.

### 14 APPOINTMENTS TO WORKING GROUPS

The Chief Executive submitted a report asking Committee to consider the reappointment of the working groups under the remit of the Community Services

Committee and their membership. The two active working groups under the remit of this Committee were highlighted.

RESOLVED THAT COMMITTEE:

Approve the continuance of the grants and car parking working groups for the 2023/24 municipal year, each being made up of five members consisting of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor.

- Grants – Councillors R Newmark, J Alcock, S Fletcher, K Barnsley and L Street
- Car Parking – Councillors R Newmark, S Atkinson, S O'Rourke, L Jameson and J Atherton

PLEASE NOTE: Following the meeting, the Liberal Democrat Group representative for the Grants Working Group was changed from Councillor Stewart Fletcher to Councillor Mary Robinson

15

CAPITAL OUTTURN 2022/23

The Director of Resources submitted a report reviewing the final outturn of the 2022/23 capital programme for this Committee and seeking member approval for the slippage of some capital scheme budgets from the 2022/23 financial year to the 2023/24 financial year.

Members were reminded that the total approved budget for this Committee's capital programme of 19 schemes was £2,433,740. Later in the year the capital programme budget was revised to £844,060 in respect of 18 schemes. This followed a review of progress on all schemes in the capital programme and included moving budget of £479,440 on 5 schemes into the 2023/24 financial year and the deletion of 1 scheme.

Members were informed that the actual expenditure on this Committee's capital programme was £677,184, which is 80.2% of the revised estimate budget.

Of the 18 schemes in the revised capital programme 9 were completed in year. The remaining 9 schemes were not completed in-year, with 8 of these resulting in slippage from the 2022/23 financial year in to the 2023/24 financial year totalling £165,500.

It was noted that a further spend of £5,710 is needed on the Ribblesdale Pool Filter and Tile Work scheme (FLPIP) in 2023/24 in order to bring this scheme to satisfactory full completion.

RESOLVED THAT COMMITTEE:

Approve the slippage of £165,500 as set out at paragraph 3.4 of the report.

16

ENGINEERING CAPITAL PROGRAMME UPDATE

The Head of Cultural and Leisure Services submitted a report providing Committee with an update on the Engineering Capital programme 2023-2024 (excluding vehicle/plant replacements).

It was noted that the following works are included in the capital programme 2023-2024:

- Castle Keep Restoration and Lime Pointing Works, value £307,600
- Mardale Changing Rooms Extension and Renovation Works, value £126,070
- Sabden Refurbishment of Public Toilets, value £35,600
- Ambulance Shed, Longridge, value £47,500
- Berry Street, Longridge Refurbishment of the Public Toilets, value £46,000
- Roof Renewal and upgrade to the Parks Store Building in the Castle Grounds, value £46,000
- Changing Places Welfare Units, Edisford, Ribchester and Castle Park, value £200,000
- Brookfoot Footbridge, Ribchester, value £110,000 (Policy and Finance Committee)
- Mardale Installation of Playing Pitch Drainage, value £80,440
- Castle Street Renovation Works, value £600,000 - These works are not listed in the Capital Programme 2023-2024. Ribble Valley Borough Council has secured £300,000 from the UK Shared Prosperity Fund that Lancashire County Council (LCC) Highways have agreed to match
- Salthill Depot Replacement Concrete Bays, value £32,400

17 TAAF UPDATE

The Head of Cultural and Leisure Services submitted an information report on the Together an Active Future (TaAF) Local Delivery Pilot project.

It was noted that the TaAF project is viewed by Sport England as an important element of their new Ten-Year Strategy, which is focused on Place Based working. This places an emphasis on involving the people in the communities of an area to determine what works for them in terms of sport and physical activity.

This approach will help to determine future investment from Sport England, including facility development and the emphasis on insight is viewed as way to achieve the best value for the funding that comes from the lottery and the public purse.

Sport England regard the work of the Pennine Lancashire pilot as innovative and exactly why the investment was made available for the pilots in the first place. It was noted that as the pilot moves into the Accelerator phase, the challenge will be to maintain the excellent work to date and build upon the successes achieved.

18 GENERAL UPDATE

The Head of Cultural and Leisure Services submitted an information report updating Committee on a variety of developments in sports, arts, community development and performance of the Platform Gallery.

The report specifically covered:

- Play area update

- EV charging points
- RV3G
- Sports development
- Ribblesdale pool
- Arts development events
- Platform Gallery exhibitions
- Biofuel trial
- Solar panels for the Council offices

19 COLLECTION OF NEW WASTE STREAM, PERSISTENT ORGANIC POLLUTANTS (POPS)

The Head of Cultural and Leisure Services submitted an information report providing an update on the collection and disposal of a new waste stream known as Persistent Organic Pollutants (POPS).

It was noted that Ribble Valley Borough Council and Lancashire Renewables will introduce the POPS waste stream collection as soon as possible to comply with the Environment Agency directive.

20 MINUTES OF WORKING GROUPS

There were no minutes from working groups

21 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

22 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

23 MARDALE PLAYING PITCHES

The Head of Cultural and Leisure Services submitted a report outlining the situation regarding a recent tender for proposed drainage work at Mardale playing pitches, Longridge.

RESOLVED THAT COMMITTEE

1. Refer to Policy and Finance Committee a request that it include the additional s106 sum of £34,711 in the capital budget for use at Mardale.
2. Refer to Policy and Finance Committee a request to increase the budget for the Mardale drainage scheme by a further £18,133.59.



3. Agree that the project at Mardale proceeds immediately at the cost of £133,744.59 ex vat on the understanding that if Policy and Finance Committee do not approve the requested increase in budget, the shortfall will be made up from an existing capital scheme

24

#### CLITHEROE TENNIS CENTRE LEASE

The Head of Cultural and Leisure Services submitted a report providing Committee with an update on negotiations between the Council and Ribble Valley Tennis Centre Ltd, who are the operators of the Edisford Tennis Centre.

The operators had approached Ribble Valley Borough Council to extend their current lease beyond 2027, to enable them to finance some work at the centre. The new lease would be for a further 15 years from 2023, which means the current lease would be terminated and a new one established with the operator.

#### RESOLVED THAT COMMITTEE

Approve the new lease for the Edisford Tennis centre on the terms set out in the report.

The meeting closed at 8.05 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200 413214 [olwen.heap@ribblevalley.gov.uk](mailto:olwen.heap@ribblevalley.gov.uk).

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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meeting date: 22 AUGUST 2023  
title: PENDLE RADICALS TRAIL  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

### 1 PURPOSE

1.1 To ask Committee to consider a request from Mid Pennine Arts for a Plaque in the grounds of the Castle as part of their plan to extend the Radical Trail.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough, with a specific emphasis on tourism.

### 2 BACKGROUND

2.1 The Pendle Radicals Trail was part of the Pendle Hill Project which the Council helped to support between 2018 and 2022, it was led by the Pendle Hill Partnership which received grant funding from the lottery of over £1.8m for a series of projects in and around the area. The trail has proved very popular and has outlasted the initial Project. It is a volunteer driven project, which benefits from the research of many valuable contributors. BBC1 Songs of Praise dedicated a whole episode to the first phase of the Radicals, giving a national audience of 1.3 million.

2.2 The trail is now being further developed by Mid Pennine Arts, who have made a request to the Council for consideration.

2.3 The Radicals Trail, signposts visitors to locations linked to historic characters from the area and introducing a wider audience to those stories. In the first phase of the Radicals Trail, they celebrated among others the first Quaker, George Fox, at Pendle summit and in Downham, Benjamin Ingham at the last Inghamite church in Wheatley Lane, and the Clarion movement at the only surviving Clarion House. Details of these first trail locations can be found on the Pendle Radicals website.

### 3 PROPOSAL

3.1 The Partnership wish to make the Trail more comprehensive with four new stone panels at other sites, to form part of a second phase of work for the Trail. The new panels proposed are for David Shackleton in Clitheroe, Tom Stephenson in Whalley, Richard Cobden in Sabden and the Rev T.A. Leonard in Colne.

3.2 The Trail developers believe these hugely influential historic figures, leaders, and radical change makers in their various ways, have not been fully celebrated in the areas they come from, and they fit well with the figures who have been celebrated to date with the trail.

3.3 David Shackleton was a pioneer several times over, and a giant of politics at the start of the twentieth century. A mill worker at age 9, he rose to become the first Whitehall mandarin from a working-class background. Just the third ever Labour MP, he was the first to represent organised labour as one of their own, a voice for the textile workers. He became chair of the parliamentary Labour party, and then chair of the

TUC. And ultimately, for the newly formed Ministry of Labour, its first Permanent Secretary.

- 3.4 The rationale for placing the plaque in the Castle grounds is its proximity to the Pinnacle which came from the Palace of Westminster when it was renovated in the early 1900s as it so strongly references the home of Parliament.
- 3.5 The Partnership have identified a proposed position on the wall near the Pinnacle. Pictures of a mock-up of the plaque are attached.
- 3.6 In this way, they hope to do justice to an extraordinary son of Clitheroe. By including him in the extended Radicals Trail, they can introduce him to a wider audience, and hope to drive more visitors to Clitheroe and the Castle grounds.

#### 4. ISSUES

- 4.1 The Castle Grounds have a limited number of information Boards and Plaques, because of the special nature of the grounds and their historic context, any additions have been carefully considered. The only information panel with reference to people is in the former Rose Garden where the Pinnacle is located, and they refer to the history of the structure.
- 4.2 There have previously been requests from people wishing to have memorials for relatives in the Castle grounds and these have been declined. Because they are not in keeping with the nature of the site. Management team are concerned that named plaques may create a precedent for requests in the future, therefore any requests need to have significant relevance.
- 4.3 If Committee agree to the installation of the plaque this would be subject to Mid Pennine Arts obtaining Listed Building Consent and to the completion of an appropriate licence agreement. Any agreement would provide for the cost of the installation and any future maintenance to be the responsibility of Mid Pennine Arts, for the plaques themselves are designed to weather and the existing interpretation panel for the Pinnacle has remained free from interference. The Council would also retain the right to remove the plaque at a future date, should it deem it appropriate to do so.

#### 5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications.
  - Resources – There is no cost for listed building consent, although it still needs to be applied for, this would need to be made by Mid Pennine Arts. The ongoing maintenance would be set out in the licence agreement between the Council and Mid Pennine Arts.
  - Technical, Environmental and Legal – Legal Services have been consulted in the preparation of this report and their comments are incorporated into it.
  - Political – No implications identified.
  - Reputation – The Council was part of the original Pendle Hill Project, and this request is an extension of that work. It contributes to the overall strategy to increase tourism to the town and the Borough.
  - Equality & Diversity – No implications identified.

**6 RECOMMENDED THAT COMMITTEE**

- 6.1 That the request from Mid Pennine Arts be approved to install the Plaque as outlined in this report.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN  
DIRECTOR COMMUNITY SERVICES

BACKGROUND PAPERS – None

For further information please ask for Mark Beveridge, extension 4479.

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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meeting date: 22 AUGUST 2023  
title: MARDALE PLAYING PITCHES  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

### 1 PURPOSE

1.1 To ask Committee to consider naming the above site in honour of Councillor Brian Holden who recently passed away.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To help make people's lives healthier and safer.

### 2 BACKGROUND

2.1 The playing pitches, car park and pavilion at Mardale have all been improved over the past few months. The pitches have had an extensive drainage scheme installed and the car park has been extended, resurfaced, and re-lined. The changing rooms have been fully refurbished to meet safeguarding requirements with showers and toilets in each room. In addition, separate official rooms and toilets for spectators have been built.

2.2 The total cost of this work has been approximately £300k which has been funded through section 106 monies and the UK Shared Prosperity Fund.

2.3 Earlier this year Cllr Brian Holden sadly passed away. Brian was a driving force behind the Mardale scheme and getting the facilities improved.

### 3 PROPOSAL

3.1 Discussions have taken place at Policy and Finance Committee and with Mr Holdens' widow about the idea of naming the playing pitches/pavilion in honour of her late husband and she thought it would be fitting tribute to his memory.

3.2 Therefore is it proposed that a plaque is placed at the site, an example is attached in appendix 1, to rename the site as; "The Brian Holden Memorial Playing Field".

### 4. ISSUES

4.1 The Council does not ordinarily rename existing land or facilities after people, living or dead. However, it is considered that Cllr Holden's involvement was substantial and on this occasion it would be appropriate to name the site in his honour.

4.2 The Plaque will also need to recognise the contribution of the UK Shared Prosperity Fund.

### 5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications.

- Resources – The cost of a plaque can be met from existing resources.

- Technical, Environmental and Legal – The plaque would be a metal engraved design.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

## 6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Approve the renaming of the Mardale Playing Pitches as “The Brian Holden Memorial Playing Field”.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN  
DIRECTOR COMMUNITY SERVICES

BACKGROUND PAPERS – None

For further information please ask for Mark Beveridge, extension 4479.

DECISION

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE**

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meeting date: 24 AUGUST 2023

title: GRANT CRITERIA

submitted by: ADAM ALLEN DIRECTOR COMMUNITY SERVICES

principal author: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

### 1 PURPOSE

1.1 To ask Committee to amend the grant criteria for the Council's Culture and Recreation Grants.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - To help make people's lives healthier and safer.
- Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
- Other Considerations – The grant scheme is a popular programme that helps groups in many cases gain external funding that benefits residents.

### 2 BACKGROUND

2.1 The Council has provided grant support to a range of groups over many years through the Recreation and Culture Grant scheme. The overall budget was £31,140 in 2022/23. Grants have been used to great effect with clubs and village halls for example, often being used as match funding for major projects further increasing investment in the Borough. Due to the grants provided, organisations have sought funding from sources such as the National Lottery and Arts Council.

2.2 The criteria are amended periodically to ensure their relevance and to ensure that they are clear to those applying. The proposed changes in this report are a further amendment to ensure the criteria remain current and remove any confusion that may exist with applicants.

2.3 The FAQs have also been amended to provide greater clarification and support for prospective applicants. The revised FAQ's are shown in appendix 2.

### 3 ISSUES

3.1 As the budget is public funding, it is essential that the criteria applied are robust and fair to all groups. It is also important that applicants know exactly what is required when applying for and receiving a grant. The grant application form has been further updated to provide this clarity and this is shown in appendix 1.

3.2 The primary changes can be summarised as follows:

- Making it clearer to applicants they will need to provide receipts for the work they have been granted funds for.
- An evaluation of the impact the funding has made to the organisation and the people which is impacts.
- Making it explicit that the Council grant funding will not normally be provided in advance to any organisation.
- That the Council grants cannot be used for revenue support or day to day running costs of an organisation or general maintenance.
- Placing a bar on year-on-year applications from the same organisations.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications.

- Resources – The grants are budgeted for in the overall Council budget.
- Technical, Environmental and Legal – There is a member grants panel which meet to determine the grant allocation prior to submission to Committee for approval.
- Political – None arising as direct result of this report.
- Reputation – The grants are very well received by the organisations involved and can provide a great impact for a relatively small amount of money. The grants also contribute to a wide range of varied projects taking place, which could not take place without the Council’s support. It is important that they are accessible to as many organisations in the Borough as possible, that the same applicants are not receiving sums regularly and that the process is robust and fair.
- Equality & Diversity – This is inherent within the grant criteria.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the proposed amendments for the grant criteria.

Mark Beveridge  
Head of Cultural and Leisure Services

#### BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

Appendices:

Grant Application Form  
Grant FAQs

# Recreation & Culture Grant



Ribble Valley  
Borough Council  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## Purpose

The aim of the Recreation & Culture Grant scheme is for Ribble Valley Borough Council to invest in the development and improvement of cultural and recreational activity throughout the Borough. Supporting and promoting the future health and wellbeing of the Ribble Valley community through art & sport projects. Only capital schemes are eligible.

## Criteria

The Applicant	
1	Must live in Ribble Valley or provide a service/ business which is based within the borough.
2	Applications will only be accepted from properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the status of the organisation, must accompany all applications. Applications from private sector organisations and schools will not be considered. Nor are religious organisations unless there is a clear broad community benefit.
3	Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
4	Must not be seeking funding for a charitable cause or third party which is a different organisation to the applicant.
5	Must have a bank account in the name of the organisation.
6	Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
The Project	
7	Must provide a high quality cultural / recreational experience, in the Ribble Valley.
8	Priority will be given to a project which targets a section of the community who may be disadvantaged in accessing and experiencing culture and recreation.
9	Must demonstrate a clear need in terms of how it will benefit the Ribble Valley community, evidence of research or need will be sought from the applicant.
10	Must have clear targets in what it is trying to achieve and how it will be evaluated.
11	Priority will be given to projects that seek match funding bringing external funding into the area.
12	The council will support up to 50% of the cost of the project.
13	Applications and projects should not contravene the policies and principles of this Council
14	Revenue support for salary costs and day to day running costs for an organisation will not be considered.
15	Projects should not start before grant allocation has been confirmed in writing by the Council and normally should be completed within 12 months of receiving the grant, unless approval is sought and granted, by the Council, for example where other match funding is sought from funding bodies with longer decision making timescales.
16	Partnership working will be given priority.

17	Projects will be assessed on their level of sustainability. Evidence should be provided as to how it will continue and grow in future years without council funding support.	
18	Organisations in receipt of grants may not be considered again for upto 24 months, to enable the Council to ensure that as many projects can be funded as possible. Projects will not receive repeat funding unless stating clearly how this contribution will be developing a new aspect of a previously funded project. Previous funding is no guarantee of future success.	
<b>Grant Terms</b>		
Should the applicant cease to use the grant for the use for which it was awarded, the Council may wish to retain all, or a proportion of the grant offered.		
Each scheme will be considered on its merit and how it benefits residents of the Borough.		
Grants are not eligible for projects on which work has already started or in aid of expenditure already committed or paid.		
Grant payments will be released on the production of receipted invoices or other evidence that the expenditure has been made for the project, these may include redacted bank statements with copy invoices. No payment will be made in advance.		
Applicants who returned a signed form are accepting the terms set out for being awarded and paid a grant.		
The Authority will not award any grants to organisations and individuals who are in breach of the principles of the Social Value Act 2012 or reserve the right to withdraw funding if it becomes apparent that they are in breach.		
Successful applicants must include a reference to the Councils' contribution in any publicity/marketing information or news releases.		
There is no right of appeal for grant decisions made.		
No formal contract is issued to an organisation when a grant award is made. When the offer of a grant is made and acceptance is received, the applicant is agreeing to the grant conditions set out on the application form.		
Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used. Or an evaluation form may be required to be completed, depending on the nature of the project, that will be notified at the grant award stage.		
Several FAQs provide further information and explanation of the criteria which will assist applicants seeking a grant, these can be found on the Councils' grant website.		
Link: <a href="#">Recreation &amp; Culture Grants – Ribble Valley Borough Council</a>		

**If you need any advice on submitting this application, contact;**

[commgrants@ribblevalleygov.uk](mailto:commgrants@ribblevalleygov.uk)

**Mark Beveridge (Head of Cultural & Leisure Services)**

**Katherine Rodgers 01200 425566 (Arts)**

**Peter Fletcher 01200 414435 (Sports)**

## Recreation & Culture Grant

### Application Form

Name Of Organisation applying and to whom payment would be made			
Type of Organisation e.g. Not for profit, charity, constituted group/sports club.			
Main Contact Name			
Position			
Address			
Phone Number		Email Address	

Mobile Number		Website Address	
Brief description of your organisation, its aims, and objectives			
Have you received support from R.V.B.C previously? If yes, please give details.			
Project Name			
Description of your project 200 words max			
Project Start Date		Project End Date	
Where will this project take place? (state location(s))			
What do you want to achieve with this project? State clear targets and how you will measure your success			
How will you ensure your project is of a high quality?			
How will your project continue in future years without council funding support?			

Why is this project important to Ribble Valley's future development? Please give evidence of the need for this project e.g., why, who and how will Ribble Valley residents benefit.

How do you plan to promote your project?

Estimated Numbers of people that will benefit	Number
Members of organisation or employees. (Please state in what capacity e.g., Artist, Coach)	
Participants (including volunteers)	
Audience – Live	
Audience – online, broadcast	
Total	

How will your project support equality and diversity? e.g., are you working with hard to reach groups, disabled people, black & minority ethnic community.

Partners involved in your project

**Budget**

Income (including support in kind)	£ Expected / Confirmed
Amount requested from R.V.B.C.	
Your Contribution	
Other Income	
<b>TOTAL INCOME</b>	
<b>Expenditure (including support in kind)</b>	



TOTAL EXPENDITURE (Must be the same total as your total income)	
I declare that the contents of this application form are true and correct: Please sign this below:	
NAME (print):	
SIGNATURE:	
DATE:	

**Supporting Information:**

**Please enclose the following documents in addition to the completed application form.**

1. A constitution of your organisation (if relevant)
2. Audited set of accounts or proof of your current financial position
3. Supporting documents, you feel are relevant to your application (not returnable, send copies only)
4. Any letters of support for your project

Please return this application to:  
Ribble Valley Borough Council  
Recreation & Culture Grants  
c/o Community Services Directorate  
Church Walk  
Clitheroe, BB7 2RA

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## Culture and Recreation Grants – FAQs (Oct 2022)

### 1. What are Culture and Recreation Grants?

They are funded by Ribble Valley Borough Council, their purpose is to help voluntary and not for profit organisations in the Borough deliver projects which ensure residents have the widest opportunity to benefit and help them to improve their lives and enrich their experience of living in the Borough.

RVBC allocates over £33,000 annually to the grant budget for allocation. Grants are awarded in March of each year for the following financial year, starting in early April.

### 2. Who are Culture and Recreation Grants for?

Local not for profit organisations are invited to apply for funding to help deliver projects and activities that help provide residents with cultural and recreational experiences, either as part of a long-term project or as a one-off programme. Projects and activities must be implemented within one year from award of grant, unless the Council grant is being matched by a larger funding body which may take longer to determine their application to the organisation. However, that detail will need to be made clear on the application form. Organisations bidding for funding need to ensure that their intended project does not duplicate existing projects or activities and does not already benefit from Council support.

### 3. Who is eligible?

Organisations wishing to apply for a grant must be not for profit. Schools and faith groups are not eligible for this grant. Applications from private sector organisations will not be considered as it is not acceptable to generate profit from initiatives delivered with this public funding.

### 4. What can be funded with this grant?

Ribble Valley Borough Council must ensure that allocation of the grant budget available is done fairly and transparently to achieve the greatest impact for the sums available. Therefore, evidence of additional funding for a project either from the organisation itself or other sources is necessary, (although in very rare situations that may not be possible, and the grant panel may choose to recommend a grant). Ongoing support is not eligible, (i.e., organisations making the same request for the same activity or project, year on year), although a project may run over more than one year.

Revenue support for the day-to-costs of running an organisation or club, e.g., wages, utilities etc are not eligible for grant support.

Examples of the types of support that we could fund include, but are not limited to:

- Construction work to create, extend or enhance a facility.
- Funding to enable a one-off purchase of equipment to enable a project or activity to be set up.

### 5. Where will programmes be funded?

Only programmes that benefit Ribble Valley residents will be considered; applications from across all areas in Ribble Valley are eligible. There is no quota system applied to the grants. They

are evaluated on merit and past success should not be considered an indicator of likely success in any given year.

6. Will applicants require match funding?

The Council expects that at least 50% of the project cost will be funded by the applicant or other sources. In exceptional cases the grants panel may award a higher percentage of funding to a project; however, this is rare.

7. How do I apply?

Applications should be made using the online grant application form published on the website: [https://www.ribblevalley.gov.uk/info/200289/people\\_and\\_communities/1612/grants](https://www.ribblevalley.gov.uk/info/200289/people_and_communities/1612/grants). The application form seeks information about the grant applicant, the amount of funding being requested, including details of how it meets the eligibility criteria, and details of who it is intended to benefit from the services or project delivered because of any grant funding.

8. How will the grant be evaluated?

Each grant application will be evaluated by a panel of Borough Councillors (which is then submitted to the Council's Community Services Committee for the actual award decision to be made) and a decision made based on the extent that:

- The grant meets the eligibility criteria.
- It is clear who and how many beneficiaries there will be because of the funding.
- The Council can be confident of delivery within the timescales set out by the applicant.
- The grant offers value for money. Based on this evaluation, the panel may decide to award the total grant sum requested or a partial amount of the total grant requested, with applicants expected to provide at least 50% of the project cost from their own or other sources.
- Feedback can be provided for unsuccessful applications; however, there is no right of appeal for grant decisions made.

9. How long will it take to find out if I have been successful with my application?

Following submission of a completed grant application, we aim to evaluate and confirm whether your application has been successful by the end of March in that financial year.

A grants panel consisting of Councillors meets in Feb/March each year to determine the funding allocation which is submitted to the March meeting of the Council's Community Services Committee for consideration; applicants are informed by letter/email shortly after that meeting.

10. What information will you need if we are successful?

Grants are paid when the Council receives evidence of expenditure. Preferably this would be by way of receipted invoices referencing the expenditure approved for the awarded grant although in exceptional cases where such receipted invoices are not available, other evidence may be acceptable such as redacted bank statements together with associated copy invoices. No grant award is paid in advance, they are always retrospectively paid on production of this evidence.

Therefore, it is important that organisations applying can pay the invoices for the project and claim the grant award back.

The Council requires evidence that the grant award has been used for the intended purpose and that the Council has been referenced in any media material issued either publicly or to the recipients or the members of the organisation itself. Any grant funding unclaimed within a year of award will be forfeited by the applicant unless approval has been sought from the Council and a carry forward agreed. If Ribble Valley Borough Council has any grounds for suspecting financial irregularity in the use of any grant paid under this scheme, an investigation will take place. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, or the use of grant for purposes other than those for which it was provided.

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

meeting date: 22 AUGUST 2023  
 title: REVENUE OUTTURN 2022/23  
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
 principal author: HELEN SEEDALL

### 1 PURPOSE

1.1 To report on the outturn for the financial year 2022/23 in respect of the Revenue Budget for this Committee

1.2 Relevance to the Council's ambitions and priorities:

- ❖ Community Objectives – none identified
- ❖ Corporate Priorities – to continue to be 'a well-managed Council providing efficient services based on identified customer need and meets the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money'.
- ❖ Other Considerations – none identified.

### 2 BACKGROUND

2.1 Our full Statement of Accounts were signed off for audit by the Director of Resources and Deputy Chief Executive on 2 June 2023 and are now subject to audit.

2.2 The Statement of Accounts are expected to be submitted for approval to Accounts and Audit Committee at their meeting on 27 September 2023.

### 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of -£146,279 on the net cost of services. After transfers to and from earmarked reserves overall there is an underspend of -£17,582. This has been added to General Fund Balances.

3.2 In the table below are a number of services with a net cost of 'nil'. This is where services are fully recharged out to other service areas.

Cost Centre	Cost Centre Name	Revised Estimate 2022/23 £	Actual 2022/23 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
COMMD	Community Services Department	0	0	0	0	0
HWREP	Highway Repairs	7,510	7,127	-383	0	-383
CULVT	Culverts & Water Courses	19,280	12,369	-6,911	0	-6,911
DRAIN	Private Drains	2,360	3,664	1,304	0	1,304

Cost Centre	Cost Centre Name	Revised Estimate 2022/23 £	Actual 2022/23 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
RIVBK	Riverbank Protection	4,470	3,481	-989	0	-989
BUSSH	Bus Shelters	13,360	13,695	335	0	335
SEATS	Roadside Seats	4,400	4,337	-63	0	-63
SIGNS	Street Nameplates & Signs	25,350	30,659	5,309	0	5,309
STCLE	Street Cleansing	380,330	360,015	-20,315	26,379	6,064
VARIOUS	Public Conveniences	210,850	210,561	-289	0	-289
LITTR	Litter Bins	23,190	22,197	-993	0	-993
RCOLL	Refuse Collection	1,820,450	1,822,164	1,714	-12,804	-11,090
RPBIN	Replacement Waste Bins	-21,550	-26,924	-5,374	5,374	0
PAPER	Waste Paper and Card Collection	209,050	201,769	-7,281	0	-7,281
TFRST	Waste Transfer Station	121,080	122,389	1,309	0	1,309
TRREF	Trade Refuse	-27,950	-13,776	14,174	-1,769	12,405
CRIME	Crime and Disorder	56,720	52,129	-4,591	4,268	-323
ARTDV	Art Development	44,560	37,279	-7,281	1,207	-6,074
PLATG	Platform Gallery	188,370	189,135	765	0	765
MUSEM	Castle Museum	304,900	309,362	4,462	0	4,462
MCAFE	Museum Cafe	40,140	40,549	409	0	409
VARIOUS	Car Parks	-137,800	-159,043	-21,243	0	-21,243
CCTEL	Closed Circuit Television	147,380	141,047	-6,333	0	-6,333
LDEPO	Longridge Depot	0	0	0	0	0
SDEPO	Salthill Depot	0	0	0	-198	-198
VARIOUS	Refuse Collection Vehicles	0	0	0	0	0



Cost Centre	Cost Centre Name	Revised Estimate 2022/23 £	Actual 2022/23 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
VARIOUS	Grounds Maintenance Vehicles	0	0	0	0	0
VARIOUS	Works Administration Vehicles	0	0	0	0	0
VARIOUS	Car Park Vehicles	0	0	0	0	0
VEHCL	Vehicle Workshop	0	0	0	0	0
VARIOUS	Plant	0	0	0	0	0
TWOWR	Two Way Radio	0	0	0	0	0
WKSAD	Works Administration	-880	4,675	5,555	0	5,555
CARVN	Caravan Site	-13,420	-13,433	-13	0	-13
EDPIC	Edisford Picnic Area	-6,110	-7,073	-963	0	-963
PKADM	Grounds Maintenance	0	-6,183	-6,183	6,183	0
ROEBN	Roefield Barn	-150	-211	-61	0	-61
RVPRK	Ribble Valley Parks	627,120	568,282	-58,838	68,295	9,457
RPOOL	Ribblesdale Pool	634,060	646,607	12,547	0	12,547
EALLW	Edisford All Weather Pitch	85,670	53,963	-31,707	8,793	-22,914
EXREF	Exercise Referral Scheme	76,810	75,839	-971	738	-233
TAFUT	Together an Active Future	0	0	0	0	0
SPODV	Sports Development	93,240	92,884	-356	19,726	19,370
GRSRC	Grants & Subscriptions	980	635	-345	0	-345
XMASL	Xmas Lights/ RV in Bloom	4,110	3,883	-227	0	-227
RECUK	Recreation Grants	38,170	34,019	-4,151	2,500	-1,651
CULTG	Culture Grants	5,870	5,844	-26	5	-21

Cost Centre	Cost Centre Name	Revised Estimate 2022/23 £	Actual 2022/23 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
SPOGR	Sports Grants	6,730	6,515	-215	0	-215
<b>NET COST OF SERVICES</b>		<b>4,988,650</b>	<b>4,850,431</b>	<b>-138,219</b>	<b>128,697</b>	<b>-9,522</b>

#### 4 EARMARKED RESERVES

4.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

4.2 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- A means of building up funds or accounting for funds we are committed to spend (i.e. grants received), this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

4.3 The table below provides details of the Revised Estimate, our actual outturn and the impact in both cases on the movement in earmarked reserves. Full details are provided below of the earmarked reserves that have been impacted and the reasons for the movements.

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>Committee Net Cost of Services</b>	4,988,650	4,850,431	-138,219	
<p><b>CPBAL/H330 Capital Reserve</b></p> <p>The capital reserve is a reserve where resources are set aside to fund future capital programme spend. Income from the sale of assets of a value less than £10,000 is credited to the revenue account and then transferred to this earmarked reserve.</p>	2,850	78,674	75,824	<p>Amounts transferred to the reserve after allowing for costs associated with the disposal of:</p> <ul style="list-style-type: none"> <li>• refuse collection vehicle PK63 JZP £1,346</li> <li>• works team vehicle £2,850</li> <li>• 2 x grounds maintenance mowers £6,183.</li> </ul> <p>Monies received from Section 106 funding were added to the reserve to fund capital schemes for play area improvements at Kestor Lane, Longridge £30,000 and Clitheroe Castle £32,660 and also drainage work at Edisford and Mardale playing pitches £5,635.</p>
<p><b>COBAL/H329 Community Safety</b></p> <p>The Community Safety Partnership Reserve is made up of monies set aside from underspends in previous year's promotional activities, to be used to fund future years promotional activities.</p>	-14,440	-10,172	4,268	<p>Expenditure on promotional activities was lower than estimated. This resulted in a reduced requirement for the release of funding from the reserve.</p>

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p><b>COBAL/H368 Amenity Cleansing Reserve</b></p> <p>The Amenity Cleansing Reserve is where resources have been set aside to fund future amenity cleansing works, which were unable to be completed in year due to unforeseen circumstances.</p>	39,430	65,809	26,379	<p>Following an unsuccessful tendering exercise and the retirement of the previous provider, the services of a mini sweeper were unable to be procured. The ensuing underspend £10,233 was transferred to the reserve in order to undertake the sweeping in 2023/24 using a larger sweeper to clean the areas it is able to access.</p> <p>During 2022/23 additional funding was received from Lancashire County Council to carryout public realm work on their behalf, being £16,143 for leaf clearance and £39,433 for weed control. The additional leaf clearance work was unable to be undertaken due to difficulties in the contractor obtaining drivers. The weed control work was unable to be carried out, as to be effective the spraying had to be applied during the weed growing season, but the monies were awarded after this period. The carry forward of funding will enable the public realm work to be carried out in 2023/24.</p>
<p><b>COBAL/H210 Recreation, Culture &amp; Sports Grants</b></p> <p>Budgets are allocated for grants relating to Recreation and Culture, Arts Development, Arts Excellence, Sporting Excellence and Christmas Lights/Ribble Valley in Bloom.</p> <p>Due to timing differences from approval to distribution of grants, resources sometimes need to be set aside for distribution once schemes have been completed.</p>	-8,800	-5,088	3,712	<p>The total approved by this committee in 2022/23 for expenditure on Arts Excellence Grants included £495 to be funded from the reserve and £180 for Sports Grants, these amounts have now been transferred. £4,413 was required to fund Arts Development Grants from reserve which was £1,207 less than the approved amount as not all recipients claimed in the year. Payment of Recreational Grants was lower due to cancellation or delay in the delivery of community projects therefore the release of planned funding of £2,500 from the reserve was no longer required.</p>

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>COBAL/H282 Exercise Referral</b> The Exercise Referral Reserve is where grant resources are set aside to fund future exercise referral initiatives.	6,250	6,988	738	Unused funding received from Inspire £1,200 to provide gym passes, Cardiac Rehab £3,061 and Healthy Workplace Champions £3,657 was set aside at the end of the year to be used in 2023/24. Additionally, £930 was required from monies previously set aside to fund expenditure on Best Foot Forward in 2022/23.
<b>COBAL/H333 Refuse Collection</b> The Refuse Collection Reserve is used to fund the cost of bin replacements and other cost pressures. Income from the sale of householder bins is transferred to this reserve and expenditure incurred in the purchase of these bins is funded from this reserve.	17,140	6,595	-10,545	There was a greater drawdown on the earmarked reserve to fund the increase in demand of the purchase of householder waste bins - £22,528. However, this was partially offset by an increase in the surplus generated from the bin hire scheme and income from the sale of householder bins £11,983.
<b>COBAL/H337 Equipment Reserve</b> This reserve was established by setting aside budget underspends to fund equipment purchases.	-10,980	-6,534	4,446	Release of funding previously set aside for the purchase of: <ul style="list-style-type: none"> <li>• a new sliding door at the Platform Gallery -£7,400</li> <li>• an upgraded laptop for the training room at Salthill Depot -£198</li> <li>• a sports combi mobile cage for use at the Edisford all-weather pitch facility -£3,579.</li> </ul> The underspends on the Sports Development Promotional Activities budget £3,600 and Equipment Purchases at the Edisford all-weather pitch facility £1,043 have been set aside to fund a solar powered barrier at the entrance to the pool and 3G pitch in 2023/24.

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>COBAL/H328 Repairs and Maintenance Reserve</b> Reserve established to fund emergency repairs and maintenance items.	0	7,750	7,750	Resurfacing work of paths at the Edisford all-weather pitch facility was unable to be carried out in 2022/23 due to a prolonged period of inclement weather. The resultant underspend in the Repairs and Maintenance to Paths and Grounds budget has been set aside to fund the works in 2023/24.
<b>COBAL/H216 Playing Pitch Strategy Reserve</b> Reserve established to carry forward unspent budget funding to fund the production of a strategy which aims to ensure the provision of pitches meets local needs.	0	16,125	16,125	The consultancy work to produce a playing pitch strategy was unable to be undertaken in the year, as following the completion of the tendering exercise conducted by Pendle Borough Council to appoint consultants, there was insufficient time remaining for the work to be carried out.
<b>Committee Net Cost of Services after Movements on Earmarked Reserves</b>	<b>5,020,100</b>	<b>5,010,578</b>	<b>-9,522</b>	

## 5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

5.1 The main variations have been extracted and are shown with the Budget Holder's comments at Annex 1. However, a summary of the major variations is set out in the table below.

Service Area	Description of Variance	Amount £
<b>STCLE Sweeper Hire</b>	An underspend on sweeper hire -£16,143 occurred due to additional work on leaf clearance, funded by a payment from Lancashire County Council, not able to be undertaken in 2022/23. In addition, there was an underspend of -£10,233 relating to work normally carried out by a mini sweeper. Following an unsuccessful tendering exercise and the retirement of the previous provider the services of a mini sweeper were unable to be procured. Both the underspends have been transferred to an earmarked reserve to undertake the sweeping in 2023/24.	-£26,376
<b>Refuse Collection Vehicles Repairs and Maintenance</b>	The expenditure on repairs and maintenance to refuse collection vehicles was higher than estimated for the year. As in previous years a major contribution to this has been the need to hire replacement vehicles to ensure the waste collection service is carried out, whilst vehicles are being repaired: the cost during 2022/23 was £72,160.	£34,998

Service Area	Description of Variance	Amount £
<b>Refuse Collection Vehicles Tyres</b>	There was reduced demand for replacement tyres compared to the amount estimated, this partly offsets the overspend on repairs and maintenance to refuse collection vehicles.	-£19,102
<b>Grounds Maintenance Vehicles</b>	Expenditure on maintenance and servicing required to be carried out by specialist outside firms to Grounds Maintenance vehicles was lower than estimated.	-£17,322
<b>WKSAD Recovery of Oncosts</b>	The time spent by the Works Team on operational tasks is charged to the relevant cost centre by an hourly rate set at the beginning of the year, which includes an allocation of general overheads. The number of hours recharged by the Works Team was lower than estimated, therefore this resulted in a decrease in the recovery of the Works Department costs £31,808. It was only partly offset by an increase in the amount of time spent on capital projects - £16,410 as the hourly rate chargeable to capital schemes is lower, it not including general overhead recovery. Under accounting rules allocations of general overheads are not permitted to be charged to capital schemes.	£15,398
<b>PKADM External Recharge Work</b>	A net loss resulted on work conducted for external jobs as there were a greater number of hours spent carrying out the work than were anticipated. A review of the charging rates will be carried out in 2023/24.	£19,055
<b>RVPRK Use of Commuted Sum</b>	Release of Section 106 monies to fund capital schemes for play area improvements at Kestor Lane, Longridge -£30,000 and Clitheroe Castle -£32,660 along with drainage work at Edisford and Mardale playing pitches -£5,635. The funds were subsequently transferred to the capital account for this purpose.	-£68,295
<b>RPOOL Gas</b>	Expenditure on gas was lower than estimated due to energy consumption changes	-£23,737
<b>EALLW 3G Pitch Income</b>	There was an increase in income from the hire of the 3G pitches due to a rise in demand by both juniors -£20,402 and adults -£819.	-£21,221
<b>SPODV Consultants</b>	It was intended consultants would be appointed to produce a playing pitch strategy in 2022/23. However, the work was unable to be undertaken during the year as following the completion of the tendering exercise conducted by Pendle Borough Council to appoint consultants, there was insufficient time remaining for the work to be carried out. £16,125 has been transferred to an earmarked reserve in order to fund the consultancy work in 2023/24.	-£16,130

## 6 CONCLUSION

- 6.1 There have been a considerable number of variations in both income and expenditure during the year, and this has given rise to an overall underspending of -£138,219 on the net cost of services. After transfers to and from earmarked reserves there is an overall underspend of -£9,522.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES AND  
DEPUTY CHIEF EXECUTIVE

CM10-23/HS/AC  
14 August 2023

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 10 January 2023*  
*Closedown Working Papers*

For further information please ask for Helen Seedall.



## COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 22/23 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>COMMD: Community Services Department</b>							
Reimbursement of untaken annual leave, approved by Personnel Committee.	£3,193				£3,193		£3,193
Costs incurred relating to the recruitment of senior posts: advertising £3,950 and candidate assessments £3,526.	£7,476				£7,476		£7,476
Honoraria paid to staff for providing cover of vacant posts, approved by Personnel Committee.	£12,975				£12,975		£12,975
Underspend on supplies and services, the largest being postage -£861.	-£2,190				-£2,190		-£2,190
It was necessary to use consultants to carryout surveying work in respect of disabled facilities due to a vacant surveyor's post.	£3,963				£3,963		£3,963
Lower vehicle leasing costs due to the early return of a vehicle resulting in the refund of rental costs for the reduced rental period.	-£5,148				-£5,148		-£5,148
Decreased support service charges from other service areas due to reduced expenditure within those services mainly the Council Offices -£4,408 and Computer Services -£3,445.			-£8,553		-£8,553		-£8,553
Increased support service charges to other service areas due to higher expenditure within this service area as detailed above.			-£10,534		-£10,534		-£10,534
<b>Total Community Services Department</b>	<b>£20,269</b>		<b>-£19,087</b>		<b>£1,182</b>		<b>£1,182</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>CULVT: Culverts &amp; Water Courses</u></b>							
Lower expenditure on repairs and maintenance works to culverts.	-£936				-£936		-£936
The budget provision for floods was not required in 2022/23.	-£5,440				-£5,440		-£5,440
<b>Total Culverts &amp; Water Courses</b>	<b>-£6,376</b>				<b>-£6,376</b>		<b>-£6,376</b>
<b><u>SIGNS: Street Nameplates &amp; Signs</u></b>							
Reduction in repair demands for roadside signs.	-£1,044				-£1,044		-£1,044
Decrease in income received from the naming of new properties.		£6,307			£6,307		£6,307
<b>Total Street Nameplates &amp; Signs</b>	<b>-£1,044</b>	<b>£6,307</b>			<b>£5,263</b>		<b>£5,263</b>
<b><u>STCLE: Amenity Cleansing</u></b>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs.	£2,086				£2,086		£2,086
Increase in the use of temporary staff to carry out regular activities whilst other staff were diverted onto leaf clearance work.	£3,668				£3,668		£3,668

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
An underspend on sweeper hire -£16,143 occurred due to additional work on leaf clearance funded by a payment from Lancashire County Council, not able to be undertaken in 2022/23. In addition, there was an underspend of -£10,233 relating to work normally carried out by a mini sweeper. Following an unsuccessful tendering exercise and the retirement of the previous provider the services of a mini sweeper were unable to be procured. Both the underspends have been transferred to an earmarked reserve to undertake the sweeping in 2023/24.	-£26,376				-£26,376	£26,376	£0
<b>Total Amenity Cleansing</b>	<b>-£20,622</b>				<b>-£20,622</b>	<b>£26,376</b>	<b>£5,754</b>
<b><u>VARIOUS: Public Conveniences</u></b>							
Overspend on repairs and maintenance to buildings includes works carried out at Church Walk, Clitheroe public conveniences.	£2,267				£2,267		£2,267
Decrease in the charge for cleaning the toilet facilities due to the time spent on toilet cleaning being lower than forecast.	-£3,049				-£3,049		-£3,049
<b>Total Public Conveniences</b>	<b>-£782</b>				<b>-£782</b>		<b>-£782</b>
<b><u>LITTR: Litter Bins</u></b>							
Lower expenditure on replacement litter bins during the year.	-£1,522				-£1,522		-£1,522
<b>Total Litter Bins</b>	<b>-£1,522</b>				<b>-£1,522</b>		<b>-£1,522</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>RCOLL: Refuse Collection</u></b>							
Underspend on refuse loaders salary costs as a result of vacancy savings.	-£2,633				-£2,633		-£2,633
Temporary staff are used to provide general cover for absences to carry out the waste collection service; there was a greater demand for their use during the year.	£5,048				£5,048		£5,048
Increased expenditure on Agency Staff was due to the necessity to provide cover for drivers' sickness absence and a vacant post.	£5,395				£5,395		£5,395
Reduced recharge for usage of depot due to lower net expenditure at the depot than estimated.	-£2,688				-£2,688		-£2,688
Lower expenditure on publicity -£2,838 and promotional activities -£965 during the year.	-£3,803				-£3,803		-£3,803
Increased expenditure on the purchase of householder waste bins due to an increase in the number of new properties. It is partly offset by income received from the sale of these bins (RPBIN – Chargeable Replacement Waste Bins). The cost is funded by monies set aside in the Refuse Collection Reserve.	£14,153				£14,153	-£14,150	£3
Income received less disposal costs from the sale of a refuse collection vehicle during the year. This was transferred to an earmarked reserve to be used towards funding the future capital programme.	£1,354	-£2,700			-£1,346	£1,346	£0

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increase in recharge of the cost of collection of trade waste due to increased costs and an increase in trade waste tonnage being a greater proportion of the overall waste tonnage.		-£12,665			-£12,665		-£12,665
<b>Total Refuse Collection</b>	<b>£16,826</b>	<b>-£15,365</b>			<b>£1,461</b>	<b>-£12,804</b>	<b>-£11,343</b>
<b><u>RPBIN: Replacement Waste Bins</u></b>							
Expenditure on the purchase of householder bins offset by income from the sale of the bins. The surplus is transferred to an earmarked reserve established towards funding future waste bin purchases.	£8,378	-£13,752			-£5,374	£5,374	£0
<b>Total Replacement Waste Bins</b>	<b>£8,378</b>	<b>-£13,752</b>			<b>-£5,374</b>	<b>£5,374</b>	<b>£0</b>
<b><u>PAPER: Waste Paper and Card Collection</u></b>							
Overspend on loaders' salary costs mainly due to staffing turnover budgeted for this department not materialising and payment of the annual pay award to a former employee.	£2,451				£2,451		£2,451
Lower than estimated expenditure on vehicle costs mainly due to reduced requirement for tyres -£2,379 and lower than forecast cost of diesel -£2,217, partly offset by an increase in repairs and maintenance to vehicles £3,680.	-£1,153				-£1,153		-£1,153
There was a budget provision for hire of refuse vehicles should the paper refuse vehicles be off the road. This was not required during 2022/23 resulting in the underspend shown.	-£1,170				-£1,170		-£1,170

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increase in income from the sale of paper and cardboard collected for recycling due to an improvement in tonnage prices in the final quarter of the year.		-£7,412			-£7,412		-£7,412
<b>Total Waste Paper and Card Collection</b>	<b>£128</b>	<b>-£7,412</b>			<b>-£7,284</b>		<b>-£7,284</b>
<b><u>TFRST: Waste Transfer Station</u></b>							
Decreased expenditure on salary costs because of reduction in pay due to long-term sickness absence.	-£4,872				-£4,872		-£4,872
Increase in temporary staff cost due to cover required for absenteeism.	£983				£983		£983
Higher recharge of transport usage due to greater necessity of repairs and maintenance costs to the Loadall Shovel.	£5,081				£5,081		£5,081
<b>Total Waste Transfer Station</b>	<b>£1,192</b>				<b>£1,192</b>		<b>£1,192</b>
<b><u>TRREF: Trade Refuse</u></b>							
Overspend on tipping charges resulted from an increase in the trade waste tonnage collected.	£2,454				£2,454		£2,454
Increase in recharge of the cost of collection of trade waste caused by increased refuse collection costs and an increase in trade waste tonnage being a greater proportion of the overall waste tonnage.	£10,910				£10,910		£10,910
<b>Total Trade Refuse</b>	<b>£13,364</b>				<b>£13,364</b>		<b>£13,364</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>CRIME: Crime and Disorder</u></b>							
Underspend on promotional activities, this also resulted in a corresponding reduction for funding from the Crime Reduction Partnership Reserve.	-£4,268				-£4,268	£4,268	-£0
<b>Total Crime and Disorder</b>	<b>-£4,268</b>				<b>-£4,268</b>	<b>£4,268</b>	<b>£0</b>
<b><u>ARTDV: Art Development</u></b>							
Lower than estimated expenditure on promotional activities.	-£1,206				-£1,206		-£1,206
Expenditure on grants for arts development projects lower than estimated as not all recipients claimed in the year, therefore the corresponding funding set aside in reserve was not required.	-£1,207				-£1,207	£1,207	£0
<b>Total Art Development</b>	<b>-£2,413</b>				<b>-£2,413</b>	<b>£1,207</b>	<b>-£1,206</b>
<b><u>PLATG: Platform Gallery</u></b>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs along with an additional payment for weekend working in December.	£3,172				£3,172		£3,172
<b>Total Platform Gallery</b>	<b>£3,172</b>				<b>£3,172</b>		<b>£3,172</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>MCAFE: Museum Cafe</u></b>							
Lower expenditure of equipment purchases and repairs and maintenance of equipment as the café was closed throughout 2022/23.	-£2,880				-£2,880		-£2,880
Increased recharge of cost allocation from the museum site due to the hourly gas rate being higher than estimated.	£3,442				£3,442		£3,442
<b>Total Museum Cafe</b>	<b>£562</b>				<b>£562</b>		<b>£562</b>
<b><u>MUSEM: Clitheroe Castle Museum</u></b>							
Lower requirement of repairs and maintenance to the building.	-£1,230				-£1,230		-£1,230
Overspend on gas due to the hourly gas rate being higher than estimated.	£3,356				£3,356		£3,356
Increased recharge to the museum cafe mainly due to the hourly gas rate being higher than estimated.		-£3,442			-£3,442		-£3,442
Reduced income from entrance fees as a result of fewer visitors.		£6,253			£6,253		£6,253
<b>Total Clitheroe Castle Museum</b>	<b>£2,126</b>	<b>£2,811</b>			<b>£4,937</b>		<b>£4,937</b>
<b><u>VARIOUS: Car Parks</u></b>							
Reduced expenditure on repairs and maintenance to the car parks, the largest underspend being at Church Walk Car Park.	-£2,728				-£2,728		-£2,728
Saving due to an anticipated increase in ground rent not being implemented at Church Walk car park.	-£2,209				-£2,209		-£2,209



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
New pay and display machines were installed during the year consequently there was a lower utilisation of the repairs to equipment budget.	-£9,747				-£9,747		-£9,747
Savings experienced on telephone costs due to the installation of new pay and display machines.	-£1,881				-£1,881		-£1,881
Increased credit and debit card processing fees as a result of growth in the use of cards as a payment method and an increase in the number of pay and display machines able to accept card payments.	£11,599				£11,599		£11,599
Reduced recharge from CCTV because of lower expenditure within the department as detailed below under CCTEL.	-£3,424				-£3,424		-£3,424
Higher than estimated income from car park charges resulted from increased usage. The main variances were increases to Church Walk Car Park -£6,109 and Edisford -£4,549, partly offset by reduced income at Dunsop Bridge £2,237.		-£8,780			-£8,780		-£8,780
Increase in demand for parking permits.		-£1,393			-£1,393		-£1,393
Reduction in rent for car park plots as car parking spaces are no longer being rented on North Street Car Park.		£2,562			£2,562		£2,562
Decrease in the issue of fines during the year.		£2,470			£2,470		£2,470
Reimbursement of costs relating to the occupation of Edisford Car Park when it was used as a Covid-19 test centre.		-£6,687			-£6,687		-£6,687
<b>Total Car Parks</b>	<b>-£8,390</b>	<b>-£11,828</b>			<b>-£20,218</b>		<b>-£20,218</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>CCTEL: Closed Circuit Television</u></b>							
Savings experienced in the purchase of equipment.	-£1,520				-£1,520		-£1,520
Lower requirement of repairs and maintenance budget during the year.	-£7,594				-£7,594		-£7,594
Lower cost allocation recharged to car parking administration due to less expenditure as mentioned above.		£3,424			£3,424		£3,424
<b>Total Closed Circuit Television</b>	<b>-£9,114</b>	<b>£3,424</b>			<b>-£5,690</b>		<b>-£5,690</b>
<b><u>SDEPO: Salthill Depot</u></b>							
Lower requirement for repairs and maintenance to buildings at the depot.	-£1,968				-£1,968		-£1,968
Underspend of heating oil as consumption was lower than forecast.	-£1,285				-£1,285		-£1,285
Savings in electricity due to a reduction usage in the second half of the year.	-£1,383				-£1,383		-£1,383
Metered water usage was lower than estimated.	-£3,172				-£3,172		-£3,172
Decrease in insurance premium for the year compared to estimate.	-£1,523				-£1,523		-£1,523
Decrease in recharge to other service areas due to reduced expenditure at the depot as detailed above.		£6,781			£6,781		£6,781
Decreased stores oncost recovery due to a reduction for the year in stock issues from stores.		£2,749			£2,749		£2,749
<b>Total Salthill Depot</b>	<b>-£9,331</b>	<b>£9,530</b>			<b>£199</b>		<b>£199</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>VARIOUS: Refuse Collection Vehicles</u></b>							
Overspend on refuse collection vehicle repairs and maintenance during the year. A significant cost was the requirement to use hire vehicles whilst our own vehicles were being repaired, to ensure the waste collection service was carried out: the cost during 2022/23 was £72,160.	£34,998				£34,998		£34,998
Underspend of diesel due to a reduction in the price per litre compared to forecast and a reduction in consumption.	-£12,335				-£12,335		-£12,335
Reduced demand for replacement tyres compared to the amount estimated.	-£19,102				-£19,102		-£19,102
Lower than estimated expenditure on vehicle licences as the HGV road tax continued to be frozen.	-£5,153				-£5,153		-£5,153
Increase in cost of insurance premiums.	£2,229				£2,229		£2,229
Reimbursement by insurance company for accident damage.		-£2,290			-£2,290		-£2,290
<b>Total Refuse Collections Vehicles</b>	<b>£637</b>	<b>-£2,290</b>			<b>-£1,653</b>		<b>-£1,653</b>
<b><u>VARIOUS: Grounds Maintenance Vehicles</u></b>							
Vehicle repairs and maintenance demands lower than estimated.	-£1,948				-£1,948		-£1,948
Lower than estimated expenditure on repairs and maintenance required to be carried out by specialist outside firms.	-£17,322				-£17,322		-£17,322
Savings on diesel due to a reduction in the price per litre compared to forecast along with lower usage.	-£4,844				-£4,844		-£4,844

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Lower than estimated expenditure on tyres across the Grounds Maintenance fleet.	-£3,081				-£3,081		-£3,081
Reduced transfer of vehicle costs due to lower than estimated expenditure as detailed above.		£27,492			£27,492		£27,492
<b>Total Grounds Maintenance Vehicles</b>	<b>-£27,195</b>	<b>£27,492</b>			<b>£297</b>		<b>£297</b>
<b><u>VARIOUS: Works Administration Vehicles</u></b>							
Vehicle repairs and maintenance demands lower than estimated.	-£8,604				-£8,604		-£8,604
Demand for expenditure on tyres was lower than estimated.	-£1,097				-£1,097		-£1,097
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£9,834			£9,834		£9,834
<b>TOTAL Works Administration Vehicles</b>	<b>-£9,701</b>	<b>£9,834</b>			<b>£133</b>		<b>£133</b>
<b><u>VEHCL: Vehicle Workshop</u></b>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs along with an increase in overtime worked.	£2,289				£2,289		£2,289
Reduced use of vehicle cost mainly as a result of lower requirement for vehicle repairs and maintenance.	-£1,387				-£1,387		-£1,387
Savings on hire of plant during the year.	-£2,080				-£2,080		-£2,080

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Underspend on supplies and services including purchase of equipment and materials £652 and protective clothing £565.	£1,258				£1,258		£1,258
<b>Total Vehicle Workshop</b>	<b>£80</b>				<b>£80</b>		<b>£80</b>
<b><u>Various: Plant</u></b>							
Overspend of repairs and maintenance costs to the Loadall Shovel mainly due to the requirement to hire a replacement vehicle whilst repairs were carried out.	£4,202				£4,202		£4,202
Increased expenditure on tyres as it was necessary for replacements to be fitted to the Loadall Shovel.	£1,440				£1,440		£1,440
Increased expenditure on Loadall Shovel as detailed above has resulted in a higher recharge of costs to the Waste Transfer Station.		-£5,081			-£5,081		-£5,081
<b>Total Plant</b>	<b>£5,642</b>	<b>-£5,081</b>			<b>£561</b>		<b>£561</b>
<b><u>WKSAD: Works Administration</u></b>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs.	£2,306				£2,306		£2,306
Lower than estimated use of transport costs mainly due to underspends on vehicles repairs and maintenance.	-£8,448				-£8,448		-£8,448
Overspend of equipment purchases mainly as a result of the purchase of a drain inspection camera.	£1,404				£1,404		£1,404
Gain achieved on chargeable works included reimbursement by the insurance company for stolen tools replaced in the previous financial year.		-£5,608			-£5,608		-£5,608

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
The time spent by the Works Team is charged to the relevant cost centre by an hourly rate which includes an allocation of general overheads. The number of hours recharged by the Works Team was lower than estimated, therefore this resulted in a decrease in the recovery of the Works Department costs. It was only partly offset by an increase in the amount of time spent on capital projects as the hourly rate chargeable to capital schemes is lower. Under accounting rules allocations of general overheads are not permitted to be charged to capital schemes.		£31,808			£31,808		£31,808
The number of recoverable hours worked on capital schemes was higher than estimated however, as the hourly rate allowed to be charged to capital under accounting rules does not include general overhead recovery, this only partly offsets the reduction experienced in the recovery of costs through revenue recharges.		-£16,410			-£16,410		-£16,410
<b>Total Works Administration</b>	<b>-£4,738</b>	<b>£9,790</b>			<b>£5,052</b>		<b>£5,052</b>
<b><u>PKADM: Grounds Maintenance</u></b>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs.	£4,395				£4,395		£4,395
Reduced recharge of usage of depot due to lower net expenditure than estimated as detailed under SDEPO.	-£2,740				-£2,740		-£2,740

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Spend on vehicles was less than estimated resulting in a lower use of transport cost, as mentioned previously (see Grounds Maintenance Vehicles).	-£27,324				-£27,324		-£27,324
Expenditure was lower than estimated on trees and plants.	-£3,335				-£3,335		-£3,335
Income received less disposal costs from the sale of grounds maintenance vehicles during the year. This was transferred to an earmarked reserve to be used towards funding the future capital programme.	£357	-£6,540			-£6,183	£6,183	£0
A net loss resulted on work carried out for external jobs as there were a greater number of hours spent carrying out the work than was anticipated.		£19,055			£19,055		£19,055
Decreased recovery through revenue schemes as a result of lower than estimated net expenditure within this service area as outlined above.		£9,768			£9,768		£9,768
<b>Total Grounds Maintenance</b>	<b>-£28,647</b>	<b>£22,283</b>			<b>-£6,364</b>	<b>£6,183</b>	<b>-£181</b>
<b><u>RVPRK: Ribble Valley Parks</u></b>							
Overspend on emergency tree work due to essential work carried out on trees in a dangerous condition, which posed a risk to the safety of the public.	£7,030				£7,030		£7,030
Greater usage of electricity than estimated.	£2,474				£2,474		£2,474

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Release of Section 106 monies to fund capital schemes for play area improvements at Kestor Lane, Longridge -£30,000 and Clitheroe Castle -£32,660 along with drainage work at Edisford and Mardale playing pitches -£5,635. The funds were subsequently transferred to the capital account for this purpose.		-£68,295			-£68,295	£68,295	£0
<b>Total Ribble Valley Parks</b>	<b>£9,504</b>	<b>-£68,295</b>			<b>-£58,791</b>	<b>£68,295</b>	<b>£9,504</b>
<b><u>RPOOL: Ribblesdale Pool</u></b>							
Increase in usage of temporary staff due to staff vacancies, this has partially been offset by salary savings due to vacancies.	£9,190				£9,190		£9,190
Underspend of Pool Attendants' salary costs due to vacancy savings, this has been offset by the need to use temporary staff to provide cover at the pool.	-£8,338				-£8,338		-£8,338
Increase in Receptionists' salaries as a vacant post was filled.	£5,557				£5,557		£5,557
Overspend of repairs and maintenance as essential health and safety repairs were required to the flooring in the changing rooms at the pool.	£2,931				£2,931		£2,931
Overspend on electricity as a result of an increase in consumption.	£3,167				£3,167		£3,167
Expenditure on gas lower than estimated due changes in energy consumption.	-£23,737				-£23,737		-£23,737



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increased metered water usage due to the necessity to restore the condition of the water following maintenance work in the pool. In addition, a meter reading was taken by the water company which updated the water usage being invoiced. Previously the invoicing had been based on estimated readings as staff were unable to read the meter and the water company had not visited the site for some time.	£11,372				£11,372		£11,372
Increased expenditure on repairs to equipment at the pool included alterations to the reception desk.	£2,732				£2,732		£2,732
Lower requirement for pool chemicals than estimated.	-£1,451				-£1,451		-£1,451
Decreased income from school swimming lessons due to a lower than forecast uptake for the Spring Term.		£3,107			£3,107		£3,107
Reduction in swimming lessons income as it was not possible to provide lessons to the general public for part of the year, due to the difficulties in obtaining swimming instructors.		£2,657			£2,657		£2,657
Reduction in number of admissions at the pool compared to forecast which resulted in a decrease in income of adult admissions £5,758 and junior admissions £2,794, partly offset by an increase of Space Card users -£2,204.		£6,348			£6,348		£6,348
<b>Total Ribblesdale Pool</b>	<b>£1,423</b>	<b>£12,112</b>			<b>£13,535</b>		<b>£13,535</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>EALLW: Edisford All Weather Pitch</u></b>							
Underspend on repairs and maintenance to paths and grounds mainly due to planned works on the resurfacing of paths at the Edisford site being unable to be carried out in the year due to a prolonged period of bad weather. Part of the underspend has been transferred to an earmarked reserve to fund the works in 2023/24.	-£9,098				-£9,098	£7,750	-£1,348
Lower demand for the renewing of equipment and materials during the year. The underspend has been set aside in an earmarked reserve to be used towards funding a barrier at the entrance to the Edisford sports site in 2023/24.	-£1,043				-£1,043	£1,043	£0
Increase in income from the hire of the 3G pitches due to a rise in demand by juniors -£20,402 and adults -£819.		-£21,221			-£21,221		-£21,221
<b>Total Edisford All Weather Pitch</b>	<b>-£10,141</b>	<b>-£21,221</b>			<b>-£31,362</b>	<b>£8,793</b>	<b>-£22,569</b>
<b><u>SPODV: Sports Development</u></b>							
Increase in electricity expenditure at the skatepark due to a higher than estimated price rise.	£3,067				£3,067		£3,067

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
It was intended consultants would be appointed to produce a playing pitch strategy in 2022/23. However, the work was unable to be undertaken during the year as following the completion of the tendering exercise conducted by Pendle Borough Council to appoint consultants, there was insufficient time remaining for the work to be carried out. £16,125 has been transferred to an earmarked reserve in order to fund the consultancy work in 2023/24.	-£16,130				-£16,130	£16,125	-£5
The underspend on promotional activities was due to a change in the promotion of holiday activities for children. The council was no longer responsible for producing the brochure for the holiday play scheme activity programme or associated Borough wide advertising. The saving has been set aside in an earmarked reserve to be used towards funding a barrier at the entrance to the Edisford sports site in 2023/24.	-£3,600				-£3,600	£3,600	£0
<b>Total Sports Development</b>	<b>-£16,663</b>				<b>-£16,663</b>	<b>£19,725</b>	<b>£3,062</b>
<b><u>TAFUT: Together an Active Future</u></b>							
Increased expenditure on partnership funding for the delivery of projects.	£5,302				£5,302		£5,302
Higher than estimated Together an Active Future grant funding claimed due to additional expenditure on the delivery of projects.		-£5,617			-£5,617		-£5,617
<b>Total Together an Active Future</b>	<b>£5,302</b>	<b>-£5,617</b>			<b>-£315</b>		<b>-£315</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>RECUL: Recreation/ Culture Grants</u></b>							
Payment of grants lower due to cancellation or delay in the delivery of community projects: the release of planned funding from the earmarked reserve was no longer required.	-£4,128				-£4,128	£2,500	-£1,628
<b>Total Recreation/ Culture Grants</b>	<b>-£4,128</b>				<b>-£4,128</b>	<b>£2,500</b>	<b>-£1,628</b>
	<b>-£76,470</b>	<b>-£47,278</b>	<b>-£19,087</b>	<b>£0</b>	<b>-£142,835</b>	<b>£129,917</b>	<b>-£12,918</b>
				<b>Total of other Variances</b>	<b>£4,616</b>	<b>-£1,220</b>	<b>£3,396</b>
				<b>Total Variances for Community Services Committee (Net Cost of Services)</b>	<b>-£138,219</b>	<b>£128,697</b>	<b>-£9,522</b>

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 22 AUGUST 2023  
 title: REVENUE MONITORING 2023/24  
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
 principal author: HELEN SEEDALL

### 1 PURPOSE

1.1 To let you know the position for the period April to June 2023 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified.

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

### 2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of June. You will see an overall underspend of £48,964 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves the underspend is £66,355.

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
ARTDV	Art Development	40,390	5,836	5,371	-465	G
BUSSH	Bus Shelters	20,910	0	0	0	G
CARVN	Caravan Site	-9,520	0	0	0	G
CCTEL	Closed Circuit Television	174,090	27,161	26,585	-576	G
COMMD	Community Services Department	0	279,096	247,318	-31,778	R
CRIME	Crime and Disorder	65,980	10,800	7,249	-3,551	A
CULTG	Culture Grants	5,310	4,280	4,100	-180	G
CULVT	Culverts & Water Courses	29,140	1,065	0	-1,065	G
DRAIN	Private Drains	2,930	617	1,059	442	G
EALLW	Edisford All Weather Pitch	73,790	-6,067	3,184	9,251	R
EDPIC	Edisford Picnic Area	-8,820	-12,598	-11,974	624	G
EXREF	Exercise Referral Scheme	107,080	17,879	17,356	-523	G

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
GRSRC	Grants & Subscriptions - Community	1,140	0	0	0	G
HWREP	Highway Repairs	9,100	167	0	-167	G
LDEPO	Longridge Depot	450	4,941	4,442	-499	G
LITTR	Litter Bins	28,050	1,415	1,347	-68	G
MCAFE	Museum Cafe	54,150	3,211	175	-3,036	A
MUSEM	Castle Museum	276,840	14,207	12,608	-1,599	G
PAPER	Waste Paper and Card Collection	280,250	31,185	26,993	-4,192	A
PKADM	Grounds Maintenance	0	-91,319	-94,575	-3,256	A
PLATG	Platform Gallery and Visitor Information	194,490	38,344	31,229	-7,115	R
RCOLL	Refuse Collection	1,892,600	243,099	248,186	5,087	R
RECUL	Recreation Grants	35,680	0	0	0	G
RIVBK	Riverbank Protection	5,010	385	0	-385	G
ROEBN	Roefield Barn	-150	-118	-12	106	G
RPBIN	Chargeable Replacement Waste Bins	0	0	-1,288	-1,288	G
RPOOL	Ribblesdale Pool	846,580	46,017	70,698	24,681	R
RVPRK	Ribble Valley Parks	771,610	131,204	135,770	4,566	A
SDEPO	Salthill Depot	0	31,869	30,251	-1,618	G
SEATS	Roadside Seats	6,980	758	1,401	643	G
SIGNS	Street Nameplates & Signs	25,350	3,064	2,242	-822	G
SPODV	Sports Development	91,770	-1,974	13,745	15,719	R
SPOGR	Sports Grants	6,520	3,779	3,650	-129	G
STCLE	Street Cleansing	514,650	77,078	75,258	-1,820	G
TAFUT	Together an Active Future	0	17,946	21,138	3,192	A
TFRST	Waste Transfer Station	124,550	36,735	30,796	-5,939	R
TRREF	Trade Refuse	-21,900	-496,104	-476,133	19,971	R
TWOWR	Two Way Radio	0	616	1,288	672	G
VARIOUS	Car Parks Vehicles	0	1,955	1,172	-783	G
VARIOUS	Grounds Maintenance Vehicles	0	26,805	17,681	-9,124	R
VARIOUS	Other Car Parks	37,350	11,958	5,089	-6,869	R
VARIOUS	Pay and Display Car Parks	-170,120	-16,508	-25,595	-9,087	R
VARIOUS	Plant	0	8,152	6,365	-1,787	G
VARIOUS	Public Conveniences	227,530	43,251	38,145	-5,106	R

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
VARIOUS	Refuse Collection Vehicles	0	164,558	141,347	-23,211	R
VARIOUS	Works Administration Vehicles	0	7,778	4,872	-2,906	A
VEHCL	Vehicle Workshop	0	-12,446	-12,849	-403	G
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	G
WKSAD	Works Administration	0	-16,192	-18,685	-2,493	A
XMASL	Xmas Lights & RV in Bloom	4,090	516	0	-516	G
	<b>Sum:</b>	<b>5,743,850</b>	<b>644,401</b>	<b>595,437</b>	<b>-48,964</b>	

Transfers to/from Earmarked Reserves				
Crime Reduction Partnership Reserve	-14,910	0	0	0
Refuse Collection Reserve	-6,530	2,440	21,879	19,439
Exercise Referral Reserve	-23,580	-5,896	-4,946	950
Amenity Cleansing Reserve	-39,430	0	-9,262	-9,262
Equipment Reserve	0	0	-4,643	-4,643
Repairs and Maintenance Reserve	0	0	-7,750	-7,750
Playing Pitch Strategy Reserve	0	0	-16,125	-16,125
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>5,659,400</b>	<b>640,945</b>	<b>574,590</b>	<b>-66,355</b>

2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

- 2.5 In summary the main areas of variance which are **unlikely** to rectify themselves by the end of the financial year are summarised below:

Description	Variance to end June 2023 £
<p><b>Trade Refuse Collection (TRREF)</b> – There has been a reduction in demand for the commercial waste collection service of bins due to a combination of some businesses having closed down and others using alternative providers £43,505 and also the commercial collection by sacks and stickers £3,212. However, partly offsetting this is an increase in income for the collection of waste from charitable and not for profit organisations -£11,041.</p> <p>Take up of the bin hire scheme has been higher than estimated however, as invoices are raised for the year there may yet be some cancellations or credit notes issued -£18,151. After expenditure on trade waste bins the surplus/deficit will be transferred to/from an earmarked reserve.</p>	17,525
<p><b>Community Services Department (COMMD)</b> – An underspend on salary and employer costs has occurred mainly due to vacancy savings of a few posts including Engineering Services Manager, Surveyors and the Director of Community Services. In addition, the pay award has not yet been settled but an allowance has been included in the budget, however this is expected to be reversed when the pay award is settled.</p>	-36,373
<p><b>Ribblesdale Pool (RPOOL)</b> – Demand is lower than forecast for the delivery of swimming lessons to the public in the spring period by £9,282. The demand will continue to be monitored and the budget reviewed at revised estimate.</p> <p>It has not been possible to offer parent and child swimming lessons to the public due to an inability to secure the services of an appropriately trained instructor. Lessons are expected to recommence in September 2023 however, it is not expected that the income lost during this period will be regained £3,724.</p>	13,006
<p><b>Refuse Collection (RCOLL) -</b></p> <p>It has been necessary to use additional temporary staff, resulting in an overspend of £13,980, to cover for long term sickness absenteeism along with the impact of additional annual leave and a vacant loader's post. The overspend is partly offset by savings on refuse loaders wages -£6,621.</p>	7,359

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £48,964 for the first three months of the financial year 2023/24. After allowing for transfers to/from earmarked reserves the underspend is £66,355.

SENIOR ACCOUNTANT

CM11-23/HS/AC  
14 August 2023

DIRECTOR OF RESOURCES  
AND DEPUTY CHIEF EXECUTIVE



## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0100	Community Services Department/Salaries	748,990	187,397	158,538	<b>-28,859</b>	Underspend mainly due to vacancy savings of a few posts including Engineering Services Manager, Surveyors and the Director of Community Services. Additionally, the pay award has not yet been settled but an allowance has been included in the budget.	The budget will be reviewed at revised estimate and adjusted to reflect the vacancies.
EALLW/2404	Edisford All Weather Pitch/Repair & Maintenance - Paths & Grounds	13,290	4,233	11,255	<b>7,022</b>	Overspend due to resurfacing of paths at the Edisford all-weather pitch site that were postponed in 2022/23 because of a prolonged period of bad weather.	The works are being funded from savings set aside in earmarked reserves at the end of 2022/23.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
MCAFE/2451	Museum Cafe/National Non Domestic Rates	5,690	5,690	0	<b>-5,690</b>	The Atrium Café is currently not occupied therefore business rates are not payable due to vacant occupation of a listed building.	Rates will become payable again on occupation, although there are currently no plans to award a concession at the café. The budget will be adjusted at revised estimate.
RCOLL/0130	Refuse Collection/Temporary Staff	12,980	3,246	17,226	<b>13,980</b>	It has been necessary to use additional temporary staff to cover for long term sickness absenteeism along with the impact of additional annual leave and a vacant loader's post.	The overspend is partly offset by savings on refuse loaders wages and the budget will also be reviewed at revised estimate.
RCOLL/0150	Refuse Collection/Loaders Wages	390,320	97,656	91,035	<b>-6,621</b>	Underspend a result of a vacant refuse loader's post.	The saving will partly offset the use of temporary staff to cover the vacancy.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
Refuse Collection Vehicles/2602	Various Refuse Collection Vehicles/ Vehicle Repairs & Maintenance	273,730	68,470	74,297	<b>5,827</b>	Repairs to date are higher than estimated for the refuse collection vehicle fleet.	Expenditure will continue to be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
Refuse Collection Vehicles/2612	Various Refuse Collection Vehicles/ Diesel	321,160	80,324	54,480	<b>25,844</b>	Increase in the price of diesel forecast when the budget was prepared has not materialised, the price per litre having fallen in 2023/24.	Diesel prices will continue to be monitored and the budget reviewed at revised estimate.
RPBIN/2896	Chargeable Replacement W/Light Tools & Equipment	0	0	7,958	<b>7,958</b>	Cost of bins that are provided to householders.	Income received will be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPBIN/8297n	Chargeable Replacement W/Sale of Equipment/Materials	0	0	-9,246	<b>-9,246</b>	Income from the sale of householder bins.	Income received will be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve.
RPOOL/0130	Ribblesdale Pool/Temporary Staff	56,010	14,013	26,663	<b>12,650</b>	It has been necessary to use additional temporary staff to provide cover for vacant posts of swimming instructors and a pool attendant.	Savings experienced in salary costs, particularly of instructors and pool attendants will offset the overspend.
RPOOL/2432	Ribblesdale Pool/Electricity	155,740	27,124	19,369	<b>-7,755</b>	Increase in the cost of electricity is lower than forecast when the budget was prepared.	Electricity prices will be reviewed at revised estimate and the budget adjusted accordingly.
RPOOL/8542I	Ribblesdale Pool/Courses	-126,230	-38,601	-29,319	<b>9,282</b>	Lower demand than forecast for the delivery of swimming lessons to the public.	Demand will continue to be monitored and the budget reviewed at revised estimate.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RVPRK/2809	Ribble Valley Parks/Non Recurring Purchases of Equipment etc	0	0	9,262	9,262	Replacement of cast iron litter bins in the Castle Grounds.	The bins are being funded by grant monies received for High Street Community Clean-up, previously set aside in an earmarked reserve.
SPODV/3085	Sports Development/Consultants	0	0	16,125	16,125	Consultants used to produce a playing pitch strategy to ensure that the provision of outdoor playing pitches meets the local needs of existing and future residents.	The expenditure will be funded from monies set aside in 2022/23 for this purpose.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-340,960	-340,960	-297,455	43,505	Reduction in demand for the service due to a combination of some businesses having closed down and others using alternative providers.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-80,450	-80,450	-91,491	<b>-11,041</b>	Increase in demand for the service; invoices have been raised for the full year, however it is expected there will be some cancellations during the year causing credit notes to be issued.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.
TRREF/8597n	Trade Refuse/Bin Hire Scheme	-2,440	-2,440	-20,591	<b>-18,151</b>	Take up of the bin hire scheme is higher than estimated when the budget was prepared. As invoices are raised for the year there may yet be some cancellations or credit notes issued.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
CHUCP/2447	Church Walk Car Park/Ground Rents	9,380	9,380	6,500	<b>-2,880</b>	An expected increase to the rental charge has not materialised.
CHUCP/2451	Church Walk Car Park/National Non Domestic Rates	17,100	17,100	14,721	<b>-2,380</b>	Reduction in business rates following a review of the rateable values by the Valuations Office Agency.
COMMD/0108	Community Services Department/National Insurance Salaries	78,440	19,623	15,793	<b>-3,830</b>	Underspend mainly due to vacancy savings of a few posts within the department. Additionally, the pay award has not yet been settled but an allowance has been included in the budget.
COMMD/0109	Community Services Department/Superannuation Salaries	110,940	27,756	24,072	<b>-3,684</b>	Underspend mainly due to vacancy savings of a few posts within the department. Additionally, the pay award has not yet been settled but an allowance has been included in the budget.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
COMMD/1057	Community Services Department/Gratuities	0	0	4,753	<b>4,753</b>	Honoraria paid to staff covering duties of senior posts.
COMMD/3085	Community Services Department/Consultants	0	0	3,357	<b>3,357</b>	Consultants used to carryout surveying work in respect of disabled facilities due to a vacant surveyor’s post.
DUNCP/8420n	Dunsop Bridge, Car Park/Car Park Charges	-9,390	-2,926	-414	<b>2,512</b>	Lower income has been collected at this car park due to difficulties in the new pay and display machine receiving a mobile signal, which is necessary in order to fully operate.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-90,550	-18,943	-23,623	<b>-4,680</b>	Higher then estimated demand for use of this car park.
EDPIC/8805I	Edisford Picnic Area/Land Rents	-13,130	-13,130	-10,000	<b>3,130</b>	Following a tendering exercise for the catering concession at Edisford Picnic Site the annual fee is lower than forecast.



## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
MCAFE/8718l	Museum Cafe/Catering Concession	-16,330	-4,083	0	<b>4,083</b>	Reduction in income due to the catering concession not being occupied.
PAPER/8297n	Waste Paper and Card Col/Sale of Equipment/Materials	-18,180	-3,032	-6,844	<b>-3,812</b>	Income higher than forecast due to increase in the waste paper price per tonne collected.
PCADM/2475	Public Conveniences Administration/General Cleaning	86,330	20,971	18,965	<b>-2,006</b>	Lower expenditure on cleaning of the drains at the public conveniences.
RPOOL/0180	Ribblesdale Pool/Pool Attendants Wages	78,510	19,643	17,260	<b>-2,383</b>	Underspend in wages due to vacancy savings, this will partly offset the overspend in temporary staff.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	48,490	12,124	7,468	<b>-4,656</b>	Underspend in wages due to vacancy savings, this will partly offset the overspend in temporary staff.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RPOOL/2881	Ribblesdale Pool/Purchase of Equipment & Materials	5,630	1,809	6,478	<b>4,669</b>	Overspend due to the purchase of a solar powered barrier installed at the site entrance to be funded from underspends set aside in 2022/23 for this purpose.
RPOOL/8532I	Ribblesdale Pool/Hire of Baths - Clubs	-47,050	-47,050	-44,172	<b>2,878</b>	Reduction in hours the pool is being hired by swimming clubs.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-89,290	-19,652	-17,094	<b>2,558</b>	Income is less than forecast due to a lower number of admissions: there have been problems with the filter system which has caused cloudiness in the pool and has adversely impacted on opening times.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-62,670	-14,276	-10,666	<b>3,610</b>	Income is less than forecast due to a lower number of admissions: there have been problems with the filter system which has caused cloudiness in the pool and has adversely impacted on opening times.
RPOOL/8904I	Ribblesdale Pool/Parent and Child Swimming Lessons	-14,780	-3,700	24	<b>3,724</b>	Due to difficulties in securing specialised trained instructors it has not been possible to offer parent and child swimming lessons.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	499,260	124,927	122,697	<b>-2,230</b>	Recoverable hours worked by the Grounds Maintenance team at the parks is lower than estimated.
SDEPO/2432	Salthill Depot/Electricity	45,260	7,550	3,781	<b>-3,769</b>	Increase in the cost of electricity is lower than forecast when the budget was prepared.
TAFUT/3079	Together an Active Future/Other Contract Payments	35,000	17,500	21,049	<b>3,549</b>	Increase in expenditure on use of third parties for delivery of activities; this will be funded from additional grant support.
TFRST/0110	Waste Transfer Station/Wages	22,960	5,739	2,610	<b>-3,129</b>	Lower expenditure on wages due to reduced pay as a result of long-term sickness absence.
TRREF/8410z	Trade Refuse/Commercial Collection Sacks & Stickers	-30,270	-7,572	-4,360	<b>3,212</b>	Reduced demand for this service has resulted in lower income than forecast.

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION
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meeting date: 22 AUGUST 2023  
 title: CAPITAL MONITORING 2023/24  
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To report the progress on this Committee’s 2023/24 capital programme for the period to the end of June 2023.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer need.
- Other considerations – none identified.

### 2 2023/24 CAPITAL PROGRAMME BACKGROUND

2.1 There were 14 capital schemes that were originally approved for this committee totalling £1,095,750 (including budget and schemes moved from 2022/23). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.

2.2 At the 2022/23 year-end, it was identified that there were 6 schemes that had not been completed. The balance of budget for these schemes was £53,950, and the transfer of this budget to the 2023/24 financial year is known as slippage and was approved by this committee at the meeting held on 30 May 2023.

2.3 Furthermore, there have been two new schemes approved and additional budget approved for an existing scheme. These additional approvals totalled £302,210.

2.4 As a result of the above, the total approved budget for this Committee’s capital programme of 20 schemes is £1,451,910. This is provided in detail at Annex 1.

### 3 CAPITAL MONITORING 2023/24

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2023/24	9	616,310
Schemes and Budget moved from 2022/23	5	479,440
<b>Total Original Estimate as per Budget Book</b>	<b>14</b>	<b>1,095,750</b>
Slippage from 2022/23	4	53,950
Additional Approvals in year 2023/24	2	302,210
Further Residual Scheme from 2022/23	1	0
<b>Current Total Approved Budget 2023/24</b>	<b>21</b>	<b>1,451,910</b>
Actual Spend and Commitments – April to June		298,882
<b>Remaining Budget as at the end of June 2023</b>		<b>1,153,029</b>

3.2 At the end of the first quarter of 2023/24, £298,882 had been spent or committed. This is 20.6% of the full year approved capital programme budget for this Committee of £1,451,910.

- 3.3 Shown at Annex 1 is a table showing a breakdown of the position at the end of the first quarter by scheme.
- 3.4 Annex 2 provides a summary of each of the schemes and the current position on progress.
- 4 CONCLUSION
- 4.1 At the end of June 2023 £298,881 had been spent or committed. This is 20.6% of the full year approved capital programme budget for this Committee of £1,451,910.
- 4.2 The position on the 21 schemes at the end of the first quarter can be summarised as shown below:

<b>Current Position</b>	<b>Current Status</b>	<b>Scheme Count</b>	<b>Full Year Budget £</b>	<b>Spend and Commitments to end of June £</b>	<b>Remaining Budget as at end of June £</b>
<b>Unlikely to be completed within the financial year</b>	<b>R</b>	3	383,670	151	383,519
<b>Currently expected to be fully or substantially completed in year</b>	<b>A</b>	15	1,038,560	263,347	775,213
<b>Scheme completed</b>	<b>G</b>	3	29,680	35,384	-5,704
<b>Total</b>		<b>21</b>	<b>1,451,910</b>	<b>298,882</b>	<b>1,153,028</b>

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES AND  
DEPUTY CHIEF EXECUTIVE

CM9-23/LO/AC  
14 AUGUST 2023

For further background information please ask for Lawson Oddie.  
BACKGROUND PAPERS – None

## Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of June 2023 £	Remaining Budget as at end of June 2023 £	Percent of Budget Spent at end of June 2023 %	Current Status
BGCAF	Refurbishment of Bowling Green Café - Castle Grounds			2,040		2,040	0	2,040	0.0%	A
BLVPD	Berry Lane Toilets - Vandal Proof Design				45,000	45,000	199	44,801	0.4%	A
CASKP	Castle Keep Lime Repointing Works and Repairs		307,600	19,170		326,770	151	326,619	0.0%	R
CBAYS	Replacement of Concrete Bays to Rear of Depot	32,400				32,400	0	32,400	0.0%	A
CKPLT	Changing Places Toilet Scheme				204,000	204,000	0	204,000	0.0%	A
EDPDR	Edisford Playing Pitches Drainage Works		10,900			10,900	0	10,900	0.0%	R
FLPIP	Ribblesdale Pool Filter and Tile Works					0	5,713	-5,713	-	G
GMHYJ	Replacement Kubota Mower PO15 HYJ	30,000				30,000	0	30,000	0.0%	A
LDASR	Longridge Depot 'Ambulance Shed' Refurbishment	47,500				47,500	165	47,335	0.3%	A
MARPD	Mardale Playing Pitches Drainage		80,440	-590	53,210	133,060	0	133,060	0.0%	A
PLAYV	Play Area Improvements 2021/22			17,940		17,940	17,940	0	100.0%	G

## Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of June 2023 £	Remaining Budget as at end of June 2023 £	Percent of Budget Spent at end of June 2023 %	Current Status
PLAYW	Play Area Improvements 2022/23			11,740		11,740	11,731	9	99.9%	G
PLYRP	Play Areas Refurbishment Programme	108,600				108,600	2,246	106,354	2.1%	A
REPWB	Replacement of Refuse Wheelie Bins	14,000				14,000	11,520	2,480	82.3%	A
RPFST	Ribblesdale Pool Feasibility Study	32,610				32,610	0	32,610	0.0%	A
RRKYK	Replacement of Refuse Collection Vehicle VN12 KYK	246,200				246,200	247,606	-1,406	100.6%	A
RRUPS	Roof Renewal and Upgrade to Parks Store Building in Castle Grounds	69,400				69,400	275	69,125	0.4%	A
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)		46,000			46,000	0	46,000	0.0%	R
SDGAR	Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage			3,650		3,650	0	3,650	0.0%	A
SPCRF	Sabden Public Conveniences Refurbishment	35,600				35,600	1,336	34,264	3.8%	A
WVWUC	Replacement of High Top Transit Van PJ63 WUC		34,500			34,500	0	34,500	0.0%	A
<b>Total Community Services Committee</b>		<b>616,310</b>	<b>479,440</b>	<b>53,950</b>	<b>302,210</b>	<b>1,451,910</b>	<b>298,882</b>	<b>1,153,028</b>	<b>20.6%</b>	



## Community Services Committee – Capital Programme 2023/24

**BGCAF: Refurbishment of Bowling Green Café – Castle Grounds**

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

The original capital scheme was for the refurbishment of the Bowling Green Café in the Clitheroe Castle grounds to allow the facility to be let out for business at a budget of £45,000.

The remaining budget on the scheme in 2023/24 relates to approved slippage from 2022/23 (£2,040). At the time of approval of the slippage (May 2023) it was reported that the budget would be used to complete the handrail on the steps down to the skatepark. It was expected the work would be completed by the summer of 2023.

**Summary Budget Position 2023/24**

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	2,040
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>2,040</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>2,040</b>

**Budget Holder Comments:**

**June 2023:** Quotes are being obtained from contractors for a hand rail. This is expected shortly, and after receipt, an order will be placed to complete this work.

**March 2023:** The slippage will be used to complete the handrail on the steps down to the skatepark. It is expected the work will be completed by the summer.

**August 2022:** Consideration is currently being given to two possible options for use of the remaining budget, either the installation of CCTV at the rear of the cafe to help prevent vandalism or use of the remaining budget to help towards the cost of a future separate scheme for handrail replacement works adjacent to the café. Whatever way forward is chosen, it is expected that this refurbishment scheme will be completed in 2022/23.

**June 2022:** The estimated cost of the outstanding hand rail works on this scheme is higher than the £2k budget left available. Additional budget funding for the higher cost of the works will be confirmed by the Head of Service before the works are commenced in-year.

**March 2022:** The work on the café and surrounding area was substantially completed in-year and the café has been let. There are still some minor external works to be completed on the café and it is proposed to fit a handrail on the steps adjacent to the café. These works are expected to be completed in Summer 2022, dependent on supply of materials. Slippage of £2,150 into 2022/23 is requested to fund these remaining works.

**August 2021:** The kitchen works have been agreed with the new café concession holder and have commenced. The kitchen works and other final works are still planned for completion before Christmas 2021.

**July 2021:** The majority of the scheme work has been completed by July 2021. New kitchen work and some final mainly external works are currently planned for completion before Christmas 2021. The new kitchen work will be undertaken following consultation with the new café concession holder.

## Community Services Committee – Capital Programme 2023/24

### BLVPD: Berry Lane Toilets Vandal Proof Design

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

Following the return of the responsibility for the toilets on Berry Lane, Longridge to this Council (approved by this committee and Policy and Finance Committee in March 2023), this scheme was put in place to allow for the refurbishment of the toilets to a vandal resistant design.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	45,000
<b>Current Total Approved Budget 2023/24</b>	<b>45,000</b>
Actual Expenditure including Commitments as at end of June 2023	199
<b>Remaining Budget as at end of June 2023</b>	<b>44,801</b>

#### Budget Holder Comments:

**June 2023:** In discussion with Longridge Town Council regarding design options. When these have been agreed the contract documents will be drawn up and the works tendered.

## Community Services Committee – Capital Programme 2023/24

### CASKP: Castle Keep Lime Repointing Works and Repairs

Budget Holder: Winston Robinson

Latest Status: Unlikely to be completed within the financial year



#### Brief Description of the Scheme:

**Internal Works:** De-weed walls and treat with weedkiller; Remove capping from wall tops, reforming a new capping with St Astier Hourdex; Remove cement pointing from the internal walls; Repointing with lime mortar; Replace lower level capping with Hourdex; Supply and fit new steel stair door (in same style); Supply and fit steel support brace to main flag pole member.

**External Works:** Remove weeds and growths, treating with weed-killer; Remove cement pointing from the walls and re-pointing with Lime Mortar where affected; Carefully extract badly repaired stonework and carry out new stone repairs; Supply and fit 1 new section of anti-climb railing to suit due to bent and broken bars; Repaint steel guardrails within openings; Re-set 1 set of 6 number steps by remove, cleaning out and re-bedding.

**Lighting:** Replace existing Keep lighting for LED, reducing consumption by 70%.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	307,600
Approved Slippage from 2022/23	19,170
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>326,770</b>
Actual Expenditure including Commitments as at end of June 2023	151
<b>Remaining Budget as at end of June 2023</b>	<b>326,619</b>

#### Budget Holder Comments:

**June 2023:** A purchase order has been issued for a rope access survey to take samples of the existing lime mortar bedding and joints. The results of the survey will be discussed with the Conservation Officer and an agreed specification will be put out to tender or this specialist work. It is most likely that the works will be completed in the 24/25 financial year.

**March 2023:** Some initial works on this scheme were started in 2022/23 and the remaining balance of unspent budget is proposed to be moved to the 2023/24 financial year to be added to the scheme balance.

Going forward, discussions are to take place with the Council's Conservation Officer, Historic England and a Conservation Structural Engineer regarding the proposed grouting, masonry stitching and re-pointing works. Samples of existing materials will be sent off to a laboratory for analysis to replace like with like. Due to the lengthy process for investigation work and acquiring formal consents it is anticipated that the full scheme works will not be completed until October 2024.

**August 2022:** There was no spend to the end of August 2022. However, the external consultants that are being engaged for the investigation and generation of tender documents stages of this scheme are likely to be appointed in October 2022 and a separate bat survey has already been commissioned. These pre-contract works are likely to be completed in 2022/23. However, given the time involved in specifying and designing this type of scheme and then tendering, it is not expected that there will be any work undertaken on the main contract works in 2022/23.

**Community Services Committee – Capital Programme 2023/24**

Given the above, it is estimated that only a small part of the scheme budget will be spent in 2022/23. Therefore, when the 2022/23 revised estimate budget is set in January 2023, it is likely that a reduced 2022/23 revised estimate budget will be confirmed for this scheme and the remainder of the scheme budget will be moved to the 2023/24 capital programme budget.

**June 2022:** External consultants are being engaged to advise on how to undertake the work required on this scheme, given this is an ancient and listed building. Quotes have been received and the preferred consultants will be selected in the near future. At this stage it is unclear if the main scheme works will be completed in 2022/23.

## Community Services Committee – Capital Programme 2023/24

**CBAYS: Replacement of Concrete Bays to Rear of Depot**

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

The concrete bays (approx. 1,500sqm) behind the transfer sheds are the original bays constructed some twelve years ago. They form an area upon which all the depot vehicles drive and park. Unfortunately, with their age and the weights and the manoeuvring of the vehicles the bays are breaking up and moving. Over time this could turn out to be dangerous to both staff and vehicles. The scheme is to replace the concrete bays that are beyond repair and repair ones that are suitable to be repaired.

**Summary Budget Position 2023/24**

	<b>2023/24</b>
Original Estimate 2023/24	32,400
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>32,400</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>32,400</b>

**Budget Holder Comments:**

**June 2023:** We are waiting for an estimate for a vehicle lift to be incorporated into the concrete bays that will allow operatives at the depot to wash the under-carriages of the refuse collection vehicles. It is anticipated that these works will be completed this financial year 23/24.

## Community Services Committee – Capital Programme 2023/24

### CHPLT: Changing Places Toilet Scheme

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

The council were successful in securing funds under the government's Changing Places Fund.

Changing Places toilets are larger accessible toilets designed for severely disabled people, with equipment such as hoists, curtains, adult sized changing benches, and space for carers. The sites allocated for the funding are Edisford Riverbank Toilets, Ribchester Toilets and Castlefield Toilets. The schemes was approved by this committee and Policy and Finance Committee in March 2023.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	204,000
<b>Current Total Approved Budget 2023/24</b>	<b>204,000</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>204,000</b>

#### Budget Holder Comments:

**June 2023:** This is a wholly external-funded project, the provision of three very high specification toilets for the disabled at Ribchester, Edisford and The Castle. It is expected that a planning application will be submitted by the end of August 23. During the planning process the contract documents will be drawn up such that tendering the works can be completed by the end of November 23 with works starting on-site Jan 24 and completed by the end of March 24.

## Community Services Committee – Capital Programme 2023/24

**EDPDR: Edisford Playing Pitches Drainage Works**

Budget Holder: Mark Beveridge

Latest Status: Unlikely to be completed within the financial year

**R****Brief Description of the Scheme:**

Works under this scheme were to improve the drainage of the levelled Edisford grass pitch created from the spoil of the synthetic pitch installation in 2019. This would involve installation of drainage to extend the usable time the pitch can be played on in Winter, and installation of a cut off drain to prevent surface water run-off onto a nearby path.

This scheme was approved in November 2021. Work on the scheme started in 2021/22, but some works were still outstanding at 31 March 2022. Budget slippage of £15,490 was moved into 2022/23, and then further slippage of £10,900 was moved into 2023/24

**Summary Budget Position 2023/24**

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	10,900
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>10,900</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>10,900</b>

**Budget Holder Comments:**

**June 2023:** The budget remaining is too small to deliver a meaningful drainage scheme, however drainage improvement can be achieved with adding sand to the soil and that is being explored.

**March 2023:** The current year works on the cut off drain are now complete at a cost of £4,590 and this leaves £10,900 for main pitch drainage works. This remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. The actual works will now be planned and the work will now take place in spring/summer 2023, after the end of the current football season.

**August 2022:** At the end of August 2022, further works on the cut off drain were still required. The further works have now been ordered in September 2022 at an estimated cost of £4,590. The main pitch drainage works will be re-assessed and procured once the cut off drain works are completed in-year and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. At this stage it is expected that this scheme will be completed in-year.

**June 2022:** Further works on the cut off drain are required and these are still to be programmed. The main pitch drainage works will be specified and procured once the cut off drain works are completed and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. At this stage it is expected that this scheme will be completed in-year.

**March 2022:** Initial work on the cut off drain has been completed in 2021/22 but further works are required on the cut off drain and these are still to be programmed. The main pitch drainage works have not been undertaken yet because these will be specified and procured once the cut off drain works are completed and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch.

**Community Services Committee – Capital Programme 2023/24**

The further work required is expected to be undertaken in 2022/23, but actual dates are to be confirmed, subject to completion of the cut off drain work and availability of contractors and favourable weather conditions for the main pitch drainage works.

**November 2021:** The main cut off drain is installed, ground works are to be completed around this and pitch work is to be completed when ground conditions improve. The aim is to complete this in early 2022, but this is weather dependent.



## Community Services Committee – Capital Programme 2023/24

**FLPIP: Ribblesdale Pool Filter and Tile Works**

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed

**Brief Description of the Scheme:**

To original scheme was for the replacement of the existing water filters with 3 smaller composite filters. There was an amendment to the original scheme, which was approved by Policy and Finance Committee in September 2022. The amended scheme was for the replacement of pool filter media (the sand and pebbles which are used to filter the water from the pool) and refurbishing pool tiles, rather than replacement of the pool filter and pipework.

The scheme wasn't able to be fully completed in 2022/23, or within the available budget. As a result the remaining spend needed to complete the schemes is shown here as an overspend.

**Summary Budget Position 2023/24**

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>0</b>
Actual Expenditure including Commitments as at end of June 2023	5,713
<b>Remaining Budget as at end of June 2023</b>	<b>-5,713</b>

**Budget Holder Comments:**

**June 2023:** Scheme has now been completed

**March 2023:** This scheme has previously changed in nature at the revised estimate and also the budget was reduced from £44,000 to £31,000. Whilst works have been undertaken and partially completed on this scheme, there are still further works required. In order to reach satisfactory full completion further spend will be required in the 2023/24 financial year of £5,710. It is proposed that this would be funded from the Fleming VAT Reclaim Earmarked Reserve, which is where the scheme was originally funded from. The budget for 2023/24 will be reviewed at the revised estimate.

**August 2022:** The initial scheme plan was for replacement of the pool filter and pipework. The amended scheme is for the replacement of pool filter media (the sand and pebbles which are used to filter the water from the pool) and refurbishing pool tiles. At this stage, the aim is to complete the work in November/December 2022, which are the months when such works are often scheduled for swimming pools, but this is subject to the availability of contractors for that time period.

**June 2022:** The initial scheme plan was for replacement of the pool filter and pipework. Options other than replacement are currently being considered for this scheme, given the cost involved in full replacement and because a capital bid has been put forward to replace Ribblesdale Pool at some point in the future. A report on this is included elsewhere on this meeting's agenda. Subject to the way forward agreed, it is expected that this scheme will be completed in-year.

## Community Services Committee – Capital Programme 2023/24

**GMHYJ: Replacement Kubota Mower PO15 HYJ**

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

This mower is due for replacement in the 2023/24 financial year in line with the vehicle and plant replacement programme. The scheme budget allows for the purchase of a F391 equivalent machine.

**Summary Budget Position 2023/24**

	<b>2023/24</b>
Original Estimate 2023/24	30,000
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>30,000</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>30,000</b>

**Budget Holder Comments:**

**June 2023:** An assessment of machines is currently being carried out to assess if a different type of mower would be better suited to the work being undertaken.

## Community Services Committee – Capital Programme 2023/24

### LDASR: Longridge Depot ‘Ambulance Shed’ Refurbishment

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

The building has fallen into a state of disrepair. The shed also has an asbestos roof and side panels. The shed is a good-sized structure and has the potential to be used for storage of parks equipment and vehicles. In its current state the structure is unsuitable for this purpose and requires a substantial upgrade to carry out a number of identified works to bring the structure into a good state of repair.

#### Summary Budget Position 2023/24

	<b>2023/24</b>
Original Estimate 2023/24	47,500
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>47,500</b>
Actual Expenditure including Commitments as at end of June 2023	165
<b>Remaining Budget as at end of June 2023</b>	<b>47,335</b>

#### Budget Holder Comments:

**June 2023:** Six out of eight quotes for the works have been returned, waiting for the other two. It is expected that the works will be undertaken Jan 24 - March 24.

## Community Services Committee – Capital Programme 2023/24

### MARPD: Mardale Playing Pitches Drainage

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

This scheme is to improve the drainage of the playing pitches at Mardale and is to be funded by the s106 money which the Council has received from the developer for the Dilworth development in Longridge. Mardale playing pitches are well used by local teams. The playing pitches have historically been subject to flooding, resulting in the loss of many games during the winter period. This has a direct impact on the health of the local youngsters involved, as well as creating a backlog of games for all teams using the pitches.

Following a tender exercise there was an additional budget approval for the scheme of £53,210, which was approved by this committee in May 2023 and by Policy and Finance Committee in June 2023.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	80,440
Approved Slippage from 2022/23	-590
Additional Approvals 2023/24	53,210
<b>Current Total Approved Budget 2023/24</b>	<b>133,060</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>133,060</b>

#### Budget Holder Comments:

**June 2023:** These works are substantially complete with a current approved spend of £98,000. The remaining works will be finished by the end of August 23, weather permitting. It is likely that the final spend will be £125,000.

**March 2023:** A report is going to the next Policy and Finance committee to advise that the tenders received are higher than the available budget and seek additional funding to enable the scheme to be completed.

**August 2022:** The initial tender prices received for the scheme works were significantly higher than the £80,440 budget available. Given this, officers will now re-evaluate how to use this budget for Mardale playing pitches drainage, as the budget available must be spent on drainage works at this site to meet the requirements of the S106 agreement that funds this scheme. Once confirmed, the work will be put out to tender with the aim of completing the work in spring/summer 2023, after the end of the current football season. Given this, the scheme will not be completed in this financial year and the remaining £80,440 budget will be moved to the 2023/24 capital programme, when the 2022/23 revised estimate budget is set in January 2023. Officers will report the updated plans for this scheme to a future meeting of the Community Services Committee.

**June 2022:** Tenders for this work were expected to be returned by 5 August 2022 and the tender specification requires the work to be completed by the end of September 2022. Officers will provide an update on progress to members at the Committee meeting on 23 August 2022.

## Community Services Committee – Capital Programme 2023/24

### PLAYV: Play Area Improvements 2021/22

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed



#### Brief Description of the Scheme:

The regular Play Area Improvements budget for 2021/22 was £40,000 and £40,740 was spent in 2021/22. The budget was increased in 2021/22 by £80,600 for work at specific play areas, as follows:

- In June 2021 the budget was increased by £62,660 when Policy and Finance Committee approved the following specific improvement work to be funded from s106 contributions:
  - £30,000 to be added to the £40,000 budget in the 2020/21 Play Area Improvements budget for an improvement scheme at Kestor Lane play area, Longridge.
  - £32,660 for an improvement scheme at the Castle Grounds play area, Clitheroe.
- In September 2021 the budget was increased by £17,940 when Policy and Finance Committee approved budget for installation of new equipment at Highfield Road and Highmoor Park play areas. The additional budget was funded by s106 contributions.

These additional specific improvement works were still to be completed at 31 March 2022 and at 31 March 2023 there were still works to be completed.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	17,940
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>17,940</b>
Actual Expenditure including Commitments as at end of June 2023	17,940
<b>Remaining Budget as at end of June 2023</b>	<b>0</b>

#### Budget Holder Comments:

**June 2023:** Scheme has now been completed

**March 2023:** Prices are being obtained for the painting and safety surface work. Once obtained, orders will be placed to try and get some of the work completed ahead of the summer school holidays

**August 2022:** At the end of August 2022, the Clitheroe Castle play area works had been planned for September 2022. The works have subsequently been completed in September 2022 and will be paid for in October 2022. The Kestor Lane play area works have now started and are expected to be completed by the end of October 2022. Initial tender prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes is to be obtained for installation of a revised set of play equipment to match the budget available. At this stage it is expected that these works will still be completed in-year, subject to contractor and materials availability.

**June 2022:** This budget is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. The Kestor Lane improvement scheme is also being part-funded by the Play Area Improvements 2020/21 budget. The works on the Kestor Lane and Clitheroe Castle

**Community Services Committee – Capital Programme 2023/24**

schemes have been ordered from the appointed contractor and at this stage it is expected that the works will be complete by the end of October 2022. Initial tender prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes is to be obtained for installation of a revised set of play equipment to match the budget available. At this stage it is expected that these works will still be completed in-year.

**March 2022:** £40,740 was spent on the regular in-year play areas improvement works, resulting in a minor £740 overspend. The three specific improvement schemes were put out to competition simultaneously in March 2022, so no work was completed on the schemes in-year.

Contracts will be awarded in May 2022 for the schemes at Kestor Lane and Clitheroe Castle. However, the prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes will be sought for installation of a revised set of play equipment to match the budget available.

**November 2021:** The Kestor Lane play area and Clitheroe Castle play area improvement schemes and installation of new equipment at Highfield Road and Highmoor Park play areas are being put out to tender in one combined contract. It was planned for the tender process to be progressed before the end of 2021. However, issues with the framework agreement the Council is using mean that this work has been delayed unexpectedly and tenders are expected to be processed in January 2022, with completion of the sites in early 2022, subject to weather conditions.

The rest of the budget was allocated to significant refurbishment works at Proctors Field play area, significant equipment replacement work at Calderstones play area and other in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. The Proctors Field and Calderstones work is now complete. The remaining budget of £3,061 is for the continuing in-year routine improvement works and it is expected that this budget will be used in 2021/22.

**August 2021:** £80,600 of this budget is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. These schemes are being put out to tender in one combined contract. At this stage it is expected that the work will be put out to tender at the end of October 2021. The current aim is for the schemes to be completed within this financial year, but the actual delivery of the works will be dependent on tender process timescales, preferred contractor availability, speed of equipment supply and the weather over the winter period. Thus, at this stage there is no certainty that the works will be completed in-year.

The rest of the budget, £40,000, was allocated to significant refurbishment works at Proctors Field play area, significant equipment replacement work at Calderstones play area and other in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. The Proctors Field work is now complete and the work at Calderstones is close to completion. The remaining budget of £8,393 is for the continuing in-year routine improvement works and it is expected that this budget will be used in 2021/22.

**July 2021:** Some significant equipment replacement and refurbishment works have already been completed or ordered in 2021/22 at Proctors Field and Calderstones play areas and in-year routine improvement works continue. However, there has been no spend to date on the specific improvement schemes at Kestor Lane play area, £30,000, and Clitheroe Castle play area, £32,660. The work on these schemes is being put out to tender and the schemes specification and tender documentation is being worked up by officers currently. The current aim is for the schemes to be completed within this financial year.

The rest of the remaining budget, £8,727, relates to budget planned for in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. This work will continue in-year and it is expected that the budget will be used in 2021/22.

## Community Services Committee – Capital Programme 2023/24

**PLAYW: Play Area Improvements 2022/23**

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed

**Brief Description of the Scheme:**

The Council operates 18 play areas. This budget provides for incremental improvements to these areas each year. In addition, the capital is used to deal with ad hoc equipment replacement which arises annually. The play areas are well used, any injury arising from their use can result in potential insurance claims. The Council inspects on a monthly basis and the insurers annually. The Council as owner and operator has a duty of care to ensure the play areas are safe and replace, repair or remove worn out or broken equipment.

**Summary Budget Position 2023/24**

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	11,740
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>11,740</b>
Actual Expenditure including Commitments as at end of June 2023	11,731
<b>Remaining Budget as at end of June 2023</b>	<b>9</b>

**Budget Holder Comments:**

**June 2023:** Scheme has now been completed

**March 2023:** Supplier delays meant that the equipment sought before March 23 could not be obtained. This work is still needed, and the slippage request will enable the work to be completed.

**August 2022:** Work undertaken to date includes surfacing work and refurbishment of a multi-play unit at Kestor Lane play area, new springers at John Smiths play area and improved gate closer fittings across several play areas. Further works will be planned throughout the year and at this stage it is expected that the budget will be spent in-year.

**June 2022:** This budget is for routine improvement works, based on regular playground checks and/or insurance condition surveys, and any enhanced improvement works required in-year. Work undertaken to date includes surfacing at Kestor Lane play area and new springers at John Smiths play area. Further works will be planned throughout the year and at this stage it is expected that the budget will be spent in-year.

## Community Services Committee – Capital Programme 2023/24

### PLYRP: Play Areas Refurbishment Programme

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

The bulk of this scheme is based on refurbishing or replacing the safety surfaces plus painting of the metal play equipment. There is some replacement of equipment notably at Salthill which is a wood only site and has been heavily vandalised as a result of the location. The detailed programme of works was included in the October 2021 report to Community Services Committee.

The refurbishment works, which have a total cost of £570,850, are to be undertaken via a rolling programme over five years, beginning in 2023/24. The 2023/24 approved budget is £108,600.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	108,600
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>108,600</b>
Actual Expenditure including Commitments as at end of June 2023	2,246
<b>Remaining Budget as at end of June 2023</b>	<b>106,354</b>

#### Budget Holder Comments:

**June 2023:** The play area work has since commenced. The safety surface contract has been awarded and some of that work has been completed. Obtaining a painting contractor has proved difficult, though it is hoped one can be appointed to enable work to be completed before winter commences.



## Community Services Committee – Capital Programme 2023/24

### REPWB: Replacement of Refuse Wheelie Bins

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

This annual capital scheme allows for the replacement of bins due to age and fatigue. This scheme covers a selection of bin sizes and colours.

#### Summary Budget Position 2023/24

	<b>2023/24</b>
Original Estimate 2023/24	14,000
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>14,000</b>
Actual Expenditure including Commitments as at end of June 2023	11,520
<b>Remaining Budget as at end of June 2023</b>	<b>2,480</b>

#### Budget Holder Comments:

**June 2023:** On-track to be spent before the end of the calendar year.

## Community Services Committee – Capital Programme 2023/24

### RPFST: Ribblesdale Pool Feasibility Study

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

This scheme covers a full feasibility study and is focused on providing the Council with an insight into what is needed to be undertaken in respect of the Ribblesdale Pool facility. This will include looking at a broad range of options to better inform future decision making in this service area.

#### Summary Budget Position 2023/24

	<b>2023/24</b>
Original Estimate 2023/24	32,610
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>32,610</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>32,610</b>

#### Budget Holder Comments:

**June 2023:** The brief is complete and the procurement of a consultant will commence in September, with the study itself planned to be complete by the end of 23/24.

## Community Services Committee – Capital Programme 2023/24

**RPKYK: Replacement of Refuse Collection Vehicle VN12 KYK**

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

This scheme is for the replacement of Refuse Collection Vehicle VN12 KYK. It will be replaced with a like for like model in accordance with the vehicle and plant replacement programme.

**Summary Budget Position 2023/24**

	<b>2023/24</b>
Original Estimate 2023/24	246,200
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>246,200</b>
Actual Expenditure including Commitments as at end of June 2023	247,606
<b>Remaining Budget as at end of June 2023</b>	<b>-1,406</b>

**Budget Holder Comments:**

**June 2023:** This vehicle is due to be delivered at the end of September 23.

## Community Services Committee – Capital Programme 2023/24

**RRUPS: Roof Renewal and Upgrade to Parks Store Building in Castle Grounds**

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

The parks store building is located on castle hill at the rear of the steward's gallery and education suite. Currently the roof covering is very dilapidated and has reached the end of its serviceable lifespan.

Due to the nature of the items stored in the building, it needs to be watertight to protect the wider building fabric and contents. Further works include renewal of the electrical installation within the building including security and fire alarm.

**Summary Budget Position 2023/24**

	<b>2023/24</b>
Original Estimate 2023/24	69,400
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>69,400</b>
Actual Expenditure including Commitments as at end of June 2023	275
<b>Remaining Budget as at end of June 2023</b>	<b>69,125</b>

**Budget Holder Comments:**

**June 2023:** Listed Building Consent and Planning Application has been submitted after agreeing the detail with the Conservation Officer. Quotes for the works will be returned mid-September and it is expected that these will be completed before the end of the calendar year.

## Community Services Committee – Capital Programme 2023/24

**RVAYK: Replacement of Refuse Iveco Tipper PO60 AYK**

Budget Holder: Winston Robinson

Latest Status: Unlikely to be completed within the financial year

**R****Brief Description of the Scheme:**

Scheme to replace the refuse tipper vehicle which will be 12 years old at the time of replacement. This scheme is for the replacement of the existing vehicle PO60 AYK, which will be at the end of its economic life in 2022. It will be replaced for a like for like model in accordance with the Vehicle and Mobile Plant replacement programme.

**Summary Budget Position 2023/24**

	<b>2023/24</b>
Original Estimate 2023/24	0
Budget Moved from 2022/23	46,000
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>46,000</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>46,000</b>

**Budget Holder Comments:**

**June 2023:** There is a new requirement that this replacement vehicle will need to be capable of transporting hazardous, persistent organic pollutants (POPS). We are currently in negotiation with Lancashire County Council (the Waste Disposal Authority) regarding the storing and collection detail. It would be wise to assess/hire a number of options before committing to purchase.

**March 2023:** Given the general situation in the new vehicle supply market, the vehicle is unlikely to be delivered in this financial year.

**August 2022:** The specification for the replacement vehicle has been confirmed and quotes will be obtained in the near future. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.

**June 2022:** Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is expected that the purchase will be completed in-year.

## Community Services Committee – Capital Programme 2023/24

**SDGAR: Salthill Depot Garage – Replace Roller Shutter Doors and Rewire Garage**

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A****Brief Description of the Scheme:**

The purpose of the scheme is to replace the garage roller shutter doors at the Salthill Depot and re-wire the garage. Much of this work has been completed, but at the end of the 2022/23 financial year there were still some works to be completed, namely some final items of rewiring works.

**Summary Budget Position 2023/24**

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	3,650
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>3,650</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>3,650</b>

**Budget Holder Comments:**

**June 2023:** These works will be completed by the end of March 24

**March 2023:** There are a few elements of the rewiring work to be finalised at the end of the financial year, and the budget that is requested for slippage will allow this work to be finalised in the 2023/24 financial year.

**August 2022:** At the end of August 2022 the roller shutter doors had been installed and the rewire work had been specified. The rewire work has subsequently been ordered at a cost of £19,574. At this stage it is expected that the rewire work will be completed in-year.

**June 2022:** The roller shutter doors have been installed. The rewire specification is being worked up currently, so quotes can be obtained for the work. At this stage it is expected that the rewire work will be completed in-year.

## Community Services Committee – Capital Programme 2023/24

### SPCRF: Sabden Public Conveniences Refurbishment

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

The refurbishment of the public conveniences at Sabden will include provision of vinyl flooring, re-tiling, new laminate doors, panels and vanity units and general refurbishment.

#### Summary Budget Position 2023/24

	<b>2023/24</b>
Original Estimate 2023/24	35,600
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>35,600</b>
Actual Expenditure including Commitments as at end of June 2023	1,336
<b>Remaining Budget as at end of June 2023</b>	<b>34,264</b>

#### Budget Holder Comments:

**June 2023:** The majority of the materials have recently been ordered and work is expected to be completed by the end of February 2024.

## Community Services Committee – Capital Programme 2023/24

### WWUC: Replacement of High Top Transit Van PJ63 WUC

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

**A**

#### Brief Description of the Scheme:

This is the replacement of vehicle PJ63 WUC, used by the garage operatives. The vehicle will be 9 years old at the time of replacement and replacement is in accordance with the vehicle and mobile plant replacement programme.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	34,500
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>34,500</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>34,500</b>

#### Budget Holder Comments:

**June 2023:** The replacement of this vehicle will be put out on the procurement framework.

**March 2023:** Given the general situation in the new vehicle supply market, it is highly unlikely that the vehicle will be delivered in this financial year.

**August 2022:** Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.

**June 2022:** Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is expected that the purchase will be completed in-year.



## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE**

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meeting date: TUESDAY 22 AUGUST 2023  
title: CHANGE TO GRANTS WORKING GROUP  
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
principal author: REBECCA TAIT – DEMOCRATIC SERVICES AND CIVIC OFFICER

### 1 PURPOSE

1.1 To inform Members of a change to the membership of the Grants Working Group for the Municipal Year 2023/2024.

1.2 Relevance to the Council's objectives and priorities –

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

### 2 BACKGROUND

2.1 Committee approved the allocation of seats on the Grants Working Group for 2023/24 on 30 May 2023 and the membership was noted the meeting.

### 3 ISSUES

3.1 Following the meeting it was requested that the Liberal Democrat representative be changed.

3.2 Councillor Mary Robinson has replaced Councillor Stewart Fletcher therefore the revised membership for 2023/24 is now as follows:

Grants Working Group – Councillors R Newmark, K Barnsley, J Alcock, M Robinson, L Street.

### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:-

- Resources – the costs associated with working groups is included in the budget for 2023/24.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

5 CONCLUSION

5.1 Committee is asked to note the contents of this report.

REBECCA TAIT  
ADMINISTRATION OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

1 Agenda and Minutes of Community Committee 30 May 2023

For further information please contact Rebecca Tait at [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE**

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meeting date: 22<sup>nd</sup> AUGUST 2023  
title: GENERAL REPORT  
submitted by: ADAM ALLEN, DIRECTOR OF COMMUNITY SERVICES

principal author: MARK BEVERIDGE, HEAD OF SERVICE, CULTURAL & LEISURE SERVICES  
COLIN WINTERBOTTOM, CULTURAL & LEISURE SERVICES MANAGER  
KATHERINE RODGERS, ARTS DEVELOPMENT OFFICER

### **1 PURPOSE**

1.1 To update committee on a variety of developments in sports, arts and community development and performance of the Platform Gallery.

1.2 Relevance to the Council's ambitions and priorities:

- Helping to make people's lives healthier and safer
- To ensure a well-managed Council

### **2 PLAY AREA IMPROVEMENTS**

An order has now been placed for the planned 23/23 works to repair and renew the safety surfacing at play areas. Only two quotes were received rather than the required three, requiring an exemption being granted by the monitoring officer and 151 officer.

Work will take place this year and a further procurement exercise will be conducted for further work in 24/25.

The first work carried out was at Henthorn Road Play Area.

### **3 EV CHARGING POINTS AND SOLAR PANELS**

There are charging points for EVs at Railway View and Chester Avenue car parks in Clitheroe. A study is now complete to assess the suitability of other car parks in the borough for EV charging points. This study has focused on electrical supplies to the relevant sites. The sites examined were Edisford, Sabden, Ribchester, Barclay Road Longridge, Dunsop Bridge, Slaidburn, and Chipping. The best electrical supplies are at Edisford and Longridge. Other more rural sites could prove very expensive as electrical supplies would require upgrading. The next stage is to talk to potential providers of EV charging points to seek firm proposals and costings. This is underway. We are also contacting the Energy Savings Trust to assess any additional funding that may be available to subsidise the schemes.

We have now received confirmation from the Electricity Network NW that we can connect solar panels at Council Offices to the national grid. This allows us to advance designs for installation and obtain costings for Councillors to consider.

#### 4 YOUNG PERSON'S CENTRE, LONGRIDGE

Ribble Valley Borough Council (RVBC) have a lease agreement with Lancashire County Council to rent part of the Old Fire Station from RVBC. The annual rental is £10,000. The County Council deliver the young person's service from the site. Recently, due to heavy rainfall, there has been flooding of the property and the county council have temporarily relocated the service. The flooding is caused by a defective and inadequate valley gutter over-flowing into the building affecting not least the electrics. The existing slates need to be lifted, the roof needs to be felted and a larger valley gutter needs to be profiled and the existing slates need to be put back so that short storm bursts do not affect the building. This work will fall under the remit of Policy and Finance Committee and a report will be tabled in September to seek funding £35,000 for the work. Surveyors in communities will manage the work if agreed.

#### 5 RV3G

The process of allocating pitch space for the forthcoming season from September to April is underway. All the teams and those who book for informal/casual have been asked to submit their preferred usage for the season. We are aiming to meet as many of these requests as possible. Certain days and times are inevitably oversubscribed, e.g., Tuesday, and Thursday early evening, whilst Friday evening is not so popular. This is due to the proximity of the weekend games for the teams involved with the football leagues.

The process ensures that allocations for the pitches are as fair as possible and that we achieve maximum utilisation of the site. The original policy remains where the early evening slots are prioritised for younger players to avoid them having to play in the 8-10pm periods.

Clubs are learning how best to be flexible with the space allocated. For example on the main pitch, some clubs will split it into 6 zones for small-sided games and coaching to maximise their time and value for their hire periods.

The facility continues to prove more popular each season and there is a long term objective of adding another 3G pitch in the borough. The Playing Pitch Strategy is underway and will be finalised in March 2024, following essential winter surveys. An interim update will be provided to members in November. In parallel to this study being completed, we are talking to the Football Foundation and FA about support for an additional pitch.

The interest to hold a BTec course is now coming to fruition and a report is on the agenda of this meeting regarding this. If agreed the proposal will see greater usage of the pitches and education room at quiet times and also bring local Btec provision to young people in the valley.

The lines on the pitches were repainted in August by a specialist contractor in readiness for the season. This along with the day to day maintenance Council staff carry out, ensures that the facility continues to be one of the best of its type in the

North-West, which often receives very positive comments from players visiting from outside of the Borough.

## 6 RIBBLESDALE POOL

The Council recently submitted a bid to the Sport England support fund, which is a national scheme that will allocate £20m across England to Local Authority run pools to assist with the substantial increase in running costs because of the rise in utility costs.

The fund is aimed at pools at imminent risk of closure and is relatively small when considered that there are 2000 pools in England. It is important to apply for funding but following discussions with Sport England, we would not be considered a priority. We will hear in November if we have been successful.

The Council has been successful in obtaining £5k from Sport England to carry out an energy study at the pool. This has identified a number of upgrades which will save energy and which will payback investment in a short time. The necessary works have been agreed under the Invest to save funding and will take place as soon as possible.

## 7 GROUNDS MAINTENANCE

Council staff continue to consider how the biodiversity of the open spaces can be improved and have increased the amount of wild meadows at the Castle and at Edisford riverbank. This entails increased planting of wildflowers and a reduction of mowing.

Currently Ribble Valley do not have any Green Flag parks. We are actively seeking to achieve the first Green Flag for the Castle in 2024. A report on this will be brought to committee at a later date.

Planning section are responsible for tree safety, however removing dangerous trees does impact community services. As part of a rolling programme of tree risk assessment all trees that come under the jurisdiction of the Council are being assessed to ascertain their true condition and the level of risk they may pose to life and property. This will ensure that the level of safety complies with the HSE's criteria for trees in the public domain and although a growing number of ash are succumbing to ash die back the Councils tree-scape is diverse enough to withstand the impact of the disease.

Therefore, the Councils' tree cover will be continually changing as dead/dangerous trees are removed on safety grounds and supplementary planting is implemented, however the planned approach to managing the Councils' arboreal infrastructure will ensure that existing and new trees will continue to make a contribution to biological carbon sequestration.

Further tree planting is being progressed in partnership with the Ribble Rivers Trust.

## 8 RIBBLE VALLEY IN BLOOM GRANTS

The grants panel considered and approved several applications for grants from Parish Councils and Town Councils to help with the cost of work associated with planting and providing flower arrangements. The total value of the grants was £1330, and the sums

awarded ranged from £40 to £500. There were more applications this year than previous years which resulted in more awards but of smaller amounts.

Grant awards had to be made following the borough elections which was later than desirable. This has led to many groups using the funding for winter bedding rather than summer bedding.

## 9 ARTS DEVELOPMENT

### 9.1 CLITHEROE CONTEMPORARY ARTS FESTIVAL 8 – 11TH JUNE 2023.

Working together with a variety of partners we aimed to develop a new annual Arts Festival for the area. This resulted in the first Contemporary Arts festival taking place in June. It was a major success and it is hoped this will become an annual event.

We raised £25,524 of funding, had 64 backers and created the whole event in just in just 63 days. We engaged 30 volunteers, brought together over 1000 art enthusiasts created 9 exhibitions and started one social enterprise.

Clitheroe was filled with art exhibitions, art classes, educational events, opportunities to see artists at work, live music, art films, performance, and fringe events. From Holmes Mill to The Castle, the town came alive with something for everyone.

An army of yellow clad volunteers helped direct over 1,000 enthusiastic visitors over the weekend.

The festival began on Friday evening with a private view at Holmes Mill's Cotton Room hosting over 200 invited guests and sponsors and culminated with an awards evening at the Bistro, Bar and Grill again at Holmes Mill with Blackburn artist Mark Edmundson taking home the £500 plein air painting prize, with Whalley's Anthony Platt being awarded £100 for the best in show for his painting of Slaidburn in the Open Event.

The event was the brainchild of six art enthusiasts and local entrepreneurs who are on a mission to fanfare the creative talents of the Ribble Valley and beyond. Their collaboration successfully secured funding from Crowdfund Lancashire's Culture and Sport Fund. This funding was then matched by the generosity of local businesses such as James' Places, Fort Vale Engineering, who supported all the educational elements of the festival, Collins White Tile Importers and Backhouse Insurance.

The festival has already left behind its first legacy piece, with a wall mural by Preston artist Gavin Renshaw depicting the railways being brought to Clitheroe, outside Longitude Art Gallery off Castlegate. The festival plans to leave a permanent piece of artwork or sculpture for Clitheroe every year that it is held. Plans for 2024 are already underway with a desire to broaden the festival further next year and put it on the Clitheroe festival calendar for years to come. To see all that happened over the weekend see [www.clitheroecontemporary.co.uk](http://www.clitheroecontemporary.co.uk) Facebook @Clitheroe Contemporary Arts Festival Instagram @ccartsfestival

### 9.2 ARTWALK CLITHEROE 8TH OCTOBER

6 Clitheroe galleries are teaming up to open to the public from 11 am - 4pm. Each unique space will offer something different for the visitors. The ArtWalk venues are Longitude Gallery, Knowle Top Studios, Stewards Gallery, Nicky Litchfield, Platform Gallery, Atelier Arts.

## 10 PLATFORM GALLERY

- 10.1 The Gallery provides an opportunity for residents of the Borough and visitors to the area to experience a wide variety of contemporary crafts. The recent exhibitions and those planned for the year ahead are outlined below:

Design Nation Take Over - For this exhibition we have linked up with the pioneering Craft and design organisation, Design Nation to bring a small showcase from their northern & Cornwall factions to Clitheroe for the Summer.

Northern Star – The return of our annual winter exhibition. We hope to build upon the successes of last year. The 2023 edit will include the bestselling artists from last year with even more new work than before.

The Mix – Platform Gallery's flexible space available for hire by the community. A broad mixture of events are happening in this space over the next few months, art and craft fairs, solo artist exhibitions including print and sound artist Anita Burrows, printmaking workshops & craft stalls.

British Textile Biennale - An exhibition in The Mix that promotes the sustainability of wool fleece, highlighting the current situation with local farmers and the production of wool. A show to compliment the theme of the textiles festival happening in neighbouring boroughs, looking at the environmental and human costs of the textile industry.

ADAM ALLEN  
DIRECTOR OF COMMUNITY SERVICES

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HEAD OF SERVICE, CULTURAL & LEISURE SERVICES

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