

# RIBBLE VALLEY BOROUGH COUNCIL

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please ask for: OLWEN HEAP  
direct line: 01200 414408  
e-mail: olwen.heap@ribblevalley.gov.uk  
my ref: OH/EL  
your ref:  
date: 27 August 2019

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA

Switchboard: 01200 425111  
Fax: 01200 414488  
www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 3 SEPTEMBER 2019** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (Copy for information to all other Members of the Council)  
Directors  
Press

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 28 May 2019 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

### DECISION ITEMS

- ✓ 5. Clitheroe Town Wells – report of Director of Community Services – copy enclosed.
- ✓ 6. RVBC Fleet Operator's Licence – report of Director of Community Services – copy enclosed.
- ✓ 7. Towards an Active Future (TaAF) – report of Director of Community Services – copy enclosed.

- ✓ 8. Pots, Tubs and Trays Waste Campaign – report of Director of Community Services – copy enclosed.
- ✓ 9. Ribble Valley 3G Project – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 10. Revenue Outturn 2018-2019 – report of Director of Resources – copy enclosed.
- ✓ 11. Revenue Monitoring 2019-2020 – report of Director of Resources – copy enclosed.
- ✓ 12. Capital Monitoring 2019-2020 – report of Director of Resources – copy enclosed.
- ✓ 13. Clitheroe Food Festival – report of Director of Community Services – copy enclosed.
- ✓ 14. 2018-2019 Year End PI Report – report of Director of Resources – copy enclosed.
- ✓ 15. General Report – report of Director of Community Services – copy enclosed.
- 16. Reports from Representatives on Outside Bodies (if any).

Part II - items of business **not** to be discussed in public

NONE

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 5

meeting date: TUESDAY, 3 SEPTEMBER 2019  
title: CLITHEROE TOWN WELLS  
submitted by: JOHN HEAP - DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE - HEAD OF CULTURAL & LEISURE SERVICES

### 1 PURPOSE

- 1.1 To provide Committee with an update on the issue of the town wells.
- 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 three town wells in Clitheroe; Stocks Well (adjacent to the Castle Grounds), the Towns Well (Heild Well), Wellgate and St Mary's Well (Well Terrace), all are capped now. They previously served as a water supply to the town residents.
- 2.2 Ownership of the Wellgate and Well Terrace sites is unknown; ownership of Stocks Well has now been registered by the Borough Council with the Land Registry, thus removing any confusion over ownership of this well.
- 2.4 The Clitheroe Civic Society (CCS) has previously provided the Council with extensive information that they have researched from archives. Unfortunately, none of this shows definitively who owns the land on which the Wellgate and Well Terrace wells are located.
- 2.5 The Council and the CCS have previously worked together on the project which led to the restoration for the Pinnacle in the Castle grounds, that could form the basis for a future bid to improve the wells.

### 3 THE CURRENT POSITION

- 3.1 Following the last committee, officers have been in contact again with the Heritage Lottery Fund to discuss making a small grants application, however the problem of ownership with the Heild and St Mary's Wells remains the same, i.e. ownership cannot be proven. The CCS have sought independent legal advice on the issue of ownership and their advisors and the Council's own legal advice concur that RVBC would find difficulty in seeking to take legal ownership of the wells as outlined below.
- 3.2 There are two routes to registration, where no Title Deeds exist: registration based on loss of Title Deeds or adverse possession. For Heild Well and St Mary's well; the evidence suggests that Clitheroe Corporation never owned the land that those two wells are dug in to. The St Mary's Well is shown on the 1876 Map Book but is outside the land edged red which points to the well not being owned by the Clitheroe Corporation. Heild Well is not shown on any map contained within the 1876 Map Book presumably because Clitheroe Corporation never owned any land near to it.

- 3.3 As the evidence suggests Clitheroe Corporation never owned the land at St Mary's or Heild Well. Any attempt to obtain title to the land by means of an application to the Land Registry based on missing Deeds, when the evidence points towards Clitheroe Corporation never having owned these two wells, would be a deception. On such applications, the applicant has to swear and sign a Statement of Truth that the evidence supplied and stated in the statement is the truth, thus no application of this type could be made by the Council.
- 3.4 In order to apply for registration based on adverse possession the Council would need to show evidence that the Council had taken factual possession of the land, had an intention to possess the land, has done so without the owner's consent, and these conditions have existed for at least 12 years. The Council would not be able to establish this.
- 3.5 The Council's CMT have considered the response from HLF and concluded that Committee need to advise officers on the route they wish the Council to take. It was agreed that the wells are an important cultural asset that deserve attention to maximise their value. How that outcome is achieved is the issue.

#### 4. ISSUES

- 4.1 The Council has been in touch with the Heritage Lottery Fund to discuss the options available for funding any works on the wells. The original plan was to submit a small grant fund application to HLF and for that to pay for specialists to investigate and determine ownership if possible. In addition, an improvement plan would have been drawn up and costed, to form the basis of a further bid for funding which would have required some match funding to satisfy HLF criteria.
- 4.2 Following discussions with HLF it is clear they will not be receptive to a small grant application if there is no option provided in the event that no owner is determined.
- 4.3 Therefore the Council would (ahead of applying to HLF) have to agree to underwrite the work to the Heild and St Mary's well in addition to Stocks well and confirm this as part of the HLF application. This will involve entering into a legal agreement with HLF acknowledging this arrangement. In the event it was not complied with the, HLF would have the right to claw back the money.
- 4.4 This requirement from HLF does not of course guarantee a small grant application being granted, however without such an arrangement any application would be bound to fail.
- 4.5 Assuming a small grant application was successful and the two elements of the grant were carried out, the Council would then be required to undertake a further application process with HLF to seek funding for the larger but as yet unspecified work to improve the wells and their interpretation.
- 4.6 In this case the Council would then be assuming responsibility but without any legal ownership. The question of insurance cover has been raised with our insurers, who have asked a number of questions for clarification.

#### 5 RISK ASSESSMENT

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

- Resources – There is currently no budget in the Council’s revenue budget or five-year capital programme relating to the three town wells in Clitheroe. Should committee be minded to seek such a budget outside the normal budget setting process then a costed scheme proposal would need to be brought back to this committee for consideration with onward approval then being required from Policy and Finance committee to establish an associated budget.
- Technical, Environmental and Legal – The Council cannot lodge a claim for adverse possession of the two wells where ownership is unknown, because our claim would not meet the criteria set out by the Land Registry. HLF will require the Council to be specific as to how we plan to improve the wells in the event of no owner being determined for the Heild and St Mary’s wells.
- Political – None
- Reputation – The Council only owns Stocks Well adjacent to the Castle grounds. Whilst it is quite clear what the Civic Society are seeking to achieve, at this point that is the only site owned by this Council. Although the Council has powers to carry out work on dangerous structures, these would not extend to the improvements sought by the Civic Society for the two wells with no identified ownership at present.
- Equality & Diversity – No implications identified.

## 6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Note the report and determine which of the options below are followed;
- 6.2 Option 1; Decide if the Council makes a small grant application given the requirements which HLF have set out and as outlined in the report, on condition the Council can secure insurance cover.
- 6.2 Option 2; The Council supports and underwrites a bid by the CCS for the wells in the same way it did when they submitted a bid for the refurbishment of the Pinnacle.

MARK BEVERIDGE  
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

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

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No. 6

meeting date: TUESDAY, 3 SEPTEMBER 2019  
title: RVBC FLEET OPERATORS LICENCE  
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES  
principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

## 1 PURPOSE

1.1 To consider the implications of the Operators Licence.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To protect and enhance the existing environmental quality of our area.

## 2 BACKGROUND

In August 2014 a request to reappoint was submitted to CMT for the replacement of the then Refuse Manager D. Harbutt. The options submitted were to replace:

1. Like for like
2. The amalgamation of two roles being The Refuse Manager and the Amenities Cleansing Manager producing a financial saving.

Option 1 was approved and an advert was placed for a Refuse Manager. Unfortunately there were no suitable applicants.

It was then decided, December 2014, following consultation with the then Workshop Manager that the Refuse Manager post should be amalgamated with the Workshop Manager and the new post was awarded to Kevin Rushton.

As part of the role as workshop manager Kevin held the necessary qualification, CPC Transport Manager, to allow the Council to operate vehicles on the road.

Kevin Rushton has now resigned from the post and left the authority on 21<sup>st</sup> June 2019. As a result the Office of the Traffic Commissioner was advised that the council's Transport Manager had left and that the position was to be advertised and a grace period was requested by the Council.

It is debateable as to whether or not the amalgamation of the two roles has been successful. The position of Refuse Manager is a diverse one with considerable volumes and intensities of work to actively manage the refuse collection and recycling service. This together with the responsibility of keeping the refuse, ground maintenance, building maintenance and amenity cleansing vehicles on the road and legal makes it an important and demanding role.

### 3 ISSUES

- 3.1 Following agreement with CMT the vacancy of Refuse & Workshop Manager was advertised.

4 applications were received however no applicant met the Person Specification for the post (i.e. held the appropriate qualifications for both areas of expertise.)

One person, who is currently the contracted WAMITAB Technically Competent officer for the depot held one part of the CPC qualification but had failed the second.

During the interview it was not clear when the applicant could resit the missing qualification and also when he could start in post as he is currently under redundancy notice at his own local authority.

- 3.2 There is an option to re-advertise as one post and hope that there are suitable applicants.

- 3.3 Another option is to advertise the role as two positions a Refuse Manager and a Workshop Manager.

The refuse manager must have the WAMITAB qualification and the workshop manager must have the transport manager CPC. However this could then lead to 3 members of staff in the Workshop, when the staffing requirement is 2 posts.

- 3.4 The Office of the Traffic Commissioner has now written to advise the council that it has to meet their requirements by November 12<sup>th</sup> or the license will be revoked. This would mean that the council would not be able to operate any vehicles on the road legally.

- 3.5 Investigations are ongoing trying to find a suitable solution. These include:

- Further investigate the applicant for the position with a view to him being awarded the position with a commitment to retaking and passing the exam. With this option a suitable external person would need to be located and paid to act as the interim qualification holder.
- Find a suitable qualified transport manager to allow the council to keep operation and continue with the present ad hoc current arrangements that are in place for both the refuse service and the workshop.

### 4. RISK ASSESSMENTS

- Resources – It is not yet know the costs involved in securing a temporary transport manager.
- Technical, Environmental and Legal – The council would be operating within the legal constraints
- Political – None

**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Approve supporting officers in securing a temporary arrangement until a permanent solution is found.

ADRIAN HARPER  
HEAD OF ENGINEERING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

REF: Adrian Harper Community Services 30.10.18



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 7

meeting date: 3 SEPTEMBER 2019  
title: TOWARDS AN ACTIVE FUTURE (TaAF)  
submitted by: DIRECTOR OF COMMUNITY  
principal author: MARK BEVERIDGE

## 1 PURPOSE

1.1 To provide an update on the progress towards the Council's bid for funding for the TaAF scheme.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To help make people lives safer and healthier
- Community Objectives - To improve the health and well-being of people living and working in our area. To improve the opportunity for young people to participate in recreational and sporting activity

## 2 BACKGROUND

2.1 The Council has been involved in a partnership with other Pennine Lancashire Authorities (BwD, Pendle, Hyndburn, Rossendale and Burnley) since 2017 to initially bid for and following success at that point, subsequently work to deliver a Sport England Local Delivery Pilot (LDP).

2.2 There are 12 LDPs across the Country ranging in size and scope from Greater Manchester to one based on a single town in Humberside. The purpose of the pilots is to implement a variety of different approaches to both increase physical activity and well-being of the people targeted as the beneficiaries of the projects that are implemented.

2.3 The proposed funding allocation for Ribble Valley is based on current levels of activity, from the recent active lives survey, which means the Borough can bid for around £220,000 of funding for projects.

2.4 The first round of bids can be submitted from September for consideration and approval by the Sport England Board in the autumn.

2.5 Sport England have determined that the bidding process will follow a specific governance route. This means that Health and Well Being Partnerships have to effectively sign off bids that are put forward.

2.6 A briefing has already been provided to the most recent Ribble Valley meeting of the Health and Well Being Partnership and the chair Cllr Mrs Hilton is in receipt of updates as and when they are available.

2.7 A group of Council officers have been working to develop the insight necessary to determine what the needs are in the Borough, which can then be translated into a series of projects to help address and improve them.

2.8 For Sport England this is very much a new approach to funding, because it is expected that some of the projects across the Country will prove unsuccessful whilst others will hopefully be a blue print for funding in the future, forming the basis of their future strategy.

### 3 ISSUES

- 3.1 The resource which RVBC has to develop the projects and therefore the bid is spread across various parts of the council, but as is often the case the work has to be fitted around the other priorities that people have to complete. Consequently, external support has been brought into help plan and run focus groups to develop the detailed insight needed for a credible bid to Sport England. This will supplement the survey and consultation work officers have already done with groups in the Borough.
- 3.2 The first opportunity to bid for funding opens in September, however the officer group have decided that the Borough's bid needs additional work to assess the needs of the residents and how best they can be addressed with the funding that can be bid for.
- 3.3 At the present time it is anticipated that a bid will be submitted before the end of October, when the focus groups have been run and the analysis of information has been undertaken, allowing the projects to be tailored to the needs outlined by the work that underpins the bid.

### 4. RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – the Sport England funding may be matched by other resources if they are identified.
  - Technical, Environmental and Legal – The lead authority is BwD who have submitted the bid on behalf of the partnership.
  - Political – none
  - Reputation – This is an excellent example of local authorities and other partners coming together to the benefit of people across their individual Boroughs and the wider Pennine Lancashire area.
  - Equality and Diversity – The projects will be open to all.

### 5. CONCLUSION

- 5.1 The LDPs are an exciting new approach by Sport England and a considerable amount of work has been undertaken to get the whole partnership to the point where funding has been identified and projects will soon be commencing.

### 6. **RECOMMENDED THAT COMMITTEE**

- 6.1 Note the report
- 6.2 Endorse the decision to delay submission of the funding bid until the most effective and relevant projects are identified.

MARK BEVERIDGE  
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No. 8

meeting date: TUESDAY, 3 SEPTEMBER 2019  
title: POTS, TUBS AND TRAYS WASTE CAMPAIGN  
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES  
principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

### 1 PURPOSE

1.1 To consider the implications of the change to plastic recycling.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To protect and enhance the existing environmental quality of our area.

### 2 BACKGROUND

2.1 It was reported at a recent Lancashire Waste Partnership meeting that the amount of household waste being sent to landfill was rising at a rate of 3% per year. In addition, recycling rates had dropped over the last few years and in Lancashire we recycled less than half (45.7%) of our waste. The target for 2020 was 50%. In Ribble Valley the recycling rates from household waste has dropped from 40% to 30% over the last four years

2.2 In addition to ongoing work to reduce bin bag waste and single use plastics, a new initiative to accept plastic pots, tubs and trays and plastic bottles was being worked on, which should come into effect in Autumn 2019. The objective of this campaign is to encourage members of the public to recycle 2,000 to 7,000 tonnes of these materials by Oct 2020

2.3 The LCC communications approach to residents would be via various channels ie websites, social media, media relations and internal communications, along with a campaign toolkit for partners. The toolkit is expected to be put together in August and would provide the districts with dates in terms of what they need to do between August 2019 and October 2020.

2.4 Lancashire County Council have identified problems with black or dark food trays as these contaminated other materials, these trays currently go into the rejects stream which LCC have to pay for; however this is still cheaper than sending the waste to landfill. The Government has confirmed that non-recyclable plastics would be phased out, however clarity was needed on what sort of plastic would be accepted to recycle. It was agreed throughout the districts that members of the public would be informed that clean pots, tubs and trays, excluding plant pots, would be able to be recycled from October 2019. Support is required from the districts in order to get the communications message to inform and encourage people to recycle more complemented by the use of normative messaging in making people feel like they are expected to recycle. Ideas for communications include websites, social media, media relations, waste specific

channels ie bin stickers, leaflets, messages on the fleet, newsletters, recycling calendars and Council Tax leaflets

### 3 ISSUES

3.1 Currently the blue recycling bins that are already in use and the blue bins that the council have in stock will all have “the old collection materials” written on the lids.

3.2 Altogether there will be notices on the sides of the refuse collection vehicles, refuse calendars, refuse stickers and of course the council website to be changed and extra publicity will be asked for from the council.

3.3 Whilst LCC will be carrying out their own publicity campaigns for the changes there is, at the time of writing, no talk of any costs being reimbursed to the collection authorities for the necessary changes.

### 4. RISK ASSESSMENTS

- Resources – It is not yet known what costs will be involved in changing everything stated above. Nor, the possible contribution from LCC
- Technical, Environmental and Legal – There would be no changes to the collection of the new materials. The changes would have an impact on the environment as less plastic would be sent to landfill.
- Political – This would be welcomed by the public who do not understand why more plastics are not collected for recycling.
- Reputation – This would be raise the rate of recycling and be good for the authority.

### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Committee agree to starting the collection of the pots, tubs and trays immediately and at the same time make the public aware of the changes through local press.

5.2 Committee support officers in securing financial assistance for the changes made by the disposal authority LCC.

ADRIAN HARPER  
HEAD OF ENGINEERING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

REF: Adrian Harper Community Services 30.10.18

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

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Agenda Item No. 9

meeting date: 3 SEPTEMBER 2019  
title: RIBBLE VALLEY 3G PROJECT  
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE – HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide an update on the project to build a new artificial turf facility at Edisford.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To help make people's lives safer and healthier.
- Other Considerations – None.

2 BACKGROUND

2.1 Committee are aware of the project to provide a new outdoor artificial pitch facility at Edisford. When complete this will provide a full size 3G pitch, 2 five a side 3G pitches and 3 tennis courts plus a toilet block and classroom.

2.2 This report provides an update on the progress to date with the build.

3. CURRENT POSITION

3.1 The work on the project is progressing well, though the weather has hampered some aspects and made it difficult for the contractor. However, it is still expected that the facility will be handed over to the Council in September.

3.2 There have been a number of variations issued to the contract to address issues which have arisen during the build as well as some designed to improve the facility to the benefit of users and reduce ongoing maintenance costs.

3.3 A very successful meeting took place with existing and potential new users during July. The purpose was to explain how the facility will operate once open and to open the dialogue about their requirements for space at the new facility. This has resulted in the completion of a draft booking sheet and users being contacted to confirm their acceptance of the space they are being offered.

3.4 As with any issue involving competing demands for the same space, there has had to be some compromises from users, simply to accommodate as far as possible everyone's first choice. It was decided that the early evening time slots would be made available for younger children, to avoid them having to try and play at 8 or 9pm. In addition, preference was given to clubs and users who were able to commit to 4 or 8 month bookings to ensure that the Council was able to block book out as much of the space as possible without having to rely on short term bookings.

3.5 The capital scheme budget for the facility was first estimated at £1,430,440 and was approved by Policy and Finance Committee in February 2019. Since this time the

main element of the works have been tendered and the contract awarded at a lower price. After allowing for contingencies the budget will be revised to reflect the successful tender and the other associated costs of the scheme to £1,323,010. The indication at this time is that the full scheme will be within budget.

3.6 As the facility approaches a position where it will be functional, the revenue costs that were originally budgeted will now be reviewed in order to best reflect the scheme that is now nearing completion and the anticipated levels of income.

#### 4 RISK ASSESSMENT

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

- Resources – The capital scheme budget has been revised to £1,323,010 to reflect the contract price of the successful tender. The indication at this time is that the full scheme will be within budget. The associated revenue budgets are also to be reviewed.
- Technical, Environmental and Legal – None
- Reputation – The provision of sport is not a statutory requirement for local authorities. However, this Council has invested in this important aspect of provision for the benefit of local residents throughout the Borough, including the provision of grants to assist local clubs and organisations provide their chosen activities.
- Equality and Diversity – The new facility is fully inclusive.

#### 5 CONCLUSION

5.1 The development of the facility will provide much needed opportunities for the Borough's sports clubs and groups and once opened it will be one of the best of its' kind in the North.

5.2 The budget for the project has now been revised to £1,323,010 to reflect the successful tender and the other associated costs of the scheme.

#### 6. **RECOMMENDED THAT COMMITTEE**

6.1 Note the report

6.2 Approve the booking policy adopted for the allocation of space.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### BACKGROUND PAPERS

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

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No 10

meeting date: 3 SEPTEMBER 2019  
 title: REVENUE OUTTURN 2018/19  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: HELEN SEEDALL

## 1 PURPOSE

1.1 To report on the outturn for the financial year 2018/19 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 to maintain 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 was signed off for audit by the Director of Resources on 31 May 2019 and that audit has now been completed.

2.2 Under the Accounts & Audit Regulations 2015 we are required to have our audited Statement of Accounts approved by 31 July.

2.3 Our final audited Statement of Accounts was approved by Accounts and Audit Committee at their meeting on 24 July 2019.

## 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £46,296 on the net cost of services. After transfers to and from earmarked reserves overall there is an overspend of £8,340. This has been taken from 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 2018/19 £	Actual 2018/19 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
COMMD	Community Services Department	0	0	0	0	0
HWREP	Highways Repairs	20,150	19,508	-642	0	-642
CULVT	Culverts & Watercourses	16,060	9,652	-6,408	0	-6,408

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Revised Estimate 2018/19 £</b>	<b>Actual 2018/19 £</b>	<b>Variance £</b>	<b>Associated Earmarked Reserves Variance £</b>	<b>Net Variance £</b>
<b>DRAIN</b>	Private Drains	1,840	3,138	1,298	0	1,298
<b>RIVBK</b>	Riverbank Protection	2,820	2,823	3	0	3
<b>BUSSH</b>	Bus Shelters	17,370	16,665	-705	0	-705
<b>SEATS</b>	Roadside Seats	8,240	7,460	-780	0	-780
<b>SIGNS</b>	Street Nameplates & Signs	45,050	43,377	-1,673	0	-1,673
<b>STCLE</b>	Street Cleansing	373,350	339,130	-34,220	29,910	-4,310
<b>VARIOUS</b>	Public Conveniences	201,850	200,385	-1,465	0	-1,465
<b>LITTR</b>	Litter Bins	19,960	19,284	-676	0	-676
<b>RCOLL</b>	Refuse Collection	1,446,630	1,547,335	100,705	-26,100	74,605
<b>RPBIN</b>	Replacement Waste Bins	-8,960	-13,080	-4,120	4,120	0
<b>PAPER</b>	Waste Paper & Card Collection	181,450	194,450	13,000	2,091	15,091
<b>TFRST</b>	Waste Transfer Station	98,310	98,146	-164	0	-164
<b>TRREF</b>	Trade Refuse	-56,720	-56,757	-37	2,200	2,163
<b>CRIME</b>	Crime and Disorder	49,190	39,765	-9,425	9,284	-141
<b>ARTDV</b>	Art Development	37,790	31,337	-6,453	7,600	1,147
<b>PLATG</b>	Platform Gallery	137,840	131,180	-6,660	0	-6,660
<b>MUSEM</b>	Castle Museum	304,950	309,266	4,316	0	4,316
<b>MCAFE</b>	Museum Café	21,810	24,684	2,874	0	2,874
<b>VARIOUS</b>	Car Parks	-150,600	-193,585	-42,985	1,320	-41,665
<b>CCTEL</b>	CCTV Equipment	128,950	128,340	-610	0	-610
<b>CLRFF</b>	Clitheroe Food Festival 2018	3,210	3,089	-121	121	0
<b>FDST</b>	Clitheroe Food Festival 2019	0	820	820	-820	0
<b>LDEPO</b>	Longridge Depot	0	0	0	0	0
<b>SDEPO</b>	Salthill Depot	0	0	0	0	0
<b>VARIOUS</b>	Refuse Collection Vehicles	0	0	0	0	0
<b>VARIOUS</b>	Grounds Maintenance Vehicles	0	0	0	0	0
<b>VARIOUS</b>	Works Administration Vehicles	0	0	0	0	0



Cost Centre	Cost Centre Name	Revised Estimate 2018/19 £	Actual 2018/19 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>VARIOUS</b>	Car Park Vehicles	0	0	0	0	0
<b>VEHCL</b>	Vehicle Workshop	0	0	0	0	0
<b>VARIOUS</b>	Plant	0	0	0	0	0
<b>TWOWR</b>	Two Way Radio	500	0	-500	-1,500	-2,000
<b>WKSAD</b>	Works Administration	0	0	0	2,300	2,300
<b>CARVN</b>	Caravan Site	-8,930	-11,267	-2,337	0	-2,337
<b>EDPIC</b>	Edisford Picnic Area	-6,340	-6,366	-26	0	-26
<b>PKADM</b>	Grounds Maintenance	0	0	0	0	0
<b>ROEBN</b>	Roefield Barn	-400	-398	2	0	2
<b>RVPRK</b>	Ribble Valley Parks	461,150	416,293	-44,857	10,550	-34,307
<b>RPOOL</b>	Ribblesdale Pool	366,590	362,594	-3,996	0	-3,996
<b>EALLW</b>	Edisford All Weather Pitch	12,280	20,597	8,317	0	8,317
<b>EXREF</b>	Exercise Referral Scheme	26,000	26,535	535	-23	512
<b>UPACT</b>	Up and Active Service	0	513	513	0	513
<b>SPODV</b>	Sports Development	81,850	79,534	-2,316	1,683	-633
<b>GRSRC</b>	Grants and Subscriptions	2,260	1,939	-321	0	-321
<b>XMASL</b>	Xmas Lights/RV in Bloom	3,630	3,468	-162	0	-162
<b>RECU</b>	Recreation/Culture Grants	40,390	33,391	-6,999	11,900	4,901
<b>CULTG</b>	Culture Grants	4,350	4,342	-8	0	-8
<b>SPOGR</b>	Sports Grants	5,700	5,687	-13	0	-13
<b>WBHEQ</b>	Wellbeing and Health Equality	0	0	0	0	0
<b>WTFAM</b>	Working Together with Families	0	0	0	0	0
<b>NET COST OF SERVICES</b>		<b>3,889,570</b>	<b>3,843,274</b>	<b>-46,296</b>	<b>54,636</b>	<b>8,340</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 2018/19 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>Committee Net Cost of Services</b>	<b>3,889,570</b>	<b>3,843,274</b>	<b>-46,296</b>	
<b>CPBAL/H330 Capital Reserve</b> 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.	14,650	21,696	7,046	Income was received from the planned sale of Grounds Maintenance vehicles PK07 LSY (£3,000), PK07 TZG (£3,350), 2 x mowers (£1,800) and Refuse Collection vehicle PO60 YEK (£6,500).  There was also additional income received from the sale of the Works Administration vehicle PO60 AZL (£2,300), Civil Enforcement vehicle PN09 MHY (£1,320), Waste Paper Collection vehicle VX55 KXD (£2,091) and Refuse Collection vehicle PN05 PWL (£1,335).

	<b>Revised Estimate 2018/19 £</b>	<b>Outturn £</b>	<b>Variance £</b>	<b>Reason for Movement on Earmarked Reserve</b>
<p><b>COBAL/H329 Community Safety</b> 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>	-4,790	4,494	9,284	Grant monies were received during the year from the Police and Crime Commissioner in excess of what was anticipated. In addition expenditure on promotional activities was lower than estimated. Altogether this has resulted in a higher contribution to the earmarked reserve than anticipated when the revised estimate was prepared.
<p><b>COBAL/H222 Grant Funded Sports Development</b> The Grant Funded Sports Development Reserve is where grant resources are unspent in year and therefore set aside to fund future sports development activities.</p>	-400	-650	-250	Expenditure on the 'This Girl Can' scheme was higher than estimated in the year resulting in an increase in the amount released from the earmarked reserve.
<p><b>COBAL/H368 Amenity Cleansing Reserve</b> 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>	-5,750	24,160	29,910	<p>During 18/19 less road sweeping was carried out due to a combination of staffing problems and break down issues with the vehicles used by the sweeper hire company.</p> <p>This created a backlog of work that should have been undertaken in the winter months. £12,500 was added to the earmarked reserve in order to carry out the sweeping in 2019/20.</p> <p>A grant of £11,660, that wasn't in the estimate, was received for High Street Community Clean-up. As this was received too late to be expended in 2018/19 it was added to the earmarked reserve to be used in 2019/20.</p>

	<b>Revised Estimate 2018/19 £</b>	<b>Outturn £</b>	<b>Variance £</b>	<b>Reason for Movement on Earmarked Reserve</b>
<p><b>COBAL/H210 Recreation, Culture &amp; Sports Grants</b> 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>	-8,240	16,980	25,220	<p>Expenditure on approved grants was carried forward in order to be expended in 2019/20 due to a timing difference in a project being carried out. The estimated release of funding from the earmarked reserve wasn't required due to lower than anticipated expenditure on grants.</p> <p>A grant of £10,000 to fund Parks Improvement was received at the end of the financial year. This funding wasn't expected, or included in the estimate and was received too late to be expended in 2018/19, therefore it was added to the earmarked reserve to be spent in 2019/20.</p>
<p><b>COBAL/H282 Exercise Referral</b> The Exercise Referral Reserve is where grant resources are set aside to fund future exercise referral initiatives.</p>	-1,160	-1,183	-23	<p>In year expenditure has been marginally higher than estimated on Best Foot Forward schemes resulting in a higher amount being released.</p>
<p><b>COBAL/H282 Clitheroe Food Festival</b> Food Festival resources set aside to help support the costs associated with the Clitheroe Food Festival.</p>	-3,210	-3,909	-699	<p>The deficit from the 2018 Food Festival has been funded from surplus monies set aside in the reserve from previous years.</p> <p>Expenditure in respect of advertising for the 2019 Food Festival has been incurred for publications published in 2018/19, therefore it has been necessary to drawdown from the earmarked reserve to fund this timing difference. This cost was originally provided for in the 2019/20 budget. Surplus funds attained in the past were set aside for such eventualities.</p>

	<b>Revised Estimate 2018/19 £</b>	<b>Outturn £</b>	<b>Variance £</b>	<b>Reason for Movement on Earmarked Reserve</b>
<p><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.</p>	9,950	-11,165	-21,115	<p>There was a greater drawdown on the earmarked reserve to fund the increase in the purchase of waste bins.</p> <p>However this was partially offset by an increase in the surplus generated from the bin hire scheme and the sale of householder bins.</p>
<p><b>FNBAL/H328 Repairs &amp; Maintenance</b> A reserve was established from budget underspends to fund emergency repairs and maintenance items, including legionella and asbestos abatement</p>	-8,180	-8,180	0	<p>Fire protection works at Longridge Depot were identified as a result of a Fire Risk Assessment. As the cost of this work was significant, approval was granted by the Policy and Finance Committee to fund the works from this earmarked reserve.</p>
<p><b>COBAL/H377 Two Way Radio Reserve</b> A reserve was to be created from contributions to the Lancashire Resilience Forum towards the running of the Two Way Radio system and future enhancements.</p>	1,500	0	-1,500	<p>Contributions to this earmarked reserve will now be provided from the Emergency Radio Network budget within Policy and Finance.</p>

	Revised Estimate 2018/19 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>COBAL/H337 Equipment Reserve</b> This reserve was established by setting aside budget underspends to fund equipment purchases.	0	6,763	6,763	£2,483 has been added to the earmarked reserve to fund the purchase of football goals in Longridge. Monies were set aside to fund the purchase in 2018/19, however due to a delay in the order being processed by the supplier these were not delivered in time to be accounted for in 2018/19.  £4,280 from the underspend on arts initiatives has also been transferred to the earmarked reserve to fund a replacement till at the Platform Gallery in 2019/20.
<b>Committee Net Cost of Services after Movements on Earmarked Reserves</b>	<b>3,883,940</b>	<b>3,892,280</b>	<b>8,340</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>Vehicle Repairs and Maintenance</b>	As reported during the year there have been significant overspends on refuse vehicle maintenance, though greatly reduced from the previous year.  This area continues to be monitored in the 2019/20 financial year, being reported to CMT and having been reported to the Budget Working Group.	£83,775
<b>Vehicle Repairs &amp; Maintenance – Outside Firms</b>	Grounds maintenance vehicles require some maintenance and servicing to be carried out by specialist outside firms. Expenditure on this type of maintenance and servicing was lower than estimated.	-£15,487

<b>Service Area</b>	<b>Description of Variance</b>	<b>Amount £</b>
<b>Ground Rent</b>	Due to the release of a long standing accrual for Church Walk car park (-£19,250) relating to an anticipated increase in rent that has not been implemented and the impact in 2018/19 (-£1,750) of there being no rent increase, an underspend has resulted.	-£21,374
<b>Service Income</b>	<ul style="list-style-type: none"> <li>Grants received from MHCLG not included in the estimate and received too late to be expended in 2018/19, being Local Authority Parks Improvement Funding (-£10,000) and High Street Community Clean-up (-£11,660). These were both transferred to a reserve to be spent in 2019/20.</li> <li>Income from the sale of household waste bins (-£13,758) was higher than estimated due to the increase in new dwellings in the borough. This is transferred to an earmarked reserve to help fund the future purchase of bins.</li> <li>Increased usage of various car parks across the borough has resulted in an increase in income (-£19,045) the largest being at Edisford Bridge (-£8,804).</li> </ul>	-£54,463
<b>Promotional Activities</b>	Spend on promotional activities was lower than estimated including: Crime and Disorder (-£5,843) due to delays in carrying out some of the planned activities and Art Development (£4,451) due to a delay in the delivery of projects.	-£15,592

## 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 -£46,296 on the net cost of services. After transfers to and from earmarked reserves there is an overall overspend of £8,340.
- 6.2 The most concerning of the areas of overspend in 2018/19 continue to be in relation to refuse collection vehicle repairs and maintenance. Work is ongoing in monitoring the level of spend in this area in the 2019/20 financial year, being reported to CMT and having been reported to the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM7-19/HS/AC  
22 August 2019

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 8 January 2019  
Closedown Working Papers*

For further information please ask for Helen Seedall.

## COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 2018/19 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>COMMD: Community Services Department</u></b>							
The staffing turnover that was budgeted for this department did not fully materialise, resulting in an overspend of staffing costs.	£5,014				£5,014		£5,014
The requirement for equipment and materials was lower than estimated resulting in an underspend.	-£2,003				-£2,003		-£2,003
The demand for postage was lower than estimated.	-£1,290				-£1,290		-£1,290
Expenditure on attendance at conferences was lower than estimated.	-£1,322				-£1,322		-£1,322
Recharge of staff time spent on Unison business lower than estimated.		£1,460			£1,460		£1,460
Reduced support service charges from other service areas due to reduced expenditure within those service areas, particularly the ICT Service.			-£1,159		-£1,159		-£1,159
Reduced support service charges to other service areas due to reduced expenditure within this service area.			£4,252		£4,252		£4,252
<b>Total Community Services Department</b>	<b>£399</b>	<b>£1,460</b>	<b>£3,093</b>		<b>£4,952</b>		<b>£4,952</b>
<b><u>CULVT: Culverts &amp; Watercourses</u></b>							
The budget provision for flood works was not required.	-£5,130				-£5,130		-£5,130
<b>Total Culverts &amp; Watercourses</b>	<b>-£5,130</b>				<b>-£5,130</b>		<b>-£5,130</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>SIGNS: Street Nameplates &amp; Signs</u></b>							
Various repair demands to roadside signs caused an overspend.	£2,403				£2,403		£2,403
Increase in income received from the naming of new properties and road signs due to an increase in new developments in the borough.		-£4,125			-£4,125		-£4,125
<b>Total Street Nameplates &amp; Signs</b>	<b>£2,403</b>	<b>-£4,125</b>			<b>-£1,722</b>		<b>-£1,722</b>
<b><u>STCLE: Amenity Cleansing</u></b>							
Less road sweeping was carried out due to a combination of staffing problems and break down issues with the vehicles used by the sweeper hire company. This resulted in a backlog of work that should have been undertaken in the winter months; therefore £12,500 has been added to an earmarked reserve in order to carry out the sweeping in 2019/20. As the planned backlog from 2017/18 wasn't carried out, the budgeted use of funds £5,750 from the earmarked reserve wasn't required.	-£10,186				-£10,186	£18,250	£8,064
Salaries savings due to a vacant post for a few months	-4,431				-£4,431		-£4,431
Lower expenditure on temporary staff as there was less requirement for the year	-£3,323				-£3,323		-£3,323
Lower than estimated expenditure on tuition fees due to lower than anticipated training demands.	-£1,195				-£1,195		-£1,195

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
A grant for High Street Community Clean-up was received. This was unexpected and not in the budget. It has been set aside to an earmarked reserve as it was received too late to be expended in 2018/19.		-£11,660			-£11,660	£11,660	£0
<b>Total Amenity Cleansing</b>	<b>-£19,135</b>	<b>-£11,660</b>			<b>-£30,795</b>	<b>£29,910</b>	<b>-£885</b>
<b><u>VARIOUS: Public Conveniences</u></b>							
Overtime worked in year was lower than estimated when the budget was prepared. Reduction offset by lower oncosts recovered through overtime worked (see below).	-£2,607				-£2,607		-£2,607
Minimal overspends on water charges across various toilet sites.	-£1,943				-£1,943		-£1,943
Reduced oncost recovery mainly due to lower than estimated overtime worked by the toilet cleaners (see overtime variance above).		£3,424			£3,424		£3,424
<b>Total Public Conveniences</b>	<b>-£4,550</b>	<b>£3,424</b>			<b>-£1,126</b>		<b>-£1,126</b>
<b><u>RCOLL: Refuse Collection</u></b>							
Increased expenditure on Agency Staff was due to the necessity to provide cover for staff shortages.	£8,149				£8,149		£8,149
Lower than estimated expenditure on tuition fees due to Loadall training taking longer than anticipated and a delay in the Terberg training.	-£4,000				-£4,000		-£4,000

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
There have been significant overspends on refuse vehicle maintenance during 2018/19, although there have been no sizeable individual repairs. However the overspend is much reduced from the previous year.	£72,317				£72,317		£72,317
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).	£21,467				£21,467	-£27,435	-£5,968
Higher than expected income was received from the disposal of refuse collection vehicles. This was transferred to the capital earmarked reserve to be used towards funding the future capital programme.		-£8,323			-£8,323	£1,335	-£6,988
The recharge to trade refuse collection is lower than estimated as the trade waste tonnage, on which the recharge is based, is a smaller proportion of the total waste tonnage than the estimated proportion.		£11,572			£11,572		£11,572
<b>Total Refuse Collection</b>	<b>£97,933</b>	<b>£3,249</b>			<b>£101,182</b>	<b>-£26,100</b>	<b>£75,082</b>
<b><u>RPBIN: Replacement Waste Bins</u></b>							
Income from the sale of householder bins partly offset by expenditure incurred in the purchase of the bins.	£9,638	-£13,758			-£4,120	£4,120	£0
<b>Total Replacement Waste Bins</b>	<b>£9,638</b>	<b>-£13,758</b>			<b>-£4,120</b>	<b>£4,120</b>	<b>£0</b>
<b><u>PAPER: Waste Paper and Card Collection</u></b>							

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Higher than estimated expenditure on vehicle costs mainly due to higher repairs and maintenance (£13,878) and tyre costs (£4,094). Offset in part by lower than estimated expenditure on diesel (£2,457).	£15,520				£15,520		£15,520
There was a budget provision for hire of refuse vehicles should the paper refuse vehicles be off the road. This was not required during 2018/19, resulting in the underspend shown.	-£1,080				-£1,080		-£1,080
There has been a high demand for white paper sacks during the year resulting in additional purchases.	£2,230				£2,230		£2,230
Income was received from the sale of a waste paper collection vehicle during the year. This was transferred to the capital earmarked reserve to be used towards funding the future capital programme.		-£2,091			-£2,091	£2,091	£0
Additional income was received for the sale of paper and card, due to an increase in the rates paid per tonne for a period of 3 months.		-£2,281			-£2,281		-£2,281
<b>Total Waste Paper and Card Collection</b>	<b>£16,670</b>	<b>-£4,372</b>			<b>£12,298</b>	<b>£2,091</b>	<b>£14,389</b>
<b><u>TFRST: Waste Transfer Station</u></b>							
Lower than estimated use of temporary staff to cover for holidays and sickness.	-£1,934				-£1,934		-£1,934
Increased repairs and maintenance costs on the Loader Shovel has resulted in a higher recharge.	£1,882				£1,882		£1,882
<b>Total Waste Transfer Station</b>	<b>-£52</b>				<b>-£52</b>		<b>-£52</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>TRREF: Trade Refuse</u></b>							
Increase in the purchase of trade waste bins.	£2,077				£2,077	£2,008	£4,085
Increased tipping charges due to higher tonnages collected as a result of a growth in the customer base.	£4,118				£4,118		£4,118
The Trade Waste tonnage is a smaller proportion of the total waste tonnage compared to the estimated proportion due to the total waste tonnage increasing. Therefore the allocation of Refuse Collection support costs in 2018/19 is less than estimated as this is based on the proportion of waste tonnage.		-£11,572			-£11,572		-£11,572
The increase in income from commercial trade waste customers was lower than that allowed for in the revised estimate. However, this was still substantially higher than the original estimate.		£2,272			£2,272		£2,272
Decrease in income from the sale of trade sacks and stickers (commercial customers £1,465 and charitable customers £2,081).		£3,546			£3,546		£3,546
<b>Total Trade Refuse</b>	<b>£6,195</b>	<b>-£5,754</b>			<b>£441</b>	<b>£2,008</b>	<b>£2,449</b>
<b><u>CRIME: Crime and Disorder</u></b>							
Expenditure on planned promotional activities has been delayed therefore funding that was forecast to be used from the earmarked reserve wasn't required.	-£5,843				-£5,843	£8,894	£3,051
Additional grant money was received from the Police and Crime Commissioner, the unspent element of this has been set aside in earmarked reserves.		-£3,047			-£3,047	£390	-£2,657

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>Total Crime and Disorder</b>	<b>-£5,843</b>	<b>-£3,047</b>			<b>-£8,890</b>	<b>£9,284</b>	<b>£394</b>
<b><u>ARTDV: Art Development</u></b>							
Lower than estimated expenditure on promotional activities including a delay in the Youth Fishing project and the Arts and Wellbeing project requiring further consultation prior to its delivery. The underspend was transferred to an earmarked reserve in order to fund a replacement till at the Platform Gallery.	-£4,451				-£4,451	£4,280	-£171
Expenditure was lower on arts grants paid due to a combination of a delay in project delivery and changes to a project resulting in the need for less funding support; consequently the planned drawdown from the earmarked reserve wasn't required.	-£1,845				-£1,845	£3,320	£1,475
<b>Total Art Development</b>	<b>-£6,296</b>				<b>-£6,296</b>	<b>£7,600</b>	<b>£1,304</b>
<b><u>PLATG: Platform Gallery</u></b>							
Lower than estimated expenditure on promotional activities.	-£3,554				-£3,554		-£3,554
The underspend on communication equipment was due to a delay in the installation of a new internet connection, therefore the annual maintenance fee supporting this will now commence in 2019/20.	-£1,850				-£1,850		-£1,850
A lower than expected requirement for staff cover resulted in an expenditure saving on temporary staff.	-£1,396				-£1,396		-£1,396
<b>Total Platform Gallery</b>	<b>-£6,800</b>				<b>-£6,800</b>		<b>-£6,800</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>MUSEM: Clitheroe Castle Museum</u></b>							
Reduced income from museum admissions due to fewer visitors.		£3,097			£3,097		£3,097
<b>Total Clitheroe Castle Museum</b>		<b>£3,097</b>			<b>£3,097</b>		<b>£3,097</b>
<b><u>MCAFE: Museum Cafe</u></b>							
Increase in expenditure on repairs and maintenance in order to repair the underfloor heating.	£1,294				£1,294		£1,294
The overspend on the purchase of equipment was for stainless steel wall cladding and a replacement microwave.	£617				£617		£617
<b>Total Museum Cafe</b>	<b>£1,911</b>				<b>£1,911</b>		<b>£1,911</b>
<b><u>VARIOUS: Car Parks</u></b>							
Saving due to the release of a long standing accrual relating to an anticipated increase in rent that has not been implemented at Church Walk car park and the impact in 2018/19 of there being no rent increase there.	-£20,991				-£20,991		-£20,991
Lower expenditure on salaries due to a staff vacancy during the last quarter of the year.	-£3,500				-£3,500		-£3,500
Higher cost than estimated for the publishing of a public notice in the Clitheroe Advertiser	£1,917				£1,917		£1,917
Higher than estimated income from car park charges due to increased usage, including Edisford Car Park(-£8,804), Chester Avenue Car Park (-£2,812), Church Walk/Railway View Car Park (-£2,225) and Ribchester Car Park (-£1,922). Offset partly by		-£19,045			-£19,045		-£19,045

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
reduced income at the Auction Mart Car Park (£3,640).							
Income was received from the sale of a civil enforcement vehicle during the year. This was transferred to an earmarked reserve to be used towards funding the future capital programme.		-£1,320			-£1,320	£1,320	£0
<b>Total Car Parks</b>	<b>-£22,574</b>	<b>-£20,365</b>			<b>-£42,939</b>	<b>£1,320</b>	<b>-£41,619</b>
<b><u>SDEPO: Salthill Depot</u></b>							
Increased usage of heating oil resulted in an overspend.	£1,004				£1,004		£1,004
Expenditure on utilities was higher than estimated (£822) electricity and (£837) metered water supply.	£1,659				£1,659		£1,659
Increased stores oncost recovery due to an increase in stock issues from stores.		-£4,498			-£4,498		-£4,498
<b>Total Salthill Depot</b>	<b>£2,663</b>	<b>-£4,498</b>			<b>-£1,835</b>		<b>-£1,835</b>
<b><u>VARIOUS: Refuse Collection Vehicles</u></b>							
Substantially higher than estimated repair demands across the refuse collection fleet, however this has reduced significantly from last year and will continue to be monitored in 2019/20.	£82,356				£82,356		£82,356
Diesel costs were lower than the budget, due to a reduction in fuel prices compared to those estimated when the budget was prepared.	-£5,332				-£5,332		-£5,332



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Spend on lubricants lower than estimated.	-£2,230				-£2,230		-£2,230
Greater demand for replacement tyres than estimated.	£6,803				£6,803		£6,803
Expenditure on support for vehicle CCTV system that wasn't included in the budget.	£1,800				£1,800		£1,800
The actual receipt (£6,500) from the sale of a refuse collection vehicle was reported within Refuse Collection therefore off-setting this variance.		£6,500			£6,500		£6,500
Increased use of transport recharge to Refuse Collection (RCOLL) and Paper Collection (PAPER) due to additional costs as mentioned above.		-£88,062			-£88,062		-£88,062
Reimbursements from the insurance company which were not budgeted for.		-£2,738			-£2,738		-£2,738
<b>Total Refuse Collections Vehicles</b>	<b>£83,397</b>	<b>-£84,300</b>			<b>-£903</b>		<b>-£903</b>
<b><u>VARIOUS: Grounds Maintenance Vehicles</u></b>							
Lower than estimated expenditure on repairs and maintenance required to be carried out by specialist outside firms.	-£15,397				-£15,397		-£15,397
Lower than estimated expenditure on tyres across the grounds maintenance fleet.	-£1,899				-£1,899		-£1,899
The actual receipts (£8,150) from the sale of various grounds maintenance vehicles were reported within Grounds Maintenance which will therefore off-set this variance.		£8,150			£8,150		£8,150
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£18,425			£18,425		£18,425

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Savings on depreciation compared to the estimate due to there being no depreciation charge in the first year of acquisition for vehicle YR18 DXD (-£4,100) and no charge in year for vehicle PK07 TZG (-£4,100) due to it already being fully depreciated.				-£8,209	-£8,209		-£8,209
<b>Total Grounds Maintenance Vehicles</b>	<b>-£17,296</b>	<b>£26,575</b>		<b>-£8,209</b>	<b>£1,070</b>		<b>£1,070</b>
<b><u>VARIOUS: Works Administration Vehicles</u></b>							
Vehicle repairs and maintenance demands slightly lower than estimated.	-£2,008				-£2,008		-£2,008
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£2,284			£2,284		£2,284
<b>TOTAL Works Administration Vehicles</b>	<b>-£2,008</b>	<b>£2,284</b>			<b>£276</b>		<b>£276</b>
<b><u>VEHCL: Vehicle Workshop</u></b>							
Lower maintenance demands of mechanical and electrical equipment than estimated.		-£954			-£954		-£954
Demand for protective clothing higher than estimated.	£1,828				£1,828		£1,828
<b>Total Vehicle Workshop</b>	<b>£1,828</b>	<b>-£954</b>			<b>£874</b>		<b>£874</b>
<b><u>VARIOUS: Plant</u></b>							
Higher than estimated repair demands in particular to the loader shovel (£1,669) and the steam cleaner (£1,558).	£3,235				£3,235		£3,235
Increased oncost recovery due to higher levels of spend as mentioned above.		-£2,991			-£2,991		-£2,991
<b>Total Plant</b>	<b>£3,235</b>	<b>-£2,991</b>			<b>£244</b>		<b>£244</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>WKSAD: Works Administration</u></b>							
Salaries are higher than estimated due to a staff vacancy being recruited more quickly than expected.	£1,598				£1,598		£1,598
Lower than estimated use of transport costs due to underspends as referenced earlier in this report (see Works Administration Vehicles)	-£2,254				-£2,254		-£2,254
Higher than estimated spend on use of plant costs due to increased expenditure as mentioned earlier in this report (see Plant).	£1,627				£1,627		£1,627
Income received from the sale of works administration vehicle PO60 AZL; this was transferred to a reserve to fund the future capital programme.		-£2,300			-£2,300	£2,300	£0
Reduced recovery through revenue due to an increase in time being spent on capital projects. Offset by an increase in recovery through capital schemes (see below).		£13,409			£13,409		£13,409
The nature of the capital scheme meant that some schemes required works admin involvement resulting in increased recovery through capital. This meant that less time was spent on revenue schemes resulting in reduced recovery through revenue (see above).		-£13,528			-£13,528		-£13,528
<b>Total Works Administration</b>	<b>£971</b>	<b>-£2,419</b>			<b>-£1,448</b>	<b>£2,300</b>	<b>£852</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>CARVN: Caravan Site</u></b>							
There has been an increase in site usage that has generated greater income in the year.		-£2,337			-£2,337		-£2,337
<b>Total Caravan Site</b>		<b>-£2,337</b>			<b>-£2,337</b>		<b>-£2,337</b>
<b><u>PKADM: Grounds Maintenance</u></b>							
A staff vacancy has resulted in a decrease in wage costs compared to the estimate.	-£4,090				-£4,090		-£4,090
As mentioned previously (see Grounds Maintenance Vehicles) spend on vehicles was lower than estimated resulting in a lower use of transport charge.	-£18,457				-£18,457		-£18,457
Spend on trees, plants and shrubs lower than planned when the budget was prepared.	-£2,303				-£2,303		-£2,303
Income received from the planned sale of various grounds maintenance vehicles. This was transferred to a reserve to fund the future capital programme.		-£8,150			-£8,150		-£8,150
Lower than estimated profit made on recharges including verge maintenance on behalf of Lancashire County Council (£1,120).		£2,409			£2,409		£2,409
Reduced recovery through revenue schemes due to lower than estimated expenditure within this service area and also increased oncost recovery through capital schemes (see below).		£31,991			£31,991		£31,991
Increased oncost recovery through capital schemes, mainly due to a higher than estimated time spent on the Play Areas capital scheme.		-£2,885			-£2,885		-£2,885
<b>Total Grounds Maintenance</b>	<b>-£24,850</b>	<b>£23,365</b>			<b>-£1,485</b>		<b>-£1,485</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>RVPRK: Ribble Valley Parks</u></b>							
Requirements for emergency tree works lower than anticipated.	-£2,307				-£2,307		-£2,307
The recharge from grounds maintenance for maintaining the borough's parks and open spaces was lower than estimated due to savings in the running costs of the service, particularly regarding the repairs & maintenance of grounds vehicles, combined with lower than estimated productive hours incurred.	-£33,501				-£33,501		-£33,501
A grant received from MHCLG for Local Authority Parks Improvement Funding was not included in the estimate and was received too late to be expended in 18/19, therefore it was added to a reserve to be spent in 19/20.		-£10,000			-£10,000	£10,000	£0
The requirement to use S106 monies was lower than estimated as the expenditure for which the funding was required was also less than estimated.		£3,129			£3,129		£3,129
<b>Total Ribble Valley Parks</b>	<b>-£35,808</b>	<b>-£6,871</b>			<b>-£42,679</b>	<b>£10,000</b>	<b>-£32,679</b>
<b><u>RPOOL: Ribblesdale Pool</u></b>							
Reduced expenditure on instructors' salaries due to staff vacancies.	-£4,057				-£4,057		-£4,057
Expenditure has been lower on tuition fees as only Duty Officers are now required to take the First Aid at Work course and other anticipated courses were not taken before the end of the year.	-£3,012				-£3,012		-£3,012

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Expenditure on building repairs and maintenance was higher than estimated.	£1,164				£1,164		£1,164
Lower than estimated spend on utilities, in particular gas (-£935) and metered water (-£4,082) offset by an overspend on electricity (£2,835).	-£2,182				-£2,182		-£2,182
There have been unavoidable repairs at the pool, including the circulation pump, which has resulted in an overspend on both repairs and the equipment required to carry out them out.	£2,400				£2,400		£2,400
Increased expenditure on filtration and chlorination mainly due to an increase in the quantity of liquid carbon dioxide purchased.	£1,670				£1,670		£1,670
A delay in the installation of the new computer connection line resulted in lower expenditure on communication equipment.	-£1,831				-£1,831		-£1,831
Expenditure on an external swimming instructors fees is higher than expected due to the introduction of Parent and Child swimming lessons, however this is more than offset by the additional income generated (see below).	£3,741				£3,741		£3,741
Income from school swimming lessons was higher than estimated.		-£2,412			-£2,412		-£2,412
Income from the hire of baths is lower than estimated mainly due to a lower level of club hire, following reduced membership of a local swimming club.		£2,895			£2,895		£2,895
Junior admissions income is lower than estimated due to less participation.		£1,169			£1,169		£1,169

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Additional income was received following the introduction of Parent and Child swimming lessons that wasn't anticipated. This is offset by the additional cost of delivering the lessons (see above).		-£6,034			-£6,034		-£6,034
<b>Total Ribblesdale Pool</b>	<b>-£2,107</b>	<b>-£4,382</b>			<b>-£6,489</b>		<b>-£6,489</b>
<b><u>EALLW: Edisford All Weather Pitch</u></b>							
Income from use of the 3G pitches was reduced as one of the pitches was unavailable during the last two months of the year due to deterioration in the playing surface.		£7,070			£7,070		£7,070
<b>Total Edisford All Weather Pitch</b>		<b>£7,070</b>			<b>£7,070</b>		<b>£7,070</b>
<b><u>SPODV: Sports Development</u></b>							
The underspend on promotional activities was to be used to towards funding football goals at Longridge. However due to a delay in the order being processed by the supplier, these were not delivered in time to be accounted for in 18/19, therefore monies have been added to a reserve to fund the purchase in 19/20.	-£1,894				-£1,894	£1,589	-£305
<b>Total Sports Development</b>	<b>-£1,894</b>				<b>-£1,894</b>	<b>£1,589</b>	<b>-£305</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>RECU: Recreation/ Culture Grants</u></b>							
Expenditure was lower than estimated on recreation grants paid due to a delay in project delivery and some no longer being required. Consequently the planned drawdown from reserve wasn't needed; an addition was made to the reserve in order to fund the delayed project in 19/20.	-£6,978				-£6,978	£11,900	£4,922
<b>Total Recreation/ Culture Grants</b>	<b>-£6,978</b>				<b>-£6,978</b>	<b>£11,900</b>	<b>£4,922</b>
	<b>£65,922</b>	<b>-£101,309</b>	<b>£3,093</b>	<b>-£8,209</b>	<b>-£40,503</b>	<b>£56,022</b>	<b>£15,519</b>
				<b>Total of other Variances</b>	<b>-£5,793</b>	<b>-£1,386</b>	<b>-£7,179</b>
				<b>Total Variances for Community Services Committee (Net Cost of Services)</b>	<b>-£46,296</b>	<b>£54,636</b>	<b>£8,340</b>



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 11

meeting date: 3 SEPTEMBER 2019  
 title: REVENUE MONITORING 2019/20  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: HELEN SEEDALL

## 1 PURPOSE

1.1 To let you know the position for the period April to July 2019 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 July 2019. You will see that there is an overall underspend of -£26,015 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 remains at -£23,456.

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	34,990	6,801	5,074	-1,727	G
BUSSH	Bus Shelters	19,450	3,163	605	-2,558	A
CARVN	Caravan Site	-8,470	10,521	10,521	0	G
CCTEL	Closed Circuit Television	134,530	38,529	36,605	-1,924	G
COMMD	Community Services Department	0	254,023	255,453	1,430	G
CRIME	Crime and Disorder	58,960	16,906	6,875	-10,031	R
CULTG	Culture Grants	5,810	4,280	4,400	120	G
CULVT	Culverts & Water Courses	17,050	1,232	1,262	30	G
DRAIN	Private Drains	2,050	446	329	-117	G
EALLW	Edisford All Weather Pitch	23,500	2,319	431	-1,888	G
EDPIC	Edisford Picnic Area	-6,730	-10,798	-11,313	-515	G
EXREF	Exercise Referral Scheme	31,500	16,770	16,071	-699	G

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Net Budget for the full year</b>	<b>Net Budget to the end of the period</b>	<b>Actual including commitments to the end of the period</b>	<b>Variance</b>	
FDFST	Clitheroe Food Festival 2019	14,120	4,288	1,729	-2,559	A
GRSRC	Grants & Subscriptions - Community	1,770	0	0	0	G
HWREP	Highway Repairs	22,000	192	0	-192	G
LDEPO	Longridge Depot	0	5,026	4,856	-170	G
LITTR	Litter Bins	21,880	2,604	3,107	503	G
MCAFE	Museum Cafe	19,970	-13,913	-12,345	1,568	G
MUSEM	Castle Museum	304,590	41,454	22,589	-18,865	R
PAPER	Waste Paper and Card Collection	192,380	32,702	31,631	-1,071	G
PKADM	Grounds Maintenance	0	-90,964	-89,410	1,554	G
PLATG	Platform Gallery and Visitor Information	136,770	37,116	38,019	903	G
RCOLL	Refuse Collection	1,443,630	243,425	242,249	-1,176	G
RECU	Recreation Grants	34,880	15,904	15,200	-704	G
RIVBK	Riverbank Protection	4,150	444	1,262	818	G
ROEBN	Roefield Barn	-410	-133	-13	121	G
RPBIN	Chargeable Replacement Waste Bins	0	0	-22,558	-22,558	R
RPOOL	Ribblesdale Pool	319,390	42,865	70,714	27,849	R
RVPRK	Ribble Valley Parks	566,010	135,157	129,240	-5,917	R
SDEPO	Salthill Depot	0	20,865	26,700	5,835	R
SEATS	Roadside Seats	9,910	876	0	-876	G
SIGNS	Street Nameplates & Signs	50,260	-2,034	-2,340	-306	G
SPODV	Sports Development	84,040	7,995	10,750	2,755	A
SPOGR	Sports Grants	6,270	3,788	5,725	1,937	G
STCLE	Street Cleansing	372,470	81,542	75,761	-5,781	R
TAFUT	Together an Active Future	0	0	-1,500	-1,500	G
TFRST	Waste Transfer Station	88,980	33,819	34,661	842	G
TRREF	Trade Refuse	-31,180	-380,224	-434,563	-54,339	R
TWOWR	Two Way Radio	-1,500	-2,189	-2,949	-760	G
UPACT	Up and Active Service	0	-3,185	-4,687	-1,502	G
VARIOUS	Car Parks Vehicles	0	2,544	1,703	-841	G
VARIOUS	Grounds Maintenance Vehicles	0	18,060	-284	-18,344	R
VARIOUS	Other Car Parks	28,240	38,419	38,676	257	G
VARIOUS	Pay and Display Car Parks	-179,020	-61,508	-56,331	5,177	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	Plant	0	5,460	8,860	3,400	A
VARIOUS	Public Conveniences	198,090	69,966	75,306	5,340	R
VARIOUS	Refuse Collection Vehicles	0	139,681	208,899	69,218	R
VARIOUS	Works Administration Vehicles	0	8,837	5,224	-3,613	A
VEHCL	Vehicle Workshop	0	-9,743	-2,127	7,616	R
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	G
WKSAD	Works Administration	0	-49,659	-50,882	-1,223	G
XMASL	Xmas Lights & RV in Bloom	3,700	688	715	27	G
	<b>Sum</b>	<b>4,024,030</b>	<b>724,357</b>	<b>698,342</b>	<b>-26,015</b>	

Transfers to/from Earmarked Reserves				
Clitheroe Food Festival	-14,120	-4,288	-1,729	2,559
Crime Reduction Partnership Reserve	-14,060	0	0	0
Refuse Collection Reserve	2,080	0	0	0
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>3,997,930</b>	<b>720,069</b>	<b>696,613</b>	<b>-23,456</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 July 2019 £
<b>Castle Museum (MUSEM)</b> – A saving on business rates has resulted following a revaluation and separate rating of sections of the Castle Museum. A refund is due for the previous two years along with a reduction in the current year’s charge. Offsetting this is a refund payable to the Museum Café operator in respect of their allocation.	-15,297
<b>Ribblesdale Pool (RPOOL)</b> – Income from the hire of the pool to clubs is reduced due to a decline in demand from the main user. As bookings are taken at the beginning of the year this variance is likely to remain.	9,206
<b>Refuse Collection Vehicles (VARIOUS)</b> – There is a significant overspend collectively for repairs and maintenance to the refuse vehicle fleet. The variance indicates the position year-to-date to the end of July, however the projection is expected to be substantial by the end of the year if the current levels of expenditure continue.	74,711
<b>Ground Maintenance (PKADM)</b> – Employee insurances have exceeded the budget due to the payment of damages and solicitors fees awarded in settlement of an employer’s liability insurance claim.	5,390

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of - £26,015 for the first four months of the financial year 2019/20. After allowing for transfers to/from earmarked reserves the underspend remains at -£23,456.
- 3.2 The overspend in respect of refuse collection vehicle repairs and maintenance continues to be an area of concern. This is being closely monitored and being reported to CMT and has also been reported to the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM8-19/HS/AC  
22 August 2019

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
CRIME/3277	Crime and Disorder/Promotional Activities	19,830	9,320	1,125	-8,195	There has been a delay in the delivery of the Shop Watch project due to complications installing equipment at a third party.	The project is expected to be completed by December 2019.
MUSEM/2451	Castle Museum/National Non Domestic Rates	45,220	33,553	17,626	-15,927	As a result of a revaluation of the business rates at the Castle Museum there is a refund due to RVBC relating to previous years, however off-setting this is a refund payable to the Museum Café.	The budget will be reviewed at revised estimate to take the business rates reduction and refund into consideration.
PKADM/1040	Grounds Maintenance/ Employee Insurances	2,800	2,800	8,190	5,390	Payment for damages and solicitors fees awarded in respect of an employer's liability insurance claim.	A review of the budget will be carried out 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
RCOLL/0150	Refuse Collection/Loaders Wages	312,870	104,372	110,167	<b>5,795</b>	A loader has changed post and become a driver therefore they should be funded by the Drivers budget.	The appropriate cost will be transferred to Drivers Wages.
RCOLL/0350	Refuse Collection/Agency Staff	10,990	3,664	11,268	<b>7,604</b>	It has been necessary to use agency staff to provide cover during recent periods of sickness absence and during the summer holiday period.	Permission was granted by CMT to employ additional cover for loaders to provide cover over the summer holiday period.
RHXKA/2602	VU62 HXK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	16,410	5,472	35,061	<b>29,589</b>	The overspend includes essential major repair work which resulted in the vehicle being off the road for three months, thus also incurring vehicle hire costs.	It is felt the charges for the repair work were excessive due to quality issues and the prolonged length of time to carry them out. A reduction to the charges is currently being sought which should reduce the overspend.

**Community Committee Budget Monitoring – Red Variances**

<b>Ledger Code</b>	<b>Ledger Code Name</b>	<b>Budget for the Full Year</b>	<b>Budget to the end of the period</b>	<b>Actual including commitments to the end of the period</b>	<b>Variance</b>	<b>Reason for Variance</b>	<b>Action Plan as agreed between the Budget Holder and Accountant</b>
RJZOA/2602	PK63 JZO Hile Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	16,410	5,474	10,895	<b>5,421</b>	Repairs to date are higher than estimated.	The repairs to vehicles will be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Maintenance	16,410	5,474	17,805	<b>12,331</b>	Repairs to date are higher than estimated.	The repairs to vehicles will be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
RKYKA/2602	VN12 KYK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	16,410	5,468	15,721	<b>10,253</b>	Repairs to date are higher than estimated.	The repairs to vehicles will be monitored and a review of repairs and maintenance of the vehicle fleet carried out 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
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-22,558	<b>-22,558</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 earmarked reserve.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	39,070	13,032	3,592	<b>-9,440</b>	Staff vacancy savings as a result of two instructors having left their posts and not yet been replaced.	A review is being carried out regarding options for the delivery of swimming lessons as difficulties in recruiting permanent instructors are being experienced.
RPOOL/3085	Ribblesdale Pool/Consultants	1,090	363	7,711	<b>7,348</b>	It has been necessary to use external instructors to support the delivery of swimming lessons due to staff vacancies as mentioned above and the difficulty in recruiting those positions.	A review is being carried out regarding options for the delivery of swimming lessons as difficulties in recruiting permanent instructors are being experienced.



**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
RPOOL/8532I	Ribblesdale Pool/Hire of Baths - Clubs	-39,880	-39,880	-30,674	<b>9,206</b>	The budget was based on club hire usage in 17/18 however in 18/19 demand reduced by the main user and this reduction in usage has continued into 19/20.	The budget will be reviewed at revised estimate.
RPOOL/8542I	Ribblesdale Pool/Courses	-106,990	-33,735	-25,778	<b>7,957</b>	Income from the delivery of swimming lessons is reduced because of the problems obtaining instructors has caused a lack of stability and also the inability to hold one to one lessons.	A review is being carried out regarding options for the delivery of swimming lessons as difficulties in recruiting permanent instructors are being experienced. It is hoped this will also provide more stability and regain public confidence.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-286,690	-286,690	-326,567	<b>-39,877</b>	Invoices have been raised for the full year, however it is expected there may 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.

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)	-68,190	-68,190	-79,613	<b>-11,423</b>	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.

## 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
BARCP/2402	Barclay Rd Car Park/Repair & Maintenance - Buildings	710	710	2,920	<b>2,210</b>	It has been necessary to install a new barrier due to the previous one accidentally being demolished by a vehicle.
BUSSH/2402	Bus Shelters/Repair & Maintenance - Buildings	7,910	3,163	605	<b>-2,558</b>	There has been less demand for repairs year to date, however it is currently anticipated the annual budget will be required during the remainder of the year.
COMMD/8099z	Community Services Department/Capital Projects	-3,500	-877	-4,588	<b>-3,711</b>	Recharge of work carried out on the Edisford sports complex and play areas greater than budgeted.

## 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
EDFCP/2402	Edisford Car Park/Repair & Maintenance - Buildings	670	224	3,449	<b>3,225</b>	Repairs to drains have been carried out due to on-going problems with drainage in the Edisford area. It will be likely that Lancashire County Council will need to be involved in resolving the issue.
EDISF/2402	Edisford Park Toilets/Repair & Maintenance - Buildings	1,460	601	3,374	<b>2,773</b>	The toilets have been re-decorated: the building repairs and maintenance budget for the council will be reviewed at revised estimate.
FDFST/8827n	Clitheroe Food Festival /Food Festival Stalls (VATable)	-14,590	-14,590	-16,626	<b>-2,036</b>	Additional income was generated as the number of stalls provided was increased this year and a review of the charges was carried out.
FDFST/8828n	Clitheroe Food Festival /Food Festival Sponsorship	0	0	-4,000	<b>-4,000</b>	Sponsorship of the festival was attained that was not originally budgeted for.

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
GOWUA/8297N	PN07 OWU Grounds Maintenance Vehicle/Sale of Equipment/Materials	0	0	-3,500	<b>-3,500</b>	This mower was not originally planned to be disposed this year when the budget was prepared, however it's disposal has been necessary due to it being in a poor state of repair .The mower planned to be disposed is now being retained until 22/23. The receipt will be transferred to a reserve to be used towards funding the future capital programme.
GPLAN/2603	PLANT Grounds Maintenance/Repairs & Maintenance Outside Firm	14,240	4,748	1,874	<b>-2,874</b>	Lower level of repairs year to date.
GTSZA/8297N	PN06 TSZ Ground Maintenance Vehicle/Sale of Equipment/Materials	0	0	-4,500	<b>-4,500</b>	Sale as part of the planned vehicle replacement programme. The receipt will be transferred to a reserve to be used towards funding the future capital programme.
GVWGA/8297N	PN07 VWG Grounds Maintenance Vehicle/Sale of Equipment/Materials	0	0	-2,100	<b>-2,100</b>	Sale as part of the planned vehicle replacement programme. The receipt will be transferred to a reserve to be used towards funding the future capital programme.

## 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
PKADM/0130	Grounds Maintenance/Temporary Staff	16,410	5,474	3,257	-2,217	Vacancy savings for the temporary grounds maintenance post in April and May.
PLATG/2809	Platform Gallery and Visitor Information/Non Recurring Purchases	0	0	3,814	3,814	Installation of a new computer connection to the gallery.
RCOLL/0160	Refuse Collection/Drivers Wages	244,830	81,672	78,942	-2,730	A loader has changed post and become a driver therefore they should be funded by the Drivers budget. An appropriate cost will be transferred from Loaders Wages.
RCOLL/2961	Refuse Collection/Protective Clothing	10,340	3,834	1,820	-2,014	Demand for protective clothing is lower year to date than budgeted, however this is expected to increase during the course of the year.

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
RCOLL/8597n	Refuse Collection/Bin Hire Scheme	0	0	-4,936	<b>-4,936</b>	The budget for this income is within TRREF therefore this income will be transferred to the appropriate cost centre.
RCRKA/2602	SY11 CRK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,600	2,868	7,751	<b>4,883</b>	Repairs to date are higher than estimated, these will be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
RDKAA/2602	VN17 DKA Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	16,410	5,474	9,021	<b>3,547</b>	Repairs to date are higher than estimated, these will be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
RHNXA/2602	VU60 HNX Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	16,410	5,474	8,310	<b>2,836</b>	Repairs to date are higher than estimated, however the vehicle has now been disposed.

## 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
RHNXA/2612	VU60 HNX Dennis Refuse Disposal Vehicle/Diesel	21,850	7,282	4,090	<b>-3,192</b>	Saving on diesel usage due to the disposal of the vehicle.
RIBCP/8420n	Ribchester Car Park/Car Park Charges	-17,520	-6,662	-8,707	<b>-2,045</b>	Usage of the car park year to date is higher than estimated.
RJZOA/2612	PK63 JZO Hile Refuse Disposal Vehicle/Diesel	16,340	5,448	7,536	<b>2,088</b>	Diesel usage higher than estimated.
RPOOL/0180	Ribblesdale Pool/Pool Attendants Wages	63,670	21,240	17,361	<b>-3,879</b>	Vacancy savings for a pool attendant post for several months.



## 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/2809	Ribblesdale Pool/Non Recurring Purchases	0	0	4,025	<b>4,025</b>	Installation of a new computer connection to the pool.
RPOOL/2881	Ribblesdale Pool/Purchase of Equipment & Materials	4,840	2,382	7,325	<b>4,943</b>	Overspend includes the replacement of the pool heater exchange due to failure of the existing one (£4,213).
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-75,690	-23,488	-18,865	<b>4,623</b>	Income is lower than estimated due to lower participation.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-53,120	-17,141	-13,353	<b>3,788</b>	Income is lower than estimated due to lower participation.

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/89041	Ribblesdale Pool/Parent and Child Swimming Lessons	0	0	-3,955	<b>-3,955</b>	Additional income was received following the introduction of Parent and Child swimming lessons after the budget was prepared.
RTKNA/2612	VU06 TKN Dennis Refuse Disposal Vehicle/Diesel	15,340	5,116	2,020	<b>-3,096</b>	Saving on diesel usage due to the disposal of the vehicle.
RUVVA/2602	VO13 UVV Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	0	0	2,742	<b>2,742</b>	This is a new vehicle addition replacing VU06 TKN. The remaining budget from the disposed vehicle will be reallocated to provide a budget for the new addition.
RUVVA/2612	VO13 UVV Dennis Refuse Disposal Vehicle/Diesel	0	0	4,881	<b>4,881</b>	This is a new vehicle addition replacing VU06 TKN. The remaining budget from the disposed vehicle will be reallocated to provide a budget for the new addition.

## 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
SDEPO/2402	Salthill Depot/Repair & Maintenance - Buildings	12,530	6,022	8,035	<b>2,013</b>	Expenditure year to date is higher than estimated however this is not expected exceed the annual budget.
SDEPO/2456	Salthill Depot/Metered Water Supplies	6,790	2,264	6,395	<b>4,131</b>	A fault with the under chassis power washer resulted in its water supply failing to be turned off automatically. This caused excessive water charges but this has now been rectified.
SHOVL/2602	JCB Waste Master Loadall/Vehicle Repairs & Maintenance	3,440	1,148	4,501	<b>3,353</b>	There have been various repairs required to ensure the vehicle carries out its essential role in weighing waste that has been collected.
STCLE/2602	Street Cleansing/Vehicle Repairs & Maintenance	2,550	2,286	127	<b>-2,159</b>	Minimal repairs required year to date.

## 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
TFRST/3085	Waste Transfer Station/Consultants	0	0	2,124	<b>2,124</b>	Hire of consultant to carry out WAMITAB inspection work.
UPACT/8729n	Up and Active Service/Up and Active Contract Fee	-107,130	-26,783	-28,838	<b>-2,055</b>	Increase in the annual contract costs reimbursed by the Up and Active Scheme.
VEHCL/2881	Vehicle Workshop/Purchase of Equipment & Materials	3,210	2,336	6,924	<b>4,588</b>	Modification of the existing Crypton brake tester (£4,633) by the addition of a PC workstation and database. Agreed by CMT as being a more cost effective option rather than a full replacement of the equipment.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-110,400	-35,328	-31,256	<b>4,072</b>	Under recovery of recharges year to date due to sickness absences.

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
WHLLY/2402	Whalley Toilets/Repair & Maintenance - Buildings	1,000	394	3,966	<b>3,572</b>	It has been necessary to carry out essential work to replace timber doors with metal due to persistent vandalism: a virement is being sought to fund this by savings in buildings repairs and maintenance work at other sites.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

Agenda Item No 12

meeting date: 3 SEPTEMBER 2019  
 title: CAPITAL MONITORING 2019/20  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

## 1 PURPOSE

1.1 To provide members with information on the progress of this Committee's 2019/20 capital programme, for the period to the end of July 2019.

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 BACKGROUND

2.1 Ten new capital schemes for this Committee's original estimate budget, totalling £1,912,440, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.

2.2 In addition to the original estimate budget, the following budget changes have been made so far in 2019/20:

- £2,290 of the 2019/20 budget for the Edisford Sports Complex scheme was moved into 2018/19 to fund early work on that scheme in 2018/19. Thus, £2,290 has been reduced from the 2019/20 budget for the scheme.
- Three capital schemes were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £57,870, is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in May 2019.
- One new scheme, totalling £11,500, was approved by Policy and Finance Committee in April 2019. This is known as an additional approval.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of fourteen schemes is £1,979,520. This is shown at Annex 1.

## 3 CAPITAL MONITORING 2019/20

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of July 2019. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET					EXPENDITURE	
Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
1,912,440	-2,290	57,870	11,500	1,979,520	615,455	-1,364,065

- 3.2 At the end of July 2019 £615,455 had been spent or committed. This is 31.1% of the annual capital programme budget for this Committee.
- 3.3 Of the fourteen schemes in the capital programme, five schemes have been completed by the end of July 2019 and the other nine schemes are currently on track to be completed in-year at this stage.
- 3.4 The main reasons for the underspend on the full year budget to date are:

- **Edisford Sports Complex (-£1,226,148):** The scheme is progressing well at the end of July 2019. The main contract work is on track for completion in September 2019, whilst all non-contract items are expected to be completed in October 2019, the main ones being purchase of a pitch maintenance tractor and furniture and equipment for the new building.

The capital scheme budget for the facility was first estimated at £1,430,440 and was approved by Policy and Finance Committee in February 2019. Since this time the main element of the works have been tendered and the contract awarded at a lower price. After allowing for contingencies the budget will be revised to reflect the successful tender and the other associated costs of the scheme to £1,323,010. Whilst unexpected costs may arise at any point during a project of this size, the indication at this time is that the full scheme will be within budget. The 2019/20 element of this overall budget is £1,320,720, after allowing for the £2,290 budget used on early work in 2018/19.

The scheme will not be financially complete at the end of 2019/20, as the main contract retention payment, based on 5% of the final contract costs including variations, cannot be paid until twelve months after the completion of the main work on the contract. The latest estimate of this retention amount is £61,730.

The revised budget and the contract retention amount will be included in the Capital Programme Revised Estimate budget, to be recommended to this Committee in January 2020.

- **Replacement of CCTV System (-£60,000):** CCTV requirements are being specified currently, which will form the basis for tenders to be requested by October 2019. The aim is for the scheme to be completed by February/March 2020.
- **Play Area Improvements 2019/20 (-£37,709):** Initial work to date has been on playgrounds checking and various refurbishment work by Works Administration and Grounds Maintenance teams plus time input from the Amenity Cleansing Manager. Main improvement and refurbishment works will be planned for October 2019 onwards, based on playground assessments after the school summer holidays in September 2019. The aim is to complete this work by the end of November 2019. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.
- **Replacement Mini Tractor with Bucket PN05 BYS (-£22,000):** Quotes have been received and an order has been placed in August 2019. Delivery is expected by October 2019.
- **Automatic Access Barrier – Edisford River Bank (-£7,374):** Preparatory works were in progress at the end of July 2019 and the access barrier is to be fitted by the end of August 2019. Further surfacing works around the barrier will be undertaken in September 2019 to complete the scheme. The scheme will come in under budget as the originally planned camera and software entry system is not feasible to fit as part of this scheme.

- **Replacement Gang Mower rvbc009 (-£5,600):** This scheme is now complete and the mower was purchased at a lower price than budgeted for.

#### 4 CONCLUSION

- 4.1 At the end of July 2019 £615,455 had been spent or committed. This is 31.1% of the annual capital programme budget for this Committee.
- 4.2 Of the fourteen schemes in the capital programme, five schemes have been completed by the end of July 2019 and the other nine schemes are currently on track to be completed in-year at this stage.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM9-19/AC/AC  
23 August 2019

For further background information please ask for Andrew Cook.  
BACKGROUND PAPERS – None



## Community Services Committee - Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
PLAYT	Play Area Improvements 2019/20	40,000	0	0	0	40,000	2,291	-37,709
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	0	10,000	10,000	0
RCCTV	Replacement of CCTV System	60,000	0	0	0	60,000	0	-60,000
RVHNX	Replacement of Refuse Collection Vehicle VU60 HNX	227,000	0	0	0	227,000	224,602	-2,398
RVTKN	Replacement of Paper Collection Vehicle VU06 TKN	50,000	0	0	0	50,000	51,322	1,322
GVG MW	Replacement Gang Mower (rvbc009)	30,000	0	0	0	30,000	24,400	-5,600
GVBYS	Replacement Mini Tractor with Bucket PN05 BYS	22,000	0	0	0	22,000	0	-22,000
GVJCB	Replacement of JCB Gravemaster Digger (rvbc005)	29,000	0	0	0	29,000	29,400	400
AABED	Automatic Access Barrier – Edisford River Bank	14,000	0	0	0	14,000	6,626	-7,374
ESCPX	Edisford Sports Complex	1,430,440	-2,290	0	0	1,428,150	202,002	-1,226,148
PLAYS	Play Area Improvements 2018/19	0	0	18,870	0	18,870	18,315	-555
GVKJJ	Replacement Truck (Ford) c/w tail lift PE60 KJJ	0	0	37,500	0	37,500	35,740	-1,760
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	1,500	0	1,500	0	-1,500
CPHFT	Replacement of Leased Car Parking Van KR16 HFT	0	0	0	11,500	11,500	10,757	-743
<b>Total Community Services Committee</b>		<b>1,912,440</b>	<b>-2,290</b>	<b>57,870</b>	<b>11,500</b>	<b>1,979,520</b>	<b>615,455</b>	<b>-1,364,065</b>

## Community Services Committee – Capital Programme 2019/20

### Play Area Improvements 2019/20

Service Area: Ribble Valley Parks

Submitted by: Mark Beveridge

#### 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 scheme 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.

Without this annual budget the play areas would quickly fall into disrepair and reach a point where equipment would need to be removed and eventually the area would be closed.

#### Revenue Implications:

None – Existing service.

#### Timescale for Completion:

2019/20.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	40,000	2,291	-37,709
ANTICIPATED TOTAL SCHEME COST	40,000		

#### Progress – Budget Holder Comments:

**July 2019:** Initial work to date has been on playgrounds checking and various refurbishment work by Works Administration and Grounds Maintenance teams plus time input from the Amenity Cleansing Manager. Main improvement and refurbishment works will be planned for October 2019 onwards, based on playground assessments after the school summer holidays in September 2019. The aim is to complete this work by the end of November 2019. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.

## Community Services Committee – Capital Programme 2019/20

### Replacement of Refuse Wheelie Bins

Service Area: Refuse Collection

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

Although there is an annual revenue budget for replacing bins it is recognised that there will be a need for a more substantial annual capital scheme for replacement of bins due to age and fatigue.

This scheme will cover a selection of bin sizes and colours. There are approx 25,000 properties receiving a 3 stream waste collection comprising 3 bins.

#### Revenue Implications:

None.

#### Timescale for Completion:

YPO tender September. Delivery after 12 weeks lead in.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	10,000	10,000	0
ANTICIPATED TOTAL SCHEME COST	10,000		

#### Progress – Budget Holder Comments:

July 2019: SCHEME COMPLETE – Bins received and paid for in April 2019.

## Community Services Committee – Capital Programme 2019/20

### Replacement of CCTV System

Service Area: Crime Prevention

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The CCTV system provides a sense of security to the people of Ribble Valley covering Clitheroe, Whalley and Longridge town centres. It was installed in 2002 and comprises 23 cameras, switchgear and monitoring equipment. The cameras are analogue and are no longer maintainable.

The proposal is to replace all analogue cameras and the switchgear.

As part of the scheme the police will be asked for details of any areas where further cameras may be beneficial. Any increased camera coverage suggested by them will be considered and may see an increase in budget, if needed.

#### Revenue Implications:

Some of the cameras are starting to fail/experience problems and due to the obsolete nature of many of the cameras, the Council now has to fully replace them rather than undertake repairs.

#### Timescale for Completion:

Tender 6 weeks, lead in time 6 weeks, contract 2 months.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	60,000	0	-60,000
ANTICIPATED TOTAL SCHEME COST	60,000		

#### Progress – Budget Holder Comments:

July 2019: CCTV requirements are being specified currently, which will form the basis for tenders to be requested by October 2019. The aim is for the scheme to be completed by February/March 2020.

## Community Services Committee – Capital Programme 2019/20

### Replacement of Refuse Collection Vehicle VU60 HNX

Service Area: Refuse Collection

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

This scheme is for the replacement of Refuse Collection Vehicle VU60 HNX. This scheme follows the vehicle and plant replacement programme that supports the 7 front-line RCVs and the 1 cover RCV that are necessary for the current collection regime.

#### Revenue Implications:

The new vehicle will be more fuel efficient and have lower carbon emissions than the existing vehicle it replaces. Fuel saving estimated to be 5% = 1,000 litres/per year/per vehicle.

#### Timescale for Completion:

Minimum 30 week procurement period (including post tender stand-still period and vehicle commissioning).

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	227,000	224,602	-2,398
ANTICIPATED TOTAL SCHEME COST	224,602		

#### Progress – Budget Holder Comments:

July 2019: The refuse collection vehicle was delivered in July 2019 and was subsequently paid for in August 2019.

## Community Services Committee – Capital Programme 2019/20

### Replacement of Paper Collection Vehicle VU06 TKN

Service Area: Refuse Collection

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

There are two vehicles dedicated to the daily waste paper and cardboard collection rounds. The two dedicated vehicles were purchased in 2013 for £12,000 each on the second-hand market and have a shorter life expectancy because of this. One vehicle, VU06 TKN, is programmed for replacement in 2019/20.

#### Revenue Implications:

Annual maintenance savings, -£300.

#### Timescale for Completion:

One month tender - delivery period not known.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	50,000	51,322	1,322
ANTICIPATED TOTAL SCHEME COST	51,322		

#### Progress – Budget Holder Comments:

**July 2019:** SCHEME COMPLETE – The second-hand paper collection vehicle and CCTV equipment required were both received and paid for in April 2019. Corporate Management Team approved purchase of the vehicle and CCTV equipment for £51,322 in February 2019, at an amount that was £1,322 above the initial budget set. In addition, the purchase was approved as exempt from normal tendering by the S151 and Legal Officers, as reported to Community Committee in March 2019. These approvals were made given that when purchasing a second-hand vehicle of this type there would only normally be one supplier that would have a suitable vehicle, so normal procurement procedures, of obtaining several quotes, could not be followed.

## Community Services Committee – Capital Programme 2019/20

### Replacement Gang Mower (rvbc009)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

This machine is in the programme for replacement in 2019/20. This is the main grass cutting mower for the large open spaces across the Borough. It is intensively used through the growing period and there is no cost effective alternative for dealing with these large spaces. Small ride on machines used for more compact areas of grass on estates would not be suitable for spaces such as Edisford. This item is towed behind the large tractor and transported across the Borough.

#### Revenue Implications:

None identified.

#### Timescale for Completion:

This is a standard item and delivery from order is expected within 8 weeks.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	30,000	24,400	-5,600
ANTICIPATED TOTAL SCHEME COST	24,400		

#### Progress – Budget Holder Comments:

July 2019: SCHEME COMPLETE – The new mower was delivered in May 2019 and paid for in June 2019.

## Community Services Committee – Capital Programme 2019/20

### Replacement Mini Tractor with Bucket PN05 BYS

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

This tractor is in the programme for replacement in 2019/20. This is used for cemetery work and general work across the Borough, such as soft landscaping work in the Castle and other open spaces.

This machine removes the expense of employing contractors to provide this type of equipment on a hire basis. Such an approach would not be a cost effective approach to carrying out the work.

#### Revenue Implications:

None.

#### Timescale for Completion:

This is a standard item and delivery from order is expected within 8 weeks.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	22,000	0	-22,000
ANTICIPATED TOTAL SCHEME COST	22,000		

#### Progress – Budget Holder Comments:

July 2019: Quotes have been received and an order has been placed in August 2019. Delivery is expected by October 2019.



## Community Services Committee – Capital Programme 2019/20

### Replacement of JCB Gravemaster Digger (rvbc005)

Service Area: Works Administration

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

It is proposed to replace the JCB Gravemaster with a new grave digging machine to deal with more difficult ground conditions at the cemetery.

#### Revenue Implications:

Annual maintenance savings, -£300.

#### Timescale for Completion:

One month tender - delivery period not known.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	29,000	29,400	400
ANTICIPATED TOTAL SCHEME COST	29,400		

#### Progress – Budget Holder Comments:

**July 2019:** The new digger and trailer were delivered and paid for by June 2019. The breaker element of the scheme will be delivered by September 2019. Approval was received from the S151 officer to add in a trailer to the scheme, as the trailer is needed to move the digger around where required.

## Community Services Committee – Capital Programme 2019/20

### Automatic Access Barrier – Edisford River Bank

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

The access to the river bank car park is currently via a gate which is unlocked using a RADAR key or one of the Council master keys. This presents an ongoing problem of the gate being left unlocked, allowing vehicles onto the river bank area which should not be there and vehicles getting locked in after a key holder goes out through an open gate and locks it behind them. During the recent summer, there were over 40 cars parked on the grass on busy Sundays and Bank Holidays, creating a serious safety hazard for the families using the grass for picnics etc.

It is proposed to replace the gate locked with a padlock, with an automatic barrier linked to the CCTV room. This would be operated via a fob which would be issued by the Council to Blue Badge holders who applied for one, with a deposit payable for the fob. For disabled people who did not have a fob but wanted access, the link to CCTV would enable the staff to provide access for vehicles. This arrangement would ensure that access to the river bank area was controlled and reduce the risk of a potentially fatal collision between a vehicle and a pedestrian.

#### Revenue Implications:

Annual Maintenance, £1,000 per annum.

#### Timescale for Completion:

Within six months of placing an order.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Total Approved Budget 2019/20	14,000	6,626	-7,374
ANTICIPATED TOTAL SCHEME COST	14,000		

#### Progress – Budget Holder Comments:

**July 2019:** Preparatory works were in progress at the end of July 2019 and the access barrier is to be fitted by the end of August 2019. Further surfacing works around the barrier will be undertaken in September 2019 to complete the scheme. The scheme will come in under budget as the originally planned camera and software entry system is not feasible to fit as part of this scheme.

## Community Services Committee – Capital Programme 2019/20

### Edisford Sports Complex

Service Area: Edisford

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

There is demand for more and better artificial surfaces to allow and sustain the development of sport and community activity in the Borough. This scheme meets that demand through the following development at the Edisford site:

- New full size 3G artificial pitch and refurbishment of the existing surfaces on-site.
- New toilet block, storeroom and classroom for schools, parties and coaching courses use.

#### Revenue Implications:

2019/20 additional net expenditure (part year) = £8,120.

Additional net expenditure per annum from 2020/21 onwards (full year) = £12,630.

#### Timescale for Completion:

Tenders sought - early 2019.

Start on site - May 2019.

Completion - September 2019.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	1,430,440		
Budget Moved from 2018/19	-2,290		
<b>Total Approved Budget 2019/20</b>	<b>1,428,150</b>	<b>202,002</b>	<b>-1,226,148</b>
Actual Expenditure 2018/19	2,292		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>1,323,010</b>		

#### Progress – Budget Holder Comments:

**July 2019:** The scheme is progressing well at the end of July 2019. The main contract work is on track for completion in September 2019, whilst all non-contract items are expected to be completed in October 2019, the main ones being purchase of a pitch maintenance tractor and furniture and equipment for the new building.

**Community Services Committee – Capital Programme 2019/20**

The capital scheme budget for the facility was first estimated at £1,430,440 and was approved by Policy and Finance Committee in February 2019. Since this time the main element of the works have been tendered and the contract awarded at a lower price. After allowing for contingencies the budget will be revised to reflect the successful tender and the other associated costs of the scheme to £1,323,010. Whilst unexpected costs may arise at any point during a project of this size, the indication at this time is that the full scheme will be within budget. The 2019/20 element of this overall budget is £1,320,720, after allowing for the £2,290 budget used on early work in 2018/19.

The scheme will not be financially complete at the end of 2019/20, as the main contract retention payment, based on 5% of the final contract costs including variations, cannot be paid until twelve months after the completion of the main work on the contract. The latest estimate of this retention amount is £61,730.

The revised budget and the contract retention amount will be included in the Capital Programme Revised Estimate budget, to be recommended to this Committee in January 2020.

## Community Services Committee – Capital Programme 2019/20

### Play Area Improvements 2018/19 (Slippage)

Service Area: Ribble Valley Parks

Submitted by: Mark Beveridge

#### 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.

#### Revenue Implications:

None – Existing service.

#### Timescale for Completion:

2018/19.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	18,870		
<b>Total Approved Budget 2019/20</b>	<b>18,870</b>	<b>18,315</b>	<b>-555</b>
Actual Expenditure 2018/19	21,610		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>39,925</b>		

#### Progress – Budget Holder Comments:

**July 2019:** SCHEME COMPLETE – Slippage playground refurbishment work on eight play areas, which was ordered in March 2019, was completed and paid for in May 2019.

**March 2019:** A significant element of equipment replacement and refurbishment work, being undertaken by an external contractor across eight play areas, was in progress but not completed at the end of March 2019. It is estimated that this work will be completed by the end of June 2019. Slippage of £18,870 into 2019/20 is requested to fund this work.

**Community Services Committee – Capital Programme 2019/20**

**September 2018:** Spend to date has been for grounds maintenance work, Whalley Woodland gate work, Proctors Field painting, slide work and new swings and bumper seats. Main improvement works are being planned from October 2018 onwards. This will include refurbishment work, based on playground assessments after the school summer holidays, and larger schemes for multi-play equipment at Highfield Road and wetpour refurbishment work at Barrow play area. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2019 to ensure any work which may occur as a result of vandalism can be funded.

**July 2018:** Spend to date has been for grounds maintenance team work, new swing seats, Whalley Woodland gate work and Proctors Field painting. Main improvement works will be planned for October 2018 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2019 to ensure any currently unforeseen work can be funded.

## Community Services Committee – Capital Programme 2019/20

### Replacement Truck (Ford) c/w Tail Lift PE60 KJJ (Slippage)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

This scheme is for the replacement of the Ford truck with tail lift, PE60 KJJ. This vehicle is used in the grounds maintenance section to transport ride on and pedestrian machines, along with other machinery and equipment used to carry out work in areas such as Longridge, Ribchester, Chipping. It was purchased in 2011, by the time of renewal it will be 7 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The tail lift is necessary to get the machinery on and off the vehicle.

**NOTE - Following a review of the condition of some of the Council's vehicles in early 2019, the replacement Tail Lift vehicle purchased to replace the Ford Tail Lift Truck PE60 KJJ has instead replaced a High Top Transit Van PK06 HKA, which was in a poor state of repair. The Ford Tail Lift Truck PE60 KJJ will now continue to be used until it is replaced in 2022/23 with a high top transit van - 2022/23 is when the High Top Transit Van PK06 HKA was previously planned for replacement.**

#### Revenue Implications:

None – Existing service.

#### Timescale for Completion:

2018/19.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	37,500		
<b>Total Approved Budget 2019/20</b>	<b>37,500</b>	<b>35,740</b>	<b>-1,760</b>
Actual Expenditure 2018/19	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>35,740</b>		

#### Progress – Budget Holder Comments:

July 2019: SCHEME COMPLETE – Vehicle delivered in June 2019 and paid for in July 2019.

**Community Services Committee – Capital Programme 2019/20**

**March 2019:** The vehicle was ordered in October 2018. This is a specialist vehicle, built to a bespoke specification, so the build and delivery time is several months. Delivery is currently estimated to be in late May or early June 2019. Slippage of the £37,500 budget into 2019/20 is requested to fund this purchase.

**September 2018:** Quotes have been obtained and the preferred supplier will be confirmed in the near future. This is a specialist vehicle, built to a bespoke specification, so the build and delivery time for this vehicle will be several months longer than for the purchase of a standard specification vehicle.

**July 2018:** This is a specialist vehicle, to be built to a bespoke specification. The detailed specification has been developed with a potential supplier and quotes are now being obtained before the preferred supplier is chosen. The build and delivery time for this vehicle will be known only when the preferred supplier is chosen, but it is likely to be longer than for the purchase of a standard specification vehicle.



## Community Services Committee – Capital Programme 2019/20

### Off-Street Car Parks – Update of Payment Systems (Slippage)

Service Area: Car Park Administration

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The Council takes payment of off street car parking charges from the motorist either through an annual contract (payable in advance) or through a cash payment to the on-site pay and display parking machines. These machines (23 in total on the Council's 19 chargeable sites) accept payment by cash only. It is becoming more common for parking machines to accept cashless payments e.g. by debit / credit card and by transfer of funds initiated from the motorist's "smart-phone" and there is some expectation by customers that non-cash payment systems should be available. This scheme will upgrade the payment systems for car park payment machines to be able to accept the new £1 coin and to accept chip and pin payments.

NOTE 1 – The part of the scheme which would upgrade machines to be able to accept the new £1 coin was brought forward to be implemented in the 2016/17 financial year as revenue expenditure funded from earmarked reserves. The estimated value of that part of the original 2017/18 capital scheme, £6,000, was removed from the scheme. This left a 2017/18 capital scheme value of £14,550 to fund the upgrade of machines to be able to accept chip and pin payments.

NOTE 2 - The scheme budget was increased to £16,340, after approval of additional £1,790 budget at Policy and Finance Committee in September 2017, to cover the additional cost of the scheme based on the quote from the preferred supplier.

#### Revenue Implications:

None.

#### Timescale for Completion:

September 2017 onwards, if going ahead.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	1,500		
Total Approved Budget 2019/20	1,500	0	-1,500
Actual Expenditure 2018/19	14,840		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>16,340</b>		

#### Progress – Budget Holder Comments:

July 2019: Final lock changes work still awaited from the contractor. This work is planned for March 2020.

9-19cm

**Community Services Committee – Capital Programme 2019/20**

**March 2019:** The majority of the work on this scheme was completed in-year. However, the final element of work, lock changes to the vault area of the machines, was not completed by the contractor in-year. Slippage of £1,500 into 2019/20 is requested to fund this work in 2019/20.

**September 2018:** An order has been placed for refurbishing the seven car parking machines. At this stage, it is expected that the work will be completed by the end of the calendar year.

**July 2018:** An order will be placed in the coming weeks for refurbishing the seven car parking machines. At this stage, it is expected that the work will be completed by the end of the calendar year.

**March 2018:** The refurbishment work was planned for the final quarter of 2017/18. Following discussions with the preferred supplier who is refurbishing the seven car parking machines, there are issues with compatibility of the replacement mechanism and it will be later in 2018 before this can be resolved by the manufacturer, Thus, the scheme could not be completed in 2017/18.

**November 2017:** The work is due to be ordered and undertaken in the new calendar year and is expected to be completed by the end of the financial year. Following receipt of a further quote for this work, the preferred approach is to now upgrade by refurbishment of the pay and display machines rather than replacing them. The advantage is that six machines in total can be upgraded to accept chip and pin payments by this refurbishment approach, within the scheme budget available, rather than just the three machines identified for upgrade by replacement.

**August/September 2017:** The agreed scheme now involves replacing pay and display machines at three car parks, Edisford Road, Lowergate and Railway View, to accept chip and pin payments. The scheme budget has been increased to £16,340, after approval of the additional £1,790 budget at Policy and Finance Committee on 12 September 2017. The work will be planned for completion in-year.

**July 2017:** The chip and pin upgrade will be undertaken in-year at three car parks, subject to approval by this Committee of the proposed scheme included in the General Parking Report elsewhere on this agenda. If given the go ahead, the costs of the scheme will be £16,341, which is £1,791 higher than the current scheme budget of £14,550. The additional budget requirement can be funded from the 2017/18 revenue budget.

## Community Services Committee – Capital Programme 2019/20

### Replacement of Leased Car Parking Van KR16 HFT (Additional Approval)

Service Area: Car Park Administration

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

There are two car parking vans. Currently, one is leased and one is purchased. The leased vehicle is programmed to be replaced in May 2019. The cost for the lease is £2,414 per year. A purchased replacement would be approx £11,500.

Bearing in mind the purchased van was replaced after 9 years it has been decided that the most economic solution would be to purchase, rather than lease, the replacement for the currently leased van, KR16 HFT.

#### Revenue Implications:

Reduced lease costs, -£2,414 per year.

Increased annual maintenance costs (broad estimate), £750 per year.

#### Timescale for Completion:

2019/20 financial year.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Additional Approval 2019/20	11,500		
Total Approved Budget 2019/20	11,500	10,757	-743
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>11,500</b>		

#### Progress – Budget Holder Comments:

**July 2019:** The van was on order at the end of July 2019. It has subsequently been delivered in August 2019 and ply lining additional work is being undertaken in August 2019 which will complete the scheme.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 13

meeting date: 3 SEPTEMBER 2019  
title: CLITHEROE FOOD FESTIVAL 2019  
submitted by: DIRECTOR OF COMMUNITY  
principal author: MARK BEVERIDGE

### 1 PURPOSE

1.1 To provide an update on the 2019 event.

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 Council approved the 2019 Food Festival following receipt of a report to this committee at your meeting in October, 2018 (minute 377; 30.10.18).

2.2 This was the 9<sup>th</sup> edition of the food festival which historically has been delivered by the Borough Council, though until 2017, the Food Festival Company was instrumental in obtaining sponsorship and providing an overview of the preparations. That company was dissolved by the directors after the 2017 edition.

### 3 THE 2019 FOOD FESTIVAL

3.1 The 2019 Food Festival took place on the 10<sup>th</sup> August, 2019, based on a similar format to previous editions. The event was planned and organised by Council officers, with help from; Council staff who work on the day, undertaking various roles; volunteers; plus, external specialist assistance, e.g. first aid.

3.2 The event was staged in and around the centre of Clitheroe, closing Castle Street, King Street and King Lane, Market Place and the Market car park. The weather played a key role this year, limiting numbers attending, though this also meant that the people who came had more space to move around and browse the 100+ stalls. In previous years this has been an issue due to the high numbers of people that have packed the streets, making movement difficult.

3.3 The Clitheroe Food Festival contributes to our promotion of the area as a tourist destination and in our economic development role. Although there is only anecdotal evidence to support the economic and tourism impact of the event on the town, as there has never been an economic impact assessment of the event.

### 4 ISSUES

4.1 The amount of sponsorship attracted by the festival has steadily fallen over the past 4 years. This year the sum was £4k. In previous years the business contacts of the Directors of the Food Festival Company were the principal reasons why sponsorship was obtained. The return for sponsors has always been tenuous at best, with links by association through advertising and the web site, plus tickets to tastings or demonstrations. Arguably the sponsorship obtained would be more accurately termed patronage, given the value of the event to a sponsor. Managing sponsorship has been made difficult in recent years with some sponsors also being producers

therefore they have had space at the event to sell their products, there is of course an opportunity cost to this space, because it could be sold to other stall holders.

- 4.2 The festival is free to attend, with income principally obtained from stall holder fees and a small amount from tastings/demonstrations, whilst the park and ride seeks to break even. Being free, it cannot generate sufficient income to cover the cost of staging. That has always been the case and there is no way to change it, other than securing a sponsor large enough that they cover the costs currently borne by the Council, or if it were possible, relocating it to a site where entry could be controlled and an entry fee applied. The Castle field is an alternative location, but it is not viable due to the variability of the weather and the impact it has on the surface. This year, for example, the funfair was cancelled this year due to the rain.
- 4.3 The event relies on a substantial number of Council officers working to plan it and, on the day, to serve in various roles. There is a clear downward trend in the number of staff willing to on the day, and it may be necessary to look at alternative models of delivery for the future if the event continues to be supported by the Council. A more reliable and possible safer option would be to use a professional stewarding organisation to manage the crowds on the day, but that would be at considerable cost.
- 4.4 The event is only one day, which both concentrates attendance and limits the ability to spread the cost of staging it over two days. The reasons for staging it on one day is mainly the park and ride facility is only available for a Saturday. However, we also know that the staff resources of the Council would be severely stretched to run it into a second day, without a greater input from external sources and security would be a significant issue with all the stalls set up with produce and consumable items on the open street areas.
- 4.5 Due to the event being free to attend it brings with it the risks of large crowds with no easily discernible way of controlling numbers. There is an inherent safety risk in managing the crowd and further work will need to be considered to ensure that public safety is maintained.

## 5. RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
  - Resources – a full report showing the financial outturn will be submitted to the Committee in October.
  - Technical, Environmental and Legal - The success of the event in attracting people to Clitheroe makes safety a constant challenge given the limited street space available within the town.
  - Political – none
  - Reputation - The 2019 Festival was a well-run event which enhances the Council's reputation. The general feedback from attendees was very positive, despite the weather.
  - Equality and Diversity – The festival is located on the streets of the town and all areas are accessible. Demonstrations are located in accessible buildings.

## **8. CONCLUSION**

- 8.1 The financial position with regard to this year's festival was not complete at the time of writing this report and a further report will be brought to a future meeting of Committee.
- 8.2 In operational terms, this year's event went well despite the weather, which limited attendances to manageable levels.

MARK BEVERIDGE  
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – CFF File

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No.

meeting date: 3<sup>RD</sup> SEPTEMBER 2019  
 title: 2018/2019 YEAR-END PERFORMANCE INFORMATION  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

- 1.1 This is the year-end report of 2018/2019 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

### 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee for 2018/19. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2018/2019 data and 2017/2018 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
  - Targets for service performance for the year 2018/2019 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Targets have also been provided for 2019/2020.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 5 indicators that can be compared to target:
  - 80% (4) of PIs met target (green)
  - 20% (1) of PIs close to target (amber)

- 0% (0) of PIs missed target (red)
- 2.6 Analysis shows that of the 5 indicators where performance trend can be compared over the years:
- 80% (4) of PIs improved
  - 0% (0) of PIs stayed the same
  - 20% (1) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 In respect of PIs for Engineering Services, Adrian Harper, Head of Engineering Services, has provided the following information regarding performance and targets:
- **PI ES10 (NI 192) - Percentage of household waste sent for reuse, recycling and composting** – The public are confused about what can and can't be recycled. We are hoping this will change with the changes to the service – see note in the table.
- 4 RISK ASSESSMENT
- 4.1 The approval of this report may have the following implications
- Resources - None
  - Technical, Environmental and Legal – None
  - Political - None
  - Reputation – It is important that correct information is available to facilitate decision-making.
  - Equality & Diversity - None
- 5 CONCLUSION
- 5.1 Consider the 2018/2019 performance information provided relating to this committee.

**Michelle Haworth**  
 PRINCIPAL POLICY AND  
 PERFORMANCE OFFICER

**Jane Pearson**  
 DIRECTOR OF RESOURCES









BACKGROUND PAPERS:

REF: MH/A&A/











For further information please ask for Michelle Haworth, extension 4421



# APPENDIX 1

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

## Engineering Services Performance Information 2018/2019

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
<b>PI ES1</b>	Number of reported missed collections per 100,000 population	17	17	15	17	17			Target has been set at the same figure - there have been no changes as yet due to loss of cost share.	To retain weekly collections of residual waste
<b>PI ES2</b>	Percentage of missed collections put right in 24 hrs	98%	99%	100%	99%	99%			Target to remain at 99% until review has been carried out and report taken to committee.	To retain weekly collections of residual waste
<b>PI ES5</b>	Percentage of households receiving a three-stream collection service	96.58%	96.5%	96.7%	96.5%	96.5%			Target set to maintain performance	To retain weekly collections of residual waste
<b>PI ES9 (NI 191)</b>	Residual household waste per household	640	560	641	630	630			Target revised down as unable to achieve due to contamination in recycling and lack of willingness of public to recycle.	To retain weekly collections of residual waste
<b>PI ES10 (NI 192)</b>	Percentage of household waste sent for reuse, recycling and composting	28.52%	36.00%	29.90%	36.00%	36.00%			Target still not being achieved as the public are still unsure of what to recycle. LCC are in the process of increasing recycled materials and will follow this with new publicity - therefore the target has been maintained.	To retain weekly collections of residual waste

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No. 15

meeting date: 3 SEPTEMBER 2019  
 title: GENERAL REPORT  
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
 principal author: COLIN WINTERBOTTOM  
 CULTURAL AND LEISURE SERVICES MANAGER

### 1 PURPOSE

- 1.1 To provide an update on developments within the varying scope of Cultural and Leisure Services.

### 2 SPORTS DEVELOPMENT

#### 2.1 Local Football Facilities Plan

A coordinated attempt to identify the most favourable locations for future investment opportunities is being undertaken with the involvement of Lancashire FA, the Football Foundation, and consultants Knight Kavanagh and Page. There are three focus areas for investment based around;

- 3G Pitches - Full Sized and Small Sided
- Grass Pitches
- Pavilion and Changing areas

This research will help to develop a strategic approach towards directing funding support towards any new schemes across the Borough. The proposed timescale is for the plan to be completed by January 2020.

#### 2.2 Towards an Active Future

This is Pennine Lancashire's local delivery pilot, which aims to understand and test how to improve physical activity levels. To help the process of identifying those people in Ribble Valley who are most inactive, and how support could be directed to targeted groups effectively, specific intelligence relevant to Ribble Valley residents' physical activity levels, mental well-being and depression, 'worklessness', deprivation and obesity levels, has been made available. An on-line survey has been running which seeks information on what may incentivise people to be more active, and there will be facilitated consultation sessions with certain targeted groups to learn more about the factors which inhibit their participation in physical activity. A steering group has been working towards defining the outcomes for Ribble Valley, and preparing a plan of delivery and evaluation which will take place between 2019 and 2021.

### 3 RIBBLESDALE POOL

#### Programmed activities

Parent and Child lessons are now firmly established for babies and young children, and the pool now provides a continuous learn-to-swim opportunity. Completing the Swim England Pre-School Framework Awards builds up independence, and prepares children for the main Learn to Swim stages 1-7.

There has been a tendency for young swimmers to lose interest in swimming once they have completed the Learn to Swim Framework, so, commencing September 2019, those at the more advanced stages, who work towards distance badges, will

be able to attend lessons which enable progression to stages 8-10 of the Swim England Framework. They are also being invited to attend Rookie Lifeguard sessions. It is hoped that, by creating an enjoyable experience of life saving skills from an early stage, youngsters may pursue their interest, and progress to fully qualified lifeguards.

A new course, which has proved popular during the Summer holiday period, provided an opportunity for children to acquire snorkelling skills and techniques.

#### **4 PLATFORM GALLERY**

##### **Latest Exhibition**

The In Print exhibition, which will run from 13 July – 21 September 2019, has been well received, and sales of makers' prints and cards, so far, are pleasing.

This is a showcase of celebrated British printmakers, well established in their chosen field, promoting the use of both traditional and innovative printmaking techniques. There are 20 makers of all differencing printmaking styles and techniques represented, and something for everyone to admire.

Art and Craft stalls have been available for artists to hire on a seasonal basis, and these have proved successful in extending the display of artwork throughout the Gallery. There are approximately seven different artists/makers who hire the stall space for a three day period, and the next opportunities are planned for September and November.

#### **5 CONCLUSION**

- 5.1 This concludes the round-up of information for future development, along with current events within the Cultural and Leisure Services.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

COLIN WINTERBOTTOM.  
CULTURAL & LEISURE SERVICES MANAGER

For further information, contact Colin Winterbottom 01200 414588

Community Services/ 3.9.19/Colin Winterbottom/IW