

# 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/CMS  
your ref:  
date: 28 August 2018

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA

Switchboard: 01200 425111  
Fax: 01200 414488

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

Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 4 SEPTEMBER 2018** 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 22 May 2018 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

### DECISION ITEMS

- ✓ 5. Revisiting Member/Officer Protocol – report of Chief Executive – copy enclosed.
- ✓ 6. The Future of Bring Sites – report of Director of Community Services – copy enclosed.
- ✓ 7. Ribble Valley in Bloom and Christmas Lights Grants – report of Director of Community Services – copy enclosed.
- ✓ 8. Roefield Football Project – report of Director of Community Services – copy enclosed.

- ✓ 9. Kestor Lane, Recreation Ground, Longridge – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 10. Junior Park Run – report of Director of Community Services – copy enclosed.
- ✓ 11. Revenue Outturn 2017-18 – Report of Director of Resources – copy enclosed.
- ✓ 12. Revenue Monitoring 2018-19 – report of Director of Resources – copy enclosed.
- ✓ 13. Capital Monitoring 2018-19 – report of Director of Resources – copy enclosed.
- ✓ 14. 2017/18 Year End Performance Indicators – 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 COMMITTEE

Agenda Item No. 5

meeting date: 4 SEPTEMBER 2018  
 title: MEMBER/OFFICER PROTOCOL  
 submitted by: CHIEF EXECUTIVE  
 principal author: DIANE RICE, HEAD OF LEGAL AND DEMOCRATIC SERVICES

## 1 PURPOSE

1.1 To revisit the Member/Officer Protocol.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
  - Corporate Priorities - }
  - Other Considerations - }
- The Protocol is a public document which provides the framework within which Members and officers should operate.

## 2 BACKGROUND

2.1 In November 2017 the Council was the subject of a Peer Challenge Review, one of the recommendations of the Review was that the Council should re-visit its Member/Officer Protocol. No details about the issues that had been identified was provided.

2.2 A copy of the Protocol is attached as Appendix 1.

2.3 The Council's Chief Executive has asked that the Protocol be presented as a standing item to each Committee to remind Members and Officers of the guidance contained within the Protocol about the respective roles of Members, officers and how the relationship between Members and officers should be managed.

2.4 it is also an opportunity to make suggestions to the Accounts and Audit Committee on how the protocol could be strengthened and improved.

## 3 ISSUES

3.1 Any issues identified in relation to the Protocol by Committee, will be collated at each meeting and, if necessary, form the basis of changes to the Protocol as required, which will be considered by the Accounts and Audit Committee at their meeting in October.

## 4 RISK ASSESSMENT

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

- Resources – N/A.
- Technical, Environmental and Legal – N/A.
- Political – N/A.
- Reputation – N/A.

- Equality & Diversity – N/A.

**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Note the terms of the Council's Protocol for Member/Officer Relations.
- 5.2 Consider whether to suggest any changes to the Protocol to the Accounts and Audit Committee

DIANE RICE  
HEAD OF LEGAL & DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

**BACKGROUND PAPERS**

(If any)

For further information please ask for Diane Rice, extension 414418.

REF: DERtCMS/ALL

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 6

meeting date: TUESDAY, 4 SEPTEMBER 2018  
 title: THE FUTURE OF BRING SITES  
 submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES  
 principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

## 1 PURPOSE

1.1 To consider the future of Council bring sites in the borough.

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

Bring sites are areas in car parks and on streets, at which local authorities or third parties, provide containers ("banks") for the public to deposit recyclable materials

## 3 ISSUES

3.1 There are presently 15 Council operated bring sites in the Ribble Valley:

LOCATION	GLASS	CANS	TEXTILES & SHOES	BOOKS	PAPER
NUMBER OF CONTAINERS FOR COLLECTION					
Sainsbury's, Moor Lane Clitheroe	4	1	1	1	
Mitchell Street, Clitheroe	3		1	1	
Edisford Road, Clitheroe	4		1		
North Street, Clitheroe	3	1	1	1	
Sabden Car Park	3	1		1	
Ribchester	3		1		
Spread Eagle Car Park				1	
Village Hall, Downham	3	1		1	2
Bolton-by-Bowland			1	1	
Pendleton Car Park	4			1	
Calf's Head, Worston	4				
Village Hall, Chipping	3		1		
Parker's Arms, Newton	3				
Slaidburn Car Park	4	1	1		
<b>Monthly average weight over 7 months (tonnes)</b>	<b>3.4</b>		<b>1.5</b>	<b>0.2</b>	

3.2 There are 6 bring sites that have stopped or partially stopped operating:

- Booths Clitheroe – stopped except textiles and shoes;
- Booths Longridge – stopped;
- White Bull Gisburn – stopped;
- Pendle Hotel car park;

- Rendezvous- stopped;
- Bolton By Bowland – stopped all but textiles and shoes due to fly tipping;
- there is also a privately operated site at Sainsbury's Longridge.

- 3.3 The Council have always operated the sites to promote recycling in the borough. However, since the introduction of "kerbside recycling" 97% of residents now have access to recycling at home.
- 3.4 The main problems at bring sites include: fly tipping, vandalism, illegal deposit of trade waste and 'rogue' or unauthorised banks. This is the reason why a number of the above sites have stopped operating.
- 3.5 The only reason to keep the remaining ones operating would be for visitors to the area. However, the feeling from Parish Councils who see the everyday problems is that this reason is not enough.
- 3.6 Most of our neighbouring Councils have stopped operating bring sites due to the issues in 3.4 and whilst there are still a few bring sites in their areas they are operated by the owners of the car parks they are located on, normally supermarkets.
- 3.7 The glass, textiles, shoes and books collected are taken away by third parties. The cans and paper are collected by the Council.
- 3.8 The amount of collected recycling from the bring sites is included in the Council's recycling figures. However, the amount is quite small and there is a cost to the Council for the collection of the recycling and a cost for the clean up after the collection (see attached photographs).

#### 4. **RISK ASSESSMENTS**

The approval of this report may have the following implications:

Resources – There is a potential increase for fly tipping but this has not been borne out by our neighbouring Councils.

Technical, Environmental and Legal – None.

Political – The move may anger Parish Councils who want to continue with the scheme.

Reputation – None.

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

- 5.1 Agree to remove the Council operated bring sites but discuss with private car park owners the possibility of them taking the bring sites on.

ADRIAN HARPER  
HEAD OF ENGINEERING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

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



MITCHELL ST.



SLAIDBURN.

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 4<sup>th</sup> SEPTEMBER 2018  
title: RIBBLE VALLEY IN BLOOM AND CHRISTMAS LIGHTS GRANTS  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE

### 1 PURPOSE

1.1 To present the recommendations of the working group in relation to the allocation of grants under Ribble Valley in Bloom and to request delegation of the allocation of grants under Christmas Lights.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To be well-managed Council providing efficient and responsive services based on identified customer need.
- Other Considerations – None

### 2 BACKGROUND

2.1 The purpose of the RV in Bloom and Christmas Lights Grants is to provide voluntary organisations and Parish Councils with support for projects which enhance their parishes with flowers and lights.

### 3 ISSUES

3.1 The number of grants awarded is relatively small and relatively low in monetary value. They are however, very well received by the organisations in receipt of them.

3.2 The grants working group met in June to consider the applications made for Ribble Valley in Bloom grants. Five applications had been received from parish councils.

3.3 Applications for Christmas lights grants will be held in abeyance until late October at which point the working group will meet to consider those received. Delegation is requested for the working group to make allocations for these grants.

### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the following sums are available for distribution:  
Ribble Valley in Bloom and Christmas Lights - £2,060 plus balance carried forward of £192
- Technical, Environmental and Legal – A grant condition is that awards must be to organisations which primarily benefit residents of the parishes.
- Political - none

- Reputation – the grant programme is well received in the communities of the Ribble Valley and gives the Council an opportunity to support the parish councils.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Endorse the allocations by the working group outlined in appendix 1 in relation to Ribble Valley in Bloom grants and approve delegation of the same in future, and
- 5.2 Delegate to the Director of Community Services in consultation with the grants working group the allocation of Christmas Lights grants in due course.



MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES



JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

**BACKGROUND PAPERS**

None

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

## RIBBLE VALLEY IN BLOOM GRANTS 2018

<b>NAME</b>	<b>PROJECT</b>	<b>COSTS</b>	<b>RECOMMENDED GRANT</b>
Clitheroe Town Council	9 x 3 tier planters located at various sites in the town centre	£1,260	£250
Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council	Flower bed to commemorate RAF 100 planted in blue, white and gold outside Tosside village hall facing War memorial	£256	£182
Wilpshire Parish Council	Bedding plants for Wilpshire triangle summer display	£100	£50
Longridge Town Council	Provision of half barrel planters and flowers around the town	£1,428	£250
Slaidburn & Easington Parish Council	Flowers for tubs around the village and bulbs around Gisburn Forrest crossroads	£270	£100
		<b>TOTAL</b>	<b>£832</b>

DECISION

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

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Agenda Item No. 8

meeting date: TUESDAY, 4 SEPTEMBER 2018  
title: EDISFORD ARTIFICIAL PITCH PROPOSAL  
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE – HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To provide information on a revised financial offer from the Lancaster Foundation and Clitheroe Wolves Football Club (CWFC) to lease land from the Council to build an artificial pitch area (ATP) on the Council's existing ATP and the adjacent grass pitches and cricket wicket.
- 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 The Council owns and manages the grass and artificial football pitches at Roefield, together with an artificial cricket wicket alongside the tennis centre, (the centre itself is operated privately under a lease agreement with the Council). These facilities are provided for clubs and groups to hire, for which there are an annual set of charges fixed by Council.
- 2.2 This project in various forms has been considered previously by this Committee on four separate occasions.
- 2.3 On 16 May 2017 (minute 12), the Committee accepted a proposal in principle, which consisted of an indoor area, principally for football. This would be fully funded at a cost of around £1.2m by the Lancaster Foundation for Clitheroe Wolves, the LF also offered to refurbish the Council's existing artificial pitch area to the value of around £70,000.
- 2.4 On 29 August 2017 (minute 175), the Committee accepted a revised proposal, whereby the LF would still build an indoor facility. However they would provide the Council with match funding to make a funding bid to the Football Foundation to build a full size ATP, which would be owned and operated by the Council
- 2.5 On 17 October 2017 (minute 320), the Committee agreed the financial package being proposed for the Council to make a bid to the FF for funding, that included a full size ATP, amendments to the changing rooms to make them safeguard compliant and relocating the cricket wicket. The cost of the work was estimated at £950k, with up to £500k being sought from the FF and the balance from the LF.
- 2.6 On 13 March 2018 (minute 647), the Committee agreed a revised project proposal from the LF and CWFC, whereby they would create a new charity and the LF would fully fund 2 areas of ATP. One essentially covering the Council's existing site and an

adjacent full-size pitch. Both to be operated independently of the Council by a new charitable body. For leasing the land on which this would be built, the LF and CWFC proposed a cash and in-kind offer, to pay a £20,000 annual lease plus 10% of the available time would be given to the Council for sports development purposes. The scheme provided no additional changing rooms and no public toilets for the facility.

2.7 A copy of slides submitted by the Trustees for the proposed new charity are attached to this report.

### 3. THE NEW PROPOSAL

3.1 Since March the LF and CWFC have been working up the scheme and have now determined that the deal they had previously offered and Committee agreed to, is no longer suitable to them.

3.2 The revised offer being proposed is the Council only receives £10k for the first year of operation payable once the facility is built and then £20k pa thereafter. The 10% of slots available for sports development have been withdrawn.

### 4. FINANCIAL IMPLICATIONS OF THE NEW OFFER

#### ***Net loss of Revenue Income from the Site***

4.1 The net cost to the Council on the Edisford All Weather Facility cost centre (EALLW) in 2017/18 was £6,368. This net cost allows for such items as internal recharges, depreciation and also other costs associated with the separate changing rooms, which need to be removed to establish the true net cost/income from the facility.

	Original Estimate 2017/18	Actual 2017/18	Relating to Changing Rooms	Remaining Staffing costs as TUPE would not apply	Depreciation	Resulting True Net Cost of All Weather Facility
<b>Premises Related</b>						
Repair & Maintenance	3,100	1,437				<b>1,437</b>
Electricity	1,590	1,566				<b>1,566</b>
Business Rates	1,910	1,911				<b>1,911</b>
Premises Insurance	700	442				<b>442</b>
<b>Total Premises Related</b>	<b>7,300</b>	<b>5,356</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,356</b>
<b>Supplies and Services</b>						
Equipment & Materials	670	634	-450			<b>184</b>
Rental	100	0				<b>0</b>
<b>Total Supplies and Services</b>	<b>770</b>	<b>634</b>	<b>-450</b>	<b>0</b>	<b>0</b>	<b>184</b>
<b>Support Services</b>						
Internal Support Services	15,600	15,401		-15,401	<b>0</b>	<b>0</b>
<b>Total Support Services</b>	<b>15,600</b>	<b>15,401</b>	<b>0</b>	<b>-15,401</b>	<b>0</b>	<b>0</b>
<b>Depreciation and Impairment</b>						

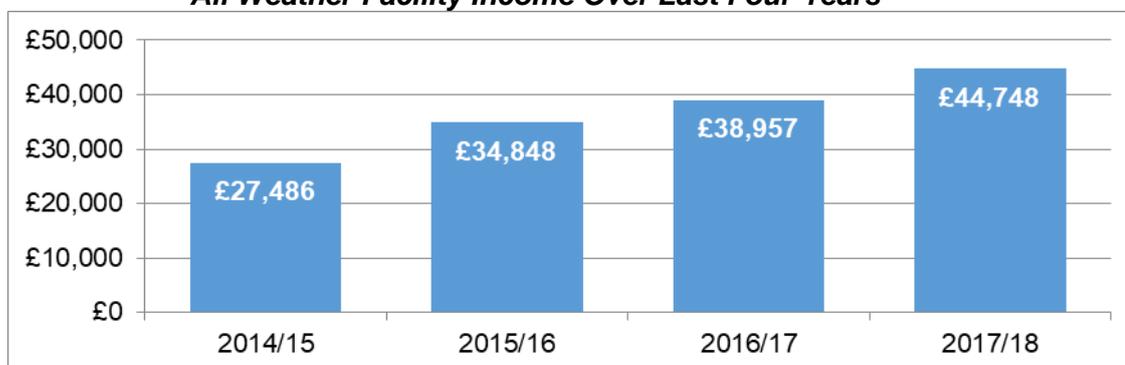
	Original Estimate 2017/18	Actual 2017/18	Relating to Changing Rooms	Remaining Staffing costs as TUPE would not apply	Depreciation	Resulting True Net Cost of All Weather Facility
Depreciation	26,030	30,153			-30,153	0
<b>Total Depreciation and Impairment</b>	<b>26,030</b>	<b>30,153</b>	<b>0.00</b>	<b>0.00</b>	<b>-30,153</b>	<b>0</b>
<b>Customer and Client Receipts</b>						
Income from use of the all-weather facility	-29,490	-44,748				-44,748
Hire of Changing Rooms	-1,190	-428	428			0
<b>Total Customer and Client Receipts</b>	<b>-30,680</b>	<b>-45,176</b>	<b>428</b>	<b>0.00</b>		<b>-44,748</b>
	<b>19,020</b>	<b>6,368</b>	<b>-22</b>	<b>-15,401</b>	<b>-30,153</b>	<b>-39,208</b>

- **Costs relating to changing rooms** – use of the all-weather facility also carries associated costs of the separate football pitch changing rooms. This allocation of costs would not be saved if the all-weather facility was no longer operated by the Council, but would be charged elsewhere (£450). There is also associated income in respect of other usage of the changing rooms, and this would also still exist (£428). The net cost in 2017/18 was therefore £22.
  - **Remaining staffing costs as TUPE would not apply** – these are costs incurred by the Council, largely in relation to staff time in Council departments that support such front line services as the all-weather facility eg pool staff taking bookings. These costs are recharged based on allocations of time spent working on different service areas. Due to the low level of time incurred in relation to this facility, the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) would mean that there would be no transfer of staff. As such this cost would not be saved if the all-weather facility was no longer operated by the Council. These costs in 2017/18 amounted to £15,401.
  - **Depreciation** - for local authorities, depreciation is largely an accounting adjustment made to represent the use of an asset and has no impact on the overall cost of Council services being reversed and adjusted through what is known as the Capital Adjustment Account and replaced by the true cost of borrowing. Depreciation charged (and later reversed) in relation to this service was approximately £30,153.
- 4.2 Based on the above adjustments, the true underlying net income of the site in 2017/18 to the Council was £39,208.
- 4.3 The development of the site would also impact on the income from the loss of a grass football pitch on the site. There is a relatively low level of income received from the hire of grass football pitches, being £2,580 from the nine pitches located at Edisford/Roefield. If averaged across the grass football pitches this would equate to lost income of approximately £290. No savings have been identified in respect of maintenance of the lost grass football pitch.
- 4.4 With regard to the cricket wicket, no income is currently received. However, should this be relocated, there would be an associated likely capital cost.

4.5 For revenue purposes the Lancaster Foundation/Clitheroe Wolves Football Club proposal would result in an overall net loss of income of £39,500, being the income lost from the all-weather facility and the average income from one grass football pitch.

4.6 Income has continued to increase following the £47,000 capital investment that the Council made in the current facility in 2015/16 (part funded by Sport England) when half of the facility had a new 3G surface installed.

**All Weather Facility Income Over Last Four Years**



**Future income and overall revenue financial impact**

4.7 In return for the site the Council have been offered £10,000 for the first year of operation of the new facility after construction followed by £20,000 per annum thereafter.

4.8 There have been two dates proposed for handover of the site, being October 2018 or April 2019. October 2018 is the favoured option for the Lancaster Foundation/Clitheroe Wolves Football Club proposal.

4.9 Based on these two proposed start dates and the lease offer that has been put forward, the financial impact for the Council is detailed below. Both scenarios assume 6 months for construction/completion and disregard the impact of any increases that would have been applied to fees and charges each year or inflation:

	Based on October 2018 Handover of Site and Assuming Completion in April 2019	Based on April 2019 Handover of Site and Assuming Completion in October 2019
<b>2018/19</b>		
Lost net income from existing all weather facility	29,590	0
Lost net income from grass pitches up to start date	150	0
Lease Income from the Proposal (£10K first year after completion followed by £20K per annum)	0	0
<b>Net Impact for 2018/19 (Net lost Income for RVBC)</b>	<b>29,740</b>	<b>0</b>
<b>2019/20</b>		

	Based on October 2018 Handover of Site and Assuming Completion in April 2019	Based on April 2019 Handover of Site and Assuming Completion in October 2019
Lost net income from existing all weather facility	39,210	39,210
Lost net income from grass pitches up to start date	290	290
Lease Income from the Proposal (£10K first year after completion followed by £20K per annum)	-10,000	-5,000
<b>Net Impact for 2019/20 (Net lost Income for RVBC)</b>	<b>29,500</b>	<b>34,500</b>
<b>2020/21</b>		
Lost net income from existing all weather facility	39,210	39,210
Lost net income from grass pitches up to start date	290	290
Lease Income from the Proposal (£10K first year after completion followed by £20K per annum)	-20,000	-15,000
<b>Net Impact for 2020/21 (Net lost Income for RVBC)</b>	<b>19,500</b>	<b>24,500</b>
<b>2021/22</b>		
Lost net income from existing all weather facility	39,210	39,210
Lost net income from grass pitches up to start date	290	290
Lease Income from the Proposal (£10K first year after completion followed by £20K per annum)	-20,000	-20,000
<b>Net Impact for 2021/22 (Net lost Income for RVBC)</b>	<b>19,500</b>	<b>19,500</b>

4.10 As can be seen above, the underlying future net loss of income to the Council from the proposal would be **£19,500 per annum**, excluding the impacts of inflation or increases in fees and charges.

4.11 The Lancaster Foundation/Clitheroe Wolves Football Club proposal suggests that the Council will benefit from increased car parking income at Edisford Road Car Park. It is not possible to assess whether this might be the case or not at this stage.

### ***Capital Programme Implications***

4.12 In respect of the capital programme, there is currently a scheme approved for the current financial year for the replacement of the current fittings and control gear with more energy efficient self-contained LED fittings. The budget for this scheme is £31,000 and is to be funded from the VAT Shelter Earmarked Reserve (£5,000) and the New Homes Bonus Earmarked Reserve (£26,000). Should this scheme no longer be required this would release the commitments that have been made against these two funding streams.

4.13 Should a decision be made to relocate the cricket wicket, it may be an option to use the above released resources to fund this, although there is very little income currently received from existing use (none in 2017/18).

4.14 In a desktop valuation by the District Valuer for the purposes of the Council's Statement of Accounts (March 2018), the current all-weather facility site was

estimated to have a remaining life of 10 years. The valuation of the site **for accounting purposes only** was structure £310,000 and land £50,000. It is important to highlight that this does not reflect sale value of the asset/site. A different valuation basis would be needed for this to be established.

## 5 ISSUES

- 5.1 The Council prudently budgets £30k for income from the existing facility, although demand for it is not fixed, hence in the past three years income has exceeded budget. Especially following the upgrade of the facility to a 3G surface.
- 5.2 This income was to be offset by the financial deal which the Council agreed in October 2017. The cash and kind agreement agreed meant the Council would be able to use the 10% of time on the pitches to help address issues of anti-social behaviour in the area, by providing activities for young people or provide opportunities for the financially disadvantaged to enjoy the facilities. That will no longer be possible.
- 5.3 The financial deal now being offered is undoubtedly worse in the long term for the general Council Tax payer. Over the 25 year life of the lease, the Council will lose a net income of £487,500. That subsidy will need to be found elsewhere from Council budgets.
- 5.4 The project was granted planning permission on 2 August and although the LF and CWFC issued a press release giving the impression that the scheme was to shortly commence, there is no signed lease agreement in place for them to commence construction. Members are reminded that a similar situation arose in Longridge where Berry Lane Medical Practice obtained planning permission, but could not reach an agreement with the Council for the land they needed to build upon.
- 5.5 The project if it were to commence in the autumn, would require all existing Council bookings to be cancelled. These include CWFC, but also many other users who would have to find alternative provision. Currently, the Council has not been able to provide any notice to any of these users as we do not have a start date for the scheme. From a user perspective, including the existing CWFC use, if the scheme is given permission, consideration should be given to that being on the condition it commences in the Spring to minimise the impact on all current users.
- 5.6 The new scheme makes no provision for cricket, unlike the Council scheme where the wicket would have been relocated, so that provision for junior cricket was protected. Indeed it was part of the grant requirements from the FF. There has been no such proposal made by the LF or CWFC. The cost of the relocation of the wicket was estimated at £11,500 in Oct. 2017. As this is not part of the new scheme, the current club will no longer be able to play there and the young people who use the facility will need to find alternative provision.
- 5.7 The scheme has no provision for changing rooms or any public toilet provision. The nearest building with such facilities is the Council's own changing room block for which charges apply for their use. The only other toilets are within the swimming pool and Roefield Sports Centre, neither of which are practical for an outdoor pitch.
- 5.8 Given the scale of the build, although no site plan has yet been received, it will clearly have an impact on the other grass pitches on the Roefield side with at least one grass pitch being lost to the scheme and throughout the winter period a number of the others will not be available to use, due to the size of the area needed for construction.

- 5.9 CWFC are proposing to create a new charity to run the facility, although the Charity Commission have yet to give their approval for it to be created. If a lease is granted it should only be to that new body with no opportunity for it to be assigned to anyone or any other organisation.
- 5.10 Depending upon the decision of this Committee, the Council will require the lease to be signed and then all the necessary site information will be required before work on site can commence. Otherwise the Council would be handing over the site to a new body with no guarantee the work would be completed in safe manner and that following completion the land over which large construction vehicles will need to pass, is reinstated properly to a standard the Council will accept. Otherwise the public purse runs the risk of having to make good the football fields post construction.

## 6 RISK ASSESSMENT

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

- Resources – The Lancaster Foundation/Clitheroe Wolves Football Club proposal would result in a future loss of income to the Council of £19,500 per annum, after the initial phasing of the lease payment has settled. There would be savings from the all-weather facility lighting capital scheme of £31,000, however part of this saving may be needed to relocate the cricket wicket. There would also be savings under the capital programme from any future replacement of the all-weather facility surface not currently within the five-year timescale of the capital programme.
- Technical, Environmental and Legal – Without a lease in place with the body which will run the facility, it could be assigned to any organisation. Therefore the lease must be with the new charity and with no assignment rights.
- Reputation – The provision of sport is not a statutory requirement for local and although the offer appears attractive on the surface, there may well be other sports groups in the borough who might see the proposed subsidy be asked of the Council as unfair.
- Equality and Diversity – The offer by the LF was made first and foremost to CWFC and although the new charitable body being proposed will require income from other users to defray running costs, it is unknown how much they will pay in comparison to the usage by CWFC.

## 6 RECOMMENDED THAT COMMITTEE

6.1 Committee consider carefully, whether to accept the reduced offer in light of the information now presented.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

## BACKGROUND PAPERS

None.

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



# Roefield 3G Financial Forecasting Model



**THE LANCASTER FOUNDATION & RVCST TRUSTEES**

**9<sup>th</sup> AUGUST 2018**

# ASSUMPTIONS

- OUTGOING COSTS ARE BASED ON INDUSTRY STANDARD ESTIMATES PROVIDED BY SURFACING STANDARDS LIMITED IN 2018 PRICES
- NO ALLOWANCE FOR INFLATION – 2018 PRICES (INITIAL SLIDES)
- RATES HAVE BEEN BENCHMARKED BASED ON OTHER LOCAL FACILITIES AND ON AGREED MATCH RATES WITH LANCASHIRE FA
- OPTIMISTIC IN TERMS OF UTILISATION
  - Staff / marketing to boost bookings
- IMPACT OF COUNCIL BOOKINGS
  - No income for council 10% bookings
- IMPACT OF WEEKEND BOOKING RESTRICTIONS AFTER 7PM
  - Planning condition likely to restrict weekend usage

# ANNUAL OUTGOINGS

## **ANNUAL MAINTENANCE COSTS**

**£4,715**

- Equipment replacement
- Contract cleaning
- Floodlight inspection, cleaning and bulb replacement

## **END OF LIFE REPLACEMENT COST (SINKING FUND)**

**£31,100**

- 3G turf replacement @ every 10 years
- Shock-pad replacement @ every 20 years

## **OTHER RUNNING COSTS**

**£71,850**

- Ground rent
- Staff costs
- Utilities
- Website & Marketing
- Insurance
- Pitch Testing (every 3 years)

## **TOTAL**

**£107,665**

# ANNUAL INCOMINGS

**IN SEASON – WINTER (23 WEEKS) £63,710**

- Wolves Training
- Weekend Matched
- 25% Utilisation

**IN SEASON – SPRING / AUTUMN (9 WEEKS) £18,720**

- Reduced Wolves Training
- Weekend Matches
- 25% Utilisation

**OFF SEASON – SUMMER (16 WEEKS) £20,040**

- Wolves Tournaments
- Summer Leagues (Walking Football, etc.)
- 18% Utilisation

**TOTAL £102,470**

Three fold increase in customer receipts.

# IMPACT OF 10% BOOKINGS GIFT TO RVBC

TOTAL VALUE OF COUNCIL BOOKINGS £43,560

- Based on the benchmarked rates
- 48 weeks a year

VALUE BASED ON 70% PEAK AND 25% OFFPEAK £25,146

- Slots likely to be booked by Wolves

# IMPACT OF PLANNING CONDITION

TOTAL VALUE OF WEEKEND BOOKINGS AFTER 7PM      £28,800

- OFF PEAK RATES

- 48 WEEKS

TYPICAL VALUE OF WEEKEND BOOKINGS AFTER 7PM      £4,400

- BOTH PITCHES 1 HOUR PER WEEK

- 48 WEEKS

# SUMMARY – WITH INFLATION

YEAR	1	2	3	4	5
<b>INCOMING</b>					
CUSTOMER RECEIPTS (NO COUNCIL BOOKINGS - NO WEEKEND EVENINGS)	£67,000	£81,200	£95,500	£99,600	£103,700
CUSTOMER RECEIPTS (WITH COUNCIL BOOKINGS 70% PEAK, 25% OFF PEAK - NO WEEKEND EVENINGS)	£92,100	£106,400	£120,600	£124,700	£128,800
CUSTOMER RECEIPTS (WITH 1 HOUR PER WEEK ON WEEKEND EVENINGS)	£96,500	£110,800	£125,000	£129,100	£133,200
<b>OUTGOING</b>					
MAINTENANCE	£4,900	£5,000	£5,200	£5,300	£5,500
OTHER COSTS	£12,500	£12,900	£13,300	£13,700	£14,100
GROUND RENT	£10,000	£20,000	£20,000	£20,000	£20,000
STAFF COSTS	£42,000	£44,000	£50,000	£53,000	£55,000
SINK FUND	£31,100	£31,100	£31,100	£31,100	£31,100
<b>TOTAL</b>	£100,500	£113,000	£119,600	£123,100	£125,700
PROFIT / LOSS (NO COUNCIL BOOKINGS - NO WEEKEND EVENINGS)	-£33,500	-£31,800	-£24,100	-£23,500	-£22,000
PROFIT / LOSS (WITH COUNCIL BOOKINGS 70% PEAK, 25% OFF PEAK - NO WEEKEND EVENINGS)	-£8,400	-£6,700	£1,000	£1,600	£3,200
PROFIT / LOSS (WITH 1 HOUR PER WEEK ON WEEKEND EVENINGS)	-£4,000	-£2,300	£5,400	£6,000	£7,600

# IMPACT ON RVBC ACCOUNTS

VALUES TAKEN FROM Pg103-105 RVBC 2018/19 BUDGET DOCUMENT

Edisford All Weather Pitch	Original Estimate 2017/18	Revised Estimate 2017/18	Original Estimate 2018/19
Premises Related Expenditure	7600	7600	7900
Supplies & Services	770	770	780
Support Services	15300	14800	16240
Depreciation and Impairment	26030	30150	30150
Customer & Client Receipts	-30680	-30180	-30770
	19020	23140	24300

BUDGET DOCUMENT ALSO INCLUDES ON PAGE 185 A CAPITAL PROGRAMME ITEM OF £31,000 IN 2018/19 FOR ALL WEATHER PITCH LIGHTING OF £31,000

# REVISED RVCST PROPOSAL

- REDUCED GROUND RENT IN YEAR 1 OF £10,000 (50% REDUCTION)
- REMOVAL OF 10% ALLOWANCE FOR RVBC BOOKINGS FROM COMMUNITY USE AGREEMENT
- PREFERENTIAL TREATMENT FOR RVBC BOOKINGS OF SLOTS
- RVCST TO PROVIDE FREE AND/OR REDUCED COST SESSIONS & EVENTS FOR COMMUNITY BENEFIT
- ANY SURPLUS TO SUPPLEMENT SINK FUND TO ENSURE SUSTAINABILITY OF PROJECT OR TO BE RINGFENCED TO FUND MAINTENANCE & IMPROVEMENT OF GRASS PITCH PROVISION

# CONCLUSION

- 10% OF BOOKINGS TO COUNCIL REDUCES POTENTIAL RECEIPTS FOR RVCST
- WEEKEND RESTRICTIONS WILL ALSO REDUCE POTENTIAL RECEIPTS FOR RVCST
- THIS WILL HAVE A SIGNIFICANT IMPACT ON PROFIT LOSS ACCOUNT
- IF OPTIMISTIC UTILISATION TARGETS ARE NOT ACHIEVED SIGNIFICANT LOSSES ARE LIKELY
- REMOVING THE 10% OF BOOKINGS FOR RVBC FROM THE COMMUNITY USE AGREEMENT AND THE WEEKEND RESTRICTIONS ON HOURS OF USE WILL SIGNIFICANTLY IMPROVE SCHEME VIABILITY
- RVBC ARE CURRENTLY ACCOUNTING A LOSS OF ~£23,000 PER ANNUM ON EDISFORD ALL WEATHER PITCH
- REVISED PROPOSALS STILL REPRESENT A WIN-WIN AND SHOULD BE SUPPORTED BY RVBC



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 9

meeting date: 4 SEPTEMBER 2018  
title: KESTOR LANE, LONGRIDGE  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE

### 1 PURPOSE

1.1 This report follows the discussion at the last Committee meeting in May 2018 and sets out the advantages and disadvantages of alternative management/ownership options for Kester Lane recreation ground in Longridge.

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 At the meeting of Community Committee in May 2018, it was agreed to dedicate the Kestor Lane recreation ground site to the fallen of WW1, with a dedication ceremony to take place in November 2018.

2.2 Although the site was not purchased by public subscription, but instead by the local council at the time, it is nonetheless very dear to many people in the Longridge.

2.3 Kestor Lane has a play area, skate park and outdoor gym on it as well as providing a green outdoor space where sport is played and in the summer plays host to fairs and the Longridge Field Day.

2.4 It is difficult to isolate the day-to-day spend that the Council incurs on this piece of land, as such costs are accounted for under the Ribble Valley Parks cost centre, covering all parks and open spaces. However, in 2017/18 there was a large element of spend under the Play Areas capital scheme for this site of £8450 to renew play equipment.

### 3 THE OPTIONS

3.1 Option 1- The Borough Council could transfer Kestor Lane to the ownership of Longridge Town Council at no cost, so that they have complete control of the site. The Town Council on behalf of the residents of the town would then manage the land, including the general upkeep. The Town Council already operate the Skate Park and green gym; the children's play area could also be included in the transfer. Thus placing the entirety of the site under one ownership.

This has the advantage the site would be owned and managed by the Town's local representatives. It would ensure that any concerns Longridge residents had could be addressed via the Town Council and not the Borough Council. It would be a relatively straightforward hand over from Borough to Town Council. Any income from events and activities on the site would accrue to the Town Council.

The disadvantage for the Town Council would be it would need to put in place a maintenance regime for the area and if it included the play area arrange for insurance, inspection and maintenance. The ongoing revenue costs of the area would also be transferred. The Borough Council would lose an asset, the value of which is unknown.

- 3.2 Option 2 - The land could be registered as an asset, e.g. community value, under the Community right to buy scheme, this would protect the field from any future proposals to sell the land.  
Advantages to this is that it is not a complicated process, although the Town Council would need to be involved as the interested party in the event of any suggested future sale, they would need to nominate the land. Were a whole or part sale to be proposed the right to bid would be enacted allowing the Town Council a period of time to raise the funds to secure the asset.  
Disadvantages; the Town Council would need to raise any proposed purchase price if such a sale were proposed.
- 3.3 Option 3 -The Council could enter into a legal agreement with Fields in Trust, giving them a mutual interest in the site. Meaning any future proposals for the site would need their permission, including enhancements for recreation. This is a non-reversible option, unless suitable new alternative land is provided elsewhere nearby for FiT to consider their legal interest being moved to.  
Advantage; the Council and any future version of it are bound by a legal agreement with FiT which prevents disposal of all or part without their agreement.  
Disadvantage; all the responsibilities and costs of the site remain with the Council, all future strategic decision making for the site would need the approval of FiT before anything could be done. The agreement is not reversible for any reason, without the agreement of FiT who would withhold that subject to an alternative site being made available. Whatever happens with the development of the town in the future for the benefit of residents would if it involved the Kestor Lane site require the permission of FiT, which is not guaranteed, for example a school or something the Town wanted. Local control of the site is given away to a third party.
- 3.4 Option 4 - The Council could dedicate the land and/or rename it to commemorate the ending of WW1. The Council has already agreed the dedication by the Mayor in November 2018.  
Advantage; the Council could make a decision to retain ownership of the land which would then be kept alongside the deeds. Therefore, this would be referred to in the future if any question were raised about a possible sale of all or part of the land. It is simple to enact and means that decisions do not have to be referred to a third party when determining what is the best option for the area for the local people.
- 3.5 Option 5 - The Council could maintain the current position, i.e. do nothing, the Council has no intention of selling the land, it is an important area of open space used for play and recreation. Sport England as a statutory consultee would object if it were to be sold. Local people would make their views known as occurred with the Berry Lane Medical Centre proposal and the Council as a statutory and responsible body is able to take those views into account and respond accordingly.  
Advantages; Makes the local elected representatives responsible for ensuring that decision about the area are made in the best interests of the Longridge community.  
Disadvantages; Trying to assure some Longridge residents that the future of the site is safe under the control of the Borough Council.
- 3.6 Option 6 - The land could be leased to a Longridge community body, who would in turn look after the area on behalf of the local people. Such a lease could be 75 years or more, ensuring that local people have a say in how it is look after and used.  
Advantage; this will ensure the area is secured for as long as the lease is made for, with decisions on how it is used and managed being taken by a local body, similar to LSEC.  
Disadvantages; It is possible to terminate a lease. The body which leased the land would need to have the resources to manage it properly, because there is limited annual income arising from the site insufficient to cover maintenance of the green space and play areas.

#### 4. ISSUES

- 4.1 All 6 options outlined are possible for the future of Kestor Lane. The Council is already committed to it being dedicated to the fallen of WW1 and being renamed as The Memorial Field.
- 4.2 A local group has commissioned a 2m high sandstone memorial and a plaque. Future ownership and liability of the memorial is yet to be determined.
- 4.3 None of the options is likely to be universally popular and Longridge TC responded to Committee's request for their views by expressing a clear preference for option 3. This appears to be viewed as the only means, in the view of Longridge TC, to preserve the field for the benefit of future generations.
- 4.4 Following receipt of the Town Council's response, we have received further communications seeking confirmation that the application for FiT will be made under the category of Centenary Fields.
- 4.5 The simplest and most straightforward option which would recognise the local desire to protect the field would be option 4. However, if it is true that people in Longridge are concerned that the Council is seeking to do something different with the site, then either option 1 or option 2 would put control of its future in the hands of Longridge Town Council.

## 6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications
- Resources – It would depend on the option chosen, however none have any significant resource implications for the revenue budget.
  - Technical, Environmental and Legal – All of the options will incur officer time, the transfer of the land to Longridge Town Council would see the land holding of the Borough reduce.
  - Political – The Longridge Town Council have been asked for their view and they have asked that Kestor Lane be assigned to FiT, though they have not been given the options outlined in this report.
  - Reputation – The site is very popular, so achieving a satisfactory outcome is important for the many Longridge residents.
  - Equality & Diversity – No implications identified.

## 7 RECOMMENDED THAT COMMITTEE

- 7.1 Committee considers the report and determine which option the Council should follow.

MARK BEVERIDGE  
HEAD OF CULTURAL AND 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. 10

meeting date: 4 September 2018  
title: JUNIOR PARK RUN  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: PETER FLETCHER, SPORTS DEVELOPMENT OFFICER

### 1 PURPOSE

1.1 To provide an update and review on Clitheroe Castle Junior Park Run (JPR). This report will form the basis for the annual review as set out in Ribble Valley Runners offer letter.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To improve and continue the opportunity for young people to participate in recreational and sporting activity.
- Corporate Priorities - To help make people's lives safer and healthier, to promote stronger, more confident and more active communities throughout the borough.
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy (Park Run tourists). To support Sport England and NHS to tackle inactivity.

### 2 BACKGROUND

2.1 Park Run is a national charity aimed at getting more people running across the country and the globe. They offer free, safe, timed runs every week in parks around the UK and the world. The runs are normally 5km on Saturday mornings. The nearest local Park Runs for Ribble Valley residents are at Towneley Park, Burnley, or Avenham Park, Preston.

2.2 Junior Park Run follows an identical model but are exclusively for 4-14yr olds. The junior events are still timed but cover a junior distance of 2km. The events are free, safe, and easy to take part in. Junior Park Runs currently operate in 157 locations throughout the UK. Junior Park Runs take place on Sunday mornings.

2.3 Ribble Valley Runners are a community group which have, as their objective, the interest of the whole running community within Ribble Valley. The group also operate the Clitheroe Castle Park Run (12+). All events are operated on a voluntary basis.

2.4 To date, here are some of Clitheroe Castle Junior Park Run's achievements, Autumn 2017- Summer 2018;

- Number of events: 35
- Number of first finishers: 24

- Average number of runners per week: 45.7
- Largest attendance: 76
- Average run time: 00:13.24
- Number of runners: 388
- Average number of runs per runner: 4.1
- Total distance run: 3200km
- JPR has had runners from Northern Ireland and Warwickshire (Park Run tourists)
- Minimum of 13 volunteers each week
- 95 different people have volunteered

2.5 At Community Services Committee on 16th May 2017, it was agreed that Clitheroe Castle Junior Park Run would be given permission with a 12 month review (minute14)

### 3 ISSUES

3.1 Park Run, as an organisation, requires that landowners (Ribble Valley Borough Council, in this instance) provide written consent that they are happy for event to be staged on their land every week. This consent will need extending for a minimum of twelve months.

3.2 The Council, in this period Autumn 2017–Summer 2018, has received no complaints about the staging of Junior Park Run events on Clitheroe Castle grounds.

### 4 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – The Council is responsible for the maintenance of the parks path, however the impact of the proposal will be minimal taking into account the age of the runners.
- Technical, Environmental and Legal – The Council will have to provide written consent to Ribble Valley Runners to formally allow a Junior Park Run to continue.
- Reputation – Granting permission extension of a Junior Park Run can only be seen as enhancing the reputation of the Council as an organisation that wants to make people's lives safer and healthier, support young people in physical activity, and tackle the nation's problem of inactivity.

### 5 **RECOMMENDED THAT COMMITTEE**

Notes the report, and authorises the Director of Community Services to formally write to Clitheroe Castle Junior Park Run organisers and extend their permission to use council land for a minimum term of twelve months.

PETER FLETCHER  
SPORTS DEVELOPMENT OFFICER

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS - Community Services Committee Minutes May 2017

For further information, please contact Peter Fletcher 01200 414435

Ref: Community Services 4.9.18 / Peter Fletcher

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No 11

meeting date: 4 SEPTEMBER 2018  
 title: REVENUE OUTTURN 2017/18  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To report on the outturn for the financial year 2017/18 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 2018 and that audit has now been completed.

2.2 The 2017/18 financial year was the first where we are required to meet the new deadlines for release of our Statement of Accounts for external audit by the 31 May and approval following audit by 31 July. We also matched these new deadlines in last year's closedown process in preparation for this year's new requirements.

2.3 Our final audited Statement of Accounts was approved by Accounts and Audit Committee at their meeting on 25 July 2018.

## 3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall overspend of £78,636 on the net cost of services. After transfers to and from earmarked reserves the overall overspend is £78,806. 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 2017/18 £	Actual 2017/18 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>COMMD</b>	Community Services Department	0	0	0	0	0
<b>HWREP</b>	Highways Repairs	26,220	25,833	-387	0	-387

Cost Centre	Cost Centre Name	Revised Estimate 2017/18 £	Actual 2017/18 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>CULVT</b>	Culverts & Watercourses	16,960	10,961	-5,999	0	-5,999
<b>DRAIN</b>	Private Drains	1,180	1,296	116	0	116
<b>RIVBK</b>	Riverbank Protection	2,510	1,817	-693	0	-693
<b>BUSSH</b>	Bus Shelters	15,340	11,991	-3,349	0	-3,349
<b>SEATS</b>	Roadside Seats	5,160	3,426	-1,734	0	-1,734
<b>SIGNS</b>	Street Nameplates & Signs	50,030	51,373	1,343	0	1,343
<b>STCLE</b>	Street Cleansing	345,950	341,201	-4,749	5,750	1,001
<b>VARIOUS</b>	Public Conveniences	182,380	191,876	9,496	0	9,496
<b>LITTR</b>	Litter Bins	18,130	15,510	-2,620	0	-2,620
<b>RCOLL</b>	Refuse Collection	1,109,960	1,245,823	135,863	0	135,863
<b>RPBIN</b>	Replacement Waste Bins	-18,630	-24,930	-6,300	-8,890	-15,190
<b>PAPER</b>	Waste Paper & Card Collection	110,580	107,174	-3,406	0	-3,406
<b>TFRST</b>	Waste Transfer Station	85,400	87,068	1,668	0	1,668
<b>TRREF</b>	Trade Refuse	-66,810	-50,580	16,230	-2,820	13,410
<b>CRIME</b>	Crime and Disorder	36,270	27,403	-8,867	3,231	-5,636
<b>ARTDV</b>	Art Development	33,550	31,689	-1,861	0	-1,861
<b>PLATG</b>	Platform Gallery	139,100	144,230	5,130	0	5,130
<b>MUSEM</b>	Castle Museum	281,540	279,520	-2,020	0	-2,020
<b>MCAFE</b>	Museum Café	19,040	17,797	-1,243	0	-1,243
<b>VARIOUS</b>	Car Parks	-140,200	-134,321	5,879	0	5,879
<b>CCTEL</b>	CCTV Equipment	126,520	124,309	-2,211	0	-2,211
<b>CLFFS</b>	Clitheroe Food Festival 2017	8,180	8,177	-3	3	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
<b>VARIOUS</b>	Car Park Vehicles	0	0	0	0	0

Cost Centre	Cost Centre Name	Revised Estimate 2017/18 £	Actual 2017/18 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
VEHCL	Vehicle Workshop	0	0	0	0	0
VARIOUS	Plant	0	0	0	0	0
TWOWR	Two Way Radio	0	0	0	0	0
WKSAD	Works Administration	0	0	0	0	0
CARVN	Caravan Site	-8,300	-8,779	-479	0	-479
EDPIC	Edisford Picnic Area	-8,470	-8,408	62	0	62
PKADM	Grounds Maintenance	0	0	0	0	0
ROEBN	Roefield Barn	-380	-386	-6	0	-6
RVPRK	Ribble Valley Parks	479,000	456,871	-22,129	0	-22,129
RPOOL	Ribblesdale Pool	376,940	368,404	-8,536	0	-8,536
EALLW	Edisford All Weather Pitch	21,380	6,368	-15,012	0	-15,012
EXREF	Exercise Referral Scheme	30,030	28,834	-1,196	-340	-1,536
UPACT	Up and Active Service	0	0	0	0	0
SPODV	Sports Development	78,530	74,887	-3,643	3,040	-603
GRSRC	Grants and Subscriptions	2,540	1,979	-561	0	-561
XMASL	Xmas Lights/RV in Bloom	4,530	4,329	-201	196	-5
RECUK	Recreation/Culture Grants	55,010	54,986	-24	0	-24
CULTG	Culture Grants	2,820	2,814	-6	0	-6
SPOGR	Sports Grants	6,520	6,604	84	0	84
WBHEQ	Wellbeing and Health Equality	0	0	0	0	0
WTFAM	Working Together with Families	0	0	0	0	0
<b>NET COST OF SERVICES</b>		<b>3,428,510</b>	<b>3,507,146</b>	<b>78,636</b>	<b>170</b>	<b>78,806</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 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<b>Committee Net Cost of Services</b>	<b>3,428,510</b>	<b>3,507,146</b>	<b>78,636</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.	14,540	14,540	0	Sale of Grounds Maintenance Vehicle PN09 SWO (£5,200) and revenue contribution towards the purchase of Grounds Maintenance Vehicle PO67 BNV (£1,450). Sale of Works Administration Vehicle PO54 COJ (£1,100) and Refuse Collection Vehicle VU59 JJK (£5,000). Additionally revenue contribution towards the upgrade of car parks payment system (£1,790).
<b>COBAL/H285 Vehicle &amp; Plant Repairs &amp; Renewals Fund</b> This reserve is very similar to the Capital Reserve but specifically to fund vehicles in the capital programme.	46,000	46,000	0	It has previously been agreed that the increased income being experienced on Trade Refuse charges would be set aside in this reserve to fund a replacement trade refuse vehicle. The purchase of the replacement vehicle is in the capital programme for 2018/19.

	Revised Estimate 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<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>	1,500	4,731	3,231	Grant monies received from the Police and Crime Commissioner in excess of what was anticipated. In addition expenditure on promotional activities was lower than estimated. This has resulted in a higher contribution to the 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>	0	3,040	3,040	A Sport England grant was received after the budget was prepared to fund the 'This Girl Can' scheme. Monies have been set aside in this earmarked reserve to allow initiatives to be developed.
<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>	0	5,750	5,750	The inclement weather towards the end of the financial year meant that the full road sweeping programme could not be completed within the year, resulting in an underspend on the annual budget. Monies set aside in an earmarked reserve to allow the areas that could not be swept towards the end of the 2017/18 financial year to be swept at the beginning of the 2018/19 financial year.

	Revised Estimate 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<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>	-20,090	-19,894	196	There has been a small variation in the amount of grant income budgeted to be released from the reserve at the year end, and that which has actually been needed.
<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>	-250	-590	-340	Grant monies received in previous years for Active East and Best Foot Forward Schemes set aside in the reserve to fund future year's expenditure.  In year expenditure has been higher than estimated on Best Foot Forward schemes resulting in a higher amount being released.
<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>	-8,180	-8,177	3	The deficit from the 2017 Food Festival has been funded from surplus monies set aside in the reserve from previous years. Past surplus funds were set aside for such eventualities.

	<b>Revised Estimate 2017/18</b> £	<b>Outturn</b> £	<b>Variance</b> £	<b>Reason for Movement on Earmarked Reserve</b>
<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.	20,480	8,770	-11,710	The outturn position relates to income generated from the bin hire scheme and the sale of householder bins transferred to this reserve. This has been offset in part by expenditure incurred in the purchase of trade bins for the bin hire scheme and householder waste bins.
<b>Committee Net Cost of Services after Movements on Earmarked Reserves</b>	<b>3,482,510</b>	<b>3,561,326</b>	<b>78,806</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.

<b>Service Area</b>	<b>Description of Variance</b>	<b>Amount</b> £
<b>Vehicle Repairs and Maintenance</b>	As reported during the year there have been significant overspends on refuse vehicle maintenance.  Work is ongoing on monitoring the level of spend in this area in the 2018/19 financial year, being reported monthly to CMT and having been reported to the Budget Working Group.	£160,645
<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.	-£7,128
<b>National Non Domestic Rates</b>	Underspend mainly due to revaluation of business rates at two sites: Salthill Depot (-£3,617) and the Waste Transfer Station (-£7,522) resulting in the underspend shown.	-£11,101

Service Area	Description of Variance	Amount £
<b>Service Income</b>	<ul style="list-style-type: none"> <li>• The closure of an alternative supplier has resulted in additional trade refuse customers and associated income (-£20,837).</li> <li>• Income from the sale of household waste bins (-£37,583) which is offset against expenditure incurred in the purchase of the bins (£27,845). The net surplus is transferred to an earmarked reserve</li> <li>• Increased usage of the all-weather pitches, in particular the 3G pitch has resulted in additional income (-£14,996).</li> </ul>	-£30,910
<b>Promotional Activities</b>	Spend on promotional activities lower than estimated, in particular with regards Crime and Disorder (-£5,471). This is due to delays in carrying out some of the planned activities.	-£7,822

## 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 overspending of £78,636 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £78,806.
- 6.2 The most concerning of the areas of overspend in 2017/18 has been in relation to refuse vehicle repairs and maintenance. Work is ongoing on monitoring the level of spend in this area in the 2018/19 financial year, being reported monthly to CMT and having been reported to the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM8-18/AJ/AC  
23 August 2018

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 9 January 2018  
Closedown Working Papers*

For further information please ask for Amy Johnson.

## COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 2017/18 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>							
Staffing budgets for the period November – March were reduced by 2% to allow for staff turnover. This turnover did not fully materialise for this department.	£2,679				£2,679		£2,679
Software maintenance costs lower than estimated when the budget was prepared.	-£1,172				-£1,172		-£1,172
Reduction in car leasing costs due to one lease expiring during the year and the lease being continued on a monthly basis at a significantly reduced cost until the replacement vehicle arrives.	-£2,777				-£2,777		-£2,777
The nature of the schemes in the 2017/18 capital programme have resulted in increased recovery of salaried staff time.		-£1,087			-£1,087		-£1,087
Reduced support service charges to other service areas due to reduced expenditure within this service area.			£7,190		£7,190		£7,190
<b>Total Community Services Department</b>	<b>-£1,270</b>	<b>-£1,087</b>	<b>£7,190</b>		<b>£4,833</b>		<b>£4,833</b>
<b><u>CULVT: Culverts &amp; Watercourses</u></b>							
None of the budget provision for Flood works was needed.	-£5,030				-£5,030		-£5,030
<b>Total Culverts &amp; Watercourses</b>	<b>-£5,030</b>				<b>-£5,030</b>		<b>-£5,030</b>
<b><u>BUSSH: Bus Shelters</u></b>							
Repair and maintenance demands lower than estimated.	-£2,261				-£2,261		-£2,261

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
No new bus shelters were purchased – existing shelters repaired as needed	-£1,050				-£1,050		-£1,050
<b>Total Bus Shelters</b>	<b>-£3,311</b>				<b>-£3,311</b>		<b>-£3,311</b>
<b><u>SEATS: Roadside Seats</u></b>							
Minimal repair demands to roadside seats.	-£1,201				-£1,201		-£1,201
<b>Total Roadside Seats</b>	<b>-£1,201</b>				<b>-£1,201</b>		<b>-£1,201</b>
<b><u>SIGNS: Street Nameplates &amp; Signs</u></b>							
Various repair demands to roadside signs.	£1,205				£1,205		£1,205
<b>Total Street Nameplates &amp; Signs</b>	<b>£1,205</b>				<b>£1,205</b>		<b>£1,205</b>
<b><u>STCLE: Amenity Cleansing</u></b>							
Inclement weather has resulted in reduced usage of the road sweeper provided by an external provider. Monies have been set aside in an earmarked reserve to allow the work not completed by the end March 2018 to be carried out at the start of the 2018/19 financial year.	-£5,756				-£5,756	£5,750	-£6
<b>Total Amenity Cleansing</b>	<b>-£5,756</b>				<b>-£5,756</b>	<b>£5,750</b>	<b>-£6</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).	-£963				-£963		-£963

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Repairs and maintenance demands across the council's public conveniences slightly higher than estimated.	£2,480				£2,480		£2,480
Minimal overspends on water charges across various toilet sites.	£1,795				£1,795		£1,795
The general cleaning budget for toilet cleaners is split between the toilets and the football changing rooms (RVPRK). More time was spent cleaning the toilets than estimated, resulting in increased expenditure on the public conveniences service. This is offset by a reduction in expenditure on Ribble Valley Parks (RVPRK).	£3,886				£3,886		£3,886
Reduced oncost recovery due to lower than estimated overtime worked by the toilet cleaners (see overtime variance above).		£1,963			£1,963		£1,963
<b>Total Public Conveniences</b>	<b>£7,198</b>	<b>£1,963</b>			<b>£9,161</b>		<b>£9,161</b>
<b><u>LITTR: Litter Bins</u></b>							
Repair demands to litter bins lower than estimated when the budget was prepared.	-£813				-£813		-£813
The requirement for replacement bins lower than anticipated when the budget was prepared.	-£1,752				-£1,752		-£1,752
<b>Total Litter Bins</b>	<b>-£2,565</b>				<b>-£2,565</b>		<b>-£2,565</b>
<b><u>RCOLL: Refuse Collection</u></b>							
Staff sickness has resulted in an increased use of Agency Staff.	£7,337				£7,337		£7,337
Lower than estimated expenditure on tuition fees due to lower than anticipated training demands.	-£1,629				-£1,629		-£1,629

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Reduced expenditure at Salthill Depot has resulted in a lower recharge from Salthill Depot to the refuse collection service.	-£3,389				-£3,389		-£3,389
As reported during the year there have been significant overspends on refuse vehicle maintenance. Work is ongoing on monitoring the level of spend in this area in the 2018/19 financial year, being reported monthly to CMT and having been reported to the Budget Working Group.	£159,261				£159,261		£159,261
Lower than estimated expenditure on black plastic sacks for litter bins.	-£1,875				-£1,875		-£1,875
Increased expenditure on the purchase of householder waste bins. Offset by income received in the sale of these bins (RPBIN – Chargeable Replacement Waste Bins)	£7,972				£7,972		£7,972
Higher than estimated need for replacement protective clothing for employees.	£1,018				£1,018		£1,018
Minimal expenditure on publicity.	-£2,414				-£2,414		-£2,414
Increased recharge to Trade Waste due to increased expenditure within the refuse collection service area and higher trade waste tonnages collected.		-£33,767			-£33,767		-£33,767
<b>Total Refuse Collection</b>	<b>£166,281</b>	<b>-£33,767</b>			<b>£132,514</b>		<b>£132,514</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>RPBIN: Replacement Waste Bins</u></b>							
Income from the sale of householder bins partly offset by expenditure incurred in the purchase of the bins.		-£6,300			-£6,300	-£8,890	-£15,190
<b>Total Replacement Waste Bins</b>		<b>-£6,300</b>			<b>-£6,300</b>	<b>-£8,890</b>	<b>-£15,190</b>
<b><u>PAPER: Waste Paper and Card Collection</u></b>							
Underspend on loaders wages due to long term sickness, offset by a payment in lieu of notice.	£1,395				£1,395		£1,395
Lower than estimated expenditure on use of transport costs mainly due to lower repairs and maintenance costs (£7,024). Offset in part by higher than estimated expenditure on tyres (£1,298) for one of the paper vehicles.	-£7,398				-£7,398		-£7,398
There is a budget provision for hire of refuse vehicles, should the 2 paper refuse vehicles be off the road. This was not required during this financial year, resulting in the underspend shown.	-£1,060				-£1,060		-£1,060
There has been a high demand for white paper sacks during the year, resulting in additional purchases.	£1,820				£1,820		£1,820
Lower than estimated cost sharing penalty charge payable to LCC due to the continual low market price for the sale of paper. This is offset by a reduction in income from the sale of paper (see below).	-£5,645				-£5,645		-£5,645
Decreased income from the sale of paper due to lower market prices. Offset by a decrease in cost sharing penalty payable (see above).		£5,645			£5,645		£5,645

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>Total Waste Paper and Card Collection</b>	<b>-£10,888</b>	<b>£5,645</b>			<b>-£5,243</b>		<b>-£5,243</b>
<b><u>TFRST: Waste Transfer Station</u></b>							
Lower than estimated use of temporary staff to cover for holidays and sickness.	-£1,987				-£1,987		-£1,987
Revaluation of NNDR has resulted in a refund of rates paid being issued.	-£7,523				-£7,523		-£7,523
Increased repairs and maintenance costs on the Loader Shovel has resulted in a higher recharge.	£2,258				£2,258		£2,258
The Council does not currently have a WAMITAB trained employee so an external consultant is being hired to act as the Council's WAMITAB representative, resulting in the variance shown. Meanwhile two employees are currently undergoing WAMITAB training.	£8,550				£8,550		£8,550
<b><u>Total Waste Transfer Station</u></b>	<b>£1,298</b>				<b>£1,298</b>		<b>£1,298</b>
<b><u>TRREF: Trade Refuse</u></b>							
Increased tipping charges due to higher tonnages collected as a result of a growth in the customer base. Offset in full by additional income generated.	£3,200				£3,200		£3,200
Increased support service recharges, in particular from refuse collection (£33,767) due to increased expenditure within that service area on vehicle repairs and the tonnage based recharge.			£33,572		£33,572		£33,572
Additional income from trade waste customers due to an increase in the customer base (commercial customers £14,754, charitable customers £3,868).		-£18,622			-£18,622	-£2,820	-£21,442

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increased income from the sale of trade sacks and stickers.		-£2,216			-£2,216		-£2,216
<b>Total Trade Refuse</b>	<b>£3,200</b>	<b>-£20,838</b>	<b>£33,572</b>		<b>£15,934</b>	<b>-£2,820</b>	<b>£13,114</b>
<b><u>CRIME: Crime and Disorder</u></b>							
Expenditure on planned promotional activities has been delayed.	-£5,471				-£5,471		-£5,471
Additional grant money received, in particular for the mounted police scheme. The unspent element of this has been set aside in earmarked reserves.		-£3,300			-£3,300	£3,231	-£69
<b>Total Crime and Disorder</b>	<b>-£5,471</b>	<b>-£3,300</b>			<b>-£8,771</b>	<b>£3,231</b>	<b>-£5,540</b>
<b><u>PLATG: Platform Gallery</u></b>							
Overspend on staffing due to long term sickness and associated staff cover.	£5,249				£5,249		£5,249
There has been a minimisation of expenditure on sundry purchases to offset the lower than estimated income from commission sales and book sales (see below).	-£2,265				-£2,265		-£2,265
Lower than estimated income from commission generated through artist sales (£1,290) and the sale of books (£827).	£2,117				£2,117		£2,117
<b>Total Platform Gallery</b>	<b>£5,101</b>				<b>£5,101</b>		<b>£5,101</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>							
Charge for curatorial services from Lancashire County Council slightly lower than estimated.	-£1,621				-£1,621		-£1,621
Lower than estimated recharge of expenditure from the museum site to the museum café site, particularly due to reduced expenditure on gas and metered water.	£1,074				£1,074		£1,074
Increased income from museum admissions, room hire and the sale of goods, offset in part by a reduction in income from event hire.		-£2,563			-£2,563		-£2,563
<b>Total Clitheroe Castle Museum</b>	<b>-£547</b>	<b>-£2,563</b>			<b>-£3,110</b>		<b>-£3,110</b>
<b><u>MCAFE: Museum Cafe</u></b>							
Increase in repairs to pieces of equipment and the purchase of a fridge.	£1,114				£1,114		£1,114
Lower than estimated recharge from the Museum site due to reduced expenditure within that service area.	-£1,074				-£1,074		-£1,074
Additional income payable from the current tenant to the council. This is based on a 5% share of their annual turnover.		-£1,211			-£1,211		-£1,211
<b>Total Museum Cafe</b>	<b>£40</b>	<b>-£1,211</b>			<b>-£1,171</b>		<b>-£1,171</b>
<b><u>VARIOUS: Car Parks</u></b>							
Higher than estimated repair and maintenance demands at the car parks. In part due to the requirement to grit the car parks during the inclement weather over winter.	£4,241				£4,241		£4,241

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Slightly lower than estimated income from car park charges due to reduced usage, in particular at the Auction Mart Car Park (£2,833), Lowergate (£2,827) and Whalley Road (£1,175). Offset in part by increased income at Edisford Car Park (-£4,149).		£3,554			£3,554		£3,554
Reduced income from the sale of long stay parking permits.		£1,187			£1,187		£1,187
Additional income from the temporary rental of parking spaces to commercial organisations for a fixed time period at Edisford Car Park and Mardale Road Car Park.		-£1,430			-£1,430		-£1,430
<b>Total Car Parks</b>	<b>£4,241</b>	<b>£3,311</b>			<b>£7,552</b>		<b>£7,552</b>
<b><u>CCTEL: CCTV Equipment</u></b>							
Contribution from Longridge Town Council towards the upgrade of Longridge CCTV system.	-£1,581				-£1,581		-£1,581
<b>Total CCTV Equipment</b>	<b>-£1,581</b>				<b>-£1,581</b>		<b>-£1,581</b>
<b><u>SDEPO: Salthill Depot</u></b>							
A revaluation of Business Rates payable has resulted in a refund being issued.	-£3,617				-£3,617		-£3,617
Reduced expenditure in this service area has resulted in lower recharges to other service areas, in particular refuse collection (£3,389) and grounds maintenance (£2,731).		£8,547			£8,547		£8,547
Increased stores oncost recovery due to a higher value of stock issues from stores.		-£4,965			-£4,965		-£4,965
<b>Total Salthill Depot</b>	<b>-£3,617</b>	<b>£3,582</b>			<b>-£35</b>		<b>-£35</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>VARIOUS: Refuse Collection Vehicles</u></b>							
Substantially higher than estimated repair demands across the refuse fleet, in part due to some significant one off pieces of work, as reported during the year.  Work is ongoing on monitoring the level of spend in this area in the 2018/19 financial year, being reported monthly to CMT and having been reported to the Budget Working Group.	£159,261				£159,261		£159,261
Diesel costs slightly in excess of budget. This is due to an increase in fuel prices in excess of that estimated when the budget was prepared.	£2,931				£2,931		£2,931
Spend on lubricants lower than estimated.	-£3,750				-£3,750		-£3,750
Fewer demands for replacement tyres than estimated.	-£3,905				-£3,905		-£3,905
Increased use of transport recharge to Refuse Collection (RCOLL) and Paper Collection (PAPER) due to additional costs as mentioned above.		-£156,393			-£156,393		-£156,393
<b>Total Refuse Collections Vehicles</b>	<b>£154,537</b>	<b>-£156,393</b>			<b>-£1,856</b>		<b>-£1,856</b>
<b><u>VARIOUS: Grounds Maintenance Vehicles</u></b>							
Vehicle repairs and maintenance demands slightly lower than estimated.	-£1,537				-£1,537		-£1,537
Minimal repairs demands required by outside firms. Plus the planned replacement of some vehicles through the capital programme has reduced the maintenance demands required prior to servicing.	-£7,038				-£7,038		-£7,038

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Various minimal underspends on diesel across the grounds maintenance fleet.	-£2,159				-£2,159		-£2,159
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£11,501			£11,501		£11,501
<b>Total Grounds Maintenance Vehicles</b>	<b>-£10,734</b>	<b>£11,501</b>			<b>£767</b>		<b>£767</b>
<b><u>VARIOUS: Works Administration Vehicles</u></b>							
Vehicle repairs and maintenance demands slightly lower than estimated.	-£2,700				-£2,700		-£2,700
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£2,683			£2,683		£2,683
<b>TOTAL Works Administration Vehicles</b>	<b>-£2,700</b>	<b>£2,683</b>			<b>-£17</b>		<b>-£17</b>
<b><u>VEHCL: Vehicle Workshop</u></b>							
Higher than estimated superannuation payments due to the increased overtime worked maintaining the refuse collection fleet.	£1,705				£1,705		£1,705
Lower maintenance demands of mechanical and electrical equipment than estimated.		-£1,059			-£1,059		-£1,059
Higher than estimated spend on purchases of equipment.	£1,342				£1,342		£1,342
Demands for protective clothing higher than estimated.	£1,366				£1,366		£1,366
Higher oncost recovery due to an increase in expenditure within this service area.		-£3,468			-£3,468		-£3,468
<b>Total Vehicle Workshop</b>	<b>£4,413</b>	<b>-4,527</b>			<b>-£114</b>		<b>-£114</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b><u>Various: Plant</u></b>							
Higher than estimated repair demands to general plant equipment (£1,134), loader shovel (£1,792) and the vehicle wash (£1,818).	£5,248				£5,248		£5,248
Increased oncost recovery due to higher levels of spend as mentioned above.		-£5,236			-£5,236		-£5,236
<b>Total Plant</b>	<b>£5,248</b>	<b>-£5,236</b>			<b>£12</b>		<b>£12</b>
<b><u>WKSAD: Works Administration</u></b>							
Lower than estimated use of transport costs due to underspends as referenced earlier in this report (see Works Administration Vehicles)	-£2,921				-£2,921		-£2,921
Higher than estimated spend on use of plant costs due to increased expenditure as mentioned earlier in this report (see Plant).	£3,187				£3,187		£3,187
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).		£6,083			£6,083		£6,083
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).		-£7,275			-£7,275		-£7,275
<b>Total Works Administration</b>	<b>£266</b>	<b>-£1,192</b>			<b>-£926</b>		<b>-£926</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>PKADM: Grounds Maintenance</b>							
Staff vacancies have resulted in a decrease in wages and superannuation costs.	-£4,241				-£4,241		-£4,241
A temporary employee chose to become a member of the superannuation scheme which was not anticipated when the budget was prepared.	£1,668				£1,668		£1,668
Lower than estimated recharge from Salthill Depot due to lower than estimated spend in that service area.	-£2,028				-£2,028		-£2,028
As mentioned previously (see Grounds Maintenance Vehicles) spend on vehicles was lower than estimated resulting in a lower 'use of transport' charge.	-£11,501				-£11,501		-£11,501
Spend on trees, plants and shrubs lower than planned when the budget was prepared.	-£1,582				-£1,582		-£1,582
Lower than estimated profit made on recharges due to a longer cutting period, resulting in increased time spent on the schemes. A review of the pricing structure is to be carried out in preparation for the 2019/20 financial year.		£6,561			£6,561		£6,561
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).		£14,600			£14,600		£14,600
Higher than estimated time spent on the Play Areas capital scheme. This has resulted in increased oncost recovery through capital schemes as shown.		-£3,504			-£3,504		-£3,504
<b>Total Grounds Maintenance</b>	<b>-£17,684</b>	<b>£17,657</b>			<b>-£27</b>		<b>-£27</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>							
Higher than estimated spend on schemes at Whalley Moor Community Woodland and Primrose Lodge. Both schemes are funded by S106 monies previously received (see below for release of S106 funds).	£3,725				£3,725		£3,725
Requirements for emergency tree works lower than anticipated.	-£2,390				-£2,390		-£2,390
Time spent cleaning the football changing rooms by the toilet cleaners lower than anticipated. This is offset by an increase in time spent cleaning the public conveniences (see PCADM: Public Conveniences)	-£1,126				-£1,126		-£1,126
Lower than estimated spend on Grounds Maintenance has resulted in a lower recharge to Ribble Valley Parks for Lifebelt Checks.	-£1,182				-£1,182		-£1,182
Lower than estimated spend on Grounds Maintenance has resulted in a lower recharge to Ribble Valley Parks for maintaining the boroughs parks and open spaces.	-£16,729				-£16,729		-£16,729
Increased use of S106 monies to offset the additional expenditure as mentioned above.		-£3,725			-£3,725		-£3,725
	<b>-£17,702</b>	<b>-£3,725</b>			<b>-£21,427</b>		<b>-£21,427</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>RPOOL: Ribblesdale Pool</u></b>							
Increased expenditure on salaries, mainly due to overtime payments for Duty Officers to cover for periods of annual leave and sickness absence. Additionally NPLQ courses are run by one of the Duty Officers as additional duties and overtime is therefore incurred. Income received from attendees at the courses (see below).	£4,932				£4,932		£4,932
The temporary staff budget was increased at revised estimate due to difficulties in recruiting Pool Attendants. The increase was slightly overestimated.	-£1,261				-£1,261		-£1,261
Reduced expenditure on Pool Attendants wages due to staff vacancies.	-£10,828				-£10,828		-£10,828
Lower than estimated spend on utilities, in particular gas (-£3,424) and metered water (-£1,912) offset by an overspend on electricity (£1,906).	-£3,426				-£3,426		-£3,426
Reduced expenditure on items purchased for resale, offset in full by reduced income from the sale of these items (see below).	-£1,870				-£1,870		-£1,870
Reduced expenditure on vending machine snack items, offset in full by reduced income from the sale of these items (see below).	-£4,759				-£4,759		-£4,759
Expenditure on an external provider for swimming teachers lower than expected when the budget was prepared as the actual take up of swimming lessons was slightly lower than full capacity. Underspend offset in part by a reduction in income from swimming lessons (see below).	-£2,686				-£2,686		-£2,686

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Minimal spend on promotional activities.	-£1,297				-£1,297		-£1,297
Lower than estimated income from vending machine sales, offset in part by reduced expenditure incurred in the purchase of vending machine stock items (see above).		£5,339			£5,339		£5,339
Lower than estimated income from items purchased for resale, offset in part by reduced expenditure incurred in the purchase of these stock items (see above).		£3,325			£3,325		£3,325
Income from NPLQ courses run by one of the Duty Officers.		-£1,050			-£1,050		-£1,050
Income from school swimming lessons slightly lower than estimated.		£1,068			£1,068		£1,068
Income from public swimming lessons lower than estimated as the take up of lessons was not at full capacity. Offset in full by a reduction in consultant fees payable to an external provider for the provision of the lessons (see above).		£1,733			£1,733		£1,733
Income from contract swims slightly lower than estimated.		£1,666			£1,666		£1,666
Adult admission income lower than estimated. Schemes are being developed to encourage more adult swimmers, in particular through the 'This Girl Can' scheme which promotes exercise to females.		£2,967			£2,967		£2,967
<b>Total Ribblesdale Pool</b>	<b>-£21,195</b>	<b>£15,048</b>			<b>-£6,147</b>		<b>-£6,147</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £	
<b><u>EALLW: Edisford All Weather Pitch</u></b>								
Increased income from use of the pitches, in particular the 3G pitch (-£13,281).		-£15,046			-£15,046		-£15,046	
<b>Total Edisford All Weather Pitch</b>		<b>-£15,046</b>			<b>-£15,046</b>		<b>-£15,046</b>	
<b><u>EXREF: Exercise Referral</u></b>								
Staffing costs higher than estimated. The budget included an allowance for a 2% staff turnover in the period November to March which did not materialise for this service area.	£1,314				£1,314		£1,314	
Additional expenditure on the Best Foot Forward Scheme, which was funded fully by grant monies previously received and set aside in an earmarked reserve.	£340				£340	-£340	£0	
<b>Total Exercise Referral</b>	<b>£1,654</b>				<b>£1,654</b>	<b>-£340</b>	<b>£1,314</b>	
<b><u>SPODV: Sports Development</u></b>								
Sport England grant monies received to fund the 'This Girl Can' scheme. Monies transferred to reserve while schemes are developed on which the monies can be spent		-£3,040			-£3,040	£3,040	£0	
<b>Total Sports Development</b>		<b>-£3,040</b>			<b>-£3,040</b>	<b>£3,040</b>	<b>£0</b>	
	<b>£243,430</b>	<b>-£196,835</b>	<b>£40,762</b>	<b>£0</b>	<b>£87,357</b>	<b>-£29</b>	<b>£87,328</b>	
					<b>Total of other Variances</b>	<b>-£8,721</b>	<b>£199</b>	<b>-£8,522</b>
					<b>Total Variances for Community Services Committee (Net Cost of Services)</b>	<b>£78,636</b>	<b>£170</b>	<b>£78,806</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 12

meeting date: 4 SEPTEMBER 2018  
 title: REVENUE MONITORING 2018/19  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To let you know the position for the period April to July 2018 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. You will see an overall overspend of £762 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 overspend remains at £762.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
ARTDV	Art Development	33,960	5,088	5,906	818	G
BUSSH	Bus Shelters	19,080	5,639	2,82	-2,819	A
CARVN	Caravan Site	-8,300	0	-74	-746	G
CCTEL	Closed Circuit Television	130,090	31,857	21,48	-10,374	R
COMMD	Community Services Department	0	416,127	413,830	-2,297	A
CRIME	Crime and Disorder	53,060	14,906	13,900	-1,006	G
CULTG	Culture Grants	5,890	4,280	3,060	-1,220	G
CULVT	Culverts & Water Courses	17,750	1,208	467	-741	G
DRAIN	Private Drains	1,180	441	662	221	G
EALLW	Edisford All Weather Pitch	24,300	-2,782	-3,950	-1,168	G
EDPIC	Edisford Picnic Area	-8,480	-11,125	-11,156	-31	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
EXREF	Exercise Referral Scheme	30,870	16,236	16,700	464	G
GRSRC	Grants & Subscriptions - Community	2,540	0	0	0	G
HWREP	Highway Repairs	26,500	188	0	-188	G
LDEPO	Longridge Depot	8,180	12,215	14,570	2,355	A
LITTR	Litter Bins	19,000	2,552	3,852	1,300	G
MCAFE	Museum Cafe	20,490	-931	678	1,609	G
MUSEM	Castle Museum	269,510	11,080	11,578	498	G
PAPER	Waste Paper and Card Collection	184,130	17,032	31,854	14,822	R
PKADM	Grounds Maintenance	0	-101,704	-76,240	25,464	R
PLATG	Platform Gallery and Visitor Information	132,550	36,739	36,637	-102	G
RCOLL	Refuse Collection	1,419,180	245,314	243,004	-2,310	A
RECUL	Recreation Grants	36,350	-53	-2,141	-2,088	A
RIVBK	Riverbank Protection	2,540	436	0	-436	G
ROEBN	Roefield Barn	-390	-134	-13	122	G
RPBIN	Chargeable Replacement Waste Bins	0	0	-10,335	-10,335	R
RPOOL	Ribblesdale Pool	312,750	58,889	72,376	13,487	R
RVPRK	Ribble Valley Parks	504,010	143,009	148,310	5,301	R
SDEPO	Salthill Depot	0	25,666	25,444	-222	G
SEATS	Roadside Seats	5,260	860	338	-522	G
SIGNS	Street Nameplates & Signs	51,220	5,662	5,627	-35	G
SPODV	Sports Development	81,410	5,603	9,619	4,016	A
SPOGR	Sports Grants	7,140	4,244	3,300	-944	G
STCLE	Street Cleansing	350,990	147,133	151,573	4,440	A
TFRST	Waste Transfer Station	85,100	34,641	34,516	-125	G
TRREF	Trade Refuse	-71,590	-348,670	-394,566	-45,896	R
TWOWR	Two Way Radio	0	289	1,283	994	G
UPACT	Up and Active Service	0	-3,413	-4,763	-1,350	G
VARIOUS	Car Parks	-163,130	-49,717	-44,936	4,781	A

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
VARIOUS	Public Conveniences	186,840	60,358	61,901	1,543	G
VARIOUS	Car Park Vehicles	0	3,716	5,958	2,242	A
VARIOUS	Works Administration Vehicles	0	9,926	9,633	-293	G
VARIOUS	Plant	0	7,620	6,944	-676	G
VARIOUS	Grounds Maintenance Vehicles	0	22,787	13,919	-8,868	R
VARIOUS	Refuse Collection Vehicles	0	153,607	159,370	5,763	R
VEHCL	Vehicle Workshop	0	-9,412	2,315	11,727	R
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	G
WKSAD	Works Administration	0	-23,703	-28,246	-4,543	A
XMASL	Xmas Lights & RV in Bloom	3,720	788	482	-306	G
	<b>Sum:</b>	<b>3,773,700</b>	<b>954,492</b>	<b>955,254</b>	<b>762</b>	

Transfers to/from Earmarked Reserves				
Crime Reduction Partnership Reserve	-13,780	0	0	0
Refuse Collection Reserve	2,040	2,040	2,040	0
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>3,761,960</b>	<b>956,532</b>	<b>957,294</b>	<b>762</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 2018 £
<b>Community Services (COMMD)</b> – Underspend on direct employee costs due to vacancies in the positions of Engineering Services Manager and Pre-Planning Advice Officer. Both vacancies have now been filled.	-5,360
<b>Ribblesdale Pool (RPOOL)</b> – Take up of swimming lessons at present is not at full capacity which has impacted on income levels.	6,996
<b>Ribblesdale Pool (RPOOL)</b> – The budget allows for the recruitment of 2 x apprentice swimming instructors. Due to difficulties in recruiting apprentices for these posts it was decided to employ 1 x FTE Instructor rather than 2 x apprentice posts. Employment of a FTE Instructor commenced 01/08/18 (terminated 26/08/18). Vacancies in the period April to July have resulted in the underspend.	-3,512
<b>Sports Development (SPODV)</b> – An incorrect invoice was received from The Grand for insurance cover at the castle grounds skatepark for 2017/18. The corrected balance has now been invoiced for in the current financial year along with the current years charge, resulting in the overspend shown.	4,754

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an overspend of £762 for the first four months of the financial year 2018/19. This remains the same after allowing for transfers to/from earmarked reserves.
- 3.2 A number of variances are listed in annexes 1 and 2 in respect of refuse collection vehicle repairs. Whilst overall not a major area of concern so far this year, due to the level of overspend experienced last financial year, work is ongoing on closely monitoring the level of spend in this financial year. This is being reported monthly to CMT and has also been reported to the Budget Working Group. The position to the end of July, including commitments (orders for goods yet to be received or paid for) is an overspend of £6,520. Excluding these outstanding commitments the position is an overspend of £450.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM7-18/AJ/AC  
23 August 2018

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/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-278,170	-278,170	-304,178	-26,008	Invoices raised for the full year. There will inevitably be some cancellations as the year progresses and credit notes issued.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.
TRREF/8735z	Trade Refuse/Waste Transfer Note	0	0	-11,820	-11,820	A charge for waste transfer notes to trade customers was introduced April 2018.	A budget will be brought in to reflect the income received at revised estimate.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-60,050	-60,050	-66,042	-5,992	Invoices raised for the full year. There will inevitably be some cancellations as the year progresses and credit notes issued.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-10,335	-10,335	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.
RDKAA/2602	VN17 DKA Dennis Disposal Vehicle/Vehicle Repairs & Maintenance	25,660	8,560	2,791	-5,769	Repair demands to date lower than anticipated.	A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet will be carried out at revised estimate.
RTKNA/2602	VU06 TKN Dennis Disposal Vehicle/Vehicle Repairs & Maintenance	25,660	8,560	3,510	-5,050	Repair demands to date lower than anticipated.	A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet 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
RKYKA/2602	VN12 KYK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	6,550	2,184	9,233	7,049	Repair demands to date higher than anticipated.	A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet will be carried out at revised estimate.
CCTEL/3074	Closed Circuit Television/Private Contract Payments	96,300	23,979	16,557	-7,422	Awaiting invoice for June 2018 which is normally received July 2018.	The variance will be mitigated once the invoice has been received.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-76,900	-28,176	-34,660	-6,484	Increased usage – it is presumed that this is due to the good weather experienced during the months May, June and July.	A review of the budget will be carried out at revised estimate.
WKSAD/8910Z	Works Administration/Oncost Capital	-9,850	-3,310	-9,280	-5,970	Works admin operatives have been heavily involved in the refurbishment of the castle museum windows capital scheme, resulting in increased oncost capital recovery.	An assessment of oncost recovery through capital and revenue schemes will be carried out at revised estimate and the budgets reviewed accordingly.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0100	Community Services Department/Salaries	883,700	299,042	293,682	-5,360	Vacancies in the positions of Engineering Services Manager and Pre-Planning Advice Officer.	The vacancy in the position of Engineering Services Manager has now been filled, with employment commencing July 2018. The position of Pre-Planning Advice Officer has also been filled with employment to commence September 2018.
COMMD/6002	Community Services Department/Car Leasing Repayments	14,340	2,766	7,844	5,078	Commitment for a new lease car which is due to arrive October 2018. At present the 'Actual' relates to the current lease car and the full year commitment for the new car.	The variance will be mitigated once the invoice has been received.
RPOOL/2402	Ribblesdale Pool/Repair & Maintenance - Buildings	21,000	7,000	12,423	5,423	Installation of a new air conditioning unit and replacement fuses across the building.	The repairs and maintenance budgets are allocated based upon planned works, however on occasions unexpected repair demands materialise. The repairs and maintenance budgets will be assessed and reallocated as necessary 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
RPOOL/8542I	Ribblesdale Pool/Courses	-104,890	-30,208	-23,212	6,996	Take up of swimming lessons is not at full capacity resulting in lower than estimated income.	An external provider has been employed to provide some lessons. As take up is not at full capacity the external provider is not providing as many lessons as estimated.
RVPRK/2402	Ribble Valley Parks/Repair & Maintenance - Buildings	22,140	10,274	16,719	6,445	Rendering works at Mardale Pavillion.	The repairs and maintenance budgets are allocated based upon planned works, however on occasions unexpected repair demands materialise. The repairs and maintenance budgets will be assessed and reallocated as necessary at revised estimate.
PCADM/2475	Public Conveniences Administration/General Cleaning	57,950	19,332	23,324	3,992	The good weather in May, June and July has resulted in increased visitors to the Council's park areas. This has resulted in higher cleaning demands.	Toilet cleaners time and oncosts are split between the public conveniences and football changing rooms. An assessment of time spent in each area will be carried out at revised estimate and the budgets amended accordingly.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-106,750	-34,160	-21,858	12,302	A sustained period of staff sickness has resulted in a lower rate of recovery.	Recovery will increase as the year progresses and the staff member has returned to work.

## 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
PAPER/ 8297n	Waste Paper and Card Collection/Sale of Equipment/Materials	-47,600	-15,876	-1,046	14,830	No income received from the sale of paper in April due to negative market prices. Minimal income received May (£355.80) and June 2018 (£690.40). Invoice for July yet to be raised.	The budget was set based upon a market price of £25/tonne. The market price has since gone negative in April, only £2.50/tonne in May and £5/tonne June. A review of the trend in market prices will be carried out at revised estimate.
PKADM/ 8903z	Grounds Maintenance/Oncost	-466,100	-187,836	-163,091	24,745	Annual leave to date and staff vacancies has resulted in lower than anticipated recovery.	Recovery will increase once the vacancy has been filled.

## 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
RCRKA/2602	SY11 CRK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	26,340	5,268	684	-4,584	Budget moved from RKXDA as this vehicle has replaced RKXDA through the 2018/19 capital programme. Minimal repair demands to date.
RTKNA/2612	VU06 TKN Dennis Disposal Vehicle/Diesel	14,740	4,916	2,608	-2,308	Diesel usage lower than estimated.
RHNXA/2612	VU60 HNX Dennis Refuse Disposal Vehicle/Diesel	18,430	6,142	8,348	2,206	Usage slightly higher than expected.
RHXKA/2602	VU62 HXK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	10,710	3,572	5,576	2,004	Repair demands for this vehicle have been higher than estimated to date. A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet will be carried out at revised estimate.
RJZPA/8621z	PK63 JZP Mercedes/Reimbursements by Insurance Company	0	0	-2,500	-2,500	Reimbursement for accident damage incurred in 2017/18.
RHNXA/2602	VU60 HNX Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	9,160	3,056	6,565	3,509	Repair demands to date higher than estimated. A review of the allocation of refuse repairs and maintenance budgets will be carried out at revised estimate.

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
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Maintenance	7,490	2,498	4,891	2,393	Repair demands to date higher than estimated. A review of the allocation of refuse repairs and maintenance budgets will be carried out at revised estimate.
RJZOA/2602	PK63 JZO Hile Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	7,490	2,498	5,002	2,504	Repair demands to date higher than estimated. A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet will be carried out at revised estimate.
RYEKA/2602	PO60 YEK Mercedes Refuse Disposal Vehicl/Vehicle Repairs & Maintenance	8,550	2,852	6,697	3,845	Repair demands to date higher than estimated. A review of the allocation of refuse repairs and maintenance budgets across the refuse fleet will be carried out at revised estimate.
RCOLL/0150	Refuse Collection/Loaders Wages	293,780	98,004	100,353	2,349	The budget includes an allowance for staff turnover - to date this allowance has not materialised with any vacancies having been filled immediately
RCOLL/0155	Refuse Collection/Loaders Holiday Pay	0	0	4,297	4,297	This relates to a payment in lieu of notice.
RCOLL/0350	Refuse Collection/Agency Staff	10,670	3,556	7,114	3,558	Staff member on long term sick leave – this was covered by an agency employee. The staff member has since finished. Use of agency staff should therefore reduce.
EALLW/8886n	Edisford All Weather Pitch/Adult 3G All Weather Pitch (VATable)	-1,340	-1,340	-5,484	-4,144	Incorrect budget split between adult and junior 3G pitch hire (VATable). To be reapporioned at revised estimate to reflect income trend ie more income received through adult pitch hire than junior pitch hire.

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
TRREF/8597n	Trade Refuse/Bin Hire Scheme	-2,040	-2,040	-5,893	-3,853	Take up of the bin hire scheme higher than estimated when the budget was prepared. As invoices are raised for the year there may be some cancellations and credit notes issued. A review will be carried out at revised estimate.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	30,510	10,176	6,664	-3,512	The council currently employs 1 x FTE swimming instructor. The budget also allows for the recruitment of 2 x apprentices. Due to difficulties in recruiting apprentices for these posts it was decided to employ 1 x FTE Instructor rather than 2 x apprentice posts. Employment of a FTE commenced 01/08/18 (terminated 26/08/18). Vacancies in the period April to July resulted in the underspend.
RPOOL/0130	Ribblesdale Pool/Temporary Staff	46,070	19,347	16,409	-2,938	Temporary staff are used to fill for periods where there is insufficient Pool attendant cover. There are no vacancies in the positions of Pool Attendants, reducing the need for temporary staff cover.
RPOOL/0180	Ribblesdale Pool/Pool Attendants Wages	55,760	18,600	20,675	2,075	Incorporated into the budget is an allowance for staff turnover. To date this turnover of staff has not materialised.
RPOOL/3085	Ribblesdale Pool/External Providers	14,690	4,920	7,075	2,155	Due to a vacancy in the position of 1 x FTE Instructor, external providers are being utilised to help carry out swimming lessons. When the budget was prepared it was based upon employing an external provider charging an hourly rate of £16/hour, however it then emerged that this service provider could not offer the service required. An alternative provider charging a higher hourly rate (£25/hour) is therefore being used, resulting in the overspend 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
RPOOL/0101	Ribblesdale Pool/Salaries Overtime	7,100	2,368	4,663	2,295	Overtime incurred to cover for annual leave taken.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-74,210	-24,044	-21,496	2,548	Income lower than estimated - schemes are currently being developed to encourage female swimmers under the 'This Girl Can' project.
GTZGA/8297n	PK07 TZG Grounds Maintenance Vehicle/Sale of Equipment/Materials	0	0	-3,350	-3,350	Sale of vehicle following replacement through the 2018/19 capital programme. The income will be transferred to the capital earmarked reserve at the end of the financial year to fund future capital programmes.
GLSYA/8297n	PK07 LSY Grounds Maintenance Vehicle/Sale of Equipment/Materials	0	0	-3,000	-3,000	Sale of vehicle following replacement through the 2018/19 capital programme. The income will be transferred to the capital earmarked reserve at the end of the financial year to fund future capital spend.
GPLAN/2602	PLANT Grounds Maintenance/Vehicle Repairs & Maintenance	8,980	2,996	691	-2,305	Minimal repair demands to date.
GPLAN/2603	PLANT Grounds Maintenance/Repairs & Maintenance Outside Firms	9,480	3,160	983	-2,177	Minimal repair demands 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
PKADM/0130	Grounds Maintenance/Temporary Staff	15,930	8,282	5,137	-3,145	The council employs a temporary grounds maintenance operative and also utilises Agency Staff. There was a period where there was a vacancy in the position of the temporary grounds maintenance operative, resulting in the underspend to date.
PKADM/0110	Grounds Maintenance/Wages	145,560	48,556	51,221	2,665	Incorporated into the budget is an allowance for staff turnover. The service has been fully staffed until mid-July when one employee left, therefore the impact of staff turnover to date is minimal.
BUSSH/2881	Bus Shelters/Purchase of Equipment & Materials	3,110	2,538	62	-2,476	Minimal purchases to date. Shelters are repaired where possible rather than new ones purchased.
WKSAD/8900z	Works Administration/Oncost 100%	-191,870	-64,006	-66,407	-2,401	Productive time to date slightly higher than estimated, resulting in over recovery.
TFRST/2451	Waste Transfer Station/National Non Domestic Rates	23,490	23,561	21,305	-2,256	A revaluation of the property was carried out after the original estimate was prepared resulting in lower rates payable. The budget will be reviewed at revised estimate.
TFRST/3085	Waste Transfer Station/Consultants	0	0	4,950	4,950	Hire of a WAMITAB trained consultant due to the Council not currently having any WAMITAB qualified employees. Two staff members are currently studying for the qualification. A virement is to be done to cover this spend.
RVPRK/2414	Ribble Valley Parks/Emergency Tree Work	6,060	2,032	0	-2,032	No emergency tree works required 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
RVPRK/2409	Ribble Valley Parks/Non Recurring Maintenance Items	0	0	4,010	4,010	Expenditure at Calderstones and Primrose Lodge. This is to be funded from S106 monies.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	360,930	130,584	128,282	-2,302	Slightly lower than estimated time spent at the parks by the Grounds Maintenance Team.
LDEPO/2402	Longridge Depot/Repair & Maintenance - Buildings	10,530	8,106	10,112	2,006	Installation of new security lights, fire alarm and re-wiring at the depot.
CHUCP/2451	Church Walk/Railway View/National Non Domestic Rates	12,760	12,760	14,788	2,028	The rate of transitional relief received has reduced this financial year. Not factored into the budget.
EDISF/2402	Edisford Park Toilets/Repair & Maintenance - Buildings	1,430	1,430	3,467	2,037	Repairs to sinks and vanity units at the toilets.
STCLE/0110	Street Cleansing/Wages	103,730	34,604	37,105	2,501	The budget includes an allowance for staff turnover - to date this turnover has not materialised.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

Agenda Item No 13

meeting date: 4 SEPTEMBER 2018  
 title: CAPITAL MONITORING 2018/19  
 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 approved 2018/19 capital programme, for the period to the end of July 2018.

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 Fourteen new capital schemes for this Committee, totalling £712,200, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2018 and March 2018 respectively.

2.2 In addition to the original estimate budget, the following changes have been made so far in 2018/19:

- There were five 2017/18 capital schemes that were not completed by 31 March 2018 and had unspent budget available at that date. The total unspent balance on these schemes, £93,320, is known as slippage. This slippage was transferred into the 2018/19 capital programme budget, after approval by this Committee in May 2018.
- One new scheme for a replacement hook lift vehicle, totalling £50,000, was approved by Policy and Finance Committee in June 2018. 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 twenty schemes is £855,520. This is shown at Annex 1.

## 3 CAPITAL MONITORING 2018/19

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of July 2018. 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 2018/19 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of July 2018 £	Variance as at end of July 2018 £
712,200	93,320	50,000	855,520	476,238	-379,282

- 3.2 At the end of July 2018 £476,238 had been spent or committed. This is 55.7% of the annual capital programme for this Committee.
- 3.3 The All Weather Pitch Lighting scheme is on hold, whilst consideration is given to the Clitheroe Wolves/Lancaster Foundation Edisford development proposal.
- 3.4 Of the other nineteen schemes in the capital programme, two have been completed (Play Area Improvements 2017/18 and Replacement Pick Up Vehicles PK07 LSY + PK07 TZG) and it is estimated at this stage that the other seventeen schemes will be completed in-year.
- 3.5 The main reasons for the underspend on the full year budget to date are:
- **Play Area Improvements 2018/19 (-£36,416):** 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.
  - **Replacement of Refuse Wheelie Bins (-£10,000):** No spend to date. An order for bulk purchase of bins will be placed in due course to ensure purchase within the 2018/19 financial year.
  - **Renewal of Sections of Floor to Residual Waste Transfer Station, Phase 2 (-£23,500):** No spend to date. The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible whilst the work is undertaken.
  - **Replacement of Paper Collection Vehicle VX55 KXD (-£6,753):** The paper collection vehicle cost £39,775 and was delivered in June 2018. The CCTV system for the vehicle has been ordered at a cost of £2,472. It is due to be fitted by Autumn 2018. It is expected that the scheme will be completed within the scheme budget of £49,000.
  - **Purchase of Verti Drain Equipment (-£46,000):** Procurement of the verti-drain equipment was in progress at the end of July 2018. The equipment was ordered in August 2018, at a cost of £43,944, and part of the equipment has been delivered. At this stage, it is expected that the remaining equipment will be delivered in Autumn 2018.
  - **Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL (-£10,724):** The Garwood refuse collection vehicle was delivered and paid for in July 2018, at a cost of £109,276. The scheme budget was £120,000.
  - **Replacement Mower (Haytor) - PN07 MVG (-£41,000):** Quotes are currently being obtained for the replacement mower. At this stage it is expected that the new mower will be purchased before the financial year-end.
  - **Replacement Mower (Kubota) - PN09 KXP (-£18,500):** Quotes are currently being obtained for the replacement mower. At this stage it is expected that the new mower will be purchased before the financial year-end.
  - **Replacement Mini Tractor and Trailer (John Deere) – PN06 TSZ (-£12,000):** Initial assessment of replacement costs and needs means that the tractor and

trailer is likely to be replaced by a tractor unit only. The detailed specification for the replacement tractor will be confirmed after the completion of demonstrations for different options and quotes will be sought at that stage.

- **Replacement Truck (Ford) c/w tail lift PE60 KJJ (-£37,500):** 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.
- **All Weather Pitch Lighting (-£31,000):** This scheme is on hold, whilst consideration is given to the Clitheroe Wolves/Lancaster Foundation Edisford development proposal (see report elsewhere on this agenda).
- **Off-Street Car Parks – Update of Payment Systems (-£16,340):** 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.
- **Castle Museum - Refurbishment of Windows (-£23,230):** The works administration team are continuing with their window refurbishment work and the scheme should be completed within the financial year and within budget, subject to any further additional works being identified.
- **Ribblesdale Pool Improvement Work (-£6,450):** No spend to date. The final contract retention payment was initially due to be paid to the contractor in March 2018, after final snagging work was complete. At this stage, the final snagging work is not fully completed and the retention amount will only be paid when the snagging work is complete.
- **Replacement of Hook Lift Vehicle - PN07 VWG (-£50,000):** 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.

#### 4 CONCLUSION

- 4.1 At the end of July 2018 £476,238 had been spent or committed. This is 55.7% of the annual capital programme for this Committee.
- 4.2 Of the twenty schemes in this Committee's capital programme, one scheme is on hold, two schemes have been completed and it is estimated at this stage that the other seventeen schemes will be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM9-18/AC/AC  
24 August 2018

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

## Community Services Committee - Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of July 2018 £	Variance as at end of July 2018 £
PLAYS	Play Area Improvements 2018/19	40,000	0	0	40,000	<b>3,584</b>	-36,416
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	10,000	<b>0</b>	-10,000
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station (Phase 2)	23,500	0	0	23,500	<b>0</b>	-23,500
RVKXD	Replacement of Paper Collection Vehicle - VX55 KXD	49,000	0	0	49,000	<b>42,247</b>	-6,753
RVYEK	Replacement of Refuse Collection Vehicle - PO60 YEK	222,500	0	0	222,500	<b>220,394</b>	-2,106
VERTI	Purchase of Verti Drain Equipment	46,000	0	0	46,000	<b>0</b>	-46,000
CPMHY	Replacement of Car Parking Van – Fiat Doblo PN09 MHY with an equivalent spec	13,000	0	0	13,000	<b>9,740</b>	-3,260
RVPWL	Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL	120,000	0	0	120,000	<b>109,276</b>	-10,724
GVMVG	Replacement Mower (Haytor) - PN07 MVG	41,000	0	0	41,000	<b>0</b>	-41,000
GVKXP	Replacement Mower (Kubota) - PN09 KXP	18,500	0	0	18,500	<b>0</b>	-18,500
GVT SZ	Replacement Mini Tractor and Trailer (John Deere) - PN06 TSZ	12,000	0	0	12,000	<b>0</b>	-12,000
GVKJJ	Replacement Truck (Ford) c/w Tail Lift - PE60 KJJ	37,500	0	0	37,500	<b>0</b>	-37,500

## Community Services Committee - Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of July 2018 £	Variance as at end of July 2018 £
EAWPL	All Weather Pitch Lighting	31,000	0	0	31,000	0	-31,000
WVAZL	Replacement of IVECO Daily Crew Cab - PO60 AZL	48,200	0	0	48,200	44,500	-3,700
PLAYR	Play Area Improvements 2017/18	0	12,940	0	12,940	12,298	-642
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	16,340	0	16,340	0	-16,340
CMWIN	Castle Museum – Refurbishment of Windows	0	36,000	0	36,000	12,770	-23,230
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	0	21,590	0	21,590	21,429	-161
RPIMP	Ribblesdale Pool Improvement Work	0	6,450	0	6,450	0	-6,450
GVVWG	Replacement of Hook Lift Vehicle – PN07 VWG	0	0	50,000	50,000	0	-50,000
<b>Total Community Services Committee</b>		<b>712,200</b>	<b>93,320</b>	<b>50,000</b>	<b>855,520</b>	<b>476,238</b>	<b>-379,282</b>

## Community Services Committee – Capital Programme 2018/19

### Play Area Improvements 2018/19

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 and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	40,000	3,584	-36,416
ANTICIPATED TOTAL SCHEME COST	40,000		

#### Progress – Budget Holder Comments:

*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 2018/19

### 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 and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	10,000	0	-10,000
ANTICIPATED TOTAL SCHEME COST	10,000		

#### Progress – Budget Holder Comments:

*July 2018: No spend to date - An order for bulk purchase of bins will be placed in due course to ensure purchase within the 2018/19 financial year.*

**Renewal of Sections of Floor to Residual Waste Transfer Station (Phase 2)**

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Service Area: Engineering

Submitted by: Adrian Harper

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**Brief Description of the Scheme:**

The Salthill waste transfer station has been in operation since 2007. The more heavily used sections of the reinforced concrete floor are showing limited signs of inevitable wear. It is considered likely that the remaining concrete floor to the recycle waste building is likely to need replacing in 2018/19 at a cost of £23,500.

**Revenue Implications:**

None.

**Timescale for Completion:**

2018/19.

**Capital Cost:**

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	23,500	0	-23,500
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>23,500</b>		

**Progress – Budget Holder Comments:**

*July 2018: No spend to date - The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible whilst the work is undertaken.*

## Replacement of Paper Collection Vehicle VX55 KXD

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Service Area: Refuse Collection

Submitted by: Adrian Harper

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### 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 (including preparation costs) on the second-hand market and have a shorter life expectancy because of this. One vehicle, VX55 KXD, is programmed for replacement in 2018/19.

### Revenue Implications:

Estimated £150 reduced fuel consumption per annum – expected small improvement in fuel economy.

### Timescale for Completion:

The used vehicle will become available when new vehicles purchased by other authorities are commissioned. Liaison with vehicle manufacturers will determine the most appropriate period in which to procure the used vehicle.

### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	49,000	42,247	-6,753
ANTICIPATED TOTAL SCHEME COST	49,000		

### Progress – Budget Holder Comments:

*July 2018: The paper collection vehicle cost £39,775 and was delivered in June 2018. The CCTV system for the vehicle has been ordered at a cost of £2,472. It is due to be fitted by Autumn 2018. It is expected that the scheme will be completed within budget.*

## Community Services Committee – Capital Programme 2018/19

### Replacement of Refuse Collection Vehicle PO60 YEK

Service Area: Refuse Collection

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

This scheme is for the replacement of Refuse Collection Vehicle PO60 YEK. 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:

Start in April 2018 for a minimum 30 week procurement period (including post tender stand-still period and vehicle commissioning).

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	222,500	220,394	-2,106
ANTICIPATED TOTAL SCHEME COST	220,394		

#### Progress – Budget Holder Comments:

*July 2018: The Council was awaiting delivery of the refuse collection vehicle at the end of July 2018. The vehicle has now been delivered in August 2018 and is to be paid for by September 2018. At this stage, no further costs are expected on this scheme.*

## Community Services Committee – Capital Programme 2018/19

### Purchase of Verti Drain Equipment

Service Area: Culture and Leisure

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

The Council provides a total of 14 grass pitches for football, in Clitheroe and Longridge. The current budget for these pitches only allows for cutting, line painting and minor remedial work to goal mouth areas annually. The state of the pitches has over time deteriorated significantly. All are unplayable for parts of the year due to water logging. This scheme will enable the pitches to be revived, giving all ages from junior through senior, both male and female the chance to play football on a surface which is acceptable and encourage participation.

The provision of suitable surfaces for the playing of football is part of the Government agenda to promote healthier lifestyles. The scheme will dramatically improve year on year the state of the pitches which the Council hires out to teams in the Borough. This will not result in a significant premium being charged for the improvement works carried out, however it will enhance the service delivery and the reputation of the Council in terms of the quality of service provided.

This scheme is for the purchase of Verti-Drain machinery to allow cost effective undertaking of the grass pitch renovation work in-house.

#### Revenue Implications:

None.

#### Timescale for Completion:

Purchase machinery in 2018/19. Work to be undertaken over time.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	46,000	0	-46,000
ANTICIPATED TOTAL SCHEME COST	46,000		

#### Progress – Budget Holder Comments:

*July 2018: Procurement of the verti-drain equipment was in progress at the end of July 2018. The equipment was ordered in August 2018, at a cost of £43,944, and part of the equipment has been delivered. At this stage, it is expected that the remaining equipment will be delivered in Autumn 2018.*

## Community Services Committee – Capital Programme 2018/19

### Replacement of Car Parking Van – Fiat Doblo PN09 MHY with an equivalent spec

Service Area: Car Parking

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

This scheme follows the vehicle and plant replacement programme. The scheme is for the replacement of the small Fiat Doblo currently used by the Car Park Enforcement Officers with an equivalent spec vehicle.

The Council's car parks need to be policed on a regular basis to ensure compliance with the off street car parking policy. Dedicated and reliable transport is necessary for the service to function efficiently.

#### Revenue Implications:

Estimated £100 reduced fuel consumption per annum - The new vehicle will be more fuel efficient and have lower carbon emissions than the existing vehicle that it replaces.

#### Timescale for Completion:

Start April for an 8 week procurement period.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	13,000	9,740	-3,260
ANTICIPATED TOTAL SCHEME COST	13,000		

#### Progress – Budget Holder Comments:

*July 2018: An order has been placed for the replacement van, with delivery expected in Autumn 2018. In addition, a tracker will be fitted to ensure the van is fit for purpose for Council work.*

## Community Services Committee – Capital Programme 2018/19

### Replacement of Garwood (12 Tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL

Service Area: Refuse Collection

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

This scheme is for the replacement of the 12 tonne GVW "Garwood" PN05 PWL single bodied refuse collection vehicle c/w lifter which will be 12 years old. The life of this vehicle was extended in 2013 with the refurbishment of the body.

This multiuse, wide low open backed vehicle undertakes several operations. It undertakes the commercial trade waste collections in the restricted back streets of the town centre, empties the communal paper recycling collection containers (the current paper collection vehicles are not equipped with bin lifters), is used to collect the chargeable bulky and special waste collections that cannot be taken by the high narrow backed main collection vehicles and also acts as back up to the two ageing paper collection vehicles.

#### Revenue Implications:

An estimated 5% reduction in fuel consumption, £500 per annum.

#### Timescale for Completion:

Start April for a minimum 28 week procurement period.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	120,000	109,276	-10,724
ANTICIPATED TOTAL SCHEME COST	120,000		

#### Progress – Budget Holder Comments:

*July 2018: The Garwood refuse collection vehicle was delivered and paid for in July 2018.*

## Community Services Committee – Capital Programme 2018/19

### Replacement Mower (Haytor) PN07 MVG

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

This scheme is for the replacement of the Haytor Mower, PN07 MVG. It is a ride on mower for amenity areas and external contracts, purchased in 2007, by the time of renewal it will be over 10 years old.

As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 8 years.

#### Revenue Implications:

None.

#### Timescale for Completion:

Within the 2018/19 financial year.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	41,000	0	-41,000
ANTICIPATED TOTAL SCHEME COST	41,000		

#### Progress – Budget Holder Comments:

*July 2018: Quotes are currently being obtained for the replacement mower. At this stage it is expected that the new mower will be purchased before the financial year-end.*

## Community Services Committee – Capital Programme 2018/19

### Replacement Mower (Kubota) PN09 KXP

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

Scheme for the replacement of Kubota Mower PN09 KXP. It is a ride on mower for amenity areas and external contracts, purchased in 2009, by the time of renewal it will be over 8 years old.

As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 5 years.

#### Revenue Implications:

None.

#### Timescale for Completion:

The machine will be sourced via competitive quotes and be purchased within the 2018/19 financial year.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	18,500	0	-18,500
ANTICIPATED TOTAL SCHEME COST	18,500		

#### Progress – Budget Holder Comments:

*July 2018: Quotes are currently being obtained for the replacement mower. At this stage it is expected that the new mower will be purchased before the financial year-end.*

## Community Services Committee – Capital Programme 2018/19

### Replacement Mini Tractor and Trailer (John Deere) – PN06 TSZ

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

This scheme is for the replacement of the mini tractor and trailer which is primarily based in the Castle Grounds, Clitheroe. It was purchased in 2006, by the time of renewal it will be 12 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November, but is also used through the winter months as the off season work is undertaken. The industry norm for replacement of this type of machinery is 8-10 years.

The nature of the Castle Grounds means the unit cannot be easily substituted due to the width of paths in the area.

#### Revenue Implications:

None – Existing service.

#### Timescale for Completion:

2018/19.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	12,000	0	-12,000
ANTICIPATED TOTAL SCHEME COST	12,000		

#### Progress – Budget Holder Comments:

*July 2018: Initial assessment of replacement costs and needs means that the tractor and trailer is likely to be replaced by a tractor unit only. The detailed specification for the replacement tractor will be confirmed after the completion of demonstrations for different options and quotes will be sought at that stage.*

## Community Services Committee – Capital Programme 2018/19

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

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.

**Revenue Implications:**

None – Existing service.

**Timescale for Completion:**

2018/19.

**Capital Cost:**

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	37,500	0	-37,500
ANTICIPATED TOTAL SCHEME COST	37,500		

**Progress – Budget Holder Comments:**

*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 2018/19

### All Weather Pitch Lighting

Service Area: Edisford

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

The synthetic turf pitches at the Ribblesdale Pool are currently lit by 16 x 2KW metal halide floodlights mounted on 10m columns, these columns house the control gear for the lighting. They are approaching the end of their economic life.

Replacing the current fittings and control gear with more energy efficient self-contained LED fittings, without compromising on light output, is the basis for this scheme. Self-contained fittings will dramatically cut the currently high maintenance bill.

#### Revenue Implications:

£1,500 per annum reduction in years 1 to 3 – no maintenance costs.

£550 per annum - estimated reduction in electricity costs (all years).

#### Timescale for Completion:

Early 2018: Produce drawings and specifications.

Spring 2018: Tender and undertake programme of works.

Summer 2018: Completion and issue snagging list.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	31,000	0	-31,000
ANTICIPATED TOTAL SCHEME COST	31,000		

#### Progress – Budget Holder Comments:

*July 2018: This scheme is on hold, whilst consideration is given to the Clitheroe Wolves/Lancaster Foundation Edisford development proposal.*

## Community Services Committee – Capital Programme 2018/19

### Replacement of Iveco Daily Crew Cab (PO60 AZL)

Service Area: Works Administration

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

This scheme is for the replacement of the existing vehicle PO60 AZL. This vehicle is currently 7 years old and is nearing the end of its useful economic life. It will be replaced with a like for like model (IVECO Daily Crew Cab with tail lift). The existing vehicle is regularly used by the Works team to undertake a multitude of tasks. The IVECO Daily Crew Cab plays a pivotal role in ensuring the Works team can undertake all tasks required of them.

#### Revenue Implications:

None.

#### Timescale for Completion:

April 2018: Tender new Vehicle. May 2018: Purchase new Vehicle.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Total Approved Budget 2018/19	48,200	44,500	-3,700
ANTICIPATED TOTAL SCHEME COST	48,200		

#### Progress – Budget Holder Comments:

*July 2018: The new vehicle was ordered in July 2018, after quotes were obtained. This is a specialist vehicle, built to a bespoke specification, and the preferred supplier has initially indicated that the build and delivery time will be approximately six months from order date.*

## Community Services Committee – Capital Programme 2018/19

### Play Area Improvements 2017/18 (slippage)

Service Area: Play Areas

Submitted by: Mark Beveridge

**Brief Description of the Scheme:**

Provide a fund for maintaining and improving the Council's eighteen play areas.

**Revenue Implications:**

None.

**Timescale for Completion:**

April of each financial year and lasting throughout the year.

**Capital Cost:**

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	12,940		
Total Approved Budget 2018/19	12,940	12,298	-642
Actual Expenditure 2017/18	27,061		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>39,359</b>		

**Progress – Budget Holder Comments:**

*July 2018: SCHEME COMPLETE - This was spend on budget slippage approved by Community Committee in May 2018, for supply and installation of fencing at Edisford, path work at Edisford and a new roundabout at Low Moor.*

*March 2018: The following projects within this budget were planned and ordered but not completed by the end of March 2018:*

- *New fencing and new footpath at Edisford play area, estimated cost £8,206 - This work was in progress at year-end, but completion was held up, largely by bad weather.*
- *New roundabout at Low Moor, estimated cost £4,376 – The supplier was not able to fit the roundabout until June 2018.*

**Community Services Committee – Capital Programme 2018/19**

*November 2017: Refurbishment work is on-going in-year and specific improvement works are planned for early 2018. Further improvement work will be planned once this early 2018 work is completed, dependent on the budget available at that stage. Further works may also be required later in-year if regular playground assessment checks or insurance condition surveys identify any further improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.*

*August/September 2017: Post summer holidays refurbishment work is now in progress. This work will be completed and then further improvement work will be undertaken within the remaining budget from November onwards. Further works may also be required later in-year if regular playground assessment checks or insurance condition surveys identify any further improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.*

*July 2017: Spend to date has been for grounds maintenance team work plus Salthill Play Area log refurbishment work. Main improvement works will be planned for September 2017 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 2018 to ensure any currently unforeseen work can be funded.*

## Community Services Committee – Capital Programme 2018/19

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

Service Area: Engineering

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 and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	16,340		
Total Approved Budget 2018/19	16,340	0	-16,340
Actual Expenditure 2017/18	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>16,340</b>		

**Community Services Committee – Capital Programme 2018/19****Progress – Budget Holder Comments:**

*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 2018/19

### Castle Museum – Refurbishment of Windows (slippage)

Service Area: Surveyors

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

As the appearance of the Castle Museum forms the first impression to all visitors or residents of the borough when visiting the Castle grounds, it is an aim that they are adequately maintained to support the Council's efforts to attracting tourism to the Borough.

Due to the prominent location of the building the timber windows are exposed to all weather conditions. Following the survey of the Castle Museum windows it has been noted that the majority of the windows are suffering from wet rot in the window frames / sills with some being severe, missing sealant around window edges and delamination of paint finishes. It is recommended that the windows be refurbished using an epoxy resin solution carried out in-situ with the possibility that some may require removing and refurbishing in the factory depending on the exact condition.

The works would include scaffolding around the building to provide adequate and safe access to all windows and will involve cutting back of all defective timber, mixing and applying the epoxy resin and moulding to the existing window profile. The fixtures will be prepared and redecorated with all sealant around the windows being replaced, all as agreed with the Council's listed buildings officer.

#### Revenue Implications:

None.

#### Timescale for Completion:

April 2017: Tender and undertake programme of works.

June 2017: Commencement of works.

July 2017: Completion.

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	36,000		
<b>Total Approved Budget 2018/19</b>	<b>36,000</b>	12,770	-23,230
Actual Expenditure 2017/18	26,560		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>62,560</b>		

**Community Services Committee – Capital Programme 2018/19****Progress – Budget Holder Comments:**

*July 2018:* UK restorations have now completed the lintels work around the windows and the asbestos has now been safely removed from the strong room windows. The potential additional lead flashing and pointing work is not now required as part of this scheme and has been accommodated in the repairs and maintenance budget. The works administration team are continuing with their window refurbishment work and the scheme should be completed within the financial year and within budget, subject to any further additional works being identified.

*March 2018:* Work has been held up since January 2018, as the Council had to obtain planning approval for lintels work, which was not obtained until March 2018, and the works administration team were subsequently employed on other priority repair and maintenance work.

*November 2017:* Work is on-going by the works administration team. At this stage, the completion of the scheme within the current financial year cannot be guaranteed because lintel work is now needed that requires listed building consent and less works administration team input is currently available.

*August/September 2017:* Work is on-going and will be completed in-year. The scaffolding will be planned in as and when needed, rather than a permanent presence during the works, which is likely to keep costs to a minimum.

*July 2017:* This work is being carried out by the works administration team. The main cost elements will be works administration labour, materials and scaffolding. The work has begun and will be completed in-year.

## Community Services Committee – Capital Programme 2018/19

### Replacement Pick Up Vehicles (Ford Ranger S/C 4WD) x 2 – PK07 LSY and PK07 TZG (slippage)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

#### Brief Description of the Scheme:

The two vehicles due for replacement were purchased in 2007, they are on a 10 year replacement cycle. They are used to transport materials and towing equipment for grounds maintenance to use on site.

#### Revenue Implications:

None.

#### Timescale for Completion:

2017/18

#### Capital Cost:

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	21,590		
Total Approved Budget 2018/19	21,590	21,429	-161
Actual Expenditure 2017/18	19,411		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>40,840</b>		

#### Progress – Budget Holder Comments:

**July 2018:** SCHEME COMPLETE - This scheme was slippage of budget from 2017/18 to fit additional kit onto one pick up vehicle purchased in March 2018 and to purchase a new pick up vehicle and fit additional kit onto that vehicle, so both replacement pick up vehicles are fit for purpose for Council use. All the vehicle purchase and additional kit fitting has been completed.

**March 2018:** Both vehicles were ordered in June 2017, but delivery was put back on several occasions by the supplier. By year-end only one of the two vehicles had been delivered. The one vehicle delivered was only delivered in late March 2018 and this left no time to complete the fitting of additional kit on that vehicle to make it fit for purpose for Council use in-year.

**November 2017:** No delivery date has been confirmed by the supplier, but completion by financial year-end is expected at this stage.

**August/September 2017:** No change to July 2017 comments.

**July 2017:** Vehicles have been ordered and delivery is expected by late Autumn 2017.

## Community Services Committee – Capital Programme 2018/19

### Ribblesdale Pool Improvement Work (slippage)

Service Area: Ribblesdale Pool  
Head of Service: Mark Beveridge

**Brief Description of the Scheme:**

An improvement scheme which comprises modernisation work to the reception and changing areas and pool viewing balcony, and the creation of separate disability changing area provision with access from reception and straight to the pool hall.

**Revenue Implications:**

None expected.

**Timescale for Completion:**

Works - December 2016

**Capital Cost:**

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	6,450		
Total Approved Budget 2018/19	6,450	0	-6,450
Actual Expenditure 2016/17	260,604		
Actual Expenditure 2017/18	-1,509		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>265,545</b>		

**Progress – Budget Holder Comments:**

*July 2018: No spend to date - The final contract retention payment was initially due to be paid to the contractor in March 2018, after final snagging work was complete. At this stage, the final snagging work is not fully completed and the retention amount will only be paid when the snagging work is complete.*

*March 2018: The main contract retention payment was due to be paid in March 2018, but the contractor is to complete some final snagging work in Spring 2018. The retention payment will not be paid until the snagging work is completed.*

*November 2017: Contract retention payment due to be paid in March 2018.*

*August/September 2017: There is unlikely to be any further spend or commitments required on this scheme.*

**Community Services Committee – Capital Programme 2018/19**

*July 2017: The main contract value was finalised in May 2017. The 2017/18 spend to date is made up of two elements:*

- *£6,452 – commitment for the contract retention payment, which is due to be paid in March 2018, twelve months after practical completion of the contract work.*
- *-£1,509 - the final contract value agreed with the contractor in May 2017 was £1,509 less than the final contract valuation creditor estimated in the 2016/17 year-end accounts.*

*There is unlikely to be any further spend required on this scheme.*

*March 2017: The work on the main contract was completed in 2016/17 and Ribblesdale Pool re-opened in March 2017. The main contract value is still to be finalised, as officers are negotiating some final contract variation items. There may be further costs identified from this process. In addition, the main contract retention payment cannot be paid until twelve months after practical completion of the main contract. Slippage of the remaining scheme budget of £16,820 into 2017/18 is requested to fund the expenditure required.*

*August/September 2016: The current timetable is for the work to be put out to tender and a contractor appointed by early November 2016 and for the improvement work to be carried out between December 2016 and February 2017. Work is on-going to finalise and agree the Lottery Funding Agreement with Sport England.*

*July 2016: External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.*

*May 2016: Initial bid submitted to Sport England in March 2016 for £150,000 grant funding and further bid information submitted in May 2016. Awaiting the formal funding announcement in June 2016.*

**Replacement of Hook Lift Vehicle – PN07 VWG (Additional Approval)**

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Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

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**Brief Description of the Scheme:**

The current vehicle is a bespoke vehicle purchased in 2007. The vehicle is used for delivering the grounds maintenance programme at the cemetery and on various other sites around the borough. Due to the age of the vehicle and risk of further parts failing it would need to be replaced in the current financial year with a like for like vehicle.

**Revenue Implications:**

None.

**Timescale for Completion:**

Purchase in 2018/19.

**Capital Cost:**

	£	Actual Expenditure and commitments as at end of July 2018 £	Variance as at end of July 2018 £
Original Estimate 2018/19	0		
Additional Approval 2018/19	50,000		
Total Approved Budget 2018/19	50,000	0	-50,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>50,000</b>		

**Progress – Budget Holder Comments:**

*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.*

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No. 14

meeting date: 4<sup>TH</sup> SEPTEMBER 2018  
title: 2017/2018 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 2017/2018 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 2017/18. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2017/2018 data and 2016/2017 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 2017/2018 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 2018/2019.
- 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:
  - 40% (2) of PIs met target (green)
  - 60% (3) 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:
- 0% (0) of PIs improved
  - 20% (1) of PIs stayed the same
  - 80% (5) 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 ES9 (NI 191) - Residual household waste per household** - This is partially due to contamination in recycling and lack of willingness of the public to recycle.
  - **PI ES10 (NI 192) - Percentage of household waste sent for reuse, recycling and composting** - Unable to get the public to recycle correctly.
- 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 2017/2018 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 2017/2018

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend year on year	Corporate Objective
		Value	Value	Target	Target			
PI ES1	Number of reported missed collections per 100,000 population	14	17	17	17			To retain weekly collections of residual waste
PI ES2	Percentage of missed collections put right in 24 hrs	100%	98%	99%	99%			To retain weekly collections of residual waste
PI ES5	Percentage of households receiving a three-stream collection service	96.58%	96.58	96.5%	96.5%			To retain weekly collections of residual waste
PI ES9 (NI 191)	Residual household waste per household	559	640	560	630			To retain weekly collections of residual waste
PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling and composting	37.08%	28.53%	36.00%	36.0%			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: 4 SEPTEMBER 2018  
title: GENERAL REPORT  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: ADRIAN HARPER, HEAD OF ENGINEERING SERVICES  
MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES  
HELEN CRESSWELL, GALLERY AND INFORMATION CENTRE SUPERVISOR

### 1 PURPOSE

To update on issues in Engineering Services, Cultural and Leisure Services, and the Platform Gallery and Visitor Information Centre.

### 2 ENGINEERING SERVICES

#### 2.1 Parking

An order has now been placed to upgrade 7 parking ticket machines to allow use of cards including “contactless” to be used as a form of payment. The car parks to have the new facility will be Railway View, Edisford, Lowergate, Chester Avenue, and Pope Croft, as agreed by Community Services Committee 9 January 2018. The scheme is expected to start on site in November 2018.

#### 2.2 Castle Museum Windows

The project consists of repairs to 60 timber sash windows at the Castle Museum; currently 40 windows have been repaired and back to full working order. In total, there are four phases of scaffold, three have been erected and dismantled with the final phase going up on 15 August.

Asbestos has been found in two of the windows and removal is programmed in for 10 August. Overall, the project is running smoothly and will be completed within budget.

#### 2.3 Queensway Garages

The garage roof replacement project is running smoothly; the asbestos roof has been removed, and we are currently at about 75% completion. Again, this project will be completed within budget.

### 3 CULTURAL AND LEISURE SERVICES

#### 3.1 Clitheroe Food Festival

The weather was very benign this year despite a very poor forecast the previous week. Many thousands of people turned out to enjoy the variety of food and drink stalls on offer. Despite predictions of a lower turnout by some prior to the event, the car park took a very similar amount of money and was showing full signs at lunchtime, leading to some queuing of traffic. The town itself was as busy as last year. Because many stallholders know that the crowd is large, fewer sell out early, bringing enough stock to keep going to the close at 4.30pm. Some new learning was obtained from the event, which adds to the knowledge bank we have built up for this and other events the Council is involved in staging.

The introduction of street entertainers was well received; there were three different groups of performers.

Crowd density remains a concern, due to it being a free event; it is unknown until the day how many people will attend.

There will be a full report providing the financial breakdown for the event at the October meeting of Community Services.

### 3.2 Castle Gate commemorative plaque

During August, one of the plaques on Clitheroe Castle Gate was prised off, along with another down by the children's play area. The latter was found behind the toilet block, sadly the former one is still missing. The incidents and theft were reported to the police, and the War memorials charity that keeps a record of such plaques has been informed.

A press release was issued to try to see if anyone would come forward with any information, and CCTV was examined. However, neither avenue has resulted in any further information being provided, and the plaque from the gate is still missing.

A new plaque will be ordered based on the photograph we have of the one which was stolen so the replacement can be as accurate in appearance as possible, without the weathering.

## 4 PLATFORM GALLERY AND VISITOR INFORMATION CENTRE

Visitor Numbers for 2018:

Month	Numbers
January	1950
February	2645
March	3266
April	2586
May	3294
June	2793
July	2963

### Current Exhibitions:

#### **Nostalgia by Decorum, and Women in British History by Katch Skinner**

7 July – 15 September 2018

2018 is a timely year to focus to women's social and cultural history as the country celebrates The Representation of the People Act 1918 which extended the vote to women. The makers in our shows responded to their personal and women's histories, making sensitive and thoughtful work in response.

**Katch's** ceramics have often featured in our Christmas shows; her distinctive style is popular with customers, and this current show has been no exception. She has made commemorative ware celebrating women who left their mark in British history. Each piece is presented with some research on each woman, paying tribute to their achievements, which has proved popular with our visitors, generating retail sales of £2025 and counting.

**Decorum** is a group of four textile and mixed media artists, exploring decorative embellishment and textures. Each maker's work shares the theme of nostalgia,

examining female making past and present, all linked together through social historical references. Their smaller 'shop' exhibits have been popular with customers, as have the workshops they have put on in the space.

**Coming next: Northern Star 2018** 29 September – 5 January 2019

Christmas is upon us once again! Our annual showcase of British craft talent, this exhibition aims to delight and inspire customers to share and support craft this Christmas.

## 5 CONCLUSION

Further updates will be included in future meetings of this Committee.

ADRIAN HARPER  
HEAD OF ENGINEERING SERVICES

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

HELEN CRESSWELL  
GALLERY AND INFORMATION CENTRE SUPERVISOR

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information on Engineering Services,  
please contact Adrian Harper 01200 414523

For further information on Cultural and Leisure Services,  
please contact Mark Beveridge 01200 414479

For further information on the Platform Gallery and Visitor Information Centre,  
please contact Helen Cresswell 01200 425566