



## **Calstock Parish Council**

# **Capital Programme**

**Version 8 (RNC), Approved 08-03-2022**

**(Minor amendments made following F&GP Committee, 19-04-2022)**

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**Calstock Parish Council, Tamar Valley Centre, Cemetery Road,  
Drakewalls, PL18 9FE. 01822 748847**  
[clerk@calstockparishcouncil.gov.uk](mailto:clerk@calstockparishcouncil.gov.uk) [www.calstockparishcouncil.gov.uk](http://www.calstockparishcouncil.gov.uk)

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## **Capital Programme**

### **Ver 8 RNC (amended at F&GP 19/4/22)**

#### **Purpose**

The Parish Council has considerable assets across a large area, all of which either need improvement, development or attract considerable maintenance costs. Where development projects have been identified by members, they have proved difficult to find funding for. As a result, developments have either not gone ahead, been significantly delayed, or been undertaken in a piece-meal fashion.

The Capital Programme is a means of addressing these issues in a systematic way by identifying, prioritising, planning and completing development projects on a five year rolling programme.

The General Power of Competence allows the Council to increase the precept for specific and identified purposes, such as those identified in the five year plan.

The Capital Programme will be therefore be principally funded from an increase in precept designed to deliver the identified projects. A clear, well documented and democratic means of identifying projects is therefore necessary to justify using an increase in precept in this way.

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#### **Process**

The Council has identified, through the Neighbourhood Development Plan and other plans and policies, a number of priority areas for development across the Parish. This is the framework within which the Capital Programme operates.

The Council has a committee structure which allows a strong focus on particular areas of responsibility and on delivering on these areas for development.

Each committee has a revenue budget funded from precept and other income to cover annual costs. In the autumn, committees are required to examine their budgetary requirements for the next financial year. The revised budgets are then presented at Finance and General Purposes in order that a proposal can be made to full council about the following year's precept. The Capital Programme is an addition to this established process.

Committees will be asked to identify projects, using the attached form. If there is more than one project put forward, then the Committee should indicate on their form their priority order.

The forms will then be forwarded to Finance and General Purposes for assessment. Assessment will be against the criteria set out below, with scores given for each element. After scoring, project sheets will go back to committees so that further comments/amplifications can be made if necessary.

F&GP will then draw up a list of recommended projects for the first five years of the programme for final approval by the full Parish Council.

It is intended that this will be, as far as possible, a fair, objective and transparent process at every stage. The final decision on the projects for approval remains with the full council.

Each successful project will need a Project Lead identified from the Committee together with a small steering group to see it through to fruition.

## Funding

The working assumption is that in order to undertake projects of sufficient size to deliver real benefits to parishioners, the annual budget should be in the order of £100k.

The programme will be principally funded from precept as shown in the table below.


The table shows the increase in precept from 22/23 levels necessary to generate £100k.

Band	Council Tax 2021/22	Precept - 22/23	Generates	New precept	Increase	Generates
A	£1325	£67.06	£48,686	£84.73	£17.67	£61,517
B	£1546	£78.25	£54,227	£98.87	£20.62	£68,515
C	£1767	£89.43	£59,024	£113.00	£23.57	£74,581
D	£1987	£100.57	£33,188	£127.07	£26.50	£41,933
E	£2429	£122.94	£28,399	£155.34	£32.40	£35,883
F	£2870	£145.26	£9,587	£183.54	£38.28	£12,114
G	£3312	£167.63	£5,532	£211.80	£44.17	£6,990
H	£3974	£201.14	£2,011	£254.14	£53.00	£2,541
total			£240,654			£304,074
		Actual	£204,000		Additional	£63,419
		Difference	£36,654		Total	£100,074

The "Generates" figure uses an adjusted total of households in each Band, based on the Cornwall county figures, but adjusted to generate the amount of precept we actually receive<sup>1</sup>.

Any CIL receipts will, where the criteria allow, be dealt with through the Capital Programme process and applied to eligible projects.

The Parish Council may also consider borrowing money against future precept income where projects are larger than £100k and cannot attract matched funding from other sources.<sup>2</sup>

The Capital Programme will have a separate ring-fenced budget line in the Parish Council accounts. 

<sup>1</sup> If Calstock were an average council in Cornwall, it would be receiving roughly £50k more than it currently does based on average distribution of bands in the rest of the county.

<sup>2</sup> Prudential Code Capital Finance

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## Capital Programme Project sheet

Committee:

Date:

Minute no:

Project title:

Project lead<sup>3</sup>:

Aim of project (including issues addressed):

Brief description of project:

Who are the potential users/beneficiaries?

Does the project address any health and safety issues?

How is the project being tested with the public?

Rough estimate of cost<sup>4</sup>:

Source of additional funding if necessary:

Rough timescale for completion:

Has any work been done on this project?

If so, are there designs and estimates?

What are the maintenance requirements going forwards?

Committee priority order: 

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SEP

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<sup>3</sup> Each Committee will nominate a project lead from their number

<sup>4</sup> Projects above £100k will require additional funding from elsewhere

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## Prompts for committees

Projects up to £100k, but could be more with matched funding and could be a cluster of related small scale projects. Roughly, each project needs to be deliverable within a year (design and build).

How is this project going to benefit parishioners' lives?

How do you know people want this?

If you don't know, how do you intend to find out?

How does this fit in to your committee's policy objectives?

How does it relate to the NDP and other PC plans?

If you need matched funding, where are you going to get it and what are the timescales?

Who is going to lead on this?

Is it deliverable within the timescale?

What are the implications for maintenance and depreciation going forwards?

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## F&GP use

F&GP priority scoring:

Aims and issues addressed	/20	Policy desirability
Potential users/beneficiaries	/10	Potential impact
Carbon impact (Use CI wheel)	/10	Environmental impact
Project addresses health and safety issues	/10	H&S priority
Project addresses public need	/20	Public desirability
Cost within scope of scheme	/10	Affordability
Or Source of additional funding identified		
Can be completed within timescales	/10	Deliverability
Project in advanced state	/10	Deliverability
	Total:	/100

Recommended to proceed: Y/N

F&GP Minute number:

Position in programme:

Full council approval minute number:

### Initial time scale

By May 2022 each committee will have:

- Identified needs - in the context of existing policies
- Suggested projects to address needs (councillors ideas, public ideas, longstanding ideas) By June 2022
- Survey designed and approved for the suggested projects

By July 2022

- Survey results analysed
- F&GP will inform committees of the results of the survey and ask that they prioritise accordingly

By September 2022

- Committees will return completed project sheets for their three top priorities

By October 2022

- F&GP will have scored sheets and returned to committees for comment/further amplification

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By November 2022:

- F&GP will have prioritised projects for outline-costed 5 year plan
- Finalised Capital Programme precept proposal on basis of costed 5 year plan
- Full council approval of Capital Programme and precept proposal
- First five projects back to committees

By January 2023:

- First and second successful project have sub-committees to develop and manage

By March 2023:

- Detailed proposals and budgets worked up by sub-committee
- F&GP sign off final project plans
- Full council approval

By May 2023:

- Tendering and engagement of contractors

By January 2024

- First project completed

On-going

- F &GP monitor progress - 3 monthly reporting by sub-committee