

**APPROVED MINUTES OF THE FINANCE AND
DELIVERY COMMITTEE MEETING of
THE CAIRNGORMS NATIONAL PARK AUTHORITY**

**held at Community Hall, Boat of Garten
on 1st August 2014 at 9.00am**

PRESENT

Kate Howie (Convenor)
Angela Douglas
Gregor Rimell

Eleanor Mackintosh
Duncan Bryden

In Attendance:

Grant Moir, Chief Executive
David Cameron, Director of Corporate Services
Danie Ralph, Finance Manager
Alix Harkness, Clerk to the Board

Apologies: None

Welcome and Introduction

1. The Convenor welcomed everyone to the meeting and the apologies were noted.

Minutes of Last Meeting – Approval

2. The Minutes of the last meeting on 9 May 2014 were approved with the following amendment:

a) At Para 9, between bullet points J) and K) the addition of a discussion around the community capacity for the project

3. Grant Moir, Chief Executive provided an update on the Action points from the previous meeting:

a) Action Point at Para. 33: A representative from Natural Retreats had not yet been invited to attend an Informal Board Discussion however a Natural Retreats representative had taken a place on the Cairngorm/Glenmore project team and had attended their first meeting.

4. **Action:** **None.**

Matters Arising

5. Grant Moir provided the Committee with an update on the funding news this week and made the following points:
 - a) Stage 1 of a £3.2million Heritage Lottery Fund (HLF) bid has been approved for the Cairngorms Outdoor Access Trust;
 - b) Three bids totalling £120,000.00 to the Peatland Fund, on behalf of local Estates made by CNPA Peatland Officer, Stephen Corcoran had been successful.
6. David Cameron confirmed the following with regard to the COAT Stage 1 Heritage Lottery Fund Bid:
 - a) This is a joint bid with Loch Lomond and Trossachs National Park Authority led by COAT;
 - b) One third of the paths being in the CNP with two thirds being in LLT;
 - c) All the match funding is in place by way of funding promises;
 - d) There is a very high approval rate by HLF between Stage 1 and Stage 2.
7. David Cameron advised the Committee that the construction works on the Laggan project is expected to start in the second half of August 2014. David confirmed that Peter Crane continues to sit on the Project Board of this project and therefore has an overseeing role of the project on behalf of the CNPA.

Budget Monitoring 2014/15 – 3 Months to 30 June 2014 (Paper 1)

8. Daniel Ralph introduced Paper 2 which presents a summary review of income and expenditure for the 3 months to 30 June 2014, and progress to date on balancing the budget for the full year.
9. The Convenor asked for clarity with reference to paragraph 3d of the paper where it states that there had been an under spend of £129,000 in the first quarter, yet it does not correlate with the figure given in Annex 1 of the Paper. Daniel Ralph, Finance Manager advised that this is largely as a result of time delay around a funding tranche for COAT.
10. In discussion the following points were debated:
 - a) The spend to date and programmed spend of Information Technology and the types of hardware and software which will be purchased;
 - b) Phasing of purchases;
 - c) Looking at the potential in the longer term to move to cloud based IT infrastructure;

11. The Finance and Delivery Committee noted and agreed that the current financial monitoring information indicates the correct direction of travel at this point in the year.

12. **The Finance and Delivery Committee agreed to:**

- a) **Note the results of the 3 months period to 30 June 2014;**
- b) **Note the analysis of the Operational Plan net expenditure by Directorate, Service; and Programme level for the period; and**
- c) **Note progress made on meeting the planned over-programming of costs in the first quarter.**

13. **Action: None.**

AOCB

14. There were no items of competent business presented.

Date of Next Meeting

15. The next Finance and Delivery Committee meeting will take place on Friday 21st November 2014 in Community Hall, Boat of Garten.

16. The meeting concluded at 9.50am.