

# **DRAFT MINUTES OF THE FINANCE AND DELIVERY COMMITTEE MEETING of**

## **THE CAIRNGORMS NATIONAL PARK AUTHORITY**

**held at Albert Hall, Ballater  
on 7th April 2017 at 13.00**

### **PRESENT**

Kate Howie (Convener)  
Eleanor Mackintosh

Angela Douglas

### **In Attendance:**

Grant Moir, CEO  
David Cameron, Director of Corporate Services  
Danie Ralph, Finance Manager  
Alix Harkness, Clerk to the Board  
Brian Wood, CNPA Board Member  
Judith Webb, CNPA Board Member

**Apologies:** Peter Argyle Gregor Rimell

### **Welcome and Introduction**

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

### **Minutes of Last Meeting – Approval**

2. The Confidential Minutes of the last meeting on 24 February 2017 were approved with the following amendment:
  - At Para 3: the word ‘at’ preceding ‘Angela’ to be changed to ‘as’.

### **Matters Arising**

4. There were no matters arising.
5. The Convener provided an update on the Action Points from the previous meeting:
  - At Para 3: Discharged – Briefing no longer required to be passed on to Angela.

- At Para 7c: It was agreed that an informal meeting would be programmed as soon possible to allow the Board to discuss the possibilities for reducing catering and accommodation costs associated with Board meetings.
- Action Point at Para. 9i, ii, iii) – Closed – Board Fee Policy circulated to Board Members and has taken effect from 3<sup>rd</sup> April 2017. Prudent saving estimates were made and the budget approved by the Board at their meeting on 10 March 2017.

## **6. Actions:**

- Board Discussion on reducing catering and accommodation costs at Board meetings to be scheduled for as soon as possible.**

## **Declaration of Interests**

- No interests were declared.

## **Finance Monitoring: 12 Months to 31 March 2017**

- The Convener thanked Danie Ralph and David Cameron for all the work done getting to the current point.
- Danie tabled a paper which presents a summary review of income and expenditure for the 12 months to 31 March 2017 and the draft outturn position. He highlighted:
  - They were close to being able to close down the accounts for the year. Had been working on actuals with very few projections still to turn into figures.
  - There was a little more time available because of the Auditors coming in a month later than usual.
  - One invoice of £40k approximately was still outstanding for the Tomintoul & Glenlivet project.
  - There was a slight overspend of £1k at moment however that would likely change over the next fortnight.
- David Cameron reported that a small provision needed to be made as the Accountable Body for LEADER. He advised that there was currently debate ongoing on that front. He reminded the Committee that the Board had previously committed £70k to LEADER and advised that they had planned to hold some of that back in case issues arose during the Audit. He added that the Accountable Bodies meeting would be taking place at the end of April 2017 and confirmed that he would report back to the Committee in full on this at the next meeting.

11. In discussion the Finance & Delivery Committee made the following comment:
- a) Resounding agreement that it was a fantastic achievement and that praise is to be given to David, Danie and the rest of the Finance Team for working hard to get to that point.
12. **The Finance and Delivery Committee noted the results of the draft outturn.**
13. **Actions:**
- i. **David Cameron to bring an update to the next Finance & Delivery Committee meeting on the provision made for the Authority as Lead Body to the LEADER project.**
  - ii. **Thanks to be passed onto the Finance Team for all their hard work in getting the end of year accounts to the current position.**

## **AOCB**

14. There were no items of competent business.

## **Date of Next Meeting**

15. The next Finance and Delivery Committee meeting will take place on Friday 30th June 2017 in the Albert Hall, Ballater.
16. The meeting finished at 13.20hours.