

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

**held at Community Hall, Boat of Garten  
on 9<sup>th</sup> May 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  
Hamish Trench, Director of Conservation and Visitor Experience  
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 7 February 2014 were approved with the following amendment:

a) At Para 13, bullet point 2: Not currently an issue.

3. **Action:**           **Briefing note to go to the Board on the issues that are being considered as part of the A9 dualling project.**

**Matters Arising**

4. The Chief Executive provided the Committee with an update on income generation and made the following points:

- a) He had met with delegates from Loch Lomond and Trossachs National Park and the Lake District National Park recently to discuss commercialisation.
  - b) The Cairngorms National Park Authority are different from other National Parks as we do not have an asset base. The LDNPA and LLTTNPA both have significant asset bases.
  - c) An officer meeting with other National Parks to discuss ANPA commercialisation is scheduled for 27 May 2014 will take place to discuss this further
  - d) An update will be provided to the Board at the Informal Discussion session on 30<sup>th</sup> May 2014.
5. David Cameron provided an update on the Action points from the previous meeting:
- a) Action Point at Para. 16: Ongoing, background work has taken place on National Park elections; Action Point at Para. 21: Progressing well, a postcode analysis of contractors in the area is looking positive. Hope that the exercise will be complete by the end of May 2014.
6. The Convenor advised that Paper 2 and Paper 5 would be taken first to allow Hamish Trench to leave the meeting following the discussions and decisions on these.

### **Declaration of Interests by Members on Items Appearing on the Agenda**

7. Eleanor Mackintosh declared an Indirect interest in:
- a) Item No. 6 (Paper 2) – Sits on the Tomintoul and Glenlivet Landscape Partnership Project Board

### **Tomintoul and Glenlivet Heritage Lottery Fund Bid (Paper 2)**

8. Hamish Trench introduced Paper 2 which seeks approval for commitment in principle of CNPA match funding for the Stage 1 bid to Heritage Lottery Fund.
9. In discussion the following points were debated:
- b) The level of match funding confirmed by others
  - c) The timing of Heritage Lottery Funding payments
  - d) The breakdown of the costs involved and the intervention rate for projects
  - e) The timetable for the bid
  - f) The Partnership's reserves and assets and the potential risks around cash flow management
  - g) The possible bank roll arrangements
  - h) The required shift in VAT registration status for the Partnership
  - i) The positive news story this project could bring

- j) The outputs and outcomes of the project proposals specifically volunteering
- k) The community capacity for the project
- l) How the project will be monitored, how and when baselines will be created
- m) The timetable for bringing updates back to the Board

10. David Cameron advised that should the Stage 1 application be accepted by the Heritage Lottery Fund, then the funding for this will be part of the development of the next corporate plan.

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

- i. **Confirm CNPA's support for the Landscape Partnership programme and HLF bid;**
- ii. **In-principle match funding contribution of £50,000pa for five years from 2015/16**

12. **Action: Hamish Trench to bring an update on this project to the Board Meeting in June 2014.**

### **Cycling Development Officer (2 years) (Paper 5)**

13. Hamish Trench introduced Paper 5 which presents a request to the Finance and Delivery Committee to agree funding for a Cycling Development Officer (2 years).

14. In discussion the following points were made:

- a) The importance of developing and maintaining a relationship with Sustrans
- b) The value for money
- c) How the project and post will be monitored taking care to capture the softer benefits also

15. **The Finance and Delivery Committee agreed a CNPA contribution of £15,000 per annum towards the project.**

16. **Action: None.**

17. Hamish Trench left the meeting at this point.

### **2013/14 Out Turn Figures (Paper 1)**

18. Danie Ralph introduced Paper 1 which presents a:

- a) Summary review of income and expenditure for the 12 months to 31 March 2013 (the year);
- b) Report on the operational plan expenditure for the year;

c) Summary of Shovel Ready Project expenditure for the year.

19. Danie informed Members that the out turn position was no longer draft but final as they had been verified by the Auditors earlier that week.
20. The Convenor on behalf of the Finance and Delivery Committee expressed their thanks to Danie and the Finance Team for their hard work in getting the Accounts to that point.
21. The Convenor extended the Finance and Delivery Committee's thanks to the Heads of Service for the breaking even of £7m worth of resources with special thanks to Pete Crane for getting the shovel ready funding spent.
22. **The Finance and Delivery Committee were happy to note the following:**
- i. **The draft final results for the 12 months to 31 March 2013 (table 1)**
  - ii. **The analysis of the net Operational Plan expenditure, by programme, for the year (table 2)**
  - iii. **The final position for Shovel Ready payments made in the year**
23. **Action:               None.**

### **Design Awards Postponement to 2016/17 (Paper 3)**

24. The Chief Executive introduced Paper 3 which proposes to postpone the National Park Design Awards till 2016/17, during the 2016 Scotland Homecoming Year of Innovation, Architecture and Design celebrations.
25. The following formed part of the discussion:
- a) Postponing the awards will allow an even greater focus on ensuring planning service improvements
  - b) The success of the last Design Awards and the desire to have the awards again
  - c) The need to encourage larger developers to enter in the next round of Design Awards
26. **The Finance and Delivery Committee agreed to:**
- i. **Note the operational need to postpone the running of National Park Design Awards in 2014/15;**
  - ii. **Postpone the Awards to 2016/17 as part of the Scotland Homecoming Year of Innovation, Architecture and Design.**
27. **Action:               None.**

## **Cairngorms Business Partnership Funding 2014/15 (Paper 4)**

28. The Chief Executive introduced Paper 4 which provides an overview the detailed funding offer to the CBP for 2014/15 and seeks approval for the details of the grant offer and associated conditions.
29. The following points were discussed:
- a) The shift to fund specific projects
  - b) The need to advise CBP on compliance with state aid obligations and to put systems in place that will ensure transparency
  - c) The reputational risks involved
30. **The Finance and Delivery Committee agreed to:**
- i. **Note the changed approach to funding of the Cairngorms Business Partnership (CBP) and the reasons for this; and**
  - ii. **Approve the detailed CNPA grant support to the Cairngorms Business Partnership for 2014/15.**
31. **Action:               None.**

## **AOCB**

32. The Chief Executive provided Members with an update with regards to the recent discussions with Natural Retreats that had taken place.
33. The Chief Executive added that a representative from Natural Retreats would be invited to attend an informal Board Discussion session in the future.

## **Date of Next Meeting**

34. The next Finance and Delivery Committee meeting will take place on Friday 1st August 2014 in Beaton Craigie Room, Ballater.
35. The meeting concluded at 10.30am.