

**APPROVED MINUTES OF THE FINANCE AND
DELIVERY COMMITTEE MEETING of**

THE CAIRNGORMS NATIONAL PARK AUTHORITY

**held at Cairngorms NPA Offices, Grantown on Spey
on 21st October 2016 at 9am**

PRESENT

Kate Howie (Convener)
Gregor Rimell

Eleanor Mackintosh
Angela Douglas

In Attendance:

David Cameron, Director of Corporate Services
Danie Ralph, Finance Manager

Apologies: Grant Moir, CEO
Alix Harkness

Peter Argyle

Welcome and Introduction

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

Minutes of Last Meeting – Approval

2. The Minutes of the last meeting on 29 January 2016 were approved with no amendments.

Matters Arising

3. There were no matters arising.

Declaration of Interests

4. There were no interests declared.

Finance Monitoring: to 30 September 2016 (Paper 1)

5. Danie Ralph introduced this Paper which presents a summary review of income and expenditure, including a summary of Operational Plan expenditure, for the period to

30 September 2016, together with the revised income and expenditure projected outturn at 31 March 2017. He highlighted the following points:

- a) On track for outturn target of budget break even.
- b) The detailed analysis set out in Annexes highlighted no significant budget stress flags.
- c) There were some areas where small increases in expenditure over budget were now expected, although all such areas could be covered by transfer of budget resources from areas of managed under-spend.
- d) Staff costs in particular were within budget for the year.

9. In discussion the following points were debated:

- a) Members noted and welcomed that the analysis now split the monitoring position of LEADER and Tomintoul and Glenlivet Landscape Partnership Projects away from the main CNPA budget management.
- b) Members noted that Operational Plan activities were generally more fully committed at an early point in the year than previously, with the more even profiling of financial activity also welcomed.

10. The Finance and Delivery Committee agreed that the position looked healthy and noted:

- a) the results of the 6 months period to 30 September 2016;**
- b) the position of projects for which the Authority was acting as the Accountable or lead body for financial management.**

11. Actions: None.

Tomintoul and Glenlivet Landscape Partnership (Paper 2)

12. Danie introduced the paper, setting out the successful completion of the Development Phase of this project. Following the successful completion of the Development Phase of the Heritage Lottery Fund has awarded a grant of up to £2,338,000, being 65% of the total eligible costs of £3,594,000, for the Delivery Phase. The grant will close on 30 September 2020. Danie highlighted the following:

- Permission to start was still to be received from the Heritage Lottery Fund.
- LEADER funding of £160,000 has been secured against the Tomintoul museum development project as a learning hub.

13. Members welcomed the successful completion of the development phase of this project and the significant sums secured and which would be levered into the area as a consequence of the approval of the full delivery phase. In discussion members raised the following points:

- a) Feedback from the community that without the support of the Cairngorms NPA, both from a design and a corporate support input, this project could never have gone forward. Members of the community recognised the importance of the capacity of CNPA to support community development projects of this type.
- b) Members agreed that as much as possible needed to be done to reinforce the positive role of CNPA in support of community projects such as this.
- c) Members recognised that when corporate support services were being considered in terms of organisational budgets such costs were often seen as “overheads” and the key contribution they made to supporting community led activity could easily be overlooked. The Authority would have to consider how best to highlight the wider impact of their corporate support for community led projects.

14. Members noted the position on the successful completion of the Development Phase of the project and an update of the Delivery Phase.

15. Actions: None.

AOCB

16. There were no items of competent business.

Date of Next Meeting

17. The next Finance and Delivery Committee meeting will take place on Friday 10th February 2017 in the Community Hall, Boat of Garten.

18. Members agreed at this point to move into closed session to consider an item of business classed as confidential as a consequence of commercial considerations.