

SECTION 1 MANAGING THE SCHEME

1.00 INTRODUCTION

1.00.01 THI Submission

This report presents the analysis and findings of the various studies carried out for, or relevant to, the Stage 2 Application to the Heritage Lottery Fund to establish a Townscape Heritage Initiative in Campbeltown Town Centre.

The general findings present a strong case for implementing a Townscape Heritage Initiative in Campbeltown in terms of:

1. the outstanding quality and historic character of the built heritage and townscape,
2. the urgent need for protection and improvement of the historic buildings and townscape to ensure retention of their heritage characteristics and
3. the social and economic concerns in a depressed area with low market demand.

1.00.02 Background

Campbeltown reached a peak of prosperity in the decades preceding the first world war. The war brought about fundamental changes to the economy of the town. Economic difficulties persisted through most of the 20th century with periods of relative prosperity offset by longer periods of declining fortunes. Section 2.1 (the review of the town's social and economic conditions) highlights that in recent years the economic base of Campbeltown has continued to decline.

Argyll & Bute Council have, for a number of years, recognised the particular problems facing Campbeltown and the Kintyre peninsula and have actively sought ways to support the community and provide impetus for regeneration. In addition to Council initiatives, other agencies have been encouraged and several initiatives involve partnerships to achieve specific goals. The THI proposal is a vital part of this broad regeneration strategy and provides a particular focus on heritage led regeneration in the historic town centre in a way that is difficult to achieve through other means. It is important, therefore to understand the importance of the THI in itself while recognising its role within a set of integrated regeneration strategies. These are set out within this document, in particular in Section 4.01.03 and include:

- Argyll and Bute Structure Plan 2002
- Argyll and Bute Modified Finalised Draft Local Plan June 2006
- Argyll and Bute Council Corporate Plan 2007-2011 and Beyond
- The Economic Strategy for Argyll and the Islands, 2005
- Yellow Book 'Campbeltown and Kintyre Strategy' 2006
- Campbeltown and Kintyre Action Plan
- Argyll, Loch Lomond & Forth Valley Tourism Partnership 'A Framework for Growth'
- *C*H*O*R*D* - Development Investment In Town Centres And Waterfronts By Argyll And Bute Council

These strategies are giving rise to a number of upcoming projects which range from investment in projects such as the proposed waterfront development (marina) to training and community initiatives. Some of these affect areas outwith the historic core of the town while some of the training, community and employment initiatives are wide ranging in their impact. This means that in some cases initiatives compliment the THI proposals while in other cases there is a distinct benefit to the THI proposals of linking efforts and co-ordinating work.

While this makes the background to the THI project complex it is hoped that this submission sets out the way the strategies work together and clearly identifies where initiatives are an integral part of the THI proposal.

Three key elements of the regeneration process are great significance for the town centre and are designed to work closely together:

- The proposed THI
- Campbeltown Conservation Area Regeneration Scheme (CARS)
- Appointment of a Town Centre Manager

These are set out in more detail below. Plans showing the CARS and THI boundaries within the Conservation Area follow Section 1.00.

1.00.03 Focus on Heritage Led Regeneration - Campbeltown Townscape Heritage Initiative (THI)

Many of the historic buildings are in need of urgent investment and without this Initiative there is likely to be further loss of historically important buildings and architectural details through continued decay, dereliction and inappropriate unauthorised and permitted development.

- The townscape and building improvements will support and coordinate with other initiatives to improve the economic conditions;
- the THI scheme has brought together matching funding which is now available from other public agencies to support this Initiative;
- and most importantly, there is already public interest in the THI Scheme, building on the current Campbeltown CARS initiative, and many property owners and local builders have shown a willingness to participate in the improvements.

The emphasis on the THI will be to protect, repair and reuse existing heritage buildings. With the recent history of **historic buildings being lost and falling into disuse coupled with a loss of heritage detailing**, the current low market values of property and the limited funds available, the decision has been made to omit projects for gap sites and to concentrate on improvements to individual buildings at risk. By targeting the funds, it should be possible to make a major impact and to assist the economic regeneration of the town centre and ultimately the wider area.

The THI Stage 1 application identified an area of the Campbeltown Town Centre Conservation Area to be included in the proposed THI area. Further investigation and analysis have resulted in a quite significant alteration to the Conservation Area, while the THI area remains largely as before, although with some minor adjustments.

1.00.04 Relationship Between Campbeltown Townscape Heritage Initiative (THI) and Campbeltown Conservation Area Regeneration Scheme (CARS)

Boundaries - both the proposed THI area and the CARS area are within the Conservation Area (now extended). The areas are similar, with shared boundaries except for the north and north west where the THI area is extended to include the historic Longrow area, as shown in the accompanying plans.

Difference between the grant eligible categories

The following are eligible under the proposed Campbeltown THI:-

- Building Repair
- Re-use of vacant historic floorspace
- Reinstatement of Architectural Detail
- Public Realm
- Education & Training Initiatives
- Administration

Under the Campbeltown CARS the following are eligible:-

- Building Repair (including the reinstatement of architectural detail and shopfronts)
- Education & Training Initiatives
- Administration

The Campbeltown THI therefore covers a more diverse range of eligible categories, with any potential overlap relating to those costs that are eligible under the Campbeltown CARS.

Match funding available

The Campbeltown THI Partnership Funding table of this report (Section 4.06) shows the partnership funding available and anticipated under the scheme. This funding includes £385,000 from Historic Scotland specifically allocated as match funding from the Historic Environment Regeneration Fund (CARS 2) to the Campbeltown THI.

Historic Scotland have also agreed that the funding allocated to the Campbeltown CARS can be considered match funding for the Campbeltown THI together with the £200,000 from the Council and the £100,000 from HIE - Argyll.

Separate Accounting Procedures

It is essential that the Campbeltown THI and the Campbeltown CARS funding is accounted for separately so that each schemes funding can be clearly identified. This is particularly important where the Historic Scotland match funding under the Campbeltown CARS will be identified under both schemes, however only that Campbeltown THI funding that relates to building repair can be classed as match funding towards the Campbeltown CARS. Where an invoice under any individual project is received it cannot be utilised to claim funding from both the Campbeltown THI and the Campbeltown CARS unless there is a clear percentage to be claimed from each scheme.

Detailed Accounting Policy bulletins have been established for both the Campbeltown THI and Campbeltown CARS, using the same financial assessment process for both schemes will ensure a

consistent approach between the schemes and reduce the financial requirements on grant applicants.

Skills Training / Education

The Council and the CTCRG, through both the Campbeltown THI and Campbeltown CARS wish to maximise the long-term benefits for the historic fabric of the conservation area and the local community through training in the skills necessary to manage, conserve, and thereafter interpret this important part of our heritage. The Campbeltown Contractor Skills Audit and Training Plan will form the basis of the Skills Training & Education programme delivered through the Campbeltown THI (see Section 3.05).

Managing the THI & CARS

Whilst there is an area of overlap in terms of Key/Target/Priority Buildings, Skills Training, and match funding as indicated above, there is a need for separate administration and financial accounting procedures and this involves additional requirements to ensure the two schemes are able to be accounted for, monitored, and evaluated separately. It has therefore been proposed that both schemes require separate administration including part time Project Officers and a Clerical and Finance Assistant for the larger THI scheme. Both projects will also benefit from the creation of the Town Centre Manager Post working in the same town centre office. In addition both schemes will be regularly advised by the Council's Conservation Officer and the line manager, for both schemes and the Town Centre Manager's post, will be the Development Policy Manager.

A job description for the Town Centre Manager's post is included as Appendix

The staffing levels will be regularly reviewed and any savings that can be made will be identified to the Heritage Lottery Fund and Historic Scotland, and an alternative use for any savings will be proposed.

1.00.05 Town Centre Manager

To compliment the work of the THI and the new Project Officer the Council will also create a Town Centre Management post initially for 3 years. This post was first proposed by the strategic Yellow Book study which was published in November 2005 and sought to stem the economic decline of Campbeltown. The need for such a 'town centre animation' approach has been further highlighted as an identified need within the THI action plan. The project fundamentally aligns itself with the objectives of the THI and the CARS initiative but rather than focusing on the infrastructure and buildings, focuses on the associated activities and 'animation' of the town centre. The intention is to co-locate the workers in a shopfront premises allowing the pooling of admin and office resources and to create a hub of town centre focused activity. All 3 initiatives will be line managed through Fergus Murray-Development Policy Manager, and all will be reporting to the Campbeltown Town Centre Regeneration Steering Group ensuring duplication is avoided, scarce resources are shared and value is added wherever possible. The Town Centre Manager post is funded through existing Council resources and Leader and is not subject to the THI bid. Jointly the 3 initiatives will provide a focus and critical mass that helps deliver the area's regeneration

strategy as expressed through:

1. The **CPP Community Plan** - promoting the Regeneration, Economy and Culture, arts and sports under the Vibrant Communities theme.
2. The **Corporate Plan** of Argyll and Bute Council - which promotes the Town Centre regeneration activities within Campbeltown as a key priority
3. The **Kintyre Action Plan**: A strategic plan focused on addressing the key economic challenges faced within Kintyre. The actions within this are drawn from the original Yellow Book proposals and the National Government Economic strategy. The Action Plan is a partnership document promoted by Argyll and Bute Council and HIE. The project is seen as complimentary to this - adding best value to these more strategic interventions.
4. The **CHORD** (Town Centre /Waterfront development) Project Board, HIE Operating Plan (Kintyre as 'transformational' area) and identifies the THI as a key project in delivering the regeneration of Campbeltown Town Centre.

NORTH



- Conservation Area as Existing 2009 extension/boundary adjustment to Conservation area
- Conservation Area as Existing
- Additions to area
- Removals from area
- Listed Buildings within Areas Shown
- Category A
- Category B
- Category C

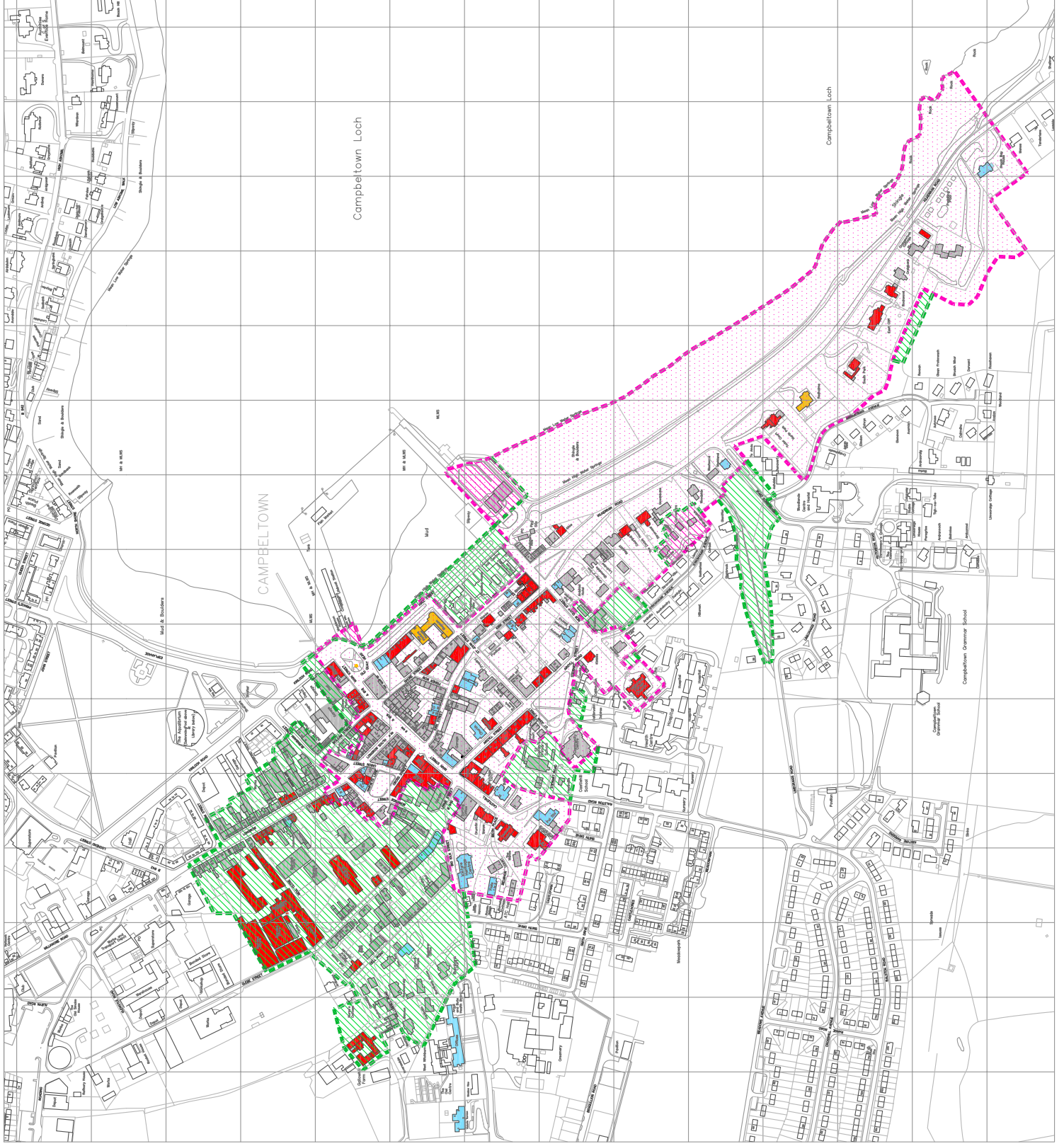
Rev. A1:28.03.09 Updated

Argyll & Bute Council Campbeltown Conservation Area

Plan of Area & Amendments

Gray, Marshall & Associates
23 Stafford Street - Edinburgh, E13 7BJ

Drawing No. BMF 06
Scale 1:2500@A1
September 2008



NORTH



- Conservation Area as Existing 2009 extension/boundary adjustment to Conservation area
- Proposed TH1 Area
- Current CARS Regeneration Area
- Conservation Area as Existing
- Additions to area
- Removals from area
- Proposed TH1 Area
- Listed Buildings within Areas Shown
- Category A
- Category B
- Category C

Rev. A: 28.02.09 Updated

Argyll & Bute Council Campbeltown THI

Plan of Area (North Part) Showing Various Boundaries

Gray, Marshall & Associates

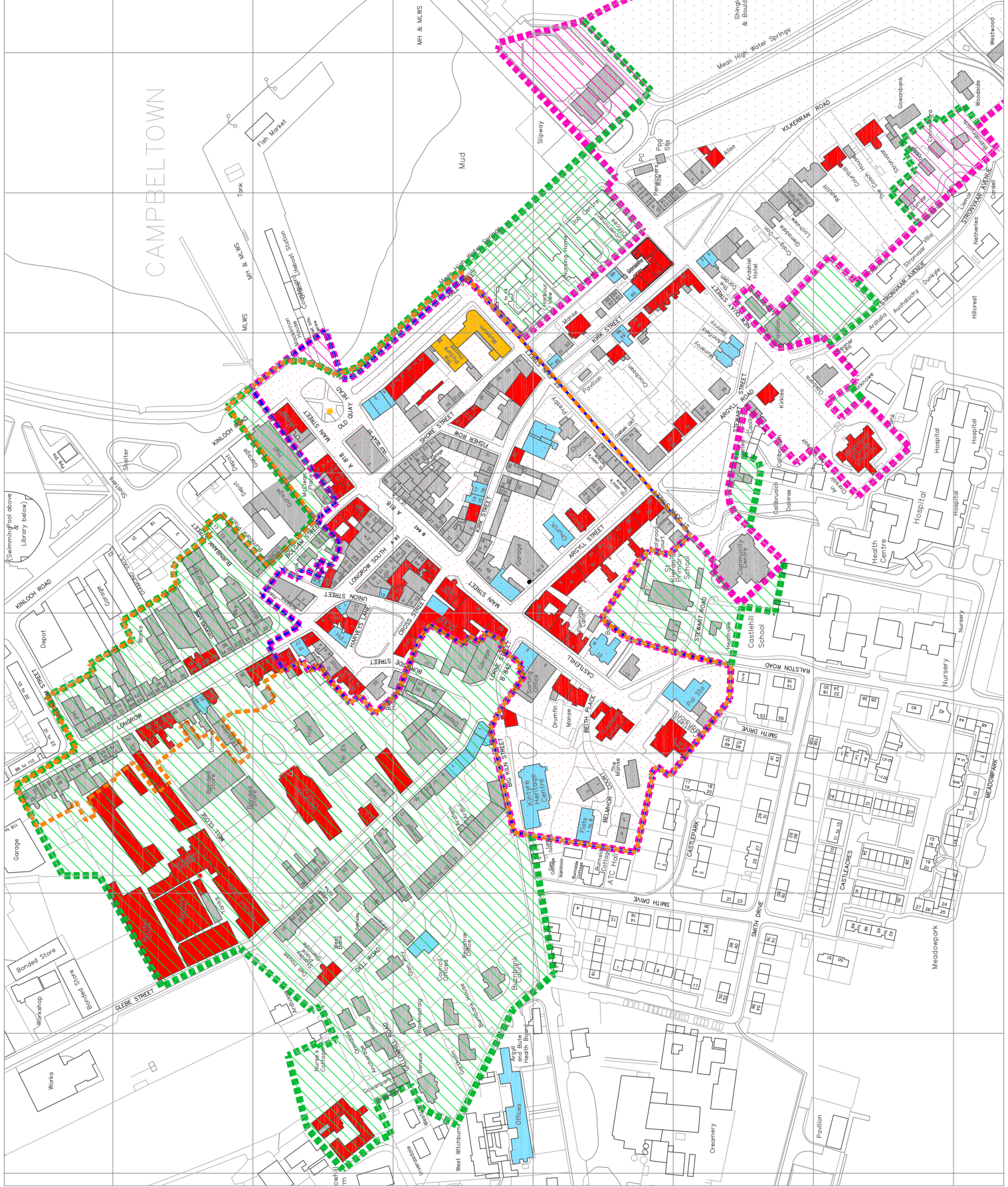
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September 2008

CAMPBELTOWN



1.01 THE PARTNERSHIP

This application is submitted by Argyll and Bute Council on behalf of the Campbeltown Town Centre Regeneration Steering Group and as the lead in a Partnership comprising the following organisations and sources of funding:

Funding partners:

- Highlands and Islands Enterprise - Argyll
- Fyne Homes Housing Association
- ACHA
- LEADER
- Historic Scotland

and non-funding partners:

- Campbeltown Chamber of Trade
- Campbeltown Community Council
- Kintyre Civic Society
- Strathclyde Building Preservation Trust
- Kintyre Cultural Forum
- Kintyre Amenity Trust

1.02 THE PROJECT TEAM

1.02.01 Argyll and Bute Council

Argyll and Bute Council, Directorate of Development - Planning Service will be responsible for the management and successful implementation of the Townscape Heritage Initiative for Campbeltown Town Centre.

The Council's Director of Development, Mr George Harper, will be responsible for the overall progress of the Initiative; supported by the Head of Planning Services, Mr Angus Gilmore and Development Policy Service Manager Fergus Murray. Mr Michael Thorndyke, the Council's Conservation Officer will manage the initiative on a daily basis and will be the principal advisor for the THI. A part time THI Project Officer will be appointed, immediately following a successful stage 2 bid, who will be the daily contact point for the initiative. This officer will work alongside the established CARS project officer who also works on a part time basis. Support to the Project Officer will be provided for the Campbeltown Town Centre THI area by Michael Thorndyke, who will share the same office in Campbeltown for at least 2 days per week during the length of the THI and the Development Policy Manager, Fergus Murray. Administrative support will be sourced from the Planning Service's substantial administrative pool and through the appointment of a dedicated finance and administrative assistant together with the Policy Section's technician, James Martin.

It is also anticipated that the THI officer will work alongside a new post of Town Centre Manager for Campbeltown that will have the primary responsibility of promoting the town, coordinating activities and improving business performance.

See diagram of the structure of the Directorate of Development - Planning Services in Appendix 01_01.

1.02.02 A Campbeltown THI Officer Working Group will be set up within the Council to resolve any issues raised during the period of the Initiative and will be drawn from the Council services with all the statutory functions that could impact on the successful implementation of the Initiative. The representatives will include:

- The THI Project Officer
- CARS Project Officer
- Town Centre Manager
- Development Policy Manager
- Development Projects Manager (Council's Economic Regeneration Function)
- Conservation Officer
- Development Planning Officer
- Area Team Leader Development Management responsible for the THI area
- Development Department Financial Services Manager
- Principal Solicitor
- Operational Services - Roads and Transport (Public Realm)
- Asset Services
- Others with relevant expertise as required on an ad hoc basis.

This Officer Working Group will focus on the THI Initiative and work in parallel with the wider brief of the Campbeltown Town Centre Regeneration Steering Group.

Each member of the Project Team has an essential role to play in delivering the initiative. These roles are briefly set out below:

- **Fergus Murray (Development Policy Manager)**

The main responsibility is to oversee the running of the THI scheme and liaise with Councillors and senior officers.

- **Michael Thorndyke (Conservation Officer)**

The Conservation Officer will provide support and conservation guidance to the THI Project Officer, indicating what is and is not acceptable and providing guidance on the design of the public realm works.

- **THI Project Officer (To be appointed)**

Will be the lead officer dealing with the day to day work of the project and be the first point of contact for the THI

- **Town Centre Manager (To be appointed)**

Dealing with the animation of the town centre and the promotion of activities and business improvement in an effort to attract additional investment.

- **Kevin Williams (Development Projects Manager)**

The Development Projects Manager will provide guidance and support throughout the lifetime of the THI and will be the primary link between the Council and the Enterprise Company a funding partner of the THI. Advice will be given on marketing as well as liaising with the Chamber of Trade and Community Forums.

- **Paul Convery (Planning Policy and Development Officer)**

The Planning Policy and Development Officer will provide planning support for the THI Project including developing policies in the Local Development Plan, writing Supplementary

Planning Documents, helping with public consultation and promoting the THI.

- **James Lafferty (CARS Project Officer)**

The CARS Project Officer will attend the group to ensure coordination with the THI and established CARS initiative

- **Peter Robinson (Legal Services Manager)**

The Legal Services Manager provides legal advice to the THI Project Officer and will oversee the drawing up of contracts between the Council and the building owners.

- **Neil Brown (Roads & Amenity Services Manager)**

The Roads and Amenity Services Manager provides advice and information relating to public realm improvements work and provides a link to Council operatives responsible for street maintenance and parking.

- **Huge Blake (Estates Surveyor)**

The Council's Estate Surveyor oversees the Council's property assets.

- **Peter Couples (Development Finance Manager)**

The Development Finance Manager will oversee the financial management of the THI over the lifetime of the scheme.

- **Eileen Rae (Council Arts Officer)**

The Arts Officer will help with public engagement over the lifespan of the scheme as well as developing arts based projects to be run in conjunction with the THI.

- **Linda Syed (Communication Manager)**

The Council's Communication Manager will liaise with the local press; help with public consultation and general publicity. Linda will also take responsibility for the updating of the communication Strategy to ensure that public engagement adapts to the requirements of the THI.

The THI Project Officer when appointed will be the primary link between the Campbeltown Town Centre Regeneration Steering Group and the Officer Working Group.

The officer Working group will also be able to call upon the skills and expertise of a wider group of officers working within the Council and the wider Argyll and Bute Community Planning Partnership. Please see Appendix 01_02 for additional information on the membership of each of the groups identified.

1.03 THE PROJECT OFFICER

1.03.01 Management skills

Argyll and Bute's Council Directorate of Development has the experience of implementing enhancement plans for a number of Conservation Areas including the CARS initiative for Campbeltown and significant townscape improvements to Rothesay Town Centre.

A previous THI bid for Rothesay was not successful largely due to the scale of the works envisaged. In addition, Argyll and Bute has over 30 conservation areas covering a number of historic town centres, notable planned villages and a wide range of historically significant rural communities. The Council has encouraged sensitive regeneration in these areas and through careful application of Council planning policy has enabled many buildings to be brought back into productive use but at the same time retain their historic character. Notable examples of this include the Slate Villages of

Easdale, Toberonachy and Eillenabech that are in the process of completing their own conservation area appraisals

The Council has recently submitted a bid for a CARS initiative in Rothesay Town Centre and this has also been followed up by stage 1 THI bid that was submitted on the 30th of November 2008. The recent CHORD decision taken by the Council has committed £500,000 to match HLF funding if successful with this application that has been recently lodged.

In addition to the appointed THI Project Officer, the key officers with necessary conservation skills and qualifications who will be involved in the Campbeltown THI and responsible for the future management of the THI are;

- Angus Gilmore, BSC (Hons) RTPI - Head of Planning Services
- Fergus Murray, BA (Hons) RTPI - Development Policy Manager
- Michael Thorndyke, Certificate of Town and Country Planning; DIP Design in the Built Environment; IHBC RTPI Conservation Officer; to be the overall THI Manager and responsible for Campbeltown THI area;

The Development Policy Section of the Council's Planning Services is responsible for all matters relating to listed buildings and conservation areas, the administration of the conservation budget and the preparation of design guidance. They have extensive experience in managing conservation areas, preparing design guides, conservation area appraisals and enhancement plans and putting them through public consultation stages, to adoption and implementation of those proposals.

The policy section has also the ability to draw on the specialist conservation skills of Gray Marshall Associates who have carried out the Conservation Area Appraisal of Campbeltown Conservation Area and the Management Plan. Gray Marshall Associates have also been commissioned to assist with this stage 2 submission to the HLF. Jenny Carlile who was the former Conservation and Design Officer of the Council is now also employed by the Council as a conservation consultant to carry out specialist tasks relating to area regeneration that affects Argyll and Bute's built heritage. Most recently Jenny has helped prepare the stage 1 HLF submission for Rothesay Town Centre and is currently preparing a conservation area appraisal and management plan for the conservation area to support a potential stage 2 bid.

1.03.02 Proposed THI Management

A THI Project Officer will be appointed by Argyll and Bute Council as soon as the HLF grant is agreed, to work part-time on the THI. An indicative job description is included in Appendix 01_03. He/she will have a base in Campbeltown Town Centre in a prominent position, most likely in a vacant shop unit, and will be able to work closely with local agencies and the Campbeltown Town Centre Regeneration Steering Group as well as the Conservation Officer, the CARS project officer, the proposed Campbeltown Town Centre Manager post and other Council Officers as and when required.

THI Project Officer (to be appointed) will be a dedicated project officer with significant conservation skills, for the duration of the Initiative. She/he will be responsible for the daily operation of the THI scheme and will report to the Conservation Officer, Michael Thorndyke.

1.03.04 Management of the Conservation Area

Argyll & Bute Council have adopted the Conservation Area Appraisal (CAA) and Conservation Area Management Plan (CAMP). These are included as Appendix 03_01. The CAA redefined the extent of the conservation area, which now comprises quite a large area which includes the historic town centre and related villa areas. The THI area is at the core of the conservation area. The CAMP sets out recommendations for the management of the whole area. These include encouragements to invest in historic fabric while at the same time ensuring that there are robust control procedures to protect and maintain the area's character in the long term. These documents provide a structure for the long term care of the area. Argyll & Bute Council have responsibility for the area as a whole and several of the council personnel identified as having key roles within the management of the THI will also retain roles within the council in respect of the conservation area as a whole and will also continue to retain responsibility following completion of the THI. This is set out in Section 3.07.

The CAA and CAMP recognise the value of the town centre and focus on measures for its enhancement. These measures are taken up within the THI, which provides funding and a management structure designed to achieve a set of specific heritage objectives. Because of this general conservation management objectives within the CAMP find a specific focus within the THI.

This document sets out the particulars of the management of the THI while recognising their relationship to the CAA as a whole.

1.04 MANAGEMENT OVERHEADS

1.04.01 Budget for Planning Services, etc.

The estimate for the 2008-2009 annual budget for the Planning Services section is:

Gross Expenditure	£3.635 million
Income	£1.958 million
Net Expenditure	£1.677 million

1.05 MAKING DECISIONS

1.05.01 Campbeltown Regeneration Town Centre Steering Group

Key to the implementation of the THI is the Campbeltown Town Centre Regeneration Steering Group, which is the main decision-making body for the CARS and the proposed THI heritage projects in the town. The Steering Group contains the three Councillors for Campbeltown who form part of the MAKI Area Committee who make all the decisions relating to planning and listed building applications and enforcement for the Campbeltown Town Centre. The minutes of the Campbeltown Town Centre Regeneration Steering Group are sent to the MAKI committee for noting to keep elected members informed of its activities and current progress.

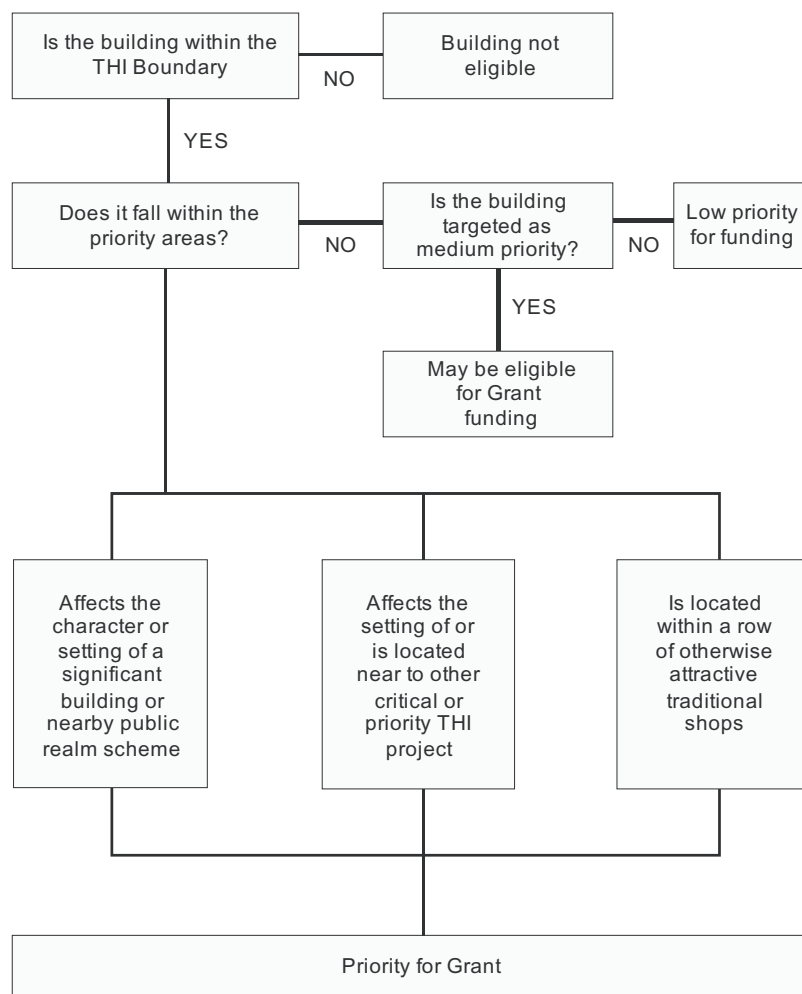
The Steering Group meets on a quarterly cycle and all applications for funding are presented to the Group's main Board for determination. Applications will be assessed against the THI Action Plan and updated annually to ensure targets are being met.

Any grant application will go through an open, transparent and rigorous assessment by both the Townscape Heritage Initiative Project Officer and the Steering Group before any money is made available. The application will also be assessed to ensure that the proposals fit in with the standard Townscape Heritage Initiative criteria which will be included in the application pack. Decisions regarding any grant application will be made by the Steering Group. Please see Appendix 01_04 that shows the wider relationship of the THI management structure.

In summary, checks will be made by the Townscape Heritage Initiative Project Officer, and the Council’s Conservation Officer, to ensure that the proposals fit in with the following:

- That the building and works are eligible for grant aid
- That all relevant planning consents have been obtained
- That the works conform to the quality and standards required for historically sensitive buildings
- That appropriate estimates for work are undertaken and submitted inline with the application guidance
- That the Townscape Heritage Initiative Officer is satisfied that the proposed contractor is suitably qualified and aware of the standards of workmanship required

Diagram 3, below, has been developed to help the Townscape Heritage Initiative Project Officer assess each grant application. This will ensure that each decision is transparent.



1.06 APPLICATIONS FOR THIRD PARTY THI GRANTS

Applications for third party grants will initially be dealt with by the proposed THI project officer with further specialist advice available from the Council's Conservation Officer. Applications for all grants over the threshold of £5,000 (applications below this will be dealt with by the THI project Officer in consultation with the Conservation Officer) will be reported to the quarterly meetings of the Steering Group and decisions on applications will be taken by the Steering Group to ensure that they reflect the established criteria and comply with HLF grant conditions.

A simple grant application process has been developed by the Council building on the experience of the CARS initiative. An expression of interest form will be created for use by any prospective grant applicant. This will allow the Townscape Heritage Initiative Project to plan for and assess the allocation of grant money throughout the Townscape Heritage Initiative scheme.

A grant application form and guidance notes will also be prepared and the information provided to applicants will be written in plain English and will be designed to be informative and will be easily accessible in public locations throughout the town and on the Council's web site. As Council policy dictates alternative versions of the grant application packs will be available on request in large print, Braille and in other languages. The final application pack will include the following, when relevant:

- Timeline for the decision-making process
- General conditions of grant offer, including clawback
- All relevant Supplementary Planning Documents
- Designing out Crime
- Design
- Flood Risk and Development
- Shopfronts
- Parking
- Planning application Forms
- Building Regulation Forms
- Townscape Heritage Initiative leaflet
- A copy of the assessment form used by the Townscape Heritage Initiative Project Officer in assessing each application.

Initially, the Townscape Heritage Initiative Project Officer will assess each grant application to determine if it is suitable for grant funding. Suitable THI applications will be then taken to the **Campbeltown Town Centre Regeneration Steering Group** who will make the final decision regarding the awarding of grants.

Application forms and guidance notes including a summary of eligible works will be provided in various formats such as in print, large print, on the web and on a CD.

Examples of the explanatory notes, guidance and an application form are included as Appendix 01_05

Clawback

The Heritage Lottery Fund's requirements for clawback in the event the property is sold for example will be made clear to all prospective applicants during the development of each project, the application stage and in any grant offer.

1.07 ACCOUNTING AND AUDITING PRINCIPLES

1.07.01 Administration

The Council's Development Services Finance Manager Peter Couples will be responsible for administering the THI funds. All payments will be audited in line with the Council's standard procedure. Most of the structure for a multi-funded, area project, financial management is in place and will use formats based on previous project-based implementation tasks. All the necessary staff skills for financial management are available. Detailed arrangements for day to day administration, delegation levels for decision making and linkages with the Planning Officers, THI Project Officer and the Conservation Officer will be prepared once the THI has been agreed by HLF and prior to the start-up of the project.

1.07.02 Accounting procedures

Argyll and Bute Council as lead organisation in this Initiative will be responsible for all accounting arrangements. The Council operates a computerised accounting system with suitable formats for project funding and accounting. The Campbeltown Townscape Heritage Initiative will have its own dedicated cost centres that will allow for the full auditing of the scheme. Three accounts will be created within the ledger:

- **to record the receipt of monies from the Heritage Lottery Fund and other funding partners;**
- **for grant payments;**
- **and for administrative costs**

Information on the accounts will be backed up on a continuing basis and regular reports will be produced as required by the HLF and other partners. All transactions will be carried out in line with the requirements of the accounting manual of procedures and all records will be sufficient for the full audit at the end of year one.

The Council fully complies with the CIPFA code of practice on Local Authority Accounting in the United Kingdom. A statement of recommended practice. Appendix 01-06 of this document contains Argyll and Bute Council's Financial and Security Regulations as adopted by the Council (and forming part of the Council's Constitution).