

Agenda Item	6
Report No	NC/15/26

The Highland Council

Committee: Nairnshire

Date: 24 August 2026

Report Title: Nairn Common Good Fund – Invitation to Pay Parking Scheme

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 The operational management costs to deliver the Invitation to Pay Scheme at the three sites must be considered and approved by this Committee before being recharged against the Nairn Common Good Fund.

2 Recommendations

- 2.1 Members are asked to:-

- i. **Agree** that £5874.60 costs incurred by the Council's Parking Enforcement Team for financial year 2024-25 to operate the Invitation to Pay Parking Scheme at the Nairn Common Good sites is charged against the Nairn Common Good Fund; and
- ii. **Agree** that £5659.50 costs incurred by the Council's Parking Enforcement Team for financial year 2025-26 to operate the Invitation to Pay Parking Scheme at the Nairn Common Good sites is charged against the Nairn Common Good Fund.

3 Implications

- 3.1 **Resource** - Financial implications are as outlined in this report. There are costs incurred by the Parking Enforcement Team in running the Invitation to Pay scheme at these sites on behalf of the Common Good Fund. These costs should be borne by the Common Good Fund.
- 3.2 **Legal** - This application of Common Good funds will fall within the competency guidelines set out both in statute and in common law in relation to Common Good Funds.
- 3.3 **Risk** - No Implications

3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people) – No Implications**

3.5 **Gaelic - No Implications**

4 Impacts

4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.

4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.

4.3 This is a monitoring and update report and therefore an impact assessment is not required.

5 Income Generated to date

5.1 The Invitation to Pay Parking Scheme at the three sites in Nairn generated £33,576.25 in financial year 2024/25 and £29,743.55 in 2025/26 of income all of which is paid to the Nairn Common Good Fund.

	Total	2024/25	2025/26
	Total transactions	17,246	14,594
Cumming Street	Gross Income	£12,582.05	£8,930.95
Harbour Street	Gross Income	£15,638.35	£15,469.30
Maggot	Gross Income	£5,355.85	£5,343.30
		£33,576.25	£29,743.55

A detailed breakdown of income by month can be found in **Appendix 1**.

5.2 When this figure was previously presented to Committee for approval, a question was raised regarding why the projected income included pence when the proposed parking charges are set as whole pound amounts. This is because the car parks operate on a donation basis, and cash transactions can be made for any amount. The payment machines will accept contributions as low as £0.05, resulting in income figures that are not always rounded to whole pounds.

6 Harbour Carpark £10 transactions

- 6.1 The request was made to be provided with the number of £10 transactions in the Harbour carpark which were as follows:-

2024/25 – 947

2025/26 – 990

7 Costs to be recharged

- 7.1 The costs incurred by the Parking Enforcement Team in respect of the operation and maintenance of the three Nairn Common Good Fund Invitation to Pay Parking sites for the financial years 2024/25 and 2025/26 are as follows:-

Item	2024/25	2025/26
Card Transaction and processing fees	£2,362.32	£2,2102.76
Maintenance agreements 6 payment machines at £400 each per annum	£2,400.00	£2,400.00
Staff Costs to retrieve cash and monitor sites 1.5 hours per week for 12 months	£1,112.28	£1,156.74
Total costs	£5,874.60	£5659.50

Designation: Assistant Chief Executive - Place

Date: 11 August 2026

Author: Ross Bartlett Principal Officer

Background Papers: Nairnshire Area Committee [Papers](#) 20 April, 2021 **Nairn Visitor Management Car Parking**

Appendices: Appendix 1 – Monthly Breakdown 2024/25
Appendix 2 – Monthly Breakdown 2025/26

Appendix 1 – Monthly Cost Breakdown 2024/25

Nairn
Council Car Parks
Under Common Good

		April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
		£	£	£	£	£	£	£	£	£	£	£	£	
Cumming St/Links	Gross Income Cash	£422.05	£640.40	£509.10	£499.50	£368.30	£374.10	£242.10	£132.50	£60.00	£0.00	£151.00	£300.00	£3,699.05
	Gross contactless	£535.00	£975.00	£847.00	£2,000.00	£2,659.00	£558.00	£368.00	£154.00	£92.00	£0.00	£236.00	£459.00	£8,883.00
Harbour (MH)	Gross Income Cash	£101.00	£233.60	£174.00	£251.30	£322.20	£262.00	£197.00	£46.00	£52.00	£39.00	£66.50	£159.75	£1,904.35
	Gross contactless	£898.00	£2,266.00	£1,930.00	£2,104.00	£2,659.00	£1,410.00	£813.00	£278.00	£259.00	£215.00	£301.00	£601.00	£13,734.00
The Maggot	Gross Income Cash	£204.60	£295.45	£305.80	£364.20	£122.30	£0.00	£79.50	£56.00	£16.00	£7.00	£118.00	£156.00	£1,724.85
	Gross contactless	£206.00	£422.00	£288.00	£578.00	£786.00	£434.00	£237.00	£116.00	£79.00	£136.00	£141.00	£208.00	£3,631.00
Income less VAT (0%)	Gross Income	£2,366.65	£4,832.45	£4,053.90	£5,797.00	£6,916.80	£3,038.10	£1,936.60	£782.50	£558.00	£397.00	£1,013.50	£1,883.75	£33,576.25
		£2,366.65	£4,832.45	£4,053.90	£5,797.00	£6,916.80	£3,038.10	£1,936.60	£782.50	£558.00	£397.00	£1,013.50	£1,883.75	£33,576.25
	Transaction fees	£147.51	£329.67	£275.85	£421.38	£549.36	£216.18	£127.62	£49.32	£38.70	£31.59	£61.02	£114.12	£2,362.32
	Annualised Costs	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£2,400.00
	Staff Costs	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£1,112.28
Nett Income		£1,926.45	£4,210.09	£3,485.36	£5,082.93	£6,074.75	£2,529.23	£1,516.29	£440.49	£226.61	£72.72	£659.79	£1,476.94	£27,701.65

Appendix 2 – Monthly Cost Breakdown 2025/26

Nairn 2025/26

Council Car Parks

Under Common Good

		April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
		£	£	£	£	£	£	£	£	£	£	£	£	
Cumming St/Links	Gross Income Cash	£589.85	£611.25	£463.85	£140.00	£191.70	£350.10	£152.00	£18.00	£0.00	£0.00	£13.00	£104.20	£2,633.95
	Gross contactless	£1,038.00	£1,020.00	£764.00	£1,495.00	£844.00	£544.00	£302.00	£43.00	£0.00	£0.00	£26.00	£221.00	£6,297.00
Harbour (MH)	Gross Income Cash	£235.20	£323.15	£231.50	£236.60	£97.30	£252.00	£142.85	£47.70	£42.00	£6.00	£18.00	£57.00	£1,689.30
	Gross contactless	£1,309.00	£1,828.00	£1,898.00	£2,217.00	£2,580.00	£1,769.00	£837.00	£261.00	£288.00	£120.00	£248.00	£425.00	£13,780.00
The Maggot	Gross Income Cash	£312.10	£275.00	£210.75	£248.50	£326.20	£230.50	£114.00	£86.10	£49.00	£47.15	£58.00	£99.00	£2,056.30
	Gross contactless	£414.00	£353.00	£356.00	£555.00	£625.00	£298.00	£199.00	£101.00	£110.00	£53.00	£96.00	£127.00	£3,287.00
Income less VAT (0%)	Gross Income	£3,898.15	£4,410.40	£3,924.10	£4,892.10	£4,664.20	£3,443.60	£1,746.85	£556.80	£489.00	£226.15	£459.00	£708.00	£29,418.35
		£3,898.15	£4,410.40	£3,924.10	£4,892.10	£4,664.20	£3,443.60	£1,746.85	£556.80	£489.00	£226.15	£459.00	£708.00	£29,418.35
	Transaction fees	£248.49	£288.09	£271.62	£384.03	£364.41	£234.99	£120.42	£36.45	£35.82	£15.57	£33.30	£69.57	£2,102.76
	Annualised Costs	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£2,400.00
	Staff Costs	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£96.40	£1,156.74
Nett Income		£3,353.27	£3,825.92	£3,356.09	£4,211.68	£4,003.40	£2,912.22	£1,330.04	£223.96	£156.79	-£85.82	£129.31	£342.04	£23,758.85