

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 11

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 22 July 2021 (4:30pm)		Meeting: Thursday 23 September 2021 (4:30pm)		Meeting: Thursday 25 November 2021 (4:30pm)	
Report deadline: 4pm Mon 12 July 2021		Report deadline: 4pm Mon 13 Sept 2021		Report deadline: 4pm Mon 15 Nov 2021	
Agenda despatch: Wed 14 July 2021		Agenda despatch: Wed 15 September 2021		Agenda despatch: Wed 17 November 2021	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO	Treasury Management Update	Finance Manager & S151 Officer
Financial Outturn Report 2020/21	Finance Manager & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>		<i>Bus, Cycle, Walk WP notes</i>	DSO
Treasury Operations Annual Performance Review	Finance Manager & S151 Officer			Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial
ECTC Management Accounts (April-June 2021) [EXEMPT]	ECTC Finance Manager			<i>ECTC Half Yearly Report</i>	
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>				ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager
Finance Report	Finance Manager & S151 Officer			<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	
<i>Bus, Cycle, Walk WP funding request with quotes for route feasibility studies</i>	Infrastructure & Strategy Mgr			Local Council Tax Reduction Scheme (LCTRS) Review & Discretionary Business Rates Relief	S151 Officer
<i>Bus, Cycle, Walk WP Terms of Reference</i>	Infrastructure & Strategy Mgr			CIL/S106 Income & Expenditure Update	Dir. Commercial
<i>Nominations for IDB vacancies</i>	DSO			Finance Report	Finance Manager & S151 Officer

Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 11

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Monday 24 January 2022 (4:30pm)		Meeting: Thursday 24 March 2022 (4:30pm)		Meeting: June 2022 (tbc)	
Report deadline: 4pm Wed 12 January 2022		Report deadline: 4pm Mon 14 March 2022		Report deadline: (tbc)	
Agenda despatch: Fri 14 January 2022		Agenda despatch: Wed 16 March 2022		Agenda despatch: (tbc)	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>		<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer	ECTC Annual Business Plan 2022/23		<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	
Finance Report	Finance Mgr & S151 Officer			ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager
Revenue Budget 2022/23	Finance Mgr & S151 Officer			Annual Reports of Representatives on Outside Bodies	DSO
ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager				
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>					

Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.