

**FINANCE & ASSETS COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO. 12**

**LEAD OFFICER: Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Caroline Evans**

<b>Meeting: Thursday 25<sup>th</sup> March 2021 (4:30pm)</b>	
Agenda Planning meeting:	
Pre-meeting briefing:	
<b>Report deadline: 4pm Mon 15<sup>th</sup> March 2021</b>	
Agenda despatch: Wed 17 <sup>th</sup> March 2021	
Chairman's Announcements	Chairman
External Audit – Audit Plan 2021/22	External Audit
Internal Audit Charter & Work Plan 2021/22	Internal Audit
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr
ARP Minutes – 09/03/21	Dir. Commercial
Forward Agenda Plan	DSO
ECTC Management Accounts [EXEMPT]	ECTC Finance Manager
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
Bus, Cycle, Walk WP notes - 10/03/21	DSO
Palace Green Homes (ECTC) – office accommodation final report	Dir. Commercial
SLA Grants	Senior Leisure Services 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.