

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 14

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 25 March 2021 (4:30pm)		Meeting: Monday 7 June 2021 (4:30pm)		Meeting: Thursday 22 July 2021 (4:30pm)	
Report deadline: 4pm Mon 15 March 2021		Report deadline: 4pm Tues 25 May 2021		Report deadline: 4pm Mon 12 July 2021	
Agenda despatch: Wed 17 March 2021		Agenda despatch: Thurs 27 May 2021		Agenda despatch: Wed 14 July 2021	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Forward Agenda Plan	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
Internal Audit Charter & Work Plan 2021/22	Internal Audit	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
External Audit – Audit Plan 2020/21	External Audit	<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
Internal Audit Progress Report	Internal Audit	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
Recommendation from Bus, Cycle, Walk WP	Infrastructure & Strategy Mgr	Annual Reports of Representatives on Outside Bodies	DSO	Financial Outturn Report 2020/21	CFO
SLA Grants	Senior Leisure Services Officer	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Treasury Operations Annual Performance Review	CFO
CIL Funding Request	Infrastructure & Strategy Mgr	Assets Update	Open Spaces & Facilities Manager	ECTC Management Accounts (April-June 2021) [EXEMPT]	ECTC Finance Manager
Risk Management Update	Internal Audit	ECTC Management Accounts (Jan-March 2021) [EXEMPT]	ECTC Finance Manager	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	
Former Mepal Outdoor Centre	Dir. Commercial	Palace Green Homes (ECTC) – Office Accommodation Final Report			
		<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.

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AGENDA ITEM NO 14

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 23 September 2021 (4:30pm)		Meeting: Thursday 25 November 2021 (4:30pm)		Meeting: Monday 24 January 2022 (4:30pm)	
Agenda Planning meeting:		Agenda Planning meeting:		Agenda Planning meeting:	
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:	
Report deadline: 4pm Mon 13 Sept 2021		Report deadline: 4pm Mon 15 Nov 2021		Report deadline: 4pm Wed 12 January 2022	
Agenda despatch: Wed 15 September 2021		Agenda despatch: Wed 17 November 2021		Agenda despatch: Fri 14 January 2022	
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	Treasury Management Update	Finance Manager	<i>Bus, Cycle, Walk WP notes</i>	DSO
Finance Report	Finance Mgr	<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>		Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial	2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer
		<i>ECTC Half Yearly Report</i>		CIL/S106 Income & Expenditure Update	Dir. Commercial
		ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager	Finance Report	Finance Mgr & S151 Officer
		<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>		Revenue Budget 2022/23	Finance Mgr & S151 Officer
		Local Council Tax Reduction Scheme (LCTRS) Review & Discretionary Business Rates Relief	S151 Officer	ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager
				<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	

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Meeting: Thursday 24 March 2022 (4:30pm)					
Agenda Planning meeting:					
Pre-meeting briefing:					
Report deadline: 4pm Mon 14 March 2022					
Agenda despatch: Wed 16 March 2022					
Chairman's Announcements	Chairman				
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO				
Forward Agenda Plan	DSO				
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer				
Assets Update	Open Spaces & Facilities Mgr				
<i>Bus, Cycle, Walk WP notes</i>	DSO				
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>					
ECTC Annual Business Plan 2022/23					

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