

Lead officer: Sally Bonnett, Director Community Democratic Services Officer:

Finance & Assets Committee Annual Agenda Plan

Thursday 27 June 2024 4:30pm

Report deadline: Thursday 13 June 2024

Agenda despatch: Monday 17 June 2024

Agenda Item	Report Author
Chairman’s Announcements	Chairman
Actions taken by the Chief Executive on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer
Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Bus, Cycle, Walk WP notes (if any)	Democratic Services Officer
ECTC Board Meeting Minutes 7 Mar 2024 [EXEMPT]	Democratic Services Officer
Appointments, Transfers, Resignations [EXEMPT]	HR Manager
ECTC Management Accounts (Jan-March 2024) [EXEMPT]	ECTC Finance Manager
Annual Reports of Representatives on Outside Bodies	Democratic Services Officer
Financial Outturn Report 2023/24	Director Finance and S151 Officer
Treasury Operations Annual Performance Review	Director Finance and S151 Officer
Health and Safety Annual Report	Health & Safety Manager
CCC East Cambridgeshire Transport Strategy Member Engagement Group representation	Democratic Services Officer

Thursday 26 September 2024 4:30pm

Report deadline: Thursday 12 September 2024

Agenda despatch: Monday 16 September 2024

Agenda Item	Report Author
Chairman’s Announcements	Chairman
Actions taken by the Chief Executive on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer
Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Bus, Cycle, Walk WP notes (if any)	Democratic Services Officer
ECTC Board Meeting Minutes [EXEMPT] (if any)	Democratic Services Officer
ECTC Annual Accounts	ECTC Finance Manager
Local Council Tax Reduction Scheme Policy Review	Director Finance and S151 Officer
MTFS Update	Director Finance and S151 Officer
Gender Pay Report	HR Manager
ECTC Management Accounts (Apr-July 2024) [EXEMPT]	ECTC Finance Manager
Budget Monitoring Q1	Director Finance and S151 Officer

Thursday 28 November 2024 4:30pm

Report deadline: Thursday 14 November 2024

Agenda despatch: Monday 18 November 2024

Thursday 30 January 2025 4:30pm

Report deadline: Thursday 16 January 2025

Agenda despatch: Monday 20 January 2025

Agenda Item	Report Author	Agenda Item	Report Author
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Actions taken by the Chief Executive on the grounds of urgency (if any)	Democratic Services Officer	Actions taken by the Chief Executive on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer	Forward Agenda Plan	Democratic Services Officer
Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer	Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces and Facilities Manager	Assets Update	Open Spaces & Facilities Manager
Treasury Management Update	Director Finance and S151 Officer	Appointments, Transfers, Resignations [EXEMPT]	HR Manager
Bus, Cycle, Walk WP notes (if any)	Democratic Services Officer	2025/26 Annual Treasury Management Strategy MRP & AIS	Director Finance and S151 Officer
Annual Infrastructure Funding Statement	Director Community	Budget Monitoring Q3	Director Finance & S151 Officer
Finance Report	Director Finance and S151 Officer	Revenue Budget 2025/26	Director Finance & S151 Officer
ECTC Management Accounts (July-Sept 2024) [EXEMPT]	ECTC Finance Manager		
ECTC Half Yearly Report	Director Commercial		
Service Delivery Plans – 6 Month Performance Monitoring	Service Leads		
Budget Monitoring Q2	Director Finance and S151 Officer		

Thursday 27 March 2025 4:30pm

Report deadline: 4pm Thursday 13 March 2025

Agenda despatch: Monday 17 March 2025

Agenda Item	Report Author
Chairman's Announcements	Chairman
Actions taken by the Chief Executive on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer
Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces and Facilities Manager
ECTC Board Meeting Minutes [EXEMPT]	Democratic Services Officer
Asset Management Plan 2025/26	Open Spaces and Facilities Manager
Service Delivery Plans 2025/26	Service Leads
ECTC Annual Business Plan 2025/26	ECTC Finance Manager
ECTC Management Accounts Oct-Dec 2024	ECTC Finance Manager
Bus, Cycle, Walk WP notes (if any)	Democratic Services Officer
Annual Review of RIPA policies	Director Legal