

**FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN**

AGENDA ITEM NO 18

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Thursday 23 June 2022 (4:30pm)		Meeting: Monday 26 Sept 2022 (4:30pm)		Meeting: Thursday 24 Nov 2022 (4:30pm)	
Report deadline: 4pm Thurs 9 June 2022		Report deadline: 4pm Mon 12 Sept 2022		Report deadline: 4pm Thurs 10 Nov 2022	
Agenda despatch: Mon 13 June 2022		Agenda despatch: Wed 14 Sept 2022		Agenda despatch: Mon 14 Nov 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>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Finance Manager & S151 Officer
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	Health & Safety Annual Report	Dir Commercial	Annual Infrastructure Funding Statement	Dir. Commercial
ECTC Business Plan	Dir Commercial	Local Council Tax Reduction Scheme Policy Review	Finance Manager & S151 Officer	Finance Report	Finance Manager & S151 Officer
Annual Reports of Representatives on Outside Bodies	DSO	ECTC Accounts 2020/21		ECTC Management Accounts (July-Sept 2022) [EXEMPT]	ECTC Finance Manager
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Medium-Term Financial Strategy update	Finance Manager & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Financial Outturn Report 2021/22	Finance Manager & S151 Officer	Covid – Lessons Learned	Dir Commercial	ECTC Half Yearly Report	
Treasury Operations Annual Performance Review	Finance Manager & S151 Officer	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Economic Development Service Delivery Plan	Business Development Manager				
Motion from Council: Accessible Toilets	Dir Commercial/ Open Spaces & Facilities Mgr				

**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.**

Levelling-Up Fund Bid	Business Development Manager				
First Homes Local Allocation & Position Statement	Corp Unit Manager				
Growth & Infrastructure Fund Criteria	Corp Unit Manager				

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2. Agenda items in italics are provisional items / possible items for future meetings.

ANNUAL AGENDA PLAN

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Monday 23 Jan 2023 (4:30pm)		Meeting: Thursday 30 March 2023 (4.30pm)			
Report deadline: 4pm Mon 9 Jan 2023		Report deadline: 4pm Thurs 16 March 2023			
Agenda despatch: Wed 11 Jan 2023		Agenda despatch: Mon 20 March 2023			
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		
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		
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr		
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO		
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Asset Management Plan 2023/24	Open Spaces & Facilities Mgr		
2023/24 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer	Service Delivery Plans 2023/24	Service Leads		
Finance Report	Finance Mgr & S151 Officer	ECTC Annual Business Plan 2023/24			
Revenue Budget 2023/24	Finance Mgr & S151 Officer				
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO				

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