

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

**AGENDA ITEM NO 16**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER:**

Meeting on: Monday 25 January 2021 4.30pm			Meeting on: Monday 1 or Thursday 4 March 2021 4.30pm			Meeting on: Thursday, 25 <sup>th</sup> March 2021 4.30pm		
Agenda Planning meeting:			Agenda Planning meeting:			Agenda Planning meeting:		
Pre-meeting briefing:			Pre-meeting briefing:			Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Wednesday 13 January 2021	Friday 15 January 2021	Deadline for reports/dispatch:			Deadline for reports/dispatch:	Monday 15 March 2021	Wednesday 17 March 2021
<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>2021/22 Annual Treasury Mngt Strategy MRP &amp; AIS</li> <li>External Audit - Annual Audit Letter</li> <li>Revenue Budget 2021-22</li> <li>On-Street Parking Enforcement</li> <li>Equalities Policy</li> <li>Finance Report</li> <li>Covid 19 WP Notes</li> <li>ARP Minutes – 8/12/20</li> <li><i>Actions taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt (if any)</i></li> <li>CIL/S106 Income and Expenditure Update</li> </ul>	Finance Manager & S151 Officer External Audit  Finance Manager & S151 Officer Dir Operations HR Manager Finance Manager & S151 Officer DSO Dir Commercial  DSO  Finance Manager & S151 Officer Dir Commercial		<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>ECTC Business Plan 2021/22</li> <li>Bus, Cycle, Walk WP Notes</li> <li>Assets Update</li> <li>Contract Procedures</li> <li>East Cambs CLT</li> <li><i>Actions taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt (if any)</i></li> <li>Forward Agenda Plan</li> <li>ECTC Management Accounts [EXEMPT]</li> <li><i>Asset Management Matter [EXEMPT]</i></li> </ul>	Dir Commercial  DSO  Open Spaces & Facilities Manager  Dir Commercial Dir Commercial DSO  Finance Manager & S151 Officer  DSO ECTC Finance Manager Dir Commercial	<ul style="list-style-type: none"> <li>Chairman's Announcements</li> <li>External Audit - Audit Plan 2021/22</li> <li>Internal Audit Charter &amp; Work Plan 2021/22</li> <li><i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i></li> <li><i>Write Off of Unrecoverable Debt (if any)</i></li> <li>Assets Update</li> <li>ARP Minutes – 09/03/21</li> <li>Forward Agenda Plan</li> <li>ECTC Management Accounts [EXEMPT]</li> <li><i>Appointments, Transfers, Resignations [EXEMPT]</i></li> </ul>	External Audit  Internal Audit  DSO  <i>Finance Manager &amp; S151 Officer</i> Open Spaces & Facilities Manager  Dir Commercial DSO ECTC Finance Manager  HR Manager		

[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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**ANNUAL AGENDA PLAN**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER:**

Monday 25 January 2021 4.30pm [continued]		Meeting on:	Monday 1 or Thursday 4 March 2021 4.30pm [continued]	Meeting on:	Thursday, 25 March 2021 4.30pm [continued]	
Agenda Planning meeting:		Agenda Planning meeting:		Agenda Planning meeting:		
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:		
Deadline for reports/dispatch:	4pm Wednesday 13 January 2021	Friday 15 January 2021	Deadline for reports/dispatch:		Deadline for reports/dispatch:	Monday 15 March 2021 Wednesday 17 March 2021
<ul style="list-style-type: none"> <li>Climate Change SPD</li> <li>Impacts of Covid-19 on ECDC BAME Population</li> <li>Forward Agenda Plan</li> <li>Appointments, Transfers, Resignations [EXEMPT]</li> </ul>	Strat Planning Mnger Lewis Bage  DSO  HR Manager					

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