

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Emma Grima, Director Commercial

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Caroline Evans/Hannah Walker

Monday 3 July 2023		Thurs 28 Sept 2023		Thurs 23 Nov 2023	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Mon 19 June	Report deadline	4pm Thurs 14 Sept	Report deadline	4pm Thurs 9 Sept
Agenda despatch	Wed 21 June 2023	Agenda despatch	Mon 18 Sept 2023	Agenda despatch	Mon 13 Sept 2023
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Assets Update	Open Spaces & Facilities Mgr	<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
Statement of Community Involvement (SCI) – Updated 2023	Strategic Planning Manager	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Appointments, Transfers, Resignations [EXEMPT]	HR Manager	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
ECTC Board Meeting Minutes 9 March 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Director Finance & S151 Officer
ECTC Management Accounts (Jan-March 2023) [EXEMPT]	ECTC Finance Manager	ECTC Board Meeting Minutes 15 June 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
Annual Reports of Reps on Outside Bodies	DSO	Gender Pay Report	HR Manager	Annual Infrastructure Funding Statement	Dir. Commercial
Financial Outturn Report 2022/23	Director Finance & S151 Officer	Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer
Treasury Operations Annual Performance Review	Director Finance & S151 Officer	ECTC Accounts	ECTC Finance Manager	ECTC Management Accounts (July-Sept 2023) [EXEMPT]	ECTC Finance Manager
Corporate Health & Safety Policy	Health & Safety Manager	Medium-Term Financial Strategy update	Director Finance & S151 Officer	ECTC Board Meeting Minutes 14 Sept 2023 [EXEMPT]	DSO
Health & Safety Annual Report	Dir Commercial	ECTC Management Accounts (April-June 2023) [EXEMPT]	ECTC Finance Manager	ECTC Half Yearly Report	
Rural England Prosperity Fund	Economic Development Manager	ECTC Annual Accounts [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Asset Management Matter in the Parish of Ely [EXEMPT]		Crematorium Full Business Case	Director Operations		

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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FORWARD AGENDA PLAN**

LEAD OFFICER: Emma Grima, Director Commercial

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Caroline Evans/Hannah Walker

Thurs 25 Jan 2024		Thurs 28 March 2024		July 2024	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Thurs 11 Jan	Report deadline	4pm Thurs 14 Mar	Report deadline	tbc
Agenda despatch	Mon 15 Jan 2024	Agenda despatch	Mon 18 March 2024	Agenda despatch	tbc
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>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & 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>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
2024/25 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer	Asset Management Plan 2024/25	Open Spaces & Facilities Mgr	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Finance Report	Director Finance & S151 Officer	Service Delivery Plans 2024/25	Service Leads	Appointments, Transfers, Resignations [EXEMPT]	HR Manager
Revenue Budget 2024/25	Director Finance & S151 Officer	ECTC Annual Business Plan 2024/25	ECTC Finance Manager	ECTC Management Accounts (Jan-March 2024) [EXEMPT]	ECTC Finance Manager
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	ECTC Management Accounts Oct-Dec 2023	ECTC Finance Manager	Annual Reports of Representatives on Outside Bodies	DSO
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Financial Outturn Report 2023/24	Director Finance & S151 Officer
		Annual Review of RIPA policies	Director Legal	Treasury Operations Annual Performance Review	Director Finance & S151 Officer

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