

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Sally Bonnett, Director Community

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Hannah Walker

Thurs 23 Nov 2023 4:30pm		Thurs 25 Jan 2024 4:30pm		Thurs 28 March 2024 4:30pm	
Report deadline	4pm Thurs 9 Nov	Report deadline	4pm Thurs 11 Jan	Report deadline	4pm Thurs 14 Mar
Agenda despatch	Mon 13 Nov 2023	Agenda despatch	Mon 15 Jan 2024	Agenda despatch	Mon 18 March 2024
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
Treasury Management Update	Director Finance & S151 Officer	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	ECTC Board Meeting Minutes 8 Feb 2024 [EXEMPT]	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
Annual Infrastructure Funding Statement	Dir. Community	Finance Report	Director Finance & S151 Officer	Service Delivery Plans 2024/25	Service Leads
Finance Report	Director Finance & S151 Officer	Revenue Budget 2024/25	Director Finance & S151 Officer	ECTC Annual Business Plan 2024/25	ECTC Finance Manager
ECTC Management Accounts (July-Sept 2023) [EXEMPT]	ECTC Finance Manager	ECTC Board Meeting Minutes 9 Nov 2023 [EXEMPT]	DSO	ECTC Management Accounts Oct-Dec 2023	ECTC Finance Manager
ECTC Board Meeting Minutes 12 Sept 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Half Yearly Report	Dir. Commercial	<i>Crematorium Full Business Case (potential)</i>	<i>Dir. Operations</i>	Annual Review of RIPA policies	Director Legal
Service Delivery Plans – 6 Month Performance Monitoring	Service Leads	Growth and Infrastructure Fund Scoring Panel Recommendations	Director Community		
Environment Chapter for the new Local Plan Scoping Report	Strategic Planning Manager	Whistle Blowing Policy	Director Legal		
Witchford Parish Council Victoria Green play area	Dir Legal				

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.

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Sally Bonnett, Director Community

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Hannah Walker

July 2024		September 2024		November 2024	
Report deadline	4:30pm	Report deadline	tbc	Report deadline	tbc
Agenda despatch	tbc	Agenda despatch	tbc	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>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Director Finance & S151 Officer
ECTC Board Meeting Minutes 7 Mar 2024 [EXEMPT]	DSO	<i>ECTC Board Meeting Minutes [EXEMPT] (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
Appointments, Transfers, Resignations [EXEMPT]	HR Manager	ECTC Annual Accounts	ECTC Finance Manager	Annual Infrastructure Funding Statement	Dir. Community
ECTC Management Accounts (Jan-March 2024) [EXEMPT]	ECTC Finance Manager	Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer
Annual Reports of Representatives on Outside Bodies	DSO	MTFS Update	Director Finance & S151 Officer	ECTC Management Accounts (July-Sept 2024) [EXEMPT]	ECTC Finance Manager
Financial Outturn Report 2023/24	Director Finance & S151 Officer	Gender Pay Report	HR Manager	ECTC Half Yearly Report	Dir. Commercial
Treasury Operations Annual Performance Review	Director Finance & S151 Officer	ECTC Management Accounts (Apr-July 2024) [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Health and Safety Annual Report	Health & Safety Manager				

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