

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 23 September 2021 (4:30pm)		Meeting: Thursday 25 November 2021 (4:30pm)		Meeting: Monday 24 January 2022 (4:30pm)	
Report deadline: 4pm Mon 13 Sept 2021		Report deadline: 4pm Mon 15 Nov 2021		Report deadline: 4pm Wed 12 January 2022	
Agenda despatch: Wed 15 September 2021		Agenda despatch: Wed 17 November 2021		Agenda despatch: Fri 14 January 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>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
		Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial	2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer
		<i>ECTC Half Yearly Report</i>		Finance Report	Finance Mgr & S151 Officer
		ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager	Revenue Budget 2022/23	Finance Mgr & S151 Officer
		<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager
		Local Council Tax Reduction Scheme (LCTRS) Review & Discretionary Business Rates Relief	S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
		CIL/S106 Income & Expenditure Update	Dir. Commercial		
		Finance Report	Finance Manager & S151 Officer		

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.

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 24 March 2022 (4:30pm)		Meeting: June 2022 (tbc)		Meeting: July 2022 (tbc)	
Report deadline: 4pm Mon 14 March 2022		Report deadline: (tbc)		Report deadline: (tbc)	
Agenda despatch: Wed 16 March 2022		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>	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
ECTC Annual Business Plan 2022/23		<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Financial Outturn Report 2021/22	Finance Manager & S151 Officer
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Treasury Operations Annual Performance Review	Finance Manager & S151 Officer
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager
		Annual Reports of Representatives on Outside Bodies	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
		<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO

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