

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 14

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Thursday 25 November 2021 (4:30pm)		Meeting: Monday 24 January 2022 (4:30pm)		Meeting: Thursday 24 March 2022 (4:30pm)	
Report deadline: 4pm Mon 15 Nov 2021		Report deadline: 4pm Wed 12 January 2022		Report deadline: 4pm Mon 14 March 2022	
Agenda despatch: Wed 17 November 2021		Agenda despatch: Fri 14 January 2022		Agenda despatch: Wed 16 March 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
Treasury Management Update	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Annual Business Plan 2022/23	
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	2022/23 Asset Management Plan	Open Spaces & Facilities Mgr
Annual Infrastructure Funding Statement	Dir. Commercial	2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
ECTC Half Yearly Report		Finance Report	Finance Mgr & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager	Revenue Budget 2022/23	Finance Mgr & S151 Officer		
ECTC Board Meeting Minutes 07/09/21 [EXEMPT]	DSO	ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager		
CPCA Masterplans Update	Business Develop Mnger	<i>ECTC Board Meeting Minutes (if any) [EXEMPT] 13/10/21</i>	DSO		
Finance Report	Finance Manager & S151 Officer	LCTRS consultation results	Finance Manager & S151 Officer		
Draft Cycling & Walking Strategy	Infrastructure & Strategy Manager				
ECDC Business Growth Fund	Business Develop Mnger				
Asset Management Matter, Ely [EXEMPT]	Dir. Commercial				

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.

ANNUAL AGENDA PLAN

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: June 2022 (tbc)		Meeting: July 2022 (tbc)		Meeting: Sept 2022 (tbc)	
Report deadline: (tbc)		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>	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	Financial Outturn Report 2021/22	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Treasury Operations Annual Performance Review	Finance Manager & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager	Health & Safety Annual Report	Dir Commercial
Annual Reports of Representatives on Outside Bodies	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Local Council Tax Reduction Scheme Policy Review	Finance Manager & S151 Officer
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Accounts 2020/21	
				Medium-term financial strategy update	Finance Manager & S151 Officer

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