

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 13

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans/Hannah Walker

Monday 23 Jan 2023		Thurs 30 March 2023		Monday 3 July 2023	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Mon 9 Jan	Report deadline	4pm Thurs 16 Mar	Report deadline	4pm Mon 19 June
Agenda despatch	Wed 11 Jan 2023	Agenda despatch	Mon 20 March 2023	Agenda despatch	Wed 21 June 2023
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	ECTC Board Meeting Minutes 15 Dec 2022 & 9 Feb 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
2023/24 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer	Asset Management Plan 2023/24	Open Spaces & Facilities Mgr	Statement of Community Involvement (SCI) – Updated 2023	Strategic Planning Manager
Finance Report	Director Finance & S151 Officer	Service Delivery Plans 2023/24	Service Leads	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
Revenue Budget 2023/24	Director Finance & S151 Officer	ECTC Annual Business Plan 2023/24	ECTC Finance Manager	ECTC Board Meeting Minutes 9 March 2023 [EXEMPT]	DSO
ECTC Board Meeting Minutes 21 Sept 2022 [EXEMPT]	DSO	ECTC Management Accounts Oct-Dec 2022	ECTC Finance Manager	ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager
		<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Annual Reports of Representatives on Outside Bodies	DSO
				Financial Outturn Report 2022/23	Director Finance & S151 Officer
				Treasury Operations Annual Performance Review	Director Finance & 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.

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ANNUAL AGENDA PLAN

AGENDA ITEM NO 13

LEAD OFFICER: Emma Grima, Director Commercial

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Thurs 28 Sept 2023		Thurs 23 Nov 2023		Thurs 25 Jan 2024	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Thurs 14 Sept	Report deadline	4pm Thurs 9 Sept	Report deadline	4pm Thurs 11 Jan
Agenda despatch	Mon 18 Sept 2023	Agenda despatch	Mon 13 Sept 2023	Agenda despatch	Mon 15 Jan 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
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Director Finance & S151 Officer	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
ECTC Board Meeting Minutes 15 June 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	2024/25 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer
Health & Safety Annual Report	Dir Commercial	Annual Infrastructure Funding Statement	Dir. Commercial	Finance Report	Director Finance & S151 Officer
Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer	Revenue Budget 2024/25	Director Finance & S151 Officer
ECTC Accounts	ECTC Finance Manager	ECTC Management Accounts (July-Sept 2023) [EXEMPT]	ECTC Finance Manager	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Medium-Term Financial Strategy update	Director Finance & S151 Officer	ECTC Board Meeting Minutes 14 Sept 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (April-June 2023) [EXEMPT]	ECTC Finance Manager	ECTC Half Yearly Report			
ECTC Annual Accounts [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads		
Gender Pay Report	HR Manager				

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