

Meeting: **Otterpool Park LLP - Members/Owners**
Date: **17 September 2021**
Time: **10.00 am**
Place: **Remote meeting - Zoom**

To: **Council Representatives:**
Councillors Miss Susan Carey and David Monk
Nominee representative: Ewan Green (Director of Place)
Statutory Officers: Susan Priest (Chief Executive), Amandeep Khroud
(Assistant Director, Governance and Law) and Charlotte Spendley
(Director of Corporate Services)

Otterpool Park LLP representatives:
Luke Quilter (Chairman)
Councillors Mrs Jenny Hollingsbee and Rebecca Shoob (Directors)
John Bunnett and Andy Jarrett (Directors)

This meeting will not be open to members of the public

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of the previous meeting**

To agree the minutes of the meeting held on 25 May 2021 as a true record.

4. **Business Plan**

To receive a progress report on delivery of key milestones.
To receive an update on communications.

5. **Finance and resourcing**

Queries about the agenda? Need a different format?

Contact Jemma West– Tel: 01303 853369
Email: committee@folkestone-hythe.gov.uk
or download from our website
www.folkestone-hythe.gov.uk

To receive the Otterpool Park LLP audited statement of accounts.
To receive an update on staff resources.

6. **Governance Framework**

To receive an update on:

- Strategic Land Agreement and Funding Agreement(s)
- Member's Agreement
- LLP Operational Policies

7. **Strategic Risk Register**

To note and review the latest update to the Strategic Risk Register (with attention to risks that have been reviewed / re-profiled)

8. **Any other business**