

## **RULE 17**

### **PROCEDURE RULES FOR BUDGET SETTING**

- (1) The budget shall be proposed by a member of the Administration who will be allowed a maximum of 15 minutes to present the budget.

(Electronic copies of the budget proposal and of any related visual presentation must be circulated electronically to all Councillors 5 working days before the meeting. The proposal must be accompanied by a statement from the Council's Chief Financial Officer as to the robustness of any estimates used and the adequacy of the financial reserves resulting from the budget proposal, in accordance with Section 25 of the Local Government Act 2003. The proposals must also be agreed by the Chief Executive or relevant Director to ensure that they are deliverable and that any associated risks are identified. Electronic Copies of all budget proposals must have been supplied to the Chief Financial Officer 10 working days prior to the meeting.

- (2) The Leaders of other parties (or nominated Member) or any individual Member may each propose an alternative budget and will be allowed a maximum of 15 minutes to present their budget. These proposals will be circulated electronically to all Councillors 5 working days prior to the meeting and must be accompanied by a statement from the Council's Chief Financial Officer as to the robustness of any estimates used and the adequacy of the financial reserves resulting from the budget proposal, in accordance with Section 25 of the Local Government Act 2003. The proposals must also be agreed by the Chief Executive or relevant Director to ensure that they are deliverable and that any associated risks are identified. Electronic Copies of all budget proposals must have been supplied to the Chief Financial Officer 10 working days prior to the meeting.
- (3) Each budget will be seconded and the seconder may reserve the right to speak later in the debate for up to five minutes.
- (4) After all budgets have been proposed, there will be one debate covering all the propositions,
- (5) All other Members may have the opportunity to comment/ask questions but they may only speak once during the debate and for no longer than five minutes, apart from points of order.
- (6) The proposer of each budget may sum up/answer questions for no more than ten minutes each, in the reverse order of being proposed.
- (7) A vote will be taken in reverse order of being proposed until a majority of Members present vote in favour of one budget."
- (8)** In accordance with regulations, voting on resolutions setting the budget, Council Tax and Special Expenses shall be by means of recorded vote.