

### **3. Budget Meetings**

In addition to the items listed for Ordinary Meetings above, Budget meetings will consider the process for moving, debating, amending and voting on the Budget options, as follows:

- (a) The Leader will be asked to move (with no debate at this stage) all approved Budget proposals that have been submitted, and these will be seconded.
- (b) In order to be approved, all alternative Budget proposals that any group or councillor wishes to be considered must be provided in final form, following prior consultation and written approval of the Chief Finance Officer, five clear working days in advance of the Budget meeting.
- (c) Any submissions not received within five clear working days of the budget council meeting will not be allowed.
- (d) Any submissions not prepared in a form acceptable to the Chief Finance Officer as being capable of being adopted by the council as a lawful budget will not be allowed.
- (e) Full Council will then debate all the budget options as one debate, with the Leader speaking first and then the leaders (or their nominees) of each political group will be invited to speak for 15 minutes each. The order for speeches will be the order in which any alternative budgets were submitted to the Chief Finance Officer and then at the discretion of the chairman.
- (f) Once each group leader (or nominee) has had the opportunity to speak, then any other councillor may request to speak for up to three minutes each.
- (g) At the end of the debate, before the votes are taken, each group leader (or nominee) will be invited in reverse order to sum up for up to five minutes each.
- (h) The Leader will then be invited to formally move their recommended Budget, and this will be seconded. Those councillors who submitted alternative Budget proposals will then be invited (in the order in which the proposals were submitted) to move their proposals as an amendment, and without further debate those amendments will be voted on in turn. If an amendment is agreed then this becomes part of the original motion.
- (i) The process detailed in paragraph (h) will continue until all Budget proposals have been considered.
- (j) Then the council will vote on the substantive budget recommendation (i.e. that moved by the Leader, including any amendments that the council might have agreed).

#### **Voting on Budget and Council Tax resolutions**

Any vote (including procedural and on amendments) relating to budget setting and council tax decisions made by Full Council must be undertaken by a named vote.

Section 106 of the Local Government Finance Act 1992 bars a councillor from voting on the council's budget if they have an outstanding council tax debt of over two months. If a councillor is present at any meeting at which relevant budgetary matters are discussed, they must disclose that s.106 applies and may not vote. Failure to comply is a criminal offence.