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| **Date** | **Action** | **Assigned to** |
| Beginning of August | Clerk emails members requesting suggested items together with rationale, for inclusion in the following year's Budget.  Any budget proposals for projects such as Charter Fair, The Vision etc should be made on a grant application form and supported by the rationale and accounts relating to the application. | Clerk |
| End of August | Councillors give the Clerk items for inclusion in following year’s Budget | Councillors |
| September Council | Council reviews the items suggested by Members for inclusion in the Budget and appoints Members to a Budget working party. | Council |
| End of September | Clerk produces draft Budget based on September Council discussions. | Clerk |
| Mid October | Budget working party meets to discuss the first draft Budget. | Budget WP |
| End of October | Clerk makes any amendments to the draft Budget and circulates to Budget WP. | Clerk |
| Beginning of November | Further Budget working party meeting held if required. | Budget WP |
| November Council | Council considers final draft Budget. | Council |
| Early December | Clerk makes any amendments to the Budget, taking into account comments made at Council. | Clerk |
| Before January Council | If necessary Budget WP meets to review the final draft budget. | Budget WP |
| January Council | Council must agree final Budget. | Council |
| Immediately after January Council | Clerk to notify WBC of the precept requirement for the following year. | Clerk |