Grappenhall and Thelwall Parish Council

Budget Schedule 2025/26

BACKGROUND

The Internal Audit's report includes a recommendation that a more formal timetable is agreed for the Council's budget setting process. together with key dates and responsibilities.

It is suggested that an appendix is added to Financial Regulations outlining the Council's budget timetable. The proposed appendix is detailed in section four and replicates the Council's established (but unformalised) timetable.

BUDGET SETTING TIMETABLE

The timetable below is to guide the budget setting process, which commences in the summer and concludes in January when Full Council approves a budget, reserves and precept requirement.
The Clerk will ensure the Council's meeting cycle facilitates decision making meetings within the required timeframe.

BUDGET TIMETABLE

The following timetable has been approved: -

June – September 2025	Resources Committee to begin future forward planning budget process for the next 1-4 years.
August - September 2025	Member Committee's and Working Party workshops to consider first proposals for individual budget headings for next financial year.
August-September 2025	Consultation with RFO/Officers and preparation of draft budgets in accordance with budget priorities. To include review of planned maintenance and future projects.
September 2025	Resources Committee to consider draft budget proposals and draft planned maintenance programme including revenue and capital commitments.
November 2025	Resources Committee to consider large grant applications that may impact on budget.
	Resource Committee to consider annual staff appraisals and review to feed salaries for 2026/27 into budget.
	Resources Committee to consider draft budget proposals and make recommendations to Full Council for the next financial year.
December 2025	Full Council to consider recommendations of Resources Committee.
January 2026	Full Council to finalise budget for 2026/27 and set the precept for 2026/27
January – February 2026	Parish Council to inform Warrington Borough of the Precept for 2026/27.