

**Democratic Services**

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13 June 2017

**SUMMONS TO ATTEND**

**MEETING:** WEST OXFORDSHIRE DISTRICT COUNCIL  
**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY  
**DATE:** WEDNESDAY 21 JUNE 2017  
**TIME:** 2.00 PM

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**RECORDING OF MEETINGS**

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

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**A G E N D A**

- 1. Minutes of the meetings held on 26 April 2017 (previously circulated)**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
- 5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 6. Recommendations from the Executive and the Council's Committees (Report of the Head of Paid Service – copy attached)**

Purpose:  
To receive and consider recommendations made by the Cabinet and the Council's Committees from 11 May to 15 June 2017.

Recommendation:  
That the recommendations set out in the Appendix to the report be adopted.

**7. Reports of the Cabinet and the Council's Committees (copies attached)**

To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:

- |     |  |              |                  |
|-----|--|--------------|------------------|
| (a) | <a href="#">Cabinet</a>  | 11 May 2017  |                  |
| (b) | <a href="#">Economic and Social Overview and Scrutiny Committee</a>    | 25 May 2017  |                  |
| (c) | <a href="#">Finance and Management Overview and Scrutiny Committee</a> | 31 May 2017  |                  |
| (e) | Cabinet  | 14 June 2017 | <b>To Follow</b> |
| (d) | Environment Overview and Scrutiny Committee                            | 15 June 2017 | <b>To Follow</b> |

**8. Allocation of Committee Seats to the Political Groups (Report of the Head of Paid Service – copy attached)**

Purpose:

To consider the apportionment of seats on the Committees of the Council, in accordance with the Constitution and, where applicable, the rules relating to political balance, consequent on the outcome of the by-election held in The Bartons Ward on Thursday 4 May.

Recommendations:

- (a) That the previously approved allocation of seats to the political groups be varied as set out under paragraph 3.3 of the report, by allocating one additional seat on the Development Control Committee to the Conservative Group, and by reducing the allocation to the Liberal Democrat Group from three to two seats; and
- (b) That (i) the additional seat be filled in accordance with the wishes of the Conservative Group; and (ii) the Liberal Democrat Group be requested to notify the Head of the Paid Service as to which of its members currently appointed to the Development Control Committee will cease to be a member of the Committee.

**9. Notice of Motion – Right to Require Votes to be Recorded**

At the Council meeting held on 26 April, 2017, the following Motion was received in the names of Mr A S Coles and Mr E J Fenton:-

“That Rule 15 in the Council Procedure Rules set out in Part 4 of the Constitution be amended by the addition of the wording shown in italics below;

**Right to require Vote(s) to be recorded**

Where any member requests it immediately after the vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the question or whether they abstained from voting.

Where all the members of a political group have voted for or against a question, and if requested by the leader or spokesperson of that political group immediately after the vote is taken, the votes of the members of that political group will be recorded in the minutes to show whether they voted for or against the question or whether they abstained from voting.

***Where any member requests prior to a vote being taken, and is supported by three other members who signify their support by standing, the vote will be taken by roll-call, and each member present shall signify whether he or she is voting in favour of the question, against the question, or is abstaining, which shall be recorded in the minutes of the meeting.”***

At that meeting in accordance with paragraph 21(b) of the Council Procedure Rules the above Motion (being a Motion to add to the Council Rules of Procedure) was, when proposed and seconded, adjourned without discussion to the next ordinary meeting of the Council.

**10. Sealing of Documents (copy attached)**

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.

A handwritten signature in black ink, appearing to read 'Frank Wilson', with a long horizontal stroke extending to the right.

Frank Wilson  
Strategic Director and Head of Paid Service