

**Democratic Services**

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8 May 2018

**MEETING:** ANNUAL MEETING OF THE WEST OXFORDSHIRE DISTRICT COUNCIL

**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY

**DATE:** WEDNESDAY 16 MAY 2018

**TIME:** 2.00 PM

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## A G E N D A

1. **Election of Chairman**
2. **Chairman to make declaration of acceptance of office**
3. **Appointment of Vice-Chairman**
4. **Vice-Chairman to make declaration of acceptance of office**
5. **Minutes of the meeting held on 25 April 2018 (copy herewith)**

6. **Apologies for Absence**

7. **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.

8. **Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Chief Executive.

9. **Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

10. **Returning Officer's Report on elections held on 3 May 2018 (copy attached)**

Purpose:

To consider the Returning Officer's report on the results of the elections held on 3 May 2018

Recommendation:

That the report be noted.

## **11. Election of Leader of the Council**

Under the terms of the Local Government and Public Involvement in Health Act, the Leader's term of office ends on the day following his/her normal day of retirement.

## **12. Appointment of Deputy Leader and Executive Members**

The Leader of the Council to announce his/her appointment of the Deputy Leader and his/her appointments to the Executive.

## **13. Appointment of Committees (Report of the Head of Democratic Services – copy attached)**

### Purpose:

To appoint the Committees of the Council, in accordance with the Constitution and, where applicable, the rules relating to political balance.

### Recommendations:

- (a) That the Committees indicated in paragraph 3.2 of the report be appointed, with the specified membership, for the period to the next annual meeting of the council;
- (b) That seats on those Committees be allocated to the political groups and the non-aligned member in accordance with the rules relating to political balance, and as indicated in the Table under paragraph 3.5 of the report;
- (c) That Members be appointed to each of the Committees in accordance with the wishes of the political groups, where applicable;
- (d) That the non-aligned member be allocated a seat on the Audit and General Purposes and Development Control Committees;
- (e) That in accordance with, and subject to the exceptions in, Rule 4 of the Council Procedure Rules, all Members of each political group not appointed to a committee or sub-committee be named as alternate members for the member or members of that group who have been appointed to that committee or sub-committee; and
- (f) That the Licensing Committee be re-constituted for 2018-2019, with a membership in the range of 10-15; and
- (g) That seats on the Licensing Committee be allocated to the political groups in accordance with the principles of political balance, and having regard to the information in paragraphs 3.6 to 3.8 of the report, and be filled in accordance with their wishes.

## **14. Sealing of Documents (copy attached)**

### Purpose:

To note the documents sealed since the last report.

### Recommendation:

That the report be noted.

**15. Election of Chairman of the Council pro-tem for the appointment of Chairman of Committees**

Recommendation:

That the Chairman of Council be elected as Chairman pro-tem for the appointment of Chairman of Committees.

A handwritten signature in cursive script that reads "Cules J. Hughes".

Head of Paid Service

**Democratic Services**

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8 May 2018

**SUMMONS TO ATTEND**

**MEETING:** AS DETAILED ON AGENDA BELOW

**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY

**DATE:** WEDNESDAY 16 MAY 2018

**TIME:** AT THE CONCLUSION OF THE ANNUAL COUNCIL MEETING

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**A G E N D A**

**Audit and General Purposes Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. Appointment of Miscellaneous Licensing Sub-Committee
5. Appointment of Standards Sub-Committee

**Miscellaneous Licensing Sub-Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

**Standards Sub Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

**Development Control Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. To consider the appointment of the Area Planning Sub-Committees on a geographical basis

Note:

The constitution of the Area Planning Sub-Committees on a non-political basis can only be implemented if no Member votes against the proposition. The Council's constitution

makes provision for the Chairman of the Development Control Committee to be a member of both of the Area Planning Sub-Committees.

5. Appointment of Uplands Area Planning Sub-Committee
6. Appointment of Lowlands Area Planning Sub-Committee

#### **Lowlands Area Planning Sub-Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Uplands Area Planning Sub-Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Urgency Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Economic and Social Overview and Scrutiny Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Finance and Management Overview and Scrutiny Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Environment Overview and Scrutiny Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman

#### **Licensing Committee**

1. Apologies for absence and temporary appointments
2. Appointment of Chairman
3. Appointment of Vice-Chairman
4. Appointment of Licensing Panel

(It is proposed that the Licensing Panel be appointed as follows:-

- The Chairman or Vice Chairman of the Licensing Committee shall sit on and Chair each meeting of the Panel.

- The other two members of each meeting of the Panel shall be drawn on an alphabetical rota basis from the remaining members of the Licensing Committee.
- In the event of a member being unavailable or otherwise unable to sit for a particular hearing, the next member on the rota be approached, with the former being eligible to sit at the next meeting instead.
- In the event of the Chairman or Vice-Chairman being unable to sit on a particular hearing the third member of the Panel shall be drawn from the membership of the Committee under the usual rota system and the Panel shall appoint a Chairman for the hearing(s) from that membership as its first item of business.
- That no member who has not attended appropriate training shall be permitted to sit on a meeting of the Licensing Panel.

A handwritten signature in cursive script, appearing to read "Cules J. Hughes".

Head of Paid Service