

# Council



Contact Officer: Mr Steven Corrigan

Tel: 01491 823049

E-mail: [steven.corrigan@southoxon.gov.uk](mailto:steven.corrigan@southoxon.gov.uk)

Textphone: 18001 01491 823049

Date: 8 May 2013

Website: <http://www.southoxon.gov.uk>

## **Summons to attend the annual meeting of Council**

to be held on

**THURSDAY 16 MAY 2013 AT 6.00 PM**

at

**COUNCIL CHAMBER, SOUTH OXFORDSHIRE DISTRICT COUNCIL  
OFFICES, CROWMARSH GIFFORD**

South Oxfordshire District Council aims to increase access to its public meetings. This meeting will be broadcast live on the council's website and the record archived for future viewing. You can view this broadcast at [www.southoxon.gov.uk](http://www.southoxon.gov.uk)

**Alternative formats of this publication are available on request. These include large print, Braille, audio cassette or CD, and email. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting**

MARGARET REED  
Head of Legal and Democratic Services

Note: Please remember to sign the attendance register.

# Agenda

## 1 Election of chairman

To elect a chairman of Council for the municipal year 2013/14.

## 2 Appointment of vice-chairman

To appoint a vice-chairman of Council for the municipal year 2013/14.

## 3 Apologies

To receive any apologies for absence.

## 4 Minutes, 25 April 2013 (Pages 3 - 8)

To adopt and sign as a correct record the minutes of the meeting held on 25 April 2013 (**attached**).

## 5 Declaration of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

## 6 Chairman's announcements

## 7 Leader of Council report

The Leader of Council will report on any changes to Cabinet membership, allocation of portfolios or the executive scheme of delegation and outside body appointments.

## 8 Appointments to committees, panels and joint committees for 2013/14 (Pages 9 - 14)

To consider the report of the head of legal and democratic services (**attached**).

MARGARET REED

Head of Legal and Democratic Services

# Minutes

OF A MEETING OF THE

# Council



Listening Learning Leading

HELD AT 6.00 PM ON THURSDAY 25 APRIL 2013

COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, CROWMARSH  
GIFFORD

## Present:

Mrs Janet Carr (Chairman)

Mrs Dorothy Brown, Ms Anna Badcock, Mr Roger Bell, Ms Joan Bland, Mr Felix Bloomfield, Mr David Bretherton, Mrs Celia Collett, MBE, Mr Bernard Cooper, Ms Kristina Crabbe, Mr Philip Cross, Mrs Margaret Davies, Mr David Dodds, Mrs Ann Ducker, MBE, Mr Will Hall, Mrs Eleanor Hards, Mr Paul Harrison, Mr Stephen Harrod, Mr Marc Hiles, Ms Elizabeth Hodgkin, Dr Christopher Hood, Mr Malcolm Leonard, Ms Lynn Lloyd, Mr Imran Lokhon, Mrs Denise Macdonald, Mrs Ann Midwinter, Mrs Judith Nimmo-Smith, Reverend Angie Paterson, Ms Anne Purse, Mr Christopher Quinton, Mr Alan Rooke, Mrs Pearl Slatter, Mr David Turner, Mrs Margaret Turner and Mr Michael Welply .

## Apologies:

Mr John Cotton, Mrs Pat Dawe, Mr Leo Docherty, Mrs Elizabeth Gillespie, Mr Tony Harbour, Mr Marcus Harris, Mr Neville F Harris and Mrs Jennifer Wood tendered apologies.

## Officers:

Mr Steve Bishop, Mr David Buckle, Mr Matt Prosser, Mrs Margaret Reed, Mrs Anna Robinson and Mrs Jennifer Thompson.

## 52 Declaration of disclosable pecuniary interest

None.

## 53 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 21 February 2013 as a correct record and agree that the Chairman sign them as such.

## 54 Chairman's announcements

The Chairman reported that the annual Chairman's charity dinner had raised £2,025 and she had received a number of messages of thanks for the evening.

## 55 Questions from the public and public participation

None.

## 56 Neighbourhood Planning Referendums - scale of fees and charges

Council considered the report of the Returning Officer setting out a proposed scale of fees and charges for neighbourhood planning referendums.

Mrs M Reed, Head of Legal and Democratic Services, reported that the fees and charges did not form part of the existing fees structure and a decision was required in advance of the Thame Neighbourhood Plan Referendum on 2 May. The proposed scale of fees and charges was based on the current scale for contested parish or town council elections. Fees due to the counting officer could be disbursed to deputy counting officers.

Mrs E A Ducker and Mr C Quinton proposed and seconded the recommendations set out in the report.

**RESOLVED:** to agree the scale of fees and charges for the Counting Officer to undertake arrangements for managing and conducting neighbourhood planning referendums as follows:

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Counting Officer or his/her duly appointed Deputy Counting Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Counting Officer.

Subject to this, the maximum charges are set out in the scale.

### A – Fees

1	To the Counting Officer, or where appropriate a Deputy Counting Officer for carrying out all the duties assigned to him / her by the Counting Officer <b>for conducting the referendum</b> and generally performing the duties required by any enactments relating to the referendum	
	for each parish/town, a flat fee: -	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30

	(If the Counting Officer or his/her duly appointed Deputy Counting Officer also carries out the functions specified in <b>items 2 and 3</b> of the scale he/she will be entitled to claim the total of the fees payable under both items)	
2	To the Counting Officer, or a Deputy Counting Officer for services in connection with the preparation, <b>maintenance and issue of official poll cards</b> a flat fee as follows:	
	Towns including Chinnor	£20
	Larger village parishes	£15
	Smaller village parishes	£10
3	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for the <b>issue and opening of postal votes</b> a flat fee as follows:	
	Towns including Chinnor	£30
	Larger village parishes	£25
	Smaller village parishes	£20
	(A Deputy Counting Officer appointed under <b>items 2 and 3</b> cannot also claim the fee payable under <b>items 9 and 10</b> of this scale)	
4	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for <b>counting the votes and declaring the results of the referendum</b>	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30
	(A Deputy Counting Officer appointed under <b>item 3</b> cannot also claim the fee payable under <b>items 10 and 11</b> of this scale)	

**B – Disbursements**

4	For the employment of persons for <b>clerical and other assistance</b> a flat fee as follows:	
	Towns including Chinnor	£40
	Larger village parishes	£30
	Smaller village parishes	£20
5	For <b>printing and providing forms</b> , notices and other documents required for the referendum, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses (ad hoc printing) a flat fee	£35
6	<b>Presiding Officer</b> , a fee of or where a referendum is combined with any other poll a fee of	£190 £220
7	<b>Poll Clerk</b> , a fee of or where a referendum is combined with any other poll a fee of	£110 £135
8	To the Counting Officer or his/her duly appointed representatives, for <b>inspection and supervision of each polling station</b> , a fee per station of	£20

	(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in <b>item 12</b> of this scale)	
9	For the employment of persons in connection with the issue and receipt of postal ballot papers.	
	(a) postal vote supervisors	£10 per hour
	(b) postal vote count assistants	£7 per hour
10	Count Supervisor, a fee of	£20 per hour
11	Count Assistant, a fee of	£10 per hour
12	Travelling expenses of the Counting Officer, Deputy Counting Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person	HMRC rate
13	Fees associated with each polling station as follows: -	
	(a) Hire and associated costs (heating / electric) of polling station venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations	Actual and necessary cost
	(c) Booking halls, writing letters, arranging staff, preparation of ballot box and licence costs	Actual and necessary cost
	(d) Polling booth / screen delivery	Actual and necessary cost
	(e) Paper, stationery packs	Actual and necessary cost
	(f) Manual assistance (for moving ballot boxes and stationery)	Actual and necessary cost
14	Printing of ballot papers	Actual and necessary cost
15	Printing and postage of poll cards	Actual and necessary cost
16	Fees associated with the count as follows: -	
	(a) Hire and associated costs (heating / electric) of count venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as count venue	Actual and necessary cost
	(c) Stationery and equipment for the count	Actual and necessary cost

	(d) Additional printing/notices for the count	Actual and necessary cost
17	Any other costs associated with the referendum, such as advertising and any other miscellaneous costs	Actual and necessary cost
	<p><b>Note</b>                      In the event of a neighbourhood planning referendum being combined with another poll the costs are to be shared on an equal basis, unless a particular expense can actually be allocated to a specific election/referendum.</p> <p>In the case of costs associated with postal vote opening, recharges will be calculated based on the number of postal votes issued as a percentage of the total number of postal votes returned.</p>	

The meeting closed at 6.15 pm

Chairman

Date

This page is intentionally left blank



# Council report



Report of Head of Legal and Democratic Services

Author: Steven Corrigan

Tel: 01491 823049

E-mail: [steven.corrigan@southandvale.gov.uk](mailto:steven.corrigan@southandvale.gov.uk)

To: COUNCIL

DATE: 16 May 2013



## Appointments to committees, panels and joint committees 2013/14

### Recommendations

That Council:

1. appoints the committees and panels for the 2013/14 year, allocates seats to each political group and appoints councillors and substitutes to sit on them in accordance with paragraphs 7-9 of this report and as set out in the schedule circulated at the meeting;
2. appoints chairmen and vice-chairmen as set out in the schedule circulated at the meeting;
3. appoints councillors and substitutes to the Community Investment Fund Panel in accordance with paragraphs 11-13 of this report and as set out in the schedule circulated at the meeting;
4. appoints councillors to the Licensing Acts Committee in accordance with paragraphs 14-16 of this report and as set out in the schedule circulated at the meeting ;
5. appoints a representative and a substitute on the Oxfordshire Joint Health Overview and Scrutiny Committee;
6. appoints a representative and an observer substitute on the Thames Valley Police and Crime Panel;
7. authorises the head of legal and democratic services to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

## Purpose of report

1. This report invites Council to agree appointments to those committees required to be politically balanced together with the Community Investment Fund Panel and the Licensing Acts Committee. It also invites Council to make appointments to joint bodies.

## Background

2. The Council is required by the Local Government and Housing Act 1989 to appoint committees, review the political balance and to appoint councillors to the committees annually.
3. In summary the Council has a duty to ensure the following principles are adhered to:
  - (i) not all seats are allocated to the same political group
  - (ii) a majority group should get the majority of seats on each committee
  - (iii) the seats allocated to groups on a committee reflect the membership of the Council as a whole
  - (iv) the allocation of the total number of seats on all committees reflects the membership as a whole
4. Ordinary committees are those that have decision-making powers but excluding the Licensing Acts Committee.

## Political balance

5. The number of seats held by the various political groups is currently as follows:

Conservative	32	(66.67%)
Henley Residents	2	(4.17%)
Independent	4	(8.33%)
Labour	4	(8.33%)
Liberal Democrat	4	(8.33%)
Non-group councillors	2	(4.17%)

6. The Local Government (Committees and Political Groups) Regulations 1990 require a constituted political group to be two or more members. Mr Neville Harris and Mr Chris Quinton are not members of any political group and are therefore designated as non-group councillors.

## Composition of committees

7. The ordinary committees and panels that are required to be politically balanced both individually and overall are as set out below.

Scrutiny Committee	13 members
Audit and Corporate Governance Committee	8 members
Planning Committee	14 members
General Licensing Committee	10 members
NNDR Appeals Panel	5 members
Housing Appeals Panel	5 members

8. The terms of reference of the committees and panels are set out in the constitution. No changes are proposed.

9. The political balance calculation and the entitlements to seats on committees are set out in the tables below. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. Once the political groups have been allocated their entitlement any remaining seats should be offered to the non-group councillors.

<b>Group</b>	<b>Group members/ Total of Council</b>	<b>Total number of committee seats</b>	<b>Proportionate number of seats on committees</b>
Conservative	32/48	55	37
Henley Residents	2/48	55	2
Independent	4/48	55	5
Labour	4/48	55	5
Liberal Democrat	4/48	55	5
<b>TOTAL</b>	46/48	55	54 (+1)

<b>Committee</b>	<b>Total number of seats</b>	<b>Conservative</b>	<b>Henley Residents</b>	<b>Independent</b>	<b>Labour</b>	<b>Liberal Democrat</b>
Scrutiny	13	9	1	1	1	1
Audit and Corporate Governance	8	5	0	1	1	1
Planning	14(13+1)*	9	1	1	1	1
General Licensing	10	7	0	1	1	1
NNDR Appeals	5	3	0	(1)*	(1)*	(1)*
Housing Appeals	5	3	0	(1)*	(1)*	(1)*
<b>Total</b>	55	36 (+ 1)	2	4 (+1)	4(+1)	4 (+1)

To obtain balance across the committees and overall the Conservative, Independent, Labour and Liberal Democrat Groups must gain a seat. Council needs to decide where these adjustments should be made.

If the Council wishes to allocate any seats not in accordance with the political balance requirements it can only do so if no councillor votes against the proposal.

\* Council needs to agree the allocation of the seat on the Planning Committee and three of the four panel seats shown in brackets to the Conservatives, Independent, Labour and Liberal

Democrat groups so that each group has the correct number of committee seats. This will leave one seat vacant which should be allocated to one of the non-group councillors.

### **Substitutes**

10. Each political group is entitled to the same number of substitutes as the number of ordinary seats it holds on a committee or panel, and up to a maximum of three named substitutes where it has fewer than three members on a committee or panel.

### **Community Investment Fund Panel**

11. According to the Community Investment Fund Policy and Procedure Rules contained in the constitution, Council is required to apportion the twelve seats on the CIF Panel in accordance with the political balance of the Council. No member of the Cabinet is permitted to be a member of the panel. This panel is not subject to the regulations detailed in paragraph 3 of this report and therefore has no effect on the overall allocation of seats.
12. This would result in seats being allocated amongst the groups as follows: eight Conservatives, one Henley Residents, one Independent, one Labour and one Liberal Democrat.
13. In accordance with the Council's constitution each political group is entitled to substitutes as detailed in paragraph 10 above.

### **Licensing Acts Committees**

14. The Licensing Acts Committee is a statutory committee and is not required to be included in the calculation of political balance. The committee meets rarely to deal with licensing and gambling policy matters but a membership of 10 provides a pool of councillors from which panels of three can be drawn to deal with hearings relating to personal licence holders and premises licence applications and reviews.
15. At its meeting in February 2005 Council agreed to appoint a committee in accordance with the political balance of the Council. This would result in seats being allocated amongst the groups as follows: seven Conservatives, one Independent, one Labour and one Liberal Democrat.
16. As a statutory committee with a specified membership substitutes may not be appointed.

### **Appointments**

17. Officers have invited group leaders to submit the names of councillors they wish to sit on each of the above bodies. A table of nominations will be circulated at the meeting.

### **Joint Health Scrutiny Committee**

18. Council is invited to appoint a representative and a named substitute to the Oxfordshire Joint Health Overview and Scrutiny Committee.

### **Thames Valley Police and Crime Panel**

19. Council is invited to appoint a representative to the Thames Valley Police and Crime Panel. The constitution of the panel does not provide for formally appointed substitutes but Council may appoint one in an observer capacity.

### **Financial implications**

20. There are no direct financial implications.

### **Legal implications**

21. These are set out in the body of the report.

### **Conclusion**

22. In deciding the committees and panels it wishes to establish for the 2013/14 year, Council is required to allocate seats to political groups in the same proportion as they hold on the council as a whole. Against that background, Council is invited to establish the committees and panels set out in the table in paragraph 9 of this report and to appoint councillors to them. Council is also invited to appoint councillors to the Community Investment Fund Panel and the Licensing Acts Committee and to appoint representatives to the Oxfordshire Joint Health Overview and Scrutiny Committee and the Thames Valley Police and Crime Panel. If all committee and panel seats and substitute places are not filled at the meeting, Council is invited to delegate authority to the Head of Legal and Democratic Services to make appointments in accordance with the wishes of the relevant group leader.

**Background Papers:** None

This page is intentionally left blank