



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Annual Meeting of Council

Wednesday 21 May 2025

Members of Cherwell District Council,

The Annual Council Meeting will be held at 39 Castle Quay, Banbury, OX16 5FD on Wednesday 21 May 2025 at 6.30 pm, and you are hereby summoned to attend.

**Monitoring Officer
Tuesday 13 May 2025**

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3 Communications

To receive communications from the Chairman and/or the Leader of the Council.

4 Election of Chairman for the Municipal Year 2025/2026

5 Investiture of Chairman

6 Vote of Thanks to Immediate Past Chairman

7 Immediate Past Chairman's Address

8 Election of Vice-Chairman for the Municipal Year 2025/2026

9 Investiture of Vice-Chairman

10 Minutes of Council (Pages 7 - 30)

To confirm as correct records the Minutes of Council held on 16 December 2024 and 24 February 2024.

Council Business Reports

11 Annual Business Report 2025/2026 (Pages 31 - 46)

Report of Monitoring Officer

Purpose of report

To note the results of the by-elections 1 May 2025 district elections and to consider the appointments and allocation of seats on Committees for municipal year 2025/2026 in accordance with the duty under Section 15 Local Government Housing Act 1989, to ensure that this reflects the political make-up of the Council following the elections. The political representation of members on committees needs to be considered on an annual basis.

Recommendations

Council resolves:

- 1.1 To note the results of the District by-elections held on 1 May 2025.
- 1.2 To note the constitution of Political Groups and notification of Group Leaders which has been notified in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.
- 1.3 To note the appointment of the Deputy Leader of the Council, the membership of the Executive and Executive portfolios for the municipal year 2025/2026.
- 1.4 To agree the allocation of seats on committees that are subject to the political balance requirements as set out in Appendix 2.
- 1.5 To agree that the allocation of seats on the Licensing Acts Committee reflects the General Licensing Committee.

- 1.6 To appoint members (and where required, substitute members) to serve on each of the committees in accordance with the nominations made by political groups (Appendix 3 – to follow).
- 1.7 To appoint a non-Executive representative to the Oxfordshire Joint Health Overview and Scrutiny Committee.
- 1.8 To appoint a representative and named substitute to the Health and Wellbeing Board.
- 1.9 To appoint a representative and named substitute to the Police and Crime Commissioner Scrutiny Panel.
- 1.10 To appoint an Executive member representative and an Executive member substitute to the Oxfordshire Leaders Joint Committee.
- 1.11 That authority be delegated to the Monitoring Officer to make changes required to the Constitution as a result of the changes referred to in this report.

12 Updates to the Constitution (Pages 47 - 112)

Report of Monitoring Officer

Purpose of report

The Constitution is the document by which, in accordance with the law, the Council exercises all its powers and duties. It is essential that it is reviewed to ensure it remains fit for purpose. This is to update members with the latest changes following meetings of the Constitution Review Group (CRG).

Recommendations

Council resolves:

- 1.1 To approve the changes to Part 20 Contract Procedure Rules (Appendix 1).
- 1.2 To approve the changes to the Motions Process 4.18 (Appendix 2).
- 1.3 To approve the changes to Part 4a Overview and Scrutiny Committee Procedure Rules (Appendix 3) and the associated Overview and Scrutiny Reference Guide (Appendix 4)
- 1.4 To approve the updated terminology to reflect the preference of the Chairman as outlined in paragraph 4.18 below.

13 Member Development Framework and Programme 2025-2026 (Pages 113 - 124)

Report of Monitoring Officer

Purpose of report

To consider and agree the Member Development Framework and Programme for 2025-2026.

Recommendations

Council resolves:

- 1.1 To approve the Member Development Framework for 2025-2026.
- 1.2 To approve the Member Development Programme for 2025-2026.

14 Annual Report of the Accounts, Audit and Risk Committee 2024-25 (Pages 125 - 138)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

This report presents the annual report of the Accounts, Audit and Risk Committee for the year 2024/25. It has been prepared to enable the committee to demonstrate to Council how it has fulfilled its terms of reference.

Recommendations

Council resolves:

- 1.1 To note the contents of the Annual Report of the Accounts, Audit & Risk Committee 2024/25.

15 Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

For information

Please note:

Members are advised that written questions and motions for the next scheduled Council meeting on 21 July 2025 must be submitted to the Assistant Director Law and Governance & Monitoring Officer, democracy@cherwell-dc.gov.uk, by noon on Wednesday 9 July.

FIRST MEETINGS OF COMMITTEES

Appointments of Chairmen and Vice-Chairmen of Committees for the Municipal Year 2025/2026

At the conclusion of the Council's proceedings all Members are asked to remain in their seats in the Council Chamber while Committees meet for the purpose of electing their Chairmen and Vice-Chairmen for the 2025/2026 municipal year.

The Monitoring Officer will ask the Members on each Committee to stand in turn and those Members are asked to stand (where able)/sit as appropriate:

- Accounts, Audit and Risk Committee
- Appeals Panel
- Budget Planning Committee
- General Licensing Committee
- Licensing Acts Committee
- Personnel Committee
- Planning Committee
- Standards Committee

The Monitoring Officer will seek nominations for Chairman. Once appointed, the Chairman of each Committee will seek nominations for Vice-Chairman.

The Overview and Scrutiny Committee will appoint its Chairman and Vice-Chairman at its meeting on Tuesday 3 June 2025.

Councillors are requested to collect any post from their pigeon hole in the Members' Lounge at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

If you hear the fire alarm, please leave the building via the nearest available exit. The fire assembly point is outside the Premier Inn, adjacent to the canal.

Access to Meetings

If you have any special requirements, such as a large print version of these papers or special access facilities to view a meeting online or attend a meeting in person, please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Webcasting and Broadcasting Notice

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber or joining virtually, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534