



## MISCELLANEOUS FUNCTIONS COMMITTEE

### AGENDA

**Date:** Monday, 24th October 2005

**Time:** 6PM

**Venue:** The Council Chamber  
Civic Centre, Stourport-On-Severn

## Miscellaneous Functions Committee

### Members of Committee

**Chairman: Councillor J-P Campion**  
**Vice-Chairman: Councillor M W Partridge**

**Councillor P Dyke**  
**Councillor Mrs R L Lewis**  
**Councillor Miss S C Meekings**  
**Councillor R Wheway**

**Councillor Mrs L Hyde**  
**Councillor Miss M A Mason**  
**Councillor Mrs P A Rimell**  
**Councillor A D Williams**

### Information for Members of The Public:-

**Part I of the Agenda includes items for discussion in public. You have the right to request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.**

**Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.**

**Delegation - All items are presumed to be matters which the Committee has delegated powers to determine. In those instances where delegation will not or is unlikely to apply an appropriate indication will be given at the meeting.**

### DECLARATIONS OF INTEREST - GUIDANCE NOTE

#### Code of Conduct

Members are reminded that under the Code of Conduct it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

#### Section 106 of the Local Government Finance Act 1992.

If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

### For further information:-

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Mrs Diana Glendenning, Committee Officer, Civic Centre, Stourport-on-Severn. Telephone : 01562-732763 or email [diana.glendenning@wyreforestdc.gov.uk](mailto:diana.glendenning@wyreforestdc.gov.uk).

# **AGENDA**

## **PART 1**

### **Open to the Press and Public**

#### **1. APOLOGIES FOR ABSENCE**

#### **2. APPOINTMENT OF SUBSTITUTE MEMBERS**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Head of Legal and Democratic Services, together with the name of the Councillor for whom he/she is acting.

#### **3. DECLARATION OF INTERESTS**

In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.

Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.

(See guidance note on cover.)

#### **4. MINUTES**

To confirm as a correct record the Minutes of the meeting held on 26th September 2005.  
(Attached)

#### **5. TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**

#### **6. EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the relevant paragraph(s) of Part 1 of Schedule 12A to the Act”

## **PART 2**

### **Not open to the Press and Public**

#### **7. MINUTES**

To confirm as a correct record the exempt Minutes of the meeting held on 26<sup>th</sup> September 2005 . (Attached)

#### **8. BENEFITS REPLACEMENT/UPGRADE OF DOCUMENT IMAGE PROCESSING SYSTEM – EVALUATION MODELS**

To consider a report from the Head of Financial Services which seeks approval for the Models to be used for the evaluation of tenders for the procurement of a Document Image Processing System. (Attached)

#### **9. TENDER FOR TYRE REPLACEMENT SERVICE**

a) To open and note tenders for a replacement tyre service.

b) To consider a report from the Head of Cultural, Leisure and Commercial Services which asks Members to defer consideration of the tenders until the meeting on 21st November 2005 for evaluation by Officers. (Attached)

#### **10. SUPPLY CONTRACT FOR 2 LITTER COLLECTION VEHICLES - GVW 3500 KILOGRAM AND 3 TIPPER BODIED GVW 3500 KILOGRAM WITH STORAGE POD**

a) To open and note tenders for the supply of two Litter Collection Vehicles and three Tipper Vehicles.

b) To consider a report from the Head of Cultural, Leisure and Commercial Services which provides information on this contract and seeks authority to award the contract on the basis detailed in the report. (Attached)

#### **11. TENDERS FOR THE SUPPLY OF PLAY AREA EQUIPMENT – BRINTON PARK**

a) To open and note tenders for the supply of play area equipment for Brinton Park.

b) To consider a report from the Head of Cultural, Leisure and Commercial Services which provides information on this contract and seeks authority to award the contract, based on an evaluation model. (Attached)

#### **12. RICHARD EVE MEMORIAL REFURBISHMENT - AWARD OF CONTRACT**

To consider a report from the Head of Cultural, Leisure and Commercial Services which provides a comparison of the tenders received for the above contract and seeks authority to accept the lowest. (Attached)

**13. AWARD OF CONTRACT FOR A 14 TONNE GVW ROAD SWEEPING VEHICLE**

To consider a report from the Head of Cultural, Leisure and Commercial Services on the outcome of the tender evaluation exercise and the award of a supply contract. (Attached)

- 14. TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**