



**EXEMPT**

## **MISCELLANEOUS FUNCTIONS COMMITTEE**

### **AGENDA**

**Date:** 19th December 2005

**Time:** 6pm

**Venue:** 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).

# **A G E N D A**

## **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 the 24th October 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 paragraphs 8 and 9 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 the 24<sup>th</sup> October 2005. (Attached)

#### **8. DOCUMENT IMAGE PROCESSING**

- a) To open and note the tenders received for the procurement of a Document Image Processing System.
- b) To consider a report from the Head of Financial Services which provides background information on this contract. (Attached)

#### **9. SUPPLY CONTRACT FOR TWO REFUSE VEHICLES**

To consider a report from the Head of Cultural, Leisure and Commercial Services regarding the procurement of two replacement refuse collection vehicles. The Committee's approval is sought for the tender evaluation model and the tender timetable. (Attached)

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

To consider a progress report from the Head of Cultural, Leisure and Commercial Services following the receipt of tenders for the Tyre Replacement Service at the meeting of this Committee on 24<sup>th</sup> October 2005. The Committee is asked to decide on a short list of suppliers to be invited to re-tender and to note a revised tender timetable. (Attached)

#### **11. EXCEPTIONS TO STANDING ORDERS RELATING TO CONTRACTS**

To note that in accordance with the Council's Constitution (Part 4, Contract Procedure Rule number 8), approval has been given to exceptions to the tendering procedure for the award of the following contracts:

- a) **The Supply and Fitting of Fencing at Park Lane, Kidderminster. (Attached)**
- b) **Extension of Photocopier Contract (Attached)**
- c) **The Purchase of Microsoft Enterprise Agreement for Office Professional (Attached)**

#### **12. 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.**