

**WYRE FOREST DISTRICT COUNCIL**

**MISCELLANEOUS FUNCTIONS COMMITTEE**

**THE COUNCIL CHAMBER, CIVIC CENTRE, STOURPORT-ON-SEVERN**

**19TH DECEMBER 2005 (6PM)**

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**PRESENT:**

Councillors: J-P Campion (Chairman), M W Partridge (Vice-Chairman), P Dyke, Mrs L Hyde, Mrs R L Lewis, Miss M A Mason, Miss S C Meekings, Mrs P A Rimell, A D Williams.

**OBSERVERS:**

There were no members present as observers.

**MISC.61 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Wheway.

**MISC.62 APPOINTMENT OF SUBSTITUTES**

No substitutes were appointed.

**MISC.63 DECLARATION OF INTERESTS**

No declarations of interest were made.

**MISC.64 MINUTES**

**DECISION:**

**The minutes of the meeting held on 24<sup>th</sup> October 2005 be confirmed as a correct record and signed by the Chairman.**

**MISC.65 EXCLUSION OF THE PRESS AND PUBLIC**

**DECISION:**

**Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of "Exempt Information" as defined in paragraphs 8 and 9 of Part I of Schedule 12A of the Act.**

**MISC.66 SUMMARY OF MINUTES**

The following proceedings were considered after the press and public had been excluded from the meeting. A summary of the minutes relating to these items has been made as “exempt information” would be disclosed if the minutes were published in full.

**MISC.67 MINUTES**

The exempt minutes of the meeting held on 21st November 2005 were confirmed as a correct record and were signed by the Chairman.

**MISC.68 DOCUMENT IMAGE PROCESSING SYSTEM – TENDER OPENING**

Further to minute MISC.55 of its 24th October 2005 meeting, the Committee considered a report from the Head of Financial Services. This provided background information on the tenders, received for the procurement of a Document Image Processing System, which were to be opened at the meeting.

Members noted that the tenders related to the supply of the system for the Benefits and Revenues Sections of the Financial Services Division and the Planning, Health and Environment Division. The Committee was asked to consider the tenders in relation to the Benefits Section only. The Chairman clarified that figures relating to the other two areas of work would be referred to the relevant Heads of Service for consideration as part of the Council’s Capital Programme, within the budget process.

Following the opening of the tenders, the Committee approved arrangements for the evaluation of the tenders relating to the Benefits Service and the conclusion of that contract.

**MISC.69 SUPPLY CONTRACT FOR TWO REFUSE VEHICLES  
(ONE 18 TONNE GVW AND ONE 26 TONNE GVW)**

The Committee considered a report from the Head of Cultural, Leisure and Commercial Services regarding the procurement of two replacement refuse collection vehicles.

The Committee approved the tender evaluation model and the tender evaluation timetable.

**MISC.70 TENDER FOR TYRE REPLACEMENT SERVICE**

Further to Minute MISC. 56 of its 24<sup>th</sup> October 2005 meeting, the Committee considered a progress report from the Head of Cultural, Leisure and Commercial Services, following the receipt of one tender for the Tyre

Replacement Service.

The Committee approved arrangements for retendering this contract as it had been difficult to determine if the one tender received represented good value for money.

**MISC.71**    **EXCEPTIONS TO STANDING ORDERS RELATING TO CONTRACTS**

The Committee noted that, in accordance with the Council's Constitution (Part 4, Contract Procedure Rule number 8), approval had 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.
- b)        Extension of Photocopier Contract.
- c)        The Purchase of Microsoft Enterprise Agreement for Office Professional.

The meeting ended at 6.39 pm.