



MISCELLANEOUS FUNCTIONS COMMITTEE

AGENDA

Date: Monday, 13th February 2006

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 Christine May, Principal Committee Officer, Civic Centre, Stourport-on-Severn. Telephone : 01562-732729 or email christine.may@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 the 19th December 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 7, 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 19th December 2005. (Attached)

8. TENDER FOR TYRE REPLACEMENT SERVICE

- a) To consider a report from the Head of Cultural, Leisure and Commercial Services regarding the contract for the Tyre Replacement Service. (Attached)
- b) To open and note the tenders received for this contract.
- c) To consider deferring further consideration of the tenders until the Committee's meeting on 20th March 2006, to allow for evaluation by Officers.

9. SUPPLY CONTRACT FOR TWO REFUSE VEHICLES (18 TONNE GVW AND 26 TONNE GVW)

- a) To consider a report from the Head of Cultural, Leisure and Commercial Services regarding the supply contract for two refuse vehicles. (Attached)
- b) To open and note the tenders received for this contract.
- c) To consider proposals for the evaluation of the tenders and the award of the contract.

10. KIDDERMINSTER STREET MARKET

To consider a report from the Head of Cultural, Leisure and Commercial Services, which details the suppliers invited to tender for the Kidderminster Street Market contract and seeks approval for the proposed tender timetable and tender evaluation model. (Attached)

11. APPOINTMENT OF CONSULTANTS - STOURPORT PRIDE

To consider a report from the Chief Executive regarding quotations received for the preparation of a Public Realm Strategy for Stourport-on-Severn, "Stourport Pride", and the appointment of consultants. (Attached)

12. BENEFITS - REPLACEMENT/UPGRADE OF DOCUMENT IMAGE PROCESSING SYSTEM

To consider a report from the Head of Financial Services which provides an update on the evaluation process following the receipt of tenders by the Committee on 19th December 2005 for the Document Image Processing System contract for the Benefits Section. (Attached)

13. 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) Sports Hall Floor and Plant Replacement Programme. (Attached)
- b) Mobile Building Control Software – On-site Link to Office System.
(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.