



MISCELLANEOUS FUNCTIONS COMMITTEE

AGENDA

Date: Monday, 27th November 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 B T Glass

Councillor P Dyke

Councillor Mrs L Hyde

Councillor Mrs R L Lewis

Councillor Miss S C Meekings

Councillor N J Thomas

Councillor Mrs S M Hayward

Councillor W G Jones

Councillor Miss M A Mason

Councillor D R Sheppard

Councillor G C Yarranton

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.

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 23rd October 2006 (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 3 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 23rd October 2006. (Attached)

8. TENDERS FOR THE SUPPLY AND INSTALLATION OF CCTV CAMERAS IN STOURPORT-ON-SEVERN AND BEWDLEY TOWN CENTRES

- a) To consider a report from the Economic Development and Tourism Manager, which provides background information at the opening of the tenders for the supply and installation of the CCTV cameras for Stourport-on-Severn and Bewdley Town Centres. (Attached)
- b) To open and note the tenders for this contract.

9. SUPPLY CONTRACT FOR FIVE COMMERCIAL VEHICLES

To consider a report from the Head of Cultural, Leisure and Commercial Services regarding the outcome of the tender evaluation exercise and to award a supply contract for five commercial vehicles. (Attached)

10. SUPPLY CONTRACT TO PROVIDE ARCHITECT/LANDSCAPE ARCHITECT SERVICE – NEW CEMETERY DEVELOPMENT

- a) To consider a report from the Head of Cultural, Leisure and Commercial Services, which provides background information at the opening of tenders for the appointment of an Architect/Landscape Architect. (Attached)
- b) To open and note the tenders for this contract.

11. SUPPLY CONTRACT TO CARRY OUT HARD LANDSCAPE AND INSTALLATION WORKS IN BRINTON PARK, KIDDERMINSTER

- a) To consider a report from the Head of Cultural, Leisure and Commercial Services that provides information to Members relating to the procurement of a contractor to carry out hard landscaping and installation works. (Attached)
- b) To approve the tender evaluation model, short list of suppliers and the tender timetable.

12. EXCEPTION TO STANDING ORDERS RELATING TO CONTRACTS – EXTENSION OF CONTRACT WITH DIGITAL OFFICE FOR SUPPLY AND MAINTENANCE OF PHOTOCOPIERS AND ASSOCIATED CONSUMABLES

To note that in accordance with the Council's Constitution (Part 4, Contract Procedure Rule number 8), approval has been given to an extension of the contract with Digital Office for the supply and maintenance of photocopiers and associated consumables. (Attached)

- 13. 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.**