



# **SPECIAL** **RECREATION AND PROPERTIES** **COMMITTEE**

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

**Date: 21 JULY 2009**

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

Chairman      Councillor Mrs Evans  
                    The Town Mayor (Councillor Leighton)

Councillors:   Mrs Burton   Callow      Gudgeon  
                    Hopkins     Parsons     Smith  
                    A R Taylor   Mrs Winchcombe

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 23 June 2009, which have been circulated with the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

### **4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council.

A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

**5. REPORT FOR DECISION – CATERING CONTRACT AND MEMBER FOR SELECTION PROCESS**

**Recommendation**

It is recommended that the Committee agrees the process for selection of the nominated caterers to Devizes Town Council and appoints a member to sit on the selection panel.

**Purpose of the Report**

To provide the Committee with details of the catering contract so that the nominated caterer(s) may start the new contract from 1 October 2009.

**Background**

The present catering contract ends on 30 September 2009. We have at present two nominated caterers who have supplied to Devizes Venues for the past three years. There are no issues with regard to the existing caterers; however, they were given advance notice in writing in October 2008 of the review of the contract and again on 23 April 2009 that we were inviting applications from interested parties via a notice in the Gazette & Herald.

Letters were sent out on 15 May to those who had expressed interest in the past and the notice was published in the paper the same week. We received 15 applications for tender forms and five were returned completed within the prescribed timescale by 12 June, including those from our present caterers.

All the applications have been acknowledged and candidates are to be short listed for interview later this month when a member is appointed.

**Options Considered**

It is vital that we maintain our very high standards for catering and we therefore have a duty of care to ensure that all applications are thoroughly investigated and considered. For this reason, the application to tender form has been revised and clarified to cover every situation. We also have a duty to provide a seamless service with regard to catering, with no break in service at the end of the current arrangement.

**Implications & Risks**

**Financial and Resource Implications**

Officers are not aware of any financial or resource implications.

**Legal Implications and Legislative Powers**

Officers are not aware of any legal implications.

The Local Government Act 1972 S144 provides power to provide and encourage the use of facilities.

**Environmental Implications**

Officers are not aware of any environmental implications.

**Risk Assessment**

There is a risk that any delay in the review of the current arrangement may affect our service delivery of catering.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

TOWN CLERK