

KIRKBURTON PARISH COUNCIL

SERVICE REVIEW COMMITTEE

**MINUTES OF A MEETING ON THURSDAY 1st AUGUST 2013
AT 9.20 pm AT BURTON VILLAGE HALL**

Present: Cllr S Beresford (In the Chair)
Cllrs R Barraclough, R Burton, J Paxton and C Whittingham.
Officers in Attendance: Mrs R Perry and Mrs A Royle.

Apologies were received from Cllrs S Dunford and J Hirst.	SR9	Apologies and Declarations of Interest
No interests were declared.		
There were no members of the public present.	SR10	Public Participation
Resolved: To hold the meeting in the private session as it concerned a contract, which will be subject to the tendering process.	SR11	Admission of the Public
Members noted the detailed scoping document and application form, which had been distributed with the meeting papers.	S12	Service Review – a) Post of Facilitator
Resolved: To adopt the detailed scoping document and application form to be sent out to all applicants after the closing date of 15 th August 2013.		
Members considered the closing date for receipt of completed applications.	SR13	b) Closing Date for Receipt of Applications
Resolved: To set the closing date for receipt of completed applications at 5pm on Wednesday 11 th September 2013 and to hold a Committee meeting on 19 th September (after the Environment Committee meeting) to shortlist candidates.		
Members considered organising a date to hold the interviews of the shortlisted candidates.	SR14	c) Date for Interviews
Resolved: To consider this matter at the next meeting when all members would be present.		
No further actions were required at this point.	SR15	d) Any other aspects

The meeting then closed.

NB: The resolutions are Council decisions, taken under the Committee's delegated authority.