

# WEST HUNSBURY PARISH COUNCIL

Address for correspondence: 3 Quinton Green Cottages, Quinton, Northampton NN7 2EF

Tel: 07729 608062

email: [clerk@westhunsburyparishcouncil.gov.uk](mailto:clerk@westhunsburyparishcouncil.gov.uk)

Clerk: Mrs Alison Benson

[www.westhunsburyparishcouncil.gov.uk](http://www.westhunsburyparishcouncil.gov.uk)

---

## **To All Council Members of the Complaints Committee**

I hereby summon you to attend the Parish Council Complaints Committee Meeting, which will take place on: **Tuesday 14<sup>th</sup> August 2018** at 7.30pm at the Parsons Meade Community Room, West Hunsbury, Northampton, NN4 9PS.

The meeting will be recorded.

*Alison Benson*

Clerk to the Council

7<sup>th</sup> August 2018

## **AGENDA - COMPLAINTS COMMITTEE MEETING**

- 18/C01 To appoint a Chairman**
- 18/C02 To resolve to exclude the public and press**
- 18/C03 The Chairman to introduce everyone**
- 18/C04 The Chairman to explain procedure**
- 18/C05 The Complainant to outline grounds for complaint**
- 18/C06 Members to ask any question of the Complainant**
- 18/C07 The Clerk to explain the Parish Council's position**
- 18/C08 Members to ask any question of the Clerk**
- 18/C09 Clerk and Complainant to be offered opportunity of last word (in this order)**
- 18/C10 Clerk and Complainant to be asked to leave room, while Members decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back)**
- 18/C11 Clerk and Complainant return to hear decision or to be advised when decision will be made**