**TOCKWITH WITH WILSTROP PARISH COUNCIL**

**COMPLAINTS FORM**

|  |  |
| --- | --- |
| **Is this complaint to be treated as confidential ?** |  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone contact** |  |
| **Details of Complaint** |  |
| **Would you like to represent yourself at a meeting and if so do you wish to bring a friend?** |  |
| **OFFICE USE ONLY** |  |
| **Date received** |  |
| **Assigned to** |  |
| **Target date for receipt (7 working days)** |  |
| **Date of meeting (if applicable)** |  |
| **Target resolution date (21 wd)** |  |
| **Target Determination date (7 wd from meeting)** |  |
| **Outcome** |  |

This form needs to be completed and sent to

Parish Clerk,

2 Station Court

Tollerton

York

YO61 1RH

parish.clerk@tockwith.gov.uk

In the case of the complaint being about the Clerk then please return to the Chairman of the Parish Council.

Cllr Norman Waller, Holmsdale, 3 Kendal Gardens, Tockwith York, YO26 7PR

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