



WILLITON PARISH COUNCIL

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20th September 2024

A meeting of the Complaints Committee, of Williton Parish Council, will be held on **Wednesday 25th September 2024, at 6.30pm, in the Parish Office, Williton**, for the purpose of transacting the following business.

Due to the confidentiality of these agenda items consideration will be given whether members of the press and public be excluded from the meeting.

Yours sincerely

M Francis

Michelle Francis
Clerk to the Council

A G E N D A

To note the meeting will be recorded

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 A resolution will be considered, and resolved if appropriate, to exclude members of the press and public from the meeting**
- 4 Introduction of attendees and confirmation of procedure (Chairman)**
- 5 Complainant and his/her representative (if any) to make their case, followed by the opportunity for the Committee to ask questions of the Complainant**
- 6 The Clerk/Councillor acting as representative of the Parish Council to present the Council's position in relation to the complaint, followed by the opportunity for the Committee to ask questions of the representative**
- 7 The Clerk/Councillor to be offered the opportunity to make final comments**
- 8 The Complainant to be offered the opportunity to make final comments**
- 9 The Committee will retire to consider evidence**
- 10 If the Committee are able to reach a decision for report to Full Council, this will be made known before the hearing is closed or a date will be given as to when the Committees decision will be made known**