

BOYTON PARISH COUNCIL COMPLAINTS PROCEDURE



Parish Council Complaint Form

Date	
Name	
Address	Postcode
Telephone	Daytime Evening

Nature of Complaint – please give details of:

What you wish to complain about the parish council	
When and where the situation took place including, if possible, details such as time, day, date and location	
The names and if possible contact details of any persons involved	

In your opinion, what action or decision would resolve the matter	
Additional information	
Signed	

To register a complaint please complete, sign and return this form with any other information you wish to provide to support your complaint, to Boyton Parish Council by email to boytonpc@gmail.com or post to The Clerk, or please mark confidential to The Chair, at Boyton Parish Council 4 Melton Road Hollesley Woodbridge IP12 3LB.