

Complaints Form



If you have any questions or difficulties filling in this form or if for any reason you are in need of support in completing this form, please contact the Clerk.

Please note

- Complaints can **only** be accepted in writing by completing this form;
- The Council is unlikely to be able to keep your identity or the information you have provided confidential.
- Please read the Council’s Complaints Policy prior to completing this form.

1. Your details

Name	
Postal Address	
Telephone/Mobile Number	
Email Address	

2. Nature of complaint

Please provide information below. Complaints about Members of Eynsham Parish Council can only be made if you feel they have broken the Code of Conduct.

3. Resolution of your complaint

Your complaint will be dealt with in accordance with the Council's Complaints Policy.

If you are complaining about a member, this form will be forwarded to the Monitoring Officer at West Oxfordshire District Council. They may seek to resolve the complaint informally without the need for a formal investigation. For example, this may involve the member accepting that his/her conduct was unacceptable and offering an apology, or other remedial action by the authority, or some form of mediation. Where the member or the authority makes a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

Please use this box to tell us whether you feel there may be a way to resolve your complaint. Would an informal discussion with members be helpful to resolve matters?

Signature: _____ Date: _____

Please send this form to EITHER of the contacts below (please refer to the Complaints Policy):

**Katherine Doughty
Clerk to the Council
Eynsham Parish Council
91 Brize Norton Road
Minster Lovell
Witney
OXFORD
OX29 0SG**

**Cllr G Beach
Chairman
Eynsham Parish Council
11 Fruitlands
Eynsham
OXFORD
OX29 4RB**