



## 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

<b>Name</b>	
<b>Postal Address</b>	
<b>Telephone/Mobile Number</b>	
<b>Email Address</b>	

### 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.

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### 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, please contact 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**