

Pannal and Burn Bridge Parish Council

Complaints Committee Meeting

**To be held in the Committee Room of Pannal Village Hall
Start time 5.30pm on Thursday 3rd October 2024**

Agenda

- 1/10.24 To receive apologies for absence
- 2/10.24 To receive declarations of interest in matters to be transacted at the meeting
- 3/10.24 To consider any applications by councillors for dispensation
- 4/10.24 Chairman will explain the procedure of the meeting in consideration of a complaint received from a member of the public
- 5/10.24 Complainant will be invited to make a verbal presentation to the meeting
- 6/10.24 Committee members will be invited by the Chairman to ask questions of the complainant
- 7/10.24 Chairman and then the complainant will summarise their respective positions
- 8/10.24 The complainant (and any accompanying person) will leave the meeting
- 9/10.24 Committee to then consider any further findings after which the complainant will be informed by formal letter of the conclusions of the process and within five days of the meeting

Jane Marlow
Parish Clerk
24th September 2024