



### **1. Members**

Three Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman.

### **2. Quorum**

The quorum of the Committee shall be two Members.

### **3. Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chairman shall have a second or casting vote.

### **4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **5. Chairman**

The Chairman is to be elected annually by the Committee at their first Meeting.

### **6. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

### **7. Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

### **8. Responsibilities**

The Committee is responsible for investigating Category D Complaints in accordance with the Complaints Policy.

### **9. Procedures**

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis.

### **10. Terms of Reference**

To review the Terms of Reference of the Complaints Committee at the first meeting of the Committee after the Annual Parish Council Meeting or when necessary and make appropriate recommendations to Full Council.

## **11. Meeting Duration**

Complaints Committee meetings will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances, the meeting may be extended with a vote taken by Members.

## **12. Specific Delegated Powers:**

- i. To arrange for preparation and collation of evidence
- ii. To follow the process as laid down in the Complaints Policy
- iii. To make a decision on any formal category D complaint made about the Parish Council as a corporate body, to be announced at the subsequent full Council meeting
- iv. If appropriate, to make a recommendation to the Council on any remedial action to be taken regarding any valid complaint against the Council
- v. To consider any appeal following the process and timescales laid down in the Council's Complaints Policy, the decision to be announced at the subsequent full Council meeting.