



LOCAL COUNCIL
AWARD SCHEME
GOLD

2026

WOOTTON PARISH COUNCIL

Terms of Reference

Complaints Committee



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th October 2018	Full Council Meeting of Wootton Parish Council on 10 th October 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 2.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 2.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 2.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

1. Membership of the Complaints Committee

Membership of the Committee will be as decided at the Annual Council Meeting each year and will always include the Chairman and Vice-Chairman of the Parish Council.

The Committee shall be subject to a quorum of three.

Members of the public are not permitted to join this Committee.

2. Chairman

The Chairman of the Committee will be elected at the Annual Council Meeting.

The Vice-chairman of the Committee will be elected at the Annual Council Meeting.

3. Conduct of Meetings

All meetings of the Complaints Committee will be convened in accordance with the Parish Council's standing orders.

Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the Committee.

Members of the public are only permitted to attend meetings with permission of the majority of members of this Committee.

4. Powers of the Complaints Committee

The Complaints Committee is an advisory Committee and cannot make decisions on behalf of the Parish Council. Recommendations can be made to full council for approval. The Committee will operate according to the Parish Council's Complaints Code of Practice.

Please follow the link below:

<https://wootton-pc.gov.uk/wp-content/uploads/simple-file-list/Documents/PoliciesProcedures/Policies/Complaints-Code-of-Practice.pdf>