

BROOKLAND PARISH COUNCIL

Page 2

MINUTES 2

[DRAFT – to be accepted at the next Meeting]

**Minutes of the Complaints Committee of Brookland Parish Council held at
The Village Hall, Brookland, on Thursday 24 July 2014 at 7.30 pm**

PRESENT: Mr R Hyman (Chair), Mrs M Andrews, Mrs K Coleman

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were no Members of the Public present.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

2. DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary or Other Significant Interest.

i) Updating of Declarations of Interest for the Code of Conduct

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

3. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Omitted from the agenda in error. The minutes of the previous meeting were accepted and it was unanimously agreed that Mr Hyman should sign them.

Proposed Mrs Coleman Seconded Mrs Andrews

4. RESOLUTION TO CLOSE MEETING TO MEMBERS OF THE PUBLIC AS THE DISCUSSIONS TO TAKE PLACE REGARDING ITEMS 4 AND 5 ARE OF A LEGAL AND PERSONAL NATURE

Resolution: Pursuant to section 1 (2) of the public bodies (Admission to Meetings Act 1960), it is resolved that members of the public be excluded from the next agenda item as it concerns matters of a personal and legal nature

Proposed Mrs Coleman Seconded Mr Hyman

5. MOTION TO DECIDE THE COUNCIL'S RESPONSE TO A LETTER OF COMPLAINT RECEIVED FROM 12 CONCERNED RESIDENTS

The members of the committee agreed the content of the letter to be sent to 12 concerned residents, at the address given on the top of the letter.

The members of the committee agreed the content of a letter to the Chairman of the Parish Council.

- 6. ACTION TO BE TAKEN FOLLOWING COMPLAINT COMMITTEE'S FINDINGS**
The letters detailed above to be delivered by hand, immediately following this meeting.

A file copy of all correspondence will be kept by the Clerk.

There being no other business the meeting closed at 7.45 pm.

Signed Dated
Chairman