

# BROOKLAND PARISH COUNCIL

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## MINUTES 1

*[ DRAFT – to be accepted at the next Meeting ]*

### Minutes of the Complaints Committee of Brookland Parish Council held at The Village Hall, Brookland, on Tuesday 15 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. 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** Mr Hyman

**Seconded** Mrs Coleman

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

**The Chairman of the Parish Council was not in attendance at this meeting and the Clerk left the room whilst the complaint against her was discussed.**

The members of the Complaints Committee discussed the content of the letter received from 12 concerned residents, dated 20 June 2014, in detail and formulated a draft reply which will be circulated to each member for consideration over the next week.

The members of the committee did not feel it necessary to ask anyone involved to attend for interview.

It was agreed to meet again on 24 July 2014 to formally agree the contents of the letter, prior to it being sent.

There being no other business the meeting closed at 9.30 pm.

Signed ..... Dated .....  
Chairman