

Dear Councillors, you are summoned to attend the meeting of Loddon Parish Council, to be held in the Library Annexe Rear Hall on Wednesday 02 February 2022 at 7.00pm.

Members of the public are welcome to attend in person. As this meeting has been called to hear a formal complaint, there will not be a Public Forum. The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Parish Clerk)

Dated: 26 January 2022

AGENDA

1. **Welcome and meeting etiquette and to note if anyone wishes to record the meeting**
2. **To receive any apologies for absence and consider accepting them**
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the Minutes of the meeting held on the 12 January 2022**
5. **Exclusion of press and public;** To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)
6. **Formal Complaint Hearing**
 - 6.1 **Introduction:** The Chairman will introduce everyone and outline the Council's Complaint Procedure and how the hearing will be conducted.
 - 6.2 **The Complaint:** The complainant or representative will be given 5 minutes to outline the nature and grounds for the complaint (as detailed in the written complaint).
 - 6.3 **Review:** Councillors will then be invited to ask questions of the complainant and/or the Clerk/Chairman.
 - 6.4 **Summary:** The Chairman will summarise the complaint and ask the complainant to confirm that it is a fair summary.
 - 6.5 **Consideration:** Complainant and Clerk will leave the room whilst the Council deliberates the complaint.
 - 6.6 **Decision:** Once a decision has been reached, the Clerk and the complainant will be invited into the room to hear the decision or to be advised when a decision will be made.
7. **Date of next meeting:** The next meeting of the Parish Council will be Wednesday 09 February 2022 at 7.00pm. (Agenda items to Clerk by the 02 February 2022)