

STRATTON AUDLEY PARISH COUNCIL
Compliments and Complaints Form

Date Received _____

Your name: _____

How would you like to be contacted? Email Letter Telephone

Your contact details: _____

If you would prefer to be contacted by
telephone, please tell us the best time to contact
you: _____

Please give details of your compliment or
complaint: _____

If necessary, please continue over the page

Have you spoken to, emailed or written to anyone at the Council? Yes / No

If yes, please give their
name: _____

What happened as a result of this contact? _____

What outcome are you looking for (ie what would be
the best way for the Council to resolve your
complaint)? _____

Please note that complaints will be treated in the strictest confidence. The names of those making a complaint and details of the complaint will only be disclosed to those members of staff needing to know for the purposes of the investigation. The Parish Clerk may also inform the Chairman.

Please return this form to the Parish Clerk, Anne Davies, 6 Greystones Court, Kidlington, Oxon, OX5 1AR. Telephone: 01865 379645 or email: strattonaudley.parishclerk@gmail.com