**Earnley Parish Council**

**Complaints Committee - Terms of Reference**

**Committee Membership**

The Committee meeting shall comprise of four parish councillors to be drawn from the whole council. Membership of the committee meeting will be decided by the Parish Council Chairman unless the reason for convening the meeting is due to an allegation against the Parish Council Chairman, in which case the Proper Officer will confer with the Vice-Chairman. In the case of both the Parish Council Chairman and Vice-Chairman being ruled out of involvement with the Committee, then the Proper Officer will confer with the remaining members of the Council as appropriate.

The quorum for any committee meetings shall be three members.

**Areas of Responsibility**

1.1 The Committee will arrange for the preparation and collation of evidence.

1.2 Meeting with the Complainant – the Chairman of the Committee will explain the procedure for the meeting.

1.3 Whilst maintaining confidentiality at all times the Committee will make known its findings at the next appropriate Parish Council meeting.

Signed: K. Martin Chairman Earnley Parish Council

Dated: 14th May 2015