

Mr N Foote  
2 The Gables,  
Bourton,  
Gillingham,  
Dorset,  
SP8 5BQ

18<sup>th</sup> April 2016

Dear Mr Foote,

**TITLE. – LETTER of FORMAL COMPLAINT – BOURTON PARISH COUNCIL**

I write in connection with your hand delivered letter dated 13 April 2016 which was hand delivered to the Chairman of the Bourton Parish Council.

Given the points you have raised in your complaint letter it would be inappropriate and unacceptable that the Chairman or any other councillor deals with your complaints.

As the responsible officer (clerk) for the parish council it is my responsibility to look into the matters you have raised and to either resolve them locally or if appropriate refer them to the District Council.

It is my intention to speak with the councillors and in particular the individuals named in your letter to obtain a response to your complaints. I will then review all comments and inform you in writing of the parish council response.

It will be my intention to have the complaint and the parish council response put on the agenda for the May meeting of the parish council. Your letter of complaint has been recorded in the parish council record of correspondence (Reference number 51/16).

I will therefore write to you within the first two weeks of May 2016 with a full response.

Yours sincerely,

I.J.McVIE,  
Clerk to Bourton Parish Council.

cc. All Councillors including the Chairman, Mr S Firbank.