

Chedworth Parish Council Complaints Procedure

To file a complaint with [Chedworth Parish Council](#), submit your concern in writing to the Parish Clerk, Elizabeth Broad, via email at clerk@chedworthpc.org.uk or by phone at 01285 720313. If the complaint involves the clerk, address it to the council chairman instead.

Submitting Your Complaint

- **In Writing:** Send full details of your complaint, including any supporting documents or evidence, directly to the clerk or council chairman.
- **Contact Details:** Use the official [Chedworth Parish Council Contact](#) page for postal inquiries or direct messaging.

Review and Resolution Process

- **Acknowledgment:** The council should acknowledge receipt of your written complaint and outline the timeline for consideration.
- **Meeting Invitation:** You may be invited to attend a meeting to present your complaint orally, and you can bring a representative if you choose.
- **Decision Notification:** The council will notify you in writing of its final decision and any actions the council plans to take shortly after the matter is reviewed.