



You are hereby summoned to the Meeting of Catcliffe Parish Council Memorial Hall Trust Complaints Committee to be held on

**Wednesday 7<sup>th</sup> June 2023**

**at the  
Catcliffe Memorial Hall Meeting Room, Old School Lane, Catcliffe S60 5SP  
At 6.30pm**

**Signed: Josie Huddleston - Clerk**

A handwritten signature in black ink, appearing to be "JH", is written below the printed name.

**Dated: 25.5.23**

### **AGENDA**

**Please note that there is a 10 minutes maximum time period to discuss each item.**

1. To note apologies and approve reasons for absence.
2. To receive declarations of interest.
3. To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.
4. Fifteen-minute public discussion period.
5. To discuss details of the complaint received
6. To invite the complainant to speak to the Committee at 7pm about the nature of complaint and resolution
7. To ask the complainant to leave the meeting, and to make a decision on resolution of the complaint or next steps of the complaint, and approve any action to be taken