



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ
Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Appleton Parish Council Complaints Procedure

Adopted on 17th June 2025

1. Appleton Parish Council (Council) is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council, or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how the Council shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's other procedures.
 - 3.2. complaints against Councillors in connection with the Code of Conduct adopted by the Council on 20 November 2012 and if a
 - 3.3. complaints against a Councillor is received by the Council, it will be referred to the Standards Committee of Warrington Borough Council. Further information on the process of dealing with complaints against Councillors may be obtained from Warrington Borough Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings.
5. You may make your complaint about the Council's procedures or administration to the Clerk. You may do this by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chair of the Council who will report your complaint to the Finance and General Purposes Committee or to the Council, as appropriate.
8. The Clerk, the Finance and General Purposes Committee or the Council, as appropriate will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chair of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Parish Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

Mrs J Monks, Clerk of Appleton Parish Council

Address: Appleton Parish Hall
 Dudlow Green Road
 Appleton
 Warrington WA4 5EQ

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