**Batheaston Parish Council - Formal Complaint from a Resident**

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| Date complaint notified  and finalised: | FOR CLERK'S USE |
| Name, address and telephone number of the complainant: |  |
| Details of the complaint about the Council’s procedures or administration: |  |
| How the issue has affected the complainant: |  |
| Copies of any relevant documents or other evidence: |  |
| Details of third parties and their involvement: |  |
| What action the complainant believes will resolve the complaint: |  |