## Witney Town Council

Mrs Sharon Groth Town Clerk

Cllr Jim King Mayor of Witney



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## **COMPLAINT/ENQUIRY FORM**

Name
Address
Telephone
Date of report
Reported to
Nature of Complaint/Enquiry
Nature of Complaint/Enquiry
Action Requested

	For Office Use:		
Date implemented	Register No.	Fill in register A1/2 – Complaint/Enquiry Reports	
Date implemented	Officer to action	(Name of Officer)	
Long term action proposed (if applicable)  Date implemented	Immediate action taken or proposed		
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented			
Long term action proposed (if applicable)  Date implemented	Date implemented		
Date implemented			
Date implemented			
	Long term action proposed (if applicable)		
Complainant/Enquirer (Date)	Date implemented		
23 2	Complainant/Enquirer	(Date)	
Signed (Officer) Date	Signed (Officer)	Date	

<u>Committee</u>	
Public Halls	Amenities
General Purposes	Policy & Finance

File completed form on A1/2