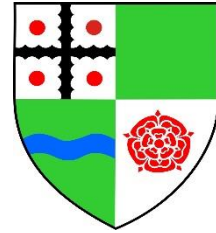


# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
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5<sup>th</sup> July 2022

Dear Councillor,

You are hereby summoned by the Chairman to attend Meeting of the Parish Council to be held on Monday 11<sup>th</sup> July 2022 at 7.30pm to at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY. This is to hear and the formal complaint by Mr D Lees (complainant).

Cllrs Mark Clifford, G Ormston and N Whitham (S Maddock – reserve) will constitute the appeal panel if required and are not summoned to attend.

Yours sincerely,

Cllr Peter Gabbott  
Chairman Clayton-le-Woods Parish Council

## **Agenda**

1. Introductions Procedure Explained (Complaint Procedure Attached)
2. Complaint by Mr D Lees (Complaint Attached)
3. Response from the Parish Council by the Clerk
4. Questions

*Both Complainant and Clerk to leave the room whilst Members deliberate.*

5. Formal Response (Findings do not have to be resolved at meeting but within a reasonable time say 7 working days)