



COMPLAINT ABOUT A MEMBER OR CO-OPTED MEMBER OF A PARISH OR TOWN COUNCIL

Important Note

This complaint form should only be used if you wish to make a complaint to the Borough Council that a Member or Co-opted Member of a Parish or Town Council within the Borough of Dacorum has breached their Council's Code of Conduct for Members. If you wish to make a complaint that a Member or Co-opted Member of Dacorum Borough Council has breached the Borough Council's Code of Conduct for Members there is a separate form for that purpose.

1. Your Details

Please provide us with your name and contact details:

Title:	
First Name:	
Surname:	
Address:	
Daytime telephone	
Evening telephone	
Mobile telephone	
Email address	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the Member(s) you are complaining about. We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it, particularly if the complaint proceeds to an investigation. If you have serious concerns about your name and a summary or details of your

complaint being released to the Member you are complaining about, please complete section 4 of this form.

Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Other Council officer or authority employee
- Other (*please state*)

2. Equalities Monitoring

Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		
Ethnicity	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other (<i>please state</i>)	<input type="text"/>
Asian British/Asian:	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black British/Black:	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>		
Mixed Race:	White/Asian	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>	White/Black Caribbean	<input type="checkbox"/>
	Other (<i>please state</i>)	<input type="text"/>				
	Chinese	<input type="checkbox"/>				
	Other Ethnic Group: (<i>please state</i>)	<input type="text"/>				

3. Making your complaint

Please provide us with the name of the Member(s) you believe has/have breached the Code of Conduct for their Parish or Town Council.

Title	First Name	Surname

Please provide the name of their Parish or Town Council.

Name of Council: _____

Please explain in this section (or on separate sheets) what the Member has done that you believe breaches the Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual Member has done that you believe breaches the Code of Conduct for their Parish or Town Council. If possible, you should refer to the particular paragraph(s) of the Code which you allege have been breached.

A copy of the Parish or Town Council's Code of Conduct can be obtained from the Parish or Town Clerk if it is not available from their Council's website. The contact details for the Parish and Town Clerks can be found in section 8 of this form.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer or the Standards Committee when they decide whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the Member said or did. For instance, instead of writing that the Member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates, it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant evidence or background information.

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

6. Declaration

Please consider the complaint I have described above and the evidence or background information attached.

*I understand and accept that my name and a summary of my complaint will be disclosed to the Member(s) I am complaining about.

Signature:

Date:

*If you have serious concerns about your name being disclosed to the Member(s) you are complaining about please complete section 4 of this form.

7. Who to send this form to

When completed this form must be returned to:

Steven Baker
Monitoring Officer
Dacorum Borough Council
Civic Centre
Hemel Hempstead, Herts
HP1 1HH

or emailed to:

steve.baker@dacorum.gov.uk

or faxed to:

01442 228746

If you require any further assistance in completing this form you can contact the above named by letter or email or by telephoning 01442 228229.

8. Clerks to Parish and Town Councils in Dacorum

Aldbury

Rachel Munro, 40 Stocks Road, Aldbury, Herts, HP23 5RU

Tel: 01442 851226

E-mail: rachelsmunro@gmail.com

Berkhamsted Town Council

Gary Cox, Civic Centre, 161, High Street, Berkhamsted, Herts, HP4 3HD

Tel: 01442 228945

E-mail: Berkhamsted.towncouncil@dacorum.gov.uk

Website: www.berkhamsted.gov.uk

Bovingdon

Mike Kember, The Memorial Hall, High Street, Bovington, Herts, HP3 0HJ
Tel: 01442 833036
E-mail: bpc@dacorum.gov.uk
Website: www.bovington.net

Chipperfield

Joanne Deacon, 6 Myrtle Cottages, Sarratt, Herts, WD3 6AT
Tel: 01923 263310
E-mail: parishclerk@chipperfield.org.uk
Website: www.chipperfield.org.uk

Flamstead

Caroline Freer, Bridgford End, 127 Trowley Hill road, Flamstead, Herts, AL3 8DS
Tel: 01582 841346
E-mail: fpc@dacorum.gov.uk
Website: www.flamsteadpc.org.uk

Flaunden

Ken Lousvet, Bayholme, Flaunden Lane, Flaunden, Herts, HP3 0PQ
Tel: 01442 833122
E-mail: Flaundenparish@talktalk.net

Great Gaddesden

Graham Cox, 106 Belmont road, Hemel Hempstead, Herts, HP3 9NX
Tel: 01442 255483
E-mail: greatgaddesden@btopenworld.com

Kings Langley

Paul Dunham, charter Court, Vicarage Lane, Kings Langley, Herts, WD4 9HR
Tel: 01923 261828
E-mail: klpc@kingslangley-pc.gov.uk

Little Gaddesden

Fiona McWilliams, November House, Hudnall Lane, Little Gaddesden, Herts, HP4 1QQ
Tel: 01442 842795
E-mail: parishclerk@littlegaddesden-parishcouncil.org.uk

Markyate

Jennifer Bismire, Y2K Hall, Cavendish Road, Markyate, Herts, AL3 8PS
Tel: 01582 840110
E-mail: mpc@dacorum.gov.uk
Website: www.markyateparishcouncil.com

Nash Mills

Linda Sutton, Field View, 154 Hitchin Road, Stotfold, Herts, SG5 4JE
Tel: 01462 735553
E-mail: nash.mills@dacorum.gov.uk

Nettleden with Potten End

Katrina Bond, Highcroft Cottage, Hempstead Road, Bovington, Herts, HP3
0HE
Tel: 01442 834962
E-mail: nettledenwithpottenendpc@yahoo.co.uk

Northchurch

Yvonne Crocker, 116D High Street, Northchurch, Herts, HP4 3QN
Tel: 01442 876911
E-mail: northchurch.parishcouncil@zen.co.uk

Tring Rural

Dawn Slade, Miswell Farm, Icknield Way, Tring, Herts, HP23 4JT
Tel: 01442 824138
E-mail: clerk@tringruralpc.org.uk
Website: www.tringruralpc.org.uk

Tring Town Council

Susan Johnson, The Market House, 61 High street, Tring, Herts, HP23 4AB
Tel: 01442 827178
E-mail: clek@tring.gov.uk
Website: www.tring.gov.uk

Wigginton

Claire Crouchley, Poynings, Northchurch Common, Berkhamsted, HP4 1LR
Tel: 01442 863781
E-mail: wpc@crouchleyp.freeserve.co.uk
Website: www.wiggintonparish.co.uk