



Section 5a

Weedon Village Hall Complaints Form

Please use this form to make your complaint, but if you prefer you can write a letter or telephone. All complaints will be dealt with in strict confidence and in accordance with GDPR Regulations.

Postal Address: The Chairperson. Weedon Village Hall, West Street, Weedon. NN7 4QU

Email: weedonvillagehall@gmail.com

Mobile:07702 055601.....(WVHMC Chairperson)

Details Required

1. Name and Organisation (if applicable):.....

2. Address (including postcode):.....

3. Telephone:

4. Email address.....

5. Tell us about your complaint, clearly outlining:-

5a. Nature of Complaint i.e. Health and Safety, GDPR infringement etc

5b. Why are you not satisfied?

5c. What do you want us to do to put things right?

6. Have you tried to resolve your complaint before? If "yes", when and how?

7. Any other comments?

Signed Print name

Organisation (If applicable)Date

Please note that unsigned Complaint Forms will not be actioned.

WVHMC USE ONLY

Date Received:

Action by:

Date Resolved: