

## **COMPLAINTS FORM**

Contact Details if Willing \_

Nature of Complaint	Date(s) issue arose
Details of Complaint	

Once front page is complete either hand this form to a Committee member or forward to one of the email addresses below:

secretary@newquayfoodbank.co.uk

administrator@newquayfoodbank.co.uk



To be completed by Committee Member.

Proposed actions (if complaint is against individual include here response from individual)

Matter Resolved Y / N Signature of Complainant

Name of Committee Member who handled complaint \_\_\_\_\_

If further action is required, please refer the complaint up through the Committee in accordance with the Foodbank Complaints Policy.

Once complaint is complete retain this form for official records.