

## GENERAL APPEALS PANEL

### TERMS OF REFERENCE

- Purpose:** To deal with appeals in relation to complaints received from members of the public.
- Membership:** 6 Members of the Council appointed by the Town Clerk.  
**N.B.** Members should not sit on an appeal in which they have been involved in the original decision.
- Quorum:** 3 Members
- Meetings:** As and when required
- Minutes** The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

1. To hear and determine all matters of appeal in connection with the comments and complaints policy.
2. To hear and determine all matters of appeal in connection with Freedom of Information requests.