

## **Grievance Procedures**

In the event of a grievance:

1. Submit a written complaint to the Chairman, c/o Corpusty & Saxthorpe Village Hall, Heydon Road, Corpusty, NR11 6QQ. The complaint should include as much details as possible.
2. The Corpusty & Saxthorpe Village Hall trustees will review and respond to the complaint within one calendar month.