

Thame Town Council

Request to meet with a Councillor Procedure

1. Contact made by member of the public.
2. Request Form completed, numbered and logged on system within Councillor Administration.
3. Nominated Councillor emailed a completed Request Form.
4. If no Councillor nominated, an appropriate Councillor will be selected by ward on a rota basis from the Appointment Schedule.
5. Appointment arranged directly between Councillor and resident.
6. Meeting Room booked if requested by Councillor.

Alternatively direct contact will be made