

BRENT KNOLL PARISH COUNCIL

MEETING ATTENDANCE POLICY

Adopted : November 6th 2024

Review: November 2025

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the previous day before the meeting [unless for a Committee with a substitution arrangement – see Committee Substitutes below].

Apologies for absence shall be made directly in advance wherever possible and not via a third person such as another Member at the meeting.

Extended Periods of Absence

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is formally approved by the Council before the end of the period.

If absence becomes necessary for extended intervals, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

A statutory excuse may include membership of the Armed Forces in time of war.

Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in a centrally held document kept for that purpose.

The Minutes of these meetings will show Members in attendance and Members absent with and without apologies together with approval of absence if necessary

This Policy was adopted at a meeting on **6th November 2024**(Minute reference) and will be reviewed in two years or sooner should legislation dictates

