

### **1. Introduction**

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.

### **2. 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 Parish Clerk.

The deadline for minuted receipt of an apology for absence shall be 1 ~~hours~~ day prior to the meeting commencing.

### **3. Extended Periods of Absence**

A Councillor who does not attend any meetings (~~including virtual meetings~~) for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period<sup>1</sup>.

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

### **4. Recording and Publishing Attendance**

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, within the minutes of the meeting. in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies<sup>2</sup>.

This Policy will be reviewed in two years or sooner should legislation dictate.

<sup>1</sup>LGA 1972, s85(1)&(2)

<sup>2</sup>LGA 1972, Sch12, para 40.