**Meeting Attendance Policy** – Proposed 13th February 2023

## 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 day prior to the meeting commencing.

## 3. 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 approved by the Council before the end of the period[1].

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. [2].

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

[1.] LGA 1972, s85(1)&(2)
[2.] LGA 1972, Sch12, para 40.