

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.

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.

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