

# **Beaworthy Parish Council**

## **MEETING ATTENDANCE POLICY**

This Policy was adopted at a meeting on 19 Nov 2020

To be reviewed every 2 years

Last review 17 Nov 2022

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; via email; or telephone to the Parish Clerk.

The deadline for receipt of an apology for absence shall be 2 hours prior to the meeting commencing.

Apologies for absence shall be made directly in advance 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 (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 request via the Parish Clerk giving the reason for absence, for approval by the Council.

### **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 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>.

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

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