



# ARMTHORPE PARISH COUNCIL

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## **Meeting Attendance Policy**

This policy is designed to promote the efficient management of meetings, avoid inquorate meetings and enable timely rescheduling of meetings where necessary. The policy will also provide clarity to Council members.

## **Apologies for Absence**

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

Apologies must be received by the Clerk before the start of the meeting.

Apologies for absence shall be made directly in advance and not via a third party.

## **Extended Periods of Absence**

A Councillor who does not attend any meetings for a period of six 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.  
(Local Government Act 1972, S.85).

If absence become necessary for extended periods, Councillors are advised to submit a request to the 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 the meetings will show members in attendance and members absent with and without apologies.