Thurnham Parish Council

Meeting Attendance Policy

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 Councillors.

Apologies for Absence:

Councillors where possible should give as much advance notice as possible of absence from a meeting, either by mentioning at a previous meeting, email or telephone call to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly in advance and not via a third person such as another Councillor at the meeting.

Extended Periods of Absence:

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend is due to a reason approved by the Authority, in advance of the six-month period expiring.

Once any councillor loses office through failure to attend for the six-month period, without approval, the disqualification cannot be overcome by the councillor subsequently resuming attendance. Nor can retrospective approval of the Council be sought for an extension.

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

Recording and Publishing Attendance:

The Minutes of meetings will show Members in attendance and Members absent with apologies.