

Meeting Attendance Policy

Thurston Parish Council

Policy Approved: Policy & Resources Committee 12 February 2025
Presented to Council: Full Council Meeting 19 March 2025
Review Body: Policy & Resources Committee
Review Period: Every two years or following legislative changes
Interim Review: by Clerk under delegated powers December 2025
Next Review: Policy & Resources Committee November 2027

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1. Purpose of Policy

To promote efficient administration of meetings, avoid inquorate meetings and permit the timely rescheduling of meetings where necessary and to establish procedures for seeking absence for a known leave of absence.

2. Objective of Policy

2.1 To encourage elected members to attend as many meetings as possible;
2.2 To outline elected members' responsibilities in meeting attendance;
2.3 To achieve a fair balance between a person's commitments as an elected member, their employment commitments, and family and community obligations; and
2.4 To provide accountability for Members of the Council.

3. Apologies for Absence

3.1 All Councillors are required to attend Ordinary Council meetings, Extra Ordinary Council meetings and any Committee meeting to which they have been appointed.
3.2 If a Councillor cannot attend these meetings they will need to submit an apology**.**
3.3 Members shall give as much advance notice as possible of absence from all meetings (both full Council and Committee) to the Parish Clerk (as the Council's Proper Officer).
3.4 Apologies are to be submitted by email using either info@thurstonparishcouncil.gov.uk or clerk@thurstonparishcouncil.gov.uk
3.5 The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting. A reason for the lack of attendance is to be provided.
3.6 Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.
3.7 If an apology is not accepted, it will be recorded as an absence.

4. 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 *(Local Government Act 1972, s85).*

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 Council.

5. Recording and Publishing Attendance

For all meetings of the Council, the Clerk (or Deputy Clerk) will record Members' attendance, or nonattendance 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 and approval of the councillor absences.

The minutes of the meeting will also record if it was resolved to approve a councillor's absence from the meeting, and the councillor's reason for absence. The recording of such information must not conflict with a council's duty to handle personal data or sensitive personal data in accordance with its obligations under data protection legislation.