



Clay Cross Parish Council

Attendance at Meetings Policy

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.

1. 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 or text message to the Parish Clerk. The deadline for receipt of an Apology for Absence shall be 30 minutes prior to the start of the meeting. Apologies for Absence shall be made directly, in advance, and not via a third party such as another Member at the meeting.
2. 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 Parish Council before the end of the period. 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 Parish Council.
3. Recording and Publishing Attendance. For all meetings of the Council, the Parish 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. If a member arrives late to a meeting or leaves before the meeting has concluded this will be recorded in the minutes.