

Policy Name	Frequency of Review	Date adopted & Minute Ref
Meeting Attendance	Every 2 years	4 th October 2023 minute 23/173 2(d)

DRAFT

Bourton-on-the-Water Parish Council

Meeting Attendance 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 Councillors.

1. Apologies for Absence

Councillors shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting or by email or telephone to the Parish Clerk prior to the meeting. The deadline for receipt of an apology for absence shall be the end of office hours (5pm) 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.

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 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 Council.

3. Recording and Publishing Attendance

For all meetings of the Council the Clerk will record Councillors' attendance, or non-attendance with or without apologies, in a centrally held document kept for that purpose. The Minutes of these meetings will show Councillors in attendance and Councillors absent with and without apologies.