



# DATCHET PARISH COUNCIL

## Members Meeting Attendance Policy

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Policy adopted by resolution	9 <sup>th</sup> Sept 2024
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Version 1	

Document Revised on	Revision Tracking



## 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 Members.

## 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 to the Parish Clerk.

The deadline for receipt of an apology for absence shall be 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 Member 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.

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.

## Recording and Publishing Attendance



For all meetings of the Council, the 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.

Signature:   
The Clerk

Date: 09<sup>th</sup> Sep 2024