



## **MARDEN 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 Cllrs.

### **Apologies for Absence**

Cllrs shall give as much advance notice as possible of absence, and the reason for the absence, from Parish Council meetings by email to the Parish Clerk. The deadline for receipt of an apology for absence by email 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 Cllr at the meeting. If absence is not known until after 5pm\* a text should be sent to the Clerk prior to the start of the meeting given the reason for the absence.

\*(3pm for Amenities Committee)

### **Non-Attendance**

Non-attendance without apologies or without a reason from a Cllr will be entered into the Minutes as a Cllr absence.

### **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 S.85).

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.

### **Recording and Publishing Attendance**

A Cllr will be recorded as an apology if an email (before 5pm\*) or a text (between 5pm\* and 7.30pm) on the day of the meeting has been received by the Clerk. Any apology received after the start of the meeting will not be recorded.

\*(3pm for Amenities Committee)

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Parish Council– Meeting Attendance Policy March 2025



For Full Council and Committee meetings, a record will be kept of Cllrs' attendance, or non-attendance with or without apologies, in a centrally held spreadsheet kept for that purpose.

The Minutes of Parish Council meetings will show Cllrs in attendance, Cllrs apologies and Cllrs absent (no apologies received at time of meeting).

*Adopted by Marden Parish Council on: 10<sup>th</sup> May 2022*

*Reviewed /Amended on: 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025*

*Review date: March 2026*

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Parish Council– Meeting Attendance Policy March 2025

