



WEST MALLING PARISH COUNCIL

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COUNCILLOR 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 Members.

Apologies for Absence

Councillors shall give as much advance notice as possible of absence from meetings either by mentioning at a previous meeting, email or telephone call to the Clerk.

The deadline for receipt of an apology shall be no later than two and a half hours before the scheduled time of commencement of the meeting, or if the meeting is scheduled to commence before 11.30am, no later than 5pm on the last working day preceding.

It is noted that two and a half hours working-time notice cannot always be given in an emergency. Shorter notice apologies will be received and reported to the meeting accordingly. It will be at the discretion of the meeting as to whether short-notice apologies will be accepted and recorded.

Apologies for absence shall be made directly in advance and not via a third person such as another Councillor at the meeting. If no apologies are received, that Councillor will be marked as 'absent'.

Reasons for absence can include, work, illness/bereavement, family commitments, holidays etc – reasons will not be included within the minutes.

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. A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Councillor of the Council unless the reason for absence is approved by the Council before the end of the six month period.

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Clerk giving the reason for absence which will need to be approved by resolution by the Full Council. If the reason for absence is approved, the six month period will re-start. Councillors should bear in mind the Council meeting timetable and ensure that there is enough time before the expiry of the 6 months for Full Council to consider reasons provided.

Recording and Publishing Attendance

The minutes of meetings will show Councillors in attendance and Councillors absent with and without apologies.

Suggested wording for when apologies have been given:

Apologies were received from Cllr x with reasons for absence. It was RESOLVED that the apologies be accepted.

Adopted 2/9/24
Review date July 2026

This policy will be reviewed every two years or before if a change of circumstances.

Policy adopted: 2/9/24

Minute Ref: 24/481