

## Witham Town Council: Meeting Attendance Policy

### Policy Overview

This policy has been written to help encourage efficient administration of meetings, avoid inquorate meetings and allow appropriate rescheduling of meetings where required. It will also provide responsibility and accountability for Members.

### Apologies for Absence

- Members shall give as much advance notice as possible of absence from all meetings by contacting the Council Office.
- Members should be able to provide a valid reason for absence to the Office.
- The deadline for receiving an apology for absence shall be the end of office hours on the day after the meeting.
- Apologies for absence shall be made directly to the Office and not normally via a third person or platform such as another Member at the meeting, or social media.

### 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 recommended to submit a request to the Town Clerk giving the reason for absence, for approval by the Council.

### Recording and Publishing Attendance

- For all meetings of the Council, the Committee Clerk will record Members' attendance, or nonattendance with or without apologies in the attendance register.
- The Minutes of meetings will show Members in attendance and Members absent who have or have not given their apologies.
- The Minutes of meetings will not reflect the reason for Members apologies, unless they are as a result of conflicting council business.

**Agreed:** Minute 7 of Policy and Resources Meeting held 20<sup>th</sup> June 2022.

**Reviewed:** Policy and Resources held 26<sup>th</sup> June 2023

**To be reviewed:** June 2024

Policy WTC/48