



Guidance Note Reasons for absence

Parish Councillors are required to attend the Parish Council meeting as it is a legal summons and hence care should be taken as to what reasons are accepted due to the law regarding disqualification of a councillor for non-attendance. Members decided that there should be no league tables published of attendance. An office record is kept of meeting attendance.

The parish council accepted that the reasons identified that would normally be accepted as satisfactory were:

- Holidays
- Official PC business
- Unwell
- Convalescing
- Official MBC business
- Training
- Work commitments
- Family commitments
- Hospitalised
- Official School Governor or Trustee business

This is not a restrictive list and any other reasons given would be considered on an individual basis.

It is not possible to accept an absence without a reason being given nor can apologies be given just because someone does not turn up. There must have been a clear effort on the part of the person not attending to send apologies either via the parish office or another person.

Boxley Parish Council because of the way that it holds meetings at other venues has always minuted apologies if they have been submitted to the office via e-mail/telephone message but not picked up before the meeting.

It is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). To ensure compliance the Minutes of the meeting and the Councillor Attendance Book will not now record reasons submitted for apologies.

Failure to attend Parish Council meetings for six months will result in automatic disqualification from being a Parish Councillor.

Adopted by Council on