



PRUDHOE TOWN COUNCIL - MEETING ATTENDANCE POLICY

ADOPTED at the Ordinary Meeting on 28th May 2026

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 Town Clerk or Deputy Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours 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.

Authorisation of Absence

The Council will only consider the authorisation of an absence, if a written request, stating the reason for absence, has been submitted in advance to the Town Clerk or Deputy Clerk. Requests will be considered by Full Council and approval will be via a resolution of Council and recorded in the minutes of the meeting accordingly. Any approved absences will reset the clock in relation to the six consecutive months rule.

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 formally approved by the council before the end of the period¹.

If absence becomes necessary for extended intervals, councillors are advised to submit a request to the Town Clerk or Deputy Clerk, as outlined above, for approval by Full Council.

Serving members of the Armed Forces are entitled to relief from disqualification due to military services under the provisions of the Local Government Act 1972. This is particularly relevant to absence in times of war or emergencies declared by the Secretary of State.

Recording and Publishing Attendance

¹ Local Government Act 1972, Section 85

For all meetings of the council, the clerk will record members' attendance, or non-attendance with or without apologies, in a centrally held document kept for that purpose.

The minutes of these meetings will show members in attendance and members absent with and without apologies together with approval of absence if necessary.

Review of Policy

This Policy was adopted at a meeting on 28th May 2026 (minute reference AM2627/017) and will be reviewed in two years or sooner should legislation dictate.