

## **Guidance Note on Reasons for absence**

Councillors are required to attend Parish Council meetings as it is a legal summons. They are also expected to attend meetings of Committees of which they are a member. When attendance is not possible apologies with an explanation are expected. Care should be taken over the reasons presented. Apologies cannot be given just because someone does not want to 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.

The following would normally be deemed satisfactory reasons for non-attendance:

- 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.

Although the Parish Council does not formally accept apologies, any absence for which one is received will be noted in the minutes as an apology but with no reason given because it is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). Councillors who give no apologies will be minuted as absent.

Because BPC holds meetings at various venues apologies will be minuted after the meeting if they have been submitted to the office via e-mail/telephone message but not picked up before the meeting.

In accordance with the Local Government Act 1972 a Councillor who does not attend any BPC meeting for six months will be disqualified from being a Councillor by reason of non-attendance. An office record is kept of meeting attendance and this six month rule is enforced by the Proper Officer (the Clerk).

**Adopted by Council May 2026**