



Meeting 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

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email to enquiries@camborne-tc.gov.uk or telephone call to the Clerk and/or the administration team.

The deadline for receipt of an apology for absence shall be 4.30pm on the same day as the meeting.

Apologies for absence shall be made directly in advance wherever possible and not via a third person such as another Member at the meeting.

Apologies for absence shall be recorded as either 'personal', 'business' or 'Council business' in meeting minutes.

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 period.

If absence becomes necessary for extended intervals, Councillors may be advised to submit a request in writing to the Clerk giving the reason for absence, for approval by the Council.

A statutory excuse may include membership of the Armed Forces in time of war.

Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance, with or without apologies, and the general reason for absence. These will be noted in the minutes and recorded in a centrally held document kept for that purpose. This data will be summarised and published in the Annual Report, being made available on Camborne Town Council website.