



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Meeting Attendance Policy
Approved and Ratified date:	April 2026
Minutes Reference:	
Review date:	April 2028
Version no:	1

Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings, and permit timely rescheduling of meetings when 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 by telephone to the Town Clerk. The deadline for receipt of an apology for absence shall be 2 hours prior to the meeting commencing.

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.ⁱ If absence becomes necessary for extended periods, Councillors are advised to submit a written 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 Clerk will record Members' attendance, or non-attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies.ⁱⁱ

Adopted:

Minute Ref:

Review Date:

ⁱ LGA 1972, s85 (1) & (2)

ⁱⁱ LGA 1972, Sch12, para 40.