
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.

An office record is kept of meeting attendance. The reasons that would normally be accepted as satisfactory were:

- Holidays
- Official PC business
- Unwell
- Convalescing
- Official 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. Penkridge Parish Council has always minuted apologies if they have been submitted to the office via e-mail/telephone/via other Councillors. Apologies should only be submitted by Councillors to the Parish Administrator or Parish Office, giving a valid reason for their absence. It is considered 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.