

# Brigstock parish Council

## Protocol for recording an apology at parish Council Meetings

### Background

The rules state that If a councillor does not attend a meeting then the council should resolve whether or not to approve the absence. If the council approves the absence the "six-month clock" does not start ticking. If it does not approve the absence the clock starts ticking. It can only be reset by

- the councillor attending a council meeting or
- the council approving a future absence.

If the clock gets to six months the councillor is automatically disqualified.

The interpretation of the rules hinges on whether or not the absence was approved, the minutes need to be clear and specific, e.g, If no reason for absence is given (directly or via another councillor) then the council cannot approve the absence since it has no reason upon which to make that judgement.

Councillors are not specifically required to give a reason for absence, but if no reason is given then the absence cannot be automatically approved.

### Protocol to be adopted.

If no apologies are received (The 6-month rule clock starts ticking)

If a councillor e-mails or leaves a voice mail with a time stamp 45 min. before the commencement of the parish council meeting then apologies cannot be accepted or recorded as being received. (The 6-month rule clock starts ticking)

If a councillor sends apologies but **gives no reason**, these are recorded in the minutes as "apologies being received" but are not recorded as being accepted. (The 6-month rule clock starts ticking)

If a councillor sends apologies and **gives a reason**, this is recorded in the minutes as being received, the council then decide if to accepted. (The 6-month rule clock does not start ticking)

.oOo.