

BILLINGSHURST PARISH COUNCIL

**APPROVED REASONS FOR ABSENCE
POLICY**

Councillors must give reasons for their absence from meetings which are then accepted or otherwise by the meeting.

From 1 May 2024 the reasons for the apology given by the Councillor to the meeting clerk will be recorded in a book kept in the parish office, and if the reason is included in the prescribed list below, the meeting clerk will report to the meeting the Councillor's apology is for an approved reason.

If no reason is given the Clerk will report accordingly and the Committee reserves the right not to accept the apology.

[In addition, minutes will in future revert to a previous practice of recording a Councillor's absence if no apology is tendered.]

This will enable personal reasons to not be placed in the public domain for potential personal safety reasons and also help the council manage future incidents of members continued non-attendance.

Approved reasons:

Bereavement
Convalescing
Family commitments
Holidays
Hospitalised
Jury Service
Official PC business
Official School Governor business
Official / Trustee of other local charity or organisation
Training
Unwell
Work commitments

Adopted 30/04/2024

Updated 18/02/2026