

Hurworth Parish Council Procedure No 23 – Councillors Attendance Register

NALC Recommendation:- A register of attendance, recording whether or not absence was approved by council.

1. HPC shall implement and keep updated a register of Councillors Attendance
2. Any councillors not attending a PC meeting shall be logged, with notes regarding notification of Apology for Absence, and reason provided.
3. The Register should always reconcile with the published Minutes of the meeting.
4. The Register can be perused at any time, and will be available in the Parish Council Office.

The format of the Register shall be:-

Councillor	<u>Councillors Attendance Register</u>									
	<u>May</u>	<u>Meeting s June</u>	<u>July</u>	<u>2014 Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>2015 Jan</u>	<u>Feb</u>
Tony Winnett										
Jean Peacock										
Val Hughes										
Peter Foster										
Ian Holme										
John Howard										
Ken Pattison										
Tony Needham										
Margaret Williams										
Chris Pratt										
Norma Kyle										
Jeff Kemp										

Absence codes

- a. Sickness
- b. Business
- c. Family commitment
- d. Holiday
- e. Leave of absence
- f. Other meeting to attend
- g. social commitment
- h. No reason offered
- i. No apology received