



Elected Members – Submitting Apologies Guidance

Councillors are required to attend Town Council meetings (either full Council, Committee, or sub-committee) where a summons is issued to comply with Sch12 para (40) of the Local Government Act 1972 and requirements within regarding disqualification and to prevent a casual vacancy arising.

Apologies

Stamford Town Council has by resolution, delegated the authority to the Town Clerk & RFO to accept reasons for absence from Town Councillors if received in advance of a meeting from the approved list below. To respect personal circumstances, confidentiality and to comply with GDPR, the Town Council does not reference the reasons for absence in minutes. The Town Council publishes an annual attendance register in its annual report.

It is noted that the Town Council produces an annual meeting timetable, approved by resolution, and there is an expectation that elected Members will put Town Council business first wherever possible.

The Town Council resolved that the following reasons for absence would be seen as acceptable:
Attendance at:

- County Council meeting(s) (as an elected Member of or as instructed by the Town Council).
- Conference (as instructed by or related to the activities of the Town Council).
- District Council meeting (s) (as an elected Member of or as instructed by the Town Council).
- External meetings on behalf of the Town Council (where appointed by and to represent the Town Council).
- Funeral(s).
- Jury Service.
- Training (in respect of subjects relevant to the Town Council).

Other

- Childcare.
- Illness, including hospitalisation and convalescing.
- Family commitment(s)
- Holidays / short breaks
- Shared Parental Responsibilities (including adoption/fostering).
- Vehicle breakdown.
- Work commitments (excluding armed forces / deployment) *

Excuses

Membership of the armed forces in time of war is a statutory excuse and so is such service under the Crown in connection with a war or emergency as in the Secretary of State's opinion entitles the member to relief. The above list is not exhaustive and other reasons for absence will be carefully considered in line with legislation and best practice. *