



Andover Town Council

To **approve** a list of appropriate reasons for apologies.

Item
No.
10

Produced for: Full Council

By: Town Clerk

Date of Report: 8 Apr 2024

Background:

Councillors are required to give apologies to the Town Clerk if they are not able to attend a meeting.

Proposals: To approve three motions as below:

A. To **approve** the following list as acceptable reasons to miss Council meetings:

- 1) short term illness¹,
- 2) long term illness over a period of time;
- 3) family commitments;
- 4) work commitments;
- 5) holidays;
- 6) for TVBC Cllrs only, a clash with a TVBC meeting;
- 7) for HCC Cllrs only, a clash with an HCC meeting.

B. To **approve** that apologies must be given to the Town Clerk in writing by latest 17:00hrs on the day before the meeting unless there are exceptional reasons why this cannot be done. This is to ensure that if a meeting needs to be cancelled due to not meeting quorum, that it can be done in good time to publicise the cancellation.

C. To **approve** that the minutes will continue to note apologies unless a specific resolution is passed to accept an apology.

Considerations:

- The disclosure of reasons for absence may impinge on councillors' rights to privacy (sickness) or increase security risks for their home (holiday / work commitments).
Any reason given to the Town Clerk would not be reported at meeting or in the meeting minutes, other than to confirm that the reason given meets Council policy.
- The requirement to **approve** apologies is in order to preserve the 6 months absence allowance before automatic disqualification as a councillor.

The cancellation policy of The Lights is as below:

2. If the hirer wishes to cancel for any reason, the following charges will apply:
- Less than 1 months notice – whole charge is payable
 - 1 – 3 months notice – 50% of hire charge is payable
 - 3 – 6 months notice – deposit will be retained
 - Over 6 months notice – no charge

¹ Frequent bouts of short term illness may warrant a welfare check