

RAGLAN UNITED COMMUNITY COUNCIL

APOLOGY FOR ABSENCE

MEETING: _____ DATE: _____

REASON FOR ABSENCE (see note)

Guidance Note

It is the policy of the Council that members unable to attend meetings should submit an apology in writing by completing this form. Whenever possible the form should be handed to the Clerk of the Council before the start of the meeting.

Members are also asked, although there is no requirement to do so, to indicate a reason for non-attendance.

Failure to attend any meeting of the Council for a continuous period of six months will render a member unable to continue in office unless their absence was due to some reason approved by the Council before the expiry of six months since the date of the last meeting attended.

Name: (please print)

Signed: _____

Date: _____