

# Ross-on-Wye Town Council

## Apologies for Absence Policy

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Councillors should notify the Clerk or Deputy Clerk of their intention not to attend a meeting in good time, whether full Council, committee or sub-committee.

In order to enable the Clerk or Deputy Clerk to ensure that a meeting will be quorate, advance notifications of absence should be provided wherever possible, with the reason for absence.

Standing Order 4(d)v allows a substitute member to attend provided notification is given to the Proper Officer.

*July 2015*