



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## REQUEST FOR A SUBSTITUTE MEMBER OF THE COUNCIL TO ATTEND A COMMITTEE IN PLACE OF AN APPOINTED MEMBER

COMMITTEE .....

DATE .....

Dear Cllr .....

AS I WILL BE UNABLE TO ATTEND THE ABOVE MENTIONED MEETING, I SHOULD BE PLEASED IF YOU WOULD KINDLY ATTEND IN MY PLACE IN ACCORDANCE WITH THE PROCEDURE APPROVED IN MINUTE NO. 49 OF THE COUNCIL MEETING HELD 7<sup>TH</sup> JULY 2005.

SIGNED .....DATE .....

## APPROVAL OF SUBSTITUTE MEMBER TO ATTEND THE MEETING

I AGREE TO ATTEND THE MEETING MENTIONED ABOVE IN PLACE OF CLLR .....

SIGNED ..... DATE .....

### NOTES:

1. THE MEMBER UNABLE TO ATTEND MUST FURNISH THE SUBSTITUTE MEMBER WITH A COPY OF THE AGENDA AND ANY SUPPORTING PAPERS
2. THIS DOCUMENT MUST BE PRESENTED TO THE CHAIRMAN AT THE START OF THE MEETING
3. THE COMMITTEE MEMBER MAY NOT ATTEND THE MEETING IF AN AUTHORISED SUBSTITUTE HAS ALREADY TAKES HIS/HER PLACE AT THE MEETING
4. IF REQUIRED BY THE CHAIRMAN HE/SHE MUST BE INFORMED OF THE SUBSTITUTION IN ADVANCE OF THE MEETING

**Adopted by Council 9.1.2020**

**Review date: May 2022**