

XXX Community Council Details

Date

Dear XXX

The Community Council has noted that you have not attended the last (X) meetings (and have not submitted apologies for any of these meetings) / (albeit you have submitted apologies for these meetings). We note that you have not formally requested a leave of absence from the Community Council or indicated a reason for non-attendance.

As you will be aware, our constitution states:

Add in wording from constitution

Given that you have been a valuable member of the Community Council, members wanted to make contact with you to ascertain whether it is your intention to continue on the Community Council, or to seek a leave of absence. It is really important that where members are no longer interested or able to remain on the Community Council, that their positions are released to allow new membership to be identified, and the Community Council to remain sustainable.

With this in mind, we would be grateful if you could intimate your intentions to the Secretary by XXX

Kind Regards

Chair of XXX Community Council