



Newick Parish Council Procedure for recording and monitoring Members' Interests and Gifts and Hospitality Received

Background

In accordance with the Localism Act 2011, elected and co-opted members of Newick Parish Council are required to comply with the Council's Code of Conduct.

Code of Conduct

The Code of Conduct requires members to register with the Monitoring Officer any disclosable pecuniary or personal interests listed in appendices A and B within twenty eight days of taking office. The completed registration forms are published on the Lewes District Council website and can be viewed via a link from Newick Parish Council's website www.newick.net.

Register of Interests

It is the individual member's responsibility to advise the Monitoring Officer of any amendments or updates to be made to their register of interests form and this must be done within 28 days of the member becoming aware of the change or new interest. However, the Clerk will also remind members at each Annual Meeting of the Parish Council that they must review their entries in the register of interests and update them where necessary.

Declaration of Interests at a meeting

The agenda for every Parish Council meeting (including committee meetings) will include the opportunity for members to declare a personal interest in matters on the agenda that have not already been disclosed in the Register of Interests. Any interests declared in this way will be recorded in the minutes of the meeting.

Withdrawal from a meeting

Where a member of the Parish Council has disclosed (either in the Register of Interests or verbally at the meeting) a pecuniary interest in an item on the agenda, the Council's Standing Orders require that the member must withdraw from the meeting when it is considering the matter in which he or she has a disclosable pecuniary interest, unless he or she has been granted a dispensation. Where a member withdraws from a meeting because they have an interest in the item being considered this will be recorded in the minutes of the meeting.

Gifts and Hospitality Received

Section 2 of the Register of Members' Interests Form requires a member to record the name of any person from whom they have received (in their capacity as member/co-opted member of the Council) a gift or hospitality with an estimated value of at least £50.

In the interests of openness and transparency, Newick Parish Council has agreed that members should notify the Council via the Clerk of any *offers* of gifts or hospitality worth more than £50 that have been made to them before accepting the offer. Any such notification will be considered at the next available Parish Council meeting, with the decision on the gift's appropriateness being recorded in the minutes.

Adopted 26th January 2016

Signed.....(Chairman of Newick Parish Council)