

# **FERRYHILL TOWN COUNCIL**



## **POLICY**

### **MEMBERS GIFTS AND HOSPITALITY**

M01

## 1.0 INTRODUCTION

1.1 This Policy confirms the code of practice for members in connection with gifts and hospitality to assist them in their duties and responsibilities. Should there be any doubt as to its interpretation, please contact the Town Clerk for clarification.

## 2.0 NATIONAL CODE OF LOCAL GOVERNMENT CONDUCT

2.1 When Members take their Declaration and Acceptance of Office they acknowledge in writing that they will comply with the National Code of Local Government Conduct.

2.2 It is important that the National Code is familiar to Members and its provisions understood. A copy of the National Code has been provided to all members.

## 3.0 GENERAL

3.1 Members are required to notify the Town Clerk of offers or receipt of gifts and hospitality of more than £50. Councillors should complete form LGA2 and return to the Town Clerk. Officers should complete the 'Gift and Hospitality form and return it to the Town Clerk.

The Town Clerk shall keep a permanent record thereof.

Such record shall include:-

- (a) The name of the sponsor.
  - (b) Details of the offer of sponsorship, hospitality or gift and the estimated value and location thereof.
  - (b) Details of any 'permission' or work the sponsor is interested in securing.
4. The Town Clerk shall, on notification, complete, if appropriate, a certificate to the person making the notification.
5. In particular the record will contain details of:
- Gifts (other than "token" ones) received and how dealt with.
  - "acceptable" hospitality given and received.
  - Offers of "unacceptable" hospitality or gifts refused.

Form LGA 2 is attached to this policy for reference purposes, as appendix '1'.

## FERRYHILL TOWN COUNCIL

## MEMBERS

**DECLARATION OF GIFTS AND HOSPITALITY**

## FORM (LGA2)

Parish and Town Councillors are required, within 28 days of receiving any gift or hospitality with an estimated value of at least £50, to provide written notification to the Town Clerk. The document will be kept in a confidential file and in the register completed by the Town Clerk and a certificate confirming the gift provided to the member.

The following form will enable you to comply with the requirements of the Order. It should be completed with full details and returned to the Town Clerk at the Town Hall within 28 days of the gift or hospitality being received.

**The requirement to register gifts or hospitality and their source applies only to gifts or hospitality received in connection with your official duties as a member of the Town Council.**

FERRYHILL TOWN COUNCIL

MEMBERS

**DECLARATION OF GIFTS AND HOSPITALITY**

Please provide the following details:

1. Your full name:
  
2. Your address:  
(Including postcode)
  
3. Your Parish/Town Council:
  
  
4. Name of person or organisation from whom the gift or hospitality was received:
  
  
5. Date gift or hospitality was received:
  
  
6. Nature of gift or hospitality:
  
  
7. Any other comments: