

PROTOCOL ON GIFTS AND HOSPITALITY

1. Introduction

This protocol provides guidance for members of the Parish Council on accepting gifts and hospitality in their role as Councillors

2. General Caution

2.1. Treat with extreme caution any offer of gift, favour or hospitality that is made to you personally, which may possibly be perceived to be in connection with your position as a Parish Councillor.

2.2. Your personal reputation and that of your Parish Council can be seriously jeopardized by the inappropriate acceptance by you of a gift or hospitality.

3. Criminal Law

3.1. It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing or forbearing to do anything in respect of any transaction involving your Parish Council.

4. Limits of Guidance

4.1. This protocol does not apply to the acceptance of facilities or hospitality provided to your Parish Council, or gifts given to your Parish Council that you accept on their behalf and are retained by the Parish Council.

5. Meaning of Gifts and Hospitality

5.1. These include the free gift of any goods or service; the opportunity to acquire any goods at a discount or terms not available to the general public; the offer of food, drink or entertainment, or the opportunity to attend any cultural or sporting event.

6. Appropriate Gifts and Hospitality

6.1. Small low value gifts (below £25.00 in value); drinks and modest refreshment in connection with a meeting or socialising in the course of your work as a Parish Council member.

7. Principles to apply in relation to Gifts and Hospitality

7.1. Do not accept a gift or hospitality as an inducement or reward for anything you do as a Parish Council member.

7.2. Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.

7.3. Do not accept a gift or hospitality if acceptance might be open to interpretation, e.g. from applicants for planning permission; from parties involved in competitive tendering; from applicants for grants; or from parties in legal proceedings with your Council.

7.4. Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.

7.5. Do not solicit any gift or hospitality and avoid giving any perception of so doing.

8. Registration of Gifts and Hospitality.

8.1. Any member of the Parish Council must, within 28 days of receiving any gift or hospitality over the value of £25.00, provide written notice to the Monitoring Officer of SODC, via the Parish Clerk, of the existence and nature of that gift or hospitality.

8.2. Whilst the notification requirement is limited to goods over £25.00 in value, members are encouraged to give notification of any significant gift or hospitality they receive.

8.3. Members must complete the gifts and hospitality registration form for all notifications.

9. Reporting of Inappropriate Gifts and Hospitality offered

9.1. It is a criminal offence for a person to offer any gift, reward or advantage as an inducement or reward to you as a Parish Council member.

9.2. You must immediately report to the Monitoring Officer of SODC, via the Parish Clerk, any circumstance where an inappropriate gift or hospitality has been offered to you.

10. Review of policy

10.1 This policy was approved by South Stoke Parish Council on 29 October 2018, and will be reviewed annually.



NOTIFICATION OF RECEIPT OF GIFTS OR HOSPITALITY

What was the gift or hospitality? (Give full description)	
What is your best estimate of its market value or cost?	
Who provided it?	
When and where did you receive it?	
Signed	
Name in capitals	
Dated	