

# Guidance on completing the Register of Interests

## REGISTER OF INTERESTS

Within 28 days of the provisions of the Code of Conduct being adopted or applied to your Council or within 28 days of your election or appointment to office (if that is later), you must disclose your interests in the Authority's register maintained under Section 30 of the Localism Act by providing written notification to the Monitoring Officer of the District Council in respect of the following matters.

You have a Disclosable Interest where such interest is

- i yours,
- ii your spouse's or civil partner's
- iii somebody with whom you are living as husband and wife or civil partners
- iv that of your family,
- v close associate.

**Please list all your interests required for disclosure against each item. If you do not have a disclosable interest in respect of an item write 'None'. ("council" refers to both District and Parish Councils)**

**Note: A beneficial interest is ownership of property (including money , goods or land) or an entitlement to property or an entitlement to profits from property e.g. outright ownership of land or a legal agreement to purchase or the receipt of dividends/profits from a company as the director of a company or a shareholder**

DISCLOSABLE PECUNIARY INTERESTS	
(1) Any employment, appointment of office, trade, profession or vocation carried on for profit or gain.	You should include a short description of the work you do i.e. computer operator or accountant. Give the name of your employer.
(2) Any payment or financial benefit which is received as a result of your duties as a Member or towards your election expenses. This includes any payment or financial benefit within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992	You should include any payments(or payments in kind e.g. free printing) received within the previous 12 months towards your election expenses, or towards any expenses incurred by you in carrying out your duties as a Councillor. This includes any payments from a trade union.
(3) Any contract made with the council under which goods and/or services are to be or have been provided or works are to be executed and which is not fully discharged.	You should include details of any ongoing contracts with the Council.
(4) Any beneficial interests in land within the District. Land includes an easement, servitude, interest or right in or over land which does not carry with it a right to occupy the land or to receive income. (e.g. Rights of Way, Right to Use, Etc)	Please see definition of beneficial interest above. You should give details of any land in the Council's area which you occupy or from which you profit or benefit in any way (e.g. rental income).

<p>(5) Any licence to occupy land within the District for a month or longer.</p>	<p>You should include any land within the Council's area which you have a right to occupy for 28 days or longer. This will be land that you do not own nor have a tenancy of.</p>
<p>(6) Any tenancy (business or residential) where the Council is the landlord. (This includes tenancies of your business, trade, profession, office or vocation)</p>	<p>You should include any tenancies where the Council is the landlord and the tenant is a company from which you profit or benefit in any way.</p>
<p>(7) Any beneficial interest in securities of a body where—</p> <p>(a) that body has a place of business or land in the area of the District Council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	<p>Please see the definition of beneficial interest above.</p> <p>“Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</p>
<p><b>DISCLOSABLE NON PECUNIARY INTERESTS</b></p>	
<p>(8) Any gift or hospitality you have received with an estimate value of at least £25.</p>	<p>You should declare any gifts or hospitality worth £25 or over that you receive in connection with your duties as a Councillor. This would not include refreshments provided on an approved training or marketing materials of a nominal value i.e. pens or calendars but would include tickets to sports events or the theatre etc where the only reason they are provided is because of your role as a councillor.</p>
<p>(9) Sensitive information under Paragraph 11 of the Code of Conduct – seek the advice of the Monitoring Officer.</p>	<p>Before completing this section seek the advice of the monitoring officer.</p>
<p>(10) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council.</p>	<p>For example if you are appointed to represent the Council on any community bodies or if you are a school governor.</p>
<p>(11) Any body -</p> <p>(a) exercising functions of a public nature;</p> <p>(b) directed to charitable purposes; or</p> <p>(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),</p> <p>of which you are a member or in the position of general management.</p>	<p>For example if you are a member of a Town, Parish or County Council, or a member of a charity or a Trade Union.</p> <p>You should also indicate here if you are a member of any political parties and/or associations.</p>