

HOSPITALITY AND GIFTS

- 1.1 With effect from 1 April 2000 a Register for staff has been established to record the offering or receipt of hospitality and gifts. Staff must notify the Town Clerk of all gifts and hospitality received, other than the exceptions set out in 1.4 below, so these can be recorded in the central register.
- 1.2 You should register within thirty days of the receipt or offer:-
- All gifts and hospitality received in connection with your employment by the Council
 - Any gifts or hospitality received in another capacity but which may involve any person or organisation with whom the Council has or is discussing a contract.
 - Any gifts or hospitality offered to a third party as a direct result of your employment by the Council
- 1.3 You may, if you wish, register gifts or hospitality that have been offered to you but which you have rejected.
- 1.4 You may accept and not register:-
- Minor personal items or benefits with an aggregate cost or retail value of up to £25 in any financial year.
 - Drinks, light refreshments or a meal served during a meeting or other event you are attending which are available for attendees generally.
 - A working lunch of a modest standard provided to allow the parties to continue to discuss business.
- 1.5 You should not accept any gift or hospitality :-
- that might reasonably be thought to influence your judgement; or create a conflict of interest, or where to do so could bring criticism or discredit upon the Council.
 - where a particular person or body has a matter currently in issue with the Council eg an arbitration arising from a contract, then clearly common sense dictates that offers of hospitality be refused even if, in normal times, they would be in the acceptable list.
 - if it is a gift of money or of vouchers capable of being exchanged for money irrespective of the amount.

- 1.6 Any member of the Town Council, officer, or member of the public who wants to inspect the register will be able to do so by contacting the Town Clerk.
- 1.7 At each meeting of the Finance & General Purpose Committee a report of the entries made to the Register since the previous meeting will be submitted.

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