

**REGISTER OF MEMBERS' INTERESTS**  
**GENERAL NOTICE OF REGISTRABLE INTERESTS**

I, \_\_\_\_\_, a member of \_\_\_\_\_ Council, give notice that I have set out below under the appropriate headings my interests which I am required to declare under the Council's Code of Conduct, and **I have put 'none' where I have no such interests under any heading.** *(The notes to this form give general guidance, but are not necessarily comprehensive. The Council's Code of Conduct gives precise requirements.)*

**Membership of other bodies**

1. You should list any body:

- (a) of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority:-

Information for paragraph 1(a) (or write "none", if applicable)
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- (b) of which you are a member or in a position of general control or management and which (i) exercises functions of a public nature; (ii) is directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):-

Information for paragraph 1(b)
(i) <u>Body(ies) exercising functions of a public nature</u> (write "none", if applicable)
(ii) <u>Body(ies) directed to charitable purposes</u> (write "none", if applicable)
(iii) <u>Body(ies) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</u> (write "none", if applicable)

### **Employment or business carried on by you**

2. You should show every employment, office, trade, profession or vocation that you have to declare for income tax purposes.
3. Give a short description of the activity concerned: for example, "Computer Operator" or "Accountant".
4. Employees should give the name of their employer. If employed by a company, give the name of the company paying your wages or salary, not that of the ultimate holding company. You do not have to declare the amount of your wages or salary.
5. Where you hold an office, give the name of the person or body which appointed you. In the case of a public office, this will be the Authority which pays you. In the case of a teacher in a maintained school, the Local Education Authority; in the case of an aided school, the School's Governing Body.

Information for paragraphs 2-5 (write 'none' if applicable, remember to include name of employer, if any)

### **Payments for Election or other Expenses**

6. You should declare the name of any person or body (other than the Council) who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties. You do not need to declare the amounts of any payments: only the name of the person or body making them.

Information for paragraph 6 (write 'none' if applicable)

### **Interests in companies and securities**

7. You should list any person or body who (to your knowledge) has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower).
8. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.
9. You do not need to show the extent of your interest.
10. The requirement also covers shares and securities held in the name of other people in which you have a beneficial interest.

Information for paragraphs 7 to 10 (write 'none' if applicable):

### **Contracts with the Authority**

11. You should describe any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified by you in relation to paragraphs 7-10 above.
12. This should include all contracts, of which you are aware, which are not fully discharged.
13. This would include contracts for the supply of goods, services or works on the Authority's behalf.
14. You need not say what the financial arrangements are, but should say for how long the contract is.

Information for paragraphs 11 to 14 (write 'none' if applicable):

### **Gifts and Hospitality**

15. You should list any person or body from whom you have received a gift or hospitality with an estimated value of at least £25.
16. This relates only to gifts and hospitality received in connection with your position or duties as a councilor.

Information further to paragraphs 15 and 16 (write 'none' if applicable):

### **Land in the area of the Authority**

17. You should include any land in the area of the Authority in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description to identify it. If you live in the Authority's area you should include your home under this heading as owner, lessee or tenant.

18. You should also include any property from which you receive rent, or of which you are the mortgagee.
19. "Land" includes any buildings or parts of buildings.

Information for paragraphs 17 to 19 (write 'none' if applicable).  
(Remember (i) that this will include the property you live in, if it is within your authority's area; and (ii) to give an address or other description sufficient to identify the land or buildings in question)

### **Tenancies**

20. You should include any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraphs 7-10 above is, the tenant.

Information for paragraph 20: (write 'none' if applicable)

### **Licences to occupy land**

21. You should include land in the area of the Authority for which you have a licence (alone or jointly with others) to occupy for 28 days or longer. You should give the address or a brief description to identify the land.
22. "Land" includes any buildings or part of buildings.

Information for paragraphs 21 to 22 (write 'none' if applicable).  
(Remember to give an address or other description sufficient to identify the land or buildings in question)

**Changes to Registered Interests**

- 23. I understand that I must, within 28 days of becoming aware of any change to the above interests, provide written notification to the Council's Monitoring Officer, of that change.
- 24. I recognise that it is a breach of the Council's Code of Conduct to:
  - (i) omit information that ought to be given in this notice;
  - (ii) provide information that is materially false or misleading;
  - (iii) fail to give further notices in order to
    - bring up to date information given in this notice;
    - declare an interest that I acquire after the date of this notice and have to declare
- 25. I understand that any breach of the Code of Conduct by me can be the subject of a complaint.

**Signed:** .....  
**Councillor**

**Date:** .....

**RECEIVED:** **Signed:** .....  
**Monitoring Officer of the District Council**

**Date:** .....

(General Notes

- (i) if in doubt seek guidance on completion of this form from your Council's Clerk.
- (ii) make sure you have entered your name and that of your Council at the beginning.
- (iii) all sections of the form should be completed and the form signed, dated and returned to the Clerk to your Council for checking. A copy of the form will be sent to your Clerk after it has been registered by the Monitoring Officer. A copy of the form will be available for public inspection.
- (iv) your attention is drawn to paragraph 14 of the Code which relates to the registration of sensitive information. If you consider that any information you would otherwise be required to register falls into this category then you should contact the Monitoring Officer for advice: information may be excluded from the register on this ground only if the Monitoring Officer agrees.)