

**THAME TOWN COUNCIL
LOCALISM ACT 2011**

MEMBERS' GIFTS AND HOSPITALITY REGISTER

Pursuant to Section 27 of the Localism Act 2011, the Council has adopted a Code of Conduct which requires that a Member must, within twenty eight days of receiving any gifts or hospitality over the value of £50, provide written notification to the District Council's Monitoring Officer of the existence and nature of that gift or hospitality.

This form should be completed by any Member (including a Co-opted Member) who has to satisfy the registration requirements of the Council's Code. Attention is drawn to the notes overleaf.

1. Date of Entry

2. Name of Member offered a Gift or Hospitality

3. Date of Offer

4. Name and address of Organisation or Individual making the Offer

5. Nature of Gift or Hospitality

6. Estimated value of the Gift or Hospitality

7. Circumstances in which the Offer made was accepted

8. Date of Acceptance

9. Comments

10. Signature(s)

The Council regards your privacy as important and the personal information you give to us will be used in accordance within the law. Please read our Privacy Notice [here](#). A hard copy document can be provided.

NOTES:

1. Offers of Gifts or Hospitality should never be solicited by any Member of the Council.
2. This form should be completed within 28 days of receiving any Gift or Hospitality over the value of £50.
3. Once you have completed this form, it should be sent to the Town Clerk who, after recording it, will send it to the Monitoring Officer at South Oxfordshire District Council. The form will be retained by the Monitoring Officer and will be open to public inspection at all reasonable times.
4. If you have difficulty in completing this form, you should telephone the Town Clerk, in the first instance, or the Monitoring Officer for advice.
5. The Comments Section should be used to indicate if an offer was only accepted after consultation and if so with whom and any other information which you believe should be recorded and be in the public domain.
6. The Comments Section should also be used to state the ultimate destination of a Gift if you accept it and then pass it on to another person. The ultimate recipient should also sign the form in such circumstances.
7. Where any offer of any Gift or Hospitality is made to a number of Members which is accepted, all Members must fill in their own form. It is not sufficient for one of you to fill in a composite form as there needs to be an audit trail in each case so you can avoid allegations of non-disclosure and breach of the Code of Conduct.
8. The purpose of registration is to record **gifts or hospitality that have been (or might reasonably be considered to have been) given or offered to you in connection with your office as a Member of the Council**. Personal gifts or hospitality from family need not, therefore, be registered nor, generally, need gifts or hospitality from friends. You will, however, need to exercise caution if the friend concerned may be doing, or seeking to do, business with the Council, or may be applying for planning permission or some other kind of decision. If in doubt, always err on the side of caution.
9. You are not obliged statutorily to register offers of gifts or hospitality over the value of £50 that you decline. You are, however, required by the Code of Conduct to register them. This is so that you are protected in the event of a complaint or enquiry, but so that the Monitoring Officer is made aware of inappropriate offers made to Members. The comments section in the form should be used for this purpose.
10. You may consider that *all* offers of gifts and hospitality should be declared, particularly in circumstances where a series of gifts or hospitality individually worth less than £50 is received or offered by the same person. As with 9 above, this is strongly encouraged but it is not compulsory.