

Minal Parish Council

Code of Conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, Minal Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council and when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

Member Obligations

As a member of the Council you must promote and support high standards of conduct and have the following obligations.

1. You must behave professionally in carrying out duties for the Parish Council and in such a way that a reasonable person would regard as respectful and not regard as bullying, discriminatory or intimidatory.
2. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
3. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
4. You must make all choices, such as awarding contracts or recommending individuals, on merit.
5. You are accountable for your decisions to the public and must be as open as possible about decisions and actions of the council and should be prepared to give reasons for those decisions and actions.
6. You must not disclose information received whether visually, oral or written, which is confidential or where disclosure is prohibited by law.

7. You must use the resources of the Council in accordance with its requirements.

Registration of Interests

8. Within 28 days of this Code being adopted by the Council, or your election as a member, you must register with the Clerk or other Monitoring Officer the interests which fall within the categories set out in Appendices A and B where the pecuniary interest is yours, your spouse's or civil partner's or somebody with whom you live as a civil partner.
9. Upon the re-election or re-appointment you must within 28 days review your pecuniary interests in Appendices A and B and re-register any changes with the Clerk or other Monitoring Officer.
10. You must register with the Clerk or other Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
11. You need only declare the existence but not the details of any interest which the Clerk or other Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.
12. Parish Councillors Register of Interests will be formally reviewed annually at the Annual General Meeting.

Declaration of Interests at Meetings

13. Where a matter arises at a meeting which relates to an interest in Appendix A you shall not participate in a discussion or vote on the matter. You only have to declare what your interest is if it is not already entered in the member's register of interests or if you have not notified the Clerk or other Monitoring Officer of it.
14. Where a matter arises at a meeting which relates to an interest in Appendix B, you shall not vote on the matter. You may speak on the matter only if members of the public are also allowed to speak at the meeting.
15. You must declare your interest in Appendix B if it is not already entered in the register of interests or if you have not notified the Clerk or other Monitoring Officer of it or if you speak on the matter.
16. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), you must disclose the nature of the interest and not vote on the matter. You may speak on the matter only if members of the public are also

allowed to speak at the meeting. If it is a 'sensitive interest' you must declare the interest but not the nature of the interest.

Dispensations

17. On a written request made to the Chairman and Clerk, the Council may grant a dispensation to participate in a discussion and vote on a matter at a meeting even if you have an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.
'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.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

DECLARATION OF ACCEPTANCE OF OFFICE

I having been elected to the office of Parish Councillor of Minal Parish Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

I register and declare the following pecuniary and non-pecuniary interests as specified in Appendix A and B set out below.

I declare that I have not been convicted or charged of any criminal offence other than a motoring offence or where those offences were charged they are now spent under the Rehabilitation of Offenders Act 1974.

I confirm I will register and declare any new interests with the Clerk to the Council within 28 days.

Signed:

Date:

This declaration was made and signed before me,

Signed:

Date:

Name

Proper officer of the council (1).

(1) Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration(a).

(a) Under section 83(3) of the Local Government Act 1972, a declaration for members of parish councils shall be made before a member or the proper officer (Clerk) of the council.

Record of Interests - please complete sections which apply

None	
Employment, Office, Trade, Profession, Vocation	
Sponsorship	
Contracts	
Land	
Licences	
Corporate Tenancies	
Securities	
Any Body of which I am a member as specified in Appendix B	