

# Wicken Parish Council

## Gifts and Hospitality Policy

### 1. Scope

- 1.1. This policy applies to all Councillors, members of sub-committees organised by the Parish Council and anyone employed by the Parish Council.
- 1.2. Information disclosed under this policy is integral to the Member's Declaration of Interest forms lodged with the local authority

### 2. Legal framework

- 2.1. It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council (Bribery Act 2010).

### 3. Policy statement

- 3.1. Wicken Parish Council has adopted an approach that means that any gift or hospitality of whatever value received by a Councillor from a third party as a result of their position as a Parish Councillor will be declined.
- 3.2. The policy also applies to employees of Wicken Parish Council

### 4. Circumstances that do not constitute a gift

- 4.1. There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a member:
  - 4.1.1. Civic hospitality provided by another public authority
  - 4.1.2. Normal and modest refreshment in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits)
  - 4.1.3. Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business
  - 4.1.4. Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection
  - 4.1.5. Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from civic events).

### 5. Disclosure

- 5.1. Any Councillor or staff member who receives a gift or offer of hospitality must immediately disclose (within 24 hours) the precise circumstances including nature of the gift or inducement and the person/organisation involved
  - 5.1.1. Councillors should report such instances directly to the Parish Clerk
  - 5.1.2. The Parish Clerk should report such instances to the Chair
- 5.2. Failure to disclose any relevant information in a timely fashion will be considered with reference to the Code of Conduct.

### 6. Gift and Hospitality Log

- 6.1. As the policy of Wicken Parish Council is to decline any gifts or hospitality which would need registration, no log will be retained.

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