

# Register of Interests for Parish Councillors

*(please read the attached Guidance Notes before completing this form)*

I, ....., a member of West Horsley Parish Council, notify the Monitoring Officer that I have set out in Sections A and B below the interests which I am required to register under Section 30 of the Localism Act 2011, including the interests of my spouse/civil partner where applicable, and have entered "None" where I have no such interests.

(\* delete as appropriate)

Please answer all parts of this form in BLOCK CAPITALS.  
You must enter information in every box.

## **Section A: Disclosable Pecuniary Interests**

(1) Details of any employment, office, trade, profession or vocation carried on for profit or gain.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

(2) Details of any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months in respect of any expenses incurred by me in carrying out duties as a member, or towards my 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.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

- (3) Details of any contract which is made between me, or my spouse/civil partner (or a body in which I or my spouse/civil partner have a beneficial interest), and the Parish 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.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

- 4) Details of any beneficial interest in land within the Parish Council's area

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

- 5) Details of any licence (alone or jointly with others) to occupy land within the Parish Council's area for a month or longer.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

- 6) Details of any tenancy where (to my knowledge)
- a) the Parish Council is the landlord; and
  - b) the tenant is a body in which I, or my spouse/civil partner, have a beneficial interest.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

- 7) Details of any beneficial interest in securities of a body where –
- (a) that body (to my knowledge) has a place of business or land in the Parish Council’s area; 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 I, or my spouse/civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

<u>Councillor</u>	<u>Spouse/Civil Partner</u>

**Section B: Non-Pecuniary Interests**

- 8) Details of membership of organisations to which you have been appointed or nominated by your parish council and in which you hold a position of general control or management.

- 9) Details of membership, or holding a position of general control or management, of any body that:
- exercises functions of a public nature
  - is directed to charitable purposes, or
  - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**Section C: Gifts and Hospitality**

10) Any person from whom I have received a gift or hospitality, during my term of office as a councillor in connection my official duties as a councillor, with an estimated value at least £50:

[NB: Your attention is drawn to the Councillors' Code of Conduct (para 10), which states:

As a councillor:

- I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.]

**Signed\*:** .....

**Dated:** .....

\* All signatures should be redacted when this form is uploaded onto the parish council's website

If you require further advice on completion of this form, please contact the Monitoring Officer:  
Tel: 01483 444991  
Email: [monitoringofficer@guildford.gov.uk](mailto:monitoringofficer@guildford.gov.uk)

Or John Armstrong, Democratic Services & Elections Manager, and Deputy Monitoring Officer,  
Tel: 01483 444102  
Email: [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk)

## Register of Interests for Parish Councillors

### GUIDANCE NOTES FOR COMPLETION OF THIS FORM:

**Please note that registration of parish councillors' Disclosable Pecuniary Interests is mandatory. Failure to comply, without reasonable excuse, with the arrangements for the registration and disclosure of Disclosable Pecuniary Interests described below is a criminal offence, with a penalty on conviction of a fine of up to £5,000 and disqualification from office for up to five years. It is also a criminal offence to knowingly provide false or misleading information when making the notification or to be reckless as to whether the information is true and not misleading.**

1. Please complete the register of interests form in BLOCK CAPITALS and return it your parish clerk as soon as possible. Your parish clerk will then upload the form on to your parish council's website and forward the original form to:

John Armstrong  
Deputy Monitoring Officer  
Guildford Borough Council,  
Millmead House  
Millmead,  
Guildford,  
Surrey GU2 4BB

You must complete this form even if you have been re-elected as a parish councillor.

2. Your entry on the register of interests will also be available for public inspection at Guildford Borough Council's offices.
3. In addition to your own Disclosable Pecuniary Interests, you are also required to notify the Monitoring Officer of the Disclosable Pecuniary Interests (of which you are aware) of your spouse, civil partner or any person with whom you are living as if they were a spouse or civil partner. In this form, such a person is referred to as the "Spouse/Civil Partner". The Spouse/Civil Partner is not required to be identified.
4. Within 28 days of becoming aware of any change to the interests you have specified on the register of interests, you must complete a new register of interests form (a copy of which is available from your parish clerk) and return the completed form to your parish clerk, who will upload it to your parish council's website and send the original to the Monitoring Officer.
5. Under your parish council's Code of Conduct, you will be required to disclose at any meeting of the Parish Council, or any of its committee or sub-committees, any Disclosable Pecuniary Interest that you may have in respect of any matter for consideration at that meeting. Unless you obtain a dispensation, you must withdraw from the meeting room immediately before consideration of the matter and not participate in any discussion or vote in regard to it.

6. The Guidance Notes in the table below, will assist you in the completion of Section A of the Register of Interests form (Disclosable Pecuniary Interests):

<b>Disclosable Pecuniary Interest</b>	<b>Prescribed description</b>	<b>Guidance Notes</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.	This DPI is about how you and your spouse/civil partner make a living. You should include your employment, business, or other source of earned income.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>	This DPI is about any financial support you have received or continue to receive for being a parish councillor. This will include election expenses if you are a member of a political party which pays these.

Disclosable Pecuniary Interest	Prescribed description	Guidance Notes
Contracts	<p>Any contract which is made between you or your spouse/civil partner (or a body* in which you or your spouse/civil partner has a beneficial interest) and the parish council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.</p> <p>(* “body” means a firm in which you or your spouse/civil partner are a partner or a body corporate of which you or your spouse/civil partner are a director**, or in the securities of which you have a beneficial interest)</p> <p>(** “director” includes a member of the committee of management of an industrial and provident society)</p>	<p>If you, or your spouse/civil partner, have any contracts with your parish council or you are an owner or part owner of a business which has any contract with the parish council, you must declare this here.</p> <p>If the contract is completed (i.e., no more services or payments arising) you do not need to include it.</p>
Land	<p>Any beneficial interest in land within the parish council’s area.</p>	<p>This is where you must declare any property that you or your spouse/civil partner own in the administrative area of the parish. <b>It includes both freehold and leased land, including your home if you are a home owner.</b></p> <p>If land is held in trust for either of you it should be included in the register.</p>

Disclosable Pecuniary Interest	Prescribed description	Guidance Notes
Licences	Any licence (alone or jointly with others) to occupy land in the parish council's area for a month or longer.	This is where you must declare any property in the administrative area of the parish that you or your spouse/civil partner occupy or have the use of, with the permission of someone else, an allotment for example.
Corporate tenancies	Any tenancy where (to your knowledge)—  (a) the landlord is the parish council; and  (b) the tenant is a body in which you, or your spouse/civil partner, have a beneficial interest.	You must declare any properties which you or your spouse/civil partner rent from the parish council, or which is rented by a business which you or your spouse/civil partner own or partly own.
Securities	Any beneficial interest in securities of a body where  (a) that body (to your knowledge) has a place of business or land in the parish council's area; 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 you or your spouse/civil partner have a beneficial interest exceeds one hundredth of the total issued share capital of that class.	This DPI is about shares, debentures, bonds, loan stock etc. Only a business that has a place of business or land in the administrative area of the parish is relevant. You must include your spouse/civil partner's interests.  Only share ownership that has a face value equal to or more than £25,000 (NB not the trading value) is relevant, unless you hold 1% or more of the total shares issued or of any class of shares

### **Sensitive Interests**

7. If you feel that you have an interest which, if disclosed on a public register, could lead to yourself or a person connected to you being subject to violence or intimidation, then you must still disclose the interest on this form, but highlight it as a Sensitive Interest. This will be referred to the Monitoring Officer who will contact you to discuss whether the interest should be withheld from the website and the publicly available register.

### **Non-Pecuniary Interests**

8. If your parish council has adopted a code of conduct similar to the Councillors' Code of Conduct adopted by Guildford Borough Council, you will also be required to register any Non-Pecuniary Interests. A "non-pecuniary interest" is defined as an interest which is not a disclosable pecuniary interest but is nonetheless an interest that may, in the mind of a reasonable observer, affect your objectivity or judgement of the public interest".