

To receive amendments to the Code of Conduct and consider any actions.

Report to: P&F

Date of Report: 9.09.25

Officer Writing the Report: Mayor's Secretary / Receptionist

Officers Recommendations

1. To approve the addition of **Appendix A - Registering Gifts and Hospitality** to the Town Council's Code of Conduct policy, providing clear guidance on what constitutes a gift or hospitality, when it should be declared, and the process for doing so.
2. To reflect the new guidelines and procedure in the Code of Conduct and Civic Handbook in accordance with the request.

Report Summary

Following recent Code of Conduct training, it was identified that the Town Council did not have a formal process in place for members to register gifts or hospitality.

In the code of conduct Part 2 General Obligations section 2.6 it states:

You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total. You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.

To provide clarity and ensure transparency, **Appendix A** has been drafted to outline the definition and Town Council procedures for declaring gifts and hospitality.

If approved, it will be referenced and form part of the Code of Conduct and will apply to all Councillors, including specific provisions for the Mayor and Deputy Mayor.

Signature of Officer:

Mayor's Secretary / Receptionist