

# Register of Interests for parish councillors and co-opted parish councillors

## GUIDANCE NOTES FOR COMPLETION OF THIS FORM:

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

The Monitoring Officer  
c/o Democratic Services  
Guildford Borough Council,  
Millmead House  
Millmead,  
Guildford,  
Surrey GU2 4BB

Email: [diane.owens@guildford.gov.uk](mailto:diane.owens@guildford.gov.uk)

The registration of parish councillors' and co-opted parish councillors' interests is mandatory.

2. A copy of your entry on the register of interests will be available for public inspection at Guildford Borough Council's offices and will also be published on Guildford Borough Council's website (normally via a hyperlink to the relevant page on the parish council's website).

### **Disclosable Pecuniary Interests**

3. The different types of Disclosable Pecuniary Interests are set out in Section A below. In addition to your own Disclosable Pecuniary Interests, you are also required to notify the Council's 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 specified below, 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. Failure to comply, without reasonable excuse, with the arrangements for the registration and disclosure of disclosable pecuniary interests 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.

### **Non-Pecuniary Interests**

6. If your parish council has adopted a code of conduct similar to the Councillors' Code of Conduct adopted by Guildford Borough Council, you will now 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. Examples of non-pecuniary interests include but are not limited to:
  - (a) 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, or
  - (b) 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
- one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**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. Your parish clerk will then refer your form to the Monitoring Officer who will contact you to discuss whether the interest should be withheld from the register viewable on the website and the publicly available register.

**Definitions**

8. In this register:

“body in which I or my spouse/civil partner have a beneficial interest” 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 or your spouse/civil partner have a beneficial interest;

“co-opted member” means a person who is not a member of the authority but who

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse or civil partner (alone or jointly with another) to occupy the land or to receive income;

“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.

If you require further advice on completion of this form, please contact the Monitoring Officer, Diane Owens:  
 Tel: 01483 444027  
 Email: [diane.owens@guildford.gov.uk](mailto:diane.owens@guildford.gov.uk)

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

I, .....,  
 a member/co-opted member\* of .....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. 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>
<div data-bbox="316 656 663 786" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>	<div data-bbox="826 667 1174 797" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>

- (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>
<div data-bbox="292 1189 643 1319" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>	<div data-bbox="826 1122 1174 1252" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>

- (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 of which I am a member
- (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>
<div data-bbox="292 1740 643 1870" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>	<div data-bbox="826 1740 1174 1870" style="border: 1px solid black; padding: 5px; width: fit-content;">None</div>

- 4) Details of any beneficial interest in land within the Parish Council's area (this will normally include your home address).

<u>Councillor</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>	<u>Spouse/Civil Partner</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>
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- 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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>	<u>Spouse/Civil Partner</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>
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- 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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>	<u>Spouse/Civil Partner</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>
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- 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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>	<u>Spouse/Civil Partner</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">None</div>
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**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.

None
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- 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)

None
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### **Section C: Gifts and Hospitality**

- 10) Any person from whom I have received a gift or hospitality, during my term of office as a parish councillor in connection with my official duties as a parish councillor, with an estimated value of between £25 and £50:

None
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Signed\*:  .....

28/3/2021

Dated: .....

\* All signatures should be redacted when this form is uploaded onto the parish council's website (if it has one)