



**REGISTER OF MEMBER'S INTERESTS**

**NOTICE OF REGISTRABLE INTERESTS**

*(NB: Before completing this Notice, Members are recommended to study the Ministry for Housing, Communities and Local Government guidance document "[Openness and transparency on personal interests](#)")*

***Please write in block capitals throughout this Notice avoiding abbreviations***

I, Councillor .....

a Member of ..... Council ('the Council')

Email address .....

Hereby give notice that I have set out below under the appropriate headings my interests, which I am required to declare under my Council's Code of Conduct. These include any Disclosable Pecuniary Interests under Sections 29 to 31 of the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, and I have put '**none**' where I have no such interests under any heading.

**I understand and acknowledge the following:**

1. I must complete, sign and return this notice within 28 days of my election or appointment to office. I understand that I must register my disclosable pecuniary interests and any non-pecuniary interests as required under my Council's Code of Conduct or that I choose to disclose providing notification to the Council's Monitoring Officer.
2. If my circumstances change I must, within 28 days of becoming aware of any changes to the interests specified above, provide written notification to the Monitoring Officer of that change. I should do this by completing the Register Update Form which is available by e-mailing the Monitoring Officer at [monitoringofficer@mendip.gov.uk](mailto:monitoringofficer@mendip.gov.uk).
3. Part 1 of this Notice contains Disclosable Pecuniary Interests as prescribed by The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Part 2 contains *non-pecuniary* interests which I have registered in accordance with my Council's Code of Conduct or which I have voluntarily registered.

Please remember to write "**none**" if you have nothing to declare regarding any of the questions. For information on how the Council processes your data refer to [www.mendip.gov.uk/privacy](http://www.mendip.gov.uk/privacy)

4. Disclosable pecuniary interests include not only my interests but also the interests of my spouse or civil partner, (or person with whom I am living as such), with the exception of sponsorship, where I need only include my own interests. If I wish to differentiate between my interests and those of my spouse/civil partner (or person with whom I are living as such).

**Note:** Where personal information about a spouse or civil partner is provided on this form, please make them aware that you have done so and direct them to the privacy notice which is provided at the end of the form and also at the bottom of this page.

5. The Localism Act 2011 has created specific criminal offences in relation to the disclosure of pecuniary interests (Part 1 of this register). I understand that without a reasonable excuse it is a **criminal offence**:
- i to fail to register a Disclosable Pecuniary Interest (DPI) I am aware of within 28 days of my election or re-election;
  - ii to take part in the debate or vote at any meeting where I have registered or unregistered DPI;
  - iii to fail to declare at a meeting and / or to take part in the debate or vote, if I am aware I have a DPI which is not yet registered or notified to the Monitoring Officer;
  - iv if I have declared an unregistered DPI at a meeting, to fail to register that within 28 days of that declaration;
  - v to provide false or misleading information in relation to any registration or to be reckless as to its accuracy;
  - vi to take any steps or further action on a matter in which I have a DPI other than referring it elsewhere;

I recognise any such failure is a direct contravention of the Localism Act 2011 and a criminal offence; and may be investigated by Avon and Somerset Constabulary and referred to the Director of Public Prosecutions. **I understand that upon conviction a Member or co-opted Member may be fined up to a maximum of £5,000.**

### **Sensitive Interests**

6. If I feel I have an interest which could create, or is likely to create, a serious risk that I or a person connected to me may be subjected to violence or intimidation, then I must disclose this as a 'sensitive interest' to the Monitoring Officer. Where I consider that this may apply, I should complete the Sensitive Interest Form which is available from the Monitoring Officer by e-mailing [Monitoringofficer@mendip.gov.uk](mailto:Monitoringofficer@mendip.gov.uk).

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Subject to the Monitoring Officer's agreement, once declared, I note the interest will be logged and kept separately. Such an interest **need not** then be recorded on this form, and will not therefore appear in the public register.

Where the interest is no longer a 'Sensitive Interest' I must notify the Monitoring Officer within 28 days of that change.

### Gifts and Hospitality

7. I will, **within 28 days** of receiving any gift or hospitality in my capacity as a Member, with **an estimated value of at least £25**, provide written notification of that interest, including details of the person(s) from whom it was received. I understand that I should do this by completing the '**Update Form**' which may be obtained and returned in the manner described in 2 above. Details of gifts and hospitality notified to us will be included with your Register of Interests.

### I recognise that I have a legal duty to complete this Notice and that I should not:

1. Omit any information which ought to be given in this notice;
2. Provide information that is materially false or misleading;
3. Fail to update this information as my circumstances change.

**Signed:** ..... (Councillor)    **Dated:** .....

**DATE RECEIVED:**

**Signed:** ..... (Monitoring Officer)

**Dated:** .....

Please remember to write "**none**" if you have nothing to declare regarding any of the questions. For information on how the Council processes your data refer to [www.mendip.gov.uk/privacy](http://www.mendip.gov.uk/privacy)

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**PART 1 – DISCLOSABLE PECUNIARY INTERESTS**

**NOTE:** The words in *italics* give some explanation/background about the information required.

**1. Employment, Office, Trade, Profession or Vocation**

You should disclose any employment, office, trade, profession or vocation carried on for profit or gain, including the name of any person or body who employs or has appointed you, **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

*If self-employed please state as what and the trading name eg. Self-employed decorator – Paint Drips R Us. If employed, please include job title/description and full name of employer. If you hold an office, please give the name of the person and body which has appointed you.*

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**2. Securities**

You should detail any beneficial interest in securities of a body which has to your knowledge a place of business or land in the area of your Council and **either** the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital, **or** one hundredth of the total issued share capital of any class of shares issued **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

*You should list the names of any companies, industrial and provident societies, co-operative societies, or other bodies corporate that (to your knowledge) are active in the Council area and in which you or your partner have a substantial interest. You do not need to register the market value of the share.*

*You have a substantial interest if you own shares or other securities in the company with a nominal value of more than £25,000 or more than 1/100<sup>th</sup> or more than 1/100<sup>th</sup> of the issued share or securities. If there are several classes of shares or securities, the fraction of 1/100<sup>th</sup> applies to any of these classes.*

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**3. Contracts**

You should detail any current un-discharged contract made between you, or a body in which you have a beneficial interest, and the Council (or an organization contracted to carry out business on its behalf) under which goods or services are to be provided or works are to be executed, **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

*Details should enable identification of the contract but there is no need to state the value of the contract or its terms.*

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**4. Land, Property, Licences and Corporate Tenancies**

**4.1 Land and Property**

You should detail any beneficial interest in land (**and this includes your house**) within the area of the Council (excluding any easement, or right in or over land which does not carry the right to occupy or receive income), **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

*This must include at least your home address, regardless of if you own, rent or live with a family member etc. Sufficient details should be given to identify the land e.g. postal address, field number or grid reference. Supply a diagram or map if necessary for land as a description of 20 acres at Somewhere Farm does not provide enough detail.*

*'Land' includes any buildings or parts of buildings.*

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4.2 Licences

You should detail any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer, **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

*This includes land where you neither own nor have a tenancy of the land. You should give the address or a brief description to identify it. Please refer to the advice note under section 4.1 as to how land occupied under licence should be identified.*

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4.3 Corporate Tenancies

You should detail any tenancy where to your knowledge, the Council is the landlord and the tenant is a body in which you have a beneficial interest **and that of your spouse/civil partner** (or person with whom you are living as such) of which you are aware.

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5. **Sponsorship**

You should declare that you have received any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of expenses incurred by you in carrying out your duties as a member, or towards election expenses.

*This includes any payment or financial benefit from a trade union or political party.*

*You **do not** need to include any sponsorship of your spouse/civil partner (or person with whom you are living as such).*

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## PART 2 – NON PECUNIARY INTERESTS

### 1. Membership of Other Bodies

Councillors and co-opted Members of the Council should give details of any:

- (a) Body to which he/she has been appointed or nominated by the authority as its representative;

*This will include, for example, where the Council has appointed you to sit on an outside body.*

- (b) Public authority or body exercising functions of a public nature;

*This includes regional and local development agencies, other government agencies, other Councils, public health bodies, organisations carrying out housing functions and school governing bodies.*

- (c) Company, industrial and provident society, charity or body directed to charitable purposes;

*This will include, for example National Trust, English Heritage, Rotary Club, Lions Club, local charitable trusts and Freemasons. Freemasons who are members of the Grand Charity must register membership of the Grand Charity in their Register of Members' Interests. If an individual lodge is one which has charitable status or could be described as a body directed towards charitable purposes, then membership of that lodge would also need to be registered.*

- (d) Body whose principal purposes include the influence of public opinion or policy

*This will include membership of a political party as well as membership of any pressure group or other organisation which includes lobbying as one of its principal purposes.*

Name and Nature of Organisation	Category (a) – (d) above	Position Held

Please remember to write “**none**” if you have nothing to declare regarding any of the questions. For information on how the Council processes your data refer to [www.mendip.gov.uk/privacy](http://www.mendip.gov.uk/privacy)

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**PART 3 – GIFTS AND HOSPITALITY**

**1. Disclosure of Gifts and Hospitality**

You must reveal the name of any person/organisation from whom you have received a gift or hospitality with an estimated value of at least £25 which you have received in your capacity as a member of the Council.

*You must register any gifts or hospitality **worth £25 or over** that you receive **in connection with your official duties as a Member**, and the source of the gift or hospitality. (An accumulation of small gifts received over a short period that add up to £25 or over should also be registered).*

*You automatically have a personal interest in a matter under consideration if it is likely to affect a person or body who gave you a gift or hospitality that is registered. If that is the case, you must declare at the meeting the existence and nature of the gift or hospitality, the person who gave it to you and how the business under consideration relates to that person.*

*Once three years have passed since you registered the gift or hospitality in your Register of Interests, your obligation to disclose that interest to any relevant meeting ceases.*

*Gifts received in a personal capacity do not need to be registered.*

<b>Date of receipt of Gift/Hospitality</b>	<b>Name of Donor</b>	<b>Reason and Nature of Gift/Hospitality</b>	<b>Approx Value £</b>

*You are reminded that you must update the register within 28 days of receiving any further gift or hospitality with an estimated value of at least £25 by completing the ‘Update Form’ which may be obtained and returned in the manner described on page 1, item no 2.*

Please remember to write “**none**” if you have nothing to declare regarding any of the questions. For information on how the Council processes your data refer to [www.mendip.gov.uk/privacy](http://www.mendip.gov.uk/privacy)

**This Privacy Notice** explains how we use the information provided about you.

Mendip District Council is registered as a Data Controller with the ICO and can be contacted at The Council Offices, Cannards Grave Road, Shepton Mallet, Somerset, BA4 5BT (tel. 0300 303 8588).

Mendip District Council have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [DPO@mendip.gov.uk](mailto:DPO@mendip.gov.uk).

Services covered by this privacy notice	<b>Monitoring Officer – Declaration of Interests</b>
Purpose of the Processing	The personal data you have provided will be used to meet our obligations under the Localism Act 2011 and the Member Code of Conduct to maintain and publish a register of declaration of interests for elected Members for District and Parish Councillors
Legal Basis for the Processing (article 6)	Legal Obligation Public Task
Categories of Personal Data being Processed	Name Name of Spouse or Civil Partner Employment Sponsorship Securities Contracts Land Licenses Corporate Tenancies Membership of Other Bodies Gifts and Hospitality Sensitive Interests*
Special Categories of Personal Data being Processed (if appropriate)	N/A
Legal Basis for Processing (article 9)	N/A
Who is the data shared with	The information provided forms part of the public record, as required by the Localism Act (2011). The data is published on the Council website (*excluding sensitive interests)  Other Public Bodies e.g. the Police, ICO
How long will the data be kept for	Records of Members Declaration of Interests are retained while the member is in office and for a further period of 4 years after the Member leaves office.

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