

# BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council  
held at Wasperton Village Hall  
on Mon 9 Jul 12

**Present:** Cllr M J Metcalfe (Chairman)  
Cllr: Mrs W Barlow, R Clay, J M Hawkesford, Mrs J L Longfield, S J McVeigh,  
P A P Morris, D C Morrow, A B Rhead, Mrs A Gordon, Mrs R Newsome,  
Mrs P K Payne, N F J Thurley,  
**Apologies:** Cllr: J V Murphy, R A Shotton-Oza, J T Wright  
**In Attendance:** Cllr Michael Kinson OBE (Chairman WDC), Cllr Les Caborn (WCC),  
Ms Sarah Brooke-Taylor (WRCC), Mr Neil Gilliver (WRHA),  
Mr Graham Stanley (WCC)

## Opening

- 75 The meeting opened at 7:35 pm
- 76 Four members of the public were present.
- 77 The Chairman welcomed Cllr Kinson to the meeting.
- 78 Cllr Kinson addressed the meeting.

## Declarations of Personal and Prejudicial Interests

- 79 None was declared

## Public Participation

- 80 There was no public participation.

## Affordable Housing Scheme

- 81 The JPC received a presentation from Ms Sarah Brooke-Taylor (WRCC) and Mr Neil Gilliver (WRHA), on an Affordable Housing Scheme on Wasperton Lane.
- 82 The following points were raised in discussion:
- It is proposed to conduct a public consultation in September
  - The scheme was not hindered by the WDC New Local Plan wherein rural exception continues
  - The design is in compliance with the Barford Village Design Statement
  - The planning process for the project would be followed in full
  - The scheme is built upon Grade 1 agricultural land
  - The two other schemes in Barford (Taylor Wimpey and Sharba Homes), both with an affordable housing element, were being taken fully into consideration.
  - The project was funded
  - WRHA was in negotiation with the landowner
- 82.1 The JPC approved further work on the project and a public consultation.
- 83 The presentation team was thanked for its considerable and skilled efforts.

[Ms Brooke-Taylor and Mr Neil Gilliver left the meeting]

## Highway Projects

- 84 Mr Graham Stanley (WCC) addressed the meeting and presented a synopsis of highway projects under consideration:
- The introduction of a 30mph speed limit and a 7.5tonne weight limit for vehicles in Sherbourne (£13k)
  - The construction of a new refuge on the A429 to protect vehicles turning left into Barford from tail-end shunts (£25k)
  - The imposition of a 50mph speed limit along the A429 from Junction 15 of the M40 to beyond Wasperton (£13k)
- 85 There was lengthy and animated discussion over the efficiency and cost effectiveness of the proposals and, being aware that there was sufficient funding for only one of these in the current year, some rivalry between the champions of these schemes.
- 86 Eventually the view that the third project (the imposition of a 50mph speed limit along the A429) was likely to produce the most benefit to the most people prevailed and the JPC voted that all the funds currently available to be devoted to it.
- 87 The other projects would be retained and funding sought for them in some future round.
- 88 The Chairman thanked Mr Stanley for his presentation.

[Mr Stanley left the meeting]

## Minutes of the Meeting of Council 11 Jun 12

- 89 The minutes were approved as a true record. There were no matters arising.

## Minutes of the Meeting of the Planning Committee 11 Jun 12

- 90 The minutes were approved as a true record. There were no matters arising.

## Cash Balances as at 30 Jun 12

- 91 The JPC took note of the following cash balances:
- HSBC £ 4,280.18
  - Santander £46,961.40

## Receipts and Payments

- 92 The JPC endorsed the following:

Date	Payee/er	Category	Total
1 Jun 12	Stop 000072	Contra	1,043.00
1 Jun 12	Administration	Postage	(20.80)
1 Jun 12	Administration	Travel Expenses	(52.52)
1 Jun 12	Replace 000072	Contra	(1,043.00)
1 Jun 12	Bayliss	Allotments Rents	18.08
6 Jun 12	Santander	Bank Interest	2.42
7 Jun 12	Stopped Cheque	Bank Charges	(10.00)
7 Jun 12	Stopped Cheque	Bank Charges	(10.00)
7 Jun 12	MFM Services	Mowing Charges	(225.00)
8 Jun 12	TPC Digital Solutions	Printing and Stationery	(28.36)
10 Jun 12	HMRC	Employment Expenses	(551.45)
15 Jun 12	BS&GSG	Allotments Water Charges	(20.94)
15 Jun 12	Sims Garden Machinery	Open Spaces Maintenance	(27.67)
15 Jun 12	S&D Window Cleaners	Bus Shelter Maintenance	(60.00)
28 Jun 12	Salaries	Employment Expenses	(711.24)
28 Jun 12	Administration	Office Accommodation	(54.92)

## **Management Accounts as at 30 Jun 12**

93 The JPC took note of the Management Accounts at Annex A.

## **Code of Conduct**

94 The JPC resolved to adopt the current Warwick District Council Code of Conduct (and all subsequent revised versions thereof as determined by Warwick District Council) forthwith.

95 The current version is at Annex B.

## **New Local Plan**

96 The JPC delegated authority to a working party to examine and comment upon the New Local Plan on its behalf.

97 The working party will meet on 16 Jul 12 at a venue to be decided. Its members are to be drawn from:

- Cllr Mrs Barlow
- Cllr Clay
- Cllr Mrs Gordon
- Cllr McVeigh
- Cllr Metcalfe
- Cllr Morris
- Cllr Morrow
- Cllr Murphy

## **Housing Needs Survey**

98 Cllr Mrs Barlow tabled an unvalidated, draft report on the findings of the housing needs survey.

99 Ms Sarah Brooke-Taylor (WRCC) had volunteered to validate it at no charge. This offer was gratefully accepted by the JPC.

100 It was agreed that this was an open document to be made available for inspection by any interested party, and that it would be posted on the Barford website.

101 It was further agreed to study it again at the next meeting of the JPC.

## **Taylor Wimpey Liaison Meeting (Sherbourne Nursery Development)**

102 Taylor Wimpey had thanked the JPC for receiving its presentation and proposed the first "liaison" meeting. It is intended to schedule this in the near future and members will be advised of the venue, date and time in due course. Volunteering to be delegates to the meeting were:

- Cllr Mrs Barlow
- Cllr Clay
- Cllr Mrs Longfield
- Cllr Shotton-Oza
- McVeigh
- Cllr Murphy

## **Closure**

103 Cllr Kinson delivered a valedictory message

104 There being no other business the meeting closed at 9:06pm

## **Date of Next Meeting**

105 Mon 3 Sep 12 at 7:30 pm in Barford Memorial Hall.

## MANAGEMENT ACCOUNTS AS A 30 JUN 12

	Budget 2012-13	YTD	FOO	Diff
<b>RECEIPTS</b>				
Allotments Rents	948	911	932	(16)
Bank Interest	30	5	20	(10)
Concurrent Services Contribution (WDC)	2,530	2,530	2,530	
Diamond Jubilee		622	622	622
Grants/Donations		371	371	371
Precept (WDC)	29,975	14,988	29,975	
VAT prior year (HMRC)	1,500	1,489	1,489	(11)
Wayleave	4	4	4	
<b>TOTAL RECEIPTS</b>	<b>34,987</b>	<b>20,920</b>	<b>35,943</b>	<b>957</b>
<b>PAYMENTS</b>				
Allotments Hire of Land	300		150	150
Allotments Maintenance	150		150	
Allotments Water Charges	180	21	180	
Audit Fees	417	75	417	
Bank Charges	20	20	40	(20)
Bus Shelters Maintenance	600	165	600	
Chairman's Allowance	433		433	
Diamond Jubilee		371	371	(371)
Employment Expenses	15,219	3,780	15,219	
Flagpole		747	747	(747)
Grants: Churchyard Maintenance	1,255		1,255	
Grants: Village Halls	3,130		3,130	
Insurance	800	813	813	(13)
Mowing Charges	1,650	450	1,650	
Office Accommodation	659	165	659	
Open Spaces Maintenance	500	75	500	
Postage	200	37	200	
Printing and Stationery	750	323	750	
Section 137	40		40	
Subs: Information Commissioner	35		35	
Subs: SLCC	140		140	
Subs: WALC	448	470	448	
Training and Seminar Expenses	150		150	
Travel Expenses	400	145	400	
Venue Hire	90		90	
<b>TOTAL PAYMENTS</b>	<b>27,565</b>	<b>7,656</b>	<b>28,566</b>	<b>(1,001)</b>
<b>NET TOTALS</b>	<b>7,422</b>		<b>7,378</b>	

## EXECUTIVE SUMMARY

Opening Balance 1 Apr 12	38,157
Add Excess Income over Expenditure	<u>7,378</u>
Closing Balance 31 Mar 13	<u><b>45,534</b></u>
Designated Funds	
Barford Memorial Hall (WI)	500
Barford Memorial Hall (BDG)	2,650
Barford Memorial Hall (Grant)	1,043
Barford Parish Directory (CVS)	83
Barford Telephone Kiosk	200
Barford War Memorial	535
Election Expenses (reserve for 2015)	2,000
Provision for new mower	<u>1,600</u>
Total Designated Funds	<u><b>8,611</b></u>
Total Reserve	<b>36,923</b>
Contingency (10% of Expenditure)	<b>2,757</b>
Risk Management Reserve	<b>11,908</b>
Discretionary Reserve	<b>22,259</b>

# Warwick District Council Code of Conduct

## Part A – General Obligations

As a member or co-opted member of Barford, Sherbourne & Wasperton Joint Parish Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

I recognise that this Code of Conduct will apply at all times when I am acting as a member of Barford, Sherbourne & Wasperton Joint Parish Council and I recognise that failure to adhere to this Code could result in the issuing of sanctions against me.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority:

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

As a Member of Barford, Sherbourne & Wasperton Joint Parish Council my conduct will in particular address the principles of the Code of Conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the authority or the good governance of the authority in a proper manner.

- Recognising that all parties are equal and my position is one of privilege and not one that should be used to secure advantage or disadvantage for any party.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to and respecting the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective, making decisions on merit and providing reasons for the decisions taken.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account.
- Never disclosing information given to me in confidence by anyone, or information acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (1) I have the consent of a person authorised to give it;
  - (2) I am required by law to do so; and
  - (3) The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (4) The disclosure is
    - (a) Reasonable and in the public interest; and
    - (b) Made in good faith and in compliance with the reasonable requirements of the authority.
- Behaving in accordance with all my legal obligations, alongside any requirements contained within this Council's policies, protocols and procedures, including those on the use of the Council's resources (which shall never be for political purposes).
- Valuing and respecting my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside, both officers and fellow Members.
- Providing leadership through behaving in accordance with the principles of this Code when championing the interests of the community with other organisations as well as within this Council.
- Never intimidating or attempting to intimidate, or bully any person.
- Never doing anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- Recognising that by failing to adhere to the Code, I could bring my office or Council into disrepute.

## Part B - Interests

### 1 Notification of disclosable pecuniary interests

This part explains the requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These are enforced by criminal sanction but would also be seen as a breach of the Code of Conduct by the Council.

Within 28 days of becoming a Member or co-opted Member, or becoming aware of any changes to your interests, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<b>Subject</b>	<b>Prescribed description</b>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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 M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land, which includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities which 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(2) and other securities of any description, other than money deposited with a building society	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one

(1) 1992 c. 52.

(2) 2000 c. 8.

	<p>hundredth of the total issued share capital of that body; or</p> <p>(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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
--	---

- “the Act” means the Localism Act 2011;
- “director” includes a member of the committee of management of an industrial and provident society;
- “M” means a member of the relevant authority;
- “member” includes a co-opted member;
- “relevant authority” means the authority of which M is a member;
- “relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;
- “relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

## 2 Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection, at Riverside House, Royal Leamington Spa and will be published on the authority’s website.

## 3 Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Act.

## 4 Non participation in the case of disclosable pecuniary interest

- (1) If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:
  - (a) You may not participate in any discussion of the matter at the meeting and must leave the room for the duration of this item (Unless dispensation has been granted by the Standards Committee).
  - (b) You may not participate in any vote taken on the matter at the meeting.
  - (c) You must disclose the interest to the meeting.
  - (d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Note: In addition, Council Procedure rule 36 requires you to leave the room where the meeting is held while any discussion or voting takes place.

- (2) Where an Executive member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by them, the executive member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

## **5 Dispensations**

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

## **6 Offences**

It is a criminal offence, under the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 to:

- (1) Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- (2) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- (3) Fail to notify the Monitoring Officer within 28 days, of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- (4) Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- (5) As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- (6) Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

In addition to the above, this Council would also recognise that the following would amount to a breach of the Code of Conduct:

- Failure to notify the Monitoring officer of any changes to disclosable pecuniary interest within 28 days
- Failure to disclose a disclosable pecuniary interest at a meeting
- Failure to leave the meeting room when an item relating to a disclosable pecuniary interest is discussed

### **Other interests**

#### **1 Notification of interests**

- (1) Subject to paragraph 4 (below), Sensitive interests, you must, within 28 days of—
  - (a) this Code being adopted by or applied to your authority;
  - (b) your election or appointment to office (where that is later); or
  - (c) any changes occurring to the declared interest

Notify the Monitoring Officer in writing of the details of your personal interests, where they fall within the categories at Paragraph 2(2) (A) below, for inclusion in the register of interests.

- (2) You must, within 28 days of becoming aware of any new personal interest, notify the Monitoring Officer of the details of that new personal interest.

#### **2 Disclosure of interests**

- (1) Where you have a personal interest in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- (2)
- (A) You have a personal interest in any business of your authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of—
    - (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
    - (ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.
  - (B) In sub-paragraph (2) (A), a *relevant person* is—
    - (a) a member of your family or any person with whom you have a close association; or
    - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
    - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
    - (d) any body of which you are a member is affected by the matter being considered.
  - (C) You have a personal interest in any business of your authority in those matters set out under Disclosable Pecuniary Interests at Part B paragraph 1.
- (3) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person, you need to disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (4) Where you have a personal interest in any business of the authority regarding gifts and hospitality, you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (5) Where you have a personal interest but, by virtue of Paragraph 4, Sensitive interests, information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

### **3 Register of interests**

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the authority's website.

Where a disclosable pecuniary interest is notified to the Monitoring Officer it need not be separately notified or separately registered as an interest under this Code.

### **4 Sensitive interests**

Where you consider that disclosure of the details an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

## **5 Non participation in case of pecuniary interest**

- (1) Where you have a personal interest in any business of your authority and you also have a pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business—
  - (a) affects your financial position or the financial position of a person or body described in paragraph 2;
  - (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph;
  - (c) or relates to any disclosable pecuniary interest.

Then paragraph 2 shall apply.

- (2) Subject to paragraph (3) and (4), where you have a pecuniary interest in any business of your authority—
  - (a) You may not participate in any discussion of the matter at the meeting.
  - (b) You may not participate in any vote taken on the matter at the meeting.
  - (c) If the interest is not registered, you must disclose the interest to the meeting.
  - (d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Note: In addition to the above requirements Council Procedure Rule 37 requires you to leave the room where the meeting is held while any discussion or voting takes place.

- (3) Where you have a pecuniary interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.
- (4) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of—
  - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
  - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
  - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
  - (iv) an allowance, payment or indemnity given to members;
  - (v) any ceremonial honour given to members; and
  - (vi) setting council tax or a precept under the Local Government Finance Act 1992.
- (5) Where, as an executive member, you may discharge a function alone, and you become aware of a pecuniary interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

## **6 Interests arising in relation to overview and scrutiny committees**

In any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by the executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken,

You may only attend a meeting of the overview and scrutiny committee for the purpose of answering questions or giving evidence relating to the business, and you must leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

## 7 **Gifts & Hospitality**

Within 28 days of receipt you must inform the Monitoring Officer of any gift or hospitality received equal to or greater than a value of £25.

This notification will include the details of what was received and the date it was received.