

GRIMLEY PARISH COUNCIL – WORCESTERSHIRE

GIFTS AND HOSPITALITY POLICY

Published by WCALC: N/A.

Adopted by Grimley Parish Council adopted May 2024. Updated Jan 2026

1. Purpose

1.1 This policy sets out the procedure Councillors must follow when giving or receiving gifts and hospitality.

2. Scope

2.1 This policy applies to all Councillors and those employed under a contract of service.

3. Policy Statement

3.1 Councillors must declare all offers of gifts and hospitality, made to or by you, regardless of value, in their role as a Councillors or employee of the Council. All such offers must be declared whether accepted or declined.

3.2 Offers of gifts and hospitality may include items ranging from diaries, wall charts, and boxes of chocolates, to free international travel and accommodation.

3.3 Declarations must be recorded on the Gifts and Hospitality Register (the register). The register is maintained by the Clerk and is publicly available.

3.4 It is each individual's responsibility to ensure that they are not placed in a position that risks, or appears to risk, compromising your role or the Council's public and statutory duties. Individuals should not be seen to be securing valuable gifts and hospitality by virtue of your job. Individuals should not accept or provide any gift or hospitality if acceptance/provision will give the impression that you have been influenced/are deemed to be influencing while acting in an "official capacity".

3.5 This Policy also applies to spouses, partners or other associates if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the official.

3.6 In exercising judgement as to whether to accept a gift or hospitality the question should be asked what public perception would be if the information was published given each role and circumstances.

Continued overleaf

4. Receiving gifts

4.1 Councillors may retain all gifts valued at £20.00 or under, whether given in recognition of presentations or otherwise.

4.2 For gifts exceeding a value of £20.00 the following options are suggested:

- share the gift with all councillors;
- raffle the gift for charity;
- donate the gift to charity; or
- make a donation to charity and keep the gift.

5. Accepting offers of hospitality – genuine business reasons

5.1 Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance or speaking at a conference, which provides complimentary subsistence,
- travel and accommodation (this does not need to be declared on the register except where a gift was received);
- attending at a free training course; or
- attending a drinks reception to network.

5.2 It is recognised that, in the course of carrying out duties, councillors will need on occasion to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

5.3 Hospitality invitations to events which are purely social events should be considered very carefully before accepting; in such circumstances it may be much more difficult to substantiate a genuine business reason. These invitations should be recorded in the register whether received or declined.

6. Gifts and Hospitality offered by the Council

6.1 Councillors must be mindful that the value of all gifts and hospitality offered by them are sourced from public funding, and the expectation is that such funding will be used for legitimate purposes and demonstrate value for money. The Chair's Allowance (£50p.a) has historically been used for this purpose. Alternative sources have historically included bank interest.

6.2 It is acceptable for the Council to provide modest hospitality in the way of working lunches and/or dinners to stakeholders subject to a genuine business reason.

7. Declaration

7.1 Councillors should make your declaration as soon as possible after the offer or receipt of gifts or hospitality. All declarations are to go to the Clerk in the required format as shown below. The Clerk will record the declarations in the register.

7.2 The register is an annual document and will be maintained on a calendar year basis and reported quarterly under the publication scheme if any additions are made. It is recommended that Councillors make their declaration by email, and retain a copy for their personal records.

7.3 A declaration will need to include the following information:

- date of offer of gift or hospitality, and date of event where relevant;
- name, job title and organisation of recipient / provider;
- nature and purpose of gift or hospitality received or declined;
- the name of any other organisation involved;
- estimated value.

7.4 Councillors should consult the Clerk for any guidance required on this Policy. In general terms, if an individual have any doubt about whether an item should or should not be declared, they are advised to declare it.

8. Monitoring

8.1 The register will be reviewed quarterly by the Clerk and they will oversee the quarterly publication of the register in accordance with the Council's Publication Scheme, as required. Councillors will be reminded periodically of their requirement to declare gifts and hospitality provided/accepted/declined in accordance with this Policy.

9. Policy breach

9.1 Councillors who fail to declare the acceptance/provision/decline of hospitality and gifts in accordance with this Policy may be subject to disciplinary action.

-end-

Register appendix 1 overleaf

Appendix 1 Register of gifts and hospitality. As maintained by the Parish Clerk

Financial year 2021 – 2022

- i. The Clerk and her family attended a moth identification event hosted by a resident at Monkwood Green.
- ii. The HeartBeat Trust provided a free leather folder and pen set as a gift for setting up a yearly defibrillator inspection and spare parts package. This is used by the Clerk to store all items and paperwork in relation to parish defibrillators.

Financial year 2022 – 2023

- i. The Clerk attended a Christmas Carol event hosted by residents at Monkwood Green.

Financial year 2023 – 2024

- i. WCALC provided a free digistick to the Clerk with training powerpoints stored within.

Financial year 2024 -2025 – nil items.

Financial year 2025 – 2026

- i. The Clerk attended a Christmas Carol event hosted by residents at Monkwood Green and paid a donation to cover costs of attendance.

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Requests for this information in other languages/audio/large print will be reasonably considered.



Scan with your
phone to go to our
new parish council
website



Our parish council logo shows the miniature 'gorse type' plant Petty Whin (*Genista anglica*). Found on our local SSSI Monkwood Green Common, it is a plant of acidic heaths and moors which has undergone serious decline over the past century.

