

## Register of Interests

| Item              | Purpose  |
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|                   | <p>The Register of Interests enables residents and other parties to see where there might be the potential for a conflict of interest between what decisions a councillor supports, and where they (or people close to them) might benefit. Your RoI is a public document and is published on the council's website.</p> <p>At the start of every council meeting, the Chair will also ask you to confirm verbally if you have any potential conflicts to declare on the matters listed on the agenda. This isn't designed to catch you out (in case you've missed something out of the written version), but gives you an opportunity to tell the meeting of anything that might conflict with your discussions that wasn't asked for in your RoI. The Chair can then decide if there is a potential conflict and how the meeting will manage it.</p> |
| Legal basis       | <p>All members of the parish council are required by law (Localism Act 2011) to complete a register of interests form to provide details of any financial or other interests that might give rise to a conflict of interest, when undertaking their duties as a councillor.</p> <p>Your own Standing Orders (Section 14e) confirm the requirement.</p>   |
| Importance to you | <p>Each councillor must register their interests within 28 days of taking office, and they are obliged by law to keep their statutory register up to date and to inform the council's Clerk of any changes within 28 days of the change occurring. <i>Please don't complete the form without taking advice from the Clerk first. It's easy to overdeclare items that are not relevant.</i></p> <p>You also need to declare the interests of your spouse, civil partner or anyone you are living with who fulfils this role. <i>Please speak to them about this obligation before completing the Register.</i></p>  |
| Key Points        | <p>Please do not leave pages blank. Each page gives examples of what you need to write. Keep your answers brief. <i>Write 'none' if you have nothing to declare.</i></p> <p>If you want to see an example of how other councillors have completed their register, search online for 'Menheniot council register of interest'.</p> <p>You do not need to declare membership of any political party.</p>   |
|                   | <p>Front Page</p> <p>If you were elected at one of the council's four-yearly elections (even if no-one stood against you), then you are a <i>Councillor</i>. If you applied to the parish council and volunteered, then you are a <i>Co-opted Member</i>. There is no difference between the two descriptions in terms</p>   |

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|  | <p>of your duties or responsibilities, and you are still described as 'Councillor'.</p> <p>Date of completion of form – as it is</p> <p>Amendment record – not needed at this stage.</p> |
|  | <p>Employment</p> <p>State your job title or 'retired' or 'none'</p>   |
|  | <p>Land</p> <p>If you own your house, you may own the land it's on. If you do, include the address.</p>  |
|  | <p>Licences</p> <p>Apart from the items listed, you should include a note if you rent an allotment from this parish council or any other.</p>  |
|  | <p>Last page</p> <p>Add the date you completed the Register, the name of the council and sign it. <i>Your signature will be redacted before this document is published.</i></p>          |

| Notes         |  |
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| Accessibility | If you need this document in paper format, please contact the Clerk's Office |
| Reference     | CD CQG Register of Interests   |
| Prepared      | 14 Mar 2021  |