

# 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, before the end of 28 days beginning with the day on which you became a parish councillor or a co-opted parish councillor. 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 Committee Services  
Guildford Borough Council,  
Millmead House  
Millmead,  
Guildford,  
Surrey GU2 4BB

Tel: 01483 444135  
Email: [robert.parkin@guildford.gov.uk](mailto:robert.parkin@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).
3. Please note that, in addition to your own Disclosable Pecuniary Interests, you are also required to notify the 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.

### **Sensitive Interests**

6. 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.
7. 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.

I, SMART ROSS BEAN, a ~~member~~/co-opted member\* of ALBURY 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>
NONE	NONE

- (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>
NONE	NONE

- (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
- (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>
NONE	NONE

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

<u>Councillor</u> my residence 2 MIDDLE FARM COTTAGES FARLEY GREEN, ALBURY SLEET, GUS TON	<u>Spouse/Civil Partner</u> As for councillor
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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>  NONE	<u>Spouse/Civil Partner</u>  NONE
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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>  NONE	<u>Spouse/Civil Partner</u>  NONE
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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>  NONE	<u>Spouse/Civil Partner</u>  NONE
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## Section B: Gifts and Hospitality

8) Any person from whom I have received a gift or hospitality (during my term of office as a parish councillor) with an estimated value of at least £25:-

NONE

NB: Your attention is drawn to your parish council's Code of Conduct for parish councillors, which may make provision in respect of the acceptance of gifts and hospitality. Generally, as a councillor, you should avoid accepting any gift, hospitality or other favour which could give the impression of compromising your integrity, honesty or objectivity. In particular, you

- (1) should avoid any behaviour which might reasonably be seen as motivated by personal gain;
- (2) should exercise caution in accepting any gifts or hospitality which are (or which you might reasonably believe to be) offered to you because you are a parish councillor;
- (3) should never accept significant gifts or hospitality (i.e. anything with a value of £25 or more) from suppliers or contractors seeking to acquire or develop business with your parish council; and
- (4) may be required, within 28 days of receipt or acceptance, to notify the Monitoring Officer of any gift you receive or hospitality you accept (of a value of £25 or more) for inclusion in the register of interests.

Signed\*:  .....

Dated: 16 / 10 / 2019 .....

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