Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

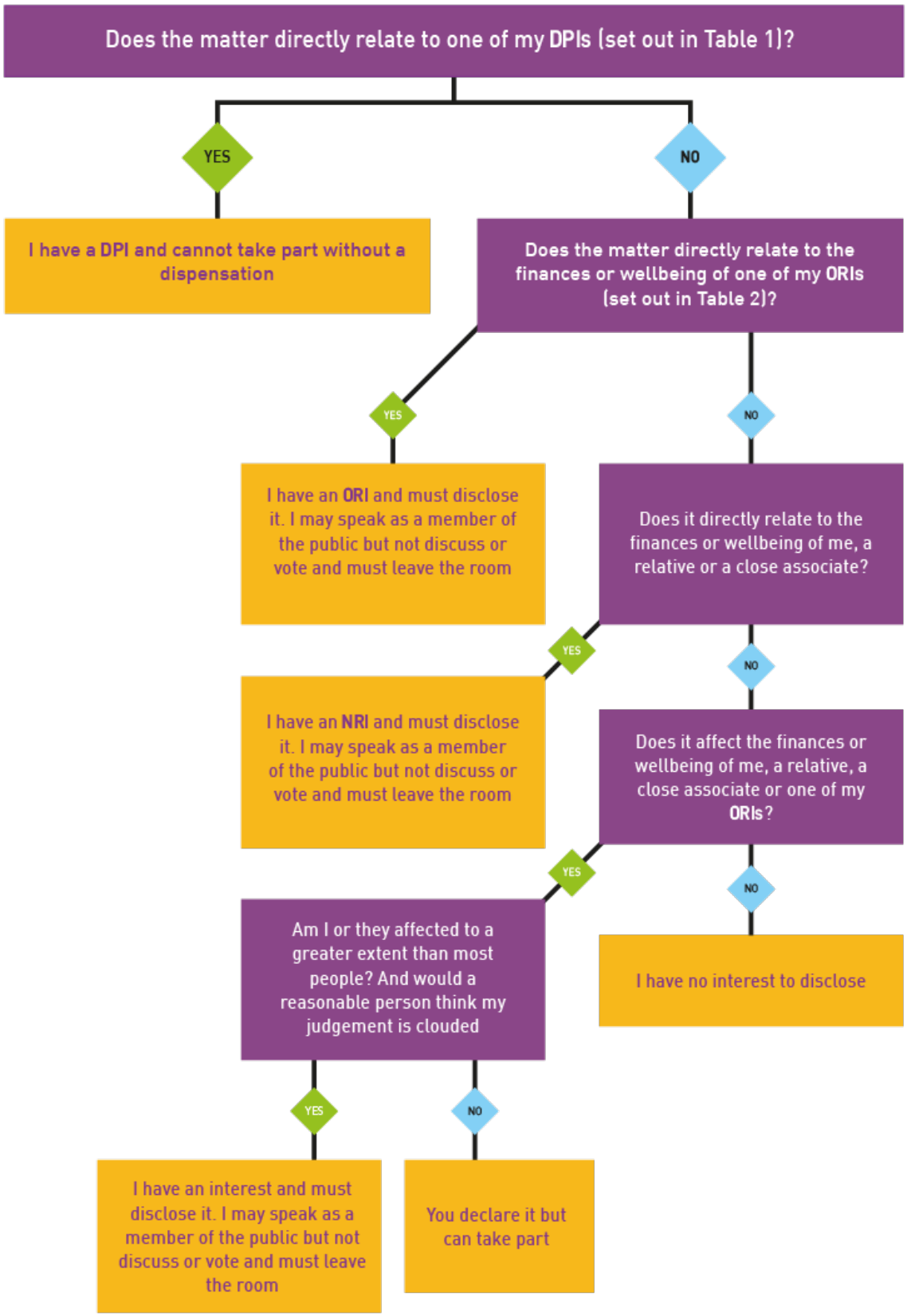

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	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 council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the 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
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* '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.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on Monday 22nd April 2024 at 3.30pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr L Douglass – Chair of the Committee
Cllr D Britcher
Cllr G Britton
Cllr S Gurney
Cllr B Johnson
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 3.30pm.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Maidstone.

2. **Declarations of Interest and Dispensations**
   No declarations made.

3. **Approval of minutes of the Committee meeting held on 6th March 2024**
   Minutes of the meeting of 6th March 2024 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

4. **Public Participation**
   No members of the public present

5. **To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 to 8 in view of the confidential and personal nature of the business to be transacted.**
   This was **AGREED**.

   The Meeting was Closed to the Press and Public

6. **To Consider Administrative Staff Structure and Agree Recruitment Information**
   A document was provided to members with initial job descriptions of the administration staff and how their roles have evolved since they were initially employed. Suggestions were made as to where tasks would be better allocated. Use of technology was considered for improving roles. Presently the bookings and accounts software can only be accessed via a local server and so are limited to use in most areas of Diamond Jubilee Lodge. To utilise this software in the community centre or any other site remotely would involve upgrading the software to a cloud version. The cost of this would be £137.50 per month, which would cover five users. It was **AGREED** that this should be put before full council.
   Changes to the office in the community centre were also discussed.

Approved……

Date……

The job description and person specification for the proposed new role of Deputy Clerk were reviewed. These were **AGREED**, subject to amendments, after a proposal from Councillor Gurney and a second from Cllr Britton and the recruitment process could begin so as to allow time for a adequate crossover and training period.

7. **To Receive Professional Report and Agree Resulting Actions.**
   Due consideration was given to the professional report and other associated reports presented to the meeting. It was **AGREED** that further professional assistance was required, after a proposal from Cllr Douglass and a second from Cllr Britton. The Clerk will arrange this.

8. **To Receive Update on Caretaker Recruitment**
   The Clerk reported that six applications had been received and interviews are being held on 25th and 26th April. It is hoped to have someone in place very shortly.

The Meeting was Reopened to the Press and Public

9. **Items for the Next Agenda**
   Further professional advice.

10. **To Confirm Date, Time and Venue of Next Meeting**
    To be confirmed once the professional advice has been received.

The Meeting Closed at 4.50pm

DRAFT

Approved……

Date……