

## 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.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	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.
<b>Contracts</b>	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
<b>Land and Property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	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.
<b>Securities</b>	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

**Minutes of the meeting of the Staffing Committee held on  
Wednesday 13<sup>th</sup> May 2025 at 6:15pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr Lacey Douglass – Chair of the Committee  
Cllr David Britcher  
Cllr Shelagh Gurney  
Cllr Bill Johnson  
Cllr Andrew Lock  
Cllr David Maidstone  
Cllr Greg Britton

Also in Attendance: Mr H Clark- Deputy Clerk

The Chairman welcomed Councillors and opened the meeting at 6:15pm.

**1. Apologies and acceptance for absence.**

No apologies

**2. Declarations of Interest and Dispensations.**

There were no dispensations raised by any member of the Cllr Committee.

Mr H Clark declared an interest in Agenda item 6 and stated that he intended to leave the room for the duration of this item.

**3. Approval of minutes of the Committee meeting held on 2nd April 2025.**

Draft minutes of the meeting of 2nd April 2025 had been circulated previously. Cllr Shelagh wished to make amendment to item 9 from the 2<sup>nd</sup> April where The minutes were to meant to state July and not June AGREED as a true and accurate record of the meeting with the changes made and were duly signed by the Chairman.

**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*

*Deputy Clerk left room at 18:18 hrs*

Approved.....

Date.....

**6. Update on Deputy Probation**

The committee noted that the probation period for the deputy clerk is to end in the in July and not June as stated from 2<sup>nd</sup> April 2025 Staffing minutes.

*Deputy Clerk re-entered that room at 18.22 hrs*

**7. Update and consideration on temporary administrator.**

The committee was informed that the Temporary administrator is a pleasant presence in office, Cllr Lacey Douglass Proposed that the deputy clerk is to contact the Staff agency to discuss the purchasing of the temporary administrators contract and to liaise with the temporary administrator to discuss employment with Hellesdon Parish council for the role of office administrator that has been previously advertised, 2<sup>nd</sup> by Cllr Bill Johnson and **AGREED.**

**8. Update and consideration on clerk recruitment**

The committee was informed by the head of the interview panel that a candidate for the clerk vacancy has been decided. Cllr Lacey Douglass instructed the deputy clerk to inform the successful candidate of their selection and to request to contact the candidates' references.

**9. Items for next agenda.**

**10. To Confirm Date, Time and Venue of Next Meeting**

Meeting closed at 18:50 hrs.

*Harry Clark* Deputy Clerk to the Council

**Dated 13th May 2025**

Approved.....

Date.....