

## 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 21<sup>st</sup> MAY 2025 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr David Maidstone – Chair of the Committee  
Cllr David Britcher  
Cllr Shelagh Gurney- Minute Taker  
Cllr Mike Hicks  
Cllr Andrew Lock  
Cllr Roy Forder

The Chairman welcomed Councillors and opened the meeting at 7pm.

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

Cllr Greg Britton and Cllr Bill Johnson tendered apologies for this meeting.

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

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

**3. Approval of minutes of the Committee meeting held on 13<sup>th</sup> May 2025.**

Draft minutes of the meeting of 17<sup>th</sup> March 2025 had been circulated previously. The minutes were **AGREED** as a true and accurate record of the meeting 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 10 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. Update probationary period for Deputy Clerk.** There was no update as a review of this matter was scheduled for a July meeting of the committee. Payroll issues had been rectified.

**7. Update of Temporary Administrator**

Negotiations had been concluded with the agency, and a smooth transition had been agreed. Appropriate documentation would be drafted and provided with a suitable commencement date being negotiated.

Approved.....

Date.....

**8. Update on Clerk recruitment.**

- (a) Update on appointment: The job opportunity had been offered to the successful interview candidate and had been accepted. References had been sought by the Chairman of the committee who report back to the Staffing Committee members. Further references may be required. A commencement date was being sought.
- (b) Consultation with various agencies and organisations had been fruitful in acquiring a list of Locum Clerk opportunities. The Chairman of the committee was instructed to approach some of the people on this list for availability for the next three months, which needed to included a cross-over period to assist the new incumbent. The Chairman would need to report back to the committee on the progress to date of that temporary appointment.

**9. Items for next agenda.**

Tbc

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

Tbc.

Meeting ended at 20.35hrs.

Approved.....

Date.....