

## **Gifts and Hospitality**

As a member of Swale Borough Council I am required to register non-trivial gifts and hospitality received as a result of my being an elected representative.

1. I must, before the end of 28 days beginning with the day of receipt, notify the monitoring officer of any gift, benefit or hospitality with an estimated value of £100 or more which I receive and accept in the conduct of the business of the council or of the office to which I have been elected or appointed, or when I am acting as representative of the council. I must also register the source of the gift, benefit or hospitality.
2. Where a series of gifts, benefits, hospitality or a combination of these received from a single source within one calendar year has a total cumulative value of £100 or more, these must be registered in the same way.
3. Where any gift, benefit or hospitality I have received or accepted within the last three years relates to any matter scheduled for consideration or under consideration at a meeting, I must disclose the existence and nature of the gift, benefit or hospitality, the person or body who gave it to me and how the business under consideration relates to that person or body.
4. I must make this disclosure at the commencement of the meeting when invited to declare interests or as soon as the relevance of the gift, benefit or hospitality to the matter under consideration becomes apparent.
5. As with a disclosable non-pecuniary interest, a declaration of a relevant gift, benefit or hospitality will not preclude me from participating in the discussion of the matter or in any vote taken on the matter.
6. The duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the council for this purpose. Light refreshments at meetings and meals which are incidental to training or other events for which the council has paid do not need to be disclosed.

