



WOKINGHAM TOWN COUNCIL

Guidance for filling in your Member's Interest Form

This guidance should help you fill in your Member's Interest Form, which is required by both the Localism Act 2011, and also your Code of Conduct. There are two parts to the form: Part 1, which deals with your Disclosable Pecuniary Interests. These types of interest are statutory, and have criminal sanctions attached to them if you do not declare them in this form. Part 2 deals with interests that are required by your Code of Conduct. You may be in breach of your Code of Conduct if you do not declare these types of interest, but there are no criminal sanctions attached to them.

Your Members Interests form will be available for public inspection and will be published on the Wokingham Town and Borough Council websites. If you consider that disclosure of the details of a Disclosable Pecuniary Interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Town Clerk agrees, then the specifics of that interest can be excluded. You will however need to state this interest in broad terms on your form. Please contact the Town Clerk if you are concerned about one of your interests.

Please note that there is separate important guidance for circumstances when you should declare any interests that you have in a meeting. Please ask the Town Clerk if you have not seen this guidance.

Part 1: Disclosable Pecuniary Interests (statutory requirement)

A 'Disclosable Pecuniary Interest' will relate to you or your partner. A "partner" means a spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners. The full statutory list is shown on the form.

Within 28 days of becoming a Member or co-opted member, you must, by law, notify your Town Clerk of any 'Disclosable Pecuniary Interests'. Please note it is equally important to notify the Town Clerk of any changes to your Disclosable Pecuniary Interests within 28 days of your knowledge of the change. Failure to do so carries a criminal sanction.

An explanation of the various headings contained in the Members' Interest Form is listed below:

Employment, office, trade profession or vocation: The key here is that anything that you do for profit or gain must be included in this section of the form. If you are employed, you must state the name of your employer. If you are self-employed, please state that in this section. If you are a Director, and you receive remuneration for doing so, this should be stated here. If you are not employed, for example if you are retired, you can leave this part of the form blank.

Sponsorship: This covers circumstances where you receive payment or other financial benefit from anyone other than the Town Council in respect of expenses incurred by carrying out your duties as a Member. It also covers your election expenses, and any financial benefit that you obtain from a Trade Union. Receipt of payment must have been made during the period of 12 months ending with the day that you gave notification of this interest. (see 28 day period above).

Contracts: This section asks you to list any contract which:

- you or your partner personally have with the Town Council, AND/OR
- where either of you or your partner are members of a body, or directors of a company which has a contract with the Town Council. You will also have to list a contract here where you or your partner own Securities in that body or bodies (see explanation of 'Securities' below)

This section only asks you to list those contracts where goods or services are to be provided, or works executed AND which are not fully discharged, that is, the contract is still ongoing.

Land: Any land within the Wokingham Town Council boundary which you and/or your partner own must be listed here. **This includes your home.** You do not have to list any land which you own which is situated outside the Wokingham Town Council boundary.

Licences: This only refers to land over which you have an informal right to occupy. If you have a formal lease or tenancy, this should be listed under 'Land'. Normally this kind of land ownership is temporary, or it may relate to a right of way over someone's land.

Securities: This Disclosable Pecuniary Interest refers to securities/shares which you own in a company where the place of business or land is within the Town Council. The total nominal value of your securities must exceed £25,000 OR amount to one hundredth of the total issued shared capital. It goes on to say that you must also register the security if the share capital is of more than one class, the total nominal value of the shares of any one class in which you or your partner holds exceeds one hundredth of the total issued share capital of that class.

"Securities" can also mean shares, debentures, debenture stock, loan stocks, and 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.

Part 2: Other Personal Interests (required by the Member Code of Conduct)

There are no criminal sanctions attached to this second group of interests, but failure to declare them may incur a risk of being in breach of the Member Code of Conduct.

An explanation of these interests is as follows:

Membership of Other Bodies: This is fairly self-explanatory. It asks you to list any membership of a body in which you have general control or management AND to which you have been appointed or nominated by the Town Council. A 'body' in this sense means a group whose members who have a common aim or theme.

Membership of any body exercising functions of a public nature/charity/influence of public opinion or policy:

The first part of this section under a) asks you to list any body exercising functions of a public nature. .

The next part, b), asks you to list charities of which you are a member. Members who are Freemasons only need to list this if their Lodge is a charity. Normally they would only need to do so if they are members of the Grand Charity.

The last part of this section c), refers only to membership of bodies whose principal purposes include the influence of public opinion or policy AND where your membership of that body is one which puts you in a position of general control or management.

If you are unsure about any aspect of this Members Interest Form, please contact the Town Clerk.

MEMBERS INTEREST FORM

IMPORTANT: Please read the attached guidance before completing this register.

PART 1: Disclosable Pecuniary Interests (Statutory requirement)

I, Councillor

A Member of Wokingham Town Council, give notice that the following disclosable pecuniary interests, of myself and those of my

(Name)

are provided below.

I have set out, under the appropriate headings, my/our interests which I/we are required to declare pursuant to the Act and Regulations and have put '**none**' where I/we have no such interests under any heading.

Employment, office, trade, profession or vocation carried on for profit or gain;

By you

By your spouse/partner

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your 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 which is made between you/your spouse/partner (or a body in which the relevant person has a beneficial interest) and the relevant authority

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

You

Your Spouse/Partner

(a)

(b)

Land

Any land in your authority's area in which you/your spouse/partner have a beneficial interest (which includes your home if it lies within the authority's area)

You

Your Spouse/Partner

Licences

Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

You

Your Spouse/Partner

Corporate tenancies

Any tenancy where (to your knowledge):

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which you/your spouse/partner has a beneficial interest.

You

Your Spouse/Partner

(a)

(b)

Securities

Any beneficial interest in securities of a body where:

(a) that body to your knowledge has a place of business or land in the area of the relevant authority; **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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

You

Your Spouse/Partner

(a)

(b)(i)

(b)(ii)

PART 2: Pecuniary interests and Other Personal interests (Required by the Council's Code of Conduct)

Membership of other bodies

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

Any body:

- a) exercising functions of a public nature:
- b) directed to charitable purposes: or
- c) one of whose principal purposes included 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

Disclosure of Gifts and Hospitality

Any person from whom you have received a gift or hospitality and also those offered but not accepted with an estimated value of at least £25.00.

Nature of gift(s) or hospitality

Give a short description of the gift(s) or hospitality to enable the nature of it to be identified:

Provider

Give the full name or title of the provider:

Date of receipt

Date (DD/MM/YYYY)

Changes to Registration of Disclosable Pecuniary Interests, Pecuniary Interests and Personal Interests and Disclosure of Gifts and Hospitality.

Notification of Disclosable Pecuniary Interests, pecuniary interests, personal interests and disclosure of gifts and hospitality.

I understand that I must, within 28 days of becoming a member or co-opted member, notify the Town Clerk of any 'Disclosable Pecuniary Interests', pecuniary interests, personal interests and disclosure of gifts and hospitality, including any changes to sensitive information and provide written notification of that change.

I recognise and understand that it is a criminal offence to:

- Fail to notify the Town Clerk of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Town Clerk within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest
- As an executive member discharging a function acting alone, and having a Disclosable Pecuniary Interest in such a matter, failing to notify the Town Clerk within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Town Clerk of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

and that any breach of these regulations in the above terms can be referred to the Police and or the Director of Public Prosecutions for criminal proceedings.



Signed:
(Councillor)

Date:

Received

Signed:
(Town Clerk)

Date: