



Register of Parish Members' Financial and other Interests

This form is for use by Councillors of Parish Councils which have **not** adopted the Local Government Association Model Code of Conduct.

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name _____

Parish Council _____

Signature _____

Date _____

If you require any assistance as to how to complete this document, please contact the Monitoring Office at Monitoring.Officer@scambs.gov.uk

Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The

District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 _____

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 _____

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	

Your Civil Partner, spouse or partner you live with	
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1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4 _____

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2 _____

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	

Your Civil Partner, spouse or partner you live with	
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Q2 Sponsorship

2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member?
(This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)

Yes

No

If **No**, please go to Q2.2

If **Yes**, please provide details:

2.2 Has any person, or body, made a payment to you for your election expenses?

Yes

No

If **No**, please go to Question 2.3

If **Yes**, please provide details

2.3 Have you received any payment or financial benefit from a trade union?

Yes

No

If **No**, please go to Q3

If **Yes**, please provide details:

Q3 Contracts

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2 _____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4. _____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Q4 Land Licences and Corporate Tenancies

4.1 Do you hold any beneficial interest in land within the Parish Council's area?
 (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).

If **No**, please state here and go to Q4.2_____

If **Yes**, please give the address or a brief description of the land:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area?
 (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)

If **No**, please state here and go to Q4.3_____

If **Yes**, please give details of the licence (the address or a brief description of the land)

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

4.3 Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord?

(Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)

If **No**, please state here and go to Q5_____

If **Yes**, please provide the address(es) or other descriptions(s) of any land interest:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. _____

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Part 2

Non-Pecuniary (other interests)

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

You should declare at meetings any interests of a partner or family member or a person with whom you have a close association which might be affected by business under discussion.

Non Statutory Disclosable Interests (note – these are not Disclosable Pecuniary Interests) – please provide details of any other interest you wish to declare but which are not Disclosable Pecuniary Interests. Examples are set out in the guidance note attached to the end of this document.	
You	
Your Civil Partner, spouse or partner you live with	

Name: _____ Signature: _____ Date: _____

Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice is available on South Cambridgeshire District Council website's Customer Privacy Notice section](#) under Service Specific privacy notices.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact Democratic.Services@scams.gov.uk

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

Monitoring.Officer@scams.gov.uk

A copy should also be retained by the parish clerk.

Guidance notes

Please refer overleaf to guidance notes on how to complete this form.

Guidance Notes for the Register of Members' Disclosable Pecuniary Interests and Non Statutory Disclosable Interests (other)

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (Please note: the Ministry of Housing, Communities and Local Government (MHCLG) guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at Monitoring.Officer@scambs.gov.uk for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Parish Council or any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a “disclosable pecuniary interest” is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and / or disqualification as a Councillor for up to five years.

1. Employment Office Trade Profession or Vocation

- 1.1 You should declare the name of you / your spouse, partner's employer
- 1.2 If you / your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you / your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.

- 1.4 You should include the name of any firm of which you / your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, anybody which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not include any voluntary or unpaid post please remember that 'gain' could include other rewards, example bonus payments or share dividends, expenses payments, etcetera.

2. Sponsorship

Note: this next section only applies to you:

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)
- 2.3 You should include any payment made to you by a trade union.

3. Contracts

You should describe all contracts, of which you / your spouse, partner are aware, which are not fully discharged, and which are:

- 3.1 contracts between the Parish Council and yourself / your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and
- 3.2 contracts between a firm in which you / your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

4. Land Licences and Corporate Tenancies

- 4.1 You should declare any land in the Parish Area in which you / your spouse, partner have a beneficial interest (that is, in which you / your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to

identify it. If you / your spouse, partner live in the Parish you should declare your home as owner, lessee or tenant.

You should also declare any property from which you / your spouse, partner receive rent or of which you are the mortgagee.

- 4.2 You should declare land in the Parish which you / your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.
- 4.3 You should list any tenancies of property of which you / your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you / your spouse, partner are a partner or a company of which you / your spouse, partner are a Director or in which you / your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 Securities

If you / your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your / your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

Part 2 – Non-Statutory Disclosable Interests

Non Statutory Disclosable Interests (note – these are not disclosable pecuniary interests)

You should provide details of any other interests you wish to declare but which are not disclosable pecuniary interests. Examples could include:

- a) membership of, or position of control or management in any body to which you have been appointed by the Parish Council as its representative;
- b) membership of a body whose principal purposes include the influence of public opinion or policy;
- c) membership of a charitable organisation, a trade union, professional association or a private club;

- d) being a District Councillor or Parish / Town Councillor
- d) anything which relates to one of the disclosable pecuniary interests set out in this code but which affects a family member or other person with whom you have a close association other than your spouse or partner.

This category should not include organisations through which you have a disclosable pecuniary interest. Such organisations should be listed in the appropriate place elsewhere on the register. Please note that the examples listed above are not exhaustive.

Sensitive Information

1. Where you consider that the information relating to any of your / your spouse, partner's personal interests is sensitive information, and your authority's Monitoring Officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under the previous paragraph is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the authority's register of members' interests.
3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.