

11th October 2016

BUXTED PARISH COUNCIL

PROCEDURE RE GIFTS AND HOSPITALITY

Introduction

This protocol provides guidance for members of Buxted Parish Council on accepting gifts and hospitality in their roles as councillors. This protocol also provides guidance for employees of Buxted Parish Council.

General Caution

Treat with caution any offer of gift, favour or hospitality that is made to you personally, which may possibly be perceived to be in connection with your position as a parish councillor.

Your personal reputation and that of Buxted Parish Council can be seriously jeopardised by the inappropriate acceptance of a gift or hospitality.

Criminal Law

It is a criminal offence to solicit or receive any gift, reward or advantage as an inducement doing or forbearing to do anything in respect of any transaction involving Buxted parish Council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Buxted Parish Council.

Limits of Guidance

This protocol does not apply to the acceptance of facilities or hospitality provided to Buxted Parish Council, or gifts given to Buxted Parish Council that you accept on the Council's behalf and are retained by Buxted Parish council.

The Meaning of Gifts and Hospitality

Gifts and hospitality include but are not limited to:

- i. The free gift of any goods or service.
- ii. The opportunity to acquire any goods at a discount or terms not available to the general public.
- iii. The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event,
- iv. Offer of favours, or the promise or implied promise of future favours, gifts or hospitality.
- v. Use of free car