


Congresbury Parish Council

GIFTS POLICY

Date of adoption by Parish Council	13 September 2021	Next review date	May 2023
Signature of Chairman of Parish Council		Policy reference	POL-010

1. Background

The Parish Council are from time to time invited to accept gifts. This document sets out the policy for the acceptance of such gifts.

The Policy is designed to make the acceptance of gifts the responsibility of the Council, protecting the Parish Council from any suggestion of bias, gain or other advantage. The policy also protects the donor in that the purpose or use of the gift will be clearly defined and recorded.

2. Definition of Gifts

For the purpose of this policy gifts are defined as cash donations, land, materials, labour or professional services that will either enhance existing Parish Council assets or create a new asset to be managed by the Council. The Policy does not also apply to gifts and hospitality you may receive from family and friends that are not related to your position as a parish council member. You should however question any such gift or hospitality offered from an unusual source. Also the acceptance of facilities or hospitality provided to you by the Parish Council.

Gifts to the community as a whole are outside this policy, e.g. gifts of time to committees and items given to benefit the village at Christmas time.

This policy does not apply to the disclosure of gifts/souvenirs and hospitality by Councillors or other public body. Or normal and modest refreshments in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits).

Gifts given to the Parish Council that you accept formally are retained by the Parish Council and not by you personally.

3. Policy for Acceptance/Rejection

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving the Parish Council (Bribery Act 2010). The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract. It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of the Parish Council. If this occurs, you must immediately report to the

Clerk any circumstances where an inappropriate gift or hospitality has been offered to you. You may thereafter be required to assist the Police in providing evidence.

- All Gifts with a value of over £100 will be considered at a meeting of Full Council.
- The merits/drawbacks of the offer will be discussed by the Council and the Council will decide to accept the gift or not and consider if any safeguards/conditions that need to be applied to its acceptance.
- The decision of the Council regarding the gift will be recorded in the minutes and the decision conveyed to the donor by the Clerk as soon as possible.
- The Parish Clerk will maintain a register of all gifts including those with a value of under £100.

4. Urgent Decisions

It is possible that a decision regarding a specific gift has to be made prior to the next full meeting of the Council. In this event a decision can be made by the Clerk having informed and sought advice from the Chair and two other Councillors. Full details of the offer and the reasons for the decision shall be presented to the next Full Parish Council meeting.

CONGRESBURY PARISH COUNCILGIFTS POLICY REGISTER

This form should be completed in CAPITALS and the content raised at the next available Parish Council meeting.

Date of Entry	
Date of Offer	
Name and address of Organisation or Individual making the Gift	
Does the individual or organisation wish the offer to remain confidential	
Nature of Gift or Hospitality	
Estimated or actual value of the Gift or Hospitality	
Circumstances in which the Offer made was accepted	
Date of Acceptance	
Comments	
Signatures (Chairman & Clerk)	Chair: Clerk: