



New Alresford Town Council

FULL TOWN COUNCIL MEETING

MINUTES OF THE MEETING OF NEW ALRESFORD TOWN COUNCIL held on
TUESDAY 18th April 2017 at 7.30PM in the Alresford Recreation Centre, Alresford

	In Attendance	Apologies	Absent
Cllr Barrett	RESIGNED		
Cllr Evans	✓		
Cllr Griffiths	RESIGNED		
Cllr Gower	RESIGNED		
Cllr E Jeffs	✓		
Cllr B Jeffs	✓		
Cllr Kerr-Smiley	RESIGNED		
Cllr Pinch	✓		
Cllr Power	✓		
Cllr Saunders	RESIGNED		
Cllr Spencer	✓		

Also present: Mrs Karen Ross- Locum Town Clerk, and 39 members of the public

3517 Apologies

There were no apologies for absence

3518 Declarations Of interests

Cllr E Jeffs declared an interest in Item 3530 as he is on the WCC planning committee

3519 Minutes

The Chairman signed as a correct record the Minutes of Full Council meeting on 21st March 2017

3520 Public participation

There were 39 members of the public in attendance.

Items raised:

Mr Atkins

1. Identify 3 Councillors or withdraw allegation
2. Spell out closure costs of ARC
3. Confirm no additional payment to SK
4. Spell out SE role in selling off drinks

Martin Strong

Requested the reasons for closing the Bar

Mr Witchard

Put forward a petition regarding the closure of the ARC Bar facility to the Council

Mark Manley- Alresford Rugby club

Expressed concerns over the closure of the Bar and requests reasons for its closures

- 3521 To note the current financial situation**
The Current situation was **NOTED** and the bank statements reconciled with the bank reconciliation sheet and signed
All financial documents can be found as Appendix A
- 3522 To note the Councillor resignations**
It was noted that the following Councillors had resigned as Town Councillors:
Cllr Barrett
Cllr Griffiths
Cllr Gower
Cllr Kerr-Smiley
Cllr Saunders
- 3523 To receive and approve the list of payments**
The list of payments were approved. Proposed by Cllr Power and seconded by Cllr Spencer. All members voted unanimously to accept this resolution.
- 3524 To consider endorsing the request for a pedestrian crossing across the Avenue**
It was
RESOLVED
To endorse the request for a pedestrian crossing across the Avenue
Proposed by Cllr Power and seconded by Cllr Spencer.
All members voted unanimously to accept this resolution.
- 3525 To agree the structure integrity testing of the lamp posts for the hanging baskets at a cost of £375**
It was
RESOLVED
To approve the structure integrity testing of the lamp posts for the hanging baskets at a cost of £375
Proposed by Cllr Evans and seconded by Cllr Power
All members voted unanimously to accept this resolution.
- 3526 To discuss the request for a Memorial bench**
It was agreed to wait until the West Street project has been commissioned prior to any agreement although in principle the Full Council had no objection.
- 3527 To adopt the revised code of conduct**
The code of conduct as shown in Appendix B was **ADOPTED**
- 3528 To consider the IT provision contract for the Town Council**
It was
RESOLVED
that the Clerk prepare a Tender for the provision of IT services
Proposed by Cllr Power and seconded by Cllr Spencer
All members voted unanimously to accept this resolution.
- 3529 To discuss request for a change in speed limit on Winchester Road**
It was
RESOLVED
To endorse the request to lower the speed limit on Winchester Road
Proposed by Cllr B Jeffs and seconded by Cllr Power.
All members voted unanimously to accept this resolution.

- 3530** To consider the following planning applications
- 3530.01** 17/00585/TPO,4 Ullswater Grove, SO24 9EP
T1. Lime. Reduce limb growing towards house by 1.5m. Crown lift to 5m. Thin canopy by 10%.
The Town Council had no objection to this application
- 3530.02** 17/00560/HOU, Bridge View, Nursery Road, SO24 9JT
Lifting of garage roof to provide new bedrooms
The Town Council had no objection to this application
- 3530.03** 17/00558/HOU, 15 Lime Road, SO24 9LD
Replacement of original flat roof shelter over front entrance with enclosed porch of house brick, interlocking tiled roof, double glazed window & new front door.
The Town Council had no objection to this application
- 3530.04** 17/00523/HOU, 3 Churchyard Cottages, Haig Road
Erection of single and two storey rear extensions
The Town Council has no objection
The Council wished to ask WCC if LPP1 include a presumption against the loss of a dwelling on order to make a larger single dwelling
- 3530.05** 17/00864/TPO 26 Thornton Close, Alresford
T1 Sycamore. Reduce overextended limbs growing toward property by a maximum of 2m
T2 Sycamore. Reduce overextended limbs growing toward property by maximum of 2m
The Town Council has no objection
- 3531** To agree to harrow the recreation grounds
It was agreed to harrow the recreation ground
- 3532** To accept rent increase of £20 for Spring Garden Allotments.
This was **NOTED** and **ACCEPTED**
- 3533** To agree to nominate a councillor to undertake to write Alresford Town Council Reports for the monthly Forum magazine
It was agreed that Cllr Spencer and Cllr Pinch would take up this role.
- 3534** To agree the recruitment of Town Clerk
It was agreed to take this into the exempt meeting.
- 3535** To note Reports from outside bodies
The reports were **NOTED**
- 3536** Date of the next council meeting
The date of the AGM and next Council meeting was noted 16th May 2017.
It was confirmed the Council would not be quorate so a new date would be circulated.
- 3537** Exempt Meeting Resolution: To exclude Public and Press in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A to discuss confidential items

Appendix A
Financial Reports

New Alresford Town Council
Day Books: Bank Payments (Summary)

Date From: 01/03/2017
Date To: 31/03/2017
Bank: 1200

Date	Ref	Details	Net	Tax	Gross
01/03/2017	Investec	Cash Registers Lease Rental	109.46	21.89	131.35
13/03/2017	Epos	Till Maintenance Agreement	40.00	8.00	48.00
31/03/2017	NatWest	Bank Charges 04/02/17>03/03/17	24.15	0.00	24.15
20/03/2017	Sage	SageCover - Payroll	35.30	7.06	42.36
24/03/2017	Sky	Sky Subscription	272.00	54.40	326.40
31/03/2017	HCC	Pension M12 March 2017	1410.20	0.00	1410.20
31/03/2017	HMRC	PAYE - Month 12	3620.09	0.00	3620.09
01/03/2017	NEST	JC Pension FEB 2017	26.98	0.00	26.98
24/03/2017	NEST	JC Pension MAR 2017	26.98	0.00	26.98
07/03/2017	HMRC	PAYE - Month 11	3257.28	0.00	3257.28
07/03/2017	PayWk48	Net Wages	492.88	0.00	492.88
14/03/2017	PayWk49	Net Wages	140.10	0.00	140.10
21/03/2017	PayWk50	Net Wages	119.20	0.00	119.20
07/03/2017	PayWk51	Net Wages	298.68	0.00	298.68
24/03/2017	PayM12	Net Wages	9772.74	0.00	9772.74
		Totals	<u>19646.04</u>	<u>91.35</u>	<u>19737.39</u>

New Alresford Town Council
Day Books: Supplier Payments (Detailed)

Date From:

DateTo:

Bank: 1200

A/C	Date	Ref	Details	Net£	Tax £	Gross£
CNG	20/03/2017	CNG	Purchase Payment	673.78	0.00	673.78
DUALENER	15/03/2017	Dual	Purchase Payment	650.00	0.00	650.00
WORLDPAY	21/03/2017	Worldpay	Purchase Payment	36.54	0.00	36.54
1&1INTER	22/03/2017	1&1 Internet	Purchase Payment	62.86	0.00	62.86
BOOKER	22/03/2017	Booker	Purchase Payment	389.51	0.00	389.51
BOOKER	08/03/2017	Booker	Purchase Payment	511.33	0.00	511.33
BT	27/03/2017	BT	Purchase Payment	198.59	0.00	198.59
BT	23/03/2017	BT	Purchase Payment	170.64	0.00	170.64
DUALENER	28/03/2017	Dual	Purchase Payment	35.00	0.00	35.00
STHWATER	06/03/2017	Southern Water	Purchase Payment	1688.18	0.00	1688.18
STHWATER	06/03/2017	Southern Water	Purchase Payment	975.28	0.00	975.28
			Totals£	<u>5391.71</u>	<u>0.00</u>	<u>5391.71</u>

New Alresford Town Council
Day Books: Bank Payments (Summary)

Date From: 01/03/2017
Date To: 31/03/2017
Bank: 1201

Date	Ref	Details	Net £	Tax £	Gross £
31/03/2017	EXP JC	Cheese, crackers & olives for ATM	40.09	0.00	40.09
31/03/2017	EXP LG	Mini Camera	34.47	0.00	34.47
31/03/2017	Allotment Society	Payment of annual Society Fees	165.00	0.00	165.00
Totals £			<u>239.56</u>	<u>0.00</u>	<u>239.56</u>

New Alresford Town Council
Day Books: Supplier Payments (Detailed)

Date From: 01/03/2017

DateTo: 31/03/2017

Bank 1201

A/C	Date	Ref	Details	Net£	Tax	Gross£
RETRO	03/03/2017	Retro	Cleaning	2079.76	0.00	2079.76
BDO	03/03/2017	BDO	Audit Charges	2017.20	0.00	2017.20
ALRESFORD	17/03/2017	Senior Citizens	Grant	645.00	0.00	645.00
TRUST	17/03/2017	NATT	Grant	625.00	0.00	625.00
TELECALL	17/03/2017	Telecall	Call Charges	68.00	0.00	68.00
HALC	17/03/2017	HALC	Training	96.00	0.00	96.00
DEXTER	17/03/2017	J D Dexter	Stock Audit	110.00	0.00	110.00
BIFFA	17/03/2017	Biffa	Trade Waste	96.12	0.00	96.12
BRIDGER	17/03/2017	Bridger	New Fob	19.20	0.00	19.20
PATTEST	17/03/2017	Hampshire PAT	Annual Pat Testing	275.40	0.00	275.40
PHASETEC	17/03/2017	Phase Tec	Water Treatment	168.26	0.00	168.26
SHARPS	17/03/2017	Sharps	Stock Purchases	533.21	0.00	533.21
TWA	17/03/2017	TWA	Accounting Services	504.58	0.00	504.58
KROWMARK	28/03/2017	Krowmark	Hi-Vis Jackets	40.44	0.00	40.44
VIKING	31/03/2017	Viking	Stationery	124.58	0.00	124.58
RETRO	31/03/2017	Retro	Cleaning	2040.16	0.00	2040.16
TICHB	31/03/2017	Tichborne Estate	Allotment Rental	250.00	0.00	250.00
SHARPS	31/03/2017	Sharps	Stock Purchases	1143.08	0.00	1143.08
MORGANGILES	31/03/2017	Morgan Giles	Rent AP Bottom Field	3503.73	0.00	3503.73
PCS	31/03/2017	PCS	Pest Control	120.00	0.00	120.00
PHASETEC	31/03/2017	Phase Tech	Water Treatment	168.26	0.00	168.26
ITCHENVALLEY	31/03/2017	IVB	Stock Purchases	172.80	0.00	172.80
HALC	31/03/2017	HALC	Training	48.00	0.00	48.00
CITIZENS	31/03/2017	CAWD	Grant	1000.00	0.00	1000.00
ALRESFORD	31/03/2017	Senior Citizens	Grant	480.00	0.00	480.00
BIFFA	31/03/2017	Biffa	Trade Watse	80.74	0.00	80.74
PITCH	31/03/2017	Pitch Maintenance	Cricket Strip Maintenance	420.00	0.00	420.00
DIRCLEAN	31/03/2017	Direct Cleaning	Window Cleaning	75.00	0.00	75.00
SEE	31/03/2017	SEE	Grading Review	1359.90	0.00	1359.90
SOLES	31/03/2017	Soles	Bar Snacks	28.00	0.00	28.00
NAKEDGRAPE	31/03/2017	Naked Grape	Stock Purchases	28.76	0.00	28.76
Totals £				<u>18321.18</u>	<u>0.00</u>	<u>18321.18</u>

New Alresford Town Council
March Finance Report for the year to date 2016/2017

Tran Date From: 01/04/2016
 Tran Date To: 31/03/2017

Dept.Name :

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Precept			262854.42
Council Tax Support Grant			18539.54
Total for Dept.0: Default	<u>0.00</u>	<u>0.00</u>	<u>281393.96</u>

Dept.Name :

Office

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Gross Wages		78775.19	
Employers N.I.		7197.64	
Employers Pensions		9758.69	
Staff Training		1054.70	
Travelling		89.04	
Gen Office Expenses		271.64	
Postage and Carriage		88.42	
Telephone		1362.25	
Internet/Broadband Services		270.00	
Office Stationery		1039.53	
Books etc.		40.20	
Advertising & Distribution		1212.00	
Subscriptions		1059.00	
Computing		1822.01	
Licenses		89.75	
Office Equipment		2772.36	
Total for Dept.1: Office	<u>111800.00</u>	<u>106902.42</u>	

Dept.Name :

Premises

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
ARC Hire			1000.00
Main Hall Hire			1784.30
Meeting Room Income			764.00
Water Rates		3482.74	
General Rates		3775.20	
Premises Insurance		8088.97	
Electricity		6864.25	
Gas		3857.86	
Main Hall Equipment		705.00	
Equipment Maintenance		229.50	
Repairs and Renewals		8701.21	
Cleaning		900.00	
Premises Expenses		2807.31	
Refurbishment		450.00	
Pest Control		120.00	
Total for Dept.2: Premises	<u>41148.00</u>	<u>39982.04</u>	<u>3548.30</u>

<u>Dept.Name :</u>	Environment		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Allotments			2039.51
Annual Allotment Society Membership Fee			165.00
Insurance Claims			267.94
Rent Income			3.00
Water Rates		1485.05	
Public Lighting (PFI)		186.94	
Environmental Charges		45.98	
Environment		429.98	
Allotments		1684.90	
Bus Shelters		727.94	
Dog Fouling			824.46
Avenue Grass Cutting		73.00	
SLR		909.00	
Litter Control Gross Wages		4333.60	
Leaflets		144.00	
Total for Dept.3: Environment	<u>7210.00</u>	<u>10020.39</u>	<u>3299.91</u>

<u>Dept.Name :</u>	Recreation		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Recreation Ground Hire			3277.67
Tennis Rent			2396.00
Insurance Claims			640.40
Utilities Recovery			695.38
Electricity		216.00	
Repairs and Renewals		140.15	
Cleaning		1104.47	
Litter		35.53	
Stratton Bates Pavillion		54.84	
Car Park		175.50	
Recreation		1355.67	
Groundsmans Report/Inspections		1209.96	
Arlebury Park		183.47	
Grass Cutting/Strimming		13922.00	
Skateboard Park		40.00	
Playgrounds & Equipment		14056.93	
Tree/Hedge Management		1660.00	
Stratton Bates Pavillion			15.00
Benches		989.84	
Memorial Gardens		325.00	
Petanque		230.00	
Cricket		350.00	
Millennium Trail		600.00	
Total for Dept.4: Recreation	<u>37650.00</u>	<u>36649.36</u>	<u>7024.45</u>

<u>Dept.Name :</u>	Tourism		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Hanging Baskets			5082.00
Grants Received			300.00
Donations Received			100.00
Millennium Trail HCC			510.00
Tourism		120.00	
Millennium Trail HCC		1135.00	
Millennium Trail		399.39	
Hanging Baskets		10489.90	
Town Signage		275.20	
Market Town Manager		5500.00	
Total for Dept.5: Tourism	<u>12628.00</u>	<u>17919.49</u>	<u>5992.00</u>

<u>Dept.Name :</u>	Full Council		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
CIL Receipts			6084.20
Exported energy			4009.90
Advertising		165.60	
Miscellaneous Expenses		272.97	
Recruitment Expenses		1283.25	
Councillor Training		75.00	
Gen Office Expenses		20.00	
Internet/Broadband Services		142.20	
Advertising & Distribution		284.70	
Website		298.48	
Internal/External Audit Fees		1681.00	
Accountancy Fees		1165.96	
Lease - West Field		3503.73	
Bank/Other Charges		1481.25	
Loan Repayments		38038.08	
Grants & Donations		8745.00	
Total for Dept.6: Full Council	<u>53878.00</u>	<u>57157.22</u>	<u>10094.10</u>

<u>Dept.Name :</u>	Facilities & Projects		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Premises Expenses		12120.57	
Total for Dept.7: Facilities & Projects	<u>17000.00</u>	<u>12120.57</u>	

<u>Dept.Name :</u>	ARC		
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>
Main Hall Hire			722.15
ARC - Bar Receipts			171134.52
ARC - Room Hire			58.33

ARC - Catering		4413.11
ARC - Games Tables		1296.71
ARC - Hall Set-up		50.00
ARC - Hall dismantle/cleaning		645.78
Miscellaneous Income		42.60
ARC - Stock Purchases	69189.00	
ARC - Licenses	619.72	
ARC - Prof.Stock Check	1210.00	
ARC - Leases	1348.52	
ARC - Sky/BT Sports	5102.53	
ARC - Operating Costs	3513.01	
ARC - Cleaning Purchases	1002.26	
ARC - Bar Equipment Costs	2810.24	
ARC - Rates	4356.00	
ARC - Annual Subscriptions	339.00	
ARC - Catering Purchases	2692.45	
ARC - Misc Expenses	1026.49	
ARC - Gross Wages	71411.15	
ARC - Ers NI	5040.97	
ARC - Training	521.39	
ARC - Card Machine Charges	248.57	
ARC - Cash register discrepancies	8.75	
Travelling	7.10	
Office Stationery	5.49	
Repairs and Renewals	301.19	
Cleaning	2785.42	
Trade Waste	1162.52	
Refurbishment	390.00	
Hanging Baskets	250.00	
Total for Dept.8: ARC	<u>0.00</u>	<u>178363.20</u>
Grand Total:	<u>456093.26</u>	<u>489715.92</u>



NEW ALRESFORD TOWN COUNCIL

CODE OF CONDUCT FOR MEMBERS

Part 1: General Provisions and Interpretation

1. Introduction

This Code of Conduct is adopted by the New Alresford Town Council pursuant to its statutory duty to promote and maintain high standards of conduct by Members and Co-opted Members of the Council. This Code applies to all Members and Co-opted Members of the Council.

This Code is based on and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership as referred to in the Localism Act 2011.

In the interests of transparency and openness, and in accordance with the requirements of the Localism Act 2011, a copy of the Register of Members' Interests is published on the Winchester City Council's website, and on the Town/Parish Council's website through a link to the City Council website. It is also available for public inspection at the City Council's offices at all reasonable hours or through arrangement with the Clerk.

2. Scope

This Code applies to all Members and Co-opted Members of the Council when acting in their official capacity, or when giving the impression that they are acting as a representative of the Council. References in this Code to "Member" shall also be interpreted to include co-opted Member.

Where a Member is a member of more than one local authority, but acting on behalf of the Council, such Member is, for the avoidance of doubt, bound by this Code of Conduct.

3. General obligations of Members and Co-opted Members

As a Member of the Town/Parish Council, your conduct will address the principles of the Code of Conduct by:

- 3.1 Representing the needs of residents, and putting their interests first.
- 3.2 Dealing with representations or enquiries from residents, members of communities within the administrative area of the Town/Parish Council and visitors fairly, appropriately and impartially.
- 3.3 Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Council's area, or the good governance of the Council in a proper manner.

- 3.4 Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.
- 3.5 Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the Council, taking all relevant information into consideration, remaining objective and making decisions on merit.
- 3.6 Being accountable for your decisions and co-operating when scrutinised internally and externally.
- 3.7 Contributing to making the Council's decision-making processes as open and transparent as possible.
- 3.8 Restricting access to information when the wider public interest, the Council's Constitution (or Standing Orders), or the law requires it.
- 3.9 Behaving in accordance with all the Council's legal obligations, alongside any requirements contained in the Council's policies, protocols and procedures relating to conduct.
- 3.10 Ensuring that when using or authorising the use by others of the resources of the Council that such resources are not used improperly for political purposes.
- 3.11 Having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or otherwise.
- 3.12 Not knowingly doing anything which might cause the Council to breach any legislation.
- 3.13 Valuing your colleagues and Officers of the Council and engaging with them in an appropriate manner.
- 3.14 Always treating all people and organisations with respect and propriety.
- 3.15 Providing leadership through behaving in accordance with these principles.

Part 2: Disclosable Pecuniary Interests

1. Introduction

A disclosable pecuniary interest is an interest falling within the Schedule set out at Paragraph 3 below of:

- 1.1 Yourself; or
- 1.2 Your spouse or civil partner, or someone you are living with as if you were husband and wife or civil partners, where you are aware that that other person has the interest.

2. Interpretation

In the Schedule set out at Paragraph 3 below, the following words or expressions mean as follows:

- 2.1 'the Act' means the Localism Act 2011;
- 2.2 'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- 2.3 'director' includes a member of the committee of management of an industrial and provident society;
- 2.4 'land' excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- 2.5 'M' means a member of a relevant authority;
- 2.6 'member' includes a co-opted member;
- 2.7 'relevant authority' means the Town/Parish Council of which M is a member;
- 2.8 'relevant period' means the period of 12 months ending with the day on which M gives a notification of a disclosable pecuniary interest for the purposes of Section 30(1) or Section 31(7), as the case may be, of the Act;
- 2.9 'securities' means shares, debentures, debenture stock, loan stock, 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.

3. Schedule of Disclosable Pecuniary Interests

Subject	Prescribed description
Employment, office, trade profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
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 M in carrying out duties as a member, or towards the election expenses of M. 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 the

	relevant person (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.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (along or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's 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.

Part 3: Registration and Disclosure of Disclosable Pecuniary Interests

1. Obligations

- 1.1 You must, within 28 days of taking office as a Member or Co-opted Member of the Council, notify the Winchester City Council Monitoring Officer (through the Clerk) of any disclosable pecuniary interests as defined by regulations made by the Secretary of State (as set out at Part 2 of this Code), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
- 1.2 You must also, within 28 days of becoming aware of any new disclosable pecuniary interest, or change thereto, notify the Winchester City Council Monitoring Officer (through the Clerk) of such new or changed interest.
- 1.3 If you have a disclosable pecuniary interest included on the Register of Members' Interests, you must disclose this interest at any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present. Such interest

should be disclosed at the commencement of consideration of the business or when the interest becomes apparent.

- 1.4 If a disclosable pecuniary interest has not been entered onto the Council's Register of Interests, then you must also disclose the interest to any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present where you have such an interest in any matter being considered. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent. Following disclosure of a disclosable pecuniary interest not on the Council's Register or the subject of pending notification, you must notify the Winchester City Council Monitoring Officer (through the Clerk) of such interest within 28 days, beginning with the date of disclosure.
- 1.5 Unless a dispensation has been granted by the Town/Parish Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must as soon as it becomes apparent that you have such an interest withdraw from the room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business.

Part 4: Registration of Gifts and Hospitality

1. You must, within 28 days of receipt, notify the Winchester City Council Monitoring Officer (through the Clerk) of any gift or hospitality you receive, if such gift or hospitality has an estimated value of at least £50.

Part 5: Non Pecuniary Interests – Personal and Prejudicial Interests

1. Without prejudice to requirements contained at Part 3 of this Code in respect of the registration and disclosure of pecuniary interests, this Code requires that other non-pecuniary interests may still need to be declared and may affect participation in the business of the Council.
2. A declaration needs to be made in respect of personal interests for reasons of openness and transparency.
3. If that personal interest is also a prejudicial interest then there may be a conflict of interest which prevents the Member from participating in the decision.
4. For the avoidance of doubt, the statutory requirements in respect of disclosable pecuniary interests, take precedence and apply in place of the Council's additional requirements in the Code for personal and prejudicial interests.

Part 6: Personal interests

1. You have a personal interest in the business of the Council when it relates to or is likely to affect:
 - 1.1 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 the Council.
 - 1.2 any body

- (a) exercising functions of a public nature;
- (b) directed to charitable purposes; or
- (c) one of whose principal purposes includes 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

- 1.3 any employment or business carried on by you other than for profit or gain;
- 1.4 any person or body who employs you, or who has appointed you, other than for profit or gain;
- 1.5 the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50 in the last three years;
- 2. You also have a personal interest in the business of the Council when a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position, or the well-being or financial position of a relevant person (as defined at paragraph 3) below, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward within the administrative area of the Council affected by the decision;
- 3. In Paragraph 2, a “relevant person” is:
 - 3.1 your spouse or civil partner, or someone you are living with as if you were husband and wife or civil partners, where you are aware that that other person has the interest; or
 - 3.2 another member of your family, or any person with whom you have a close association, where you are aware that that other person has the interest; or
 - 3.3 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - 3.4 any person or body in whom to the Member’s knowledge such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000: or
 - 3.5 any body of a type described in paragraph 1.1 or 1.2 above.

Part 7: Disclosure of Personal Interests

- 1.1 Subject to paragraphs 1.2 and 1.3 below, where you have a personal interest in any business of the Council you must disclose this interest at any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent.
- 1.2 Where you have a personal interest in any business of the Council which relates to or is likely to affect a person described in Part 6 paragraphs 1.1 or 1.2 (a) above, you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

- 1.3 The requirement to declare a personal interest only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

Part 8: Prejudicial Interests

1. Definition of Prejudicial Interest.

Subject to paragraph 2 below, where you have a personal interest in any business of the Council, you also have a prejudicial interest in that business when the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

2. Limitation on extent of prejudicial interests

- 2.1 You do not have a prejudicial interest in any business of the Council where that business does not affect your financial position, or the financial position of a body or relevant person as described in Part 6 of this Code; or
- 2.2 does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or a body or relevant person as described in Part 6 of this Code; or
- 2.3 relates to the functions of the Council in respect of
- (a) an allowance, payment or indemnity given to members;
 - (b) any ceremonial honour given to Members; and
 - (c) setting council tax or a precept under the Local Government Finance Act 1992.

Part 9: Effect of Prejudicial Interests on Participation

- 1.1 Unless a dispensation has been granted by the Parish Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a prejudicial interest (as set out at Part 7 of this Code), and must as soon as it becomes apparent that you have such an interest (save for in circumstances set out at paragraph 1.2 below) withdraw from the room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business.
- 1.2 Without prejudice to paragraph 1.1 above, where you have a prejudicial interest in any business of the Council you may, notwithstanding such prejudicial interest, attend such meeting for the purpose of making representations, answering questions or giving evidence relating to such business, provided members of the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- 1.3 For the avoidance of doubt the procedure in paragraph 1.2 above cannot be used by the member where the interest comes within the statutory definition of a disclosable pecuniary interest.
- 1.4 In any case where paragraph 1.2 above applies, you must withdraw from the room immediately after making representations, answering questions, or giving evidence.

Part 10: Sensitive Information

- 1.1 A sensitive interest is described in the Localism Act 2011 as a member or co-opted member of the Council having an interest, and the nature of the interest being such that the member or co-opted member, and Winchester City Council's Monitoring Officer, considers that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with them, being subject to violence and intimidation. Applications should be made through the Clerk.
- 1.2 A sensitive disclosable pecuniary interest or a change to such an interest need not be included on the Register of Members' Interests, but you may state that there is an interest the details of which are withheld under S32 Localism Act 2011.
- 1.3 Within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 1.2 is no longer sensitive information, you shall notify the Winchester City Council Monitoring Officer (through the Clerk) asking that the information be included in the Register of Members' Interests.
- 1.4 Any requirements in this Code for the declaration of an interest at meetings shall be met by not giving details of the sensitive interest but by stating that you have a disclosable pecuniary interest or a personal/prejudicial interest in the matter concerned.
