

Southend-on-Sea Borough Council

Chief Executive & Town Clerk's Department
PO Box 6, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex, SS26ER

Chief Executive & Town Clerk
J.K.M. Krawiec LL.B., Solicitor

Borough Treasurer & Deputy Chief Executive
D. Andrews CPFA, DMA, ATII

Deputy Town Clerk
J.K. Williams BA (Hons.) Solicitor

This matter is being dealt with by: Mr Williams

Direct Line: 01702 215102

Please quote the following reference: JKW/LL/91/6

Facsimile: 01702 215110

Your ref:

Switchboard: 01702 215000

Date: 14 July 2003

E-Mail: johnwilliams@southend.gov.uk

Document Exchange: 2812 Southend

Dear Councillor

Registering and Declaring Interests, and the Register of Gifts and Hospitality

I attach the latest edition of the Standards Board Guidance Booklet on the above subject which I have been asked to circulate.

There is no prescribed form for you to notify me of any gifts or hospitality which you receive with a value in excess of £25. A letter or e-mail is quite sufficient, provided it gives details of:

- the nature of the gift or hospitality
- the name and address of the donor
- the date of receipt

I will enter details in the Register that I keep, which is available for public inspection.

Can I also add that Members need to exercise caution when accepting any gifts or hospitality – particularly from companies or individuals who are doing business (or wish to do business) with the Council, or who are seeking some form of consent or permission from the Council.

Not only must Members act properly, but they must to be seen to do so. Whilst any gift or hospitality can give rise to suspicion, the value and frequency of gifts/hospitality are clearly significant.

If a gift or hospitality is accepted then as well as declaring it (if the value is over £25), you should consider your position carefully in the future should a matter come before the Council concerning that company or individual. In particular you will need to consider whether you have personal or prejudicial interest.

Yours sincerely,

John Williams
Deputy Town Clerk and Monitoring Officer

To: All Councillors