

## **Gifts & Hospitality Policy**

### Introduction

This policy sets out the procedure Councillors and Council Officers must follow when giving or receiving gifts and hospitality. In all cases the test of appropriate conduct is whether a member of the public, knowing the facts, would reasonably think that the councillor or officer might have been influenced by the gift or hospitality

The purpose of this Policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations including the Bribery Act 2010 and to ensure the Council's business is conducted in a socially responsible and legal manner.

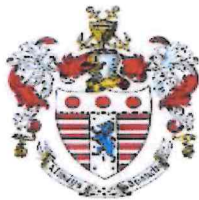
### **Guidance on receipt of gifts**

Gifts, other than items of very small intrinsic value such as business diaries or calendars, should not be accepted.

A gift which is greater than a small intrinsic value should not be accepted, or if sent by post etc. should be returned.

Any gift that is accepted by a councillor or officer which has a value over £25 should be notified to the Clerk and any gift accepted by the Clerk of a value over £25 should be notified to the Chair (or in their absence the Vice Chair).

Date of policy: 2026	Approving committee: Annual Meeting	Date of committee meeting: 7 <sup>th</sup> May 2026
Reviewed:	Approving committee:	Date of Committee meeting:



For gifts exceeding a value of £25.00 the following options are suggested:

- Raffle the gift for charity;
- Donate the gift to charity; or
- Make a donation to charity of equivalent value and keep the gift.

Wherever possible, Councillors are encouraged to decline offers of gifts.

### **Guidance on acceptance of hospitality**

Attendance in an official capacity at a function organised by a public authority, public body or by a local non-profit-making organisation is acceptable.

Limited hospitality in the form of a meal or refreshments is also a normal courtesy from a business or commercial organisation seeking or providing information etc and is acceptable. However, you must not allow such hospitality to reach a level whereby it could be seen by others to have influenced a decision.

If you are ever in any doubt as to what is or is not acceptable in terms of hospitality, the offer should be declined.

Wherever possible, Councillors and Officers are encouraged to decline offers of hospitality.

Date of policy: 2026 Approving committee: Annual Meeting Date of committee meeting: 7<sup>th</sup> May 2026

Reviewed: Approving committee: Date of Committee meeting:



## **Register of Hospitality and Gifts**

The Clerk for the Council will maintain a Register of Hospitality and Gifts with a £25 maximum threshold. It is the Councillors responsibility to update the Clerk with details of hospitality and gifts by completing a Gifts and Hospitality Acceptance Form.

Councillors and Officers are asked to provide:

- Date of offer of gift or hospitality, and date of event where relevant;
- Name, of person/organisation providing the gift;
- Nature and purpose of gift or hospitality received;
- Estimated value.

Please see next page for a copy of this register

**END OF POLICY**

Date of policy: 2026 Approving committee: [Annual Meeting](#) Date of committee meeting: 7<sup>th</sup> May 2026

Reviewed: Approving committee: Date of Committee meeting:

