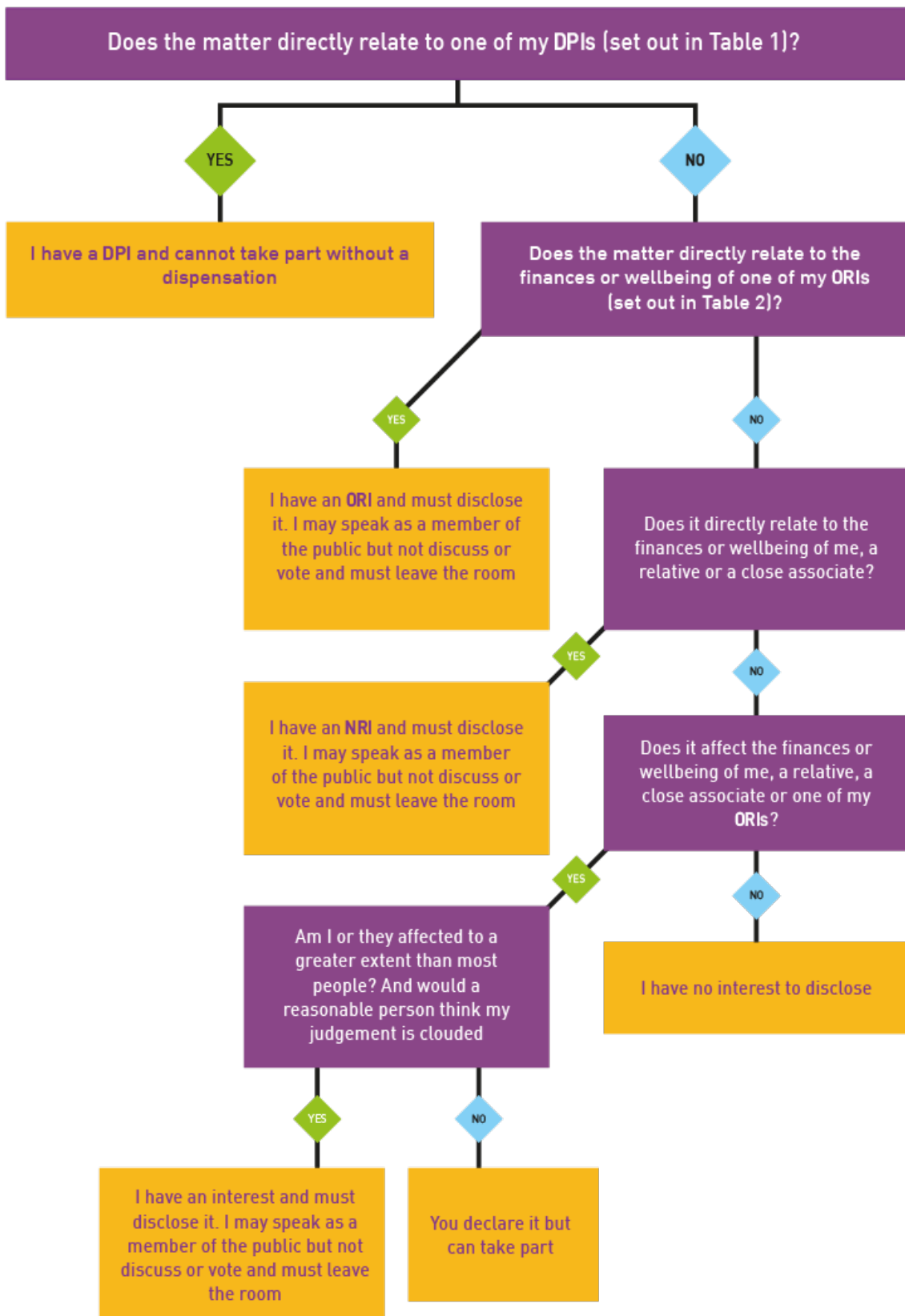


## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) 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</li> </ul> </li> </ul>
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**Minutes of the meeting of the Staffing Committee held on  
Wednesday 8<sup>th</sup> May 2024 at 6pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr L Douglass – Chair of the Committee  
Cllr D Britcher  
Cllr S Gurney  
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 6pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Britton, Cllr Johnson and Cllr Maidstone.

**2. Declarations of Interest and Dispensations**

Cllr Douglass declared that she had participated in correspondence relating to item 6 [non pecuniary interest].

**3. Approval of minutes of the Committee meeting held on 22<sup>nd</sup> April 2024**

Minutes of the meeting of 22<sup>nd</sup> April 2024 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

**4. Public Participation**

No members of the public present

**5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 and 7 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**.

*The Meeting was Closed to the Press and Public*

**6. To Receive Professional Report and Agree Resulting Actions**

The professional report had been circulated to members. The Clerk provided an additional verbal update.

After due consideration, it was **AGREED** to concur with the professional advice. A formal letter would be sent to make arrangements. Parish Council representatives were **AGREED**.

**7. To Receive Update on Caretaker Recruitment.**

It was reported that there were some very strong candidates for the role and a successful recruitment had been made.

An update was provided on the requirement for a new member of the facilities team, as part of the grounds division. A candidate for the caretaking role had been interviewed with good grounds experience. It was **AGREED** that the clerk could contact this candidate about the grounds role.

Approved.....

Date.....  
HPC Staffing Committee Minutes 8<sup>th</sup> May 2024

*The Meeting was Reopened to the Press and Public*

**8. Items for the Next Agenda**

Report as a result of agenda item 6.

**9. To Confirm Date, Time and Venue of Next Meeting**

To be confirmed once the actions from agenda item 6 have been concluded.

The Meeting Closed at 6.45pm

DRAFT

Approved.....

Date.....  
HPC Staffing Committee Minutes 8<sup>th</sup> May 2024