

2026



WOOTTON PARISH COUNCIL GIFTS AND HOSPITALITY



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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 11 th November 2015	Full Council Meeting of Wootton Parish Council on 11 th November 2015
Version 1.00	Annual Council Meeting of Wootton Parish Council on 11th May 2016	Annual Council Meeting of Wootton Parish Council on 11th May 2016
Version 1.00	Annual Council Meeting of Wootton Parish Council on 10th May 2017	Annual Council Meeting of Wootton Parish Council on 10th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9th May 2018	Annual Meeting of Wootton Parish Council on 9th May 2018
Version 1.00	Annual Meeting of Wootton Parish Council on 15th May 2019	Annual Meeting of Wootton Parish Council on 15th May 2019
Version 1.00	Annual Meeting of Wootton Parish Council on 5th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.00	Annual Meeting of Wootton Parish Council on 11th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.00	Annual Meeting of Wootton Parish Council on 17th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

Gifts and Hospitality

Gifts

1. In undertaking their duties, councillors and officers or even their family members may be offered gifts or hospitality from persons or organisations who wish to have or develop a financial relationship with the parish council. With the exception of gifts of the nature specified in paragraph 2 of this policy such offers should be refused and they should inform the chairman and vice-chairman.
2. There are certain "common sense" exceptions to this general rule, such as:
 - Modest gifts given to a number of councillors or officers and not uniquely to any one individual (such as calendars or diaries);
 - A gift up to the value of £25 where refusal would cause needless offence and the giver is not currently seeking a decision or business from the parish council, but merely wishes to express thanks for advice, help or co-operation received. In those instances it shall be appropriate for the chairman and vice-chairman to decide on the method of dealing with the gift.
3. Councillors and officers must be aware it is a serious criminal offence for them corruptly to receive or give any gift, loan, free, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. It is for councillors and officers to demonstrate any such rewards received have not been corruptly obtained.

Hospitality

4. Councillors and officers must refuse any substantial form of hospitality (e.g holiday, weekend away, theatre tickets or other social invitations, use of a company flat or hotel suite etc) offered to them or to any member of their family by any person or body who has, or seeks, dealings with the parish council. Any such offers should be reported to the chairman and vice-chairman immediately.
5. As a general rule limited hospitality offered at approved conferences and other working lunches will be permissible under the conditions set out as follows:
 - Acceptance by councillors or officers of hospitality whilst in attendance at relevant approved conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, provided that any purchasing decisions are not compromised. Where technical visits to inspect equipment etc. are required, councillors or officers should ensure that the parish council meets the cost of any visits to avoid jeopardising the integrity of later purchasing decisions.
 - Hospitality in the form of working lunches or dinners should only be accepted if there is a genuine need to impart or receive information or represent the parish council and if it has been properly authorised in writing by the chairman and vice-chairman and recorded by the clerk. Offers to attend purely social and sporting functions should be declined unless they are part of the life of the community or where the parish council has consented that it should be seen to be represented. In these cases, the hospitality should be properly authorised by the chairman and vice-chairman and recorded by the clerk.

Register

Date	Recipient (Name and position)	Received from (Name, position and organisation)	Description of gift/hospitality received	Value £ (estimate if unknown)	Reason given for providing gift/hospitality	Accepted Y/N	Destination