

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Gift and Hospitality Policy</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 3rd June 2019 Reviewed: October 2025 Approved: 27 October 2025</p>

Introduction and scope

This policy applies to all Councillors and employees of Broadstairs and St. Peter's Town Council and sets out the procedure that must be followed when giving or receiving gifts and hospitality.

From time to time, employees and Councillors will be offered gifts or hospitality by Broadstairs and St. Peters Town Council's customers or business associates. Similarly, an employee may wish, on behalf of the Town Council, to offer gifts or hospitality to Broadstairs and St Peters Town Council's customers, residents, volunteers or business associates.

A gift is given without expectation of receiving anything in return and may include hospitality or services.

Councillors or employees must never make improper use of their position within the Town Council to request or obtain gifts and/or favours from any individual or company that does or might do business with the Town Council. The register applies even if the gift or hospitality is offered outside of the workplace and applies regardless of whether councillors or employees are potential donors or recipients. This also applies to requesting or obtaining building materials and services.

Policy aims

This policy aims to:

- Ensure that all councillors and employees are aware of Broadstairs and St. Peters Town Council's gifts and hospitality register.
- Ensure that ethical business practices are followed in relation to gifts and hospitality.
- To ensure the highest standards of conduct from all Councillors and employees. This includes, but is not limited to, honesty, integrity and fairness.

Acceptance of gifts or hospitality

All councillors and employees must disclose any gifts or hospitality over the value of £25 by completing the Declaration of Gifts and Hospitality form (Appendix 1) prior to accepting the offer of a gift or hospitality, or as soon as practical following receipt of a gift. Forms must be submitted within 28 days of a gift or hospitality being accepted.

Under no circumstances should Councillors or employees accept any cash gifts, gift cards/vouchers or prepaid charge cards. It is the responsibility of councillors and employees to declare to the Town Clerk any offers of gifts, discounts and hospitality.

No undeclared offers of gifts, payments, hospitality or payment in kind of goods or services will be accepted or asked for by Town Councillors or employees, or made by Town Councillors or employees to other people, businesses or organisations.

All gifts and hospitality, including invitations from existing, or potential, contractors and suppliers, to attend functions which are only purely social or sporting, should only be accepted when these are agreed by the Town Clerk. They must be included in the gifts and hospitalities register held by the Town Clerk.

It is the responsibility of the Town Clerk to make sure the Chairman of the Council is made aware of the information and is responsible for making sure the details are noted on the gifts and hospitalities register.

When hospitality cannot be accepted, it should be politely but firmly declined informing those making the offer about the procedures and standards operating within the Town Council.

Councillors and employees must not seek or accept discounts or other preferential rates on personal and private purchases of goods or services because they are town councillors or employees. Discounts offered by any organisations to councillors and employees for personal and private transactions will need to be formally agreed and accepted by the Town Council.

This register does not apply to promotional gifts, such as stationery or pens that bear the logo or company name of another organisation, provided that these have no significant value. However, as it is likely that such gifts will be received by only a limited number of employees, these items should be shared amongst other employees where appropriate.

Any councillor or employee who has concerns that a gift or hospitality has been offered with an expectation of something in return (a bribe), should refer it to the Town Clerk immediately.

Failure to declare the acceptance/provision/decline of hospitality and gifts in accordance with this Register may be subject to disciplinary action.

Exceptions

Not all gifts and hospitality will be offered to you because you are a councillor or council employee. You may be offered gifts or hospitality by a friend, by your college, by business contacts etc. If, in your judgment, the offer of a gift or hospitality is prompted by something other than your status as a councillor or council employee, you do not need to declare it in the hospitality register. However, you may well need to declare the relationship and/or such gifts or hospitality at a meeting as a "declaration of interest" if they are relevant to an item under consideration.

Gifts and hospitality offered to the Chairman in his/her capacity as Chairman and which are to be used for the purpose of charity fund raising, do not have to be declared in the Gifts & Hospitality Register.

Appendix 1 - Disclosure of Gifts and Hospitality

A Councillor or employee of the Town Council must, within 28 days of being offered a gift or hospitality over the value of £25, provide written notification to the Town Clerk (by completion of this form) of the existence and nature of that gift/hospitality.

Disclosure of Gifts and Hospitality received in an Official Capacity

I.....(please print), as an employee of Broadstairs and St. Peters Town Council, give notice that I have been offered, and accepted, the following gifts or hospitality.

Date of Receipt	Description of gift or hospitality	Name of Donor	Relationship of donor to Council

Signed:.....

Date:.....

Town Clerks signature:.....

Date:.....

Note – this form will be held confidentially in the 'Gifts & Hospitality' file held by the Town Clerk.