

REGISTER OF PARISH MEMBERS' FINANCIAL AND OTHER INTERESTS



This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer at South Cambridgeshire District Council in accordance with Section 29 of the Localism Act 2011.

Name: _____
Parish Council: _____
Signature: _____
Date: _____

If you require any assistance as to how to complete this document, please contact Democratic Services or the Monitoring Officer at South Cambridgeshire District Council for assistance.

1. **Are you employed – whether full or part-time?** This does not include a remunerated director – this is dealt with at Question 4.
Yes No - if No, please go to Question 5

If Yes, please state the name of your employer _____

2. **In relation to your above employment, are you in a position of general control or management?**
Yes No - if No, please go to Question 5

If Yes, please state your job title _____

3. **Does your employer have any contracts with the Parish Council for goods, services or works?**
See Guidance Note No.1
Yes No Not Known - if No or Not Known, please go to Question 4

If Yes, please give details of the goods, services or works provided _____

4. **Does your employer have a tenancy agreement for any land where the Parish Council is the landlord?**
Yes No Not Known - if No or Not Known, please go to Question 5

If Yes, please provide the address(es) or description(s) of any such land _____

5. **Are you self employed or do you run a business?**
Yes No - if No, please go to Question 8

If Yes, please state the name of your business(es) _____

6. **Does your business have any contracts with the Parish Council for goods, services or works?**
See Guidance Note No.1
Yes No - if No, please go to Question 7

If Yes, please provide details of the goods, services or works provided _____

7. **Does your business have a tenancy agreement for any land where the Parish Council is the landlord?**
Yes No - if No, please go to Question 8

If Yes, please provide the address(es) or description(s) of any such land _____

8. **Are you a partner in any business?**
 Yes No - if No, please go to Question 11
 If Yes, please state the name of the business(es) _____
9. **Does the business have any contracts with the Parish Council for goods, services or works?**
 See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 10
 If Yes, please provide details of the goods, services or works provided _____
10. **Does the business have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known please go to Question 11
 If Yes, please provide the address(es) or description(s) of any such land _____
11. **Are you a “remunerated” director of a company?** See Guidance Note No.2
 Yes No - if No, please go to Question 14
 If Yes, please state the name of your company/companies _____
12. **Does the company have any contracts with the Parish Council for goods, services or works?**
 See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 13
 If Yes, please give details of the goods, services or works provided _____
13. **Does the company have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known, please go to Question 14
 If Yes, please provide the address(es) or description(s) of any such land _____
14. **Has any person or body made a payment to you in respect of your election expenses?**
 Yes No - if No, please go to Question 15
 If Yes, please provide details _____
15. **Do you have a beneficial interest in a class of securities of a corporate body that has a place of business in the Parish Council’s area that exceeds the nominal value of £25,000 or 1/100 of the total issued shared capital of that body?** See Guidance Note No.3
 Yes No - if No, please go to Question 16
 If Yes, please provide details _____
16. **Do you have a beneficial interest in any land in the Parish Council’s area?** See Guidance Note No.4
 Yes No - if No, please go to Question 17
 If Yes, please provide the address(es) or other description(s) of any land interest _____
17. **Do you have a licence (alone or with others) to occupy any land in the Parish Council’s area for 28 days or longer?** See Guidance Note No.5
 Yes No - if No, please go to Question 18
 If Yes, please provide the address(es) or other description(s) of the land _____

18. **Are you a member of or party of any body to which you have been appointed by the Parish Council as its representative?** See Guidance Note No.6
 Yes No - if No, please go to Question 22
 If Yes, please provide details of these bodies _____

19. **Are you in a position of control or management in any of the bodies listed at Question 18?**
 Yes No - if No, please go to Question 22
 If Yes, please provide details _____

20. **Do any of the bodies listed in Question 18 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 21
 If Yes, please provide details of the body and the goods, services or works provided _____

21. **Do any of the bodies listed in Question 18 have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known, please go to Question 22
 If Yes, please provide the address(es) or description(s) of any such land _____

22. **Are you a member of or part of any public authority or body exercising functions of a public nature in your own right?** See Guidance Note No.7
 Yes No - if No please go to Question 26
 If Yes, please provide details of these bodies _____

23. **Are you in a position of control or management?**
 Yes No - if No please go to Question 26
 If Yes, please provide details _____

24. **Do any of the bodies listed in Question 22 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 25
 If Yes, please provide details of the body and the goods, services or works provided _____

25. **Do any of the bodies listed in Question 22 have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known, please go to Question 26
 If Yes, please provide the address(es) or description(s) of any such land _____

26. **Are you a member of or part of any body that undertakes charitable purposes?** See Guidance Note No.8
Yes No - if No, please go to Question 30

If Yes, please provide details of these bodies _____

27. **Are you in a position of control or management?**
Yes No - if No, please go to Question 30

If Yes, please provide details _____

28. **Do any of the bodies listed in Question 26 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
Yes No Not Known - if No or Not Known, please go to Question 29

If Yes, please provide details of the body and the goods, services or works provided _____

29. **Do any of the bodies listed in Question 26 have a tenancy agreement for any land where the Parish Council is the landlord?**
Yes No Not Known - if No or Not Known, please go to Question 30

If Yes, please provide the address(es) or description(s) of any such land _____

30. **Are you a member of or part of any body whose principal purpose includes the influence of public opinion?** See Guidance Note No.9
Yes No - if No, please go to Question 34

If Yes, please provide details of these bodies _____

31. **Are you in a position of control or management?**
Yes No - if No, please go to Question 34

If Yes, please provide details _____

32. **Do any of the bodies listed in Question 30 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
Yes No Not Known - if No or Not Known, please go to Question 33

If Yes, please provide details of the body and the goods, services or works provided _____

33. **Do any of the bodies listed in Question 30 have a tenancy agreement for any land where the Parish Council is the landlord?**
Yes No Not Known - if No or Not Known, please go to Question 34

If Yes, please provide the address(es) or description(s) of any such land _____

34. **Are you a member of any trade union or professional association?** See Guidance Note No.10
Yes No - if No, please go to Question 38

If Yes, please provide details of these bodies _____

35. **Are you in a position of control or management?**
 Yes No - if No, please go to Question 38
 If Yes, please provide details _____
36. **Do any of the bodies listed in Question 34 have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known, please go to Question 37
 If Yes, please provide the address(es) or description(s) of any such land _____

37. **Do any of the bodies listed in Question 34 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 38
 If Yes, please provide details of the body and the goods, services or works provided _____

38. **Are you a member of any private club or other organisation not otherwise listed on this form?**
 Yes No - if No, please go to Question 42
 If Yes, please provide details _____

39. **Are you in a position of control or management?**
 Yes No - if No, please go to Question 42
 If Yes, please provide details _____
40. **Do any of the bodies listed in Question 38 have any contracts with the Parish Council for goods, services or works?** See Guidance Note No.1
 Yes No Not Known - if No or Not Known, please go to Question 41
 If Yes, please provide details of the body and the goods, services or works provided _____

41. **Do any of the bodies listed in Question 38 have a tenancy agreement for any land where the Parish Council is the landlord?**
 Yes No Not Known - if No or Not Known, please go to Question 42
 If Yes, please provide the address(es) or description(s) of any such land _____

42. **Does any person or body other than the Parish Council make a payment to you in respect of any of your expenses incurred in carrying out your duties as a Parish Councillor?** See Guidance Note No.11
 Yes No
 If Yes, please give details _____

Please return this form to the Monitoring Officer, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

Guidance

Guidance Note No.1

A contract is normally written and includes any agreement or arrangement for the supply of goods or services or for undertaking any work for your Parish Council.

Guidance Note No.2

“remunerated” means that you receive payment, services, goods or other benefits from the company other than authorised expenses.

Guidance Note No.3

If you own shares or other form of equity in a company or other body which has a place of business within the authority’s area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body.

Guidance Note No.4

Please provide details of any land in the South Cambridgeshire district in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description to identify it. You should include your home under this heading as owner, lessee or tenant. This includes joint owners, lessees or tenants. This would also include South Cambridgeshire District Council tenancies. You should also include any property from which you receive rent, or of which you are a mortgagee. “Land” includes any buildings or parts of buildings.

Guidance Note No.5

This includes grazing agreements, allotments, garage licences and other short term arrangements to use your authority’s land or property.

Guidance Note No.6

Include statutory boards (e.g. Police, fire and transport), school governing bodies, housing trusts, local organisations, charities, local authority associates, etc.

Guidance Note No.7

Include statutory consumer bodies and health authority bodies.

Guidance Note No.8

Include charities of which you are a member (e.g. RSPCA, NSPCC, etc) Membership of a charity would include where you pay a membership fee, or have voting rights at a meeting of the charity, or you receive a regular newsletter or other publication.

Guidance Note No.9

Include political parties, lobby groups and pressure groups.

Guidance Note No.10

Include all trade unions and professional associations of which you are a member.

Guidance Note No.11

Include the name of the political party and any other person paying any expenses incurred by you in carrying out your duties (e.g. travel expenses received from other bodies, such as local authority associations)