

# **Registration of Interests - Gifts and Hospitality**

## **Local Authorities (Model Code of Conduct) Order 2007**

Parish and Town Councillors are required, within 28 days of receiving any gift or hospitality with an estimated value of at least £25, to provide written notification to their authority's Monitoring Officer.

The following form will enable you to comply with the requirements of the Order. It should be completed with full details and returned to the Monitoring Officer at the address below within 28 days of the gift or hospitality being received.

The requirement to register gifts or hospitality and their source applies only to gifts or hospitality received in connection with your official duties as a member of the Parish/Town Council.

**Please provide the following details:**

- 1. Your full name:**
- 2. Your address:**
- 3. Your Parish/Town Council:**
- 4. Name of person or organisation from whom the gift or hospitality was received:**
- 5. Date gift or hospitality was received:**
- 6. Nature of gift or hospitality:**
- 7. Any other comments:**

Please return to:  
The Monitoring Officer  
c/o Mike A Jones  
Legal and Democratic Services  
Cheshire West and Chester Borough Council,  
Floor 5  
HQ  
58 Nicholas Street  
Chester  
CH1 2NP  
Tel: (01244) 975996, E-mail:  
mikea.jones@cheshirewestandchester.gov.uk