

**Notes on the completion of the Register of Interests:
informal information for Parish/Town Councillors to consider**

Please note that the template interests' form is based on the LGA model code of conduct's registration of interests' requirements. Please refer to your parish/town council's individual code's requirements in completing the interests form, which may impose other registration requirements.

You must register your interests within 28 days of election or appointment.

The Parish/Town Council's Register of Interests must be published on any website the Parish/Town Council may have and also on North Yorkshire Council's website (as principal authority) – there is a link from the Parish Councils' page, or click on the following web address:

<https://edemocracy.northyorks.gov.uk/mgParishCouncilDetails.aspx?bcr=1>

Failure to register/declare disclosable pecuniary interests may constitute a criminal offence leading to prosecution, as well as a potential breach of the relevant code of conduct.

Section A - Disclosable Pecuniary Interests:

- a) Section A, boxes 1 to 7 on the form must be completed - if there are no entries please enter '**None**'. If you have specifically agreed with North Yorkshire Council's Monitoring Officer that an interest is **sensitive** (where disclosure of the details could lead to you or someone connected to you being subject to violence or intimidation) then the detail does not need to be published and you should include the following wording "**I have an interest under this section, the details of which are withheld from publication under section 32(2) of the Localism Act 2011**".
- b) Pecuniary interests of your spouse or partner (whom you are living with as such) must also be disclosed.
- c) Box 1 – Employment: this does not include membership of any Council, even though you might receive expenses from them, although if you receive an allowance from another authority you should register the membership here.
 - Please be as specific as possible. Include Job Title/Industry. If you are Self-Employed, please write "Self-Employed".
 - You are required to declare any employment or business even if it is not within the Parish/Town Council area.
- d) Box 2 – Sponsorship: if any part of your election campaign costs were covered by a political party this should be identified here, for example costs of leaflets etc. - e.g. Skipton and Ripon Conservative Association or Harrogate & Knaresborough Liberal Democrats. You would also need to register your receipt of any travel or subsistence expenses from other authorities here.
- e) Box 4 - Land in the area of the Parish Council - Your place of residence and any other property owned must be entered here if they are within the Parish/Town Council area.

Section B - Other Registerable Interests:

- a) Section B, boxes 1 to 5 on the form must be completed - if there are no entries please enter '**None**'. If you have specifically agreed with North Yorkshire Council's Monitoring Officer that an interest is **sensitive** (where disclosure of the details could lead to you or someone connected to you being subject to violence

or intimidation) then the detail does not need to be published and you should include the following wording “**I have an interest under this section, the details of which are withheld from publication under section 32(2) of the Localism Act 2011)**”.

- b) Only interests of a Councillor should be disclosed, not those of a spouse or partner.
- c) Box 3 – Public Bodies: it is not necessary to refer to the Parish/Town Council to which the form relates but membership of other Councils should be entered.
- d) Box 5 - Political parties/Trade Union/Professional Association membership: Members should include their membership of any political party or local party organisation here.
- e) Box 6 - Any other interests required to be registered under the Parish/Town Council Code: You should register in this section any other interests required to be registered by your Parish/Town Council’s code of conduct for Members (not covered by the LGA model code).