

SCOPE

This policy applies to all Councillors, whether co-opted or elected, and to all employees, including those with temporary contracts, or students.

This document sets out guidance on appropriate awards and gifts which may be given by St Michael Parish Council in certain circumstances, as well as the protocol concerning any gifts, entertainment and hospitality received in the course of service to the Council.

Councillors must be mindful that the value of all gifts and hospitality offered by St Michael are sourced from public funding, and the expectation is that such funding will be used carefully and demonstrate value for money.

For any more expensive gift than those stated here in any category, the excess value should be funded from personal donations.

RESIGNATION OR RETIREMENT

Councillors at St Michael Parish Council are volunteers and receive neither payment nor an allowance, nor any expenses. In recognition of this, the Council believes it appropriate and fitting that any Councillor who has served at least one complete term of four years at the date of vacation of office should have their service recognised by reference to a scale of modest gifts.

4 – 5 years - a certificate of appreciation

5 - 10 years – Gift to the value of £25

10 - 20 years – Gift to the value of £50

Over 20 years - Gift to the value of £100

The Clerk (or any other person employed by the Council) is remunerated for their service and there will be no financial award upon resignation or retirement.

IN MEMORIAM

Dependent upon the family's wishes, a floral tribute to the value of £40, or an equivalent charity donation, will be made by the Council on learning of the death of:

a serving Councillor

a Councillor having served within the previous three years, or

a currently serving Clerk or other employee,

ILLNESS

A "Get-well soon" message and a floral gift to the value of £15 will be sent on behalf of the Council to any Councillor or member of staff recovering from major surgery or a serious illness.

EXTERNAL GIFTS TO EMPLOYEES/MEMBERS

As a general rule Councillors and employees should always refuse, tactfully, all offers from organisations or persons who do, or might provide, work, goods or services to the Council, or who might require policy decisions to be taken by the Council on matters affecting them personally. Exceptions from this rule would be small promotional items, cups of tea, and gifts of no significant pecuniary value to another party. In any event, any gift found to be acceptable must be registered in the official gift register.

ENTERTAINMENT AND HOSPITALITY

Minor catering (Tea, coffee, biscuits, snacks, soft drinks etc.) may be provided from Council funds at meetings and other functions, and if provided at external events may be accepted by Councillors and employees.

In exceptional circumstances, in-house catering on a greater scale may be called for, and the Council may at its absolute discretion approve expenditure on such as events as is considered appropriate and mindful of the need to avoid extravagance.

Major catering (sit-down meals, buffets etc.) received from any person outside of the Council and connected to Council business, must be disclosed to Council. Such gifts must also be registered in the gift register.

OFFICIAL GIFTS

While not often expected to arise, the giving of an official gift from the Council may occasionally be appropriate. The Council may in its discretion choose a modest value gift up to £25 to be given to individuals who:

- Have performed some sort of service for the Council as volunteers or on work experience

- Are winners in Council sponsored amateur local competitions or sporting events

This policy to be reviewed at three year intervals or sooner if appropriate.