

**ELECTED MEMBERS' GIFT & HOSPITALITY
DECLARATION FORM**

Part 1: For completion by Elected Members

Note: This form should be completed by all Elected Members on receipt of any gift or hospitality within 7 working days.

Member's Name	
Date received	
Description	
Donor's Details	
Reason for receiving the gift / hospitality	
Approximate value	
Do you wish to keep the gift / hospitality?	
Do you wish to donate? <i>If so, attach evidence to confirm donation received by selected charity.</i>	

Please tick to indicate that you have read and understood.

<input type="checkbox"/>	I confirm that the information provided is a true and accurate record.
<input type="checkbox"/>	I confirm that evidence has been attached to confirm receipt.
<input type="checkbox"/>	I confirm by signing this document that Legal Services within the Council can use the information to complete section 10 of the Register of Member's Interest Form (for estimated values of at least £25 only).

DECLARATION

Signature:

Date:

Part 2: Details of Officer noting the declaration.

Note: To be completed by the Executive Office Manager in Democratic Services.

Name:	
Job Title:	
Date:	
Signature:	

Once completed and if applicable, this form will be submitted to the Monitoring Officer / Assistant Director for Legal Services requesting the Register of Interests Form is updated and published on the Council's ModGov webpages.