



## **GIFT POLICY**

### **PURPOSE**

There is no definitive guidance in the Local Government Act 1972, governing the provision and receipt of hospitality. The purpose of this policy is to provide guidance to all members and staff of Fleet Town Council when considering whether to accept gifts or hospitality from individuals or organisations.

### **SCOPE**

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

### **TOWN COUNCIL AWARDS**

In recognition of the unpaid service given by local people as Town Councillors on completion of service a token gift up to a maximum value of **£100** may be given as a memento.

### **CHAIRMEN/WOMEN**

The Town Council recognises the efforts put in by a Chairperson during their term of office. To recognise this commitment, the Chairperson's name is added to the Roll of Honour.

### **EMPLOYEES LEAVING THE COUNCIL**

Employees leaving the Council may receive a small gift up to the value of **£50**, and a celebratory tea/cake may be purchased in recognition of the value of the employees work for the council.

## **FUNERALS**

As a mark of respect the Town Council purchases a wreath or gives a donation up to the value of **£100** for past and present Councillors and staff, spouses of Councillors and staff, and prominent members of the community for their funerals.

## **GIFTS TO EMPLOYEES/MEMBERS**

As a general rule Members and Employees should always refuse, tactfully, all such offers from organisations or persons who do, or might provide work, goods or services to the Town 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, and bottled water) may be accepted by Members and Employees.

Major catering (sit-down meals, buffets etc, in house or in other establishments) received from any person in connection with Council Business, must be disclosed to council. Such gifts must also be registered in the gift register.

## **OFFICIAL GIFTS**

Modest gifts may be given to individuals who have performed in some sort of service for the Council, e.g. minor items such as pens for students on work experience, or for volunteers.

A small gift of no significant pecuniary value may be given to children on Sporting or Recreational activities, to foster a sense of pride in achievements.