

# MEMBERS INTEREST FORM

## Royal Borough of Windsor and Maidenhead

IMPORTANT: Please read attached guidance before completing this form

### PART 1: Disclosable Pecuniary Interests (Required by the Localism Act 2011)

I, Councillor (insert name in block letters) Neil James Knowles

A Member of the CUDWINDSOR.....Parish Council, give notice that the following disclosable pecuniary interests, of myself and those of my spouse/partner (delete as necessary) (insert name in block letters)

are provided below.

I have set out, under the appropriate headings, my/our interests which I/we are required to declare pursuant to the Act and Regulations and have put 'none' where I/we have no such interests under any heading.

#### Employment, office, trade, profession or vocation carried on for profit or gain;

By You	By your spouse/partner
Finance & Business Manager St Paul's STEINER school Company Secretary, St Pauls Project Director, WINDSOR MEDIA Company	Nanny / executive Assistant - Privet (head)

#### Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

MEMBER CUD WINDSOR RESIDENTS ASSOCIATION

**Contracts**

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

You	Your Spouse/Partner
a) None	a) None
b)	b)

**Land**

Any land in your authority's area in which you/your spouse/partner have a beneficial interest (which includes your home if it lies within the authority's area)

You	Your Spouse/Partner
None	None

**Licences**

Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

You	Your Spouse/Partner
None	None

**Corporate tenancies**

Any tenancy where (to your knowledge):

- (a) the landlord is the relevant authority;  
and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

You	Your Spouse/Partner
None	None

- iii) Membership of any private club, society or association operating within the Borough Council's area, where you hold a position of general control or management

ORGANISER - WINDSOR VETERANS BREAKFAST CLUB
TRAINER - MARLOW FIRM - BROADCAST SERVICES

- iv) any other connection or association which a member of the public may reasonably think may influence you when you make a decision on Council matters and acting as a Councillor. e.g.. the decision relates to a close family member or friend and could have a substantial benefit to them. (You are not required to record any Personal Interest in point (iv) on your Register of Interests (but may do so if you wish).


**PART 3: Disclosure of Gifts and Hospitality**

Any person from whom you have received a gift or hospitality and also those offered but not accepted with an estimated value of at least £25.00.

Nature of Gift/Hospitality	Name of Donor	Date of receipt of Gift/Hospitality

**Securities**

Any beneficial interest in securities of a body where:

- (a) that body to your knowledge has a place of business or land in the area of the relevant authority; and
- (b) either:
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

You	Your Spouse/Partner
N/A	N/A

**PART 2: Register of Member's Personal Interests required by the Code of Conduct**

i) Any body of which you are in a position of general control or management and to which you are elected or nominated by the Council

MEMBER OF EXECUTIVE - AS WINDSOR RESIDENTS ASSOCIATION

- ii) Any body:
  - a) exercising functions of a public nature;
  - b) in receipt of any grant from the Council
  - c) directed to charitable purposes;
  - d) one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union)

of which you are a member or have a close association or of which you are in a position of general control influence or management

VICE CHAIR - WINDSOR D DISTRICT BRANCH - THE ROYAL BRITISH LEGIONS,
MEMBER HISTORICAL ARMY AIRCRAFT TRUST - FLYING DISPLAY TEAM

## Guidance for Parish Councillors for filling in their Members Interest Form

### **PART 1: DISCLOSABLE PECUNIARY INTERESTS**

Members are required to disclose these interests under of the Localism Act 2011 (Ss 29-34) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, in relation to disclosable pecuniary interests. Failure to disclose them is liable to criminal sanction under s34 of the Localism Act 2011.

#### **1. Notification of disclosable pecuniary interests**

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, 'relevant person' means you and your partner, as above)

<b>Subject</b>	<b>Prescribed Description</b>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards the election expenses of you.  This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:  (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge):  (a) the landlord is the relevant authority; and

**Changes to Registration of Disclosable Pecuniary Interests, Personal Interests and Disclosure of Gifts and Hospitality.**

Notification of disclosable pecuniary interests, personal interests and disclosure of gifts and hospitality.

I understand that I must, within 28 days of becoming a member or co-opted member, notify the Monitoring Officer of any Disclosable Pecuniary Interests, personal interests and disclosure of gifts and hospitality, including any changes to sensitive information and provide written notification of that change.

I recognise and understand that it is a criminal offence to:

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

and that any breach of these regulations in the above terms can be referred to the Police and or the Director of Public Prosecutions for criminal proceedings.

Signed: .....  
(Councillor)

Date: 21.06.19 .....

**Received:**

Signed: .....  
(By or on behalf of the Monitoring Officer RBWM)

Date: .....

Subject	Prescribed Description
	(b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which you are a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means you or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## 2. Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. It is a legal requirement that a copy of the register will be available for public inspection and will be published on the authority’s website.

### 3. Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

### 4. Offences

It is a criminal offence to:

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election;
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting;
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest;
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest;
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting;

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

#### **Part 2: Registered Personal Interests** (required by the Member Code of Conduct)

There are no criminal sanctions attached to this second group of interests, but failure to declare them may incur a risk of being in breach of the Member Code of Conduct.

An explanation of these interests is as follows:

**Membership of Other Bodies:** This is fairly self explanatory. It asks you to list any membership of a body in which you have general control or management AND to which you have been appointed or nominated by your authority. This includes non executive directorships of RBWM companies, provided you do not receive any remuneration from the company. If you do receive remuneration(income) for this role, you will need to declare it as a Disclosable Pecuniary Interest under 'Employment'. (see above) A 'body' in this sense means a group whose members who have a common aim or theme.



**Membership of any body exercising functions of a public nature/charity/influence of public opinion or policy:** This part of the code asks you to list membership of certain bodies of which you are a member OR, if not a member, if you have a close association with that body, or if you are in a position of general control or management. The categories of those bodies are as follows.

Paragraph (ii) a) asks you to list your membership of those bodies which exercise functions of a public nature. To help you decide whether the body of which you are a member 'exercises functions of a public nature', you may wish to ask yourself these questions:

- Does that body carry out a public service
- Is the body taking the place of local or central government in carrying out the function?
- Is the body exercising a function delegated to it by a public authority?
- Can the body's decisions be judicially reviewed?

Examples are: regional and local government agencies, other councils, public health bodies, council owned companies exercising public functions, school governing bodies. If you can answer 'yes' to these questions then you will need to register your membership in this part.

Paragraph (ii) b) asks you to list those bodies which receive any grant from the Council

Paragraph (ii) c) concerns declaring membership of bodies directed to charitable purposes. Members who are Freemasons only need to list this if they are members of the Grand Charity.

Finally, paragraph (ii) d) ask you to declare your membership of a body whose principal purpose includes the influencing of public opinion or policy. This includes your membership of a political party or trade union.

Paragraph iii) is self explanatory, requiring you to list your membership of any private club, society or association operating in the Council's area where you hold a position of general control of management.

Paragraph iv) asks you to list anything which you feel a member of the public might reasonably think may influence you when you make a decision on Council matters. An example is given where a decision relates to a close family member or friend.

