

Forms not completed properly will be returned to the Clerk asking them to liaise with the Councillor to complete all sections fully and return it as a matter of urgency.

Copies of the Register of Interest Form can be obtained on the website at www.eden.gov.uk or from Member Services on 01768 212142 or email cttee.admin@eden.gov.uk

For any queries regarding this matter please contact

Member Services
Town Hall, Penrith CA11 7QF
(Tel 01768 212142)

Register of Financial and Other Interests Completion of Forms



A Guide and Checklist for Parish Council Clerks

Councillor's Code of Conduct

All Councillors have to abide by a Code of Conduct which sets out which interests have to be declared. The Code of Conduct is made under the Localism Act 2011, Disclosable Pecuniary Interests Regulations 2012. You will already have adopted a Code of Conduct which you will need to bring to the attention of any new Councillors.

If the forms are not COMPLETED AND RETURNED TO EDC at the address below WITHIN 28 DAYS, the person elected/co-opted will no longer be a Councillor.

If you require further information about the Code of Conduct please contact Member Services, Eden District Council or you can find information on the Council's website at www.eden.gov.uk

Register of Financial and Other Interests

In order to comply with the Parish Council's Code of Conduct, a Member **MUST** register his/her disclosable pecuniary interests and other interests, and those of their spouse/partner with Eden District Council's Monitoring Officer within 28 days of his/her election or co-option.

*A disclosable pecuniary interest is an interest of a description specified in regulations made by the Secretary of State and either it is your interest or the interest of your partner (your partner means your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you are civil partners) of the descriptions set out on the form. In the form 'me' or 'my' includes both yourself and your partner. **You and your partner's disclosable pecuniary interests have to be registered.***

It is also important that a Member must, within 28 days of becoming aware of any new disclosable pecuniary interest or change to any personal interest registered, register details of that new personal interest or change by providing written notification to Eden District Council's Monitoring Officer.

Forms can be completed electronically but a Member **MUST** personally sign the completed form before it is sent in. If in doubt about whether or not something should be declared it is better to err on the side of openness and avoid the risk of not registering something in error.

Failure to declare a disclosable pecuniary interest is a criminal offence.

Any queries regarding the completion of the Register of Interest form should be directed to Member Services, Eden District Council on 01768 212142.

Clerk's Checklist

When a new Councillor is elected or co-opted to the Parish Council, you should ensure that:

- They sign a Declaration of Acceptance of Office form to agree to observe the Code of Conduct;
- They complete a Register of Interest Form ensuring that **ALL** sections are completed - stating none if there is nothing to declare, paying particular attention to the following;
 - If the Councillor or their partner is employed the **name and address of their employer SHOULD BE INCLUDED**;
 - The Councillor's **home address** which should also include any buildings or land that they or their partner owns or rents in the Parish Council's area, **if they do not live or own land in the Parish this should be clearly stated**;
 - If they live with family (eg parents) the section on licence should be completed
- They sign the form;
- You retain a copy of the form for your records;
- **You forward the form to:**

**Member Services
Town Hall
Penrith
CA11 7QF**

Returned forms which are completed properly will be retained within Member Services and uploaded to the EDC website for the time that the Councillor is in office. If the Councillor resigns the Register of Interest form will be shredded and removed from the website.