

## Long Stratton Town Council Gifts & Hospitality Policy

### Definition

*A gift is given without expectation of receiving anything in return and may include hospitality and services.*

It is important that the recipient of any offers of hospitality or gifts should not allow themselves to be influenced or be perceived by others to have been influenced in making a business decision because of accepting a gift/ hospitality.

### Councillors.

Any member of the Council who receives gifts or hospitality worth £50 or over should inform the Monitoring Officer at South Norfolk District Council and the Town Clerk.

### Staff

*Under the Local Government Act (LGA) 1972 s117 (2) it is an offence for an officer of a local authority to accept any fee or reward, other than their proper remuneration.*

From time to time, employees will be offered gifts or hospitality from the Town Council's customers. This policy has been created to enable a consistent response to the receipt of small gifts without causing offence to the giver.

### Gifts to the office.

Small gifts or perishable items of low value (under £10) may be shared by Officers. Alcoholic gifts will be added to the Council's stock of tombola items.

Gifts received as promotional offers when purchasing stationary are to be added to the Council's stock of tombola items. Receiving a 'free' item should not detract from what is the best price for original item being purchased.

### Gifts to individuals.

Small gifts or perishable items of low value (under £10) may be received graciously and shared with the Council office with the permission of the Town Clerk. Alternatively, the gift must be refused. Any gift can be donated to the Council's tombola stock.

All gifts must be recorded in a data base for transparency purposes.

### Failure to report receiving a gift

Failure to comply with this policy may result in disciplinary procedures being invoked and potentially gross misconduct.

Adopted by Long Stratton Town Council February 2024

Review date February 2026