

Public Document Pack



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Our ref: Cabinet/Agenda
Ask For: Charles Hungwe
Direct Dial: (01843) 577186
Email: charles.hungwe@thanet.gov.uk

CABINET

24 NOVEMBER 2015

A meeting of the Cabinet will be held at **7.00 pm on Tuesday, 24 November 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzling and Townend

A G E N D A

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.

3. **MINUTES OF PREVIOUS ORDINARY MEETING** (Pages 1 - 2)

To approve the summary of recommendations and decisions of the Cabinet meeting held on 22 October 2015, copy attached.

4. **MINUTES OF EXTRAORDINARY MEETING** (Pages 3 - 4)

To approve the summary of recommendations and decisions of the extraordinary Cabinet meeting held on 29 October 2015, copy attached.

5. **ASSET MANAGEMENT - DISPOSAL OF ASSETS** (Pages 5 - 22)

6. **GENERAL FUND CAPITAL PROGRAMME MONITORING AND CHANGES**

Report to follow.

7. **BUDGET MONITORING REPORT 2015/16**

Report to follow.

8. **FEES & CHARGES 2016/17**

Report to follow.

9. **BUDGET STRATEGY 2016-17**

Report to follow.

Item
No

Subject

Declaration of Interest form - back of agenda

CABINET

Minutes of the meeting held on 22 October 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Christopher T Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzling and Townend

In Attendance: Councillors: Ashbee, Bayford, Campbell, Collins, Elenor, Game, I Gregory, K Gregory, D Saunders, M Saunders, Smith and Taylor-Smith

293. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

294. DECLARATIONS OF INTEREST

There were no declarations of interest.

295. MINUTES OF PREVIOUS MEETING

Councillor Lin Fairbrass proposed, Councillor Stummer-Schmertzling seconded and Members agreed the minutes to be a true record of the meeting held on 10 September 2015.

296. CORPORATE PERFORMANCE QTR1 AND QTR2 REPORT

Members discussed the corporate performances of the various Council service areas and joint arrangements, which included the EK Services, EK Human Resources and EK Housing. Cabinet acknowledged the comments that were made by the Corporate Performance Review Working Party.

The following Members spoke under Council Procedure 24.1:

Councillor Bayford;
Councillor Game;
Councillor I. Gregory;
Councillor Taylor-Smith;
Councillor Johnston;
Councillor Campbell.

Councillor Crow-Brown proposed, Councillor Stummer-Schmertzling seconded and Cabinet agreed to note the council's performance.

297. PROPOSED COUNCIL FUNDING OF THE DOCUMENTATION OF TDC ARTEFACTS COLLECTION, MARGATE MUSEUM

The Overview and Scrutiny Panel reviewed the current process for cataloguing the Council's artefacts collection at the Margate museum and forwarded a recommendation to Cabinet that an application for external funding be made for an Archivist to support the ongoing cataloguing project.

Councillor K. Gregory and Councillor Johnston spoke under Council Procedure 24.1.

Councillor Lin Fairbrass proposed, Councillor Townend seconded and Cabinet agreed that delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.

298. QEQM HOSPITAL PETITION - COUNCIL REFERRAL TO CABINET

Members considered a petition that had been referred to Cabinet by Full Council. Council recommended that a cabinet advisory group be set up to advise Cabinet on the response to the proposed review of A&E services at QEQM Hospital by the East Kent Hospitals University Foundation Trust (EKHUFT).

Councillor Bayford spoke under Council Procedure 24.1.

Councillor Wells proposed, Councillor Brimm seconded and Cabinet agreed the following:

1. That as per the recommendation of Full Council; establish the QEQM Hospital Cabinet Advisory Group;
2. To set the membership at 8 Councillors;
3. That Representation on the CAG to be made up of 4 UKIP; 2 Conservative; 1 Labour; 1 Democratic Independent Group (DIG);
4. The draft terms of reference as set out in Annex 2 of the Cabinet report.

Meeting concluded: 7.45 pm

EXTRAORDINARY CABINET

Minutes of the extraordinary meeting held on 29 October 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Christopher T Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzing and Townend

In Attendance: Councillors: Ashbee, Bambridge, Bayford, Braidwood, Campbell, G Coleman-Cooke, K Coleman-Cooke, Connor, Curran, Dellar, Dennis, Dexter, Edwards, Elenor, J Fairbrass, Game, I Gregory, K Gregory, Grove, Howes, Jaye-Jones, Johnston, Leys, Martin, Matterface, Partington, Piper, Potts, Rogers, D Saunders, M Saunders, Shonk, Smith, Taylor-Smith, Taylor and Tomlinson

299. APOLOGIES FOR ABSENCE

There were no apologies from Cabinet Members at the meeting.

300. DECLARATIONS OF INTEREST

There were no declarations of interest.

301. MANSTON AIRPORT

Cabinet considered a detailed report by the Director of Corporate Governance & Monitoring Officer and additional supportive background information presented to the meeting by the Leader of Council regarding the process undertaken to date to confirm that RiverOak were a viable Compulsory Purchasing Order (CPO) partner. The meeting was advised that a number of meetings were held between representatives of RiverOak and Thanet District Council (TDC) to assess whether progress had been made in moving towards an agreed position regarding the indemnity partnership arrangement between the two organisations.

During these discussions, the Council sought advice from specialist barristers with experience in handling development planning and Compulsory Purchasing Order cases. The fundamental issues TDC wanted to ensure were addressed were that any viable CPO indemnity partner needed to present to Council verifiable evidence that they had in place adequate financial resources to support the CPO process to its conclusion and that Manston Airport would become operational as an airport as soon as was realistically possible at no residual cost to Council.

Cabinet noted that whilst some evidence was presented to TDC by RiverOak, not all key financial evidence was submitted to Council for verification to ensure that a successful CPO process could be pursued by Council and RiverOak. They also observed that the information presented to TDC by RiverOak as evidence towards fulfilling the requirements of the Government Circular 06/2004 to justify the public interest to be derived from carrying out a CPO as measured against the current Manston Airport land owner plans for the site was inadequate as highlighted in the Cabinet report.

Cabinet concluded that it was important to note that the purpose of the meeting was to make a decision based on the evidence presented to TDC by RiverOak whether at the present time RiverOak could be considered a suitable CPO partner.

The following Members spoke under Council Procedure 24.1:

Councillor Martin;
Councillor K. Gregory;
Councillor Rev. Piper;
Councillor Taylor-Smith;
Councillor Campbell;
Councillor Grove;
Councillor Partington;
Councillor Ashbee on behalf of Councillor Collins;
Councillor Ashbee;
Councillor Smith;
Councillor Curran;
Councillor Bayford.

Councillor Wells proposed, Councillor Stummer-Schmertzling seconded and Cabinet agreed the following:

1. That having reviewed its position, details of which are contained in the Cabinet report, that no further action be taken at the present time on a CPO of Manston Airport, on the basis that RiverOak do not fulfil the requirements of the Council for an indemnity partner;
2. To note that this is the second time that RiverOak have not fulfilled the requirements of the Council for an indemnity partner.

Meeting concluded: 8.25 pm

ASSET MANAGEMENT – DISPOSAL OF ASSETS

To: **Cabinet - 24 November 2015**

Main Portfolio Area: **Community Services**

By: **Mandy Robinson, Estates Surveyor**

Classification: **Unrestricted**

Ward: **All**

Summary: **To seek the agreement of Cabinet to progress disposal of surplus land and property within the adopted asset disposal process. Additionally, Cabinet are asked to consider the demolition of other property assets.**

For Decision

1.0 Introduction and Background

- 1.1 The Council uses its property assets for a range of purposes including direct delivery of services, revenue generation and supporting corporate plan objectives. The current general fund portfolio is diverse and is reviewed regularly in relation to maintenance liability, revenue generation and capital appreciation. Assets held on the register that are considered to be surplus are presented to Cabinet for potential disposal.
- 1.2 The Interim Property Disposal Process, adopted in May 2012, requires future disposals to be approved by Cabinet. The list of proposed sites, if approved, will enhance the value of the current asset disposal list and offers the potential to achieve a capital receipt for the Authority to contribute to future capital projects and corporate objectives, whilst reducing maintenance and repair liabilities for the Authority.
- 1.3 In addition to the freehold disposals, Cabinet are asked to consider the demolition of properties which are in poor condition and where retention, repair or reconstruction would be uneconomical.

2.0 The Current Situation

- 2.1 Capital receipts are necessary to fund future capital projects. If surplus property or land is not identified and capital realised, the council's capital projects will be vastly reduced or alternative methods of funding will have to be found. In addition, market conditions can be volatile and unforeseen events may restrict obtaining receipts. Challenging asset performance is essential in ensuring that the land and property portfolio is efficient and fit for purpose, whilst ensuring statutory compliance.
- 2.2 The list of assets, with plans, contained in Annex 1 is proposed as surplus and suitable for progression through the disposal framework, having already been considered by CAMG.
 - 2.2.1 Cabinet are also asked to consider the demolition of the properties as contained in Annex 2 which have also been considered by CAMG.

3.0 Options

- 3.1 The following are the possible list of options relating to the various sites set out in annexes 1 and 2;
 - 3.1.1 To agree to the list of properties in Annex 1 being surplus to requirements and therefore to be progressed through the agreed asset disposal process.
 - 3.1.2 To reject all or some of the assets proposed as being surplus, with reasons and corrective actions necessary.
 - 3.1.3 To agree to the demolition of the properties in Annex 2.
 - 3.1.4 To reject all or some of the proposed demolitions with reasons and alternative proposals.
 - 3.1.5 It is proposed that of the above options 3.1.1 and 3.1.3 are adopted by Cabinet.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 From the list of disposals it is anticipated there will be a revenue rental loss of £235 per annum. This reduction of income will be offset by the Estates team from increases in rents on other properties as a result of rent reviews and lease renewals.
- 4.1.2 The sale of sites could generate a sum for re-investment in the council's capital corporate priorities.
- 4.1.3 Prior to being damaged the property at Western Undercliff Kiosk was generating a revenue of £7,500 per annum. This loss of this income will need to be budgeted for although some may be recoverable from insurance. Any shortfall will be offset by the Estates team from increases in rents on other properties as a result of rent reviews or lease renewals. There may also be potential to generate some income from the site by way of a ground lease in the future.
- 4.1.4 The cost of demolition of St Mildred's Hut and the Princess Walk garage will be £5,000 and £2,000 respectively and will be met from the current repairs budget. The cost of demolition of the Western Undercliff Café will be £50,000 which will be recoverable from the insurance. Any shortfall will be met from the slippage reserve.

4.2 Legal

- 4.2.1 Provided that the disposals of assets are dealt with through the agreed process there are no residual legal issues.

4.3 Corporate

- 4.3.1 This report has been prepared with reference to the Property and Land Disposal Process contained within the Corporate Property Asset Management Strategy 2014 - 2019, adopted by Cabinet on 13th November 2014 – refer to annex 3 for process.
- 4.3.2 Release of surplus council assets will provide capital receipts to fund priorities aligned to the current Corporate Plan. Should capital not be realised through disposal the risk to the Authority will be in securing funds to deliver such priorities.

4.3.3 Retaining surplus sites exposes the Authority to unnecessary maintenance liabilities, costs, management, liability and health and safety property risks.

4.4 Equity and Equalities

4.4.1 The council's equality duty has been assessed in relation to the elements of this report, but it is not considered that these will compromise the rights and requirements of any group in relation to the adoption of the recommendation.

5.0 Recommendations

5.1 That Cabinet agree to the sites contained in Annex 1 as surplus and progressed through the disposal framework for freehold sale;

5.2 That Cabinet agree to the demolition of sites in Annex 2.

6.0 Decision Making Process

6.1 This is a key decision which can be taken by Cabinet.

Contact Officer:	Mandy Robinson, Estates Surveyor
Reporting to:	Bob Porter, Interim Head of Housing

Annex List

Annex 1	Proposed asset disposal list requiring Cabinet decision and site plans
Annex 2	Surplus sites and remote decisions with site plans.
Annex 3	Adopted Property Disposal Process

Corporate Consultation Undertaken

Finance	Nicola Walker, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer

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ANNEX 1

PROPOSED SITES FOR DISPOSAL

<u>Asset number</u>	<u>Site</u>	<u>Plan ref</u>
0/3-1	Fort Hill Shelter	1
TBC	Manston War Memorial	2
246/1-2	Land at Ellington Park	3
201/1-3	Land between Montefiore Lodge & The Old Stable Block, King George VI Park, Ramsgate	4
335/1-1	Vale Square, Ramsgate	5
118/1-1	St Annes Gardens, Margate	6

1. Fort Hill Shelter, Margate

Name and address of land/property	Fort Hill, Shelter, Margate
Current Description	Concrete Shelter
rental received p.a. / gross yield	None

Current use of land/property
<ul style="list-style-type: none"> Sea front shelter

Use, condition and maintenance issues
<ul style="list-style-type: none"> The shelter is comprised of a precast concrete frame with a concrete roof. There are integral timber benches but a large proportion of these have been destroyed or removed. A great deal of the pre-cast structure has cracked away revealing reinforcement bar inside which displays advanced corrosion. Due to the condition of the shelter it is not heavily used.

Alternatives
<ul style="list-style-type: none"> The Council could consider investing in the refurbishment of the shelter to bring it back to a reasonable standard.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> Disposal of the site would yield a financial receipt and extinguish maintenance liability for the authority. It is a waste of an asset to leave it in disrepair.

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> None identified.

Recommendation
<ul style="list-style-type: none"> Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

2. Manston Village War Memorial, Manston

Name and address of land/property	Manston Village War memorial, Manston Road, Manston
Current Description	War Memorial
rental received p.a. / gross yield	None

Current use of land/property
<ul style="list-style-type: none"> War Memorial

Use, condition and maintenance issues
<ul style="list-style-type: none"> The site consist of a triangle of fenced landscaped land extending to approximately 60 square metres housing the Manston Village War Memorial The site was designated as a Village Green by KCC and as such fell into TDC's ownership. TDC has a very limited budget to maintain 24 memorials across the district. Manston Parish Council has requested that ownership of the memorial be transferred to them.

Alternatives
<ul style="list-style-type: none"> The Council could retain the site and the maintenance responsibilities for it.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> The memorial was paid for by public subscription by the residents of Manston so it would seem sensible for the local residents to own the land and the memorial. Transfer of the site will reduce TDC's maintenance liability in the future.

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> None identified.

Recommendation
<ul style="list-style-type: none"> Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

3. Land adjacent to the Lodge, Ellington Park, Ramsgate

Name and address of land/property	Land adjacent to the Lodge, Ellington Park, Ramsgate
Current Description	Garden
rental received p.a. / gross yield	£175

Current use of land/property
<ul style="list-style-type: none"> Garden ground

Use, condition and maintenance issues
<ul style="list-style-type: none"> The land is currently used as garden ground by the owners of the Lodge and has been licensed to a series of owners of the Lodge. The land is fenced and forms part of the curtilage of the lodge and is not accessible to users of the public park.

Alternatives
<ul style="list-style-type: none"> The Council could retain the site.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> Disposal of the site would yield a financial receipt.

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> None identified.

Recommendation
<ul style="list-style-type: none"> Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

4. Land between Montefiore Lodge & the Old Stable Block, King George VI Park

Name and address of land/property	Land between Montefiore Lodge and the Old Stable Block, King George VI Park, Ramsgate
Current Description	Access Road
rental received p.a. / gross yield	None

Current use of land/property
<ul style="list-style-type: none"> • Access road from the park to the Lodge and Old Stable Block

Use, condition and maintenance issues
<ul style="list-style-type: none"> • The land provides access to the Lodge and the Old Stable Block • The lodge and Stable Block are not in the ownership of TDC • TDC has maintenance and liability issues for the land but derives no benefit from it. • One property in TDC ownership has a right of pedestrian access over the land. This right would be retained on disposal.

Alternatives
<ul style="list-style-type: none"> • The Council could retain the site and the maintenance responsibilities for it.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> • Disposal of the site would yield a financial receipt and extinguish maintenance liability for the authority. • Transfer of the site will enable the purchaser to improve security of the Lodge and the Old Stable Block

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> • None identified.

Recommendation
<ul style="list-style-type: none"> • Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

5. Land at Vale Square, Ramsgate

Name and address of land/property	Land at Vale Square, Ramsgate
Current Description	Gardens
rental received p.a. / gross yield	£60

Current use of land/property
<ul style="list-style-type: none"> Gardens

Use, condition and maintenance issues
<ul style="list-style-type: none"> The land is currently licenced to and used as gardens by the Vale Square Residents Association. The land is listed as an Asset of Community Value The middle third of Vale Square is in private ownership and the western third is owned by Vale Square Residents Association

Alternatives
<ul style="list-style-type: none"> The Council could retain the site.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> Disposal of the site would absolve TDC of any future liability.

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> None identified.

Recommendation
<ul style="list-style-type: none"> Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

6. St Anne's Gardens, Margate

Name and address of land/property	St Annes Gardens, Margate
Current Description	Hard Landscaping
rental received p.a. / gross yield	Nil

Current use of land/property
<ul style="list-style-type: none"> • Hard Landscaping

Use, condition and maintenance issues
<ul style="list-style-type: none"> • Unsightly hard landscaped area • The site is subject to fly tipping and the dumping of cars • TDC have maintenance, repair and liability issues

Alternatives
<ul style="list-style-type: none"> • The Council could retain the site.

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> • Disposal of the site would absolve TDC of any future liability. • The disposal of the site would enable the purchaser to improve the streetscene

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> • None identified.

Recommendation
<ul style="list-style-type: none"> • Disposal is recommended in accordance with the adopted disposal framework.



SLA: 100018261

Not to Scale

Annex 2

Properties for Demolition

<u>Asset number</u>	<u>Site</u>	<u>Plan Ref</u>
12/4-3	St Mildred's Hut	7
13/10-5	Garage- Princess Walk, Palm Bay	8
317/4-1	Western Undercliff Kiosk	9

7.St Mildred's Hut

Name and address of land/property	St Mildred's Hut
Current Description	Storage Hut

Current use of land/property
<ul style="list-style-type: none"> Disused Storage Hut

Use, condition and maintenance issues
<ul style="list-style-type: none"> The hut has been unused for many years No alternative use for the property has been found There are no services to the property The condition of the property is deteriorating beyond economic repair

Alternatives
<ul style="list-style-type: none"> There is no alternative use for the property

Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> Demolition of the property would extinguish maintenance and health & safety liability for the authority.

Issues which may inhibit disposal of the land/property
<ul style="list-style-type: none"> None identified.

Recommendation
<ul style="list-style-type: none"> Demolition is recommended.



SLA: 100018261

Not to Scale

9. Western Undercliff Kiosk, Ramsgate

Name and address of land/property	Western Undercliff
Current Description	Cafe

Current use of land/property
<ul style="list-style-type: none"> • Café/Kiosk with associated toilets operated by a Leasee

Use, condition and maintenance issues
<ul style="list-style-type: none"> • The property was severely damaged in October 2014 as the result of the failure of the main Southern Water sewer. • Following the clearance of contaminated waste from the site it has been identified that the foundation slab of the property has been fractured damaging the structural integrity of the building. • As the property is unusable the Lease of the property has been terminated. • The proceeds from an insurance claim will be insufficient to rebuild the property. • The property is therefore beyond economic repair.

Alternatives
<ul style="list-style-type: none"> • The property could be rebuilt but this would require a significant capital investment for which there would be insufficient economic return. • A partial demolition could be undertaken and the toilets could be retained. However as the toilets have not been operated as public toilets for more than 20 years there is no budget provision for their operation or for future repair and maintenance.

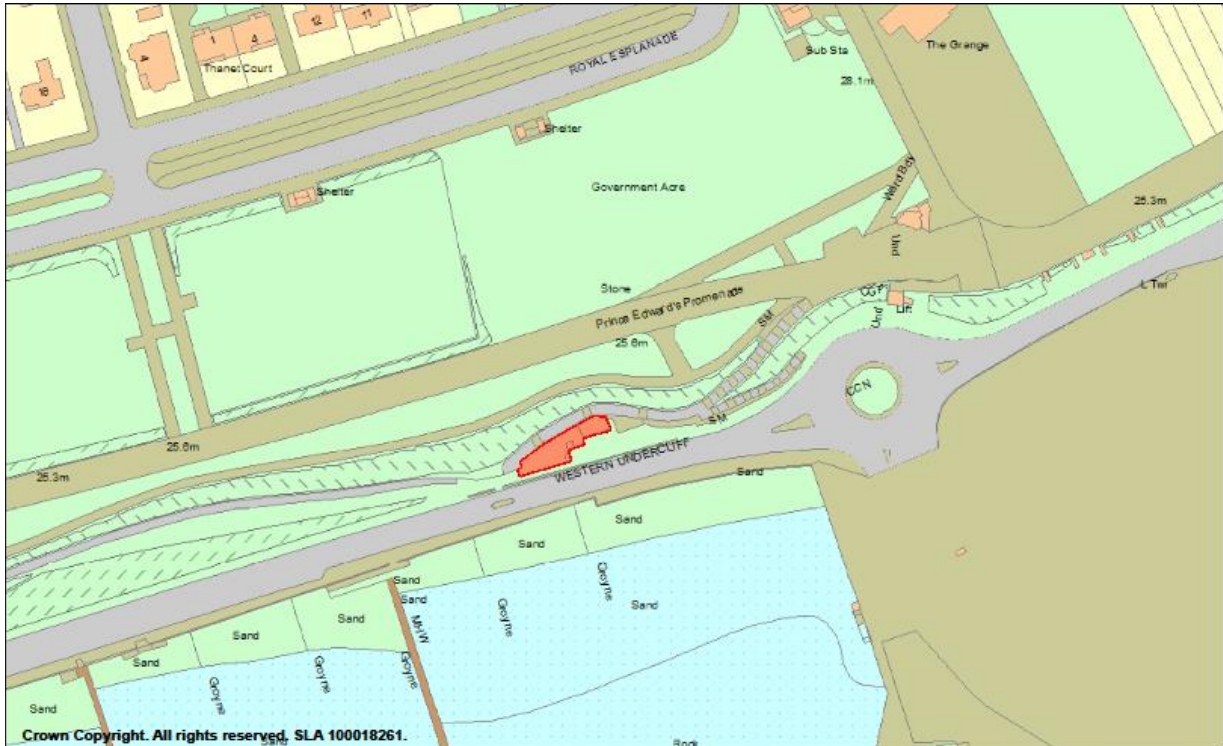
Advantages / Case for disposal of the land/property
<ul style="list-style-type: none"> • Demolition of the property would extinguish maintenance and health & safety liability for the authority. • The remaining site could have the potential to generate income in the future by way of a ground lease.

Issues which may inhibit disposal of the land/property

- None identified.

Recommendation

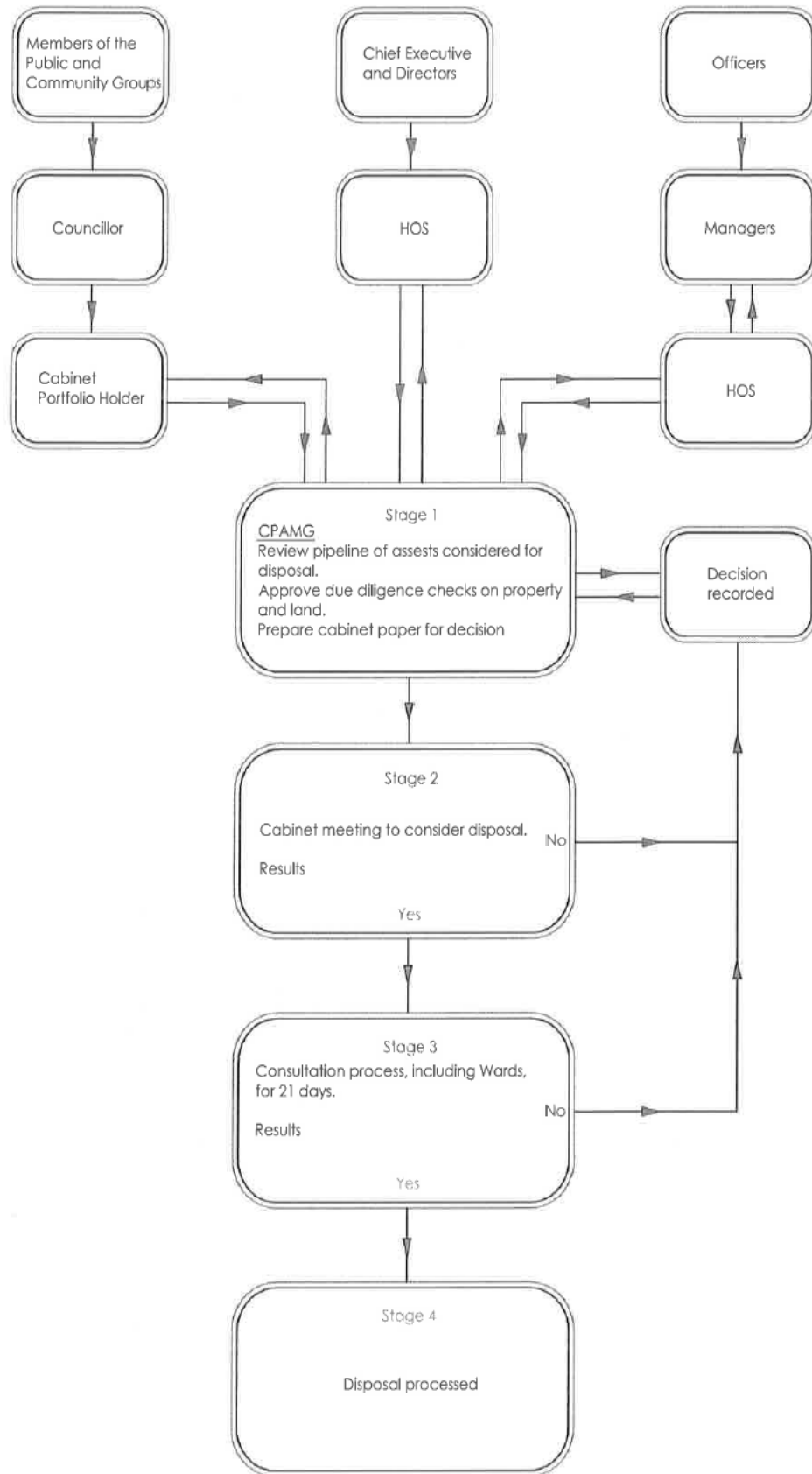
- Demolition is recommended.



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THANET DISTRICT COUNCIL DISPOSAL PROCESS



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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.