

## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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.

### **Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the meeting of the Staffing Committee held on  
Monday 17<sup>th</sup> March 2025 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr L Douglass – Chair of the Committee  
Cllr D. Britcher  
Cllr S Gurney  
Cllr B Johnson  
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk, Mr H Clark- Deputy Clerk  
The Chairman welcomed members and opened the meeting at 7pm.

**1. Apologies and acceptance for absence**

No Apologies sent

**2. Declarations of Interest and Dispensations**

None raised.

**3. Approval of minutes of the Committee meeting held on 10<sup>th</sup> January 2025**

Minutes of the meeting of 10th February 2025 had been circulated. Cllr Britcher informed the committee to change when he had left the last committee meeting as it was after item 7. The minutes were **AGREED** as a true and accurate record of the meeting with the amendments made and were signed by the Chairman.

**4. Public Participation**

No members of the public present

**5. To Receive update on Administration Vacancy**

The question was asked if the senior admin officer was offered an exit interview. The Clerk informed the committee that they have approached a staffing agency and have received applicants from them. The committee requested the temporary administrator role will be in effect until the new clerk is in post.

**6. To Receive update on Locum Position**

Cllr Johnson gave an update regarding a potential locum, Cllr Johnson advised that the locum could work 3 days and has requested to be considered for the permanent position. The committee requested Cllr Johnson to converse with the locum to agree on terms for his time as a locum and to have an application pack sent to them.

**7. To Receive update on Clerk Vacancy**

The Clerk informed the committee that Applications have been received from staffing agency and will be available for paper sieve on 2<sup>nd</sup> April 2025.

Approved.....

Date.....

- 8. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 to 10 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**

*The Meeting was Closed to the Press and Public*

**9. To receive update on Capability Matter**

The committee received report from Facilities manager giving update on staff member, feedback given was positive and shown improvement. Monitoring of the staff member will continue, and a review shall be given a monthly basis to assure there is no regression on the staff members performance.

*Deputy Clerk left room at 19:29*

**10. To consider Deputising Arrangements**

Cllr Britcher Proposed Cllr Douglass would take minutes, 2<sup>nd</sup> by Cllr Gurney and all Agreed. Deputising policy to be in place until locum appointed. Locum appointment is to be 3 days per week and deputizing policy will be in place for remaining 2 days per week until clerk vacancy is filled. Proposed by Cllr Britcher, 2<sup>nd</sup> by Cllr Johnson and all agreed.

*Deputy Clerk returned to room at 19:35*

**11. Item of Urgent Business**

Item of urgent business was proposed by Cllr Douglass and 2<sup>nd</sup> by Cllr Britcher and agreed by all. Content in a letter from one of the staff voicing concerning staff shortages and is concerned by amount of work to address after their annual leave. The staff member is requesting carrying forward remaining annual leave dates into the 2025-2026 financial year. It was proposed by Cllr Douglass that the committee is aware of the situation and has taken note of the well-being of the staff member and to take the remaining annual leave, 2<sup>nd</sup> Cllr Britcher and all agreed.

*Clerk and Deputy Clerk left the Room at 20:04, then returned to the Room at 20:38*

Following discussion on correspondents received it was agreed that It was agreed that the chair of staffing committee will seek legal advice from NP Law and this would be funded by budget header. The Committee agreed to this.

**12. Items for the next agenda**

Paper sifts for Clerk Application  
To receive Locum update  
To receive update on legal advice  
To receive update on Temporary Administrator position  
Deputy probation review

**13. To Confirm Date, Time and Venue of Next Meeting**

Next meetings to be held on 2<sup>nd</sup> April 2025 at 19:00

Meeting closed at 8:43PM

Approved.....

Date.....

**Item 5**

**To Receive update on temporary Administrator position.**

An Individual has been sourced by a recruitment agency, and are due to start on Monday  
31/03/25