

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.](#)

Subject	Description
Employment, office, trade, profession or vocation	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 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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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
Wednesday 21st MAY 2025 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr David Maidstone – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney- Minute Taker
Cllr Mike Hicks
Cllr Andrew Lock
Cllr Roy Forder

The Chairman welcomed Councillors and opened the meeting at 7pm.

1. Apologies and acceptance for absence.

Cllr Greg Britton and Cllr Bill Johnson tendered apologies for this meeting.

2. Declarations of Interest and Dispensations.

There were no dispensations raised by any member of the Cllr Committee.

3. Approval of minutes of the Committee meeting held on 13th May 2025.

Draft minutes of the meeting of 17th March 2025 had been circulated previously. The minutes were **AGREED** as a true and accurate record of the meeting and were duly signed by the Chairman.

4. Public Participation

No members of the public present

5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 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

6. Update probationary period for Deputy Clerk. There was no update as a review of this matter was scheduled for a July meeting of the committee. Payroll issues had been rectified.

7. Update of Temporary Administrator

Negotiations had been concluded with the agency, and a smooth transition had been agreed. Appropriate documentation would be drafted and provided with a suitable commencement date being negotiated.

Approved.....

Date.....

8. Update on Clerk recruitment.

- (a) Update on appointment: The job opportunity had been offered to the successful interview candidate and had been accepted. References had been sought by the Chairman of the committee who report back to the Staffing Committee members. Further references may be required. A commencement date was being sought.
- (b) Consultation with various agencies and organisations had been fruitful in acquiring a list of Locum Clerk opportunities. The Chairman of the committee was instructed to approach some of the people on this list for availability for the next three months, which needed to included a cross-over period to assist the new incumbent. The Chairman would need to report back to the committee on the progress to date of that temporary appointment.

9. Items for next agenda.

Tbc

10. To Confirm Date, Time and Venue of Next Meeting

Tbc.

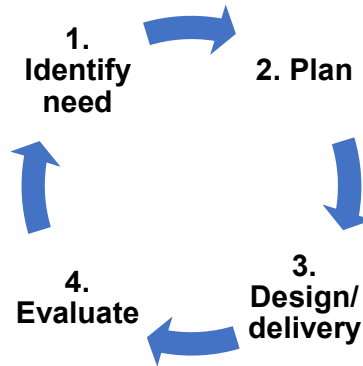
Meeting ended at 20.35hrs.

Approved.....

Date.....

XXX Parish Council

Training Statement and Development Policy



1. Overall aim of this Policy

- 1.1 The Council is committed to the principle and provision of training and development for its members, staff and volunteers to help raise the council's profile, fulfil the roles played by its members, staff and volunteers individually and as a team and maximise the potential of the Council in its role of serving the community. The Council has an overall strategy to actively respond to the needs of its parishioners. Personal development of members, staff and volunteers will help formulate, guide and facilitate this strategy.
- 1.2 All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and subject to availability of financial resources.

2. Training Objectives

- 2.1 To provide suitably trained, qualified and motivated councillors and staff for the Council.
- 2.2 To provide facilities for training and retraining to meet changing needs of the Council.
- 2.3 To provide councillors and staff with greater understanding of the purpose and working of a Council, and their part in it.

- 2.4 To foster the development of councillor and staff relations, job satisfaction and nurture a positive attitude towards personal development.

3. Financial Assistance & Budget

- 3.1 The annual training Budget is to be approved by the Council at their Budget meeting, endorsed by the Council on setting of the Precept each year. The Budget is managed at the discretion of the Clerk who will refer all costs over £100 to the Council or appropriate Committee for approval.
- 3.2 Where training is approved, the Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.
- 3.3 Travelling costs - to be paid at the discretion of the Clerk.
- 3.4 A member of staff attending training events, conferences outside of the normal working pattern, will accrue Time off in Lieu (TOIL). At the discretion of the Clerk this additional time can be paid as additional time at their contracted hourly rate.
- 3.5 Where training facilities and costs are incurred over the value of £100, granted to enable a member of staff to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the employee shall be required to undertake to remain in the service of the Council for a period of **two** years from the date on which the qualification is obtained. (not from the date of start the training)
- 3.6 If an employee (or councillor other than by election or ending of a term of office) leaves within this two-year period (or whilst training in progress) all costs are reclaimed in full, except in the most exceptional circumstances
- 3.7 Where a member of staff or councillor, without good reason, fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will immediately withdraw the training facility granted and will require all costs refunded in full, in accordance with the undertaking signed by the employee.
- 3.8 Further training - the continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either:
- that the member of staff has passed the appropriate examination
 - has otherwise made satisfactory progress in his/her studies
 - merits assistance to enable him/her to sit the examination again.
- 3.9 Non-Attendance - staff and/or Councillors attending training (assisted courses, events or conferences) are required to inform the Clerk immediately of any absences, giving reasons. Failure to do so (or late notification other than sickness, bereavement or other legitimate reason) may result in action

being taken under the Disciplinary Procedure for Staff, under the Code of Conduct for Councillors and result in reimbursement of any costs incurred by the Council, that cannot be recovered.

- 3.10 Training registration - individual councillors or employees are responsible for their registration for the appropriate course and examination via the clerk but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.
- 3.11 Annual Subscriptions - the Council will, in addition to the Training budget, pay the annual subscription to the Society of Local Council Clerks (SLCC), Norfolk Association of Local Councils (NALC) and/or Norfolk Parish Training & Support (NPTS) to enable staff and councillors to take advantage of training courses and conferences arranged by those organisations.

4. Identification of Training Needs

- 4.1 Training needs (and evaluation) for the clerk (and other staff) will be identified as a result of their personal development plans and their appraisal. The council supports relevant training for staff, both one-off and qualification courses.
- 4.2 Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.
- 4.3 There is likely to be a need for additional training (for new members) following an ordinary election, by election or co-option. Councillors will also be encouraged to attend a variety of courses to support their role within the council.
- 4.4 Flexible solutions will be provided to any staff or councillors with particular needs.
- 4.5 Training will be identified at the initial induction meetings held with all new employees and councillors; staff needs will be reviewed as part of annual appraisals/performance reviews.

5. Staff Appraisals/Personal Development & Training Plans

- 5.1 The Clerk (and all staff) will have a personal development plan as part of his / her annual appraisal which will identify skills and knowledge needs.
- 5.2 The Clerk is encouraged to take responsibility for his / her own personal development in terms of identifying appropriate external training and courses.
- 5.3 The Clerk will be responsible for facilitating the training needs of members/and other staff both new and experienced – identifying relevant courses or by coaching or mentoring.

- 5.4 The Council is committed to ensuring that a Training Plan is developed, tailored to the needs of the member of staff or councillor or council as a whole. The Clerk, staff members and councillors will be expected to attend all relevant training days whenever possible.

6. Responsibilities

- 6.1 Further and new opportunities for training will be identified by the Clerk. These may be guided by new activities the Council wishes to undertake or by changes in legislation. The Clerk will be responsible for disseminating information concerning training to members.
- 6.2 Members are encouraged to discuss any needs they identify for themselves with the Clerk. The Clerk is responsible for identifying situations where volunteers may need training, this includes such things as discussion about risk assessments and training regarding the use of equipment.
- 6.3 All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.
- 6.4 Training courses to be financed from the Council training budget.
- 6.5 It is expected that councillors and staff undertaking qualification training will attend the nearest location or distance learning offering the required course at the appropriate level.

7. Review

- 7.1 This policy will ordinarily be reviewed every three years, but more regular review may be needed if circumstances change. The policy will be reviewed by the clerk before being tabled at a meeting for consideration.