

## **Policy on Hospitality and Gifts**

This policy applies to all Members, whether co-opted or elected, and to all employees, including those with temporary contracts, or students.

There is no definitive guidance in the Local Government Act 1972, governing the provision and receipt of hospitality. The purpose of this policy is to provide guidance to all members and employees of Daventry Town Council when considering whether to accept gifts or hospitality from individuals or organisations.

### **FUNERALS**

As a mark of respect, the Town Council purchases a wreath or gives a donation to the value of £50 for past and present councillors, employees, volunteers and prominent members of the community for their funerals.

### **OFFICIAL GIFTS FROM THE TOWN COUNCIL**

Modest gifts may be given to individuals who have performed in some sort of service for the Council, e.g. minor items such as pens for students on work experience, or gift(s) for volunteer(s).

A small gift of no significant pecuniary value may be given to children on sporting or recreational activities, to foster a sense of pride in achievements.

### **GIFTS TO MEMBERS/EMPLOYEES**

As a general rule Members and employees should always refuse, tactfully, all such offers from organisations or persons who do, or might provide work, goods or services to the Town Council, or who might require policy decisions to be taken by the Council on matters affecting them personally.

Exceptions from this rule would be small promotional items, light refreshments, and gifts of no significant pecuniary value to another party.

In any event, any gift found to be acceptable must be registered in the official gift register.

### **ENTERTAINMENT AND HOSPITALITY**

Minor catering (light refreshments) may be accepted by Members and employees.

Major catering (Dinner events/sit-down meals in other establishments) received from any person in connection with council business, must be disclosed to council.

Such gifts must be registered in the gift register.