



# SHANKLIN TOWN COUNCIL

## MEETING APOLOGIES POLICY

This policy outlines the procedure for Town Councillors to notify the Town Council of their inability to attend meetings. It ensures that Councillors fulfill their responsibilities while complying with legal requirements regarding attendance.

Town Councillors must adhere to the provisions of the Local Government Act 1972, section 85, which requires that Councillors attend Town Council meetings regularly. If a Councillor does not attend any meeting for six consecutive months, without the Town Council formerly approving their reason for absence, they will automatically lose their seat.

Members shall give as much advance notice as possible of absence from all meetings either by mentioning it at a previous meeting, email, or telephone (including answer phone) to the Town Clerk or Deputy Town Clerk.

The deadline for minuted receipt of an apology for absence shall be 17.00 on the day of the meeting. Only in exceptional circumstances apologies may be given by another member at the meeting – the member giving the apology must inform the Town Clerk or Deputy Town Clerk of the exceptional circumstances.

If an apology is given with no reason, it cannot be accepted and will be noted in the minutes as “apologies - no reason given”.

Councillors who do not attend and fail to give an apology will have their absence recorded as “not present”.

Reasons that would normally be accepted as satisfactory are: Holidays, convalescing, illness, work commitments, Official school governor or trustee business, Official Town Council business, Official IW Council business, Family Commitments, this list is not exhaustive and any other reason given would be considered on an individual basis.

In cases of extreme emergency, medical, broken-down vehicle for example apologies will be accepted after the meeting if submitted in a timely manner (with email, mobile phones this should be a rare occurrence).

It is considered that recording the reason for a Councillors absence in public documents would be in breach of General Data Protection Regulations. To ensure compliance the minutes of the meeting will not record the reason for absence. The Town Clerk RFO will note the reasons privately.

Failure to attend Town Council meetings for six months will result in automatic disqualification from being a Town Councillor.

If absence becomes necessary for extended periods, Councillors are advised to submit a written request via the Town Clerk RFO giving the reason for absence, and likely time period, this will then be considered for approval by the Town Council.

The onus is on the Town Councillor to request the extended period.



# SHANKLIN TOWN COUNCIL

## Civility & Respect

Shanklin Town Council treat everyone with courtesy and respect and ask for the same in return. We ask that you treat Councillors, Council staff & volunteers courteously with respect, without violence, abuse or harassment.

Councillors, Council staff & volunteers have the right to carry out their civic duties and work without fear of being abused or attacked. Any behaviour whether that be verbal, physical or in writing, which causes either Councillors, Council staff or volunteers to feel uncomfortable, embarrassed or threatened is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication (any form).

The Town Council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any Councillor, member of staff or volunteer.

The use of aggressive, or abusive language, (including the raising of the voice, swearing, shouting or in any written form) which threatens or intimidates Councillors, Council staff or volunteers.

This policy applies at all times.

Councillors have a duty to adhere to the 'Nolan Principles'.

Shanklin Town Council as a corporate body have duties under current employment law to undertake necessary steps to protect its staff and officers.



# THE CODE OF CONDUCT

(Adopted October 2013)

## For members of Shanklin Town Council

### 1. Introduction and interpretation

- (a) This Code applies to you as a member of Shanklin Town Council
- (b) You should read this Code together with the seven general principles prescribed by the Localism Act 2011 as follows:

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

**SELFLESSNESS** – Holders of public office should act solely in terms of the public interest.

**INTEGRITY** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**OBJECTIVITY** – Holders of public office, must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**ACCOUNTABILITY** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**OPENNESS** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**HONESTY** – Holders of public office should be truthful.

**LEADERSHIP** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

(c) It is your responsibility to comply with the provisions of this Code.

(d) In this Code –

“meeting” means any meeting of –

- (i) Shanklin Town Council
- (ii) Any of Shanklin Town Council’s committees, sub-committees, joint committees, joint sub-committees, or working parties.

“member” includes a co-opted member and an appointed member.

In relation to a parish or town council, references to an authority’s monitoring officer shall be read as references to the monitoring officer of the Isle of Wight Council under section 55(12) of the Local Government Act 2000.

## **2. Scope**

(a) Subject to sub-paragraphs b. to e., you must comply with this Code whenever you –

- (i) conduct the business of Shanklin Town Council (which, in this Code, includes the business of the office to which you are elected or appointed); or
- (ii) act, claim to act or give the impression you are acting as a representative of Shanklin Town Council,

and references to your official capacity are construed accordingly.

- (b) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (c) Where you act as a representative of Shanklin Town Council
  - (i) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (ii) on any other body, you must, when acting for that other body, comply with Shanklin Town Council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

### **3. General Obligations**

- (a) You must treat others with respect.
- (b) You must not –
  - (i) do anything which may cause Shanklin Town Council to breach any of equality enactments (in particular the Equality Act 2010);
  - (ii) bully any person;
  - (iii) intimidate or attempt to intimidate any person who is or is likely to be –
    - 1. complainant,
    - 2. a witness, or
    - 3. involved in the administration of any investigation or proceedings in relation to an allegation that a member (including yourself) has failed to comply with their Council's code of conduct; or
  - (iv) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of Shanklin Town Council.

#### **4. You must not –**

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is –
    - 1. reasonable and in the public interest; and
    - 2. made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

**5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Shanklin Town Council into disrepute.**

#### **6. You –**

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of Shanklin Town Council
  - (i) act in accordance with Shanklin Town Council's reasonable requirements;
  - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. When reaching decisions on any matter you must have regard to any relevant advice provided to you by –

(a) The Town Clerk RFO to Shanklin Town Council

where that officer is acting pursuant to his or her statutory duties.

8. You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by Shanklin Town Council.

## **9. Register of Interests**

You must complete your register of interests within 28 days of being elected and then update your register of interests within 28 days of any event that requires a change.

## **10. Declaration of an Interest**

If you have a matter due to be considered by Shanklin Town Council that affects a matter disclosed in your register of interest or your register of disclosable pecuniary interests then you must declare that interest before the matter is being discussed or when that interest becomes apparent.

If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and if it is being considered at a meeting of (Shanklin Town Council you must leave the room for that item).

Should you wish to participate as a member of the public to express your views where public speaking is allowed under Shanklin Town Council's normal procedures, then you will need to seek a dispensation to do so .

Individual requests for dispensations will be considered and made by Shanklin Town Council. (see dispensation form/procedure).

Shanklin Town Council may delegate the power to grant dispensation that will affect all or most of the Members' of Shanklin Town Council to the Town Clerk RFO.

## **11. Register of Gifts & Hospitality**



You must register with the Town Clerk RFO any gift or hospitality exceeding a value of £50 that you have been offered (whether accepted or not) as part of your role as a Member of Shanklin Town Clerk. (see Gift & Hospitality form/procedure).

SHANKLIN TOWN COUNCIL

COMMITTEES 2025-2026

If you wish to join a committee, please put a tick beside that committee

If there are more members wishing to join a particular committee than places then a vote will take place

The Town Mayor sits on every committee

Please return this form to Town Clerk RFO via the office or email

Before noon 21 May 2025

Councillor.....

I wish to join:

FINANCE COMMITTEE	
FALCON CROSS HALL MANAGEMENT & STAFFING COMMITTEE	
TOWN IMPROVEMENT COMMITTEE	
<b>OUTSIDE BODIES</b>	
BAY AREA PLACE PLAN	



# SHANKLIN TOWN COUNCIL

## COUNCILLOR'S EMAIL POLICY

Councillors have been provided with an email account:

**Cllr????@shanklintowncouncil.co.uk** specifically for their work as Town Councillors. The Town Council believes this is the most efficient, safest way of working effectively.

1. These email accounts must not be used to make decisions or influence decisions that should be made at a meeting of the Town Council.
2. The law does not allow Councillors to act independently & every Councillor should make sure that they do not imply that the content of their emails (Town Council or otherwise) represents the opinion or policy of the Town Council as a whole. As a Councillor only the view of the whole Council can be given, whether the Councillor agrees with the decision or not.
3. When a Councillor uses their Town Council email account to send an email the recipient can be excused for thinking it is an 'official' communication sent on behalf of the Town Council. All Councillors should be particularly careful if they are agreeing to do something that may be seen as a commitment by the Town Council, so Councillors must put the following disclaimer at the bottom of every email used for Town Council business.

### **Disclaimer**

*'This email may contain privileged & or confidential information. If you receive this in error, please notify the sender immediately & do not use or disclose it's content to any other party. Any views or opinions expressed are those of the author & do not represent the views of Shanklin Town Council. The Council is committed to*

*safeguarding your personal data & complying with the rights of individuals under General Data Protection Regulations.`*

4. No emails are confidential, every email is stored in the archive & is available to the public through a FIR. Before such emails are released, they are cleared of personal data, it is better to avoid disclosing anything personal or confidential in the first place; email is not a secure medium.
5. No disclaimer will help if a Councillor sends an email that contains illegal, offensive, obscene, racist, abusive material, or libellous, defamatory or discriminative material which may bring the Town Council into disrepute.
6. The only people who can send an `Official` email are the Town Clerk RFO who writes on behalf of the Town Council or the Deputy Town Clerk on direction of the Town Clerk.
7. At the request of the Town Clerk RFO, in exceptional circumstances, it may be appropriate for a Town Councillor to issue correspondence in her/his name, such correspondence must make it clear that it has been written in an official capacity & has been authorised. A copy to be emailed to the Town Clerk RFO.
8. By using the Town Council's email address or a private email address for Town Council business, a Councillor is agreeing she/he understands the terms & conditions of use & agrees to abide by them.

### **Terms & Conditions of Use**

- Shanklin Town Council is the licensee of the domain, it authorises it's Councillors & Officers to hold & use email accounts within the domain. The account holders agree that the Town Council is a legal entity in its own right & separate from any of its Councillors.
- Account holders within the Domain consent to receiving Summons, Notice & agenda paperwork for meetings etc by electronic means.
- The number of email accounts may be amended from time to time as required.
- The Town Council shall not be held liable for any claims made or views expressed or any other content within an email distributed from the Domain by

it's Councillors through the inclusion of a footnote Disclaimer. The Disclaimer should be appended to all outgoing emails from a Town Councillor for Town Council business.

- A Councillor should not use the words "Shanklin Town Council" in their signature without their Town Councillors title, as this may imply to the reader that the email has been authorised by the Town Council itself.
- A Councillor may not use the words "on behalf of" or "for" in front of the word "Shanklin Town Council" any such email must be both sent & be authorised by the Town Clerk RFO ( or on her direction her assistant).
- Any outgoing emails from the Domain regardless of the author shall have regard to relevant data protection legislation & where there are multiple addressees who have no association, such emails shall be distributed by blind copy only.

### **Good Practices**

- Before sending an email message, consider if it is necessary. It is easy to misconstrue the contents of an email which can lead to confusion & poor communication.
- Users should not send or forward any chain emails from their Town Council email account as they can contain malware.
- Remember the authenticity of any email cannot be guaranteed especially with the prevalence of email "spoofing". Users should always avoid opening any attachments to emails that are unexpected.
- When sending an email, users should only "C" & "BCC" people who really need to be informed. Users should take care when using the "Reply to All" function as this may be inappropriate.
- Councillors should ensure their anti-virus software is up to date & computer firewall is turned on.
- Where possible avoiding holding an individual's information in your home (Councillor) or on an electronic device. If a Councillor needs to hold personal

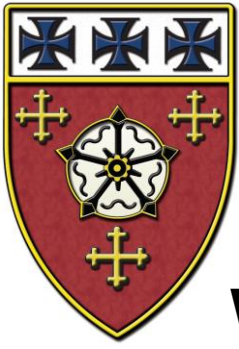
information containing personal data on behalf of the Town Council it needs to be stored securely.

- When sending emails be:

Mindful of the Code of Conduct & Civility & Respect Pledge.

Be polite & respectful at all times.

Email etiquette constitutes capitalisation of words as SHOUTING and is to be avoided.



# SHANKLIN TOWN COUNCIL

## LOCAL GOVERNMENT ACT 1972

### WRITTEN UNDERTAKING UNDER SECTION 83(4)(b)

**I**.....

Being a Member of Shanklin Town Council declare that I will duly and faithfully fulfil the requirements of this role according to the best of my judgement and ability.

I undertake to observe the Code of Conduct, & shall always treat others with respect, which is expected of Members of Shanklin Town Council.

Signed..... Date.....

This undertaking was made and signed before me

Signed..... Date.....

(Proper Officer of the Town Council)

# SHANKLIN TOWN COUNCIL

**Minutes of a Meeting of the Town Council held at Falcon Cross Hall, Shanklin, Isle of Wight on Tuesday 29 April 2025 at 19.00.**

**PRESENT:** Town Mayor Councillor S. Sheath (in the Chair)

Deputy Town Mayor Cllr. A. Whittaker, Councillors: D. Larner, W. Hilton-How, S. Parkes, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, R. Patel, S. Knight, R. May. Town Clerk RFO, Deputy Town Clerk 2 members of the public.

## **PUBLIC FORUM**

Points raised: None.

### **1. APOLOGIES FOR ABSENCE**

Councillors' D. Cable.

Cllr. Barry did not attend and gave no apologies.

### **2. DECLARATIONS OF INTEREST & DISPENSATIONS**

**2.1 DECLARATIONS OF INTEREST** – Members were invited to declare any interest, including the nature & extent of such interests, that they may have in any items to be considered at the meeting. (If the interest was pecuniary, members should have left the meeting at the appropriate time). Members' to declare by voicing and/or completing the form distributed at the meeting or emailing the Town Clerk RFO before the meeting.

**2.2 DISPENSATIONS TO RECEIVE WRITTEN REQUESTS FOR DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS (If any).**

**2.3 TO GRANT REQUESTS FOR DISPENSATIONS AS APPROPRIATE**  
Councillors C. Quirk & M. Beston have dispensations to participate (speak & vote) granted to them until May 2025 (or until the next election if sooner) with regard to IW Council items, & Shanklin theatre & community trust.

### **3. REPORT OF THE TOWN MAYOR**

I hope this report finds you well as summer is fast approaching.

I start this report with a reflection of a recent visit to the Bay C of E school regarding breakfast club initiative this supports the pupils to have the best start to their day by providing them with a good breakfast. A wonderful group of volunteers support the school in delivering this. Funding for this has come from local Town & Parish Councils including Shanklin Town Council & many other organisations.

I would like to share the wonderful news from Julian Wadsworth from the Bay Youth Project with you. Recently the Bay Youth Forum part of the bay youth project was shortlisted for the National Crime Beat Awards one of only six national projects and



were highly commended for their social action projects around a Safer Communities agenda in the Bay area. I would like to congratulate the Bay Youth Forum on this national achievement. During the last month I was asked to sign as Mayor a very special letter for a veteran Alec Penstone who was turning 100 years old. It was very moving to read what Alec Penstone had done during his military career. This coming Sunday I have been asked to attend a special service as part of the Bay's VE 80 years events. I would like to thank Richard Priest for all his hard work towards all of the Bay VE 80-year events that will be happening this May. Finally, I would like to thank the following Councillors Councillor Cable, Councillor Knight & Councillor Parkes for their service to the Town as this is their last meeting with us as Councillors. I wish them all the best for the future.

**4. MINUTES TOWN COUNCIL MEETING 27 FEBRUARY 2025**

That the minutes of the meeting held on Thursday 27 February 2025 having been previously circulated be approved and signed & to note matters arising that do not require formal resolution.

Members duly proposed, seconded and voted thus: Cllrs R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, R. Patel, S. Knight, voted to approve. Cllr. A. Whittaker & S. Parkes abstained.

**RESOLVED:** To approve the minutes from the meeting of 27 February 2025.

**MATTERS ARISING:** None.

**5. MINUTES EXTRAORDINARY MEETING 27 FEBRUARY 2025**

That the minutes of the Extraordinary meeting held on Thursday 27 February 2025 having been previously circulated be approved and signed & to note matters arising that do not require formal resolution.

Members duly proposed, seconded and voted thus: Cllrs R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, R. Patel, S. Knight, Cllr. A. Whittaker voted to approve. Cllr. S. Parkes abstained.

**RESOLVED:** To approve the minutes from the Extraordinary meeting of 27 February 2025.

**MATTERS ARISING:** To change R. Barry to P. Barry.

**6. ACCOUNTS:**

**6.1 ACCOUNTS FOR APPROVAL FEBRUARY 2025**

Members duly proposed, seconded and voted thus to approve the accounts. Cllrs R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, R. Patel, S. Knight, Cllr. A. Whittaker voted to approve. Cllr. S. Parkes abstained.

**RESOLVED:** To approve the accounts for February in the sum of **£.34411.07.**

**6.2 BANK RECONCILIATION FEBRUARY 2025**

Town Mayor Cllr. S. Sheath confirmed the bank reconciliation for February 2025 correct.

**6.3 ACCOUNTS FOR APPROVAL MARCH 2025**

Members duly proposed, seconded and voted to approve the accounts  
Cllrs R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S.  
Godden, M. Beston, L. Fleming, R. Patel, S. Knight, Cllr. A. Whittaker voted  
to approve. Cllr. S. Parkes abstained.

**RESOLVED:** To approve the accounts for March in the sum of £20133.73

**6.4 BANK RECONCILIATION MARCH 2025**

Town Mayor Cllr. S. Sheath confirmed the bank reconciliation for March  
2025 correct.

**7. INTERNAL AUDIT REPORT 2024/2025 REGULATION 5(1) ACCOUNTS & AUDIT REGULATIONS 2015**

Members duly proposed, seconded and voted unanimously to receive, approve &  
adopt the Internal Audit Report 2024/2025

**RESOLVED:** To receive, approve & adopt the final Internal Auditor's Report for the  
year ending 31 March 2025.

**8. ANNUAL ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2025 S.11 THE ACCOUNTS & AUDIT REGULATIONS 2015**

Members duly proposed, seconded and voted unanimously to receive, approve &  
adopt the internally audited annual accounts as prepared by the Town Clerk RFO.

**RESOLVED:** To approve & adopt the annual accounts for the year ending 31 March  
2025

**9. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/2025 PAGES 1 & 2 TO RECEIVE, APPROVE, SIGN & ADOPT**

Members duly proposed, seconded and voted unanimously to receive, approve,  
sign & adopt

**RESOLVED:** Members received, approved, signed & adopted pages 1 & 2 of the  
Annual Governance & Accountability Return 2024/2025.

**10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/2025 PAGE 3**

**RESOLVED:** Members received & noted the Annual Internal Audit Report  
2024/2025 as completed by the Internal Auditor.

**11. SECTION 1 – THE ANNUAL GOVERNANCE STATEMENT 2024/2025 PAGE 4**

Members duly proposed, seconded and voted unanimously to approve Section 1 &  
to approve the signing by the Town Clerk RFO & Chairman s.12(2)(a)(b) The  
Accounts & Audit Regulations 2015.

**RESOLVED:** To approve Section 1 & to approve the signing by the Town Clerk  
RFO & the Chairman.

12. **SECTION 2 – THE ACCOUNTING STATEMENTS 2024/2025 PAGE 5**  
Members duly proposed, seconded and voted unanimously to approve Section 2 & to approve signing by the Chairman s.12(2)(c) The Accounts & Audit Regulations 2015.  
**RESOLVED:** To approve Section 2 & to approve the signing by the Chairman.
13. **SECTION 3 – ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/2025 EXTERNAL AUDITOR’S REPORT & CERTIFICATE 2024/2025 PAGE 6**  
**RESOLVED:** Members noted that Section 3 will be completed by the External Auditor in due course.
- 13.1 **STATEMENT OF NO CONFLICT OF INTEREST WITH EXTERNAL AUDITORS BDO LLP & AGREE FOR CHAIR & TOWN CLERK RFO TO SIGN THE REQUISITE FORM**  
Members duly proposed, seconded and voted unanimously to confirm no conflict of Interest with External Auditors BDO LLP & for Town Clerk RFO & Chair to sign the requisite form.  
**RESOLVED:** No conflict of interest & Town Clerk RFO & Chair to sign the requisite form.
14. **NOTICE OF THE PERIOD OF THE EXERCISE OF PUBLIC RIGHTS & OTHER INFORMATION REQUIRED BY S.12(3)(A)(B) & S.4 THE ACCOUNTS & AUDIT REGULATIONS 2015** **RESOLVED:** Members noted the requisite notices will be displayed in accordance with the Regulations at the appropriate time.
15. **MEMBERS UPDATE**  
Members thanked Cllr. S. Knight for his time as a Councillor.  
Cllr. Parkes thanked everyone he enjoyed his time as a Councillor.  
Landslips. Baby changing table.  
Cllr. Whittaker – Revetment party is still there it’s a stand-alone committee.  
Revetment project signage, road markings. All the best to Cllr. Knight.  
Cllr. Sheath thanked those Councillors not standing.
16. **ISLE OF WIGHT COUNCILLOR/S’ UPDATE**  
Cllr. Beston Police protection order nearly ready to go. Waiting for IWC. Attended beat surgery with other Town Councillors. Possible meeting in Falcon Cross Hall.  
Police station storage, may be re-opening front desk.  
Cllr. Quirk From May IWC system changes from Cabinet to Committee system.  
Planters – Cllr Quirk, Jon, Baron to look at planter sitings.  
IWC budget monies to make clock look better.

**Wednesday 21 May 2025 .....**

# SHANKLIN TOWN COUNCIL

## REGISTER OF INTERESTS

Shanklin Town Council requires all Members to complete this register within 28 days of their election. Yearly in May. If your circumstances change you are required, within 28 days of the change, to submit written notification of the change to the Monitoring Officer IWC via the Town Clerk RFO.

**If you need any advice or help to complete this form, please contact The Deputy Director of Resources (Corporate Governance) and Monitoring Officer -Corporate Governance Manager and Deputy Monitoring Officer or Strategic Manager Legal Services and Deputy Monitoring Officer on 821000 or by email.**

**Name of Member .....**

I set out below my interests and those I am aware of relating to my spouse/partner under the various headings.

### Disclosable Pecuniary Interests:

These are interests that are required to be declared by the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. **These declarations relate to you AND any interests you are aware of relating to your spouse or civil partner or a person you live with as husband and wife or as if you were civil partners.**

Please put "None" where appropriate.

Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Employment, office, trade, Profession or vocation carried out for profit or gain.</b></p> <p>This includes any firm or company in which you or your spouse or partner are a business partner or director.</p>		

Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Sponsorship</b></p> <p>Any payment or provision of any other financial benefit (other than from Shanklin Town Council) made or provided in respect of any expenses incurred by you or your spouse or partner in carrying out duties as a member, or towards the election expenses of you or your spouse or partner. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992</p>		

Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Contracts</b></p> <p>Any contract which is made Between Shanklin Town Council &amp; either: a) you; your spouse; or your partner; or  b) firm in which either you or your spouse or partner is a business partner; or  c) a body corporate of which you or your spouse or partner is a director; or  d) a body in which you or your spouse or partner has a beneficial interest (that is a firm in which you or your spouse/partner is a business partner or a corporate body in which you or your spouse/partner is a director or an industrial and prudent society where you or your spouse or partner are a member of the management committee or a corporate body in which you or your spouse/partner have a beneficial interest in its securities  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.</p>		

Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Land</b></p> <p>Any beneficial interest in land which is within the area of Shanklin, excluding an easement, servitude, interest or right in or over land which does not carry with it a right for you or your spouse or partner alone or jointly with another to occupy the land or to receive income.</p> <p>Please give address or description sufficient to identify the location.</p>		
<p><b>Licences</b></p> <p>Any licence (alone or jointly with others) to occupy land in the area of Shanklin for a month or longer.</p> <p>Please give address or description sufficient to identify the location.</p>		



Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Corporate Tenancies</b></p> <p>Any tenancy where (to your knowledge the landlord is Shanklin Town Council and the tenant is a body in which you or your spouse or partner, has a beneficial interest.</p> <p>Please give address or description sufficient to identify the location.</p>		

Category of Interest	Your Interests	Interests of your Spouse/Partner
<p><b>Securities</b></p> <p>Any beneficial interest in securities (shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the Financial Services and Markets Act 2000 and other securities of any description other than money deposited with a building society) of a body where that body (to your knowledge) has a place of business or land in the area of Shanklin; and 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>		

Date:.....

Signed:.....

RECEIVED:

Date:.....

Signed:.....

(Monitoring Officer or their representative)