

Chris Pottinger  
Wayfarers Cottage  
White Lane  
Hannington  
Hampshire  
RG26 5TN

Tel: 01256 845467

Date: 28/11/2017

Dear Chris,

**Parish Council - Casual Vacancy Acknowledgement (Hannington)**

Further to your notification of a Parish Council Casual Vacancy following the resignation of Cllr Clare Kinnear I confirm receipt and will write to you again after 18 December 2017 to let you know if an election has been requested or whether the Parish Council may co-opt to fill the vacancy.

If an election is called it will be held not later than 22 February 2018.

Please note:

- Ten separate requests are not needed to call an election – one letter signed by ten local government electors for the Parish would be sufficient;
- If an election is not to be held, the law requires your Council to co-opt a person to fill the vacancy “as soon as practicable after the expiry of the period of fourteen days”;
- The National Association of Local Councils (NALC) has produced a briefing note relating to co-option, the Good Practice for selection of Candidates being co-opted to a Local Council (L15 -08). This sets out the circumstances in which a local council may exercise the power to co-opt a person onto the council.
- It is essential that any person co-opted is **qualified** to be a member of a Parish Council; and is not disqualified. Qualifications and disqualifications are explained in Part 1 of guidance produced by the Electoral Commission, available at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>. Although not a statutory requirement, you may wish the co-optee to confirm to you in writing that he/she is qualified and not disqualified;
- We will need to know the name and address of the person you have co-opted and the date of the Parish Council meeting which has approved the co-option. A signed copy of the registration of interests **must** be returned, a copy of which I have attached for your convenience. This must be completed in full and cannot be amended in any way or it will be returned to you to complete again.
- Ellie Cole is the Democratic Services Apprentice who will be co-ordinating the receipt of the declaration of interests. Her telephone number is 01256 845262 and her e-mail is [ellie.cole@basingstoke.gov.uk](mailto:ellie.cole@basingstoke.gov.uk) if you have any questions.
- The declaration of acceptance of office is retained by the parish.

I hope this is useful and if you have any queries please do not hesitate to contact me

Yours sincerely



Electoral Services Manager

**Basingstoke and Deane Borough Council**

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# Hannington Parish Council

## **Declaration of Acceptance of Office**

I, .....having been co-opted to the office of  
Member of ..... Parish Council, declare that I take  
that office upon myself, and will duly and faithfully fulfil the duties of it  
according to the best of my judgement and ability.

Signed .....

Date .....

This declaration was made and signed before me.

Signed .....

Proper Officer of the Council

**REGISTER OF MEMBERS' INTERESTS**  
**GENERAL NOTICE OF DISCLOSABLE**  
**PECUNIARY AND OTHER REGISTERABLE INTERESTS**  
**MAINTAINED UNDER SECTION 29 OF THE LOCALISM ACT 2011**

In order to comply with the authority's Code of Conduct, a Member or Co-opted Member must register their pecuniary and other registerable interests with the Council's Monitoring Officer within 28 days of the date of their election or co-option

I, [INSERT NAME] .....  
a member of .....COUNCIL give notice that

**EITHER**

I have no pecuniary or other registerable interests which are required to be declared under the Council's Code of Conduct, and I have put 'none' where I have no such interests under any heading.

**OR**

I have set out below under the appropriate headings my interests which I am required to declare under the Council's Code of Conduct, and I have put 'none' where I have no such interests under any heading.

*(This form gives general guidance, but is not comprehensive. Please seek advice from the Monitoring Officer if you require further information. Continuation sheets should be used where necessary and clearly marked.)*

## DISCLOSABLE PECUNIARY INTERESTS

These are interests of a description specified in regulations made by the Secretary of State and either it is your interest or an interest of your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

### **1. Employment, business, profession or vocation**

You should state any employment, office, trade, profession or vocation carried on for profit or gain. Give a short description of the activity concerned: for example, "Computer Operator" or "Accountant".

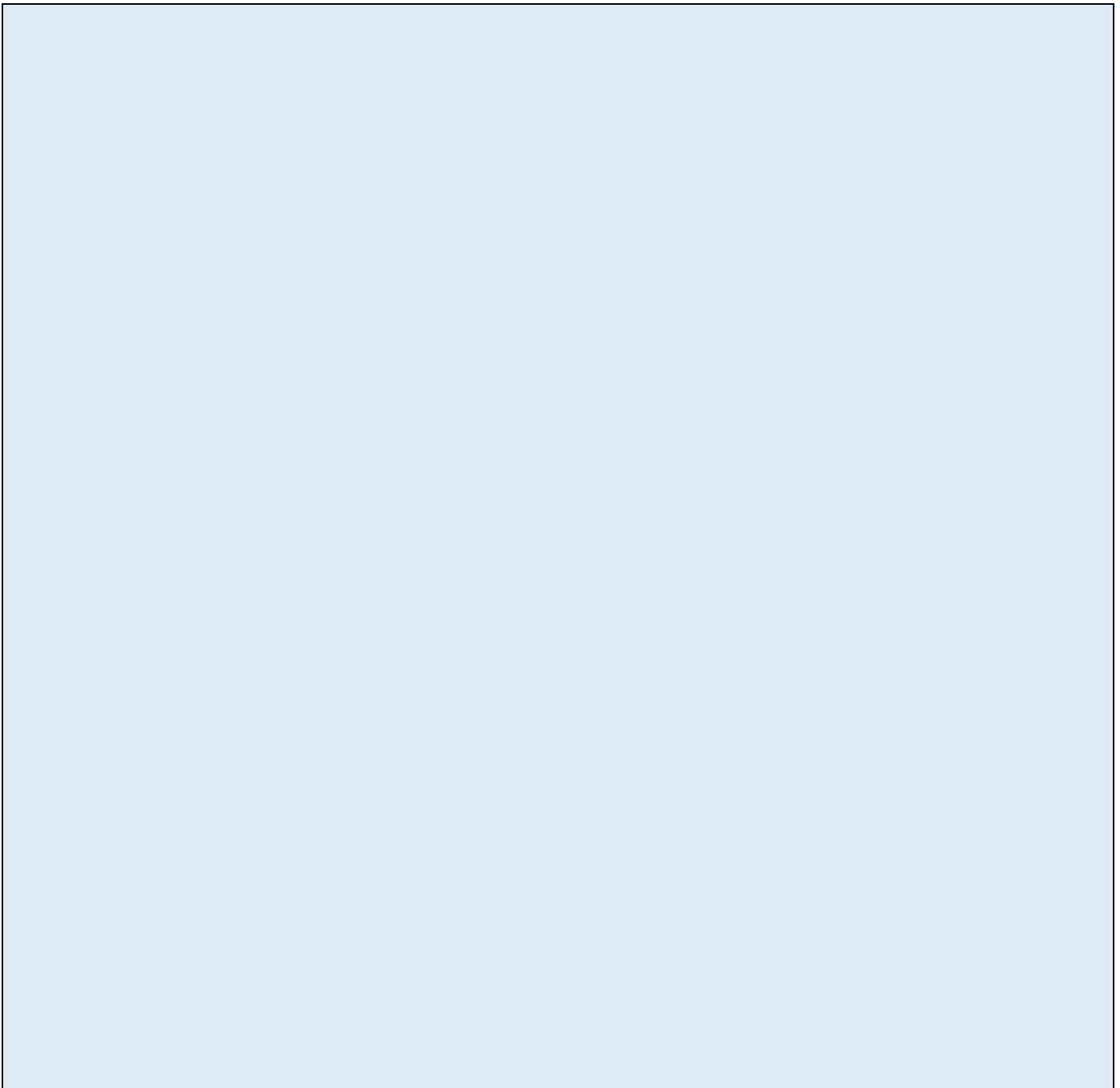
Employees should give the name of their employer. If employed by a company, give the name of the company paying your wages or salary, not that of the ultimate holding company.

## 2. Sponsorship

You should declare any payment or provision of any other financial benefit (other than from the relevant authority<sup>1</sup> made or provided within the “relevant period” in respect of any expenses incurred by you in carrying out duties as a member, or towards your 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<sup>2</sup>

“Relevant period” is the period of 12 months ending with the day on which you give a notification.



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<sup>1</sup> “relevant authority” means the Council of which you are a member

<sup>2</sup> 1992 c. 52

### **3. Contracts with the authority**

You should describe any contract which is made between you (or a body in which you have a beneficial interest) and the relevant authority of which you are a member.

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

You need not say what the financial arrangements are, but should say for how long the contract is.

#### 4. Land in the area of the authority

You should include any land in the area of the authority in which you have a beneficial interest. You should give the address or a brief description or plan to identify it. If you live in the authority's area (e.g. as an owner, lessee, tenant etc.) you should include your home under this heading. You should also include any property from which you receive rent, or of which you are the mortgagee.

"Land" **includes** any buildings or parts of buildings.

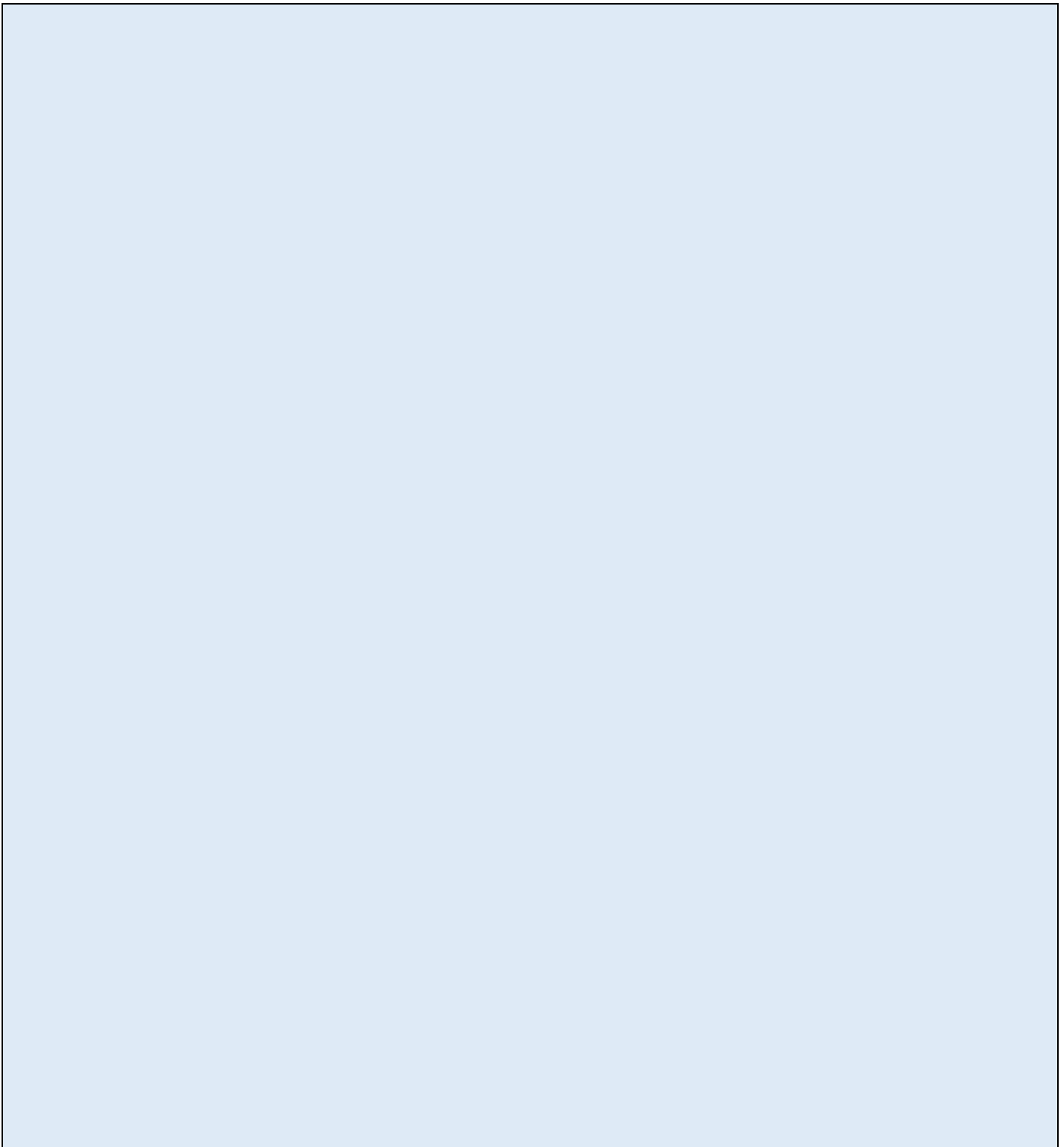
"Land" **excludes** an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

## 5. Licences to occupy land

You should include any licence (alone or jointly with others) to occupy land in the area of the relevant authority<sup>3</sup> for a month or longer. You should give the address or a brief description or plan to identify it.

"Land" **includes** any buildings or part of buildings.

"Land" **excludes** an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.



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<sup>3</sup> "relevant authority" means the Council of which you are a member



## 6. Corporate Tenancies

You should list any tenancy where (to your knowledge) –

(a) the landlord is the relevant authority<sup>4</sup>; and

(b) the tenant is a body in which you have a beneficial interest

“Body in which you have a beneficial interest” means a firm in you are a partner or a body corporate of which you are a director<sup>5</sup>, or in the securities of which you have a beneficial interest.

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<sup>4</sup> “relevant authority” means the Council of which you are a member

<sup>5</sup> director” includes a member of the committee of management of an industrial and provident society

## 7. Securities

You should list any beneficial interest in securities of a body where –

(a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; 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 relevant person<sup>6</sup> has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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<sup>7</sup> and other securities of any description, other than money deposited with a building society.

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<sup>6</sup> "relevant person" means you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners)

<sup>7</sup> 2000 c. 8

## OTHER REGISTERABLE INTERESTS

### 8. Membership of other bodies

You should list any membership of or position of general control or management in any:-

(a) body to which you have been appointed or nominated by the authority as its representative;

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(b) Public authority or body exercising functions of a public nature;

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(c) body directed to charitable purposes;

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(d) body, one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union);

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## Changes to Registered Interests

I understand that I must, within 28 days of becoming aware of any new interests, provide written notification to the Council's Monitoring Officer.

I recognise that it is a breach of the Council's Code of Conduct to:

- (a) omit information that ought to be given in this notice;
- (b) provide information that is materially false or misleading;
- (c) fail to give further notices in order to
  - bring up to date information given in this notice;
  - declare an interest that I acquire after the date of this notice and have to declare

and that any breach of the Code of Conduct can be referred to the Monitoring Officer

In accordance with section 31 of the Localism Act 2011, I understand it is a criminal offence to fail to notify the Authority's Monitoring Officer of a disclosable pecuniary interest

**Signed:**

**Date:**

**RECEIVED**

**Signed:**

**Monitoring Officer**

**Date:**