



Sandgate Parish Council

Code of Conduct

Adopted by Full Council: 18th May 2026

Introduction

Pursuant to Section 27 of the Localism Act 2011, Sandgate Parish Council (“the Council”) has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of:

- Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
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Definitions

For the purposes of this Code:

- A “**co-opted member**” is a person who is not a member of the Council but who is either:
 - a member of any committee or sub-committee of the Council; or

- a member of, and represents the Council on, any joint committee or joint sub-committee of the Council,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

- A “**meeting**” is a meeting of:
 - the Council;
 - any committee or sub-committee;
 - any joint committee; or
 - any joint sub-committee.
- Unless otherwise stated, a reference to a **member of the Council** includes a co-opted member.

Member Obligations

When a member of the Council acts, claims to act, or gives the impression of acting as a representative of the Council, he/she has the following obligations:

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

6. Within 28 days of:
 - this Code being adopted by the Council; or
 - the member’s election or the co-opted member’s appointment (where that is later),

he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall, within 28 days, re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any:
 - change to interests; or

- new interests

in Appendices A and B within 28 days of becoming aware of them.

9. A member need only declare the existence, but not the details, of any interest which the Monitoring Officer agrees is a **“sensitive interest.”**

A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member being subject to violence or intimidation.

Declaration of Interests at Meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A, the member shall not participate in discussion or vote on the matter.

He/she only has to declare what his/her interest is if it is not already entered in the member’s register of interests or if he/she has not notified the Monitoring Officer of it.

11. Where a matter arises at a meeting which relates to a sensitive interest in Appendix A, the member shall not participate in discussion or vote on the matter.

If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose that he/she has an interest, but not the nature of it.

12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter.

He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

13. A member only has to declare his/her interest in Appendix B if:

- it is not already entered in his/her register of interests;
- he/she has not notified the Monitoring Officer of it; or
- he/she speaks on the matter.

If he/she holds a sensitive interest in Appendix B not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of:

- a friend;
- relative; or
- close associate

(other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter.

He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

If it is a sensitive interest, the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A or B where the Council believes that:
- the number of members otherwise prohibited from taking part in the meeting would impede the transaction of business; or
 - it is in the interests of the inhabitants of the Council's area to allow the member to take part; or
 - it is otherwise appropriate to grant a dispensation.
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Appendix A

Interests Defined by Regulations Made Under Section 30(3) of the Localism Act 2011

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 member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out duties as a member, or towards 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 member, his/her spouse or civil partner, or a person living with the member 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 in which

Subject	Description
	such person has a beneficial interest in securities) 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	Any beneficial interest in land within the area of the Council.
Licences	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 member's knowledge: (a) the landlord is the Council; and (b) the tenant is a body in which the member, spouse, civil partner, or person living with the member as spouse/civil partner is a partner, director, or has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body 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 is of more than one class, the total nominal value of shares of any one class exceeds one hundredth of the total issued share capital of that class.

Note

“**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.

Appendix B

An interest which relates to or is likely to affect:

(i)

Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council.

(ii)

Any body:

- exercising functions of a public nature;
- directed to charitable purposes; or
- one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management.

(ii)

Any gifts or hospitality worth more than an estimated value of **£50** which the member has received by virtue of his or her office.