

Appendix B:

Officer's Declaration of Gifts and Hospitality

Guidance on declarations of Gifts and Hospitality are set out in the Exeter City Council Constitution under Officers' Code of Conduct.

All Gifts and Hospitality must be reported to the Monitoring Officer on this form.

Your declaration will be recorded in the Council's Register of Gifts and Hospitality.

In the case of senior Council Officers (Chief Executive, Directors and Corporate Managers) where no Gifts and Hospitality are received, a nil return must be made on this form on an annual basis no later than 31 March.

NAME:

POST:

EMAIL ADDRESS:

NAME AND POST OF MANAGER APPROVING THE RECEIPT OF THE GIFT AND/OR HOSPITALITY:

DETAILS OF GIFTS AND/OR HOSPITALITY AND DATE RECEIVED:

REASON FOR GIFT AND/OR HOSPITALITY AND RELATIONSHIP TO THE DONOR:

ESTIMATED VALUE OF GIFT AND/OR HOSPITALITY:

Signed:

Dated: