

Dear Councillor,

Please find attached a blank copy of the Council's declaration of gifts and hospitality form. In line with best practice as laid out by the Committee for Standards in Public Life, these forms are to be sent out to Councillors prior to each meeting of the Accounts and Audit Committee. The recorded gifts and hospitality received during each period will then be updated on the Council's website.

Can you please fill in and return the form if you have received any gifts or hospitality since your last declaration? If you have nothing to report can you please confirm this via email? If a response is not received from you by 12:00 on (insert date of next Audit Committee Meeting) it will be assumed that you have not received any gifts or hospitality during this period.

If you have any queries relating to this process do not hesitate to contact me.

Kind regards,