

**PUXTON PARISH COUNCIL**  
**NORTH SOMERSET DISTRICT**

**DECLARATION OF ACCEPTANCE OF OFFICE  
(COUNCILLOR)**

I, .....

having been elected to the office of **COUNCILLOR** for Puxton 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.

I undertake to be guided by the Puxton Parish Council Code of Conduct in the performance of my duties in that office.

**Dated this    day of        20**

(Signature).....

The Declaration was made and signed before me.

.....  
(Clerk and Proper Officer of Puxton Parish Council)

**Notes**

1. A person elected to the office of Parish Councillor shall make the above Declaration before or at the first meeting of the Parish Council after his/her election.
2. The Declaration shall be made in the presence of the Clerk to the Parish Council and signed by the person making that declaration.
3. The completed Declaration must be handed to the Clerk of the Parish Council for his/her retention immediately after completion.
4. If an elected member of a Parish Council fails to comply with 1 and 2 above their office shall become vacant.

**PUXTON PARISH COUNCIL  
NORTH SOMERSET DISTRICT**

**DECLARATION OF ACCEPTANCE OF OFFICE  
(CHAIR)**

I, .....

being a councillor of Puxton Parish Council and having been elected to the office of **CHAIR** for the said Council, **HEREBY DECLARE** that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I undertake to be guided by the Puxton Parish Council Code of Conduct in the performance of my duties in that office.

**Dated this ..... day of ..... 20.....**

(Signature).....

The Declaration was made and signed before me.

(a).....  
(Clerk and Proper Officer to the Parish Council)

or, in the absence of the Clerk,

(b).....  
(Councillor)

**Notes**

1. A person elected to the office of Chairperson shall make the above Declaration before or at the first meeting of the Parish Council after his/her election.
2. The Declaration shall be made in the presence of a member of the Parish Council or the Clerk to the Parish Council and signed by that person at (a) or (b) above.
3. The completed Declaration must be handed to the Clerk of the Parish Council for his/her retention immediately after completion.
4. If an elected member of a Parish Council fails to comply with 1 and 2 above their office shall become vacant.
5. The Chairperson is elected annually. A copy of this declaration must be completed every year – even if the same person is elected as Chairperson for a further year.
6. A repeat declaration does not have to be - but may be - completed for the Vice-Chair.
7. No repeat declaration needs to be completed for ordinary Councillors.

**PUXTON PARISH COUNCIL  
NORTH SOMERSET DISTRICT**

**DECLARATION OF ACCEPTANCE OF OFFICE  
(VICE-CHAIR)**

I, .....

being a councillor of Puxton Parish Council and having been elected to the office of **VICE-CHAIR** for the said Council, **HEREBY DECLARE** that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I undertake to be guided by the Puxton Parish Council Code of Conduct in the performance of my duties in that office.

**Dated this ..... day of ..... 20.....**

(Signature).....

The Declaration was made and signed before me.

(a).....  
(Clerk and Proper Officer to the Parish Council)

or, in the absence of the Clerk,

(b).....  
(Councillor)

**Notes**

1. A person elected to the office of Vice-Chair shall make the above Declaration before or at the first meeting of the Parish Council after his/her election.
2. The Declaration shall be made in the presence of a member of the Parish Council or the Clerk to the Parish Council and signed by that person at (a) or (b) above.
3. The completed Declaration must be handed to the Clerk of the Parish Council for his/her retention immediately after completion.
4. If an elected member of a Parish Council fails to comply with 1 and 2 above their office shall become vacant.
5. The Chairperson is elected annually. A copy of their declaration must be completed every year – even if the same person is elected as Chairperson for a further year.
6. A repeat declaration does not have to be - but may be - completed for the Vice-Chair.
7. No repeat declaration needs to be completed for ordinary Councillors.

**PUXTON PARISH COUNCIL REGISTER OF MEMBER'S INTERESTS**

*(the interests to be disclosed are your interests, and those of your husband, wife or civil partner, or someone with whom you are living as husband or wife, or someone with whom you are living as if you were civil partners)*

**1. Employment, office, trade profession or vocation**

(Any employment, office, trade or profession or vocation carried on for profit or gain)

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**2. Sponsorship**

(Any payment or provision of any other financial benefit (other than from the relevant authority) 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 within the meaning of the Trade Union and Labour Relations Act 1992.)

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**3. Contracts**

(Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest ) and the relevant authority –

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

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**4. Land**

(Any beneficial interest in land which is within the area of the relevant authority)

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**5. Licences**

(Any licence (alone or jointly with others) to occupy land in the area of the relevant local authority for a month or longer)

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**6. Corporate Tenancies**

(Any tenancy where ( to your knowledge)

- (a) the landlord is the relevant authority; and
- (b) the tenant is the body in which the relevant person has the beneficial interest)

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**7. Securities**

(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 local 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 class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class)

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Dated.....

Name of Councillor.....

When completed this form should be returned to The Parish Clerk, or emailed to clerk@puxtonparishcouncil.org.uk