



**Herefordshire
Council**

Guidance Notes on How to Complete the Notice of Registrable Interests Form

This guidance note provides advice and examples to Town or Parish Councillors and co-opted members on how to complete their Notice of Registrable Interests forms.

Questions and Answers

Q *Why do I need to register my interests?*

A Firstly it is a legal requirement. Secondly you need to register your interests so the public, the authority's employees, and fellow members know which of your interests might give rise to a conflict of interest. The register is a document which can be consulted when (or before) an issue arises, and enables yourself and others to consider whether or not you may have a conflict of interest.

The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to have previously thought about potential conflicts. It is also important for public confidence that people who are interested in the authority's meetings know about any interest that has been registered by you or other members.

Q *When do I have to register my interests?*

A The Council's Code of Conduct requires members to register their interests within 28 days of the Code of Conduct being adopted or their acceptance of office (where that is later).

Q *What should I do if my interests change or I have new interests?*

A It is also a legal requirement that a member must, within 28 days of becoming aware of any change to the interests specified in their form, provide written notification to the Monitoring Officer of that change.

Q *Will the register be available to the public?*

A Yes, the register must be available to the public at the council's principal office at all reasonable hours. It must also be published on the Council's website.

Q *What do I do if registering an interest might expose me or someone who lives with me to a serious risk of violence or intimidation?*

A There are special provisions for this. If you believe that you have any 'sensitive interest' you need not include it in the register provided you have consulted with Herefordshire Council's Monitoring Officer and he agrees that it need not be included.

If circumstances change and the interest is no longer sensitive you must notify the Monitoring Officer within 28 days of that change.

Q *Where do I get help with this form?*

A The Monitoring Officer and the staff of Governance Services are available to answer any questions or give advice if needed.

Introduction

Please read these notes carefully before completing the Notice of Registerable of Members' Interests Form.

In every box where you have no interest to register you must write "**NONE**".

Please note that the Code of Conduct now requires you to register not only your own registrable interests but also those of your spouse or civil partner (or anyone with whom you live as husband or wife or civil partner).

When the form is complete to the best of your ability, sign the declaration and deliver it to the Monitoring Officer, Electoral Services, Town Hall, St Owen Street, Hereford, HR1 2PJ. The form will then be included in the Council's register and its contents will be published on the Council's website.

EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION

Please include details of any employment, office, trade, profession, vocation, business or activity carried out by you and also your spouse or civil partner (or anybody with whom you are living as spouse or civil partner) which generates income for you. It does not include unearned income (from property or investments) as interests resulting from property and investments are covered in later sections of the form but should include unpaid work.

Please give a short description of the activity concerned or your job title, for example, "computer operator", "accountant" or "Director". You should also state if you are in a position of control or management, are self-employed or are a partner.

Please give the name of your employer(s). If you are employed by a company, please give the name of the company paying your salary, not that of the ultimate holding company.

SPONSORSHIP

You should declare the name of any person or body who has made any payments to you in the last year towards your expenses as a Councillor or towards your election expenses and the amount you received.

You should include any person or organisation who made a financial contribution whether direct or indirect to your election campaign or who assists you with the costs of carrying out your duties and the amount of the contribution. This may include your political party or a trade union. It may be someone who provides premises that relate to your official duties, such as somewhere to hold a ward surgery.

You do not need to declare payments made by the Council unless they are made on behalf of another body, such as the Local Government Association or allowances paid by another body.

CONTRACTS

You should provide details of any contracts (of which you are aware) for the supply of goods, services or works to Herefordshire Council, or on Herefordshire's behalf, between you and the Council or between the Council and anybody or company where you have a beneficial interest, e.g. your employer, any company where you are a director, partner or hold shares.

You only need to provide details of contracts which are 'not fully discharged', i.e. which are not yet completed (please state their length) or which are still binding.

LAND, LICENCES AND CORPORATE TENANCIES

You should include details of any land in Herefordshire in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description to identify it. If you live in the borough you should include your home under this heading as owner, lessee or tenant. This includes joint owners, lessees or tenants.

You should also include any property from which you receive rent or on which you pay a mortgage.

"Land" includes any buildings or parts of buildings.

You should include land in Herefordshire which you have a right to occupy for 28 days or more, but neither own nor have a tenancy of it. You should give the address or a brief description to identify it.

You should list any tenancies of property of which you are aware where the Landlord is in Herefordshire, and the tenant is a firm where you are employed, a partner, a company where you are a director or where you have a beneficial interest.

SECURITIES

You should list the names of any companies, industrial and provident societies, co-operative societies, building societies, public corporations, insurance companies or other bodies corporate that (to your knowledge) are active within the Herefordshire area and in which you have a **substantial** interest. You do not need to show the extent of your interest.

You have a substantial interest if you own shares or other securities in the company with a nominal value of more than £25,000 or more than 1/100th of the issued share capital or securities. The notional value is normally the face value on the share certificate and not the market value. If in doubt contact your Broker. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.

A company or body corporate is active in the authority's area if it has land or a place of business in the area.

LOCALISM ACT 2011

Important: Please complete ALL sections of the form marking "none" where appropriate.

NOTICE OF REGISTRABLE INTERESTS

Full Name	OLIVER MARTIN HARRY HUGHES
Authority	LYONSHALL

I have set out below under the appropriate headings my interests which I am required to declare under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

I have also included the interests of any "relevant person" other than myself as referred to in section 30(3)(b) of the Localism Act 2011, namely:

my spouse or civil partner,
any person with whom I am living as husband and wife, or
any person with whom I am living as if we were civil partners,

in all instances where I am aware that that other person has the interest.

Employment, Office, Trade, Profession or Vocation:

Name of Employer or Body	Description of Employment or Activity
APATH LTD	Plant and tool hire, Employed full time
Bow Plant & Sales LLP	Construction machinery Sales Partner

Notes:

1. You must list every employment, office, trade, profession or vocation carried on for profit or gain.
2. Give a short description of the activity concerned, for example, "estate agent".
3. Employees should give the name of their employer. If employed by a company, give the name of the company paying your wages or salary. If a partner in a firm, give the name of the firm.
4. Where you hold an office, give the name of the person or body which appointed you. In the case of a public office, this will be the authority which pays you. In the case of a teacher in a maintained school, the local education authority; in the case of an aided or foundation school, the school's governing body.

Sponsorship:

Name of person or body making payments
None

Notes:

- 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 from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a)

Contracts:

Description of contract
None

Notes:

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

- (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 in the area of the Authority:

Address/description of land	Nature of interest in land
Castle Weir Farm, Lyonshall ARS 3HR.	Family home

Notes:

1. You should include any land in the area of the Authority in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). If you live in the Authority's area (alone or jointly with others) you should include your home under this heading as owner, lessee or tenant.
2. You should include any property from which you receive rent, or of which you are a mortgagee.
3. "Land" includes any buildings or parts of buildings.

Licences to occupy land:

Address/description of land
None

Notes:

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

Corporate tenancies:

Address/description of land	Nature of interest in land
None.	

Notes:

Any tenancy where, to your knowledge:

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

Securities:

Name of company/body
None.

Notes:

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 has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Signed:

O. Hulse

Date:

20-06-2023

RECEIVED

Signed:

Monitoring Officer/Deputy Monitoring Officer

Date:

Please return completed form to:

Monitoring Officer
Herefordshire Council
Electoral Services
Town Hall
St Owen Street
Hereford
HR1 2PJ