

Declaration of receipt of gifts and hospitality

You must complete all the following details and return the form to the address below within 28 days of receiving the gift or hospitality in order to comply with the Members' Code of Conduct 2007. This information will then be added to the Members' Register of Interests published on the Council's website.

For more guidance on the rules surrounding registering gifts and hospitality, please refer to the 'Members' Register of Interests – Guidance Notes', available in your group office or to download on the intranet by following this path: Information About – Council and Democracy – Councillors, agendas and minutes – Councillors' Code of Conduct – Guidance on the Members' Register of Interests.

<p><b>Who donated the gift/hospitality?</b></p> <p>Please note that you are not required to register gifts or hospitality provided by Leeds City Council.</p>	
<p><b>What date did you receive the gift/hospitality?</b></p>	
<p><b>Please provide a brief description of the gift/hospitality.</b></p>	
<p><b>What is the estimated market value of the gift/hospitality?</b></p> <p>Please note that if you are registering a heavily discounted item, the value will be the difference between the normal market cost and the amount you paid. Also please note that you are only required to register gifts or hospitality worth £25 or more.</p>	

Name of Member: .....

Date: .....

Please return your completed form to:  
 Laura Ford, Corporate Governance Officer, Governance Services, 4<sup>th</sup> Floor West, Civic Hall