

GIFTS AND AWARDS POLICY

INTRODUCTION

This policy sets out guidance on appropriate awards and gifts which may be given by Burton Green Parish Council ('the Council') in certain circumstances; it applies to all Council members, whether co-opted or elected.

The policy can only be applied if the Council has adopted the General Power of Competence; the Council has delegated powers to the Clerk to purchase the gifts specified in this policy.

Councillors must be mindful that the value of all gifts and hospitality offered by the Council are sourced from public funding, and the expectation is that such funding will be used carefully and demonstrate value for money. For gifts more expensive than those stated here in any category, the excess value should be funded from personal donations.

RESIGNATION OR RETIREMENT

Councillors at Burton Green Parish Council are volunteers and receive neither payment nor allowance. In recognition of this, the Council believes it appropriate and fitting that any Councillor who has made a significant contribution/given exceptional service during their time with the Council should have their efforts recognised by reference to the scale below:

- 4 – 10 years – a thank you card signed by the Chairman
- 10 - 20 years – a thank you card and gift to the value of £50
- Over 20 years – a thank you card and gift to the value of £75

The Clerk (or any other person employed by the Council) is remunerated for their service and there will be no automatic financial award upon resignation or retirement. Any gifts for employees should be purchased through personal donations.

IN MEMORIUM

Dependent upon the family's wishes, a floral tribute to the value of £40 or an equivalent charity donation¹ will be made by the Council on learning of the death of:

- a serving Councillor
- a Councillor having served within the previous three years, or
- a currently serving Clerk or other employee,
- a spouse of a serving Councillor

¹ To a charity specified by the family
BGPC Gifts & Awards Policy



BURTON GREEN PARISH COUNCIL

Contact the Council: clerk@burtongreenparishcouncil.gov.uk
Tel: 01926 754030 Website: www.burtongreenparishcouncil.org

A wreath or flowers of a similar value may also be purchased on the deaths of other prominent residents if considered appropriate by a Council majority.

OFFICIAL GIFTS

While not often expected to arise, the giving of an official gift from the Council may occasionally be appropriate. The Council may in its discretion choose a modest value gift up to £35 to be given to individuals who have performed exceptional service for the Council or Parish.

ENTERTAINMENT AND HOSPITALITY

Minor catering (tea, coffee, biscuits, snacks, soft drinks etc.) may be provided from Council funds at meetings and other functions, and if provided at external events, may be accepted by Councillors and employees.

In exceptional circumstances, in-house catering on a greater scale may be called for, and the Council may at its absolute discretion approve expenditure on such as events as is considered appropriate.

This policy will be reviewed every two years or sooner if appropriate.

Signed (Chair): Cllr Aizlewood (acting Chair)

Date: 20.4.26

Date for next review: April 2027