



**Monitoring Officer Advice Note 13:  
Gifts and hospitality**

*The issue of members' declarations of gifts and hospitality was flagged in Advice Note 1 sent in July of last year. The recent audit report recommended that members be reminded again. This Advice Note reminds members of some of the requirements of the Brent Code of Conduct.*

Members are reminded that they must, within 28 days of receiving any gift or hospitality **over the value of £25**, provide a written notification to the Monitoring Officer of the existence and nature of that gift or hospitality. (Brent Code of Conduct paragraph 17).

The under £25 form which has been used previously is to be abolished.

Members are reminded that trivial gifts and hospitality need not be declared. If you are in any doubt, please consult the Monitoring Officer.

I will be reporting to the Standards Committee at six monthly intervals on the details of members' declarations of gifts and hospitality. Please ensure your record is up to date.

**Terry Osborne**  
**Monitoring Officer**  
**24<sup>th</sup> January 2005**