

GIFTS AND HOSPITALITY FORM

This form must be completed by elected Members and staff for offers of gifts and hospitality covered by the Gifts and Hospitality Guidance.

Name:

Employees only:

Department:

Job Title:

Details of Offer of Gift/Hospitality:

(a) **Who has made the offer:**

(b) **Description of the gift or hospitality**

(c) **Approximate value**

Details of any other offer/s of Gift or Hospitality from this person or organisation in last 12 months

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Date:

**On completion, this form must be emailed to the Monitoring Officer
Andrew.leadbetter@cheshirefire.gov.uk**



Decision of Monitoring Officer where necessary:

APPROVAL GIVEN	
APPROVAL REFUSED	