STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Dispensation Request Form

1. Councillor Details

Name of Councillor:

_____

Address:

_____

_____

2. Meeting Details

Meeting at which dispensation is required:

Date: _____ Agenda Item: _____

3. Nature of the Interest

Please describe the nature of your disclosable pecuniary interest or other interest that would normally preclude you from participating in this meeting:

_____

_____

_____

4. Dispensation Request

I am requesting a dispensation to: (Please tick one or both as appropriate)

☐ Participate in the discussion of the agenda item
☐ Vote on the agenda item

5. Grounds for Dispensation

Please select the relevant grounds for your request. A dispensation may only be granted in the following circumstances (tick one or more):

☐ **Without the dispensation, the meeting would be inquorate** (insufficient members to conduct business).
☐ **Granting the dispensation is in the interests of people living in the parish.**

☐ **Participation is necessary to ensure fair representation** of electors in the decision-making process.

☐ **The dispensation is appropriate to comply with legal obligations** or for ethical decision-making.
☐ **Other valid reason** (please specify):

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6. Duration of Dispensation

I request that the dispensation be granted for: (Please tick one)

☐ A specific meeting (date): _____
☐ A specific item of business (state agenda item): _____
☐ A period not exceeding four years (please specify): _____

7. Declaration

I declare that the information provided on this form is accurate to the best of my knowledge and that I am requesting this dispensation in accordance with the Parish Council's Dispensation Policy.

Signature of Councillor:

Date: _____

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8. Decision of Parish Council

Dispensation granted for:
☐ Discussion ☐ Vote ☐ Both

Duration of dispensation:
☐ Specific meeting ☐ Specific agenda item ☐ Specified period (state): _____

Reason(s) for granting the dispensation:

Signed by Chairman:

Date: _____

Note: The completed form must be submitted to the Parish Clerk in advance of the relevant meeting. All granted dispensations will be recorded in the minutes and held on file for future reference.

This form ensures transparency and compliance with the Parish Council’s Code of Conduct and legal obligations regarding the declaration of interests.