
Briefing Note

Statutory Returns and Councillor Training

2 min read

1.0 Background Code of Conduct

1.1 After the 1 May 2025 elections, a new parish council was elected for Menheniot. Even though the parish election was uncontested, it is still regarded as a 'new' council for the purposes of governance and statutory obligations.

1.2 Prior to their first public meeting of the new council on 19 May 2025, all councillors completed a Declaration of Acceptance of Office, which they signed as their acceptance of this statement:

I agree to abide by the Council's Code of Conduct and adopted policies, treat others with respect and promote the principles of high standards of behaviour in public life.

1.3 A key policy statement in the Code of Conduct (an 'adopted policy') is that:

You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually. (2.17)

2.0 Action Required

2.1 Councillors will be asked to confirm that they have undertaken Code of Conduct training since 1 May 2025 or have a training session booked. The deadline for completion of this training is 5 November 2025. The Clerk will arrange appropriate training via CALC if required.

3.0 Background Register of Interests

3.1 Every councillor is required to complete a Register of Disclosable Pecuniary Interests. Under the council's Code of Conduct (an 'adopted policy' and the law) this register must be completed as soon as possible after election and no later than 28 days after taking office. This is a public register and the information will be posted on the website of Cornwall Council. It is the member's responsibility to ensure that a copy is submitted to the Monitoring Officer and that the register is updated when necessary. A failure to meet this deadline is a criminal offence.

3.2 On 27 May 2025, the Clerk sent every parish councillor a blank template for the RoI together with a worked example for guidance.

4.0 Action Required

4.1 Clerk will ask councillors at the public meeting scheduled for 18 September 2025 to confirm that they have completed and returned their RoI.

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