

Name	Position/Job Title	Date offer received	Details of Donor	Details of Gift or Hospitality	Accepted or Declined	Name of additional people benefiting (if applicable)	Approximate Value	Approved by	Date Approved	Comments
Anna Blake	HR	10-Jul-18	Broadbean	6 Cupcakes	Accepted Anna Blake	Shared with teams	£5.00	Anna Blake	10-Jul-18	Shared with teams in HR wing
Anna Blake	HR	10-Jul-18	Reed	Box of Heros	Accepted Anna Blake	Shared with teams	£3.00	Anna Blake	10-Jul-18	Shared with teams in HR wing
Anna Blake	HR	04-Sep-18	Amore Care Agency	2 boxes of M&S chocolates	Accepted Anna Blake	Shared with teams	£8.00	Anna Blake	04-Sep-18	Shared with teams in Lion Court