



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

Conflict of Interest Policy

All members of the Wenhaston Village Hall Committee will strive to avoid any conflict of interest between the interest of the Wenhaston Village Hall on the one hand and personal, professional and business interests on the other. This includes avoiding actual conflicts of interests as well as the perception of conflicts of interest.

The purpose of this policy document is to protect the integrity and secure the confidence of the Wenhaston Village Hall Committee's decision-making process and to protect the integrity of all those who are involved in the running of Wenhaston Village Hall.

Examples of conflict of interest may include:

- a) A Committee member who is also a Hall Hirer may be faced with a decision in a Committee meeting regarding whether the fees for users should be increased.
- b) A Committee member may be related to a paid member of staff if there is a decision taken on staff pay and/or conditions at a committee meeting.
- c) A Committee member who is also on the Committee of another organisation that is competing for the same funding.
- d) A Committee member who is related by family to or has shares related to an outside contractor which is bidding for a Village Hall contract.

Upon appointment each Committee member is to make a full written disclosure of interest including relationships that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

Conflicts of interest may occur during Committee meetings where there is a conflict between the interests of the Village Hall and the interests of the Committee member. If in doubt the conflict must be declared and clarification sought.

In the case of a conflict of interest arising out of loyalty to another organisation or person, other Committee members may authorise such conflict of interests where the following conditions apply:

- a) The Committee member who has declared the conflict of interest withdraws from the part of the meeting at which there is a discussion of any arrangement or transaction affecting the organisation or person.

- b) The Committee member who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Committee members is present at the meeting.
- c) The other Committee members who have no conflict of interest in the matter consider that it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
- d) Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.