



Claygate Village Hall Association

Registered Charity No: 305007

Conflict of Interest Policy

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

The purpose of this policy is to protect the integrity of the Association's decision-making process to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of Officers and Trustees.

Examples of conflict of interest include:

1. A Trustee who is also a hirer who must decide whether fees for hirers should be increased.
2. A Trustee who is related to an Officer and there is a decision to be taken on remuneration and/or conditions of service.
3. A Trustee who is also on the Board of another organisation that is competing for the same funding.
4. A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment, each Trustee will make a full, written disclosure of interests, such as relationships and posts held, that could potentially result in a conflict of interest. This will form part of the Declaration which Trustees sign on joining and will be kept on file and reviewed and recorded as a standing item at each Trustee meeting.

In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the Association's best interests and the Trustees' best interests or a conflict between the best interests of two organisations that the Trustee/s is/are involved with.*

After disclosure, a Trustee may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement and Officers and Trustees should respect its spirit as well as its wording.

Resources used in preparing this policy are as follows:

1. Charity Commission: conflicts of interest: a guide for charity trustees (CC29).
2. Website www.smallcharities.org.uk under help and advice > resources > governance > conflict of interest. This provides a model , template and links to useful advice.
3. Website www.icsa.org.uk/ICSA (institute of chartered secretaries and administrators): - Knowledge Resources-'Specimen conflict of Interest policy, declaration form and register of interests'.
4. Website www.governancepages.org.uk under Conflict of Interest
5. Website www.sportandrecreation.org.uk