Colne Village Hall Conflict of Interest Policy



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Purpose

The purpose of this policy is to protect the integrity of the Committee's decision-making process.

This policy defines how Colne Village Hall processes will ensure our stakeholders have confidence in our integrity and protect the integrity and reputation of trustee, volunteers and staff.

Examples of conflicts of interest include:

- A committee member who is also a user who must decide whether fees from users should be increased;
- A committee member who is also in business and may be awarded a contract to do work or provide services for the committee.
- A committee member who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.

1. Policy principles

Upon appointment to the Colne Village Hall Committee a member will make a full, written disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. The written disclosure will be kept on file and updated as appropriate.

This policy is intended to support good judgement and management committee members, volunteers and staff should respect its spirit as well as its wording.

2. Procedures

- In the course of meetings or activities, committee members will disclose and interests in a transaction or a decision where there may be a conflict between the trusts' best interests and the committee member's best interests or a conflict of interest between the best interests of two organisations in which the committee member is involved.

- After disclosure, the member will be asked to leave the room for the duration of the discussion and will not take part in the decision.

Date Approved	**9th November 2026**	**Date to Review November 2027**
Signed	SJ Harrison	**Chair**