

Conflict of Interest Policy

19/8/25

1. Introduction

The trustees of the Bricklehampton, Elmley Castle and Netherton Village Community Hall charity ("the Village Hall") strive to avoid any conflict between the interests of the Village Hall on the one hand and, on the other, the personal, professional, and business interests of the trustees, their families, friends and business associates. This includes avoiding both actual conflicts of interest and, bearing in mind the need for the trustees to uphold the reputation of the Village Hall, the perception of conflicts of interest.

2. Purpose

This policy is designed to protect the integrity of the decision-making process of the Board of Trustees, to enable all stakeholders to have confidence in the integrity of the Board of Trustees and to protect the reputation of volunteers, staff and trustees.

Examples of conflicts of interest include:

- A trustee who is also a hirer, when changes in fees are discussed.
- A trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A trustee who is also on the committee of another organisation that is competing for the same funding.
- A trustee who has shares in a business that may be awarded a contract to do work or provide services for the Village Hall.

3. Process

Upon appointment, each trustee must disclose any interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This disclosure should be made via email to the Secretary, to be kept on file and updated as appropriate.

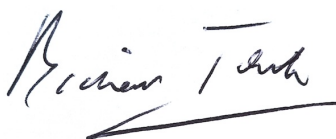
During meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between the best interests of the Village Hall and those of the trustee. After disclosure, the trustee may be asked to leave the room for the duration of the discussion and will not, unless excepted for any good reason agreed by the Board, take part in the decision.

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

Policy review

This policy will be reviewed annually.

Signature, Michael Taite, Chair:



Date: 19/8/25

Signature, Jeanette Smith, Secretary:

Date: