

Victoria Village Hall Abersychan

Conflict of Interest Policy

Adopted on: March 2025

1. Purpose

The purpose of this policy is to ensure that the operations, decisions, and reputation of Victoria Village Hall Abersychan are not compromised by conflicts of interest. It aims to maintain transparency, accountability, and public trust in all our activities.

2. Scope

This policy applies to:

- Trustees
- Committee Members
- Staff (paid or voluntary)
- Contractors and Service Providers
- Any individual involved in decision-making on behalf of the Hall

3. Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests — family, friendships, financial, or social factors — could compromise or be perceived to compromise their judgment, decisions, or actions in the organisation.

Conflicts may be:

- Actual – a direct conflict currently exists.
- Potential – a situation could develop into a conflict.
- Perceived – others may reasonably believe a conflict exists.

4. Examples of Conflicts of Interest

- Awarding a contract to a company owned by a trustee or their relative.
- A committee member voting on a matter where they or a family member stand to benefit.
- Using hall resources for personal or commercial gain.

5. Declaration of Interests

All committee members and trustees must:

- Complete a Declaration of Interests form annually.
- Update their declaration if their circumstances change.
- Declare any conflict of interest at the start of relevant meetings.

6. Managing Conflicts

Once a conflict is declared:

1. It must be recorded in the Minutes of the meeting.
2. The individual may be asked to:
 - Withdraw from the discussion,
 - Abstain from voting, or
 - Leave the meeting during the decision-making process.

The remaining committee members will decide the appropriate course of action.

7. Failure to Disclose

Failure to declare a conflict of interest may result in:

- Removal from decision-making roles,
- Disciplinary action (if applicable),
- Damage to the Hall's reputation and possible legal implications.

8. Recording and Review

Conflicts of interest and actions taken must be minuted.

This policy will be reviewed annually or when significant organisational changes occur.

9. Approval and Signature

This policy was approved and adopted by the Victoria Village Hall Abersychan Committee on:

Date: _____

Chairperson's Name: _____

Signature: _____