

Fleggburgh Village Hall and Playing Field committee

Conflict of Interest Policy

What is a conflict of interest?

A conflict of interest occurs when someone's personal interests conflict with their responsibility to act in the best interests of the charity. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in.

Conflicts of interest may be ongoing, for example a trustee who is related to a service user or who is also a trustee for another local organisation or they may be one-off for example a kitchen needing fitting and a trustee is a plumber. Conflicts of interest can be common; they just need to be managed well to prevent anything interfering with an ability to make a decision in the best interest of the charity.

Fleggburgh Village Hall and Playing Field committee is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

It is therefore our policy to ensure every trustee and member of the committee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.

We will have a register of interests for any trustee and committee member and this is to be reviewed annually. We will document any conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation. When a member of the committee identifies that they have a potential conflict of interest they must:

- a) Declare it as soon as they become aware of it;
- b) Ensure it is entered in the conflict of interest register, and documented in the minutes;
- c) Not take part in any discussions relating to the matter or in any decision making related to the matter;
- d) Not be counted in the quorum for decision making related to the matter.

In the interests of open discussion, a member of the committee affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state the declared conflict and whether the member of the left the room, or the reason they were asked to stay; That the member of the committee took no part in discussion or decision making on the matter. That the meeting was quorate (not counting the affected member of the management committee); Any other actions taken to manage the conflict

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair for confidential guidance.

Signed for and on behalf of the Fleggburgh Village Hall and Playing Field

Chair.....*Judie Payne*.....
Secretary.....*Julie Osborne*.....
Date.....*9/9/24*.....