

SKIDBY VILLAGE HALL AND INSTITUTE CONFLICT OF INTEREST POLICY

Introduction

The purpose of this policy is to protect the integrity of Skidby Village Hall and its trustees, ensuring that decisions are made in the best interests of the charity and its community users. This policy provides guidance on identifying, declaring and managing potential conflicts of interest.

Scope

This policy applies to all trustees, committee members and any staff or volunteers involved in decision-making on behalf of Skidby Village Hall.

Definition of a Conflict of Interest

A conflict of interest occurs when a trustee's personal, professional or financial interests could influence, or appear to influence, their decisions on behalf of the charity. Examples include:

- Financial interests in a company or organisation providing goods or services to the hall.
- Family, personal or close relationships with individuals or organisations involved in the charity.
- Holding another role that may compete with or influence decisions affecting Skidby Village Hall.

Declaration of Interests

Trustees must declare any actual or potential conflicts of interest as soon as they arise. Declarations should be recorded in the minutes of meetings.

Management of Conflicts

When a conflict is declared:

1. The conflicted trustee should not participate in discussions or decisions relating to the matter.
2. The Chair will determine whether the trustee may remain in the meeting or should leave temporarily.
3. Decisions should be recorded clearly in the minutes, including the nature of the conflict and how it was managed.

Gifts and Hospitality

Trustees must not accept gifts or hospitality that could compromise, or appear to compromise, their impartiality. Any gifts over a nominal value (£25) should be declared and recorded in meeting minutes.

Monitoring and Review

This policy will be reviewed by the trustees annually to ensure it remains relevant and effective. Any breaches or concerns regarding conflicts of interest should be reported to the Chair and addressed promptly.