

# **Conflict of Interest Policy for Bonsall Village Hall Management Committee and Trustees**



Reviewed 30.3.26 v2

## **Introduction**

All staff, volunteers, and Trustees of Bonsall Village Hall will strive to avoid any conflict of interest between the interests of Bonsall Village Hall on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of Bonsall Village Halls Management Committee decision making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees.

## **What is a Conflict of Interest?**

*“A conflict of interest is any situation in which a Trustee’s personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person’s position, or for a person to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity’s reputation, so conflicts need to be managed carefully.”*

## **Types of Interest Which May Give Rise to Conflict**

### ***A. Financial Benefits or Interests***

**Direct** financial benefits or interests include, for example, employment of the Trustees/Management Committee as employee, consultant or advisor, or the situation where a company of which the Trustees/Management Committee are a director or shareholder, may be considered for a contract by the Charity. Other matters of financial interest include the sale of land or the use of a Trustee’s/Management Committee property by the charity, or granting of loans by the Trustees/Management Committee to the charity. Conflicts of interest in such cases are particularly serious and any financial benefit requires authorisation, usually by the Commission.

**Indirect** financial interests may arise where such potential financial benefits accrue to a close member of the Trustee’s/Management Committee family, or even a friend, business partner or colleague.

Not all benefits enjoyed need to be authorised by the governing document, the Commission or the Courts. It is perfectly acceptable to repay reasonable out of pocket expenses to Trustees/Management Committee. Any costs that are necessary to allow the individual to carry out his or her duties can be classed as expenses and recovered from the charity or met directly by the charity. Benefits that are available to all, or that are of inconsequential or little measurable value, will not normally need to be authorised.

## **B. Non-financial Benefits or Interests**

These would include a situation where a Trustee/Management Committee directly or indirectly benefits from Bonsall Village Hall's services. An example might be where it is proposed that a Trustee's/Management Committee's business might sponsor a village hall event. The business would potentially derive a non-financial benefit from the sponsorship (in the nature of public relations exposure) and a conflict of interest would therefore arise between the individual's business interests and his/her role as a Trustee/Management Committee member. Such a conflict would need to be identified and managed in accordance with the procedures described below.

## **C. Conflicts of Loyalties**

This is when another appointment or employment or association (of the Trustee/Management Committee or of a relative or friend) may potentially influence the decisions of the individual member in directions which may not be in the best interest of the village hall. It is expected that other charity roles, particularly as Trustee or employee, should be declared. Any association or relationship with a body or organisation which is or might become an applicant for funds from Bonsall Village Hall must be declared.

Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each individual to declare any matters which he or she feels may present actual or potential conflicts, or the perception of such conflicts. If in doubt, it is better to make a declaration.

## **Disclosure**

Upon appointment each Trustee/Management Committee member will make a full, written disclosure of interests (see appendix 1), such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

## **Handling a Conflict of Interest**

In the course of meetings or activities, Trustees/Committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with. If in doubt, the potential conflict must be declared anyway, and clarification sought.

After disclosure, the individual may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Committee members present at the time.

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

For all other potential conflicts of interest, the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and Trustees should respect its spirit as well as its wording.

## **Appendix 1: Declaration of Relevant Interests Form**

I as committee member/employee/trustee\* (\*delete as appropriate) of the Bonsall Village Hall Charity Trust have set out below my relevant interests in accordance with the Declaration of Interests Policy.

<b>Category</b>	<b>Please give details of the relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</b>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g., trusteeships, directorships etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings of more than 1% of issued capital and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationship with Bonsall Village Hall and its Trustees/Committee	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Declaration of Interests Policy.

Signed:

Position:

Date: