

Clifton Campville Village Hall

Conflict of Interest Policy

Introduction

This document is the 'Conflict of Interest' Policy of Clifton Campville Village Hall.

Our Policy is:

It is good practice to have a written conflicts of interest policy and a register of interests as these can help individual Trustees and the Trustee body to identify conflicts of interest promptly. The Charity Commission encourages Trustees to make the operation of the charity as transparent as possible; Clifton Campville Village Hall Committee embraces this. With this in mind the Committee will make this policy on conflicts of interest available to the public via the Village website and the Trustees will make some or all of their register of interests publicly available.

Governing Document

Trustee's Responsibilities

Trustees have a responsibility to ensure that relevant and sufficient policies and procedures are in place to identify potential conflicts of interest and to deal with any actual conflict of interest quickly and effectively.

All Trustees have a legal duty to act only in the best interests of their charity. The Charity Commission expects Trustees to take appropriate steps in line with its guidance to ensure that they can do this. To fulfil their legal duty to act only in the best interests of the charity, Trustees have a personal responsibility to declare conflicts of interest. They also have a duty to be vigilant and point out any potential or actual conflicts of interest. Any declarations should be made to an officer of the Clifton Campville Village Hall Management Committee for joint discussion and resolution.

Other Volunteers & Staff Responsibilities

All volunteers and staff have a responsibility to declare, as soon as practicable, any conflicts of interest, which affect them both generally and prior to participating in any discussion or decision. All Clifton Campville Village Hall Management Committee members are asked at every committee meeting to declare any conflicts of interest, which is captured in the minutes of the meeting and acted on accordingly.

Trustee, Volunteer & Staff Benefits

In accordance with Clause 5.21 of the Charity's 'Deed of Variation' dated 2 June 2014, no Trustee shall take or hold any interest in any property belonging to the Charity, other than for the purpose of being a Trustee, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

(See further guidance: <https://www.gov.uk/payments-to-charity-trustees-what-the-rules-are>)

Pre-Appointment of Trustees

Prior to appointment all Trustees shall register their interests and declare any conflicts of interest. If any Trustee is likely to be subject to serious or frequent conflicts of interest, the existing Trustees shall formally consider whether that Trustee should be appointed, or if the Trustee is elected or nominated whether the Trustee should resign. If an elected or nominated Trustee declines to resign when asked to do so, the matter shall be referred to the Charity Commission.

Volunteers, Staff & Contractors

Prior to a volunteer working for the Clifton Campville Village Hall Charity or a member of Staff being employed by the Charity, they shall register their interests and declare any conflicts of interest. Prior to a contractor being contracted by the Charity the Management Team shall determine whether the services being contracted could give rise to conflicts of interest and, if so, shall require the contractor to register his interests and declare any conflicts of interest. If serious or frequent conflicts of interest are likely to arise, the Trustees and Management Team shall formally consider whether that person should be appointed.

Committee Meetings

The Committee shall ensure that there is a standard agenda item at the beginning of each meeting for Trustees and Management Committee members to declare any actual or potential conflicts of interest with any agenda item. The Committee shall formally record how such conflicts of interest are handled.

Issued by Clifton Campville Village Hall Management Committee

December 2019