

Lydbury North Village Hall

DECLARATION OF INTEREST POLICY

All Trustees of Lydbury North Village Hall (LNVH) will strive to avoid any actual or perceived conflict between the interests of LNVH on the one hand and personal, professional, or business interests on the other.

To fulfil their legal duty to act only in the best interests of the Charity, the Trustees respect that they have a personal responsibility to declare conflicts of interest, both actual and potential, and should be aware of the need to avoid any conflicts of interest between their role as a Trustee of the Village Hall and any other interest they may have, both personally and as members of other organisations which have any kind of relationship with LNVH.

The purpose of this policy is to protect the integrity of the Lydbury North Village Hall Management Committee's (LNVHMC) decision-making process, to enable all stakeholders to have confidence in the integrity of LNVHMC, and to protect the integrity and reputation of the Trustees.

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 and/or appear to clash'. The issue is not about personal integrity but the anticipation and management of any potential to profit from a person's position within LNVHMC, or for a person to be influenced by conflicting loyalties.

Such Conflicts of Interest could include:

- Financial Benefits or Interests – e.g. appointment of a Trustee as employee, paid consultant or advisor; or where a company of which the Trustee is a director or shareholder, may be considered for a contract by LNVHMC;
- Interests in the sale of land or granting of loans by the Trustees to the charity;
- Indirect financial interests may arise where potential financial benefits accrue to a close member of the Trustee's family, or a friend, business partner or colleague.

Conflicts of Loyalties arise when another appointment, employment or association (of the Trustee, relative or friend) may potentially influence decisions of the Trustee in directions which may not be in the best interest of LNVH. 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 LNVH must be declared.

Ultimately, it is not possible to define all the circumstances which may lead to a conflict of interest or loyalty. It is the responsibility of each individual Trustee 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

Each Trustee will make a full, written disclosure of interests (see below), 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.

Pre-Appointment Trustees shall be expected to complete such register of interests and declare any conflicts. 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.

Procedure for handling a Conflict of Interest

Prior to and in the course of LNVHMC meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between their and LNVH's best interests or between two organisations with which the Trustee is involved. If in any doubt, the potential conflict must be declared and clarification sought.

In the case of a conflict of interest arising for a Trustee, the "unconflicted" Trustees on the LNVHMC may authorise such a conflict provided that one or more of the following conditions apply:

- The Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- The Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
- The "unconflicted" Trustees consider it to be in the interests of the charity to authorise the conflict of interest in the circumstances applying.

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

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. The handling of conflicts of interest shall be as transparent as possible, without compromising personal and private information.

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

Date Adopted: 25th April 2017
Review: AGM 2018
Secretary: J.S. Beaumont
Chair: W.A. Smith