

Carbrooke Village Hall Conflict of Interest policy

All volunteers and committee members of Carbrooke Village Hall will strive to avoid any conflict of interest between the interests of the organisation 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 purposes of this policy are to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

Examples of conflicts of interest include:

- 1 A committee member who is also a user who must decide whether fees from users should be increased.
- 2 A committee member who is also on the committee of another organisation that is competing for the same funding.
- 3 A committee member who has interests in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each committee member will make a full, written disclosure of interests, 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 as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, it is understood that the member involved 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.

Gifts or Favours

Members of staff and trustees must not:

- Accept gifts or favours offered by an external party. Any such gifts or favours offered should be reported to the Chair in order to ensure that no suggestion of impropriety could be made in the future.

In order to avoid unnecessary declarations of gifts that are not financially significant, staff and trustees are not required to declare gifts that individually are of a value of £10 or less.

The offer and acceptance of routine hospitality that is made to others as part of the conduct of normal business, for example the provision of lunch or accommodation at a meeting or conference, is not in itself likely to fall within the remit of this policy. However, preferential individual provision may do and should be declared if there is any doubt.

This policy is meant to supplement good judgement, and volunteers and committee members should respect its spirit as well as its wording.

The policy will be reviewed annually.

Dated: 4 July 2023