

# Tongham Village Hall Conflict of Interest Policy



Committee members should all be aware of conflicts of interest, what they could mean for the organisation and how conflicts of interest should be managed to protect the organisation. To ensure consistency, organisations should have a conflict of interest policy which should include a code of conduct for committee members, a register of interests, and a written procedure for identifying conflicts, for withdrawing from discussions if a conflict arises and for recording this process.

This policy applies to all Trustees and Management Committee members.

## Why we have a policy

The Management Committee members have an obligation to act in the best interests of Tongham Village Hall and in accordance with Tongham Village Hall's governing document.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties to some other individual or group conflicts with those of Tongham Village Hall.

Such conflicts may create problems. They can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of Tongham Village Hall
- risk the impression that Tongham Village Hall has acted improperly.

The purpose of this policy is to protect both Tongham Village Hall and its Trustee and Management Committee members from any appearance of impropriety.

## The declaration of interests

Accordingly, we are asking Trustee and Management Committee members to declare their interests, and any gifts or hospitality received in connection with their role in Tongham Village Hall. They have a personal responsibility to declare conflicts of interest in order to fulfil their legal duty to act only in the best interests of the charity.

A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution.

If you would like to discuss this issue, please contact the secretary or the chairperson for confidential guidance. Interests will be recorded on Tongham Village Hall's register of interests, which will be maintained by the secretary. The register will be accessible by Trustees and Management Committee members and the secretary.

## Recording decisions

Decisions taken where a Trustee or Management Committee member has an interest:

In the event of the Management Committee having to decide upon a question in which a Trustee or Management Committee member has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision. Interested parties will not be counted when deciding whether the meeting is quorate. Interested Trustees or Management Committee members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting.

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The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

## Data Protection

The information provided will be processed in accordance with data protection principles as set out in the General Data Protection Regulation 2016/679 and related legislation. Data will be processed only to ensure that Trustees and Management Committee members act in the best interests of Tongham Village Hall. The information provided will not be used for any other purpose.

## What to do if you face a conflict of interest

All conflicts of interest, whether actual or potential, should be declared promptly at the earliest possible opportunity:

- Any Trustee or Management Committee member who has a financial interest in a matter under discussion should declare the nature of their interest and withdraw from the room, unless they have dispensation to speak.
- If a Trustee or Management Committee member has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects the organisation which they represent, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have dispensation to speak.
- If a Trustee or Management Committee member has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If a Trustee or Management Committee member is in any doubt about the application of these rules, they should consult with the chairperson.
- If you fail to declare an interest that is known to the secretary or the chairperson, the chairperson will declare that interest.

Trustees and Management Committee members interests must be listed in the register of interests.

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## Tongham Village Hall Register of Interests

Name of Board Member	Description of interest	Does the interest relate to the trustee or committee member or a person closely connected to the trustee or committee member?	Is the interest current?
J Meckiffe	Director of wholesale distribution company and property company	Trustee	Current
C Meckiffe	Director of property company	Trustee and Spouse of Trustee	Current



## Tongham Village Hall Register of Interests

### Declaration of interests

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you have a financial interest	
Appointments (voluntary or otherwise) eg trusteeships, directorships, professional chairs, local authority membership, etc	
Membership of any professional bodies, special interest groups, or mutual support organisations. (It is not necessary to declare an interest if your interest in another charity is only as a subscription paying member)	
Investments in unlisted companies, partnerships and other forms of business, significant shareholdings and beneficial interests in listed companies. (significant for this purpose means holding, together with your family, more than 5% of the issued voting shares of the company).	
Gifts or hospitality offered to you by external bodies whilst acting in your position as a trustee and whether this was declined or accepted in the last 12 months	
Do you or your immediate family use, or care for a user of, the charity's services?	
Any contractual relationship with the charity	
Any other conflicts of interest not covered by the above	

To the best of my knowledge the above information is correct and complete. I undertake to advise the secretary of Tongham Village Hall if any of the above information should change or if I become interested in any way that creates a potential conflict of interest with my position as a Management Committee member of Tongham Village Hall. I agree to review and update this declaration annually. I give my consent for this information to be used for the purposes described in the charity's conflicts of interest policy and for no other purpose.

Signed \_\_\_\_\_ (Trustees)

Date \_\_\_\_\_ 21<sup>st</sup> March 19