

## THRELKELD VILLAGE HALL TRUST

### POLICY ON CONFLICTS OF INTEREST

(adopted by the Trust Management Committee, May 2012)

1. Management Committee members and VHT Officers should be aware of the need to avoid any conflicts of interest between their role as a trustee of the Village Hall Trust and any other interest they may have, both personally and as members of other organisations which have any kind of relationship with the Village Hall Trust. In making decisions and in exercising judgments, they must put the interests of the Village Hall Trust first.
2. Conflicts of interest include the following:
  - where the Committee member/VHT Officer him/herself would benefit or lose significantly, either financially or otherwise, as a result of a decision of the Committee
  - where a close family member, close friend, close working colleague or direct employer would similarly benefit or lose
  - where an organisation within which the Committee member/VHT Officer has a managerial or significant interest stands to gain or lose significantly as a result of a decision of the Committee.
3. With the exception of any individual gifts or similar less than £10 in value, any gift, service or inducement relating to an activity or function of the Village Hall trust should be reported in writing to the Secretary, who will record this and report it to the next meeting of the Village Hall Trust Management Committee. Normally such gifts etc should be refused or where appropriate used in such a way as to benefit the Village Hall Trust.
4. Where a member of the Village Hall Trust Management Committee/VHT Officer has a personal interest in the outcome of any matter being considered by the Village Hall Trust Management Committee, he/she should declare this prior to the matter being discussed so that other members are aware of the situation; and where the member concerned feels that his/her colleagues would reasonably regard his/her judgment on the matter to be affected as a result of this interest, he/she should take no part in discussion or voting on the issue, and should leave the room while discussion is taking place.
5. Member/Officers should declare interests of this nature as soon as they become aware of them. If this is before the meeting, then the declaration should be in writing to the Secretary, who will then report the matter at the appropriate point. If he/she only becomes aware of the conflict of interest during the course of the meeting, he/she should declare it orally then, and take the appropriate action.
6. In every case, the minutes of the meeting will record declarations of conflicts of interest and actions taken as a result.

REVIEWED

29/7/16

MAY 2015

4<sup>th</sup>

November 2019

Sheldfield