

## **Horsley Village Hall** **Conflict of Interest Policy**

The purpose of this policy is to provide guidance to protect the integrity of Horsley Village Hall (HVH) Trustees and all relevant individuals, who are involved in the management and decision-making processes of HVH and its associated activities, to ensure that all individuals act in the best interests of the charity and its beneficiaries, so as to enable users, hirers and the local population to have confidence in their judgement.

All Horsley Village Hall Trustees will strive to avoid any conflict of interest between their role on the committee and their personal, professional and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

### **Examples of conflicts of interest include:**

1. A Committee Member who is a regular 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 or has a familial connection with a person who has interests in a business, which may be awarded a contract to do work or provide services to the Village Hall.

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 updated as appropriate.

During meetings, 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 such a disclosure, the Committee Member may be asked to leave the room for the discussion and may not be able to take part in any way in the decision making 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.

If in any doubt 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.