



Conflicts of Interest Policy

Revised and Approved May 2022

Trustees have a legal obligation to act in the best interests of the Charity, in accordance with the Charity's governing document, and to manage situations where there may be, or may be perceived to be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties, or links to other organisations, conflict with those of the Charity. Such conflicts or perceived conflicts can:

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

The aim of this policy is to protect both the organisation and the individuals involved from any actual or perceived impropriety.

Management of Conflicts of Interest

Trustees are required to declare all their interests, irrespective of whether or not there is presently perceived to be a conflict, and any gifts or hospitality offered and received in connection with their role for the Charity.

All Trustees are required to complete and sign a conflicts of Interest form and update this annually. These declared interests are taken as read in the generality of discussion, but each Trustee is obliged to highlight any specific conflict of interest which might pertain to a Board agenda item at the time. The Trustee should expect to leave the room for discussion of that item unless specifically asked to remain for part or all of the discussion by the Trustees and shall not participate in any vote. This must be minuted.

The conflict of interest form also includes a register of interests to record, annually, all gifts

and hospitality received by trustees, staff members and volunteers in connection with the Charity's business.

Where a Trustee benefits personally from a properly taken decision of the Board, this will be reported in the annual report and accounts in accordance with the current Charities SORP. Where a trustee, staff member or volunteer is connected to a party involved in the supply of a service or product to the Charity, this information will be fully disclosed in the annual report and accounts.

Staff members and volunteers

While staff member and volunteers do not have the same legal obligations as Trustees, they have an obligation to work in the best interest of the organisation and to properly manage any conflicts of interest.

The Trustees expect the following - key staff who make decisions and/or volunteers who participate in Board meetings - to complete the Conflicts of Interest form and otherwise declare and manage conflicts of interest, and gifts, as if a Trustee:

The Honorary Secretary (Chris Higgins)

The Hall Manager (Jo Siefert/Terizija Hirs)