# Trustee Conflicts of Interest Policy

## Purpose

This policy outlines the guidelines on managing conflicts of interest and the procedures that are in place.

## Applicability

This policy applies to all trustees.

## Conflicts of Interest

The trustees will make decisions based only on what is best for our charity. We do not allow personal interests, or the interests of people or organisations connected to trustees, to influence these decisions.

There are two types of conflict of interest:

- Financial conflict - This can happen when a trustee, or person or organisation connected to them, could obtain money or something else of value from a trustee decision; this does not include the payment of expenses. It is also a conflict if our charity benefits from a good deal, for example, if a trustee provides a service at a reduced cost.

- Loyalty conflict - This can happen when a trustee makes a decision that is not in the best interest of the charity; this may occur when a trustee has a connection to another organisation or person that the charity has a financial or other working arrangement with either as:
    - Family - a partner, child, immediate family and wider relatives
    - Friend
    - Organisation - as a trustee, board member, member of staff or similar

## Meetings

Conflicts of Interest is a standing item on all meeting agendas. The Chair will remind attendees at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a trustee to fulfil their duties impartially, or create an appearance of impropriety, with an item on the agenda shall be noted in the minutes of the meeting, specifically:

- If a trustee is directly or indirectly connected to a proposed transaction or arrangement
- If a declaration of interest becomes inaccurate or incomplete, a further declaration must be made
- A declaration is not required if the trustee is not aware of the transaction or arrangement in question

If a trustee states a conflict of interest, they will either not take part in the decision/vote and will not be counted in the quorum, or they will be asked to leave the meeting while the relevant agenda item is discussed.

## Potential Conflicts of Interest

Any proposal to pay or offer other material benefits to a trustee would be treated on a case-by-case basis and would only be approved subject to compliance with our governing document and Charity Commission guidance. Subject to this:

- We may pay or offer other material benefits to one or more of our trustees to provide services to the charity where the committee reasonably believes it to be in the charity's best interests to do so
- The services in question must be ones which the person provides in addition to carrying out normal trustee duties

Where a trustee is not part of the decision-making process, there is no direct conflict of interest. However, where the trustee has a relationship with the organisation or individual trustee, the perception could arise that the trustees have not acted in the charity's best interest.

## Managing Conflicts of Interest

To manage these issues the trustees will ask themselves the following questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc. who would be the best provider?

## Managing Serious or Complex Conflicts of Interest

If the conflicts are so serious or complex that trustees cannot comply with their duty to act in the charity's best interest, for example, all trustees are conflicted or there are not enough to reach a quorum, they should:

- Get legal advice
- Get authority from the Charity Commission

## Recording Decisions

Conflicts of interest will be recorded in the minutes, together with the key points, and decision(s), in sufficient detail to enable the reader to understand the issue and the basis on which the decision was made.

The record shall include:

- What the conflict was
- Who or what it affected
- When it was declared
- How it was managed, for example, asking the trustee to leave the discussion/not take part in the decision
- Which rules were followed, for example, our governing document
- What, if any, legal advice was obtained

## Availability

This policy is published on our website https://www.colburymemorialhall.org.uk/ and shall be given to anyone who wishes to have a copy.

## Version Control - Approval and Review

This policy shall be reviewed and approved annually by trustees, following a conflict issue or other significant factor.

| Version No | Approved By | Approval Date | Main Changes | Review Period |
|---|---|---|---|---|
| 1.0 | Trustees | 31.10.2025 | First version approved | Annual |
| 2.0 | Trustees | 26.06.2026 | Updated following new guidance from Charity Commission | Annual |