

Finchingfield Guildhall – Conflict of Interest Agreed at a meeting of Finchingfield Guildhall CIO on Tuesday 6th January

Preamble: The Charity Commission issued new guidance about conflicts of interest on 1st May 2014. The guidance is contained in document CC29 - Conflicts of interest: a guide for charity trustees.

It is a legal requirement that a trustee must declare a conflict of interest immediately he/she is aware of any possibility that personal or wider interests could influence his/her decision- making.

Having the correct procedure in place enables trustees to comply with their duty and avoid

- Making decisions which could be overturned
- Risking the charity's reputation
- Having to repay the charity if unauthorised payments are made to trustees

All trustees and members of Finchingfield Guildhall will strive to avoid any conflict of interest between the interests of the organisation on one hand and personal, professional and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organisation's decision-making process, to enable stakeholders to have confidence in our integrity and to protect the reputation of all those connected with the Guildhall.

In the course of meetings or activities, trustees and members will disclose any interest in a transaction or decision where there may be a conflict between the organisation's best interests and the trustee or member's best interests or a conflict between the best interests of two organisations with which the trustee or member is involved.

After disclosure, the conflicted person may be asked to leave the room for the discussion, or otherwise, as the remaining trustees and members may agree, and will not be able to take part in the decision or any vote taken.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgement; trustees and members should respect its spirit as well as its wording.