



# Village Hall Charity (RCN 275859)

Mill Lane, Woolpit, Bury St. Edmunds, IP30 9QX

## Conflict of Interests

The trustees of Woolpit Village Hall have a legal obligation to act in the best interests of the charity and in accordance with its governing document.

A conflict of interest is any situation in which a trustee's personal interests or loyalties could, or may be seen to, prevent a trustee from making a decision solely in the best interests of the charity. Conflicts of interest have the potential to seriously harm the reputation of the charity.

Trustees must ensure that potential conflicts of interest are identified and addressed effectively. They must be prepared to respond appropriately to any suggested conflict of interest, whether accurate or not, in order to protect the reputation of the charity. All decisions affecting the charity must be transparent and recorded to show that they have been discussed and made solely in the best interests of the charity at all times.

Conflicts are likely to arise if there is a potential financial or measurable benefit directly to a trustee (not including reasonable expenses directly relating to performing as a trustee), or indirectly through a connected person (such as a close family member or friend).

Trustees must also consider conflicts of loyalty. This occurs when a trustee's duty to one group, person or organisation interferes with their obligations to act solely in the best interest of the other. This often involves competing loyalties, rather than a financial gain. Examples of this could be a conflict between Woolpit Village Hall Charity and the body that appointed them to the charity (such as a group who they represent), also being a trustee to another charity, a member of their family, religious beliefs, etc.

## Conflicts of Interest Policy

This policy applies to all trustees and volunteers

### 1 Declaration of interests

1.1 The trustees of Woolpit Village Hall will declare their interests and any gifts or hospitality offered and received in connection with their role. The attached Appendix will be completed on each occasion and filed with the minutes of the first meeting following the AGM

1.2 The declaration of interests must be updated if any new conflict of interest is encountered by any trustee.

1.3 If there is any doubt about whether a conflict exists, should voice this and seek advice. Until this is confirmed, the trustee should respond as if a conflict does exist.

1.4 The Treasurer to the Trustees will be responsible for maintaining the register of interests.

### 2 Declaration of conflict of interest

2.1 If a trustee believes they have a conflict of interest they will:

- Declare the interest at the earliest opportunity and ensure this is registered with the treasurer.
- Withdraw from all related agenda discussions and take no part in decisions.

2.2 The Chair to the Trustees will take care to ensure that minutes or other documents relating to the item presenting a conflict are annotated correctly.

2.3 If the board of trustees has to make a decision as to whether a trustee has a conflict of interest the affected trustee will be excluded from the discussion.

Remaining board members will consider the issue and make an appropriate decision.

2.4 All decisions about a conflict of interest will be recorded by the Chair to the Trustees and reported in the minutes of the meeting.

2.5 Details of any benefits or payments to trustees and connected persons, including the reasons for them, will be disclosed in the charity's annual accounts.

Version Number	Date Agreed	Review Date
1.0	19 December 2025	



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## Trustee declaration of interests

I have no interests that I need to declare

I wish to declare the following conflicts of interest/loyalty

Nature of conflict	Details
Other trusteeships, memberships, etc	
Employment, including any previous with which you continue to have a financial interest.	
Gifts or hospitality offered by any organisation in the past 12 months.	
Any form of contractual relationship with the charity	
Other	

Signature:

Print Name:

Date: