

BARLEY VILLAGE HALL
CONFLICT OF INTEREST POLICY

Adopted 08 December 2015

This policy applies to all current and future Trustees of Barley Village Hall.

The Trustees have an obligation to act in the best interests of Barley Village Hall, and in accordance with the constitution and policies adopted. Conflicts of interest arise if an individual's personal or family interests and / or loyalties are at odds with those of Barley Village Hall.

The aim of this policy is to protect both individual Trustees and Barley Village Hall from any appearance of impropriety as a consequence of any decision or action undertaken.

Declaration of interest

The Trustees are asked to declare their interests, and any gifts or hospitality received, in connection with their role as Trustee of Barley Village Hall.

Trustees should declare their interest at the earliest opportunity and withdraw from any subsequent discussion.

Trustees may participate in discussing matters from which they may indirectly benefit, for example where benefits are universal, or where the benefit to the individual Trustee is minimal.

If a Trustee fails to declare an interest that is known to any other Trustee, that person is required to declare that interest.

Any declaration of interest will be recorded in the minutes of the meeting at which that declaration is made.

Decision taken where an interest has been declared

In the event of the Committee having to make a decision in which an individual Trustee has an interest, all decisions will be made by vote, in accordance with the Barley Village Hall constitution. A quorum must be present for the discussion and the decision; interested parties will not be counted in making the decision or in the quorum.

All decision taken under a conflict of interest declaration will be reported in the minutes of the meeting, recording:

- The nature of the conflict;
- The matter discussed; and,
- The action taken to manage the conflict.