

Umberleigh Village Hall

Bringing the community together

CONFLICT OF INTEREST POLICY AND PROCEDURE

The Umberleigh Village Hall Management Committee (Trustees) are required to abide by the following policy and procedures.

A conflict of interest occurs when someone's personal interests' conflict with their responsibility to act in the best interests of Umberleigh Village Hall. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as an employee). It also includes a conflict between a trustee/committee member's duty to the organisation and another duty that the trustee/committee member has elsewhere.

Conflicts of interest may be ongoing, for example a Trustee who is related to a service user or who is also a Trustee for another local organisation or grant-maker; or they may be one-off for example a kitchen needing fitting and a Trustee is a plumber.

Conflicts of interest can be common; they just need to be managed well to prevent anything interfering with an ability to make a decision in the best interest of the charity.

Umberleigh Hall Management Committee is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

It is the policy of Umberleigh Hall Management Committee to:

Ensure every Trustee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.

Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision-making of the organisation.

PROCEDURE

On an annual basis all Trustees will declare/update any conflicts of interests to the Secretary who will maintain a register that will be reviewed once a year and updated accordingly.

At other times when a Trustee identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it;
- Ensure it is documented in the Village Hall Management minutes;
- Not take part in any discussions relating to the matter;
- Not take part in any decision-making related to the matter;
- Not be counted in the quorum for decision-making related to the matter.

In the interests of open discussion, a Trustee affected by a conflict of interest must leave the room while related discussion / decision-making is taking place, unless there is good reason for them to stay.

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The Village Hall minutes should state:

The declared conflict;

- Whether the Trustee has left the room, or the reason they were asked to stay;
- That the Trustee took no part in discussion or decision-making on the matter;
- That the meeting was quorate (not counting the affected Trustee);
- Any other actions taken to manage the conflict.

If a Trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the trustees for confidential guidance.

This policy will be available on the Umberleigh Village Hall website.

Approved: 21 January 2026	By: Trustees Committee Meeting
Review date: January 2027	By: