

SNETTISHAM MEMORIAL HALL

AND

PLAYING FIELD CHARITY

CONFLICT OF INTEREST POLICY

INTRODUCTION

1. All staff, volunteers and Trustees of Snettisham Memorial Hall and Playing Field Charity (MHT) will strive to avoid any conflict of interest between the interests of the MHT on the one hand and personal, professional and business interest on the other.
2. The purpose of this policy is to protect the integrity of the MHT decision making process, to enable stakeholders to have confidence in the integrity of the MHT, and to protect the integrity and reputation of volunteers, staff and Trustees.

WHAT IS A CONFLICT OF INTEREST?

3. A conflict of interest is any situation in which a Trustees personal interests or interests which they owe to another body and those of the charity arise simultaneously or appear to clash. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person's position within the MHT, or for a person to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charities reputation. So conflicts need to be managed carefully.//

Note – A Guide To Conflicts of Interest For Charity Trustees published by the Charity Commission.

4. **Types of interest which may give rise to conflict:**
 - a. **Direct** – financial benefits or interests include for example, employment of the Trustees as employee, consultant or advisor, or situation where a company of which the Trustees is a director or shareholder, may be considered for a contract by the charity. Other matters of financial interest include the sale of land or the use of a Trustee's property by the charity, or granting of loans by the Trustees to the charity. Conflicts of interest in such cases are particularly serious and any financial benefit requires authorisation usually by the charity commission.
 - b. **Indirect** – financial interests may arise where such potential financial benefit to accrue to a close member of the Trustees family, or even a friend, business partners or colleague.
 - c. Not all benefits enjoyed by Trustees need to be authorised by the governing document, the charity Commission or the Courts. It is perfectly acceptable to repay reasonable out of pocket expenses to Trustees. Any costs that are necessary to allow a Trustee to carry out his or her duties as a Trustee can be classed as expenses and recovered from the charity, or met directly by the charity benefits that

are available to all or that are of consequential or little measurable value, will not normally need to be authorised.

d. While the law states that Trustees cannot receive any benefits from the charity in return for any service they provide to the charity unless they have express legal authority to do so.

5. Non – Financial Benefits of Interests

a. These would include a situation where a Trustee directly or indirectly benefits from MHT services. An example relevant to MHT might be where it is proposed that a Trustee’s business might sponsor a MHT event: the Trustees business would potentially derive a non – financial benefit from the sponsorship(in the nature of public relations exposure) and a conflict of interest would therefore arise between Trustees business interests and his/her role as a Trustee. Such a conflict would need to be identified and managed in accordance with the procedures described below.

6. Conflict of Loyalties

a. This is when another appointment or employment or association (of the Trustee or of a relative friend) may potentially influence the decisions of the Trustee in directions which may not be in the best interest of the MHT. It is expected that other charity roles, particularly as Trustee or employee, should be declared. Any association or relationship with a body or organisation which is or might become an applicant for funds from the MHT must be declared.

b. Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each individual Trustee to declare any matters which he or she feels may present actual or potential conflict, or the perception of such conflicts. If in doubt, it is better to make a decision.

7. Disclosure

a. Upon appointment each Trustee will make a full, written disclosure of interests (see appendix 1) such as relationships, and posts held, that could possibly result in a conflict of interest. This written disclosure will be kept on an electronic file and will be updated annually or as appropriate.

8. Handling a Conflict of Interest

a. In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations’ best interests and the Trustees best interests or a conflict between the best interests of two organisations that the Trustee is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

b. In the case of a conflict of interest arising from a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the “un-conflicted” Trustees may authorise such a conflict of interests where the following conditions apply:

(1). The Charity Commissions permission is sought before a benefit for a Trustee may be authorised that is not otherwise authorised in the memorandum of Articles or already authorised in writing from the charity commission.

(2). The Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussions of any arrangements or transactions affecting that other organisation or person.

(3). The Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting.

(4). Other Trustees who have no conflict of interest in this matter consider if it is in the interest of the charity to authorise the conflict of interest in the circumstances applying.

8. Any such disclosures and the subsequent actions taken are to be noted in the minutes.

9. For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice are to be recorded.

10. This Policy is meant to supplement good judgement, and staff volunteers and Trustee' should respect its spirit as well as its words.

Date Policy Adopted: 01 January 2019

Mr P Bradshaw

Chairman

Appendix 1: Declaration of Relevant Interests Form

I as a Committee member/Employee/Trustee* (* Delete as appropriate) of the Snettisham Memorial Hall and Playing Field Charity (MHT) have set out below my relevant interests in accordance with the MHT Declaration of Interests Policy:

Category	Please give details of the relevant interests and whether it applies to yourself or, where appropriate a member of your immediate family or some other personal connection
Current employment and any previous employment in which you continue to have financial interest.	
Appointments (voluntary or otherwise) e.g. Trusteeships/directorships etc.	
Members of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted company's partnerships and other forms of business, major shareholdings of more than 1% of issued capital and beneficial interests.	
Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last 12 months.	
Any contractual relationships with the MHT.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Declaration of Interests Policy.

Signed: _____

Position: _____

Date: _____