

QUANTON MEMORIAL HALL

Policy on dealing with Conflicts of Interest

Definition of a conflict of interest:

any possibility that your personal or wider interests could influence your decision making.

How to identify a conflict of interest:

The trust deed which governs the charity, Quanton Memorial Hall, states that no trustee may receive any benefit in money or kind from the Charity, or have a financial interest in the supply of goods or services to the charity, or acquire or hold any interest in the property of the charity.

Disclosure of conflicts of interest

All trustees are required to identify and disclose conflicts of interest.

All new trustees will be asked to disclose any conflicts of interest when they are appointed.

Written records

The secretary of Quanton Memorial Hall will maintain a written register of interests.

Each committee meeting will have a standard agenda item at the beginning of each meeting to allow trustees to declare any actual or potential conflicts of interest.

The minutes of the meeting shall record any conflict of interest and how it was dealt with. The record shall include:

- The nature of the conflict of Interest
- Which trustee or trustees were affected
- If the conflict of interest was declared in advance
- An outline of the discussion
- If anyone withdrew from the discussion
- How the trustees made the decision in the best interests of Quanton Memorial Hall.

How to deal with a conflict of interest:

During meetings of the trustees, the trustee(s) with the conflict of interest will be asked to withdraw from the relevant discussion and vote on issues with which they have a conflict of interest.

Any discussions with the trustee(s) and the conflict of interest which take place outside of the meeting will be notified to the secretary and recorded.

Payments to Trustees

All payments made to trustees will be recorded by the treasurer.

Adopted on: 15 November 2016

Last reviewed March 2022

Next review due: March 2023

Table of amendments

Date	Amendment
28 November 2017	No amends required
20 November 2018	No amends required
19 November 2019	No amends required
16 March 2021	No amends required
12 March 2022	No amends required