



## **Norton Village Hall**

### **Conflict of Interest Policy**

All members of the Norton Village Hall Management Committee (NVHMC) will strive to avoid any conflict of interest between their role on the committee on one hand and their personal, professional and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the NVHMC's decision-making process to enable users, hirers, and the local community to have confidence in the committee's integrity. This policy covers all activities associated with The Norton Village Hall. The individuals falling within scope of this policy include Trustees, Committee Members, Volunteers, and employees.

Examples of conflicts of interest include:

1. A committee member who is a regular user who must decide whether fees from users should be increased.
2. A committee member who is also on the committee of another organisation that is competing for the same funding.
3. A committee member who has interests in a business that may be awarded a contract to do work or provide services to the Village Hall.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships and posts held that could result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

In the course of meetings, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee member is involved with. After such a disclosure, the committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

If an individual's actions are identified as a conflict of interest, then the Board of Trustees must take appropriate action which, after due consultation with the individual involved, can include exclusion from certain activities and, if appropriate, resignation.

The Village Hall Committee and Trustees are responsible for communicating the Conflict-of-Interest Policy to all relevant individuals.

## Norton Village Hall Declaration of Interest Form

To be completed and signed annually in line with the AGM process for establishing the committee.

Name	
Date and sign	I declare that the above information is a full and complete disclosure of interest in line with the NVHMC policy which I have read.