**WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

**TRUSTEES’**

**CONFLICTS OF INTEREST POLICY**

July 2025

**Introduction**

The Trustees of Willaston Memorial Hall (WMH), even when they have been nominated by another organisation or body, have an obligation to act in the best interests of WMH and in accordance with the Trust Deed governing the WMH charity.

Conflicts of interest may arise where a Trustee’s personal or family interests and/or loyalties conflict with those of WMH, e.g.

* where there is a potential financial or measurable benefit directly to a Trustee, or indirectly through connected person, in relation to the WMH; or
* where a Trustee’s duty to WMH may compete with a duty or loyalty they owe to another organisation or purpose.

Such conflicts may create problems; they may:

* inhibit free discussion;
* result in decisions or actions that are not in the best interests of WMH; and
* risk giving the impression that the WMH’s Trustees have acted improperly.

The aim of this policy is both to protect the interests of WMH and to protect its Trustees from any appearance of impropriety.

**Declaration of interests**

Trustees of WMH are required to declare their interests on the declaration of interests form provided for this purpose and to update this form annually, or when any changes occur.

If a Trustee is unsure what to declare, they can discuss the matter, on a confidential basis, with the Chair of the Trustees.

Completed declaration of interest forms will be included in the Trustees’ Register. The information provided on the forms will be processed in accordance with the principles set out in the Data Protection Act 2018. Data will be processed only to ensure that Trustees act in the best interests of WMH and not for any other purpose. Information contained in completed declaration of interests forms may be disclosed, on reasonable request, to members of the public.

**What to do when a conflict of interest arises**

Should a Trustee become aware that the WMH Management Committee is to discuss and/or take a decision on matter in which the Trustee has a personal or family interest, the Trustee should declare this immediately, even if the interest has been declared on their declaration of interests form. The Management Committee will decide whether to ask the Trustee to withdraw from the meeting for that item or whether they may remain and participate in the discussions, but not vote. Whenever an interest is declared, this will be recorded in the minutes and the action taken (e.g. excluding the trustee concerned from the discussion on the relevant item) will also be recorded.

A number of the WMH Trustees are nominated by organisations which use WMH on a regular basis. Such Trustees should take care to ensure that they act in the best interests of WMH, and not their nominating organisation, when taking part in meetings of the WMH Management Committee or otherwise acting as a Trustee of WMH. There is no need for a Trustee nominated by a user organisation to declare an interest when discussing matters which are universal to all users, e.g. hire charges, but they should declare an interest if a matter under discussion may relate to a benefit to their nominating organisation in particular, e.g. a request for a special hire rate.

**Review**

This Policy will be reviewed by the WMH Management Committee on an annual basis.