



CONFLICT OF INTEREST POLICY

All Trustees and staff of the Townley Memorial Hall (the Trust) will strive to avoid any conflict of interest between the interests of the Trust on the one hand, and 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 Trust's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees and employees.

Examples of conflicts of interest include:

- A trustee who is also a user who must decide whether fees from users should be increased.
- A trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A trustee who is also on the committee of another organisation that is competing for the same funding.
- A trustee who has shares in a business that may be awarded a contract to do work or provide services for the trust.

Where appropriate trustees will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

Item 2 on the agenda of all Trust meetings, after apologies, will require trustees to disclose any interests in a transaction or decision where there may be a conflict of interest.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and trustees and staff should respect its spirit as well as its wording.

Date reviewed and adopted: 20th July 2016