



Horndon on the Hill Village Hall

Conflict of Interests Policy

Reg. Charity No. 274903

All members of the **Horndon on the Hill Village Hall management committee** 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 Village Hall management committee's decision-making process so as to enable users, hirers, and the local population to have confidence in their integrity.

Examples of conflicts of interest could include:

- A committee member who is a regular user who must decide whether fees from users should be increased.
- A committee member who is also on the committee of another organisation that is competing for the same funding.
- 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 potentially 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 interests and the committee member's interests or a conflict between the 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.

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

This policy was written by Nell Edwards, Vice Chairperson, Horndon on the Hill Village Hall.

Reviewed and approved by the Hall Committee on December 2025

Next review date June 2028