

## Conflict of Interest Policy

**Melmerby Village Hall** [www.melmerbyvillagehall.co.uk](http://www.melmerbyvillagehall.co.uk)

Registered Charity 520345

Church Road, Melmerby, Penrith, Cumbria CA10 1HB

[melmerbyvillagehallcumbria@gmail.com](mailto:melmerbyvillagehallcumbria@gmail.com)

01768 881464



### Purpose

The purpose of this policy is to provide guidance to relevant individuals who are involved with managing Melmerby Village Hall and its associated activities to ensure that all such individuals act in the best interests of the charity and its beneficiaries.

### Scope

This policy covers all activities associated with Melmerby Village Hall. The individuals falling within scope of this policy are the Trustees and Volunteers. This policy particularly applies to Trustees who are involved with the work of awarding contracts or payments to organisations or individuals providing services to Melmerby Village Hall.

### Definition

If an individual working with or representing MVH makes a decision or takes an action influenced by their personal circumstances or their involvement with another organisation, then they are in conflict of interest.

### Roles and Responsibilities

All relevant individuals have a responsibility to be aware of the potential for a conflict of interest.

The ultimate responsibility for the management of potential and actual conflicts of interest rests with the Village Hall Committee of Trustees.

A register of any potential conflicts of interest will be maintained and reviewed regularly by the Trustees.

All individuals associated with Melmerby Village Hall have a responsibility to report any known conflict of interest to the Village Hall Committee of Trustees.

If a Trustee or volunteer has a conflict of interest, they must declare this to the other trustees and not be part of any meetings or discussions on that subject.

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

Policy Dated	January 2023
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2027