

BARLASTON VILLAGE HALL



CHARITY NO:522602

**CONFLICT OF INTEREST POLICY
BVH01-03**

CONFLICT OF INTEREST POLICY

Revision History

This document was originally written by:

Name	Position	Date
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee	9 December 2025
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This document version was approved by:

The Sole Trustee at their meeting on	9 December 2025
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Document Review schedule:

Next Mandatory Review at	AGM 2026
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Version	Issue Date	Document ID	Reason for Change	Section changed
1	9 December	BVH01-03	New Policy	n/a

Barlaston Village Hall – Conflict of Interest Policy

Purpose

The purpose of this policy is to protect the interests of Barlaston Village Hall by preventing personal, professional, or financial interests of the Sole Trustee, Committee members, Employees, or Volunteers from interfering with their duties to the Hall, avoiding any unethical financial, professional, or political gain, and ensuring transparency, accountability, and trust in the management of the Hall. This policy supplements, but does not replace, any applicable laws regarding conflicts of interest.

Scope

This policy applies to the Sole Trustee (Parish Councillors acting as sole trustee), Committee members, Employees, Volunteers, and any other individuals who can influence the governance or operations of the Hall.

Examples of Conflicts of Interest

Conflicts may include, but are not limited to: a councillor or committee member who is also a user of the Hall making decisions about hire fees or facilities; a councillor or committee member related to a staff member involved in decisions on pay or conditions; a councillor or committee member with a financial interest in a business bidding for Hall contracts; a councillor or committee member serving on another organisation competing for the same grant or resources.

Disclosure of Conflicts

The Sole Trustee, Committee members, Employees, Volunteers, and Interested Persons must disclose any actual, potential, or perceived conflict of interest as soon as it arises. Each individual must complete the separate Conflict of Interest Disclosure Form on appointment or employment and update it annually or whenever circumstances change. Conflicts should also be declared at the start of meetings or whenever a relevant matter arises.

Managing Conflicts

Disclosed conflicts will be reviewed by the Sole Trustee and/or Committee. Where a conflict exists, actions may include excluding the individual from discussion and decision-making, prohibiting voting or participation in specific activities, and recording the conflict and action taken in the meeting minutes. Failure to disclose a conflict will be addressed on a case-by-case basis, with the Committee or Trustee body determining the appropriate action.

Records and Review

All disclosed conflicts and actions taken will be documented and retained. The Register of Interests and Disclosure Forms will be maintained and updated as necessary. This policy will be reviewed annually, or sooner if legal or operational changes occur.

Acknowledgment

By signing the separate Conflict of Interest Disclosure Form, each individual confirms that they understand what constitutes a conflict of interest, their duty to disclose any actual, potential, or perceived conflicts, and that they agree to abide by this policy for the duration of their role with Barlaston Village Hall.

Signed on behalf of Sole Trustee: 09 December 2025
Chair, Barlaston Parish Council

Review Date: [at AGM]