

Hampsthwaite Memorial Hall Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/

**Hampsthwaite Memorial Hall Management Committee
Conflict of Interest Policy**

For the purposes of these procedures:

- **Management Committee** comprises 'Representatives' from village groups and societies, 'Public Members' elected annually as described in the Memorial Hall Constitution which arises from the [Conveyance of 1953](#)
- **Committee Officers are:** Chair, Vice-Chair, Treasurer, Booking Secretary
- **Management Sub-Group comprises** Committee Officers together with other Committee Members as nominated and appointed annually at the AGM.

Hampsthwaite Memorial Hall Management Committee has an obligation to act in the best interests of the Memorial Hall and in accordance with the constitution and policies adopted.

The aim of this policy is to protect both individuals and members of the Memorial Hall Management Committee from any appearance of impropriety as a consequence of any decision or action undertaken.

Declaration of interest

- The Memorial Hall Management Committee Members are asked to declare their interests, including pecuniary interests and any gifts or hospitality received, in connection with their role as members of the Memorial Hall Management Committee.
- Committee Members should declare their interest at the earliest opportunity.
- Committee Members may participate in discussing matters from which they may indirectly benefit, for example where benefits are universal, or where the benefit to the individual Member is minimal.
- If a Memorial Hall Management Committee Members fails to declare an interest that is known to any other Member, that person is required to declare that interest.

Decision making process where an interest has been declared

- In the event of the Committee having to make a decision in which an individual Committee Member has an interest, all decisions will be made in accordance with the Memorial Hall constitution.
- Members declaring an interest will not be entitled to vote on the decision, or be counted in the Quorum, and may be asked to absent themselves from the discussion.
- All decision taken under a conflict of interest declaration will be reported in the minutes of the meeting, recording:
 - The nature of the conflict;
 - The matter discussed; and,
 - The action taken to manage the conflict.

Policy as agreed by Memorial Hall Management Committee on ____ See Minutes ____ (Date)

Signed on behalf of the Management Committee _____ Chair _____

Policy to be reviewed on _____ Annually _____ (Date)