Conflict of Interest Policy

The Yarcombe Jubilee Hall

The Yarcombe Jubilee Hall Management Committee strive to avoid conflicts of interest that may arise with any committee member or volunteer, at any meeting or hall activity, between their role on the committee or as a volunteer and their personal, professional and business interests. This includes avoiding actual conflicts as well as the perception of conflicts of interests.

The Yarcombe Jubilee Hall Management Committee members are elected, co-opted or appointed to the Committee and they should all act in the charity's interests only and without regard to their own private interests and should not derive any personal benefit or gain from the charity.

This policy reinforces our commitment to protect the integrity of the Committee's decision-making process, so as to enable hirers and the local community to have confidence in the integrity and reputation of volunteers and committee members and to lay out clear guidelines by which such conflicts may be identified and dealt with.

In the course of meetings or activities, committee members and volunteers will disclose any interests in a transaction or decision where there may be a conflict between the Hall's best interests and the committee members or volunteers’ best interests or a conflict between the interests of various organisations that the committee member or volunteer is involved with.

It is the responsibility of every individual to declare any matters which they feel may present actual or potential conflicts, or the perception of such conflicts. If in doubt it is better to make a declaration.

Any conflict or perceived conflict of interest arising outside a hall activity should be brought to the attention of a Hall Officer to be addressed at a Yarcombe Jubilee Hall Management Committee meeting.

To manage a declared conflict of interest, the committee member may not be able to take part in the discussions of the relevant issue and should not participate in any decision or vote on the matter, depending on the judgement of the other committee members present at the time.

Any disclosures and the subsequent action will be recorded in the Minutes, to include

- Type of Conflict of Interest

- Who was affected

- Was a Conflict-of-Interest declaration received in advance

- Summary of discussion

- Did anyone withdraw from the discussion or decision

- How the decision was made in the best interest of the charity

This policy is to supplement good judgement and committee members and volunteers should respect its spirit and its wording.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

To be reviewed at least Annually

Next annual review May 2026