

Burton Memorial Hall

Declaration of Conflict of Interest

Policy and Procedures for Trustees & Management Committee

It is recognised that within any organisation there is always a potential for conflict of interest. Trustees and other members of the Management Committee are responsible for ensuring that all actions and decisions taken at an individual or collective level must not compromise their integrity and therefore their ability to fulfil their legal and other responsibilities.

Conflicts of interest may arise where an individual's professional, personal or family interests and/or loyalties conflict with those of Burton Memorial Hall (the Hall). Such conflicts may create problems. They can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the Hall
- Risk the impression that the organisation has acted improperly.

In an effort to ensure that all potential conflicts are identified and action taken to minimise any risk of conflict, the Hall Management Committee requires that all members complete an annual Declaration of Interest, by means of this form.

Recording of Declaration of Interests

All declared interests will be recorded in the 'Register of Interests', which will be maintained by the Hall Secretary. The Register will be accessible by all members of the Management Committee on request. The information will only be used to ensure that the Management Committee fulfils its obligation to act in the best interests of the charity, and will not be used for any other purpose.

At the start of each meeting the Chair will ask all attendees to identify if they have a potential conflict of interest for any item on the Agenda. Members of the Management Committee should declare any such interest, even if it has been declared previously by the process of annual declaration. Full details of the procedures that will be followed to appropriately, and fairly, manage conflicts of interest are set out in the Hall's **Conflicts of Interest Policy**.

Please complete the sections overleaf and return your completed form to the Hall Secretary.

If you are in any doubt about whether an interest needs to be declared the Chair and/or the Secretary can provide some guidance but ultimately it is your responsibility to decide what needs to be declared. If in doubt it is probably better to add the interest to the form.

Burton Memorial Hall

Declaration of Interests - Burton Memorial Hall

Name

Schedule A - Pecuniary Interests

Interests by way of employment, share-holding, trusteeship, directorship, or other potential financial advantage

Organisation /Activity	Description of Interest	Date Interest Acquired*

**if acquired after the persons appointment to the Management Committee*

Schedule B – Non-Pecuniary Interests

Involvement with or having access to privileged information of other organisations

Organisation /Activity	Description of Interest	Date Interest Acquired*

**if acquired after the person's appointment to the Management Committee*

Signed Date