



Trustee Conflict of Interest Policy

Loddon and Chedgrave Jubilee Hall

Registered Charity No. 285015

Effective July 2026 | Review July 2027

1. Purpose

This policy sets out how Jubilee Hall Loddon identifies, records and manages conflicts of interest in accordance with Charity Commission guidance, including CC3 (The Essential Trustee). Trustees must always act only in the best interests of the charity.

2. Scope

This policy applies to all trustees and, where appropriate, committee members, volunteers and staff involved in making or influencing decisions.

3. What is a Conflict of Interest?

A conflict of interest arises where a trustee's personal, financial, professional or organisational interests, or those of a connected person, could influence, or appear to influence, their judgement when acting for the charity.

4. Examples

- Being a member, officer or committee member of a user group hiring or using the hall.
- Owning or working for a business tendering to supply goods or services.
- Having a close family member or friend employed by, or seeking work with, the charity.
- Receiving a personal financial benefit from a trustee decision.
- Representing another organisation whose interests differ from those of the charity.

5. Trustee Responsibilities

- Act only in the best interests of the charity.
- Declare actual, potential and perceived conflicts as soon as they arise.
- Complete an annual Declaration of Interests.
- Update declarations whenever circumstances change.
- Withdraw from discussion and voting where required by the Chair or governing document.

6. Register of Interests

The charity will maintain a Register of Interests recording trustee employment, business interests, trusteeships, memberships of user organisations, close family connections relevant to the charity, and any other interests that could reasonably be perceived as creating a conflict. The register will be reviewed annually and updated throughout the year.

7. Meeting Procedure

- Conflicts will be requested as a standing agenda item at every trustee meeting.
- Declared conflicts will be recorded in the minutes.
- The Board will determine whether the trustee should remain for discussion, answer factual questions only, or withdraw completely.
- The conflicted trustee must not vote on the matter unless expressly permitted by the governing document and applicable law.

8. Recording Decisions

Minutes must record the nature of the conflict, how it was managed, whether the trustee withdrew from discussion or voting, and the final decision of the Board.

9. Failure to Declare

Failure to declare a relevant conflict may constitute a breach of trustee duties and the Trustee Code of Conduct. The Board may investigate and take appropriate action in accordance with the governing document.

10. Annual Declaration

Each trustee must sign an annual declaration confirming they have read this policy, understand their responsibilities and have disclosed all relevant interests.