

Conflict of Interest Policy of Preston Road Community Centre

Definition

A 'conflict of interest' arises when the best interests of an individual trustee are, or could be, different from the best interests of the charity itself.

This may be something that affects the trustee directly, or indirectly, through a family member or friend or business partner.

Conflicts of interest can give rise to a number of problems. They may:

- result from putting the interests of any group or group of individuals before those of the charity
- result in decisions or actions that are not in the best interests of the charity
- risk the impression that the charity has acted improperly
- prevent frank, open discussion

Statement of Intent

Preston Road Community Centre is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

Policy

It is the policy of The CiO to:

- Ensure every trustee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation

Procedure

When a trustee identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or minuted in the appropriate board papers (one-off conflicts)
- Not take part in any board discussions relating to the matter
- Not take part in any decision making related to the matter
- Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, a trustee affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the trustee left the room, or the reason they were asked to stay.
- That the trustee took no part in discussion or decision making on the matter
- That the meeting was quorate (not counting the affected trustee)
- Any other actions taken to manage the conflict

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Trustees for confidential guidance.

Reviewed at the meeting: 26th Feb 2024

Review: by the end of Feb 2026

Form for declaration of interests by trustees connected to Preston Road Community Centre

I declare that the interests that I have recorded below include each and every interest (including the date the interest began), which might be considered by an independent observer to have a potential to influence the exercise of impartial judgement by me in my connection with Preston Road Community Centre CiO, or might have the potential to prevent me from acting, and being seen to act, solely in the interests of Preston Road Community Centre CiO. I confirm that I have followed both Ray Ball - RB: PRCC Trustee / Abingdon Vineyard Church

Alastair Fear - AF: PRCC Trustee

Chris Palmer – CP: PRCC Trustee

Steph Smith – SS: PRCC Trustee

Jill Webber – JIW: Treasurer

John Webber - JW: PRCC Trustee / Abingdon Wine Circle

the letter and the spirit of this policy, and that there are no further entries which should be made.

Name: ...

Signature ...

Date: ...

Name of Organisation	Nature of Organisation	Nature of Interest	Date Interest Began
