PLATT MEMORIAL HALL

CONFLICT OF INTEREST POLICY

1. Purpose

The purpose of this policy is to provide guidance to relevant individuals who are involved with managing Platt Memorial Hall and its associated activities to ensure that all such individuals act in the best interests of the charity and its beneficiaries.

2.Scope

This policy covers all activities associated with Platt Memorial Hall. The individuals falling within scope of this policy include Trustees, Committee Members, Volunteers and employees. This policy particularly applies to Trustees and Committee members or volunteers and employees who are involved with the work of awarding contracts or payments to organisations or individuals providing services to Platt Memorial Hall.

3.Definition

If an individual working with or representing the hall makes a decision or takes an action influenced by their personal circumstances or their involvement with another organisation, then they may have a conflict of interest.

4.Roles and Responsibilities

All relevant individuals have a responsibility to be aware of the potential for a conflict of interest.

The ultimate responsibility for the management of potential and actual conflicts of interest rests with the Trustees.

The Platt Memorial Hall Trustees are responsible for communicating the Conflict of Interest Policy to all relevant individuals.

All conflicts of interest will be discussed, reviewed and minuted at the regular Trustee meetings.

All individuals associated with Platt Memorial Hall management or activities have a responsibility to report any known conflict of interest to The Board of Trustees.

If a trustee, committee member, volunteer or employee has a conflict of interest, they must declare this to the other Trustees and not be part of any meetings or discussions on that subject.

If an individual's actions have been identified as a conflict of interest, then the Board of Trustees must take appropriate action which after due consultation with the individual involved can include exclusion from certain activities and if appropriate resignation.

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