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Conflict of Interest Policy

All staff, volunteers and Trustees of Midsomer Norton Community Trust (the Community Trust) will strive to avoid any conflict of interest between the interests of the Community Trust on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Community Trust's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Managing Committee Members.

Examples of conflicts of interest include:

1. A member of staff, volunteers and Trustees who are also users who must decide whether fees from users should be increased.
2. A member of staff, volunteers and Trustees who are related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
3. A member of staff, volunteers and Trustees who are also on the committee of another organisation that may have competing interests.
4. A member of staff, volunteers and Trustees who have shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, staff, volunteers and Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the Trustees best interests or a conflict between the best interests of two organisations that the staff, volunteer and Trustee is involved with. In the event that an interest is declared, staff, volunteers and Trustees will either:

Remain in the room for the discussion and not be able to take part in the decision depending on the judgement of the other committee members present at the time

OR

Leave the room for the discussion and decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes. This policy is meant to supplement good judgment, and staff, volunteers and Trustees should respect its spirit as well as its wording.