



YAXHAM PARISH CHARITY

CONFLICTS OF INTEREST POLICY

Reviewed and adopted by the Council at its meeting on 29th April 2021

Yaxham Parish Charity Conflict of Interest Policy

Whenever a member of the Trustee has a potential conflict of interest in any item on the agenda they must declare this as soon as possible. If they become aware of a potential conflict during a discussion, they must immediately disclose this and then consider whether they must withdraw from the meeting.

There are two major areas where conflicts of interest that need to be identified and managed in line with good practice:

- A. Potential Conflict of interest for the organisation in its dealings and treatment of other organisations, in particular the making of grants; and
- B. Potential Conflict of Interest for the individual councillors, and members of staff.

Identifying and managing such risks in these two areas are the subject of this policy.

- A. Potential Conflict of interest for the organisation

Yaxham Parish Charity has a sole Trustee which is Yaxham Parish Council.

The Parish Charity is a completely separate organisation from the Parish Council.

All members of the Parish Council are therefore members of the sole Trustee.

All members of the sole Trustee must take decisions in the interests of furthering the Parish Charity's charitable objectives and act in accordance with Charity rules and regulations and remember that these are different from those of a Parish Councillor.

According to the Charity Commission regulations, if a member of the sole Trustee decides that they have a conflict that does not prevent them from making decisions in the best interests of the charity, even though the decision directly concerns the Parish Council, it is acceptable simply to declare the interest before participating in the decision. Yaxham Parish Charity however take the further steps to ensure that the members of the sole Trustee act in the best interest of the Charity, as follows.

There may be times when the Parish Charity may be asked to consider a grant application by the Parish Council. In such circumstances the grant application will be drawn up by up to two councillors and submitted by the Clerk. When the grant application is considered by the Parish Charity, the two councillors who have drawn up the application will be offered the opportunity to present the application, but will not take part in the discussion, other than to answer any technical questions put via the Chairman, and will not take part in the vote on whether the grant shall be made in full or in part, or on any terms attached to the grant.

- B. Potential Conflict of Interest for individual members of the sole Trustee

When there is a personal conflict of interest this will be recorded by the Clerk. The record shall include the following:

- The nature of the conflict
- Which member or members of the sole Trustee were affected
- Whether any conflicts of interest were declared in advance
- An outline of any discussion
- Whether anyone withdrew from the discussion
- How the members of the sole Trustees took the decision in the best interests of the Charity

Date Adopted: _____