

Code of Conduct & Conflict of Interest Policy

CREECH ST MICHAEL VILLAGE HALL

Version 1.0: May 2026

1. Purpose

This policy sets out the standards of conduct expected of Trustees, Management Committee members, staff, and volunteers serving Creech St Michael Village Hall Charity. It ensures decisions are made in the best interest of the charity and in accordance with Charity Commission guidelines.

2. Code of Conduct

Trustees, staff and volunteers commit to:

- Acting in accordance with the charity's governing document and legal obligations.
- Treating fellow trustees, staff, volunteers, hirers, and community members with respect, fairness, and courtesy.
- Maintaining confidentiality regarding sensitive financial, operational, or personal data.
- Preparing for and attending committee meetings every two months (**Committee members only unless invited by the Chair**)

3. Managing Conflicts of Interest

A conflict of interest arises when a trustee's personal or financial interests, or those of a connected person (family member, employer, business partner etc), could compromise or be perceived to compromise their duty to the charity.

- **Declaration:** Trustees must declare any potential or actual conflict of interest at the start of any meeting or as soon as the conflict becomes apparent.
- **Participation:** A trustee declaring a conflict of interest regarding a specific agenda item (e.g., awarding a contract, hiring rates, or legal matters) must withdraw from discussion and voting on that matter.
- **Recording:** All declared conflicts and abstentions will be formally recorded.

4. Expenses & Benefits

Trustees serve in a voluntary capacity and receive no remuneration. Legitimate out-of-pocket expenses incurred on behalf of the charity (supported by receipts) may be claimed in accordance with the Financial Control Policy.

Staff must provide well documented and detailed invoices to the Chair and Treasurer for approval before payment can be made.

Policy Review This policy is reviewed annually ahead of the Annual General Meeting (AGM).