The Friends of the Parish Church of St. Mary's Old Basing
Registered Charity Number 1051202

TRUSTEE CONFLICTS OF INTEREST POLICY

11th June 2026

1. Purpose

The purpose of this Policy is to protect the integrity of decision-making within The Friends of the Parish Church of St. Mary's Old Basing Registered Charity 1051202 (the Charity), to ensure that Members of the Executive Committee (Trustees) act in the Charity's best interests, and comply with the expectations of the Charity Commission for England and Wales.

2. Scope

This Policy applies to all Trustees of the Charity, and where relevant, to volunteers involved in decision-making (e.g. co-opted event organisers).

3. What is a Conflict of Interest?

A conflict of interest arises when a Trustee's personal interests, or those of a connected person, could influence — or be perceived to influence — their decision-making.

Conflicts may be:

- Financial (e.g., a Trustee owns or works for a supplier being considered)
- Non-financial (e.g., family or close personal relationships)
- Loyalty conflicts (e.g., involvement with another organisation bidding for work)

4. Examples Relevant to the Charity

Conflicts may arise where a Trustee:

- Is a member of, or has a financial interest in, a band or other entertainment hired for a fundraising event
- Has a family member providing catering, equipment hire, or venue services
- Has a role in another organisation seeking to partner with or receive funds from the Charity
- Is also a member of the Parochial Church Council (PCC) when the grant of Charity funds are being discussed and voted on

5. Declaration of Interests

All Trustees must declare any actual or potential conflicts of interest:

- At the start of each Executive Committee meeting
- As soon as the conflict becomes apparent

All conflicts of interest and how they were managed must be recorded in meeting minutes.

6. Managing Conflicts of Interest

When a conflict is identified:

- The conflicted Trustee must:
    - Declare the interest clearly
    - Leave the meeting during discussion and decision-making (unless invited to provide information)
    - Not vote on the matter
- The remaining Trustees must:
    - Consider whether the arrangement is in the Charity's best interests
    - Ensure any decision is fair, transparent, and properly documented

8. Review of Policy

This Policy will be reviewed annually by the Executive Committee to ensure it remains fair, transparent, and consistent with legal and regulatory requirements. Any amendments must be approved by the Executive Committee and communicated to relevant stakeholders.

This Policy has been approved and authorised by the Executive Committee on 11th June 2026.

Name: Matthew Jarrett
Position: Chair of the Executive Committee

Date: 11th June 2026

Signature: