



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

CONFLICTS OF INTEREST POLICY

Effective from: 01/09/2025

Review by: 01/09/2026

Conflicts of Interest Policy

Hillside Hall,

Cross Lane,

Farnley ,

Leeds,

LS12 5AA

0113 460 4702

info@farnleycommunitycentre.co.uk

www.farnleycommunitycentre.co.uk

For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, is committed to ensuring that trustees, staff, and volunteers act in the best interests of the charity at all times. This policy provides guidance on identifying, declaring, and managing conflicts of interest in line with Charity Commission requirements.

2. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or other interests could, or could be perceived to, influence their decision-making or actions on behalf of the charity.

3. Examples of Conflicts of Interest

- Financial interests – e.g. awarding a contract to a company in which a trustee has shares.
- Loyalty conflicts – e.g. where a trustee is also a committee member of another organisation with competing interests.
- Personal benefits – e.g. employment, gifts, or hospitality from organisations doing business with the charity.
- Family or close relationships – e.g. awarding paid roles to family members of trustees or staff.

4. Responsibilities

Trustees will:

- Act in the best interests of the charity at all times.
- Declare any potential conflicts of interest at the start of meetings or when they arise.
- Withdraw from discussions or decisions where a conflict exists.
- Ensure that all conflicts are recorded in the minutes and the register of interests.

The Chair of Trustees (Peter Allison) will:

- Maintain a register of interests for all trustees.
- Review the register annually and update as required.
- Report serious conflicts of interest to the Charity Commission if necessary.

5. Declaration of Interests

- All trustees will complete an annual declaration of interests form.
- Trustees must declare new interests as soon as they arise.
- Declarations will be kept on file and available for inspection if required.

6. Managing Conflicts

- Where a conflict is identified, the individual will withdraw from relevant discussions and decisions.
- Alternative arrangements will be made to ensure fair decision-making.
- In serious cases, resignation from a conflicting role may be required.

7. Monitoring & Review

This policy will be monitored by trustees and reviewed annually, or sooner if required by law or Charity Commission guidance.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).