



Cirencester Choral Society Conflict of Interests Policy

The Trustees and Committee members of the Cirencester Choral Society (CCS) must always act in the best interests of the charity. This policy ensures that conflicts of interest are identified and declared; decisions are made transparently and fairly; and the reputation and integrity of the CCS are protected.

A conflict of interest arises when a Trustee or Committee member's personal, financial or professional interests could influence — or appear to influence — their decision-making. Conflicts may be:

- **Actual** – a direct conflict exists
- **Potential** – a conflict could arise in the future
- **Perceived** – it may look to others as though a conflict exists

Conflicts may include (but are not limited to):

- A Trustee or their family member receiving payment from the CCS
- A Trustee having a financial interest in a supplier or contractor
- A Trustee also serving on the board of a partner organisation
- Close personal relationships affecting decisions
- Accepting significant gifts or hospitality connected to CCS business

At Committee meetings, Trustees and members will be expected to declare any conflicts relating to Committee work.

When a conflict arises:

1. The Trustee must declare the interest immediately.
2. The declaration must be recorded in the meeting minutes.
3. The Trustee must withdraw from the discussion and decision-making on that matter.
4. The remaining Trustees will decide how to proceed in the charity's best interests.

Any payment to a Trustee (or connected person) must be permitted by the charity's governing document or authorised by law, be clearly in the charity's best interests, be agreed by non-conflicted Trustees and be properly recorded. Trustees must not accept gifts or benefits that could influence their decisions. Any significant gifts or hospitality must be declared and recorded.

Failure to declare or properly manage a conflict may be considered a breach of trustee duties and result in Committee action in accordance with the governing document.

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