



Southwell & District Lions Club Charitable Trust

Conflict of interest policy

Trustees have a legal obligation to act in the best interests of Southwell & District Lions Club Charitable Trust ('Southwell Lions'), in accordance with its Charitable Trust Deed dated 9th March 1999 and to avoid situations where there may be a potential conflict of interest.

A conflict of interest may arise where the trustee's personal or family interests and/or loyalties conflict with those of Southwell Lions and can

- inhibit free discussion,
- result in decisions or actions that are not in the interests of Southwell Lions
- risk the impression that Southwell Lions has acted improperly.

The aim of this policy is to protect both Southwell Lions and the individuals involved from any appearance of impropriety.

In the event that the trustees are required to take a decision in which a trustee has an interest, the decision will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision, the interested trustee will not be counted when deciding whether the meeting is quorate. Interested trustees may not vote on matters affecting their own interests.

All decisions made where a conflict of interest arises will be recorded in the minutes of the trustees' meeting. The report will record

- the nature and extent of the conflict,
- an outline of the discussion, and
- the actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP. All payments or benefits in kind to trustees will be reported in the accounts and annual report, with amounts for each trustee listed for the year in question.

Where a trustee is connected to a party involved in the supply of a service or product to Southwell Lions, this information will also be fully disclosed in the annual report and accounts.

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