



**Brecknock Society  
and Museum Friends**

# **Conflict of Interest Policy Declaration Form Register of Interests**

**Reviewed by Brecknock Society & Museum Friends (BS&MF) Executive  
Council: May 2023  
Next Review: May 2025**

## To whom does the policy apply?

This policy applies to all members of the Executive Council (“Trustees”).

## Why we have a policy

Trustees have a legal obligation to act in the best interests of the Brecknock Society and Museum Friends (“Charity”), and in accordance with the Charity’s governing document, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual’s personal or family interests and/or loyalties conflict with those of the Charity. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the best interests of the Charity;
- risk the impression that the Charity has acted improperly.

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

## The declaration of interests

Accordingly, we are asking Trustees to declare their interests, and any gifts or hospitality offered and received in connection with their role in the Charity. A Declaration of Interests’ form is provided for this purpose, listing the types of interest you should declare.

To be effective, the Declaration of Interests needs to be updated when any material changes occur. There will be an opportunity to notify changes to the Declaration of Interests at the start of each Council meeting.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair or Secretary for confidential guidance.

This register of interests shall be used to record all gifts of a value over £20.00 and hospitality over £50.00 received by the Trustees.

Interests and gifts will be recorded on the Charity’s Register of Interests, which will be maintained by the Secretary. The register will be accessible upon request.

## Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Trustees act in the best interests of The Charity. The information provided will not be used for any

other purpose whatsoever.

## What to do if you face a conflict of interest

If you believe you have a perceived or real conflict of interest, you should:

- declare the interest at the earliest opportunity;
- withdraw from discussions and decisions relating to the conflict.

The Secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict.

A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the Chair and minuted accordingly.

If you fail to declare an interest that is known to the Secretary and/or the Chair, the Secretary or Chair will declare that interest.

## Decisions taken where a trustee or member of staff has an interest

In the event of the Charity having to decide upon a question in which a trustee has an interest, all decisions will be made by vote, with a simple majority required according to the Charity Constitution. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

All decisions under a conflict of interest will be recorded by the Secretary and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict;
- an outline of the discussion;
- 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 charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of the Charity's staff is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report

and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

## Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

## Charity Trustee Declaration of Interests Form

I ..... as Trustee of the Brecknock Society and Museum Friends have set out below my interests in accordance with the Conflicts of Interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons, or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups, or mutual support charities.	

<p>Investments in unlisted companies, partnerships and other forms of business, major shareholdings [Over 45% of issued capital] and beneficial interests.</p>	
<p>Gifts or hospitality offered to you as a Trustee by external bodies and whether this was declined or accepted in the last twelve months.</p>	
<p>Any contractual relationship with the Charity or its subsidiary.</p>	
<p>Any other conflicts that are not covered by the above.</p>	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Date:

## Register of Interests for Charity Trustees

To be kept by the Secretary

Name of trustee	Description of interest	Does the interest relate to the trustee or a person closely connected to the trustee (describe)?	Is the interest current?