Wycombe Arts Centre
Desborough Road
High Wycombe
HP11 2PU

Registered Charity No. 1136161
Phone: 01494 445517
info@wycombeartscentre.com
wycombeartscentre.com

Wycombe Arts Centre Conflict of Interest Policy

Purpose

This policy sets out how Wycombe Arts Centre identifies, manages, and records conflicts of interest to ensure that all decisions are made in the best interests of the charity.

1. Declaration of Interests

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

- When joining the board,
- At the start of each trustee meeting,
- Whenever a new conflict arises.

Declarations must be recorded in the charity's Register of Interests. If a trustee is uncertain whether a conflict exists, they must declare it for discussion by the board.

2. Managing Conflicts

Trustees must not participate in any discussion, decision, or vote where they, or a connected person, could benefit. Low-risk conflicts may be allowed if declared and agreed by the board.

Serious or ongoing conflicts should be resolved by:

- Changing or halting the proposed action,
- Securing the resignation of the trustee from the relevant decision, or
- Following procedures authorised by the Charity Commission where required.

Examples: *A trustee owns a company the charity wishes to hire - they must withdraw from the decision. / A trustee is a member of a local centre affected by a project -` participation may be allowed if risk is low and benefits are shared equally.*

3. Trustee Benefits

- Trustees or connected persons may only receive benefits from the charity if explicitly authorised in advance by law or the governing document.
- Any such benefit must be recorded in the minutes and, if required, in the charity's accounts.

4. Record-Keeping

All conflicts and how they were managed must be recorded in the minutes.

Records must include:

- Nature of the conflict,
- Trustee(s) affected,
- Declaration timing,
- Actions taken to manage it,
- How the decision was made in the charity's best interests.

5. Annual Review

- Trustees must review and update their declarations at least once a year.
- The board will review this policy and the register of interests annually.