



Nonsuch Dulcimer Club

The friendly UK club for Dulcimer enthusiasts

Registered Charity Number: 1184249

Conflict of Interest Policy

This policy applies to all trustees, committee members and volunteers of Nonsuch Dulcimer Club.

Why we have a policy: Trustees have a legal obligation to act in the best interests of Nonsuch Dulcimer Club, and in accordance with its governing document (our constitution) and to avoid situations where there may be a potential conflict of interest. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

Committee members and volunteers have similar obligations and should act in accordance with this policy even though they are not legally bound, and are not required to complete the formal declaration of interests.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Nonsuch Dulcimer Club. Such conflicts may inhibit free discussion, result in decisions or actions that are not in the interests of Nonsuch Dulcimer Club, or risk the impression that Nonsuch Dulcimer Club has acted improperly.

Examples of conflicts of interest include:

- A trustee who is also a user who must decide whether fees from users should be increased;
- A trustee who is also on the committee of another organisation that is competing for the same funding;
- A trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

The purpose of this policy is to protect the integrity of the organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees, committee members and volunteers.

The declaration of interests: Upon appointment, each trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and it will be updated as appropriate. A sample of this form is given on Page 3.

Data protection: The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 (GDPR). Data will be processed only to ensure that trustees act in the best interests of Nonsuch Dulcimer Club. The information provided will not be used for any other purpose.

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.

Decisions taken where a trustee, committee member or volunteer has an interest: In the course of meetings or activities, trustees (or committee members or volunteers) will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the trustee's best interests, or a conflict between the best interests of two organisations that the trustee is involved with.

After disclosure, the affected trustees (or committee members or volunteers) may be asked to leave the meeting for the discussion, and may not be able to take part in the decision, depending on the judgement of the other trustees present at the time. Any such disclosure and the subsequent actions taken will be noted in the minutes.

Payments or benefits in kind: 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 trustee, committee member or volunteer of Nonsuch Dulcimer Club 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.

This policy is meant to supplement good judgment, and trustees, committee members and volunteers should respect its spirit as well as its wording.

Signed: S. E. Whytehead

Name: S E Whytehead

Date Approved by Board of Trustees: 12th April 2021

Next Review Date: 12th April 2024

Charity trustee declaration of interests form

I as trustee/committee member* [*delete as appropriate] of Nonsuch Dulcimer Club have set out below my interests in accordance with the organisation’s conflicts of interest policy.

Category	<i>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. Otherwise write “none”.</i>
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 organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [in which you hold an interest of more than 5% of issued capital] and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation’s services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

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: _____

Role or Position: _____

Date: _____