

Conflict of Interest Policy

Pendle Ladies' Choir

1. Statement of intent

Pendle Ladies' Choir is committed to fairness and lack of bias in all its dealings. This policy ensures that trustees and committee members act only in the best interests of the choir and comply with their legal duties as charity trustees, including guidance issued by the Charity Commission for England and Wales.

2. What Is a Conflict of Interest?

A conflict of interest arises when a trustee or committee member's personal, financial, or other interests could influence — or appear to influence — decisions made on behalf of the choir.

Examples include:

- A trustee being paid by the choir (e.g., as Musical Director or accompanist)
- A family member being hired as a performer or supplier
- A trustee owning or managing a venue being considered for hire
- A committee member providing paid services (e.g., printing, publicity)

Conflicts may be actual, potential, or perceived.

3. Declaring Interests

- Trustees and committee members must declare any conflicts of interest as soon as they arise.
 - Declarations must be made at the start of meetings where relevant matters are discussed.
 - All declared conflicts will be recorded in the meeting minutes.
 - The choir will keep a simple Register of Interests, reviewed annually.
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4. Managing Conflicts

When a conflict is declared:

1. The individual must withdraw from the discussion.
2. They must not vote on the matter.
3. The remaining committee members will decide what is in the choir's best interests.

The decision and how the conflict was managed must be recorded in the minutes.

5. Trustee Payments and Benefits

Trustees must not receive payment or other benefit from the choir unless this is permitted by the choir's constitution and charity law.

Reasonable out-of-pocket expenses (e.g. travel) may be reimbursed.

If a trustee is paid for a separate role (e.g. Musical Director), this must be:

- Clearly permitted by the constitution
- Agreed by the unconflicted trustees
- Properly recorded in the minutes

If required, approval must be obtained from the Charity Commission for England and Wales.

6. Legal and Regulatory Context

Trustees have a legal duty to:

- Act only in the charity's best interests
- Avoid conflicts of interest
- Declare conflicts promptly
- Not receive unauthorised personal benefit

This policy aligns with guidance issued by the Charity Commission for England and Wales and the Charity's governing document.

7. Failure to Declare

Failure to declare a conflict of interest may result in removal from decision-making or removal as a trustee, in line with the choir's constitution.

8. Review

This policy will be reviewed annually by the committee.

Adopted by the Committee of Pendle Ladies' Choir

Date: _____

Chair: _____