



Conflict-of-Interest Policy

Purpose This policy aims to manage and mitigate conflicts of interest between

Hilton Village Hall, Hickling House Elderly Day Care Ltd, and individuals holding overlapping roles, including the Chair of Hilton Village Hall, who also serves as a Director of Hickling House Elderly Day Care Ltd. It ensures transparency, fairness, and accountability in decision-making to protect the interests of both entities and the wider community.

Scope This policy applies to all trustees, directors, employees, and committee members involved with Hilton Village Hall and Hickling House Elderly Day Care Ltd.

Definitions A conflict of interest arises when an individual's personal interests, roles, or affiliations may improperly influence—or appear to influence—decisions related to Hilton Village Hall or Hickling House Elderly Day Care Ltd.

Policy Provisions

1. Declaration of Interests

- All trustees and directors must declare any direct or indirect interests in Hilton Village Hall and Hickling House Elderly Day Care Ltd upon appointment and annually thereafter.
- Interests include financial relationships, leadership roles, and contractual agreements.

2. Management of Conflicts

- Individuals must disclose conflicts of interest at the earliest opportunity during relevant discussions or decision-making processes.
- Affected individuals must recuse themselves from decisions where conflicts arise.
- The Chair of Hilton Village Hall must delegate decision-making on matters directly affecting Hickling House Elderly Day Care Ltd to an independent committee or trustee group.

3. Transparency Measures

- Meeting minutes must document all disclosures and actions taken to address conflicts.
- Financial agreements and contracts between Hilton Village Hall and Hickling House Elderly Day Care Ltd must undergo independent review and approval.



4. **Fairness and Value for Money**

- Rental rates and agreements between Hilton Village Hall and Hickling House Elderly Day Care Ltd must be periodically reviewed by an independent third party to ensure they remain fair, competitive, and beneficial to both parties.

5. **Oversight**

- Establish an independent advisory committee to oversee decisions involving both Hilton Village Hall and Hickling House Elderly Day Care Ltd.
- Regular audits must be conducted by an external auditor to review financial transactions, contracts, and compliance with this policy.

Breaches of Policy Failure to comply with this policy may result in review by the Village Hall trustees and potential intervention to safeguard public and community interests.

Review This policy will be reviewed annually to ensure it remains effective and responsive to evolving circumstances.

Policy dated 14th December 2024

Signed by Chair – Mrs Jenny Hickling

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Signed by Hilton Village Hall Manager – Amii Sherwood

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Review date 17th December 2025