

COASTArts

Conflict of Interest Policy

This policy applies to Cromer & Sheringham Art & Literary Festival (hereafter known as “the Charity”) and its Trustees and Co-opted Members. All individuals involved with the Charity have an obligation to act in its best interests, and in accordance with its Constitution dated 12th July 2012.

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

- Inhibit free discussion.
- Result in decisions or actions that are not in the 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.

Accordingly, the Charity will ask all Trustees and Co-opted Members to declare their interests, and any gifts or hospitality received in connection with their role in the Charity, at the commencement of each Trustee meeting. All decisions under a conflict of interest will be recorded by the Secretary and reported in the minutes of the meeting to include:

- The nature and extent of the conflict.
- An outline of the discussion.
- The actions taken to manage the conflict.

If you are a user/beneficiary of the Charity’s work, you should not be involved in decisions that directly affect the benefits that you may receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. If you fail to declare an interest that is known to the Trustees, the Chair and/or Secretary will declare that interest.

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

Interested Trustees and Co-opted Members may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

A *de minimis* exemption applies to contracts less than £500 in value. The *de minimis* exemption does not apply to contracts of employment with the Charity. If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Such contracts will be monitored by at least 2 independent Trustees.

Adopted by the Trustees on 8th January 2016