



Wealden Volunteering
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Conflicts of Interest Policy

Approved by the Board of Trustees: April 2026

Next review due: April 2028

Chair Signature:

A handwritten signature in blue ink, appearing to read 'Paul P. K.', is written on a light yellow background.

1. Purpose of this Policy

Wealden Volunteering is a small charity that relies on the trust of our community, volunteers, funders, and partners. This policy explains how we identify, declare, and manage conflicts of interest so that decisions are always made in the best interests of the charity.

A conflict of interest can happen when a personal, professional, or financial interest could influence — or be seen to influence — decisions made for Wealden Volunteering.

Having a conflict of interest is not wrong in itself. What matters is that conflicts are **declared openly and managed properly**.

2. Who This Policy Applies To

This policy applies to:

- Trustees
- Staff
- Volunteers

Everyone involved with Wealden Volunteering has a responsibility to act in the charity's best interests and to declare any actual or potential conflicts of interest.

3. What Is a Conflict of Interest?

A conflict of interest arises when an individual's personal or professional interests could conflict with their duty to Wealden Volunteering.

This includes situations where a decision could:

- Benefit the individual personally
- Benefit a family member, close friend, or connected organisation
- Benefit another organisation the individual is involved with
- Disadvantage Wealden Volunteering

Conflicts may be **financial** or **non-financial**, **actual**, **potential**, or **perceived**.

4. Examples of Conflicts of Interest

Examples include (but are not limited to):

Direct benefits

- A trustee or volunteer being paid to provide services to Wealden Volunteering
- Awarding a contract to a business in which a trustee, staff member, or volunteer has an interest

Benefits to connected persons

A “connected person” includes close family members, business partners, or organisations they control, as defined in the Charities Act 2011.

Examples include:

- A close relative of a trustee, staff member, or volunteer
- A business partner or company connected to them
- Another charity where the individual is a trustee

Indirect benefits

- Using Wealden Volunteering’s data, contacts, social media, or reputation to benefit another organisation or business
 - Making decisions that favour another role or organisation over Wealden Volunteering
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5. Declaring Conflicts of Interest

All trustees, staff, and volunteers must:

- Declare any actual or potential conflicts of interest as soon as they arise
- Complete a Declaration of Interests form when joining Wealden Volunteering
- Review and update their declaration at least annually

Declarations should be made even if the individual is unsure whether a conflict exists. It is always better to declare and discuss.

Wealden Volunteering will maintain a **Register of Conflicts of Interest**, which is the charity’s key record for transparency and accountability.

6. How Conflicts of Interest Are Managed

When a conflict of interest arises:

1. The individual must inform the **CEO and the Chair of Trustees** as soon as possible.
2. The conflict will be recorded in the Register of Conflicts of Interest.
3. The individual must withdraw from any discussion or decision-making relating to the matter, unless the trustees decide otherwise.
4. The non-conflicted trustees will consider the situation and decide how to manage the conflict in the best interests of the charity.
5. The decision and how the conflict was managed will be recorded in the meeting minutes.

Trustees must always act in the best interests of Wealden Volunteering and take particular care where conflicts arise.

7. Failure to Declare a Conflict

Failure to declare a conflict of interest is a serious matter. Depending on the circumstances, it may be dealt with under Wealden Volunteering's disciplinary procedures and could, in serious cases, have legal consequences.

8. Roles and Responsibilities

- **Trustees** are responsible for ensuring conflicts of interest are properly identified, managed, and recorded.
 - **The CEO** is responsible for maintaining the Register of Conflicts of Interest and supporting implementation of this policy.
 - **Staff and volunteers** are responsible for declaring conflicts openly and promptly.
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9. Review of This Policy

This policy will be reviewed at least every two years, or sooner if required, and approved by the Board of Trustees. The current version will be made available on Wealden Volunteering's website.

Appendix A: Declaration of Interests

Name:

Role:

I declare that I have the following personal or financial interests that could give rise to a conflict of interest with Wealden Volunteering.

Pecuniary (financial) interests

- Current employment
- Businesses owned or managed
- Company directorships
- Charity trusteeships
- Any other financial interests

(Please provide details)

Personal interests

| Name | Nature of interest | Relationship to me | Relationship to any other trustee |

I confirm that the information provided is accurate and complete. I agree to review and update this declaration annually and whenever my circumstances change.

Signed:

Date:

Guidance Notes (for Trustees, Staff, and Volunteers)

- Conflicts of interest are common and do not imply wrongdoing.
- Being open and transparent protects both individuals and the charity.
- Where decisions involve conflicts, meeting minutes should record:
 - The nature of the conflict
 - Who it relates to
 - Whether it was declared
 - Whether the individual withdrew from the discussion
 - How the decision was made in the best interests of Wealden Volunteering