



## STEYNING DOWNLAND SCHEME

### Conflicts of Interest Policy

If a Trustee or other individual in attendance:

- Has a financial interest in a matter under discussion, he/she should declare the nature of his/her interest and if requested by the Chairman withdraw from the room. If he/she is not required to withdraw, he/she will be entitled to speak but will not be entitled to vote;
- Has any interest in a matter under discussion, which creates, or another Trustee states that it he/she is of the view that it creates or might create a danger of bias, that is, the interest affects him/her, or a close relative, more than the generality affected by the decision: he/she should declare the nature of the interest and if requested by the Chairman withdraw from the room. If he/she is not required to withdraw, he/she will be entitled to speak but will not be entitled to vote
- is in any doubt about the application of these rules he/she should consult with the Chairman

If one of the above applies or may apply to the Chairman, he will discuss the position with the other Trustees and follow the procedure above.

A Register of Interests is kept at the registered office.

Examples of good practice

When a Trustee or other individual in attendance becomes aware of a new, actual or potential conflict of interest, he/she should give notice of it to the Project Manager to enable him/her to update the Register

The Project Manager should include in his/her report for each Trustees meeting details of any contracts/agreements and other arrangements to be considered and/or entered into prior to the next meeting of the Trustees and any potential conflicts (including those involving himself/herself) identified from a check of the Register.