



Conflicts of Interest	
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Conflicts of Interest

1. Any trustee who has a financial interest in a matter under discussion, should declare the nature of her/his interest and withdraw from the room, unless s/he has a dispensation to speak.
2. If a trustee has any interest in the matter under discussion, which creates a real danger of bias that is, the interest affects her/him, or a member of her/his household, more than the generality affected by the decision: s/he should declare the nature of the interest and withdraw from the room, unless s/he has a dispensation to speak.
3. If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence her/his decision, s/he should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if s/he wishes.
4. If in any doubt about the application of these rules, a trustee should consult with the Chair.
5. All trustees' interests are listed in the Register of Trustees' Interests.
6. When a trustee becomes aware of a new, actual or potential conflict of interest, s/he should give notice of it to the Chief Executive to enable him/her to update the Trustees' Interests Register.
7. The Chief Executive should include in her/his report for each trustees' meeting details of any contracts/agreements to be entered into prior to the next meeting of the trustees and any potential conflicts identified from a check of the Register.
8. Whenever possible, there should be competitive tendering for contracts or work for which a trustee might be suited (and taking up references from other clients or customers).

Conflicts of Interest Statement and Agreement

As a trustee, you are required to act in the best interests of Windmill Hill City Farm. However, inevitably, trustees have a wide range of interests in private, public and professional life and these interests might, on occasions, conflict, (for example: Director of supplier or consultant to charity).

We are obliged to review any possible conflicts when preparing our annual report so ask you to supply the following tails:

Has Windmill Hill City Farm made any loans to you?	Yes	No
Have you, or people connected with you through family, business or another charity, an interest in a contract or transaction with Windmill Hill City Farm?	Yes	No
Have you or any person connected with you derived any pecuniary benefit or gain from Windmill Hill City Farm?	Yes	No

Signed:

Date: