

## Banbury and Evesham Area Quaker Meeting Charities

### Trustee Conflict of Interest Policy

This policy is based on the advice from Britain Yearly Meeting contained in the next section. Trustees adopted this policy at their meeting in December 2023 and hope that it will be adopted by AM.

### Managing conflicts between a meeting and its trustees

Friends sometimes worry about the possibility of conflict between trustees and their meetings, citing a variety of potential areas of difficulty, perhaps involving the sale of the meeting's main assets (generally its property).

Trustees must always remain ultimately responsible for implementing the decisions of the meeting. But the Charity Commission advises that trustees "must always have regard to" the spiritual leadings of their parent body. Trustees might feel that a meeting has been led to make a wrong decision and feel in consequence that they must advise something different. But in these circumstances, it would be up to the clerk of the meeting to ask them to join with the meeting in session so that all sides of a question can be aired within a proper meeting for worship for business, at which the right way forward can be discerned for the Area Meeting as a whole.

### Agenda for Each Meeting

The first item on the Agenda of every Trustee Meeting will be a declaration of conflict of interest or conflict of loyalty which will be recorded in the minutes.

### Conflict of Interest Register

- When a person is being considered for selection as a Trustee, the potential Trustee should be given an opportunity to see how Trustees work and the scope of their responsibilities and work. At this stage a potential Trustee should consider whether their service would create issues with Conflicts of Interest.
- Induction: Each new Trustee should be given an induction which provides training on how to manage conflicts of interest. This should include training on managing Trustees special interests when they conflict with acting in the best interests of the organisation.
- Each Trustee will be required to sign an acceptance (Fit and Proper Person Declaration) on becoming a Trustee.

- Each Trustee must register as a Trustee in the Register, stating any Conflicts of Interest.
- The Register will be held by the Clerk of Trustees / Clerks of BEAQM and be open to scrutiny by Members of the Religious Society of Friends (Area Meeting).
- Trustees must up-date the Register if any change in their circumstances creates a Conflict of Interest.
- The Register will be reviewed by the Clerk of Trustees and discussed at a Trustee meeting on an annual basis.



## Policy

Banbury and Evesham Area Meeting Charities is registered in England and Wales, charity no. 283015

Agreed by Trustees,  
December 2023

Review December, 2024