



Trustees Conflict of Interest Policy for Bethel Church, Coventry

1. Purpose and Scope

The purpose of this Conflict of Interest Policy is to ensure that the Trustees of Bethel Church, Coventry (the "Charity") act in the best interest of the Charity at all times, avoid any situations where their personal or financial interests may conflict with their duties to the Charity, and maintain trust and confidence in the Charity's governance.

This policy applies to all Trustees, including those serving on committees or in other leadership roles within the Charity.

2. Definition of Conflict of Interest

A conflict of interest arises when a Trustee's personal, family, financial, or other interests may affect, or be perceived to affect, their ability to make impartial decisions in the best interests of the Charity. A conflict of interest may occur if a Trustee:

- Has a financial interest in a transaction, contract, or decision being made by the Charity.
 - Has a personal or family relationship that may influence their judgment or decision-making.
 - Has any other situation where their personal interests may compromise or appear to compromise their objectivity.
-

3. Trustees' Responsibilities

Each Trustee is required to:

- **Declare Interests:** Declare any actual, potential, or perceived conflicts of interest at the beginning of each meeting and, where necessary, update the declaration when circumstances change.
- **Act in the Best Interest of the Charity:** Ensure that decisions made are in the best interest of the Charity, rather than for personal gain or that of a third party.
- **Avoid Conflicts of Interest:** Take steps to avoid any situation where their personal interests could conflict with those of the Charity.

Bethel Church, Spon End, Coventry. CV1 3HB www.bethelcoventry.org.uk www.wlacademy.org.uk 024 7625 6874

Pastor: Joshua Kindness

Elders: Ian Grindell, Chris Page, Gordon Sprouse

Core Leaders: Liz Gray, Jane Rubacki, Derek Seedhouse, Karen Sprouse

Trustees: Ian Grindell, Chris Page, Joshua Kindness, Liz Gray, Jane Rubacki, Derek Seedhouse, Gordon Sprouse, Karen Sprouse

4. Register of Interests

To ensure transparency, each Trustee must complete a **Register of Interests** form at the start of their term and annually thereafter, disclosing any interests (financial or non-financial) that may conflict with their role. This information will be held in the Charity's records, which will be accessible to other Trustees and, if necessary, the Charity Commission.

The Register of Interests should include, but is not limited to, information regarding:

- Any financial interests (e.g., shareholding, directorships) in businesses that have dealings with the Charity.
- Employment or consultancy roles that may create a conflict.
- Any relationships with other individuals, charities, or organisations that may result in a conflict.

5. Procedures for Handling Conflicts of Interest

When a conflict of interest arises, the following steps should be followed:

- **Disclosure:** The Trustee must immediately disclose the nature of the conflict of interest to the Chair or the meeting, preferably before the discussion of the relevant item begins.
- **Recusal from Discussion:** In most cases, the Trustee should withdraw from the discussion and decision-making process regarding the matter in question. This includes leaving the room during discussions or decisions where a conflict of interest is present.
- **Decision on Participation:** In some cases, the remaining Trustees may decide that it is appropriate for the conflicted Trustee to remain present during the discussion but not participate in decision-making (e.g., where the conflict is minor).
- **Recording:** The nature of the conflict and the action taken (such as recusal or non-participation) should be recorded in the minutes of the meeting.

In cases where a Trustee does not disclose a conflict of interest or refuses to recuse themselves from a discussion or decision where there is a potential conflict, the other Trustees should address the issue immediately and take appropriate action.

6. Independent Decision-Making

Where a significant conflict of interest exists, or where the Trustee's participation in decision-making may undermine the Charity's reputation or governance, the Trustees may decide to seek independent advice or involve a third party to assist in making the decision.

7. Personal Financial Transactions and Benefits

Trustees must not accept personal financial benefit from their position within the Charity. Any financial transaction involving a Trustee (or an immediate family member of the Trustee) must be fully disclosed and approved by the Board of Trustees in a way that is transparent, fair, and in line with the Charity's policies.

8. Gifts and Hospitality

Trustees must not accept gifts, hospitality, or other personal benefits that could influence their decision-making or create the appearance of a conflict of interest. If a Trustee receives any gift or hospitality with a value exceeding £50 this must be disclosed in the Register of Interests.

9. Consequences of Non-Compliance

Failure to disclose a conflict of interest, or engaging in actions that present a conflict of interest without following the procedures outlined in this policy, may result in disciplinary action, including removal from the Board of Trustees if deemed necessary.

10. Review of the Conflict of Interest Policy

This policy will be reviewed annually by the Board of Trustees to ensure it remains up to date and in line with best practices. Any amendments to the policy will be made with the agreement of the Board.

11. Approval

This Conflict of Interest Policy was approved by the Board of Trustees of Bethel Church, Coventry on **12.1.25** and is effective from that date.

This policy is designed to foster trust and integrity in the governance of the charity and to protect the charity and its Trustees from any ethical or legal issues arising from conflicts of interest. It should be followed consistently and with care by all Trustees.