

B/M Trustees

Managing Conflicts of Interest

1. Agendas to be sent out in sufficient time (two weeks in advance) to allow a Trustee to register a 'Conflict of Interest' with the clerk.
2. The Clerk will inform Trustees at the beginning of each meeting if a Trustee has declared a conflict of interest.
3. If the clerk considers that there is a 'material' conflict of interest, the Trustee will be asked to leave the room when that item is discussed.
4. Where the clerk considers there is not a material conflict of interest then the Trustee can remain in the meeting but not participate in the discussion unless the clerk requires a specific point to be clarified.
5. If a Trustee realises within the meeting that he or she has a conflict of interest with an item being discussed, then the Trustee must immediately inform the meeting and action will be based on either point 3 or 4 as appropriate above.
6. Failure to declare a conflict of interest will result in the clerks deciding how to manage the Trustee.