



THE CENTRAL COUNCIL OF CHURCH  
**BELL RINGERS**  
UK Registered Charity No. 270036

## **Central Council of Church Bell Ringers**

### **Conflict of Interest Policy (Additional Notes for Trustees, Stewards and Workgroup Leaders)**

**EDITION 1**

**1<sup>st</sup> October, 2020**

**Conflict of Interest Policy**  
**Additional Notes for Trustees, Stewards and Workgroup Leaders**

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## 1 Summary

- 1.1. This document forms an additional section to the Conflict of Interest Policy of the Central Council of Church Bell Ringers (“the Council”) and deals with the additional duties of those serving as the Council’s:
  - (a) Trustees;
  - (b) Stewards; and
  - (c) Workgroup Leaders.
- 1.2. For ease of reference all the above are referred to in this document as “Officers”.
- 1.3. To meet the high standards expected by the Charity Commission some additional responsibilities are borne by those serving as Officers.

## 2 The Register of Interests

- 2.1. The Secretary will maintain a Register of Interests. The Register of Interests contains:
  - (a) Part A – a copy of each Annual Declaration as set out in section 3 below; and
  - (b) Part B - a record of each Conflict identified as set out in the Council’s Conflict of Interest Policy.
- 2.2. Part A of the Register will be made available publicly on the Council’s website.
- 2.3. Part B of the Register will be made available to any Council Member on request.

## 3 Annual Declarations

- 3.1. On appointment and at the start of each calendar year thereafter, each Officer should submit an Annual Declaration of interests to the Secretary. A template Declaration form can be found at *Appendix 1*.
- 3.2. Each Annual Declaration should set out any *Significant Financial Interests or Positions Of Responsibility* held by the Officer or a Connected Person **which could be seen** to prevent them from acting only in the best interests of the Council:
  - (a) *Positions Of Responsibility* include (but are not limited to) directorships, partnerships, trusteeships, memberships of external committees, consultancies and employments;
  - (b) *Significant Financial Interests* are defined as those involving:
    - ownership of as least one-fifth of the shares, voting rights or equivalent; or
    - annual income in excess of £1,000.
- 3.3. No Officer shall be permitted to make or take part in any decision on behalf of the Council until their Annual Declaration for the current year has been received.
- 3.4. The Secretary or their designate will place a copy of each Annual Declaration in Part A of the Register of Interests.

## **4 Additional Trustee Responsibilities**

### ***Annual Benefit Review***

- 4.1. The Trustees should review annually all payments and other benefits which individuals or organisations derived from the Council's Work in the previous year where the value was (or could reasonably be expected to have been) £1000 or more.
- 4.2. Payments and benefits forming part of this review include (but are not limited) to:
  - (a) advertising, publicity (whether paid or not) and communications;
  - (b) referrals and recommendations;
  - (c) loans, gifts, prizes, sponsorships and employments; and
  - (d) contracts (whether verbal or written).
- 4.3. In each case, the Trustees should confirm that to their satisfaction that those benefits (and any associated payments received in respect of them) were:
  - (a) proportionate; and
  - (b) in pursuit of the Council's charitable objects.

### ***Trustee Meetings***

- 4.4. All Executive Meetings will include a standard agenda item at the start of each meeting at which those Trustees present should:
  - (a) declare any Conflicts of Interest related to that meeting's business; and
  - (b) consider any new entries made to the Register of Interests.

### ***Personal Benefit to Trustees***

- 4.5. Where Personal Benefit to a Trustee is involved, Trustees have the following legal duties:
  - (a) they must ensure that they have legal authority to act, because anything they do which is not in the best interests of the Council could be unlawful, even if the Trustee who stood to benefit has subsequently resigned; and
  - (b) they must ensure that any instances of actual Personal Benefit to Trustees are recorded in the Council's annual accounts.

## 5 Appendix 1 – Annual Declaration Form



### Central Council of Church Bell Ringers

#### Annual Declaration

Name of trustee or officer:
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Calendar Year to which this Declaration relates:
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#### FINANCIAL OR BUSINESS INTERESTS

I list below those financial or business interests which might reasonably be expected to have potential to interfere with my duties as Trustee or Officer:

Name of person or organisation	Nature of interest or position held

#### PERSONAL INTERESTS

I list below those personal, non-financial interests which might reasonably be expected to have potential to interfere with my duties as Trustee or Officer:

Name of person or organisation	Nature of interest or position held