



All staff, volunteers, and management committee members of Gamlingay Community Centre (GCC) will strive to avoid any conflict of interest between the interests of the GCC on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the GCC's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Examples of conflicts of interest include:

- 1 A committee member who is also a user who must decide whether fees from users should be increased.
- 2 A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A committee member who is also on the committee of another organisation that is competing for the same funding.
- 4 A committee member who has interests in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the GCC's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee members is involved with.

After disclosure, the potentially conflicted committee member understands that they may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

Gamlingay Community Centre

Conflict of Interest Policy



Trustee Conflict of Interest Register

Date of publication: 16 September 2025

Name	Role	Description of interest	Relevant dates		Comments
			From	To	
John McKee	Trustee	No known conflict	19/08/2025		
Larry New	Trustee	No known conflict	19/08/2025		
Ashleigh Dickerson	Trustee	No known conflict	19/08/2025		
Bob Petch	Trustee	No known conflict	19/08/2025		Bob as a Parish Councilor does not take part with any discussions or decisions that could conflict with Parsh Council decisions.
Jane Savage	Trustee	No known conflict	19/08/2025		
Benita Scott	Trustee	No known conflict	16/09/2025		
Paula Wilson	Trustee	No known conflict	16/09/2025		

If a trustee states a conflict of interest they will generally be requested to leave the meeting while the relevant agenda item is discussed.

There are two common types of conflict of interest:

Financial conflicts: When a trustee, person or organisation connected to a trustee, receive money or other benefit from a Board of Trustee's decision. This does not include the payment of expenses.

Loyalty conflicts: Generally, a potential conflict of interest will occur when a trustee has a connection to a beneficiary that the GCC have a financial, or other working arrangement with, either as:

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Registered office: The Eco Hub, Gamlingay Community Centre, Gamlingay, Sandy, Bedfordshire SG19 3JR

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Family: Trustee partner, child etc.; or

Organisation: As a trustee, board member, member of staff or similar.