



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Conflict of Interest Policy

Version Control Log

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1.2	10/02/2025	Added changes suggested by Nick Richards	MJ
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Document Approval

Version	Date	Person Responsible	Approved by	Signature
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Review Interval

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1 Introduction

1.1 Definitions

1.1.1 For definitions used in this policy, please refer to the separate document on our [website](#).

1.2 Personnel

1.2.1 For allocated personnel for this policy, please refer to separate document on our [website](#).

1.3 Scope

1.3.1 This policy applies to both:

- [Woodlarks Campsite CIO - 1214811](#)
- [Woodlarks Camp Site Trust - 306148](#)

1.3.2 This policy applies to:

- Trustees
- Members of Management Committees
- The Warden and Secretary

1.4 Purpose

1.4.1 Our Trustees have a legal obligation to act in the best interests of Woodlarks; this policy ensures that Woodlarks does not suffer as the result of any conflict of interests.

1.4.2 The policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

1.4.3 Such conflicts may create problems that:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of Woodlarks
- Risk the impression that Woodlarks has acted improperly

1.5 External guidance

1.5.1 Woodlarks will always follow the guidance laid out by the Charity Commission.

1.6 What is a Conflict of Interest?

- 1.6.1 In this policy we have used the word Trustee throughout, but please bear in mind it could be anyone listed in section 1.3.
- 1.6.2 A Conflict of Interest may arise where an individual's interests and/or loyalties conflict with those of Woodlarks.
- 1.6.3 For example, if a Trustee's opinion might be influenced by:
- financial gain
 - loyalty to another charity or organisation
 - allegiance to a subset of Woodlarks – a clique
- 1.6.4 A more detailed example: a Trustee owning a family plumbing firm might stand to benefit from work contracted by Woodlarks. This certainly does not preclude that Trustee from advising the charity on plumbing issues; indeed, such advice is likely to be very useful, but the possibility of financial gain must be known and considered.

2 Policy Implementation

2.1 Declaration of Interests

- 2.1.1 Accordingly, we are asking Trustees to declare their interests, and any gifts or hospitality offered and received in connection with their role at Woodlarks.
- 2.1.2 A declaration of interest form (obtained from the Secretary) is provided for this purpose. To be effective, the register of declared interests needs to be updated at least annually, and when any material changes occur. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution.
- 2.1.3 If you would like to discuss this issue, please contact the Secretary for confidential guidance.
- 2.1.4 This register of interests shall be used to record all gifts of a value over £20 and hospitality over £50 received by the Trustees.
- 2.1.5 The register will be maintained by the Secretary and accessible to Trustees and members of Management Committees.

2.2 Data Protection

- 2.2.1 The information provided will be processed in accordance with the charity's data protection policy.

2.3 Reporting a Conflict of Interests

- 2.3.1 If during a meeting, you believe you have a real or perceived Conflict of Interest, you should:
- declare the interest immediately
 - withdraw from discussions and decisions relating to the conflict
- 2.3.2 You may be expressly invited to remain in the meeting to provide information related to the issue. In this case you may not participate in, or influence, the decision or any vote on the matter.
- 2.3.3 Care will be taken to ensure that you still receive sufficient information about the activities of the charity generally without disclosing sensitive information that could place you in an untenable position. This could be achieved, for example, by redacting such information from the minutes passed to you.
- 2.3.4 You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.
- 2.3.5 If you fail to declare an interest that is known to other members of the meeting, it is their duty to report it.
- 2.3.6 The minutes of the meeting will reflect the Conflict of Interest reported.

2.4 Decisions taken where a Trustee has an interest

- 2.4.1 In the event of a Conflict of Interest involving a Trustee a 'board' will be formed from the members of Management Committees.
- 2.4.2 In the event of the 'board' having to decide upon a question in which a Trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. In the event of a tie then the President will make the final decision.
- 2.4.3 A quorum of a minimum of five members must be attained for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.
- 2.4.4 Interested 'board' members may not vote on matters affecting their own interests. All decisions under a Conflict of Interest will be recorded by a nominated secretary and reported in the minutes of the meeting.
- 2.4.5 Independent external moderation may be used where conflicts cannot be resolved through the usual procedures.
- 2.4.6 The charity's annual report will record:
- the nature and extent of the conflict
 - an outline of the discussion
 - the actions taken to manage the conflict
- 2.4.7 Where a Trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities Statement of Recommended Practice (SORP), more details at ([SORP UK Government](#)). All payments or benefits

in kind to Trustees will be reported in the charity's accounts and annual report, with amounts for each Trustee listed for the year in question.

- 2.4.8 Where a member of Woodlarks is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

3 Policy Monitoring

3.1 Regular Review

- 3.1.1 This policy will be reviewed every 3 years.
- 3.1.2 Lessons learned will be incorporated into future revisions.