Conflict of Interest Policy of Atwell Wilson Motor Museum

Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of Atwell Wilson Motor Museum and its subsidiary Atwell Wilson Motor Museum Enterprises decision making process and to ensure that board members (trustees), staff, volunteers and contractors act in the charity's best interest.

The guidelines on managing conflict of interest at the trustee level are contained in our governing document and will be followed at all times, as will the guidance issues by the Commission listed at the end of this policy.

Scope

This policy applies to all trustees of Atwell Wilson Motor Museum. Because all staff and volunteers are under the direct supervision of the trustees, the trustees will be responsible for establishing any potential conflict of interest at a lower level when delegating decision making.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or professional interests could interfere with, or appear to interfere with, their duties and responsibilities to Atwell Wilson Motor Museum.

Examples of Conflict of Interest

- Holding a financial interest in an entity doing business with the charity
- Receiving gifts, favours, or benefits from entities doing business with the charity
- Serving as board members, officer, or employee of another organisation with competing interests.
- A family member has a connection to an organisation we propose working with.

Disclosure of conflict

Conflicts of Interest is a standing item on all board and committee meeting agendas; the chairman must remind directors (trustees) at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a director to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that day's meeting is to be noted in the minutes of the meeting. Specifically:

- If a director is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, they must declare the nature and extent of that interest to the other directors
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made
- Any required declaration of interest must be made before the organisation enters into the transaction or arrangement

- A declaration is not required in relation to an interest of which the director is not aware or where the director is not aware of the transaction or arrangement in question. For this purpose, a director is treated as being aware of matters of which they ought reasonably to be aware.

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

Potential Conflicts of Interest

A charity may pay and offer other material benefits, to one or more of its trustees to provide services to the charity, where the trustee board reasonably believes it to be in the charity's best interests to do so. The services in question must be ones which the charity trustee provides in addition to carrying out normal trustee duties. Any such proposal would be treated on a case for case basis and would only be approved subject to compliance with the governing document and Charity Commission guidance.

Where an individual is not part of the decision making process, there is no direct conflict of interest. However, where they have a relationship with the organisation, or individual trustee/director, the perception could arise that the trustees haven't acted in the organisation's best interests, because of this.

Managing Conflicts of Interest

To manage these issues, the Board will ask themselves the following questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?

Recording Decisions

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.
All information disclosed regarding conflicts of interest will be kept confidential to the extent possible while allowing for proper review.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period/date
1.0	Board	Dec 2025	Initial draft approved	Annually
2.0	Board	19/05/26	Final draft approved	19/05/2027

Regulatory Guidance

Charity Commission:

- Conflicts of interest: a guide for trustees.
- Payment to trustees
- Selling/leasing to someone connected with the charity
- Trustee disqualification
- Examples of personal benefit