

Code of Conduct for Parish Councillors as Trustees of the Village Hall Charity

1. Introduction

As a parish councillor serving as a trustee of Tibshelf Village Hall Charity, you have dual responsibilities. This Code of Conduct sets out the ethical and legal standards you must follow to ensure transparency, integrity, and good governance.

2. General Principles

As a trustee, you must:

- Act in the best interests of the Village Hall Charity.
- Ensure the charity complies with its governing document and legal obligations.
- Act with integrity, transparency, and accountability.
- Manage conflicts of interest appropriately.

3. Legal and Governance Responsibilities

Independence: When acting as a trustee, you must make decisions in the best interests of the charity, even if they differ from parish council policies.

Compliance: You must adhere to the Charity Commission's guidance, including "The Essential Trustee" (CC3).

Financial Responsibility: You must ensure that the charity's funds are used properly and not misapplied.

4. Conflicts of Interest and Decision-Making

You must declare any conflict of interest where the interests of the parish council and the charity may overlap.

If a matter arises where your duty as a councillor conflict with your duty as a trustee, you should:

- Declare the conflict to both bodies.
- Withdraw from discussion or decision-making if necessary.
- The charity's interests must not be compromised by parish council decisions.

5. Conduct and Integrity

You must not use your position for personal gain or for the benefit of the parish council.

You must respect confidentiality regarding charity matters.

You should act with honesty, fairness, and in a manner that upholds public confidence in the charity.

6. Accountability and Transparency

The charity's governance, meetings, and decisions must be recorded properly.

Reports to the parish council should reflect the charity's independent role.

Decisions should be made collectively by the trustees in accordance with the charity's objectives.

7. Training and Awareness

Trustees should undertake relevant training on charity governance and conflicts of interest.

Trustees should regularly review this Code of Conduct to ensure compliance with best practices.

8. Breaches of the Code

Any breaches of this Code should be reported to the charity's trustees and, if necessary, the Charity Commission.

If a councillor fails to uphold their duties as a trustee, they may be asked to step down from the trustee role.

Adopted by the Trustees of Tibshelf Village Hall

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