



HYTHE CIVIC SOCIETY

Registered Charity 283177

DECLARATION OF INTEREST POLICY

- 1 Members of the Executive Committee shall declare any interest in an item being discussed at a meeting and that interest shall be included in the minutes of that meeting.
- 2 Such declarations of interest ideally shall be disclosed at the commencement of each meeting based on the agenda or during the meeting as necessary.
- 3 An interest is defined as being a matter directly, or indirectly, affecting the individual and, as such, may be seen by others as affecting or influencing the judgement of that person during the item under discussion.
- 4 Having declared an interest, the individual may not participate in the discussion or in the decision of that item. However the individual may answer any questions of fact where the individual may have information relevant to the discussion that is not known to others.
- 5 This policy was adopted by the Executive Committee in August 2024.
- 6 This policy shall be reviewed on an annual basis by the Executive Committee.