

**PAROCHIAL CHURCH COUNCIL OF ST MARY MAGDALENE
SUTTON-IN-ASHFIELD**

CONFLICT OF INTEREST POLICY

Policy

This policy applies to all members of the Parochial Church Council (PCC), the Standing Committee and any other committees or working parties set up by the PCC.

A conflict of interest is any situation in which a member's personal interests or loyalties could prevent, or could be seen to prevent, the member from making a decision only in the best interests of the PCC. Such a situation may arise either:

- where there is a potential financial benefit to a member, whether directly or indirectly through a connected person (such as a close family member or business partner); or
- where a member's duty to the PCC may compete with a duty of loyalty he or she owes to another organization or person (e.g. by virtue of being a trustee or committee member of a body which has an interest in the matter).

It is desirable that any conflicts of interest are declared to the Chair of the meeting as soon as the agenda is circulated. They must also be declared at the meeting when the relevant agenda item is reached.

Subject to paragraph 6, where a conflict of interest arises in connection with a personal benefit, the member concerned must withdraw from the meeting and not take part in any discussions relating to it (including discussions for the purpose of obtaining any authority from the Charity Commission that would be required to authorize the benefit – see the *Guidance Note: PCC members and private benefit*).

Subject to paragraph 6, where a conflict of loyalty arises, the PCC will consider what level of participation, if any, is acceptable on the part of the conflicted member, having regard to the duty to act in the best interests of the PCC. However, the normal expectation will be that the conflicted member should withdraw from the meeting during discussion of the item of business in question.

A member need not withdraw from a meeting if his or her interest (whether financial or non-financial) is common to a class of persons and is neither (i) significant nor (ii) substantially greater than the interests of other members of that class.

The existence of a conflict of interest must be recorded in the minutes, together with the decision as to how it should be dealt with.

This policy was adopted by the PCC on 16 November 2020