



The Parish of St Mary the Virgin
Ringmer
Registered Charity No 1131869

Conflict of Interest Policy

1. [Purpose](#)
2. [Scope](#)
3. [Disclosure of interests](#)
4. [Construction and application of the policy](#)
5. [Policy Review](#)

Appendix 1 Disclosure of Interests form

Appendix 2. Examples of Conflicts of Interest

1. Purpose

1.1 The purpose of this policy is to protect the integrity of the PCC's decision-making process, to enable our beneficiaries and other users to have confidence in our integrity, and to protect the integrity and reputation of staff, Parochial Church Council (PCC) and Deanery Synod members and church volunteers.

1.2 All should strive to avoid any conflict of interest between the interests of the church on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

1.3 This policy is in addition to good judgment rather than to replace it; and staff, volunteers and committee members should respect its spirit as well as its wording.

2. Scope

2.1 This policy applies to trustees (PCC members), Deanery Synod members and other church members who have responsibility for decision making.

3. Disclosure of interests

3.1 Upon appointment each PCC member will (using the form at Appendix 1) make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest.

3.2 This written disclosure will be reviewed by a Churchwarden (or the Vicar), and kept on a file held by the PCC Secretary. Members are expected to promptly update their declaration as appropriate for any changes arising after appointment.

3.3 At the beginning of each meeting a standing agenda item will require members to disclose any interests in a transaction or decision being put before the meeting where they may have a conflict of interest. i.e. Any potential conflict between the PCC's best interests and the member's personal interests, or a conflict between the best interests of two organisations that the committee members are involved with. If something subsequently comes up at any time during a meeting that requires a member to declare an interest, then the member shall do it then.

3.4 After disclosure, the member will be asked to leave the room for the relevant discussion and will not be able to take part in the decision.

3.5 Any disclosures, and the action taken, should be recorded in the minutes of the meeting.

4. Construction and application of the policy

4.1 Queries on the construction and application of the policy should be directed in the first instance to the PCC Secretary.

5 Policy review – this Conflict of Interest policy statement will be reviewed every three years to ensure continuing appropriateness

Agreed by the PCC - 2024



The Parish of St Mary the Virgin, Ringmer
CONFLICT OF INTEREST DISCLOSURE FORM
FOR PCC members

Name (please print).....

Date

Position

It is the policy of the Parish of St Mary's Ringmer to address how issues of actual, potential and perceived conflicts of interest involving PCC and Deanery synod members and employees of the Parish of Ringmer should be identified, disclosed and managed. This form is designed to identify and disclose known conflicts in an effort to properly manage them.

I have read the Parish of Ringmer's Conflict of Interest policy approved by the PCC and understand that as a PCC or deanery synod member or employee of the Parish of Ringmer it is my obligation to act in a manner which promotes the best interests of the Parish of Ringmer and to avoid conflicts of interest when making decisions and taking actions on behalf of the Parish of Ringmer.

My answers to this disclosure form are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to the Parish of Ringmer I recognise that I have the obligation to notify, based on my position, the appropriate designated individual (PCC Chairman or my Line Manager), and to abstain from any participation in the matter until the Parish of Ringmer can determine whether a conflict exists and how that conflict shall be resolved. If any relevant changes occur in my affiliations, duties, or financial circumstances, I recognise that I have a continuing obligation to file an amended "Conflict of Interest Disclosure Form" with the appropriate designated office.

I understand that the information on this form is solely for use by the PCC of the Parish of Ringmer and is considered confidential information. Release of this information beyond the PCC will be on a need-to-know basis only. Release to external parties will be only when required by law.

Signature..... Date.....

Please complete the following questions, and submit this form to the PCC Secretary of the PCC of St Mary's Ringmer.

Examples of Conflict of Interest

Examples of conflicts of interest (though this list is not exhaustive) include:

A PCC member who is also a user of a church facility, who must decide whether fees from users should be increased.

A PCC member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

A PCC member whose spouse is on the committee of another organisation that is competing for the same funding.

A PCC member who owns, has shares in or is employed by a business that may be awarded a contract to do work or provide services for the organisation.