

Conflict of Interest Policy

1. Purpose and General Policy

- 1.1 The purposes of this conflict of interest policy is to:
 - Protect the integrity of the church's decision-making process;
 - Provide a level of confidence to external parties and other stakeholders;
 - Protect the integrity and reputation of volunteers, staff, and the PCC.
- 1.2 A conflict of interest arises where there is a possibility that the Vicar, licensed staff, or a PCC member's personal or wider interests could influence the church's decision-making process.
- 1.3 Recognising that any conflict of interest, whether real or perceived, can be damaging to the church our policy is:
 - To, wherever possible, avoid situations where a conflict might arise;
 - Where any conflict of interest does arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision-making process of the church.
- 1.4 In constructing this policy, the PCC have paid due consideration to the Charity Commission guidance 'Manage a conflict of interest in your charity'.
- 1.5 All PCC members, the Vicar and licensed staff are asked to read this guidance.

2. Managing Conflicts of Interest

- 2.1 Complaints may be addressed to any PCC member, Vicar or Churchwardens either orally or in writing through the church office at St. Margaret's Church, Rainham, Kent ME8 7JH.
- 2.2 Where a licensed staff or PCC member recognise that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include an individual:
 - Who is also on the committee of another charity that is competing for the same funding. Note: this only applies in cases where the funding is limited and not simply because it comes from the same funding source;
 - Who is related to a staff member when there is a discussion on staff pay or conditions;
 - Who is related to a person that is being considered for a gift or grant;
 - Who works for another charity which is being considered as a recipient of a grant;
 - Who has interests in a commercial business which is under consideration to carry out work or to provide services for the church/charity.
- 2.3 Once an individual declares a conflict of interest, they can take no further part in any discussions related to that matter.
- 2.4 At the request of any other PCC member the conflicted individual can be asked to leave the room whilst the conflicted matter is under discussion.
- 2.5 A conflicted PCC member cannot vote or be included when considering whether there is an appropriate quorum of the PCC, and cannot seek to influence other PCC members.

- 2.6 Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken, should be fully recorded in the minutes of the PCC meetings.

3. Adoption of this Policy

- 3.1 The PCC of St. Margaret's Church formally accepted this policy at the PCC meeting held on 22 January 2026.