

A conflict of interest is defined as an actual or perceived interest by a member of the clergy, wardens, PCC, DCC or an employee in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Clergy, wardens and PCC and DCC members and employees are obligated to always act in the best interest of the organization. This obligation requires that any one of them seek only the furtherance of the mission of the Witney team parish. At all times, clergy, wardens, PCC and DCC members and employees are prohibited from using their job title or the organization's name or property, for private profit or benefit.

The officers and members of the organization should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.

No officer or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

- The officer or member
- Any member of their immediate family
- Their partner
- An organization in which any of the above is an officer, director or employee
- A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

## Disclosure

Any possible conflict of interest shall be disclosed by the person or persons concerned.

When a conflict of interest is relevant to a matter requiring action by the PCC or DCC, the interested person(s) shall call it to the attention of the PCC or DCC and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the PCC, excluding the person(s) concerning whose situation the doubt has arisen.

## Record of Conflict

Declaration of conflicts of interest will be a standing item on the agenda of all PCC, DCC and Standing Committee meetings.

The minutes of the PCC or DCC shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Adopted by Witney PCC                      17 January 2023

Adopted by Minster Lovell PCC        24 January 2023

Signed                                      *Toby Wright*

Counter-signed                      *Jeremy Lasman*                      Witney PCC

Counter-signed                      *Hugh White*                              Minster Lovell PCC

Review date: 5 years from date of approval