

# Tunbridge Wells Commons Conservators

## Treasurer recruitment information

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## Treasurer

### Role and responsibilities

The Treasurer works with the General Manager/Clerk to the Conservators and the Ranger to support the work of the Conservators and provide independent, objective, and professional advice. Specific areas of responsibility include:

#### ***Advice to the Conservators***

- Advice on the financial implications of the Commons Conservators' responsibilities, affairs, and activities.
- Advice on financial and contract procedures.

#### ***Financial management and control***

- Ensuring that the internal Financial Regulations Policy is implemented effectively in accordance with the Joint Panel on Accountability and Governance Practitioners' Guide (JPAG), including:
  - Payment of invoices.
  - Collection and banking of income due to the Conservators.
  - Maintenance of bank accounts.
  - Salary and pension arrangements – currently supported by Tunbridge Wells Borough Council (TWBC).
  - Authorisation of grant claims.
  - Maintenance of financial records.
  - Preparation of an annual budget and precept requirement for consideration.
  - Budgetary control and submission of periodic budgetary control and financial updates to the Conservators.
- Oversight of day-to-day financial administration and record keeping and guidance to responsible officers.

#### ***Risk management and compliance***

- Advice on financial and related aspects of risk management.
- Ensuring compliance with legislation and regulations pertaining to financial management, specifically the Joint Panel on Accountability and Governance Practitioners' Guide (JPAG).
- Maintenance of insurance requirements.

#### ***Reporting and audit***

- Preparation and presentation of annual financial statements for approval by the Conservators.
- Ensuring compliance with legislation and regulations pertaining to financial management, specifically the Joint Panel on Accountability and Governance Practitioners' Guide (JPAG).
- Submission of financial records and statement of accounts for internal audit (currently Mid Kent Audit Partnership) and for limited external audit; liaison with auditors and ensuring that any recommendations are implemented. The Treasurer to be supported by the Clerk for all audits.

### Work involved

The Treasurer's duties include:

- Preparation for and attendance at quarterly Conservators' meetings in January, April, June and October. These take place during the afternoon (1400-1600) at the Rackliff Centre in Rusthall.
- Regular monitoring and quarterly reporting of the Conservators' financial position and activities. The total annual expenditure of the Conservators is approximately £198,000, almost all of which is funded by a precept from Tunbridge Wells Borough Council. Reports and financial statements are available on the Conservators' website <https://twcommons.org/financial-records/>.
- Preparation of the annual budget and precept requirement. The Conservators' financial year runs from 1 April to 31 March and the budget is presented at the January/April meeting.
- Preparation of year-end accounts, statements, and submission to annual internal (TWBC) and external auditors. Liaison as required with the auditors.
- Regular liaison, via email, with the Clerk and Committee members to authorise and make disbursements and for guidance purposes as required.
- Liaison with the Ranger as required.
- Liaison with TWBC, external contractors, insurers and others as required in the course of work.
- From time to time, review and preparation of financial policies, systems, procedures, and controls, grant applications and other special finance-related projects as requested by the Conservators.

### Terms and conditions

- Based on recent experience, the total time commitment is estimated to be 150-200 hours per year. This is subject to variation depending on issues arising.
- Work is from home other than attendance at meetings as described above.
- This is a voluntary role with a small honorarium to cover any out-of-pocket expenses.

### Required skills and attributes

- Relevant financial qualifications (or equivalent) and experience.
- Communication and relationship skills.
- Independence.
- Interest in/love of the Commons.

Some knowledge of public finance or fundraising finance would be an advantage but is not essential.

### Applications for the role

Applications, stating reasons for interest in the role and highlighting relevant experience, should be addressed to the Conservators' Committee, care of the General Manager/Clerk Gemma Stapeley\*, and should be accompanied by a curriculum vitae.

The deadline for applications is **midday 12<sup>th</sup> February 2024**.

Interviews will take place **end of February 2024**.

\*Contact details for General Manager/Clerk

Email: [gemma.stapeley@twcommons.org](mailto:gemma.stapeley@twcommons.org)

## The Commons and their management

Tunbridge Wells and Rusthall Commons extend over 256 acres (104 hectares) to the southwest of Tunbridge Wells town centre, beautiful green spaces offering a mosaic of habitats in the heart of an urban area. The Commons are known for their sandstone outcrops such as the Toad Rock and the Wellington Rocks and have played an important part in the history and development of Tunbridge Wells.

Historically, the Commons developed as lowland heath. In the early 20th century, the practice of grazing died out and secondary woodland now covers much of the Commons. There are also several areas of amenity grassland, including two cricket pitches. Since 1992, management of the Commons has sought to preserve the variety of habitats, maintain, and extend the remaining open areas and improve access with the goal of promoting biodiversity and enhancing public enjoyment.

### **Management of the Commons**

The freehold of the Commons is privately owned by the Manor of Rusthall, but their management is vested in the Commons Conservators. The Commons Conservators were originally established by the Tunbridge Wells Improvement Act of 1890 and charged with preserving and maintaining the Commons for the benefit of the inhabitants of Tunbridge Wells. Their constitution, appointment and powers were reaffirmed under the County of Kent Act of 1981.

There are twelve Conservators. Four are appointed by the Manor of Rusthall, four from currently elected Borough Councillors and four by the Freehold Tenants of the Manor of Rusthall. They all serve in a voluntary capacity. Chairmanship rotates between the three groups on an annual basis.

The Conservators are supported by a General Manager/Clerk and a Ranger who are responsible for day-to-day management of the Commons. A voluntary Treasurer is responsible for financial stewardship.

Funding for the work of the Commons Conservators comes from an annual precept paid by Tunbridge Wells Borough Council. For the year of 2023/24 the precept is £198,000. Additional project work is carried out with funding from donations and grants.

The Conservators' vision is: "To manage Tunbridge Wells and Rusthall Commons as active historic Commons using proven management methods to enhance the biodiversity of the Commons and their role in promoting the well-being of local residents and the wider community." The Conservators have adopted a five-year ecological management plan to guide long-term decision-making and resource allocation and to serve as a basis for engaging stakeholders in the future of the Commons. The plan focuses on habitat and biodiversity goals, in keeping with the Conservators' vision.

More information on the Commons and the work of the Conservators, including the management plan, meeting minutes, accounts and other records can be found at [www.twcommons.org](http://www.twcommons.org)

# Tunbridge Wells Commons Conservators' Recruitment Privacy Policy

The Conservators<sup>1</sup> are committed to maintaining the privacy and security of your personal information ('personal data').

This privacy policy describes how we collect and use your personal data during the recruitment process, in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation. It is important that you read this policy so that you are aware of how and why we are using the information. This policy does not form part of any contract of employment. We reserve the right to update this policy at any time.

## What is personal data?

Personal data is any information that can identify you. This includes any recorded information that is about you and from which you can be identified, whether directly or indirectly.

Where we refer to the 'processing' of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure, deletion or retention.

## Who is using your personal data and who might we share the information with?

Access to your data will be provided to the Conservators and their officers. It may be provided to Tunbridge Wells Borough Council for the purposes set out below. You can read their privacy policy statement on the [TWBC recruitment website](#). Data will not otherwise be shared with third parties without your consent.

## What types of data do we hold about you?

The information we hold about you may include the following:

- Personal details, including name, title, address, telephone number, email address, date of birth;
- The information in your application, including copies of right to work documentation, references, a CV, cover letter and previous employment details;
- Any information you provide to us during an interview.

## How do we obtain your data?

We collect the vast majority of information directly from you when you apply for a position. We also obtain information from third parties, such as referees and background check providers.

## Why do we process your personal data?

We process your data for the purpose of progressing your application and assessing your suitability, or because it is necessary for us to comply with our legal obligations.

In some situations, we will ask for your consent to process your data, e.g., where we ask you to volunteer information about yourself. In these circumstances you have the right to amend or withdraw your consent at any time. If you do not provide your consent, we will not be able to fully process your application. For example, if we require a reference for the role and you fail to provide us with relevant details, we will not be able to take your application further.

## How long will we keep your information?

Personal information is only kept for as long as we need it, including a retention period to comply with legal, accounting and reporting requirements. **When the retention period expires, we will delete your information from our records.**

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<sup>1</sup> Throughout this policy, when we refer to "the Conservators", "we" or "us", we are referring to the conservators of the commons constituted by the 1981 County of Kent Act. For the purposes of the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and any applicable replacement legislation, we are the data controller.

## Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **Request correction** of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **Request erasure** of your data. This enables you to ask us to delete or remove your data under certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **Object to processing** of your data where we are relying on our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your data. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your data to another party.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

Further information on your rights is available from the [Information Commissioner's Office \(ICO\)](#).

If you want to exercise any of the rights described above or are dissatisfied with the way that we have used your information, you should contact the Chairman of the Conservators at the following address:

Tunbridge Wells Commons Conservators  
Town Hall  
Royal Tunbridge Wells  
Kent  
TN1 1 RS  
[info@twcommons.org](mailto:info@twcommons.org)

If you remain dissatisfied, you have the right to lodge a complaint with the ICO at <https://ico.org.uk/concerns/>.

## Keeping your data up-to-date

It is important that the data we hold about you is accurate and current. Please keep us informed of any changes after you submit your application.