

AGENDA

Meeting of the Commons Conservators
Thursday 16th October 2025 at 1.30pm – 3.30pm
Rackliff Centre, 26 Lower Green Road, Rusthall, TN4 8TE.

Zoom link available on request.

1. DECLARATION OF BUSINESS INTEREST
2. APOLOGIES FOR ABSENCE
3. MINUTES OF THE MEETING HELD ON 19 JUNE 2025 – attached
4. COMMITTEE MINUTES OF THE MEETINGS HELD ON 13 JUNE 2025, 18 JULY 2025 AND 19 SEPTEMBER 2025 – attached
5. MATTERS ARISING (EC)
6. RISK MANAGEMENT INCL ANNUAL REVIEW OF RISK REGISTER – (Clerk and Ranger)
7. CLERK’S REPORT– attached
8. ECOLOGICAL MANAGEMENT PLAN WORK SCHEDULE FOR Q3 2025/26 (Ranger)
9. RANGER’S REPORT AND FINANCIAL WORK PLAN – attached
10. FINANCE TO INCLUDE (Treasurer unless recorded otherwise):
 - i. Finance report
 - ii. Accounts for 2025/26 Q2
 - iii. Bank reconciliations and bank statements to be signed by Chair.
 - iv. Internal audit action plan update (Clerk)
 - v. Review and acceptance of 2024/25 external audit (Clerk)
 - vi. Annual review of internal and external audit process and service (Clerk and Treasurer)
 - vii. Precept 2024/5 approval
11. UPDATE FROM THE FRIENDS OF THE COMMONS – attached (JP)
12. MARKETING AND PR REPORT - attached (Clerk)

13. PUBLIC ENJOYMENT PLAN (Clerk)

14. PROPOSED DATES FOR MEETINGS IN 2025:

- **Wednesday 21st January 2026 1.30-3.30pm*** or Thursday 29th January 2026 1.30-3.30pm
- **Wednesday 29th April 2026 1.30-3.30pm**** or Thursday 23rd April 2026 1.30-3.30pm
- Wednesday 17th June 2026 1.30-3.30pm or Thursday 18th June 2026 1.30-3.30pm
- Wednesday 21st October 2026 1.30-3.30pm or Thursday 22nd October 2026 1.30-3.30pm

* changed from 28th January as Chair not available on 28th.

** changed from 22nd April as Chair not available on the 22nd.

15. POLICY REVIEW (Clerk)

- i. Standing Orders – discussion about adding conflict of interest clause
- ii. Freedom of Information
- iii. GDPR
- iv. Information Technology (new)
- v. Health and Safety

16. ANY OTHER BUSINESS

- i. Inclosure of Fairground car park for events – reference film trucks and catering vans on 29th August 2025.
- ii. Silent fireworks – request from Cordis to set off from Fairground car park on New Year's Eve.
- iii. Request from Hospice in the Weald to hold their annual fun run, 5km and 10km run on the Lower Cricket pitch on 20th September 2026.
- iv. Annual review of Nivan Lodge nursery's use of Linden Park Cricket Clubhouse.
- v. RTW Together car show.

17. PLANNING APPLICATIONS

No comments made during the last quarter.

DATE OF NEXT MEETING – TBC

EXEMPT SESSION – Please appoint someone to take minutes.

- i. Clerk's working hours.