

## **AGENDA**

Meeting of the Commons Conservators  
Wednesday 21<sup>st</sup> January 2026 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. APPOINTMENT OF CHAIR – to appoint a Chair for the ensuing year. In accordance with past practice the Chair should be a Conservator appointed by the Freehold Tenants.
4. MEMBERSHIP – to formally note the Conservators appointed by the bodies specified to serve for the ensuing year:

**Tunbridge Wells Borough Council – one year term end 31 December 2026**

Councillor Martin Brice  
Councillor David Osborne  
Councillor Jayne Sharratt  
1 x vacancy

**Freehold Tenants – 2nd year of three-year term until 31 December 2026**

Mark Dennison  
Stephen Lacey  
Ian Marshall  
Clare Sinha

**Manor of Rusthall – 1st year of three-year term until 31 December 2026**

Paul Burnett  
Ewen Cameron  
Amii Errington  
Corin Thoday

5. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2025 – attached
6. COMMITTEE MINUTES OF THE MEETINGS HELD ON 6 NOVEMBER 2025, 28 NOVEMBER 2025, 19 DECEMBER 2025 and 12 JANUARY 2026 – attached

7. MATTERS ARISING (IM)
8. RISK MANAGEMENT – (Clerk and Ranger)
9. SALE OF COMMONS – to include agreement of fact sheet
10. CLERK’S REPORT– attached
11. ECOLOGICAL MANAGEMENT PLAN WORK SCHEDULE FOR Q4 2025/26  
(Ranger)
12. RANGER’S REPORT AND FINANCIAL WORK PLAN – attached
13. FINANCE TO INCLUDE (Treasurer unless recorded otherwise):
  - i. Finance report
  - ii. Accounts for 2025/26 Q3
  - iii. Bank reconciliations and bank statements to be signed by Chair
  - iv. Review and acceptance of 2025/26 interim internal audit (Treasurer)
  - v. Formal approval of precept 2026/27 (to support email exchange in October 2025)
  - vi. Approval of 2026/27 budget
14. ANNUAL REVIEW FEEDBACK (CS)
15. EXTERNALLY FUNDED PROJECTS FOR APPROVAL (FHTs) TBC
16. UPDATE FROM THE FRIENDS OF THE COMMONS – attached (JP)
17. MARKETING AND PR REPORT - attached (Clerk)
18. POLICY REVIEW (Clerk)
  - i. Accounting policies - fixed assets
  - ii. Financial Regulations (note that procurement levels have been approved by the internal auditor)
  - iii. Building and development works affecting the Commons, including skips (no changes to the policy are proposed)
  - iv. Safeguarding (no changes to the policy are proposed)
  - v. Salary review (no changes to the policy are proposed)
19. ANY OTHER BUSINESS
  - i. TBC
20. PLANNING APPLICATIONS

25/02604/FULL: Former Hendy Ford 3 Mount Ephraim Royal Tunbridge Wells Kent TN4 8AG. Response on behalf of the Commons Conservators attached.

DATE OF NEXT MEETING – 29<sup>th</sup> April 2026

EXEMPT SESSION – Please appoint someone to take minutes.

- i. Salary Review