



Finance and Regulatory Committee - Terms of Reference

1. Purpose

- The purpose of the Finance and Regulatory Committee is to exercise all the powers and duties of the Board in respect of routine financial matters and general matters relating to the Board and the Committees' management of the Forest. This includes the administration and enforcement of the Forest Bye-Laws, protection of the Commoners' rights, and ensuring that the future integrity of the Forest, within the ancient pale, is safeguarded as per the Ashdown Forest Act 1974.
- The committee will focus on strategic leadership, management and direction, ensuring the most sustainable financial, commercial and best practices are in place for the management of Ashdown Forest.

2. Authority

The Finance and Regulatory Committee is the overall decision-making body for financial, statutory and performance delivery, under Delegated Authority from the Board of Conservators.

3. Terms of Reference

The Finance and Regulatory Committee Terms of Reference are to oversee and take any necessary decisions in the following areas:

- i. **Governance**
Developing organisational strategy and performance objectives, including the Annual Report and Strategic Plan. To ensure compliance of policy and statutory legislation.
- ii. **Fund Raising**
To establish a Charity to raise significant funds to expand and upgrade the Forest Centre and for the better administration and operation of the Forest.
- iii. **Accounts**
Finance and risk: ensuring that policies are appropriate and effective; providing steers to, and considering and approving recommendations from, the Programme Committee.
- iv. **Budget Setting**
Delivery and performance: ensuring delivery of key commitments, objectives and milestones.
- v. **Licences, Rates, Wayleaves, Bye-Laws & Enforcement**
To exercise all powers and duties of the Board in respect of access roads, tracks, buildings waste, planning, Bye-law enforcement, Bye-law infringements, property licences and commercial/activity licences.
- vi. **Roads, Car Parks**
To exercise all powers and duties of the Board in respect of roads and car parks across the Forest.
- vii. **Core Duties and Actions under the 1974 Act**
To regulate the Forest as a place of quiet amenity and resort, to protect the rights of common and to protect the Forest from encroachments.
- viii. **Employment & Staffing Arrangements (including HR)**
Providing a focus on staffing issues, including organisational culture and the development and talent management of the Boards' staff. To consider and expand the volunteer programme.

4. Membership

- The Finance and Regulatory Committee shall comprise of seven Conservators, the Chairman of the Board and the Vice Chairman of the Board (no more than nine in total).
- The Director, Conservation Officer, Finance Officer, Clerk and Chase Ranger(s) may also attend in an advisory capacity.
- The Committee may co-opt representatives of outside bodies who shall not have the power to vote.
- The Committee may also invite advisers at the Chairman's discretion.
- A quorum shall be three and must include two Executive Members of the Board.

5. Meetings

- The Finance and Regulatory Committee shall meet three times a year at the Forest Centre.
- There is scope for the Committee to set up sub-committees to deal with specific functions, e.g. regular review of encroachment complaints or examination of specific project proposals.

6. Reporting

Minutes of the Finance and Regulatory Committee shall be circulated to the Board.

7. Version control

These Terms of Reference were created in December 2018