

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

TO: MEMBERS OF THE TOWN COUNCIL

Town Mayor | Cllr R Scott

Deputy Mayor | Cllr J Towns

Councillors: T Avery, D Brown, R Cadman, C Funnell, C Heap, C Hoyle, N Marshall, N Mityaeva, C Stapley, R Wilson

A MEETING OF THE **TOWN COUNCIL** WILL BE HELD ON **TUESDAY 21st SEPTEMBER 2021** at **7.00pm** IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

A G E N D A

Hilary Martin

Mrs H Martin | Town Clerk | 16.09.21

M.45.21	Apologies for absence	
M.46.21	Declarations of interest	
M.47.21	Communications from Town Mayor	
M.48.21	Report from Leader of the Council	
M.49.21	Town Council Minutes dated 27.07.21	DECISION
M.50.21	Management Accounts at 31.05.21	DECISION
M.51.21	Office Christmas Closure	DECISION
M.52.21	Meetings Timetable	DECISION
M.53.21	Code of Conduct	DECISION
M.54.21	Election to the Chiltern Conservation Board	DECISION
M.55.21	Addition to Management Working Group	DECISION
M.56.21	Electric Bike Purchase	DECISION
M.57.21	Allotment Review	DECISION
M.58.21	External Audit Report 2020-21	DECISION
M.59.21	Wildflower Continuation and Additional Sites	DECISION
M.60.21	Marlow Bridge Lighting	DECISION
M.61.21	Environment and Sustainability Committee Recommendation	DECISION
M.62.21	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Social Media Summary Report	
M.63.21	Reports from Outsides Bodies	INFORMATION
M.64.21	Reports from Buckinghamshire Council	INFORMATION
M.65.21	Date of next meeting: Tuesday 16 th November 2021 at 7.00pm	INFORMATION

PUBLIC QUESTIONS

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

COMMUNICATIONS FROM THE TOWN MAYOR

21 SEPTEMBER 2021

Mayoral engagements

Now that Covid restrictions have been substantially lifted, the number of events to which the Mayor is invited is slowly increasing and I am looking forward to becoming more involved in the activities of the many organisations in the Town over the next few months. Indeed, my diary is filling up quite quickly.

I have recently attended the following –

4 th August	Attended Lighthouse summer camp at Holy Trinity School
10 th August	With the Leader, recorded a piece for Marlow FM on Town Council activities
8 th September	Attended the High Sheriff of Buckinghamshire's Summer Reception
11 th September	Attended Marlow Carnival and participated in the Round Table Duck Race
12 th September	Attended rededication of the new building, including Ark Cafe and lunch at Marlow Methodist Church
16 th September	Attended opening of Pub in the Park

Civic events

Looking further forward into my year, the Council has confirmed the dates for Remembrance Day and the pre-Christmas civic events of Switch On and Carols on the Causeway, all of which are on the Town Council website.

Mayor's Charity golf day is booked for Tuesday 12 April 2022 at Harleyford.

The Council Events committee is considering how to recognise 50th anniversary of town twinning with Marly le Roi in May 2022 and the Queens Platinum Jubilee in June 2022. Further details as we agree these events.

REPORT FROM LEADER OF THE COUNCIL

Cllr Funnell will give a verbal report.

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 27TH JULY 2021 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

Present	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr J Towns
	Leader	Cllr C Funnell
	Deputy Leader	Cllr C Hoyle
	Councillors	D Brown R Cadman C Heap N Mityaeva R Wilson
	Town Clerk	Mrs H Martin

Also present: 2 members of the public

M.28.21 Apologies for absence

Apologies received from Cllr T Avery, Cllr N Marshall and Cllr C Stapley.

M.29.21 Declarations of interest

There were no declarations of interest.

M.30.21 Communications from Town Mayor Mayoral engagements

Now that most Covid restrictions have been lifted, the number of events to which the Mayor is invited is slowly increasing and I look forward to getting more involved in the activities of the numerous organisations in the Town over the next few months.

I have recently attended the following -

21 June	Attended morning assembly at Sir William Borlase school to issue prizes to students for the naming of the new café at Marlow Methodist Church.
21 June	Attended Annual General meeting of Marlow Museum (virtually)
23 June	Deputy Mayor attended the Annual General meeting of Age Concern, Marlow
29 June	Attended litter picking at May Balfour Gardens by schoolchildren from Marlow C of E primary school

30 June	Attended litter picking at May Balfour Gardens with a different class of schoolchildren from Marlow C of E primary school
30 June	Attended opening event of Alfresco Theatre in Higginson Park
10 July	Unofficial opening of Chez Ben French delicatessen in Spittal Street
20 July	Accompanied Swan Upping from Cookham to Marlow Hosted evening reception for Swan Uppers at Compleat Angler hotel
21 July	Attended Swan Master presentation to local schoolchildren at Compleat Angler hotel

Civic events

Looking further forward into the year, the Council has agreed the dates for Remembrance Day and the pre-Christmas civic events of Switch on and Shop and Carols on the Causeway, all of which are on the Town Council website.

Civic Service has been set for 3.00 pm on SATURDAY 15 January 2022 at All Saints Church.

Mayor's Charity golf day provisionally booked for Tuesday 12 April 2022 at Harleyford.

Cllr Richard Scott
Town Mayor
22 July 2021

M.31.21 Report from Leader of the Council

This period saw a continued and a steady opening up of more and more facilities and business activity and our first face to face activities as a council.

From events in town it is clear that great efforts have been made in the community to be innovative and continue to drive activities and we are grateful for the patience of all our residents as we begin to return to some sort of normality.

The next few weeks bring new challenges along with a period of good weather and moving into to the final stages of the roadmap for unlocking , with all current laws and restrictions around Covid lifted we will continue to keep a watchful eye on all town activities and working closely with community leaders and other groups to steer carefully forward.

Our program of change has seen a very busy 10 weeks since our election and we are now moving to begin the implementation to streamline the organisation and are progressing shaping "fit for the future" to create a consolidated committee structure that will work on focused higher value community value projects and challenging all our core strategies.

Cllr C Funnell
Leader
22.07.21

M.32.21 Town Council Minutes dated 15.06.21

RESOLVED:

THAT THE MINUTES DATED 15.06.21 WERE AGREED AND SIGNED AS A TRUE RECORD

M.33.21 Management Accounts at 30.04.21

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.21 WERE APPROVED

M.34.21 Marlovian and Events Working Groups

It was recommended that Councillors Carol Heap, Chris Hoyle and Colleen Stapley join the Marlovian and Events working groups and that these working groups combine their meetings.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE APPOINTMENT OF CLLR C HEAP, CLLR C HOYLE AND CLLR C STAPLEY TO THE WORKING GROUPS AND THAT THESE WORKING GROUPS COMBINE THEIR MEETINGS

M.35.21 Leader Ex Officio on Committees

The Mayor is currently Ex officio on all committees and it was recommended that this is also incorporated for the Leader.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED FOR THE LEADER TO BE EX OFFICIO ON ALL COMMITTEES

M.36.21 Year End Internal Audit Report

The Town Council's Internal Auditor completed the year end audit on 26 June 2021.

The Annual Internal Audit Report 2020/21 was circulated to all members and confirmed that all internal control objectives had been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal Audit Observations report was also circulated to all members. Officers have noted the observations and appropriate action is being taken.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2020/21

M.37.21 Bank Mandate

The following changes were proposed to the Town Council's bank mandate:-

To be removed: Cllr R Cadman.

To be added: Cllr N Mityaeva , Cllr C Funnell.

No change: Cllr R Scott, Cllr J Towns.

These amendments will apply to all the Lloyds bank accounts held by the Town Council. Members named on the bank account will have access to view the accounts and to authorise online payments, but nothing else. The mandate also stipulates that (any) two mandate members are required to authorise all payments paid online.

There is a raft of online payments made at variable dates throughout the month requiring member authorisation. Mandated members will be sent an email, highlighted as "high importance" when

payments require authorisation. We aim to give at least 3 days in which to authorise however this can vary. It is important that members are able to act swiftly to authorise these payments when a request is made.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE PROPOSALS TO THE TOWN COUNCIL LLOYDS BANK MANDATE AS DETAILED ABOVE AND THAT THE MANDATE MEMBERS FROM JULY 2021 ARE:-

CLLR C FUNNELL

CLLR N MITYAEVA

CLLR R SCOTT

CLLR J TOWNS

M.38.21

Environment and Sustainability Committee recommendations

The Environment and Sustainability committee had forwarded three recommendations to Council for approval. All were unanimously approved.

RESOLVED:

ES.04.21:

CARBON AUDIT ACTIONS

Following the Carbon Audit published in March 2021 officers and the environment sustainability consultant are recommending the following actions to reduce the Council's carbon emissions. Whilst the Council's footprint is relatively small it is equivalent to 1.4 Marlow households there are actions that can be taken to reduce it further.

1. The Council commits to continue to lobby Buckinghamshire Council to move the current Town Bus from a diesel vehicle to an electric one.
2. The Council ensures that all power tools are replaced with battery powered tools only at the end of their useful life. In addition, for future tenders for ground maintenance contracts scoring weighting to be included in favour of contractors using battery powered tools.
3. The Council works with the current Christmas Lights supplier to reduce emissions within the existing contract where possible including exploring the options for timers.
4. Officers present costings for an electric bike for use by officers to go about their work in and around the town in an eco-friendly way to the next TC meeting.
5. The Council commits to replacing the current Town Council diesel van with a more environmentally friendly option – as soon as costings are viable.
6. Officers to explore the options of eco-friendly paper for the Marlovian magazine.

RESOLVED:

THAT THE TOWN COUNCIL APPROVED THE ABOVE ACTIONS

ES.05.21:

COMMUNITY ENGAGEMENT PROGRAMME

Following the Community zoom meeting on March 18th, we continue to establish a programme to gain support from residents and interested bodies and groups to set out our challenges and goals and establish deliverables for Marlow. This will be chaired by a Councillor and driven by our consultant and fall within the remit of sustainable Marlow. The TC will retain the final say on decisions. The detailed proposal was circulated to all members of the Council.

RESOLVED:

ES.06.21:

BEE TOWN

Wild Marlow presented their plans for making Marlow a Bee Town to Full Council on April 27th, the presentation shared is attached as appendix B. The proposal is that we confirm our support for this to be formally adopted at the next Town Council meeting. Council is already supporting this initiative with our new Wildflower areas that have already been established in and around the town.

RESOLVED:

THAT THE TOWN COUNCIL AGREED TO SUPPORT AND ADOPT THE BEE TOWN INITIATIVE

M.39.21

Riley Road Recreation Ground

It was reported that there were 4 areas of surface in Riley Road recreation ground that needed urgent attention.

It was recommended that the work be conducted as soon as possible with the cost of £5,054 being met from EMR reserves for recreation grounds.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE WORKS TO RILEY RECREATION GROUND IN THE SUM OF £5,054 FUNDED FROM RECREATION GROUND EARMARKED RESERVES

M.40.21

Information Reports

a) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

MEMBERS ARE REQUESTED TO NOTE THE REPORT

M.41.21

Reports from Outsides Bodies

Cllr Cadman

Reported that the clock at Bisham Abbey had been stolen, it has now been located at an auction house and is being repaired and put back.

Cllr Heap

Attended the Age Concern AGM in June they are open but due to Covid still operating in a limited fashion.

Cllr Towns

Attended the Chamber of Commerce June meeting. Attended the Schools Eco Conference, the conference was conducted virtually all the groups involved produced a short film and had a poster to choose topics from. The day concluded with a Zoom meeting with all the schools involved, a really great day that will be included in the Carnival in September.

Cllr Mityaeva

Met with the Chairman of the Twinning Association, it is their 50th anniversary next year and planning for an event will start in September.

Cllr Funnell

Marlow Regatta went ahead in June in a virtual form.

M.42.21 Reports from Buckinghamshire Council

Cllr Towns

Attended a five hour meeting of the full Council in July. Fieldhouse Lane will be closed this week to repair a broken bore. Westhorpe Interchange works are on schedule and due to start in September. The team working on Marlow Bridge are aware to coordinate any closures.

Cllr Heap

Attended a five hour meeting of the full Council in July. Community Boards have re started and their associated action groups, they are keen for Town and Parish Councils to be involved. Plane and Patch resurfacing of the Claremont's is now in progress.

In accordance with the LGA 1972 s100 press and public excluded from the meeting for the following agenda item

M.43.21 Contract Extension for Environment and Sustainability Contractor

The Council has publicly committed to making Marlow an environmentally exemplar town. To deliver on this commitment and to develop a strategy following our Climate Change statement, the Town Council believes that it needs to

- Inform, educate and change behaviours of residents, businesses and the wider community, in order to take the actions needed.
- Continue to integrate environmental thinking into its own policies, activities and spending.
- Engage with Buckinghamshire Council on environmental policy areas on which it leads, including by coordinating with neighbouring parishes.

This work is now clearly focused with the newly formed Environment and Sustainability Committee. Members were reminded of the work completed so far and the planned work for the next six months.

In mid-January the Council appointed a specialist environment and sustainability contractor for an initial period of 6 months. The budget for this was agreed to be funded from CIL.

Officers recommended that the contract be extended in July for a further 6 months. A three-way strategy has commenced under the guidance of the environment and sustainability committee. Reducing the Councils Carbon emissions, Community engagement and Community education.

RESOLVED:

THAT MEMBERS UNANIMOUSLY RESOLVED TO AGREE TO EXTEND THE CONTRACT FOR A FURTHER 6 MONTHS

M.44.21 Date of next meeting

Tuesday 21st September 2021 at 7.00pm

The meeting closed

PUBLIC QUESTIONS

from Mark Skoyles

Q: Earmarked reserves in the Council's accounts show reserves of £25,000 for a 20mph Zone and £10,000 for Dedmere Rise possible development site. Please could this be explained?

A: The Chairman explained that the 20mph Zone is being considered and as Bucks have indicated that they have no funds for this and the schemes are very expensive to implement that this money had been set aside for any future schemes. For Dedmere Rise the Council owns a piece of land that was a former playground, it is designated as open space in the local plan. The £10,000 is a provision for costs to see what income could be generated from that land. One proposed scheme has already been turned down.

Q: Why is the Town Bus such a large diesel vehicle when so few people use it?

A: The Chairman explained that this service is provided by Buckinghamshire Council and that Marlow Town Council contributes to the cost. Although numbers have dropped during Covid the service is well used. The Town Clerk pointed out that the bus has recently been replaced with a slightly less polluting vehicle and that a leaflet campaign is launching to encourage more residents to use the service.

Q: What is happening to the width restrictions on Marlow Bridge?

A: The Chairman responded that the Bridge is under the control of Buckinghamshire Council. Cllr Heap advised that works to replace the cap stones (width restrictions) has been scheduled for week commencing August 23rd.

Q: Cllr Funnell you mention in report a core strategy and high value community projects what does this mean?

A: Cllr Funnell responded that he has alluded to large change in his report, the Council has already established the newly formed environment committee, the focus is on people, kids the community and every resident. We intend to make big meaningful actions on the environment and will be canvassing the residents.

Q: Is there a timetable for the Community Engagement project mentioned by the Environment Committee?

A: Cllr Towns responded that the Council is working with the Environment Consultant on the detailed proposal and timescales.

Q: What has happened about the cameras and sensors that were up around the town as part of an AQMA survey?

A: The Town Clerk responded that this was a Buckinghamshire Council project and that no data had been shared with the Council as yet.

Attached as appendix A are the management accounts dated 31.05.21.

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.05.21, AS RECOMMENDED BY THE RESOURCES COMMITTEE ON 14.09.21 MINUTE RC.15.21, BE APPROVED

Appendix A1

12/08/21

May 2021



MARLOWTOWNCOUNCIL

Balance Sheet

	<u>Opening</u> <u>01.04.2021</u>	<u>Movement</u> <u>Apr-21</u>	<u>Movement</u> <u>May-21</u>	<u>YTD Balance</u> <u>May-21</u>
Investment Stock				
Investments	-	-	-	-
Current Assets				
Debtors & Prepayments	6,186.09	(2,881.43)	(491.34)	2,813.32
Bank, Cash & Cash Holding	571,207.17	149,321.68	(32,991.16)	687,537.69
VAT	16,828.64	3,305.05	(10,592.64)	9,541.05
	<u>594,221.90</u>	<u>149,745.30</u>	<u>(44,075.14)</u>	<u>699,892.06</u>
Current Liabilities				
Creditors, Accruals	(38,232.01)	2,299.03	6,144.96	(29,788.02)
Deferred Precept Income & WDC Council Tax Funding	(50,903.61)	(114,026.65)	28,952.00	(135,978.26)
Other Taxes & SS costs	(3,646.54)	207.06	15.95	(3,423.53)
	<u>(92,782.16)</u>	<u>(111,520.56)</u>	<u>35,112.91</u>	<u>(169,189.81)</u>
Current Assets Less Current Liabilities	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>530,702.25</u>
Total Assets Less Liabilities	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>530,702.25</u>
Capital & Reserves				
Earmarked Reserves	471,057.14	-	-	471,057.14
General Reserves	30,382.60	-	-	30,382.60
EMR Movement 2021/22		(5,034.60)	(4,831.70)	(9,866.30)
Current Year Surplus/(Deficit)	-	43,259.34	(4,130.53)	39,128.81
	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>530,702.25</u>

12/08/21

May 2021



MARLOWTOWNCOUNCIL

Income & Expenditure Summary

	<u>Actual</u> <u>Apr-21</u>	<u>Actual</u> <u>May-21</u>	<u>Budget</u> <u>May-21</u>	<u>Variance</u> <u>May-21</u>	<u>YTD</u> <u>May-21</u>	<u>YTD Budget</u> <u>May-21</u>	<u>YTD Bud Var</u> <u>May-21</u>	<u>Full Year</u> <u>Budget</u>
Precept Received	28,952.31	28,952.00	28,952.00	-	57,904.31	57,904.00	0.31	347,424.00
Bucks CC Devolved Services	16,870.97	-	-	-	16,870.97	16,870.00	0.97	16,870.00
WDC Devolved Services	30,983.35	-	-	-	30,983.35	45,756.00	(14,772.65)	46,718.00
Allotment Rents	23.50	47.00	-	47.00	70.50	-	70.50	12,500.00
Cemetery Fees	5,122.08	8,097.24	3,750.00	4,347.24	13,219.32	7,500.00	5,719.32	46,000.00
Gossmore Recreation Ground	-	-	-	-	-	700.00	(700.00)	700.00
Bus Shelter Advertising	-	-	-	-	-	130.00	(130.00)	910.00
Banner Administration	-	126.00	30.00	96.00	126.00	330.00	(204.00)	850.00
Markets	-	-	2,000.00	(2,000.00)	-	2,000.00	(2,000.00)	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	-	250.00
Dividend & Cash Holding Interest	10.18	8.52	102.00	(93.48)	18.70	239.00	(220.30)	5,068.00
Misc Income	-	-	-	-	-	-	-	-
	81,962.39	37,230.76	34,834.00	2,396.76	119,193.15	131,429.00	(12,235.85)	479,290.00
NB Income in Reserves	-	-	-	-	0.00	-	-	-
Salaries	15,950.04	15,947.29	17,078.00	1,130.71	31,897.33	34,156.00	2,258.67	210,776.00
Subcontractors	300.26	549.99	1,423.00	873.01	850.25	2,851.00	2,000.75	18,331.00
Administration	4,201.04	3,183.39	2,528.00	(655.39)	7,384.43	6,791.00	(593.43)	32,563.00
Waste Management	680.00	403.00	195.00	(208.00)	1,083.00	620.00	(463.00)	4,294.00
Health and Safety	797.99	216.30	228.00	11.70	1,014.29	687.00	(327.29)	3,747.00
Equipment, Operating and Maintenance	189.69	72.64	264.00	191.36	262.33	528.00	265.67	3,188.00
Community	1,553.82	13,258.86	12,963.00	(295.86)	14,812.68	14,577.00	(235.68)	102,461.00
Devolved	7,270.46	6,351.59	5,383.00	(968.59)	13,622.05	11,515.00	(2,107.05)	71,044.00
Utilities	695.27	777.50	456.00	(321.50)	1,472.77	1,023.00	(449.77)	7,359.00
Buildings	3,542.33	305.07	374.00	68.93	3,847.40	3,945.00	97.60	18,140.00
Insurance	3,280.66	-	3,237.00	3,237.00	3,280.66	3,237.00	(43.66)	3,787.00
Van	241.49	295.66	300.00	4.34	537.15	600.00	62.85	3,600.00
Investment	-	-	-	-	-	-	-	-
	38,703.05	41,361.29	44,429.00	3,067.71	80,064.34	80,530.00	465.66	479,290.00
NB Expenditure in Reserves	5,034.60	4,831.70	-	-	9,866.30	-	-	-
Surplus/(Deficit)	43,259.34	(4,130.53)	(9,595.00)	5,464.47	39,128.81	50,899.00	(11,770.19)	-



MARLOW TOWN COUNCIL

12/08/21

May 2021

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end May 2021
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	4,950.00			50.00	(50.00)	4,900.00
New website	Provision of new website	Committed June 2020	7033	300.00				0.00	300.00
Office move	Considering alternative office accommodation	Ongoing		17,400.00				0.00	17,400.00
COMMUNITY									
Elections	Local election costs	Town Council elections in May 2021	7113	19,604.68				0.00	19,604.68
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	1,479.00				0.00	1,479.00
Events, including Christmas lig	Events, Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	106,980.33				0.00	106,980.33
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fixings for Christmas lights		8,691.00				0.00	8,691.00
Environmental	Environmental and sustainability projects	Projects to be identified		21,920.00				0.00	21,920.00
WDC income	WDC ward councillors' budgets	All allocated, awaiting invoices	4953	2,888.06				0.00	2,888.06
Covid fund	Assistance with Covid related issues	Town safety measures and other projects		7,507.77			554.90	(554.90)	6,952.87
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	67,869.16				0.00	67,869.16
Triangle project	Hanging Hill project	Ongoing	7340	1,062.16				0.00	1,062.16
Allotments	Water levy	Recovery from allotment holders - finishes 20/21		(984.00)				0.00	(984.00)
Defibrillator	Balance of previous provision	Increased to cover costs of multiple defibrillators		748.00				0.00	748.00
Causeway development	Possible enhancements to Causeway	Projects to be identified		20,000.00		(5,238.70)		0.00	20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices (excess transferred back to CIL May21)		5,238.70				(5,238.70)	0.00
20 mph zone	Creation of 20 mph zone	Details to be agreed with Bucks Council		25,000.00				0.00	25,000.00
Water re-fill station	Installed on Causeway	Installed May 2020, awaiting invoices (excess transferred back to CIL May21)		6,702.40		(6,702.40)		(6,702.40)	0.00
EXTERNAL FUNDING									
CIL 2018/19	CIL funding - subject to restricted use	Projects to be identified	4999	12,700.34		11,941.10	9,261.40	2,679.70	15,380.04
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	33,232.08				0.00	33,232.08
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
RECREATION GROUNDS									
Gosmore Trust	Provision for future facilities	Ongoing	7506	8,530.13				0.00	8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		57,931.33				0.00	57,931.33
				471,057.14	0.00	0.00	9,866.30	(9,866.30)	461,190.84

12/08/21

May 2021



MARLOWTOWNCOUNCIL

Grants and Donations

Actuals 2020/21	2021-2022	MTC	
		Grants	Date Paid
	BUDGET FOR THE YEAR 2021-22	8000.00	
	RESERVES		
		8000.00	
840.00	Royal British Legion		+
500.00	Marlow FM		+
500.00	Marlow Regatta Ltd		#
400.00	Marlow Camera Club		~
500.00	Marlow Community Association		~
200.00	Marlow Cameo Club		#
-400.00	Churches Together		+
	Christ Church (United reformed)	500.00	May-21 +
500.00	Marlow Youth and Community		+
400.00	Lighthouse Marlow	500.00	May-21 +
500.00	Marlow Museum Centre Project		#
645.00	Rennie Grove Hospice Care		+
500.00	AlexanderDevine Children's Cancer Trust		+
	TOTAL APPLICATIONS	1000.00	
	from reserves	0.00	
	BALANCE including reserves movement	1000.00	
	+ LGA 1972 S.137	1000.00	+
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))		
	# LGA 1972 S.144	0.00	#
	~ LGA 1972 S.145	0.00	~
	^ C and D Act 1998	0.00	^

12/08/21

Bank Reconciliation 31.05.21



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>345,186.46</u>
Current Account	01581935	per statement	<u>51,583.28</u>
Cheque & Debit card Account	03049254	per statement	999.82
	less unrepresented chqs		
	21/05/2020 CN01292	Allotment refund paid twice	(27.50)
			<u>972.32</u>
Paypal			<u>-</u>
Petty Cash			<u>111.17</u>
			<u>111.17</u>
Total Bank and Cash			397,853.23
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,437.08</u>
CCLA - Public Sector Deposit Fund			<u>204,247.38</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u></u>
Short Term Cash Holdings			289,684.46
Total Bank and Short Term Cash Holdings			687,537.69

OFFICE CHRISTMAS CLOSURE

M.51.21

Members are asked to approve the closure of the office from Friday 24th December 2021 to Tuesday 3rd January 2021 inclusive.

As in previous years, it is recommended that the officers be granted two statutory days during the closure period and the remaining two working days will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact.

Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RECOMMENDED:

THAT COUNCIL APPROVE THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

MEETINGS TIMETABLE

M.52.21

A revised meetings timetable for 2021-22 is attached as appendix B.

RECOMMENDED:

THAT COUNCIL APPROVES THE REVISED TIMETABLE

Appendix B

MARLOW TOWN COUNCIL - Meetings Timetable 2021-2022

Meeting	MAY 2021	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APRIL 2022	MAY 2022
Town Council		15	27		21		16		25		29		10
Resources Committee			13		14		9		18		22		3
Planning and Transportation Committee		15				19	10			1			
Plans Only Committee	25		6 27	17	6 28		30	21	11	22	15	5 26	17
Environment and Sustainability Committee			6		14		30			22			
Annual Meeting Parish Meeting	18												
MTC Events			Swan Upping 20				Remembrance 14 Christmas Lights Switch 25	Carols on Causeway 20				Charity Golf Day 12	

Gossmore Trust and Marlow Mayor's Charity Meetings (minimum one annual meeting per Trust / Charity) will be called during the year.

Meetings for working groups and sub committees will be called when necessary.

CODE OF CONDUCT

Please note the Code of Conduct (sent as a separate appendix C “Councillor Code of Conduct 2020”) has been ratified by Buckinghamshire Council.

Officers advise that this Code of Conduct should be adopted by Full Council.

RECOMMENDED:

THAT COUNCIL AGREES TO ADOPT THE CODE OF CONDUCT WITH IMMEDIATE EFFECT

**ELECTION OF A BUCKINGHAMSHIRE COUNCIL MEMBER TO THE CHILTERN
CONSERVATION BOARD**

M.54.21

Nominations are detailed below as appendix D.

Ballot papers will be provided at your meeting.

RECOMMENDED:

THAT MEMBERS DETERMINE WHICH CANDIDATE THE TOWN COUNCIL WILL VOTE FOR IN THE CHILTERN
CONSERVATION BOARD ELECTION

Appendix D



**CHILTERN AREA OF OUTSTANDING NATURAL BEAUTY
CONSERVATION BOARD**

STATEMENTS OF PERSONS NOMINATED

Buckinghamshire Parish Councils Group 3

ONE TO ELECT

THE FOLLOWING PERSONS HAVE BEEN NOMINATED TO ELECT

A description of each candidate (if supplied) can be found on the following pages.

Sharad Kumar Jha

Sharad became a Chalfont St Peter Parish Councillor (Gold Hill Ward) in May 2021; he quickly immersed himself in most fields of the council's work, especially Open Spaces (whose remit is the upkeep of several large areas of common and woodland). He is dedicated to conservation and preservation of the environment; the village and by definition the Chilterns, faces major threats including the HS2 project, a Motorway Service Area, and yet more major house building along the Chesham La./Denham La. Axis route; the village needs protection more than ever before.

The village sits predominantly on Green Belt between the existing AONB a mile to the North, and the Colne Valley Park; He insists on better and more sensitive control of development, which must not eat away the vulnerable edges of the Chilterns green belt.

His conservation credentials, bolstered by his duties as a councillor for one of the largest parishes in the country, would be a useful asset for the Board.

His Profile lists Company directorships, (IT and Business consultancy sectors), and prominent roles as a Public Relations Consultant.

He stood twice at council elections and aspires to become a Parliamentary candidate.

A Conservative Diversity Champion, he was Vice Chair Primary Education UK, and worked extensively in Linguistics, promoting diverse languages of the world.

Valerie Marshall

I have lived in Buckinghamshire since 1974, firstly in High Wycombe, then Prestwood since the 1980's. All this time I have appreciated the green countryside, its botany and wildlife, and clean air. Especially I enjoy walking its footpaths, and recording its features.

In my spare time, I have been a long-standing member of Prestwood Nature- the environment action group- and have served on its Council, as its Newsletter editor, and as a willing member of conservation work parties. I continue to act as a Tree and Hedges officer for Prestwood Nature. I am also a member of BBOWT, Plantlife, Conchological Society, Bucks Invertebrate Group, and Rare Plants group of Prestwood Nature. In normal times, I volunteer weekly at the Buckinghamshire Museum store Halton, on data entry and collections maintenance.

I am a retired primary headmistress, and ex-supervising mediator of Meditation Bucks, so I am accustomed to listening carefully to all sides of an issue. I have been a Parish Councillor for the over 6 years and 'topped the poll' in the last election.

Patricia Ann Owen

I have always been interested in the natural world- I studied Environmental studies, Geology and Geography at A level in Bucks College and then Geography and Geology at university. I have a keen interest in countryside matters, especially that of the Chilterns, and I have lived in or very close to the Chilterns AONB most of my life.

I am very passionate about conservation and wildlife and understand the uniqueness and fragility of our chalk ecosystems. We need to encourage the wider public to enjoy, but also respect our landscape, while continuing to improve access for all, and allowing the rural economy to thrive. I have recently set up an environmental group in Edlesborough Parish and am attempting to re-wild certain parcels of land within our area, to increase biodiversity and create wildlife corridors. I recently project managed the clean-up of a copse area for the Forest School, which has just started up this term.

I am quite well versed in landscape, natural history, biodiversity, countryside recreation and understand the rural economy. I am very interested in sustainable development, and through my role of the PC know a reasonable amount about government policy for the countryside.

I am very much a 'doer' and get involved with fundraising and project management at a local level. I would relish this opportunity to get involved with the Chiltern Conservation Board.

Stephen Mark Reading

Currently Vice-Chair of the Parish Council. Previously Chair (two terms). School Governor, Covid-19 Volunteer.

Hector W.H. Sants

I am Vice Chair Turville Parish Council in the Hambleden Valley. I can bring many useful perspectives to the issues and opportunities facing the Board. Personally, I have a family background in farming and for a while owned a small organic livestock enterprise outside Thame. I live in the centre of Turville and am an enthusiastic walker and most of my time is spent in varied country pursuits.

However, my professional experience means that I combine this lived experience of the Chilterns with a deep understanding of how government policy and regulation is shaped. I am currently the part time Chair of a major government agency- The Money & Pensions Service (MaPS)- and prior to that have held a number of senior roles in the public and charitable sectors. This would allow me to offer the Board invaluable insight into the working of the wider public sector and how best to interact with other organisations within government.

I combine these particular skills with a strong personal commitment to creating an environment which works for everyone in the community. Since 2004 I have, in my various roles, been working to help the financially excluded, which is one of the key objectives of MaPS. This has given me considerable experience of engaging with local communities to build networks and capacity to help the vulnerable and excluded.

ADDITION TO MANAGEMENT WORKING GROUP

It is recommended that the Chairman of all Committees are included in the Management Working Group. The Chairman of the Environment and Sustainability Committee to be added to this working group.

RECOMMENDED:

THAT COUNCIL AGREES THAT THE CHAIRMAN OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE BE ADDED TO THE MANAGEMENT WORKING GROUP

ELECTRIC BIKE PURCHASE

Council resolved to agree to the Environment Committees recommendation at their July meeting for Officers to proceed with recommendations for the purchase of an electric bike for local use to conduct day to day work in the Town.

The Council is committed to ensuring officers conduct their day-to-day tasks in the most efficient and environmentally friendly way and use more sustainable forms of transport.

Officers have met with a number of electric bike providers to source the most appropriate bike for the Council's needs. The options are detailed below. All prices include VAT.

The recommendation is to proceed with a purchase of the Trek bike, Trek are an American brand and one of the largest brands in the world. Supplier A who is local has offered the Council a significant discount off the list price. Additional costs would include a secure lock and cycle helmets for officers who don't have their own. An additional fund of £350 over the purchase price is recommended to cover the costs of these items. Insurance cost of the bike can be absorbed in the Councils existing contract with Zurich insurance.

The life span of the battery is 8 years, replacement cost is £400, charging cost (usage dependant) 5 to 10 pence per charge. Servicing £45, annually. It is recommended that for the 2022/23 budget a cost line is added of £150 to incorporate these running costs.

RECOMMENDED:

THAT COUNCIL AGREES TO THE PURCHASE OF A TREK DISTRICT LOW EU STEP BIKE, SECURE LOCK AND HELMETS FROM SUPPLIER A WITH A TOTAL BUDGET OF £2,600. THE COST TO BE MET FROM CIL (COMMUNITY INFRASTRUCTURE LEVY). IN ADDITION TO ESTABLISH A BUDGET LINE IN THE 2022/23 BUDGET OF £150 TO COVER RUNNING COSTS

E-Bike							
Bike	Supplier A	Supplier B	Supplier C	Supplier D	Supplier E	Supplier F	Battery information
Trek District +6 EU Lowstep	£2,250	£2,650	£2,650	£2,650	£2,650	£2,650	Bosch 400W battery, 24kg - average weight of an ebike, front hub motor considered the best placement, 7 gears
	Supplier G	Supplier H	Supplier I				
Raleigh grand tour low step	£2,300	£2,300	£2,300				Bosch 400W battery, 25kg, front hub motor, best on goodhousekeeping.com, 9 gears
	Supplier J						
Ridgeback ARCUS 1	£1,599						Lower specification - different battery.

Background

The Council is required to give allotment tenants on years notice of any increase in rent. There was no increase in rent for the year 2019/2020, for 2020/21 there was a rent increase of 20 pence per pole and the levy charge for water provision was withdrawn. For 2021/22 there is no rent increase. The allotment rent year commences on November 1st and the current price is £6.70 per pole.

The Council has two allotment sites at Hanging Hill and Foxes Piece with plots of varying sizes, plots are measured in pole size and the minimum size plot offer is 5 poles. The sites are both currently fully tenanted, and a waiting list is operated.

Officers have extensively researched charges at other allotment sites and prices in Buckinghamshire and neighbouring parishes in Berkshire and Oxfordshire range from £5 per pole without running water to £7.60 per pole with water available on tap.

Proposal

In 2020 the allotments working group recommended that a sliding scale of tenancy fees was introduced for tenants that take up allotments between January and October. This was considered a trial tenancy period, if the tenants did not abide by the Rules & Regulations, they were not given an option to take up a full tenancy at the year end. At the request of the allotments association this change has been reviewed 12 months after implementation. The scheme has been a resounding success and will now be implemented permanently.

For 2022/23 officers recommend a rent increase of 30 pence per pole to a fee of £7 per pole. For a five-pole plot this will increase the charge from £33.50 to £35 per annum.

The Allotment Tenancy Regulations will be amended accordingly.

RECOMMENDED:

THAT COUNCIL AGREES THAT THE ALLOTMENT RENT BE INCREASED BY 30 PENCE PER POLE FROM 2022/23 TENANCY RENEWALS

The External Auditor has returned the certificate confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2021, see appendix E.

Please note that no matters of concern were reported.

RECOMMENDED:

THAT MEMBERS NOTE THE REPORT AND AGREE THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **MARLOW TOWN COUNCIL- BU0129**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk).

In November 2020 Council agreed to establish three wildflower areas of 500m² across three sites Henley Road, Seymour Court Road and Little Marlow Road by the Wiltshire Road roundabout. The planting has been a resounding success.

Henley Road



Working closely with Wild Marlow and Buckinghamshire Highways three further sites have been identified for planting this autumn on the attached map appendix F. Oxford Road at the junction of Barnards Hill, Wycombe Road at the junction of Wiltshire Road (back from the junction so as not to obscure drivers eye line on the road).Gossmore Lane near the railway line and road into the Rugby Club.



Oxford Road junction with Barnards Hill



Gossmore Lane



Wycombe Road Junction with Wiltshire Road

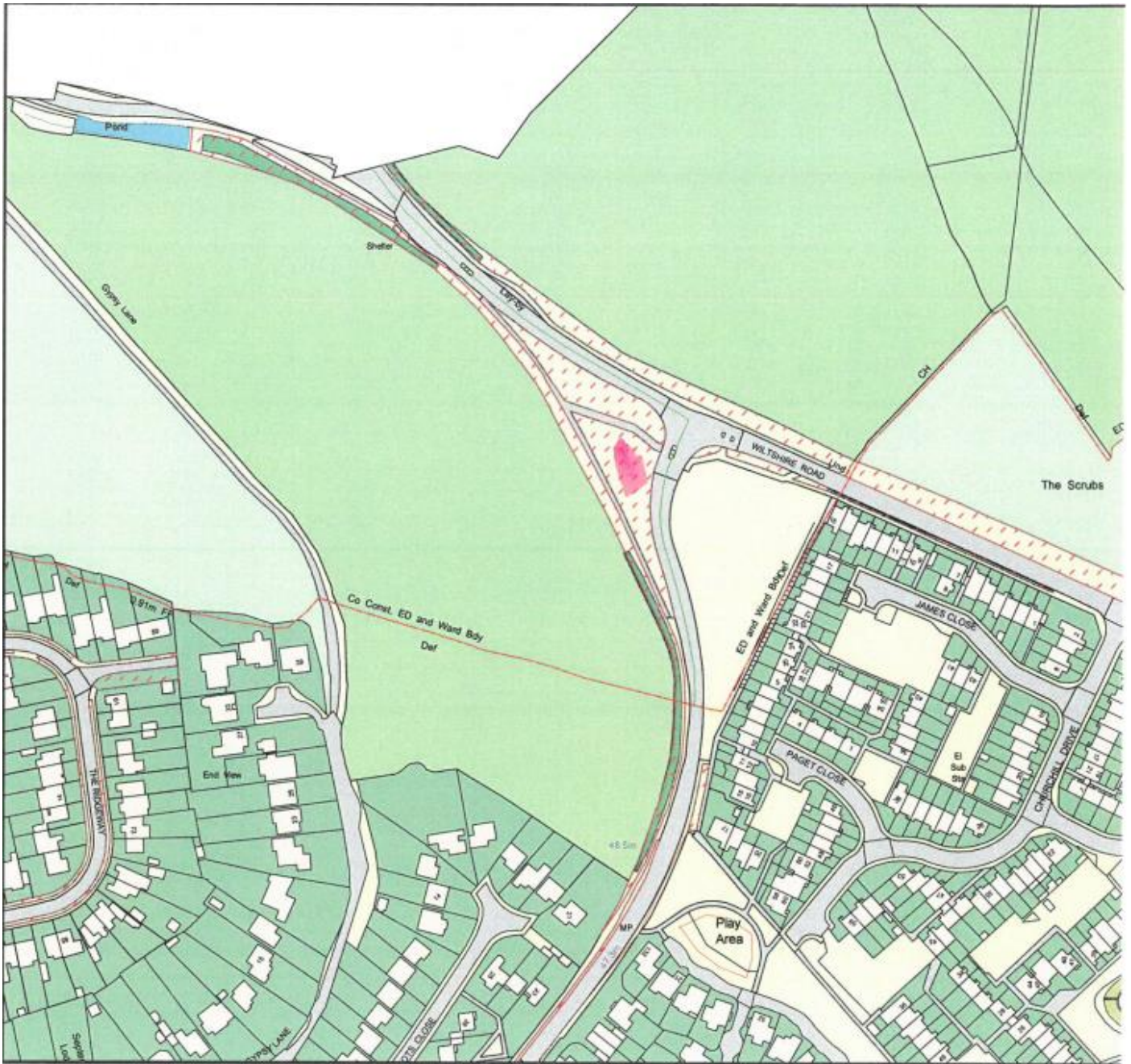
The existing areas require minimal maintenance, for the new areas the proposal is as follows

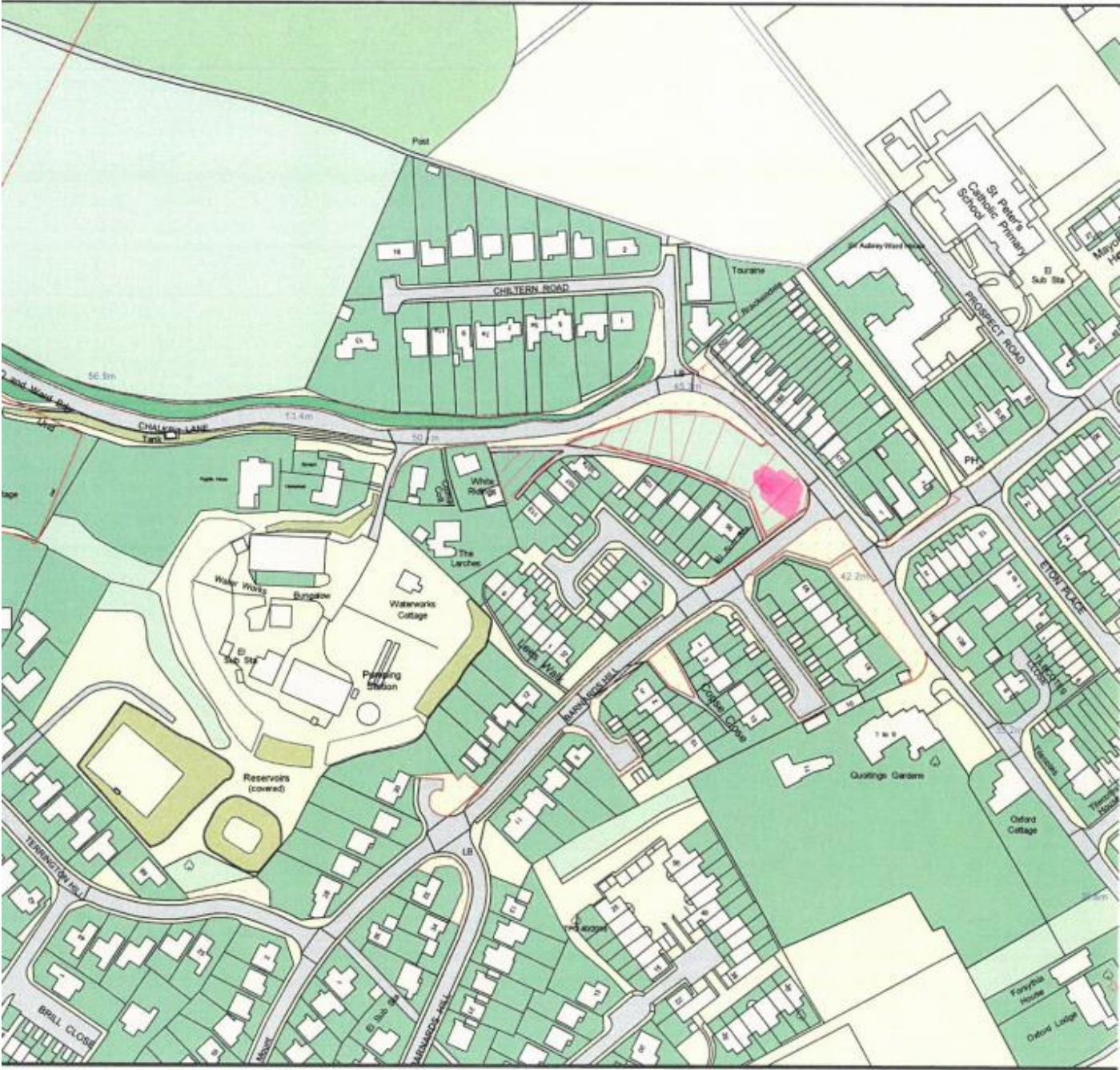
- November/December - stake out and spray off grass
- November- mow grass short and spray off again
- March - spray off grass
- April - cut/clear any leftover grass
- April - dig over ground using small digger or rotovator, rake over soil to a finer tilth, supply and spread seed at 5g per sqm and rake in.
- Following October - cut and drop wildflowers
- Following April - spring cut to reduce any competition with grasses (possible over-seed if needed)
- Signage will be placed at all of the sites to explain the planting and not to walk on the soil.

The total cost for establishing the new areas and maintenance of existing areas is £2,000.

RECOMMENDED:

THAT COUNCIL AGREES TO APPROVE THE PROPOSAL FOR THE WILDFLOWER PLANTING AT A COST OF £2000 TO BE TAKEN FROM CIL RESERVES.







Marlow Bridge Lighting-Cllr C Funnell

M.60.21

Atelier lighting have now completed the concept design phase 1 for the proposed lighting scheme on Marlow bridge presented to Council on July 27th.

The recommendation is to proceed with instructions to complete phase 2 and 3 ,final design and technical design, this will then enable planning applications to be submitted to Buckinghamshire Council and Windsor and Maidenhead Council for approval. The costs are £2,450 for instruction to Atelier consultants and planning application fees of up to £1200 for formal application and supporting fees.

RECOMMENDED

THAT COUNCIL APPROVES THE ABOVE EXPENDITURE OF £3650 for PHASE 2 AND PHASE 3 FINAL AND TECHNICAL DESIGN AND PLANNING APPLICATION FOR THE LIGHTING TO BE TAKEN FROM EARMARKED RESERVES FOR TOWN IMPROVEMENTS BRIDGE LIGHTING

M.61.21

Environment and Sustainability Committee Tree Planting Proposal

The Environment and Sustainability Committee have been working with Releaf Marlow to set an objective to increase the number of trees in Marlow for diverse environmental and community benefits. Urban trees are associated with better mental health, reduced stress and lower crime. They add beauty, baffle traffic noise, absorb air pollution, increase nature habitat, reduce flood risk, protect against heat waves and absorb carbon.

Via its “Releaf Marlow” trees project, community group Transition Town Marlow (TTM) working in collaboration with Marlow Town Council and Buckinghamshire Council would like to plant about 20 urban trees in Marlow this coming winter 21/22.

The group is requesting that Buckinghamshire Council via the South West Chilterns Community Board and Council each provide about half of the total costs of up to £14,000 (so up to £7,000 each). TTM proposes to offer benefits in kind (site identification, resident liaison, early years aftercare) worth up to £4,000 and also proposes that this should become a multi-annual collaboration, with a target of planting 20 new trees in Marlow per year on an ongoing basis.

RECOMMENDED:

THAT COUNCIL AGREES TO THE ENVIRONMENT AND SUSTAINABILITY COMMITTEES' PROPOSAL AND THAT UP TO £7,000 FROM ENVIRONMENT EARMARKED RESERVES IS CONTRIBUTED TO THIS PROJECT.

a) Committee Minutes

All members of the council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

b) Social Media Summary Report

Facebook

Plans only meeting on Facebook Live May 25th had 263 views.

Plans only meeting August 17th on Facebook Live had 161 views.

Facebook reach August 5th to September 1st 6.3k up 48% on previous month.

Most engaging post had 544 likes and 76 shares, shared post from Thames Valley Police on keyless vehicle theft on August 27th

Instagram

Instagram reach August 5th to September 1st 430 up 1.1K% on previous month.

Most engaging post was the Circus Comes to Town with 406 people reached.

Twitter

In 28 days prior to September 2nd

Impressions 1,657 up 28% on previous month.

Profile visits 133 up 66% on previous month.

Mentions 7 down 12.5 % on previous month.

Top Tweet earning 287 impressions was the release on promoting a summer of cycling and walking.