

MARLOW TOWN COUNCIL

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

TO:

MEMBERS OF THE RESOURCES COMMITTEE:

Councillor B Johnson - Chairman
Councillor R Cadman – Vice Chairman

Councillors C Funnell, C Keighley, K Thomson, R Wilson

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON TUESDAY 27th AUGUST 2019 AT 7.00pm IN THE TOWN COUNCIL OFFICE, COURT GARDEN, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA



Mrs Hilary Martin
Town Clerk
22.08.19

| | | |
|----------|--|----------|
| RC.01.19 | Apologies for absence | |
| RC.02.19 | Declarations of Interest | |
| RC.03.19 | To agree as a true record the Minutes of the previous meeting dated 19.03.19 | |
| RC.04.19 | Information Reports | |
| | a) Accounts Paid since the last meeting | |
| | b) Investment Statements | |
| | c) Town Mayor's Charity Account | |
| RC.05.19 | Grants | DECISION |
| RC.06.19 | Management Accounts | DECISION |
| RC.07.19 | Independent Financial Advisor Report | DECISION |
| RC.08.19 | Date and time of next meeting: Tuesday 29 th October 2019 at 7.00pm | |

MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD AT 7.30pm ON TUESDAY 19TH MARCH 2019 IN THE SEYMOUR ROOM, COURT GARDEN

| | | |
|----------------|----------------------|------------------------------|
| Present | Chairman | Cllr R J Scott |
| | Vice Chairman | Cllr R Cadman |
| | Councillors | B Johnson |
| | | N Marshall – Standing Deputy |
| | | J Towns – Standing Deputy |
| | | R Wilson |
| | Town Clerk | Mrs H Martin |
| | Deputy Clerk | Mrs K Joy |

Also present Cllr T Avery, one member of the public

RC.036 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Keighley and Cllr Thomson.

RC.037 DECLARATIONS OF INTEREST

Cllr J Towns declared an interest in the grant application from Next Stage Choir.

RC.038 TO AGREE AS A TRUE RECORD THE MINUTES OF THE PREVIOUS MEETING DATED 15.01.2019

RESOLVED:

THAT THE RESOURCES COMMITTEE MINUTES DATED 15.01.19 WERE AGREED AND SIGNED AS A TRUE RECORD

RC.039 INFORMATION REPORTS

a) Accounts Paid since the last meeting

A list of payments made since the last meeting was circulated to all members.

b) Swings at Seymour Park Recreation Ground

The large basket swings failed weekly safety testing and have had to be completely replaced at a cost of £899 which has been taken from the recreation grounds budget. The swings had been in place for over ten years.

MEMBERS NOTED THE REPORTS

RC.040 GRANTS

Completed Grant application form requests have been received from the following organisations. The full grant applications were available on request.

Grant application form extracts were circulated to all members.

| | Funding Agreed |
|--|----------------|
| ○ Community Cop Cards | £500 |
| ○ Next Stage Choir | £300 |
| ○ Marly-le-Roi Town Twinning Association | £500 |
| ○ The Triangle Project | £500 |
| ○ Lighthouse Marlow | £500 |
| ○ Rennie Grove Hospice Care | £500 |

Members were reminded that the current Grant budget for 2018-2019 has been expended. There remained £4,200 in Earmarked Reserves should members wish to utilise these funds.

RESOLVED:

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE AND

THAT MEMBERS APPROVED EXPENDITURE FROM EARMARKED RESERVES TO FUND THE GRANTS

RC.041

MANAGEMENT ACCOUNTS

Members were asked to approve the Management Accounts dated 31.01.19.

The following schedules were circulated to all members:-

- Balance Sheet
- Income and Expenditure Schedule
- Earmarked Reserves Schedule
- Bank Reconciliation
- Grants Schedule

RESOLVED:

THAT MEMBERS APPROVED THE MANAGEMENT ACCOUNTS DATED 31.01.19 AND

THAT THE CHAIRMAN REVIEWED AND SIGNED THE BANK RECONCILIATION / BANK STATEMENTS AT 31.01.19

RC.042

DATE AND TIME OF NEXT MEETING:

Tuesday 9th April 2019 at 7.00pm

Chairman.....

Date.....

INFORMATION REPORTS**a) Accounts Paid since the last meeting**

Attached as appendix A is the list of payments made since the last meeting.

b) Investment Statement

Attached as appendix B1-3 are statements of the Town Council current investments

c) Town Mayor's Charity Account

Fraudulent activity had been picked up by officers on the Town Mayor's Charity Account. The bank were immediately notified and a full refund on the funds taken was issued. This incident took place the week of 4th July 2019. This fraud was not as a result of any security or protocol breaches and no further action can be recommended to prevent this type of crime.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS



Mar19 Payments

| Date | Type | Payee | Detail | Value |
|------------------------|------------|---------------------------|--|------------------|
| CURRENT ACCOUNT | | | | |
| 01/03/2019 | DD | Castle Water | Water -08.01.19-04.02.19 water hanging hill | 68.32 |
| 01/03/2019 | DD | Customers Really Matter | web support | 45.59 |
| 01/03/2019 | DD | EON | cemetery elec 01.01.19-29.01.19 | 13.75 |
| 01/03/2019 | DD | Npower Business | on account payment - cemetery electric | 13.00 |
| 01/03/2019 | DD | Red Kite Housing | garage rent | 54.70 |
| 01/03/2019 | DD | System Architecture | MS Off subs 01.04.18-31.03.19 on account | 208.1 |
| 01/03/2019 | SO | Bucks Playing Fields | subscription | 20.00 |
| 04/03/2019 | BPFeb19 | CEM | grounds maint | 276.00 |
| 04/03/2019 | BPFeb19 | Chilker Arts | Grant | 250.00 |
| 04/03/2019 | BPFeb19 | Communiky Heartbeat | senry inner casing | 156.00 |
| 04/03/2019 | BPFeb19 | Cooleraid | water Jan19 | 32.64 |
| 04/03/2019 | BPFeb19 | Crown Plaza | Celebrate Marlow 2019 deposit | 1000.00 |
| 04/03/2019 | BPFeb19 | Fluency | pr fees feb19 | 300.00 |
| 04/03/2019 | BPFeb19 | GCD | 3 padlocks | 90.00 |
| 04/03/2019 | BPFeb19 | Iverde | Cemetery Grass, Grounds maint Jan19, bin empty & devolve | 5313.73 |
| 04/03/2019 | BPFeb19 | J Hilloden | ashes grave digging Jan19 | 102.00 |
| 04/03/2019 | BPFeb19 | Marlow Community Assoc | Grant | 500.00 |
| 04/03/2019 | BPFeb19 | Marlow Museum Centre | Grant | 500.00 |
| 04/03/2019 | BPFeb19 | Miniskips | cemetery skip | 276.00 |
| 04/03/2019 | BPFeb19 | Mustoo | a3,a4,pastel bubblewrap | 71.20 |
| 04/03/2019 | BPFeb19 | Pink Accounting Resources | bookkeeping & payroll Jan19 | 1384.80 |
| 04/03/2019 | BPFeb19 | Platts | van diesel | 57.00 |
| 04/03/2019 | BPFeb19 | Public Clocks | service & inspection of tower clock 18.01.19 | 162.74 |
| 04/03/2019 | BPFeb19 | Royal British Legion | 2 wreaths | 37.00 |
| 04/03/2019 | BPFeb19 | SLCC | practioners conference | 376.20 |
| 04/03/2019 | BPFeb19 | SOHS | first aid course | 55.00 |
| 04/03/2019 | BPFeb19 | TBS Hygiene | dogbins 04.01.19-25.01.19 | 142.56 |
| 04/03/2019 | BPFeb19 | WPS Insurance | 07.02.19-06.02.20 | 489.80 |
| 04/03/2019 | BPFeb19 | Yorkshires | weekly clean | 153.52 |
| 04/03/2019 | DD | Castle Water | Water -23.05.18-12.12.18 water foxes piece | 394.49 |
| 05/03/2019 | DD | Thames Water | Chilber Road Allotments Water - 21.02.18-12.02.19E | 708.13 |
| 07/03/2019 | DD | BT | phone,mobile & broadband services 01.02.19-16.03.19 | 98.40 |
| 14/03/2019 | BP | HMRC | paye & nl Feb19 | 5183.97 |
| 19/03/2019 | DD | Land Registry | fees | 3.00 |
| 19/03/2019 | DD | Worldpay | card charges feb19 | 52.18 |
| 20/03/2019 | DD | British Gas | elec gossmore 28.12.18-28.01.19A | 17.85 |
| 22/03/2019 | DD | Autolease | 07.02.19-06.03.19 van lease | 289.79 |
| 22/03/2019 | DD | Various | net pay mar19 | 9877.13 |
| 25/03/2019 | BP | Bucks CC | Mar18 pension | 3766.35 |
| 25/03/2019 | DD | Castle Water | Water Seymour Court part pay 01.03.19-31.03.19 | 22.06 |
| 28/03/2019 | DD | Npower Business | chapel elec 30.01.19-05.03.19 | 11.09 |
| 29/03/2019 | BP1Mar19 | ARD | feb19 inspections | 151.20 |
| 29/03/2019 | BP1Mar19 | Cooleraid | water feb19 | 8.16 |
| 29/03/2019 | BP1Mar19 | Court Garden | meeting 19.03.19 | 70.00 |
| 29/03/2019 | BP1Mar19 | CrackingIT | IT services Sep18 + Dec18 on account | 273.60 |
| 29/03/2019 | BP1Mar19 | E&R Meakes | new equipment | 48.00 |
| 29/03/2019 | BP1Mar19 | EF Clean | bus shelter clean and maintenance | 460.00 |
| 29/03/2019 | BP1Mar19 | Fluency | PR Fees Mar19 | 300.00 |
| 29/03/2019 | BP1Mar19 | Guardwell | Intruder alarm for Toolstore & Garage | 276.00 |
| 29/03/2019 | BP1Mar19 | IAC | audit 27.02.19 | 399.00 |
| 29/03/2019 | BP1Mar19 | Iverde | grass cutting, grounds main & bin empty dec18 | 5283.73 |
| 29/03/2019 | BP1Mar19 | Kempton Carr Croft | valuation for land registry | 420.00 |
| 29/03/2019 | BP1Mar19 | Minor Estates | gritters wethered road | 84.00 |
| 29/03/2019 | BP1Mar19 | Miniskips | skip for cemetery | 276.00 |
| 29/03/2019 | BP1Mar19 | Pink Accounting Resources | bookkeeping&payroll mar19 | 1207.20 |
| 29/03/2019 | BP1Mar19 | Platts | diesel for van | 45.76 |
| 29/03/2019 | BP1Mar19 | Round&About | marlowian spring2019 | 1920.00 |
| 29/03/2019 | BP1Mar19 | SSE | gas for wethered road cemetery to 26.02.19 | 5.84 |
| 29/03/2019 | BP1Mar19 | TBS Hygiene | dogbins 01.02.19-22.02.19 | 142.56 |
| 29/03/2019 | BP1Mar19 | ThirstyBox | cups | 88.20 |
| 29/03/2019 | BP1Mar19 | TradeUK - Screwfix | cordless drill, safety boots cable ties | 900.22 |
| 29/03/2019 | BP1Mar19 | TVProbation | TV Prob - unpaid workers Oct-Dec18 | 1872.00 |
| 29/03/2019 | BP1Mar19 | Yorkshires | weekly clean | 153.52 |
| 29/03/2019 | BP2Mar19 | CEM | balfor gardens feb19 & supply and plant taxu toplary | 1677.60 |
| 29/03/2019 | BP2Mar19 | Konka | rental 09.03.19-08.06.19 & usage 09.12.18-08.03.19 | 379.16 |
| 29/03/2019 | BP2Mar19 | Lighthouse Marlow | Grant | 500.00 |
| 29/03/2019 | BP2Mar19 | Ludlow Fencing | allotments berrick road 11m 1.87 fencing | 896.40 |
| 29/03/2019 | BP2Mar19 | MMTTA | Grant - Marley-le-Roi Town Twinning | 500.00 |
| 29/03/2019 | BP2Mar19 | Musloo | various stationery | 103.19 |
| 29/03/2019 | BP2Mar19 | Next Stage Choir | Grant | 300.00 |
| 29/03/2019 | BP2Mar19 | R Teadedill | tree surgery on cedar tree over pathway | 165.00 |
| 29/03/2019 | BP2Mar19 | R Watts & Sons | tree work SRW3506 | 720.00 |
| 29/03/2019 | BP2Mar19 | Rennie Grove Hospice Care | Grant | 500.00 |
| 29/03/2019 | BP2Mar19 | TVPolice | PSCO Q4 01.01.19-31.03.19 | 4430.11 |
| 29/03/2019 | BP2Mar19 | WDC | Grant - Community Cop Cards | 500.00 |
| | | | | 58,040.55 |
| IMPREST ACCOUNT | | | | |
| 01/03/2019 | CQ001246 | Arnold F5 | Refund re Eva Webb | 333.50 |
| 07/03/2019 | debit card | Amazon | 15 x Litter pickers | 178.50 |
| 11/03/2019 | debit card | Amazon | 3 x cold protection grip gloves | 20.97 |
| 19/03/2019 | debit card | Merityre specials | Inner tube | 43.20 |
| 21/03/2019 | CQ001247 | D&J News | newspapers 17.02.19-16.03.19 | 12.20 |
| 21/03/2019 | CQ001248 | BALC | Responsible Finance Officer Training - K Joy 13.03.19 | 43.23 |
| 21/03/2019 | CQ001249 | Bucks Best Kept Village | Competition entry | 25.00 |
| 21/03/2019 | CQ001250 | BT | payphones | 1.00 |
| 21/03/2019 | debit card | Court Garden Letsure | Meeting room 22.03.19 | 40.00 |
| 21/03/2019 | debit card | Wickes Building | Block Paving sand - 2 bags | 10.26 |
| 21/03/2019 | debit card | Wickes Building | Block Paving sand - 1 bag including delivery | 15.08 |
| 21/03/2019 | debit card | Amazon | plastic hanging swrl dec x12 | 7.20 |
| 21/03/2019 | debit card | Amazon | 5x multi coloured garland | 47.16 |
| 21/03/2019 | debit card | Amazon | full HD 3D portable projector | 107.90 |
| 21/03/2019 | debit card | Amazon | projector trolley stand | 45.99 |
| 21/03/2019 | debit card | Amazon | napkins bright, paper fans tissue fans | 70.32 |
| 26/03/2019 | debit card | Amazon | wireless powerpoint clicker | 11.75 |
| 27/03/2019 | debit card | Amazon | sparkle praise stickers | 2.45 |
| 27/03/2019 | debit card | Amazon | well done stickers | 3.95 |
| 27/03/2019 | debit card | Amazon | heavy duty refuse sacks | 8.45 |
| 27/03/2019 | debit card | Amazon | first aid kit | 8.99 |
| 27/03/2019 | debit card | Amazon | heavy duty home/office tool kit | 20.99 |
| 27/03/2019 | debit card | Amazon | phillips screw driver | 9.25 |
| 28/03/2019 | debit card | Amazon | deskfile a4 desk tidy | 34.99 |
| 27/03/2019 | debit card | Amazon | amazon prime membership - 19-20 | 79.00 |
| 29/03/2019 | debit card | Cliffe Packaging | bags - open top flat bottom | 255.60 |
| 21/03/2019 | debit card | Court Garden Letsure | room hire 05/04/19 | 40.00 |
| | | | | 1,476.93 |

Appendix A1



Apr19 Payments

| <u>Date</u> | <u>Type</u> | <u>Payee</u> | <u>Detail</u> | <u>Value</u> |
|------------------------|-------------|---------------------|---|------------------|
| CURRENT ACCOUNT | | | | |
| 01/04/2019 | dd | Eazy Collect | In touch web support mar19 | 45.59 |
| 01/04/2019 | DD | NPower | on account payment - cemetery electric | 13.00 |
| 01/04/2019 | DD | Red Kite Housing | garage rent | 68.41 |
| 01/04/2019 | DD | System Architecture | MS Off subs 01.04.18-31.03.19 on account | 208.1 |
| 01/04/2019 | DD | WDC | Cemetery Rates | 62.04 |
| 01/04/2019 | SO | T Brindley | Gates opening closing | 155.00 |
| 02/04/2019 | dd 778872 | Npower | office gas 22.01.19-03.03.19 | 205.36 |
| 04/04/2019 | dd | BT | phone svcs, mobile BB 01.03.19-16.04.19 | 98.40 |
| 04/04/2019 | dd | Castle Water | 01.03.19-31.03.19 wethered water | 10.73 |
| 15/04/2019 | BP | HMRC | paye & ni Mar19 | 3412.05 |
| 16/04/2019 | DD | Land Registry | fees | 10.00 |
| 18/04/2019 | DD | Various | net pay apr19 | 9859.07 |
| 23/04/2019 | dd | Castle Water | 01.03.19-31.03.19 glade allotments water | 59.78 |
| 23/04/2019 | dd | Castle Water | 05.02.19-28.02.19 glade road water | 46.28 |
| 23/04/2019 | dd | Castle Water | 08.01.19-28.02.19 wtehered road water | 18.01 |
| 23/04/2019 | dd | Worldpay | charges 01.03.19-31.03.19 | 52.44 |
| 26/04/2019 | BP | Bucks CC | apr19 pension | 3889.80 |
| 26/04/2019 | dd | Leaseplan UK | autolease - 07.03.19-06.04.19 | 289.79 |
| 29/04/2019 | dd | NPower | cemetery elec 06.03.18-01.04.19 | 8.39 |
| 30/04/2019 | SO | T Brindley | Gates opening closing | 155.00 |
| | | | | 18,667.24 |
| IMPREST ACCOUNT | | | | |
| 01/04/2019 | debit card | Amazon | letter tray x2 | 45.58 |
| 01/04/2019 | debit card | Amazon | magazine rack x3 | 34.17 |
| 01/04/2019 | debit card | Amazon | cookie storage | 11.95 |
| 01/04/2019 | debit card | Amazon | tassimo capsules | 16.65 |
| 01/04/2019 | debit card | Amazon | stacking letter tray x3 | 28.77 |
| 01/04/2019 | debit card | Amazon | magazine rack x4 | 45.56 |
| 01/04/2019 | debit card | Amazon | desk organiser x6 | 86.34 |
| 08/04/2019 | debit card | Amazon | notice board inserts | 91.95 |
| 08/04/2019 | debit card | Amazon | coffee storage cannister | 15.94 |
| 15/04/2019 | debit card | Imagin | name badges | 47.64 |
| 15/04/2019 | debit card | Amazon | a4 blue folders x25 | 4.91 |
| 18/04/2019 | debit card | TV Licensing | to 30.04.20 | 154.50 |
| 24/04/2019 | debit card | Amazon | rubbish bin with handles | 10.99 |
| 24/04/2019 | CQ1253 | Seahawks | window cleaning 23.04.19 | 66.00 |
| 24/04/2019 | CQ1252 | D&J News | newspapers 17.03.19-13.04.19 | 12.30 |
| 24/04/2019 | CQ1251 | Eventbrite | BAMALC course | 59.88 |
| 30/04/2019 | debit card | Marlow CD | Golf day float - reimbursed to Petty Cash | 50.00 |
| | | | | 783.13 |



| DATE | DATE TYPE | PAYEE | DETAIL | VALUE |
|------------------------|-----------|---------------------------|--|------------------|
| CURRENT ACCOUNT | | | | |
| 01/05/2019 | DD | Eazy Collect | In touch web support apr19 | 45.59 |
| 01/05/2019 | DD | NPower | on account payment - cemetery electric | 19.00 |
| 01/05/2019 | DD | NPower | on account payment - Gossmore electric | 18.00 |
| 01/05/2019 | DD | Red Kite Housing | garage rent | 68.41 |
| 01/05/2019 | DD | System Architecture | MS Off subs 01.04.18-31.03.19 on account | 208.1 |
| 01/05/2019 | DD | WDC | Cemetery Rates | 62.00 |
| 02/05/2019 | BPApr19 | ARD | inspectors mar19 & 21.01.19&28.01.19 | 453.60 |
| 02/05/2019 | BPApr19 | B&MKALC | NALC subs & LCR pubs & B&MKALC subs | 2061.05 |
| 02/05/2019 | BPApr19 | Country Supplies | play bark | 189.41 |
| 02/05/2019 | BPApr19 | Cracking IT | antivirus annual licence | 201.60 |
| 02/05/2019 | BPApr19 | Crown Estate Management | bench Mill end road, flower beds, allotment clearance & GM | 6302.40 |
| 02/05/2019 | BPApr19 | D Burridge | silver champlons trophy | 93.00 |
| 02/05/2019 | BPApr19 | Flagmakers | flagpole maint | 1515.60 |
| 02/05/2019 | BPApr19 | GCD | padlock repair and 10 keys | 107.59 |
| 02/05/2019 | BPApr19 | ICCN | corp subs 2019/20 | 95.00 |
| 02/05/2019 | BPApr19 | Iverde | Quadron - GM Mar19 | 3867.47 |
| 02/05/2019 | BPApr19 | J Hillisden | ashes grave dig mar19 | 204.00 |
| 02/05/2019 | BPApr19 | Ludlow Fence | works at dedmere new fencing with timber post | 367.00 |
| 02/05/2019 | BPApr19 | Mustoo | paper and dig colour | 81.07 |
| 02/05/2019 | BPApr19 | Pink Accounting Resources | bookkeeping&payroll mar19 and payroll yearend | 1773.60 |
| 02/05/2019 | BPApr19 | Platts | van disel | 64.16 |
| 02/05/2019 | BPApr19 | TBS | dog bins 01.03.19-29.03.19 | 178.20 |
| 02/05/2019 | BPApr19 | Thirstybox | hot cups | 54.78 |
| 02/05/2019 | BPApr19 | Vaughtons | bar&ribbon | 52.64 |
| 02/05/2019 | BPApr19 | WDC | office rent apr-jun19 | 3840.00 |
| 02/05/2019 | BPApr19 | Walseley | equip | 54.60 |
| 02/05/2019 | BPApr19 | Yorkshires | cleaning | 157.48 |
| 07/05/2019 | BP2Apr19 | Externiture | wiltshire bus stop EMR | 1608.00 |
| 07/05/2019 | BP2Apr19 | PPF | office elect jan-mar19 | 504.30 |
| 07/05/2019 | BP2Apr19 | TV Probation | workers jan-mar19 | 1872.00 |
| 07/05/2019 | BPApr19 | Zurich | inspection contract 01.06.19-31.05.20 | 3168.48 |
| 07/05/2019 | DD | BT | mobile & BB services 01.04.19-30.04.19 | 26.80 |
| 07/05/2019 | XFER | Marlow Town Charity | Transfer re Income banked in TC account | 220.00 |
| 08/05/2019 | DD | British Gas | elec goss 01.03.19-31.03.19 | 9.27 |
| 09/05/2019 | BP | HMRC | paye & ni apr19 | 3927.96 |
| 16/05/2019 | DD | BT | office line rental & charges 01.05.19-31.07.19 | 324.72 |
| 21/05/2019 | DD | Worldpay | chgs apr19 | 52.50 |
| 21/05/2019 | XFER | Marlow Town Charity | HM & JB Charity Dinner | 50.00 |
| 22/05/2019 | DD | Castle Water | 01.03.19-31.03.19 seymour court water | 7.60 |
| 22/05/2019 | DD | Castle Water | seymour court water 01.04.19-30.04.19 | 7.55 |
| 22/05/2019 | DD | Castle Water | dedmere water 01.04.19-30.04.19 | 20.17 |
| 22/05/2019 | DD | Castle Water | hanging hill 06.03.19-30.04.19 | 124.86 |
| 22/05/2019 | DD | Various | net pay may19 | 9849.25 |
| 24/05/2019 | DD | Leaseplan UK | autolease - van 07.04.19-06.05.19 | 289.79 |
| 28/05/2019 | BP | Bucks CC | may19 pension | 3889.80 |
| 30/05/2019 | SO | T Brindley | Gates opening closing | 155.00 |
| 31/05/2019 | BPMay19 | Barriers Direct | 5 telescopic bollards - for seymour court | 1852.99 |
| 31/05/2019 | BPMay19 | Berwick Fencing | foxes piece chainlink fence | 650.00 |
| 31/05/2019 | BPMay19 | CJ Waterton | french market casts | 222.75 |
| 31/05/2019 | BPMay19 | Continantal Landscapes | grass cutting & maint GM Budget | 6257.99 |
| 31/05/2019 | BPMay19 | Coolelraid | water apr19 | 8.48 |
| 31/05/2019 | BPMay19 | Court Garden Leisure | meeting 14.05.19 | 70.00 |
| 31/05/2019 | BPMay19 | EF Clean | cleaning gates on upper dean street | 80.00 |
| 31/05/2019 | BPMay19 | Feast Event Catering | 4 option canapes | 364.00 |
| 31/05/2019 | BPMay19 | Fluency | PR Fees Apr19 & May19 | 600.00 |
| 31/05/2019 | BPMay19 | Four Seasons | fit telescopic bollards - seymour park | 754.32 |
| 31/05/2019 | BPMay19 | Grassbox | base cap equip main, strimmers service, eye&ear protectors | 296.40 |
| 31/05/2019 | BPMay19 | Iverde | Quadron - GM, bins &gata install | 1354.46 |
| 31/05/2019 | BPMay19 | J Hillisden | ashes grave dig apr19 | 306.00 |
| 31/05/2019 | BPMay19 | Miniskips | 12.04.19 wethered road | 276.00 |
| 31/05/2019 | BPMay19 | Mustoo | plastic teaspoons and laminating pouches, sugar | 26.94 |
| 31/05/2019 | BPMay19 | Oakleaf Farm | play bark 2 bags | 189.41 |
| 31/05/2019 | BPMay19 | Pear Tech | tech support apr19 | 270.00 |
| 31/05/2019 | BPMay19 | Pink Accounting Resources | bookkeeping & payroll apr19 | 765.60 |
| 31/05/2019 | BPMay19 | Platts | van disel | 59.51 |
| 31/05/2019 | BPMay19 | Playdale | litter bin lid and other maintenance parts | 79.80 |
| 31/05/2019 | BPMay19 | SSE Contracting | PAT testing 110 units | 345.00 |
| 31/05/2019 | BPMay19 | TBS | dog waste 05.04.19-26.04.19 | 158.40 |
| 31/05/2019 | BPMay19 | WDC | insurance court garden 18/19, french market pitch hire, rent apr-jun19 | 4770.24 |
| 31/05/2019 | BPMay19 | Yorkshires | weekly cleaning | 157.48 |
| | | | | 67,553.17 |
| IMPREST ACCOUNT | | | | |
| 02/05/2019 | debitcard | SLCC | training | 96.00 |
| 03/05/2019 | debitcard | Post Office | 50 1st class stamps | 53.00 |
| 07/05/2019 | CQ1254 | J Braybrooke | agenda, minutes and assoc correspondance - may19 | 50.00 |
| 07/05/2019 | debitcard | Amazon | measuring wheel with bag | 22.59 |
| 10/05/2019 | debitcard | Battery Station | battery station -10 A27 duracel | 14.99 |
| 13/05/2019 | debitcard | Post Office | 100 1st class stamps | 70.00 |
| 14/05/2019 | debitcard | Saddle Safari | seymour gate chain | 129.99 |
| 20/05/2019 | debitcard | Amazon | xmas tree storage bag | 9.99 |
| 20/05/2019 | debitcard | Amazon | plates &velcro | 24.69 |
| 20/05/2019 | debitcard | Burgers | cakes for police | 13.90 |
| 21/05/2019 | debitcard | Amazon | gorilla glue | 3.94 |
| 21/05/2019 | debitcard | Amazon | insectclear 1L | 23.98 |
| 21/05/2019 | debitcard | Kryptonite | 2 locks \$20 | 16.17 |
| 22/05/2019 | CQ1255 | D&J News | newspapers 14.04.19-11.05.19 | 12.40 |
| 29/05/2019 | debitcard | Amazon | clear perspex photo sleeves | 71.96 |
| | | | | 613.60 |

A3



Jun19 Payments

| <u>Date</u> | <u>Type</u> | <u>Payee</u> | <u>Detail</u> | <u>Value</u> |
|------------------------|-------------|---------------------------|---|------------------|
| CURRENT ACCOUNT | | | | |
| 03/06/2019 | DD | Eazy Collect | In touch web support May19 | 45.59 |
| 03/06/2019 | DD | Red Kite Housing | garage rent | 68.41 |
| 03/06/2019 | DD | System Architecture | MS Off subs 01.04.18-31.03.19 on account | 208.1 |
| 03/06/2019 | DD | WDC | Cemetery Rates | 62.00 |
| 04/06/2019 | BP | Woo Events | drinks for Annual meeting 14.05.19 | 308.00 |
| 04/06/2019 | DD | BT | mobile & BB services 01.05.19-31.05.19 | 37.32 |
| 07/06/2019 | BP | HMRC | paye & ni May19 | 3328.13 |
| 17/06/2019 | DD | Castle Water | Water dedmere water 01.05.19-31.05.19 | 54.85 |
| 17/06/2019 | DD | Thames Water | Water chiltern road water13.02.19-13.05.19 | 42.19 |
| 18/06/2019 | DD | Castle Water | Water wethered water 01.04.19-31.05.19 and 31.03.19 adj | 10.27 |
| 18/06/2019 | DD | Land Registry | fees | 6.00 |
| 20/06/2019 | DD | Worldpay | chgs May19 | 58.51 |
| 21/06/2019 | DD | Various | net pay Jun19 | 10188.69 |
| 25/06/2019 | BP | Bucks CC | Jun19 pension | 3889.80 |
| 27/06/2019 | DD | Southen Electric | gas wethered cemetery 27.02.19-06.06.19 | 19.69 |
| 28/06/2019 | BPJun19 | 4Front | seurity for seymour park 14-17 May19 | 1395.00 |
| 28/06/2019 | BPJun19 | Cooleraid | mar&may19 | 83.54 |
| 28/06/2019 | BPJun19 | Court Garden | meeting 25.06.19 | 70.00 |
| 28/06/2019 | BPJun19 | DB Master Lock | padlock service | 60.00 |
| 28/06/2019 | BPJun19 | GCD Locks | locks & padlocks | 183.08 |
| 28/06/2019 | BPJun19 | Grassbox | 2 x full service (2 pieces) | 506.40 |
| 28/06/2019 | BPJun19 | Guradwell | intruder alarm service&maint 30.06.19-30.06.20 | 84.00 |
| 28/06/2019 | BPJun19 | Konica | copier rental 09.06.19-08.09.19 | 215.53 |
| 28/06/2019 | BPJun19 | Light Angels | bunting installation 28.04.19 | 768.72 |
| 28/06/2019 | BPJun19 | Miniskips | skip hire | 276.00 |
| 28/06/2019 | BPJun19 | Mustoo | paper & business cards | 93.67 |
| 28/06/2019 | BPJun19 | Pink Accounting Resources | bookkeeping & payroll may19 | 1144.80 |
| 28/06/2019 | BPJun19 | Platts | van diesel & equip petrol | 187.51 |
| 28/06/2019 | BPJun19 | R Teasdill | cedar tree branches | 165.00 |
| 28/06/2019 | BPJun19 | R&A Media | marlovian summer19 | 1920.00 |
| 28/06/2019 | BPJun19 | Rentokil | clean paths of sermour park rec | 717.60 |
| 28/06/2019 | BPJun19 | TBS Hygeine | dogbins 03.05.19-31.05.19 | 198.00 |
| 28/06/2019 | BPJun19 | Window Flowers | baskets, window boxes, planters | 10393.80 |
| 28/06/2019 | BPJun19 | Window Flowers | test 7 lamps for hanging baskets (from CIL) | 702.24 |
| 28/06/2019 | BPJun19 | Window Flowers | roundabout planters rental summer19 (CIL) | 1368.00 |
| 28/06/2019 | BPJun19 | Yorkshires | weekly cleaning | 175.30 |
| 28/06/2019 | DD | Fluency | PR Jun19 | 300.00 |
| 28/06/2019 | DD | Leaseplan UK | autolease - van 07.05.19-06.06.19 | 289.79 |
| | | | | 39,625.53 |
| IMPREST ACCOUNT | | | | |
| 03/06/2019 | CQ1257 | Tree Bumble bees | donation | 25.00 |
| 03/06/2019 | debit card | Npower | on account for cemetery elec | 25.00 |
| 03/06/2019 | debitcard | Amazon | hand towels | 21.50 |
| 17/06/2019 | debit card | Amazon | perspex acrylic poster - notice biard improvement | 175.91 |
| 17/06/2019 | debit card | Amazon | thumb screws for scooter | 5.29 |
| 17/06/2019 | debit card | Amazon | lithium grease | 5.53 |
| 19/06/2019 | debit card | Amazon | instant coffee | 12.49 |
| 20/06/2019 | debit card | Amazon | usb memory stick | 17.99 |
| 21/06/2019 | debit card | Amazon | 256memory stick flash drive | 22.99 |
| 25/06/2019 | debit card | Playdale | palyground maint | 6.07 |
| 28/06/2019 | debit card | Court Garden | HM meeting | 40.00 |
| | | | | 357.77 |

A4



MARLOW TOWN COUNCIL
 [REDACTED]
 POUND LANE
 MARLOW
 SL7 2AG



May 2019

Your Annual Interest Summary for 6 April 2018 to 5 April 2019

Dear MARLOW TOWN COUNCIL

This summary gives details of the interest paid on any Business Bond or Bond Maturity accounts you have open with Santander Business Banking as at 5 April 2019.

If you'd like to talk to us about your Business Bond, or other account, please call us on **0800 731 6666**.

Yours sincerely

Sue Douthwaite

Sue Douthwaite
 Managing Director, Business

Important: Please keep in a safe place

MARLOW TOWN COUNCIL

| Account number and account name | Date interest paid | Interest paid to you | Tax deducted to 5 April 2019 | Balance as at 5 April 2019 | Gross interest rate as at 5 April 2019 |
|---------------------------------|--------------------|----------------------|------------------------------|----------------------------|--|
| [REDACTED] | 01/12/18 | £68.25 | NIL | £68314.10 | 0.10% |
| TOTALS | | £68.25 | NIL | | |

Appendix B1

Continued on next page

Your Income Bonds statement



P30349183/014986/1/2

Marlow Town Council
Court Garden
MARLOW
BUCKS
SL7 2AG

National Savings
and Investments
Glasgow
G58 1SB

www.nsandi.com

Helpline 08085 007 007
24 hours a day
7 days a week

Account details

| | |
|----------------|-----------------------|
| Account holder | Marlow Town Council |
| Account number | [REDACTED] |
| Balance | £17,000.00 |
| Interest rate | 1.15% gross/1.16% AER |
| Statement | 6 (page 1 of 2) |

Period covered
11 April 2018 to 12 April 2019

| Date | Details | Money in | Money out | Balance |
|--------------------------------|---|----------------|----------------|----------------------------|
| | Balance from previous annual statement | | | £17,000.00 |
| 5 May 18 | Interest capitalisation | £13.97 | | £17,013.97 |
| 5 May 18 | BACS income payment | | £13.97 | £17,000.00 |
| 5 Jun 18 | Interest capitalisation | £14.44 | | £17,014.44 |
| 5 Jun 18 | BACS income payment | | £14.44 | £17,000.00 |
| 5 Jul 18 | Interest capitalisation | £13.97 | | £17,013.97 |
| 5 Jul 18 | BACS income payment | | £13.97 | £17,000.00 |
| 5 Aug 18 | Interest capitalisation | £14.44 | | £17,014.44 |
| 5 Aug 18 | BACS income payment | | £14.44 | £17,000.00 |
| 5 Sep 18 | Interest capitalisation | £14.44 | | £17,014.44 |
| 5 Sep 18 | BACS income payment | | £14.44 | £17,000.00 |
| 5 Oct 18 | Interest capitalisation | £14.25 | | £17,014.25 |
| 5 Oct 18 | BACS income payment | | £14.25 | £17,000.00 |
| 5 Nov 18 | Interest capitalisation | £16.60 | | £17,016.60 |
| 5 Nov 18 | BACS income payment | | £16.60 | £17,000.00 |
| 5 Dec 18 | Interest capitalisation | £16.07 | | £17,016.07 |
| 5 Dec 18 | BACS income payment | | £16.07 | £17,000.00 |
| 5 Jan 19 | Interest capitalisation | £16.60 | | £17,016.60 |
| 5 Jan 19 | BACS income payment | | £16.60 | £17,000.00 |
| 5 Feb 19 | Interest capitalisation | £16.60 | | £17,016.60 |
| 5 Feb 19 | BACS income payment | | £16.60 | £17,000.00 |
| 5 Mar 19 | Interest capitalisation | £15.00 | | £17,015.00 |
| 5 Mar 19 | BACS income payment | | £15.00 | £17,000.00 <i>per Sony</i> |
| 5 Apr 19 | Interest capitalisation | £16.60 | | £17,016.60 |
| 5 Apr 19 | BACS income payment | | £16.60 | £17,000.00 |
| Totals | | £182.98 | £182.98 | |
| Balance carried forward | | | | £17,000.00 |

If you hold any other Income Bonds, these will be shown on separate statements.

JM

B2

Continued on the next page



Senator House. 85 Queen Victoria Street. London EC4V 4ET

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

STATEMENT

[REDACTED]
Marlow Town Council
Court Garden
Pound Lane
MARLOW
Buckinghamshire
SL7 2AG
UK

CLIENT: MARLOW TOWN COUNCIL

ACCOUNT NAME:

COUNT NUMBER: **[REDACTED]**

Statement at 31 March 2019

| Date | Description | Value of shares sold £ | Value of shares bought £ | Balance of shares held £ | Share Class |
|----------|---------------------|------------------------|--------------------------|--------------------------|-------------|
| 01/03/19 | Brought Forward | | | 401,216.32 | |
| 01/03/19 | Dividend reinvested | | | 401,459.77 | 4 |
| 31/03/19 | Carried Forward | | 243.45 | 401,459.77 | 4 |

Statement of Dividends paid during the month to 31 March 2019

| Date | Receiving Account | Amount Paid £ |
|----------|---------------------|---------------|
| 01-03-19 | Dividend reinvested | 243.45 |

B3



GRANTS

Completed Grant application form requests have been received from the following organisations. The full grant applications are available on request.

Extracts are attached as appendix C

| | Funding Request |
|---|-----------------|
| ○ Citizens Advice Bureau | £1,000 |
| ○ Sue Ryder South Oxfordshire Palliative Care Hub | £360 |
| ○ Marlow District Guides | £1,000 |
| ○ Marlow Festival of Music and Drama | £500 |
| ○ Bucks Vision (Marlow Division) | £400 |
| ○ Marlow Camera Club | £500 |
| ○ Marlow Branch Royal British Legion | £840 |

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE

MARLOW TOWN COUNCIL

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

MEMBER GUIDANCE FOR ISSUING GRANTS

| <u>Organisation</u> | <u>Example</u> | <u>Minimum Grant</u> | <u>Maximum Grant</u> | <u>Criteria</u> |
|--|--|----------------------|----------------------|---|
| Marlow based organisations / groups / clubs / charities Offering wide ranging, inclusive and accessible community benefit | Royal British Legion Marlow Town Regatta and Festival Marlow Community Association Marlow Museum Centre Project Marlow FM Riley Recreation Ground Trust | £500 | £1,000 | The event / service is something that every resident / visitor can access without any restrictions i.e. |
| Marlow based organisations / groups / clubs / charities Offering limited / restricted community benefit | Marlow Age Concern Marlow Regatta Marlow Amateur Operatic Society Marlow Players / Cricket Club Marlow Sea Cadets / Scouts | £100 | £500 | Access / involvement with the event / service has some restrictions |
| National or out of area organisations / charities Offering wide scale community or individual benefits through services / events being offered | Thames Valley Air Ambulance Citizens Advice Bureau | £250 | £500 | The service / event being offered is something that every resident / visitor can access without any restrictions The benefits to residents / wider community is high |
| National or out of area organisations / charities Offering small scale community or individual benefits through services / events being offered | Vitalise SSAFA Forces Help HW Central Aid Society Sue Ryder Care Relate | £50 | £250 | The service / event being offered has limited access / restrictions The benefit to residents / wider community is low |

App Ca

Appendix Ca

Aug 19



MARLOW TOWN COUNCIL

Annual Grant Application for 2019 - 2020

| NAME OF ORGANISATION | | Membership |
|--|--|-------------------------------------|
| Citizens Advice High Wycombe | | |
| Official / Registered Address of the Organisation | | |
| Council Offices, 15 Queen Victoria Road, High Wycombe, HP11 1BB. | | |
| Address to which correspondence should be sent if different from above | | |
| n/a | | |
| Contact details of the person completing this application | | |
| Contact name: ██████████ | | |
| Position held: Development Manager | | |
| Daytime telephone number: ██████████ | | |
| Email address: ██████████ | | |
| When was your organisation established: September 1939 | | |
| What is the legal status of your organisation? | | please tick one of the following |
| a) unregistered voluntary or community organisation | | |
| b) registered Charity in England or Wales | | <input checked="" type="checkbox"/> |
| c) waiting to be registered as a Charity | | |
| d) charity recognised by HMRC in Scotland or Northern Ireland | | |
| e) exempt / excepted Charity registered in England and Wales | | |
| Registered Charity No (if applicable): 1080161 | | |
| PROJECT | | |
| Project Description: Citizens Advice – Marlow Outreach Service. | | |
| Citizens Advice High Wycombe aims to continue delivering an outreach advice service in Marlow town centre for the benefit of Marlow residents who may be unable to travel to High Wycombe. As in previous years we are looking to the Town Council to continue to support our advice services in Marlow by providing a grant which will go towards the supervision and management costs of this project, as well as to cover costs of volunteer travel expenses. The CAHW advisers at the Marlow outreach service in the library are volunteers. | | |

Project Background

Citizens Advice High Wycombe is a local charity which changes peoples' lives by providing information and advice for the problems that they face. The continuation of this outreach service will provide the on-going opportunity for all residents of the local Marlow area to receive free, independent, confidential and impartial advice.

We are not just here in times of crisis; as we empower people to exercise their rights and to help themselves in the future; we also use clients' stories anonymously to campaign for policy changes that benefit society as a whole.

Project Benefits in relation to Marlow, it's residents and visitors

The Citizens Advice outreach service in Marlow was set up in August 2014 based at the Information Centre in the library, this service has been partly funded by the money received from the Marlow Town Council grant and we very much appreciate this funding support. Our project aim is to provide better access to advice services for those unable to travel to High Wycombe for advice. It is our plan to run weekly advice sessions in the Library, this offers over 100 sessions per year. During 2018/2019 some 30 local residents attended appointments which were held at the library; overall, including from our office location in High Wycombe, we dealt with 130 Marlow residents during this year involving some 440 client issues.

We help with everything from money issues to problems at work, from housing to consumer rights. Most of the people we help come to us with more than one problem, and often these problems are linked. We will tackle issues in the round making sure people get all of the support they need.

The 3 main issues which we have supported Marlow clients this past year have involved: benefits & tax credits (26%), debt (12%) and financial capability (11%).

Total cost of project (100 outreach sessions with 2 appointments/session)

£ 7,500

Grant request total

£ 1,000

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If **yes**, please enclose a copy.

Yes

No

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

The Accumulated Fund of £10,569 (2017/18) consists of the excess of past surpluses over deficits and is intended to cushion the charity against future deficits which we would consider highly likely in the current economic climate

Please also see our comments below.

If your organisation has financial reserves, for what purpose are they held?

In our 2017/18 filed annual accounts we have reserve funds for the following purposes: Sustainability reserve, Contractual commitment reserve, Development reserve, IT equipment replacement reserve, and a Premises reserve.

Please see the enclosed 2017 - 18 Annual Accounts document for a full breakdown and detailed explanations of these reserve funds.

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities

As stated above – all reserves are for designated activities or restricted funds. Our reserves policy is in line with membership standards of Citizens Advice which we are required to meet in order to retain our membership status.

Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application.

DECLARATION

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

All the organisation's promotional material will acknowledge the support of Marlow Town Council. If the Council Crest is to appear on your literature assistance on correct usage can be obtained from the Town Council on 01628 484024.

I accept these conditions apply if funding is approved.

Signed: 

Name: 

Position within organisation: Development Manager

Date: 20th August 2019.

Marlow Town Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may get information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.

If your application is successful payment will be made via BACS. Please provide Bank Account details for the applying organisation:

Account Name: 

Bank Account No:  Sort Code: 



MARLOWTOWNCOUNCIL

Aug 19

Annual Grant Application for 2019/2020

| | | |
|--|--|---|
| NAME OF ORGANISATION | | Membership |
| Sue Ryder South Oxfordshire Palliative Care Hub1 | | |
| Official / Registered Address of the Organisation | | |
| [REDACTED] | | |
| Address to which correspondence should be sent (different from above) | | |
| [REDACTED] | | |
| Contact details of the person completing this application | | |
| Contact name [REDACTED] | | |
| Position held Community Fundraiser | | |
| Daytime telephone number [REDACTED] | | |
| Email address [REDACTED] | | |
| When was your organisation established? 1953 | | |
| What is the legal status of your organisation? | | please tick one of the following |
| a) unregistered voluntary or community organisation | | <input type="checkbox"/> |
| b) registered Charity in England or Wales | | <input checked="" type="checkbox"/> |
| c) waiting to be registered as a Charity | | <input type="checkbox"/> |
| d) charity recognised by HMRC in Scotland or Northern Ireland | | <input type="checkbox"/> |
| e) exempt / excepted Charity registered in England and Wales | | <input type="checkbox"/> |
| Registered Charity No (if applicable) 1052076 | | |
| PROJECT | | |
| Project Description | | |
| <p>Bereavement counselling: We offer a bereavement counselling service for individuals and families who are struggling to cope with the loss of a loved one. Even when families have been dealing with the realities of taking care of someone with a life limiting condition it can still be a shock when that family member dies. At Sue Ryder we can help them with counselling to help them come to terms with what has happened, for some this may only require a few sessions for others the grieving period is longer and we will continue to help them for as long as they require support. £60 provides one session of bereavement counselling for someone.</p> | | |

C2

If your organisation has financial reserves, for what purpose are they held?

We have diverse but fluctuating income streams, reserves are based on a risk based review of income and expenditure and have been based on current future development and growth demand for our services. Nettlebed receives £900k funding from the government we need to raise the remaining £2.9m should the government funding come under threat – or for any of our other hospices we need to still be able to continue with our services.

Aug 19



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

| | | |
|--|--|---|
| NAME OF ORGANISATION | | Membership |
| Marlow District Guides | | 40 volunteers and 80 Girls |
| Official / Registered Address of the Organisation [REDACTED] | | |
| Address to which correspondence should be sent if different from above [REDACTED] | | |
| Contact details of the person completing this application | | |
| Contact name [REDACTED] | | |
| Position held Brown Owl | | |
| Daytime telephone number [REDACTED] | | |
| Email address [REDACTED] | | |
| When was your organisation established? 1926 | | |
| What is the legal status of your organisation? | | please tick one of the following |
| a) unregistered voluntary or community organisation | | <input type="checkbox"/> |
| b) registered Charity in England or Wales | | <input type="checkbox"/> |
| c) waiting to be registered as a Charity | | <input type="checkbox"/> |
| d) charity recognised by HMRC in Scotland or Northern Ireland | | <input type="checkbox"/> |
| e) exempt / excepted Charity registered in England and Wales | | <input type="checkbox"/> |
| Registered Charity No (if applicable) 3000684 | | |
| PROJECT | | |
| Project Description Improvement of the acoustics in Marlow Guide Centre by installing acoustic panels to the ceiling. The current acoustics are very poor and impact the quality of our meetings. Younger girls find the noise overwhelming. It is difficult for leaders to hear the high pitched voices of the younger girls and it generally impacts on the ability for the pack to learn and communicate effectively. | | |

C3

Project Background The Guide Centre internally has only hard surfaces. This has created an environment that echoes and normal speech creates high reverberations. When the girls become excited and raise their voices (for example when cheering their team on in a game) the noise is so cacophonous and loud that it reduces younger girls to tears and triggers the cut off to the sockets that was installed as part of the planning permission to prevent over-loud amplified music.

Project Benefits in relation to Marlow, it's residents and visitors

Improved acoustics will create a better learning environment for the girls in their Guiding journey creating confident and kind members of the community.
 Independent research has shown that poor acoustics impact the ability of children to learn.
<https://www.nap.edu/read/11574/chapter/7>

| | |
|-----------------------|---------|
| Total cost of project | £ 4,300 |
| Grant request total | £ 1,000 |

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?
 If yes, please enclose a copy.

Yes No

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on
 We have reserves of £23,556. We will use £3,300 of this to fund the panels - the rest is a sinking fund to maintain the Guide Centre which is now 20 years old and is likely to need significant expenditure on the roof, windows, heating and lighting etc.

If your organisation has financial reserves, for what purpose are they held?
 As above - We have reserves of £23,556. We will use £3,300 of this to fund the panels - the rest is a sinking fund to maintain the Guide Centre which is now 20 years old and is likely to need significant expenditure on the roof, windows, heating and lighting etc.



MARLOW TOWN COUNCIL

Aug 19

Annual Grant Application for 2019/2020

| | |
|--|-------------------------------------|
| NAME OF ORGANISATION | Membership |
| Marlow Festival of Music and Drama | |
| Official / Registered Address of the Organisation [REDACTED] | |
| Address to which correspondence should be sent if different from above as above | |
| Contact details of the person completing this application | |
| Contact name [REDACTED] | |
| Position held Co-Chairman and Trustee | |
| Daytime telephone number [REDACTED] | |
| Email address [REDACTED] | |
| When was your organisation established? 1995 | |
| What is the legal status of your organisation? please tick one of the following | |
| a) unregistered voluntary or community organisation | <input type="checkbox"/> |
| b) registered Charity in England or Wales | <input checked="" type="checkbox"/> |
| c) waiting to be registered as a Charity | <input type="checkbox"/> |
| d) charity recognised by HMRC in Scotland or Northern Ireland | <input type="checkbox"/> |
| e) exempt / excepted Charity registered in England and Wales | <input type="checkbox"/> |
| Registered Charity No (if applicable) 1055892 | |
| PROJECT | |
| Project Description The Marlow Festival of Music and Drama encourages local musicians and drama students to develop their performance skills and artistic understanding by playing in front of an experienced adjudicator who is well-qualified to provide expert feedback that will hone their performance skills in the future. Participants perform from a stage in front of a supportive audience which in itself is a confidence-boosting opportunity. A Concert Grand Piano is hired especially for the occasion allowing pianists the chance to play on a stunning instrument. Other musical genres covered in the festival include woodwind, brass, strings, vocal, ensembles and drama. Many music and drama students use the festival as a practice for examinations being prepared either for ABRSM, LAMDA, GCSE or 'A' Levels. All performers receive a certificate as well as written and vocal feedback and many go on to receive medals and trophies as recognition of their abilities and hard work... | |

C4

Project Background

Formed in 1995, the festival is now in its twenty fourth year. Since its launch thousands of young musicians and dramatists have performed at the festival, enjoying the chance to perform in a safe, encouraging environment and benefitting from the constructive feedback and advice from the adjudicators. Every year around 700-1000 people from primary school age right through to adulthood take part and it is still growing. The festival has gained a reputation as one of the best organized in the area based on the quality of the adjudicators, the grand piano, the stunning facilities and the helpful local volunteers who run the event. It has now gained a following around Buckinghamshire, Berkshire, Hertfordshire, Oxfordshire and London.

Project Benefits in relation to Marlow, it's residents and visitors

The festival has become an important arts based entity on the Marlow calendar, celebrating local talent and helping those participating to acquire skills of confidence, musical acumen as well as dramatic license. It is a platform for those taking part to develop and mature. They can test out their abilities in front of a friendly and positive audience and get an opportunity to perform outside of their normal boundaries. Our volunteers and audience return year after year showing a keen interest in the development of the participants. Every year several entrants are given the opportunity to perform a mini concert programme for the Marlow Music Appreciation Group. The festival is fully open to the public who can come and enjoy a cross section of music and drama being performed.

Total cost of project

£8,171.11

Grant request total

£500

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If yes, please enclose a copy.

Yes

No

FINANCIAL INFORMATION

You must include a copy/ extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

Last year's festival created a surplus of £1,864 which is being reinvested in the festival. The money is to be put towards new medals, printing of our Syllabus, Programme, certificates and marking sheets and the continuing maintenance and updating of our website and database in keeping with increased database protection policies.

If your organisation has financial reserves, for what purpose are they held?

The surplus is put into a bank account to try and help the continuation of the festival should the income not cover expenditure. It is our aim to hold enough in reserve to continue the festival.

C4



MARLOWTOWNCOUNCIL

email sent 11/7/19
req + info
* info attached.

duj 30/8/19 → Sept 19
Aug 19
Resource

Annual Grant Application for 2019/2020

| | |
|---|-------------------|
| NAME OF ORGANISATION | Membership |
| BucksVision (Marlow Division) | |
| Official / Registered Address of the Organisation | |
| [Redacted] | |
| Address to which correspondence should be sent if different from above | |
| [Redacted] | |
| Contact details of the person completing this application | |
| Contact name | |
| [Redacted] | |
| Position held | |
| Fundraising Manager | |
| Daytime telephone number | |
| [Redacted] | |
| Email address | |
| [Redacted] | |
| When was your organisation established? | |
| 1970 | |
| What is the legal status of your organisation? | |
| <small>please tick one of the following</small> | |
| a) unregistered voluntary or community organisation | |
| b) registered Charity in England or Wales | X |
| c) waiting to be registered as a Charity | |
| d) charity recognised by HMRC in Scotland or Northern Ireland | |
| e) exempt / excepted Charity registered in England and Wales | |
| Registered Charity No (if applicable) 1147814 | |
| PROJECT | |

Project Description

Celebrating 50 years of the club in Marlow with a Special Christmas lunch for all members and volunteers

Project Background

BucksVision (Marlow Division) have been established since 1969. We are a community group that brings together visually impaired people within the Marlow area. We have a fortnightly social group that offers support and activities. It is a life line for many, as sight loss can cause people to retract from society and become isolated at home. Our dedicated team volunteers collect individuals from their homes and take them to our Marlow District Social Club where they meet up with old friends and make new ones.

We are part of BucksVision (Charity number 1147814) which has been established since 1911 and fall under the same charity number but we are independent from them and raise funds for our own divisional activities and produce our own accounts.

As a division we only have limited funds available and for many years we have celebrated Christmas as a group in the same hall that we meet in on a fortnightly basis with our volunteers providing the food and the waitress service out of their own pockets. This year we would like to make our Christmas celebrations extra special as it will be our 50th year as a division

We have managed to secure a date with the Masonic Lodge where they will provide us with a Christmas lunch for our visually impaired members along with carers and volunteers, so we can dine and socialise together to increase the bond between the group.

Project Benefits in relation to Marlow, it's residents and visitors

This is a vital community service which offers support and companionship to all the visually impaired people in an around the Marlow area.

We hope to get as many of our members to attend as possible, to celebrate the clubs 50-year in existence. We will also use the afternoon to raise the profile of the Club in the local area to those who might not have known about the service we provide and to encourage new membership.

| | |
|--|---|
| Total cost of project | £ 400 |
| Grant request total | £ 400 |
| EQUAL OPPORTUNITIES | |
| Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities. | |
| Does your organisation have an equal opportunities policy? If yes, please enclose a copy. | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| FINANCIAL INFORMATION | |
| You must include a copy / extract of your organisation's latest annual accounts with this application | |
| If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on | |
| If your organisation has financial reserves, for what purpose are they held? We have a £4,000 pound investment which cannot be released for another 2 years | |
| If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities £4,000 which is locked into a long-term investment which cannot be releases for another 2 years | |
| Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. | |
| DECLARATION | |
| Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful. | |
| All the organisation's promotional material will acknowledge the support of Marlow Town Council. If the Council Crest is to appear on your literature assistance on correct usage can be obtained from the Town Council on 01628 484024. | |
| I accept these conditions apply if funding is approved. | |

RE: Grant Application

[Redacted]

Mon 15/07/2019 08:49

[Redacted]

Hi [Redacted]

Thank you for your email, please see below the answers to your questions:

- Total Cost of the Special Christmas Lunch

Christmas lunch is going to be held at the local Freemason Temple in Marlow on Tuesday 3rd December. The quoted cost will be £16.50 per head & they have waived the normal hall charge of £50 for us. We are working on having a party of 25 members & volunteers at a cost of £412.50

- How many Marlow residents engage with/use BucksVision

We have 73 active members in Marlow, many of these are very elderly and have other health issues and are not able to come to the social activities but are supported by BucksVision in other ways e.g. Home Befriending Service, Eye Clinic Liaison Offer. We have a regular 25 to 30 residents attend social and crafting club.

Please do not hesitate to contact me should you have any other queries.

Kindest regards

[Redacted]

Fundraising Manager

[Redacted]

[Redacted]

[Redacted]

Website: www.bucksvision.co.uk

 BucksVision logo

Aug 19



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

| | | |
|--|--|---|
| NAME OF ORGANISATION | | Membership |
| MARLOW CAMERA CLUB | | |
| Official / Registered Address of the Organisation | | |
| [Redacted Address] | | |
| Address to which correspondence should be sent if different from above | | |
| [Redacted Address] | | |
| Contact details of the person completing this application | | |
| Contact name [Redacted] | | |
| Position held Treasurer | | |
| Daytime telephone number [Redacted] | | |
| Email address [Redacted] | | |
| When was your organisation established 1966 | | |
| What is the legal status of your organisation? | | please tick one of the following |
| a) unregistered voluntary or community organisation | | <input checked="" type="checkbox"/> |
| b) registered Charity in England or Wales | | <input type="checkbox"/> |
| c) waiting to be registered as a Charity | | <input type="checkbox"/> |
| d) charity recognised by HMRC in Scotland or Northern Ireland | | <input type="checkbox"/> |
| e) exempt / excepted Charity registered in England and Wales | | <input type="checkbox"/> |
| Registered Charity No (if applicable) | | |
| PROJECT | | |
| Project Description | | |
| Camera Club for the benefit of local people. Encourages photography at all standards. Our membership covers a wide age range and includes several disabled people. | | |

CG

Project Background

Our aim is to grow and secure the future of the club. This means that we must make it appeal to the younger generations. The educational aspect of the club's programme continues to grow with practical sessions led by professional photographers. These cover all aspects of photography, using manipulative software, techniques with cameras, lighting and composition.

Project Benefits in relation to Marlow, it's residents and visitors

The club has several elderly and disabled members and provides an important social environment for them. The Methodist Hall is expensive but provides the necessary facilities and access for these members.

The club is active locally and has stands at the Marlow Town Regatta and Carnival and regular exhibitions at the library. We also provide photographs of local events to the Council and other organisations and charities.

Total cost of project

£500

Grant request total

£500

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

Yes (Not in writing)

If yes, please enclose a copy.

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

Our annual accounts at 24 April 2019 show savings of £6772.75. The committee's policy is to hold a reserve of £5000 for future equipment purchases (mainly the digital projector and computer) and to hold in reserve six months expenses. The budget for 2019-20 is showing a deficit.

If your organisation has financial reserves, for what purpose are they held?

Please see above

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities

Please see above

Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application.

CG

Aug 19



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

| | |
|---|-------------------------------------|
| NAME OF ORGANISATION | Membership |
| MARLOW BRANCH OF THE ROYAL BRITISH LEGION | 299 |
| Official / Registered Address of the Organisation | |
| Royal British Legion Station Approach Marlow Buckinghamshire SL7 1NT | |
| Address to which correspondence should be sent if different from above | |
| [REDACTED] | |
| Contact details of the person completing this application | |
| Contact name | |
| [REDACTED] | |
| Position held | |
| Branch Treasurer | |
| Daytime telephone number | |
| [REDACTED] | |
| Email address | |
| [REDACTED] | |
| When was your organisation established | |
| 1921 – Marlow Branch 1924 | |
| What is the legal status of your organisation? | |
| <i>please tick one of the following</i> | |
| a) unregistered voluntary or community organisation | <input type="checkbox"/> |
| b) registered Charity in England or Wales | <input checked="" type="checkbox"/> |
| c) waiting to be registered as a Charity | <input type="checkbox"/> |
| d) charity recognised by HMRC in Scotland or Northern Ireland | <input type="checkbox"/> |
| e) exempt / excepted Charity registered in England and Wales | <input type="checkbox"/> |
| Registered Charity No (if applicable) | |
| 219279 | |
| PROJECT | |
| Project Description | |
| MARLOW ANNUAL REMEMBRANCE DAY PARADE | |
| Activities to include: | |
| <ul style="list-style-type: none"> • Preparation for and execution of the Town's Annual Remembrance Parade. • Arranging for a marching band to accompany the parade and including the march past. • Providing Parade management and organisation. • Act of Remembrance for Marlow. • Hosting Lord Lieutenant, visiting dignitaries from the Twinned Towns, Council Officers and other visitors after the parade at the Royal British Legion, Marlow. • Fostering links between the Royal British Legion and Marlow residents. | |

C7

Project Background

Remembrance Parades are organised throughout the United Kingdom to mark the Nation's remembrance of servicemen who have lost their lives in conflicts worldwide since the First World War, such acts are attended by the Lord Lieutenant or his deputy, local dignitaries, ex-servicemen and women as well as the Town's population. Assists in increasing the funds raised for the National Poppy Appeal run by the Town's branch of the Royal British Legion.

Project Benefits in relation to Marlow, it's residents and visitors

Although this is an annual event to mark Marlow Town's Act of Remembrance and is part of the National Act of Remembrance this year is significant as it marks the signing of the Treaty of Versailles which brought the formal end to the First World War. It also marks the 75th anniversaries of significant events during the Second World War with D-Day, the Battle of Kohima, the battle at Monte Casino and also at Arnhem. The commemoration will raise the profile and debt of thanks that Marlovians owe to those that fell and the families who gave so much not only during the wars but in their aftermath. It not only fosters and raises the profile and work of the Royal British Legion in providing aid, support and welfare to beneficiaries as defined in the Royal Charter but also raises the profile of the Town during the Remembrance period.

Total cost of project

£ 840.00

Grant request total

£ 840.00**EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If yes, please enclose a copy.

Yes No **FINANCIAL INFORMATION****You must include a copy / extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on.

Monies raised by the Royal British Legion are to be used for welfare benefits of ex-servicemen or women, the mercantile marine who have served in hostile waters; civil police entitled to campaign medals; Voluntary Aid Societies who have served in direct support of the armed forces; British Subjects who have served with an allied force or a resistance organisation; and their dependants. A small element of membership fees are used to defray administration and running costs otherwise all Branch funds are to be used for beneficial purposes.

If your organisation has financial reserves, for what purpose are they held?

The accumulated surplus forms the reserve and must be used for benevolent purposes as stipulated in the Royal Charter.

MANAGEMENT ACCOUNTS

Members are asked to approve the Management Accounts dated 30.06.19.

The following schedules are attached as appendix D1-5:-

- Balance Sheet
- Income and Expenditure Schedule
- Earmarked Reserves Schedule
- Bank Reconciliation
- Grants Schedule

RECOMMENDED:

THAT MEMBERS APPROVE THE MANAGEMENT ACCOUNTS DATED 30.06.19



MARLOW TOWN COUNCIL

06/08/19
June 2019

Balance Sheet

| | <u>Opening</u> <u>01.04.2019</u> | <u>Movement</u> <u>Apr-19</u> | <u>Movement</u> <u>May-19</u> | <u>Movement</u> <u>Jun-19</u> | <u>YTD Balance</u> <u>Jun-19</u> |
|--|-------------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|
| Investment Stock | | | | | |
| Investments | - | - | - | - | - |
| Current Assets | | | | | |
| Debtors & Prepayments | 3,849.00 | 2,869.48 | (3,218.48) | 1,557.00 | 5,057.00 |
| Bank, Cash & Cash Holding | 653,602.65 | 177,356.85 | (14,135.91) | (33,396.96) | 783,426.63 |
| VAT | 12,070.57 | 2,852.62 | (7,617.05) | 3,207.15 | 10,513.29 |
| | 669,522.22 | 183,078.95 | (24,971.44) | (28,632.81) | 798,996.92 |
| Current Liabilities | | | | | |
| Creditors, Accruals | (26,268.50) | (20,781.26) | 19,826.96 | 2,320.29 | (24,902.51) |
| Deferred Precept Income & WDC Council Tax Funding | - | - | - | - | - |
| Other Taxes & SS costs | (3,412.05) | 84.09 | (0.17) | 443.41 | (2,884.72) |
| | (29,680.55) | (20,697.17) | 19,826.79 | 2,763.70 | (27,787.23) |
| Current Assets Less Current Liabilities | 639,841.67 | 162,381.78 | (5,144.65) | (25,869.11) | 771,209.69 |
| Total Assets Less Liabilities | 639,841.67 | 162,381.78 | (5,144.65) | (25,869.11) | 771,209.69 |
| Capital & Reserves | | | | | |
| Earmarked Reserves | 468,404.10 | - | - | - | 468,404.10 |
| General Reserves | 171,437.57 | - | - | - | 171,437.57 |
| EMR Movement 2019/20 | - | (1,372.50) | 27,842.62 | (1,687.50) | 24,782.62 |
| Current Year Surplus/(Deficit) | - | 163,754.28 | (32,987.27) | (24,181.61) | 106,585.40 |
| | 639,841.67 | 162,381.78 | (5,144.65) | (25,869.11) | 771,209.69 |

Appendix D1



MARLOW TOWN COUNCIL

06/08/19

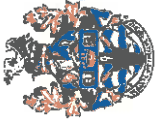
June 2019

Income & Expenditure Summary

| | Actual Apr-19 | Actual May-19 | Actual Jun-19 | Budget Jun-19 | Variance Jun-19 | YTD Jun-19 | YTD Budget Jun-19 | YTD Bud Var Jun-19 | Full Year Budget |
|--------------------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|-------------------|----------------------|-----------------------|---------------------|
| Precept Received | 173,883.97 | - | - | - | - | 173,883.97 | 173,884.00 | (0.03) | 347,767.00 |
| Bucks CC Devolved Services | 16,870.44 | - | - | - | - | 16,870.44 | 16,870.00 | 0.44 | 16,870.00 |
| WDC Devolved Services | 275.00 | - | - | - | - | 275.00 | 45,756.00 | (45,481.00) | 46,718.00 |
| Allotment Rents | 113.75 | 209.50 | - | - | - | 323.25 | - | 323.25 | 13,500.00 |
| Cemetry Fees | 4,386.00 | 6,180.33 | 6,253.34 | 4,250.00 | 2,003.34 | 16,819.67 | 10,750.00 | 6,069.67 | 42,000.00 |
| Gossmore Recreation Ground | - | - | - | - | - | - | 700.00 | (700.00) | 700.00 |
| Bus Shelter Advertising | 187.50 | - | - | - | - | 187.50 | 188.00 | (0.50) | 752.00 |
| Banner Administration | 450.00 | 18.00 | - | 250.00 | (250.00) | 468.00 | 580.00 | (112.00) | 850.00 |
| Markets | - | 2,000.00 | - | - | - | 2,000.00 | 2,000.00 | - | 2,000.00 |
| Shopmobility Marlow | - | - | - | - | - | - | - | - | 260.00 |
| Dividend & Cash Holding Interest | 342.56 | 295.66 | 289.34 | 131.00 | 158.34 | 927.56 | 393.00 | 534.56 | 1,572.00 |
| Misc Income | 40.00 | - | - | - | - | 40.00 | - | 40.00 | - |
| | 196,549.22 | 8,703.49 | 6,542.68 | 4,631.00 | 1,911.68 | 211,795.39 | 251,121.00 | (39,325.61) | 472,989.00 |
| NB Income in Reserves | 17.50 | 33,501.08 | - | - | - | 33,518.58 | - | - | - |
| Salaries | 16,554.72 | 16,554.17 | 16,554.16 | 16,955.00 | 400.84 | 49,663.05 | 50,865.00 | 1,201.95 | 210,405.00 |
| Subcontractors | 467.84 | 1,146.48 | 2,132.69 | 2,283.00 | 150.31 | 3,747.01 | 3,854.00 | 106.99 | 19,201.00 |
| Administration | 3,970.65 | 1,993.95 | 3,109.78 | 2,608.00 | (501.78) | 9,074.38 | 10,413.00 | 1,338.62 | 33,945.00 |
| Waste Management | 371.16 | 395.00 | 568.80 | 380.00 | (188.80) | 1,334.96 | 910.00 | (424.96) | 4,594.00 |
| Health and Safety | 489.50 | 126.74 | 439.00 | 545.00 | 106.00 | 1,055.24 | 1,175.00 | 119.76 | 4,506.00 |
| Equipment, Operating and Maintenance | 386.11 | 461.37 | 219.98 | 303.00 | 83.02 | 1,067.46 | 919.00 | (148.46) | 3,686.00 |
| Community | 1,213.46 | 11,331.13 | 336.78 | 4,850.00 | 4,513.22 | 12,881.37 | 9,267.00 | (3,614.37) | 96,505.00 |
| Devolved | 5,294.99 | 5,223.01 | 6,226.48 | 3,988.00 | (2,238.48) | 16,744.48 | 18,540.00 | 1,795.52 | 68,567.00 |
| Utilities | 106.99 | 669.52 | 258.08 | 398.00 | 139.92 | 1,034.59 | 1,467.00 | 432.41 | 7,665.00 |
| Buildings | 3,443.24 | 266.13 | 585.09 | 544.00 | (41.09) | 4,294.46 | 4,229.00 | (65.46) | 16,515.00 |
| Insurance | 205.20 | 3,168.48 | - | - | - | 3,373.68 | 3,250.00 | (123.68) | 3,800.00 |
| Van | 291.08 | 354.78 | 293.45 | 300.00 | 6.55 | 939.31 | 900.00 | (39.31) | 3,600.00 |
| | 32,794.94 | 41,690.76 | 30,724.29 | 33,154.00 | 2,429.71 | 105,209.99 | 105,789.00 | 579.01 | 472,989.00 |
| NB Expenditure in Reserves | 1,390.00 | 5,658.46 | 1,687.50 | - | - | 8,735.96 | - | - | - |
| | 163,754.28 | (32,987.27) | (24,181.61) | (28,523.00) | 4,941.39 | 106,585.40 | 145,332.00 | (38,746.60) | - |

06/08/19

June 2019



MARLOW TOWN COUNCIL

Earmarked Reserves

| DEPARTMENT | CATEGORY | CODE | BALANCE start April 2019 | INCOME 2019/20 | Transfer 2019/20 | EXPENDITURE 2019/20 | MVT TO DATE | BALANCE end June 2019 |
|---------------------|-------------------------|------|-----------------------------|-------------------|---------------------|------------------------|------------------|--------------------------|
| ADMINISTRATION | Grants & Donations | 7116 | 1,111.28 | 36.50 | | 50.00 | (13.50) | 1,097.78 |
| | IT | 7033 | 1,406.48 | | | | 0.00 | 1,406.48 |
| CIVIC AND COMMUNITY | Elections | 7113 | 13,604.68 | | | | 0.00 | 13,604.68 |
| | Shopmobility | 7123 | 1,479.00 | | | | 0.00 | 1,479.00 |
| | Christmas Events | 7150 | 68,351.11 | 250.00 | | | 250.00 | 68,601.11 |
| | Infrastructure Reserve | | 49,000.00 | | | | 0.00 | 49,000.00 |
| | Defibrillator | | 286.00 | | | | 0.00 | 286.00 |
| WDC CIL Funding | 2017/2018 | 4999 | 78,252.82 | | | 3,387.70 | (3,387.70) | 74,865.12 |
| | 2018/2019 | 4999 | 50,806.81 | | | | 0.00 | 50,806.81 |
| | 2019/2020 | 4999 | 0.00 | 33,232.08 | | | 33,232.08 | 33,232.08 |
| AMENITIES | Bus Shelters | 7312 | 1,027.00 | | | 1,340.00 | (1,340.00) | (313.00) |
| | Village Gateways | 7307 | 603.14 | | | | 0.00 | 603.14 |
| | Benches | 7312 | 1,679.00 | | | | 0.00 | 1,679.00 |
| | Bridge Lighting | 7307 | 35,000.00 | | | | 0.00 | 35,000.00 |
| AMENITIES | Causeway - War Memorial | 7316 | 3,484.00 | | | | 0.00 | 3,484.00 |
| | Causeway Refuge | 7323 | 39,355.00 | | | | 0.00 | 39,355.00 |
| | Town Improvements | 7323 | 15,510.97 | | | | 0.00 | 15,510.97 |
| | The Triangle Project | 7340 | 941.43 | | | 25.00 | (25.00) | 916.43 |
| CEMETERY | Future Projects | | 31,306.00 | | | | 0.00 | 31,306.00 |
| ALOTTMENTS | Water Levy | | (2,913.50) | | | | 0.00 | (2,913.50) |
| RECREATION GROUNDS | Gossmore Trust | 7506 | 8,530.13 | | | | 0.00 | 8,530.13 |
| | Recreation Grounds | | 69,582.75 | | | 3,933.26 | (3,933.26) | 65,649.49 |
| | | | 468,404.10 | 33,518.58 | 0.00 | 8,735.96 | 24,782.62 | 493,186.72 |

D3

06/08/19

Bank Reconciliation 30.06.19



MARLOWTOWN COUNCIL

| | Account | | £ |
|--|-------------------------------------|---------------|-------------------|
| Deposit Account | 07521063 | per statement | <u>273,276.02</u> |
| Current Account | 01581935 | per statement | <u>21,420.68</u> |
| Cheque & Debit card Account | 03049254 less unrepresented chqs | per statement | 958.08 |
| | | | <u>958.08</u> |
| Paypal | | | <u>-</u> |
| Petty Cash | | | 211.66 |
| | | | <u>211.66</u> |
| Total Bank and Cash | | | 295,866.44 |
| National Savings Investments | AG174600 | per statement | <u>17,000.00</u> |
| Santander Business Account | | | <u>68,314.10</u> |
| CILA | | | <u>402,246.09</u> |
| Short Term Cash Holdings | | | 487,560.19 |
| Total Bank and Short Term Cash Holdings | | | 783,426.63 |

D4

06/08/19

June 2019



MARLOWTOWNCOUNCIL

Grants and Donations

| <i>Actuals</i> 2018-19 | 2019-2020 | <i>MTC</i> <i>Grants</i> | <i>Date</i> <i>Paid</i> | <i>Permissive</i> <i>Legislation</i> |
|---------------------------|--|-----------------------------|----------------------------|---|
| | BUDGET FOR THE YEAR 2019-2020 | 6000.00 | | |
| | RESERVES | 1061.28 | | |
| | | 7061.28 | | |
| 1000.00 | <i>Royal British Legion</i> | | | * |
| 500.00 | <i>Marlow Music Festival</i> | | | |
| 700.00 | <i>Marlow Town Regatta & Festival</i> | | | |
| 700.00 | <i>Marlow Regatta Ltd</i> | | | |
| 500.00 | <i>Marlow Camera Club</i> | | | |
| 500.00 | <i>Marlow Community Association</i> | | | |
| 500.00 | <i>Lighthouse Marlow</i> | | | |
| 500.00 | <i>Marlow Museum Centre Project</i> | | | |
| 300.00 | <i>Next Stage Choir</i> | | | |
| 120.00 | <i>Sprintathon</i> | | | |
| 500.00 | <i>The Chiltern Dial-a-ride</i> | | | |
| 250.00 | <i>Chiltern Arts</i> | | | |
| 500.00 | <i>Rennie Grove Hospice Care</i> | | | |
| 500.00 | <i>Marlow Allotment Association - Triangle Project</i> | | | |
| 500.00 | <i>Marlow Marley-le-Roi Town Twinning Association</i> | | | |
| 500.00 | <i>Marlow Sea Cadets</i> | | | |
| 500.00 | <i>Wycombe & District Citizens Advice Bureau</i> | | | |
| 500.00 | <i>Community Cop Cards Project</i> | | | |
| | TOTAL APPLICATIONS | 0.00 | | |
| -3070.00 | from reserves | | | |
| | BALANCE including reserves movement | 0.00 | | |
| | *Local Government Act 1972 Section 137 payments £ | 0.00 | | |

D5

INDEPENDENT FINANCIAL ADVISOR REPORT

Members resolved the following at the June TC meeting:

THAT MEMBERS RESOLVE TO INSTRUCT AN IFA TO PREPARE A SUITABILITY REPORT AT A COST OF £395.
THAT MEMBERS DELEGATE THE ACTIONS FROM THIS REPORT TO THE RESOURCES COMMITTEE TO PROCEED WITH A £200,000 INVESTMENT IF DEEMED SUITABLE.

Attached separately as appendix E is the IFA report for advice on investing £200,000 into the CCLA Local Authorities Property Fund. Please note that this report is CONFIDENTIAL and not available to the press or public

RECOMMENDED:

THAT MEMBERS RESOLVE TO ACCEPT THE ADVICE IN THE IFA REPORT TO PROCEED WITH THE £200,000 INVESTMENT