

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 29th OCTOBER 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
24.10.19

RC.09.19	Apologies for absence	
RC.10.19	Declarations of Interest	
RC.11.19	To agree as a true record the Minutes of the previous meeting dated 27.08.19	
RC.12.19	Information Reports	
	a) Accounts Paid since the last meeting	
	b) CCLA Public Sector Deposit Fund	
RC.13.19	Grants	DECISION
RC.14.19	Management Accounts	DECISION
RC.15.19	Seymour Park Recreation Ground	DECISION
RC.16.19	Allotment Rent Review	DECISION
RC.17.19	Treasury Management Policy	DECISION
RC.18.19	Financial Regulations	DECISION
RC.19.19	Wiltshire Road Roundabout	DECISION
RC.20.19	Sponsorship – MarlowFM Hidden Gems Community Award	DECISION
RC.21.19	Date and time of next meeting: Tuesday 7 th January 2020 at 7.00pm	

MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON TUESDAY 27th AUGUST 2019 AT 7.00pm IN THE TOWN COUNCIL OFFICE, COURT GARDEN, MARLOW

Present	Vice Chairman	Cllr R Cadman
	Town Mayor	Cllr R Scott
	Standing Deputy	Cllr T Avery
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

RC.01.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B Johnson, C Funnell, C Keighley, K Thomson and R Wilson.

RC.02.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

RC.03.19 TO AGREE AS A TRUE RECORD THE MINUTES OF THE PREVIOUS MEETING DATED 19.03.19

RESOLVED:

THAT THE MINUTES DATED 19.03.19 WERE AGREED AND SIGNED AS A TRUE RECORD

RC.04.19 INFORMATION REPORTS

a) Accounts Paid since the last meeting

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

b) Investment Statement

Circulated to all members were the statements of the Town Council current investments; NS&I, Santander and CCLA.

The Town Clerk, at the request from members, would establish what the investment limit was for the NS&I account and report back to Council.

c) Town Mayor's Charity Account

Fraudulent activity had been picked up by officers on the Town Mayor's Charity Account. The bank was 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 NOTED THE REPORTS

RC.05.19

GRANTS

Completed Grant application form requests had been received from the following organisations. The full grant applications were available to the meeting.

The following grants were approved:

	Funding agreed
○ Citizens Advice Bureau	£500
○ Sue Ryder South Oxfordshire Palliative Care Hub	£250
○ Marlow District Guides	£500
○ Marlow Festival of Music and Drama	£500
○ Bucks Vision (Marlow Division)	£300
○ Marlow Camera Club	£250
○ Marlow Branch Royal British Legion	£840

RESOLVED:

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

RC.06.19

MANAGEMENT ACCOUNTS

Members were asked to approve the Management Accounts dated 30.06.19.

The following schedules were circulated to all members of the Council.

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

RESOLVED:

THAT MEMBERS APPROVED THE MANAGEMENT ACCOUNTS DATED 30.06.19

RC.07.19

INDEPENDENT FINANCIAL ADVISOR REPORT

At the June 2019 Town Council meeting, a resolution was passed to instruct an Independent Financial Advisor(IFA) to prepare a report to establish the suitability of a proposed £200k investment.

Circulated to all members was the full IFA report in which all the facts and liabilities associated with the proposed investment were outlined. Members accepted the report and agreed to transfer £200k, already invested with CCLA, into the CCLA Local Authorities Property Fund with immediate effect.

RESOLVED:

THAT MEMBERS RESOLVED TO ACCEPT THE ADVICE IN THE IFA REPORT AND PROCEED WITH THE £200,000 INVESTMENT AS OUTLINED ABOVE

RC.08.19

DATE AND TIME OF NEXT MEETING

Tuesday 29th October 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) CCLA Public Sector Deposit Fund

£200,000 from the CCLA Public Sector Deposit Fund has now been transferred into the CCLA Properties Fund.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS



Jul19 Payments

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/07/2019	DD	Eazy Collect	In touch web support Jun19	45.59
01/07/2019	DD	Red Kite Housing	garage rent	68.41
01/07/2019	DD	System Architecture	MS Off subs 01.04.18-31.03.19 on account	208.1
01/07/2019	DD	WDC	Cemetery Rates	62.00
01/07/2019	SO	T Brindley	cemetery gates opening/closing	155.00
02/07/2019	BP2Jun19	Continental Landscape	grass cutting, balfour & cemetery	6257.99
03/07/2019	DD	ICO	data protection renewal Z7985964	35.00
05/07/2019	DD	BT	BT - mobile & broadband servicesjun19	37.32
08/07/2019	BP	HMRC	paye & ni Jun19	2884.72
10/07/2019	DD	JR Thornhill	investment review	395.00
17/07/2019	DD	Castle Water	CW - seymour court 24.11.18-31.05.19	15.35
17/07/2019	DD	Castle Water	CW - dedmere 26.05.18-20.11.18 water	53.08
18/07/2019	DD	Caster Water	CW - hanging hill to 01.05.17 to 21.05.19	3052.11
19/07/2019	DD	Worldpay	charges jun19	52.19
22/07/2019	DD	Various	net pay Jul19	9769.40
24/07/2019	BP	Bucks CC	Jul19 pension	3889.80
25/07/2019	BGC	Arnold FS	refund re Marlow resident	666.75
26/07/2019	DD	AutoLease	van lease 07.06.19-06.07.19	289.79
29/07/2019	BPJul19	AJB	tree works marlow cemetery	360.00
29/07/2019	BPJul19	AJW Ltd	glyphosate in marlow	1860.00
29/07/2019	BPJul19	ARD	inspections apr may & jun19	475.20
29/07/2019	BPJul19	Continental Landscape	works Jun19	5611.78
29/07/2019	BPJul19	Coolerlad	water June19	38.18
29/07/2019	BPJul19	Court Garden Leisure	meeting room hire 09.07.19	70.00
29/07/2019	BPJul19	Fluency	pr jul19	300.00
29/07/2019	BPJul19	IAC	audit 06.06.19	285.00
29/07/2019	BPJul19	J Hillsden	ashes grave dig Jun19	306.00
29/07/2019	BPJul19	Konica	copier usage 09.03.19-08.06.19	267.00
29/07/2019	BPJul19	Miniskips	skip hire 24.06.19	276.00
29/07/2019	BPJul19	Pink Accounting	accounts work and payroll jun19	1399.20
29/07/2019	BPJul19	Places for People	elec apr-jun19	192.08
29/07/2019	BPJul19	Platts	van & equipment fuel	89.35
29/07/2019	BPJul19	Premier Office Supplies	prinetr cartridge	49.96
29/07/2019	BPJul19	RS Boiler	cemetery toilet	374.40
29/07/2019	BPJul19	Scanning & Data solutions	scanning & indexing	248.16
29/07/2019	BPJul19	TBS Hygeine	dog bins 07.06.19-28.06.19	158.40
29/07/2019	BPJul19	Thames Valley Police	PCSO 01.04.19-30.06.19	4624.25
29/07/2019	BPJul19	TVCRC	unpaid work sessions a apr- jun18	1872.00
29/07/2019	BPJul19	Window Flowers	CIL fund - wiltshire road roundabout	1995.00
29/07/2019	BPJul19	Yorkshires	cleaning	157.48
29/07/2019	DD	Npower	Office Gas - on account payment	45.00
30/07/2019	SO	T Brindley	cemetery gates opening/closing	155.00
31/07/2019	BPGRANTJU	Alexander Divine Childrens	Grant	350.00
31/07/2019	BPGRANTJU	All Saints Marlow DCC	Grant	175.00
31/07/2019	BPGRANTJU	Marlow Choral Society	Grant	300.00
31/07/2019	BPGRANTJU	Marlow regatta	Grant	700.00
31/07/2019	BPGRANTJU	Marlow Town Regatta & Festiv:	Grant	500.00
				51,172.04
IMPREST ACCOUNT				
05/07/2019	CN1258	D&J News	papers 12.05.19-06.07.19	24.80
05/07/2019	CN1259	Hunts	varius maintenance products	37.04
05/07/2019	debitcard	Workwear	polo x3	36.33
09/07/2019	debit card	Npower	Cemetery elec Apr-May19	20.28
10/07/2019	CN1261	J Braybrooke	agenda july meeting & minutes	50.00
12/07/2019	debit card	Amazon	wooden coffee stirrers	5.82
12/07/2019	debit card	Amazon	wooden knives cuttlery	9.99
12/07/2019	debit card	Amazon	Insect killer	33.99
15/07/2019	debit card	Bucks CC	Access lines for Gossmore	105.00
16/07/2019	debit card	Two Brewers	Swan Upping	238.85
17/07/2019	debit card	Amazon	Jan long service award 10 & 15 years	250.00
24/07/2019	debit card	Amazon	paper towels	9.00
25/07/2019	debit card	Amazon	keyring tags	6.69
25/07/2019	debit card	Amazon	extra heavy duty black refuse sacks	31.90
31/07/2019	debit card	Amazon	envelope wallets C5	32.35
				892.04

Appendix A1



Aug19 Payments

<u>Date</u>	<u>Type</u>	<u>Pavee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/08/2019	DD	Eazy Collect	In touch web support Jun19	45.59
01/08/2019	DD	Red Kite Housing	garage rent	68.41
01/08/2019	DD	System Architecture	MS Off subs 01.04.18-31.03.19 on account	208.1
01/08/2019	DD	WDC	Cemetery Rates	62.00
05/08/2019	DD	BT	phoneservcies,2xmobile & BB02.04.19-16.08.19	215.90
09/08/2019	BP	HMRC	paye & ni Jul19	3281.47
09/08/2019	BP	Macdonald Compleat Angler	banquet , dinner & wine civic ser	1197.45
16/08/2019	DD	Castle Water	Cemetery water	22.16
16/08/2019	DD	Castle Water	dedmere allotments jul19	54.85
18/08/2019	DD	BT	office phone rental jul-oct & calls may-jul	150.70
20/08/2019	DD	Worldpay	charges Jul19	52.36
22/08/2019	DD	Various	net pay Aug19	10208.14
23/08/2019	DD	AutoLease	van lease 07.07.19-06.07.19	289.79
27/08/2019	BP	Bucks CC	Aug19 pension	3889.80
27/08/2019	BPAug19	ARD	2 no weekly inspections jul19	316.80
27/08/2019	BPAug19	Cliveden Conservation	memorial works	6144.00
27/08/2019	BPAug19	Community Heartbeat	defib support oaktree yr to sep20 & lock rd yr to Jul20	302.40
27/08/2019	BPAug19	Continental Landscape	ground maint jul19	6235.31
27/08/2019	BPAug19	Cooleraid	water jul19	25.45
27/08/2019	BPAug19	Creatice Signs	banner Sustainable marlow	234.00
27/08/2019	BPAug19	DB Master Loack	lock for phone booth newfield road	120.00
27/08/2019	BPAug19	DCC All Saints	Small hall hire	22.00
27/08/2019	BPAug19	E&R Meakes	dedmere gate adjustment	144.00
27/08/2019	BPAug19	Fluency	pr aug19	300.00
27/08/2019	BPAug19	J Hillsden	ashes grave dig jul19	852.00
27/08/2019	BPAug19	Light Angels	emergency call re spittal street & bunting maint Aug19	565.50
27/08/2019	BPAug19	Miniskips	18.07.19	276.00
27/08/2019	BPAug19	Mustoo	125 images cut to A5	15.26
27/08/2019	BPAug19	Pink Accounting	bkg vat and payroll	1011.60
27/08/2019	BPAug19	R&A Media	marlovian summer edition	1920.00
27/08/2019	BPAug19	Right Signs	sign write 2 mayors names	90.00
27/08/2019	BPAug19	SB Tree Surgeons	H&S check deanstreet- chapel street	180.00
27/08/2019	BPAug19	Snow Business	deposit for snow machine	1272.18
27/08/2019	BPAug19	TBS Hygeine	dog bins 05.07.19-26.07.19	158.40
27/08/2019	BPAug19	WDC	refund of incorrect receipt	1154.48
27/08/2019	BPAug19	Window Flowers	hanging basket rental	189.00
27/08/2019	BPAug19	Yorkshires	cleaning	157.48
28/08/2019	DD	NPower	Office Gas on account payment	76.00
28/08/2019	DD	NPower	Chapel Elec on account payment	18.22
29/08/2019	BP	N Joy	cover bins in Barry's absense	400.00
30/08/2019	SO	T Brindley	cemetery gates opening/closing	155.00
				42,081.80
IMPREST ACCOUNT				
01/08/2019	debit card	Amazon	Amazon - envelopes ice white C6	21.44
02/08/2019	debit card	Post Office	250 stamps re celebrate	175.00
07/08/2019	debit card	Amazon	stepladder	99.99
08/08/2019	debit card	Workwear	blouse & 2xjackets	170.10
08/08/2019	debit card	workwear	jackets and polos, hiviz vests & logo application	499.58
09/08/2019	CN1260	D&J News	papers 07.07.19-03.08.19	12.40
12/08/2019	debit card	Workwear	delivery	6.00
15/08/2019	debit card	Amazon	extension lead	5.25
15/08/2019	debit card	Court Garden	environmental group meeting 18.09.19	80.00
23/08/2019	debit card	workwear	blouse, cardigan, jackets & polos & logo application	428.38
28/08/2019	debit card	www.voucherexpress	Katherine Long service award	450.00
				1,948.14

Appendix A2

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 B1-3

	Funding Request
○ Moore Services Ltd	£500
○ The Chilterns Dial-a-Ride	£650
○ Marlow Youth and Community Centre	£1,000

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE



MARLOWTOWNCOUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
Moore Services Ltd	
Official / Registered Address of the Organisation	
[Redacted]	
Address to which correspondence should be sent if different from above	
N/A	
Contact details of the person completing this application	
Contact name	
[Redacted]	
Position held	
Director	
Daytime telephone number	
[Redacted]	
Email address	
[Redacted]	
When was your organisation established?	
10th September 2019	
What is the legal status of your organisation? <small>please tick one of the following</small>	
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)	
N/A	
PROJECT	
Project Description	
<p>We would like to host an evening of talks in Marlow for parents and people who support primary and secondary school children.</p> <p>The talks will be about childrens mental health and wellbeing. We aim to raise money to support Marlow schools in delivering mental health support for our young people (the Mayor's charitable cause).</p> <p>We would like these talks to take place in November 2019 (date dependent on speaker and venue availability).</p> <p>This is a non-profit event to raise awareness and funds for better mental health.</p> <p>We will have catering and Q&A at the event.</p>	

Project Background

Aim of the talks:

- 1.To raise money to support Marlow schools in delivering mental health support for our young people (the Mayor's charitable cause).
- 2.To raise awareness for better mental health in children and young people in Marlow
- 3.To give parents and people who support primary and secondary school children, the opportunity to listen to some great talks, reflect on what they are doing well and inform them on how else they can support their children's mental health and wellbeing
- 4.To help reduce stigma around mental health in the local area
- 5.To get the community talking and participating in discussions around the subject matter

We would like to cover the following topics (please note topics are TBC): school pressures, stress, anxiety, mental health prevention, supporting children with resilience and wellbeing.

We will appoint reputable speakers who are specialists in this field. We have reached out to Wycombe Mind, CAMHS, It's Worth-it Positive Education CIC. Speakers are TBC dependent on their availability.

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

1. The money raised will support Marlow schools in delivering mental health support for young people through the Mayor's charitable cause.
- 2.The event will benefit Marlow parents and help them better understand mental health in children and learn about strategies to support our Marlow children.
3. This event directly supports schools and parents/carers of Marlow residents.
4. This event will make the community more aware of the importance of mental health for children and young people in Marlow.

Total cost of project

~~£4375~~ £2070 inc VAT

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?

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

Please see attached budget spreadsheet for the event detailing the costs.

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

N/A



MARLOWTOWNCOUNCIL

Resources

29/10/19

Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
The Chilterns Dial-a-Ride (Registered Charity No 1161606)	487
Official / Registered Address of the Organisation	
Nanfans Farm, Honor End Lane, Prestwood, Bucks, HP16 9AQ	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name: [REDACTED]	
Position held: Chairman	
Daytime telephone number: [REDACTED]	
Email address: [REDACTED]	
When was your organisation established? April 24th 1989	
What is the legal status of your organisation?	
following	please tick one of the
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)	

PROJECT

Project Description
 The project for which we received a grant last year is every bit as valid this year. This project specifically identifies the number of passenger journeys anticipated for Marlow users for the next 12 months and the net cost to CDAR of those journeys, So the number of passenger journeys for Marlow users for this coming year, 481 the average net cost per passenger journey of £7 = £3,367. We are seeking a grant of £650, as an invaluable contribution to the net cost of us providing the service to our Marlow users as given above. We are not expanding as this year, but we are developing our existing service, for which demand continues to increase. This development has involved close collaboration with local community organisations, seeking out those who need help to get out and about and may well be socially isolated and of limited means. Such organisations include Prevention Matters, The Street Association, Contact the Elderly, Bucks Old People Action Group and Paradigm Housing. An excellent example of a major event in

Appendix B2

June 2018 was the Great Get Together in the Elgiva in Chesham, organised by CDAR, giving an outing with entertainment involving to over 40 elderly people with mobility problems. The Press Release on this is included with this application. We will be organising similar outings, if on a smaller scale, elsewhere in our area of operation and we would welcome collaboration with your Town Council to help effect this.

Project Background:

We aim to provide bespoke, door to door transport service to the growing numbers of people in the community who have mobility problems and so cannot get out and about, and thus for these often vulnerable and isolated people to regain and maintain a measure of independence.

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

We provide a much needed door to door transport service for those in the community who have mobility problems. We are well known for the personal care and consideration we give to our customers. Our service, with bespoke minibuses and trained, dedicated drivers, many of whom are volunteers, is fulfilling a real need to those who otherwise cannot get out and about. Because of what we do, we are making a major contribution to tackling isolation and loneliness, enabling social contact and inclusion and helping give such vulnerable people a measure of independence. With our base in Nanfans Farm Prestwood, we operate within Chiltern and Wycombe Districts and part of South Bucks District, carrying out in excess of 12,000 passenger journeys a year.

Total cost of project

£3,367

Grant request total

£650

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

N/A

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

As of end March 2018, our financial reserves stood at £58,219. It is our prudent policy to keep our level of reserves at a minimum of £50,000. Within the total, there is also an amount held as designated reserves for the purchase of future bus replacements.

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

See previous section

29 Oct 19



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
Marlow Youth & Community Centre	
Official / Registered Address of the Organisation	
113 Wycombe Road, Marlow, Bucks, SL6 3JD.	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name ██████████	
Position held Fundraiser	
Daytime telephone number ██████████	
Email address ██████████	
When was your organisation established? January 2013	
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) 1152177	
PROJECT	
Project Description	
<p>The Youth Centre is fortunate to have an outdoor multi use games area which is used by the youth club, after school club, Action 4 Children and other hirers. The project will replace the existing fencing with Sports Rebounding Fencing System as well as creating a more efficient surface for games and will include a flush five-a-side goal plate and built-in basketball rings complete with backboards and nets. Cleaning of the current court surface and treating with textured acrylic tennis court colouring. It will be line marked with tennis, basketball and five-a-side football lines. Plus, a net covering the overhead area to keep play within the court. The enhancement of the pathways leading to the court area will include ramps for wheelchair access and with new wheelchair friendly access gates to the sports pitch which will provide step free access from our main facility to the sports pitch.</p>	

Appendix B3

Project Background

The multi use games area was built as an addition to the existing youth centre in 1987 to provide greater facilities to the youth and community of Marlow.

The court is a very important part of the existing facilities and is used regularly by approximately 150 + users per week and with the regular use over a week, the deterioration is ongoing.

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

Ensuring that the refurbishment goes ahead will only have a positive impact on the current users, with the possibility of drawing in new hirers and groups, which in turn will increase the revenue of the centre, as well as making the youth centre more self sufficient for the future.

The centre should be a place for use by the wider community and promote a healthy and rounded lifestyle, & our facility is not able to provide that currently.

Total cost of project

£ 28,900.00

Grant request total

£ 1,000.00

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 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

In January 2013, MYCC Ltd took over the former Bucks County Council youth work provision in Marlow and took a 25 year lease on the Community Centre from Bucks County Council. One of the major terms of the lease requires MYCC to provide 3 hours of universal youth work per week. Failure to do so could forfeit the lease. As part of that arrangement, Bucks County Council agreed to provide a one-off grant to assist MYCC with running the Youth Centre and providing youth work. This grant totalled £25,000 and is non-recurring. The directors of MYCC consider this grant needs to be spread over the 25 year lease in order that youth work provision can be maintained for that period.

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

The directors / trustees of MYCC have an internal policy that seeks to keep 6 months operating costs in reserve to cover building, operating and personnel costs should income be lost from hiring out the youth centre. Presently, this reserve is considered to require £10,000

MANAGEMENT ACCOUNTS

Members are asked to approve the Management Accounts dated 31.08.19.

The following schedules are attached as appendix C1-5:-

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

RECOMMENDED:

THAT MEMBERS APPROVE THE MANAGEMENT ACCOUNTS DATED 31.08.19



MARLOW TOWN COUNCIL

17/10/19

August 2019

Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>YTD Balance</u>
	<u>01.04.2019</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Aug-19</u>
Investment Stock							
Investments	-	-	-	-	-	-	-
Current Assets							
Debtors & Prepayments	3,849.00	2,869.48	(3,218.48)	1,557.00	2,073.09	(5,543.13)	1,586.96
Bank, Cash & Cash Holding	653,602.65	177,356.85	(14,135.91)	(33,396.96)	(42,643.09)	7,318.11	748,101.65
VAT	12,070.57	2,852.62	(7,617.05)	3,207.15	5,084.92	(9,414.24)	6,183.97
	669,522.22	183,078.95	(24,971.44)	(28,632.81)	(35,485.08)	(7,639.26)	755,872.58
Current Liabilities							
Creditors, Accruals	(26,268.50)	(20,781.26)	19,826.96	2,320.29	(4,639.19)	16,697.75	(12,843.95)
Deferred Precept Income & WDC Council Tax Funding	-	-	-	-	-	-	-
Other Taxes & SS costs	(3,412.05)	84.09	(0.17)	443.41	(396.75)	(97.02)	(3,378.49)
	(29,680.55)	(20,697.17)	19,826.79	2,763.70	(5,035.94)	16,600.73	(15,227.44)
Current Assets Less Current Liabilities	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	739,650.14
Total Assets Less Liabilities	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	739,650.14
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)	(3,336.80)	(418.00)	21,027.82
Current Year Surplus/(Deficit)	-	163,754.28	(32,987.27)	(24,181.61)	(37,184.22)	9,379.47	78,780.65
	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	739,650.14

Appendix C1



MARLOW TOWN COUNCIL

Income & Expenditure Summary

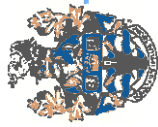
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August 2019

	Actual Apr-19	Actual May-19	Actual Jun-19	Actual Jul-19	Actual Aug-19	Budget Aug-19	Variance Aug-19	YTD Aug-19	YTD Budget Aug-19	YTD Bud Var Aug-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	-	-	962.06	33,595.17	-	33,595.17	34,832.23	45,756.00	(10,923.77)	46,718.00
Allotment Rents	113.75	209.50	-	143.00	78.00	-	78.00	544.25	-	544.25	13,500.00
Cemetery Fees	4,386.00	6,180.33	6,253.34	4,981.00	6,172.00	4,250.00	1,922.00	27,972.67	19,250.00	8,722.67	42,000.00
Gossmore Recreation Ground	-	-	-	-	-	-	-	-	700.00	(700.00)	700.00
Bus Shelter Advertising	187.50	-	-	187.50	-	-	-	375.00	376.00	(1.00)	752.00
Banner Administration	450.00	18.00	-	18.00	-	30.00	(30.00)	486.00	640.00	(154.00)	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	259.35	294.97	131.00	163.97	1,481.88	655.00	826.88	1,572.00
Misc Income	40.00	-	-	120.00	-	-	-	160.00	-	160.00	-
	196,549.22	8,703.49	6,542.68	6,670.91	40,140.14	4,411.00	35,729.14	258,606.44	260,131.00	(1,524.56)	472,989.00
NB Income in Reserves	17.50	33,501.08	-	392.20	13.00	-	-	33,922.78	-	-	-
Salaries	16,554.72	16,554.17	16,554.16	16,553.07	16,614.77	16,955.00	340.23	82,830.89	84,775.00	1,944.11	210,405.00
Subcontractors	467.84	1,146.48	2,132.69	2,171.00	865.00	2,783.00	1,918.00	6,783.01	7,420.00	636.99	19,201.00
Administration	3,970.65	1,993.95	3,109.78	2,276.48	3,061.01	2,368.00	(693.01)	14,411.87	15,491.00	1,079.13	33,945.00
Waste Management	371.16	395.00	568.80	388.58	395.00	380.00	(15.00)	2,118.54	1,670.00	(448.54)	4,594.00
Health and Safety	489.50	126.74	439.00	227.99	116.96	196.00	79.04	1,400.19	1,986.00	585.81	4,506.00
Equipment, Operating and Maintenance	386.11	461.37	219.98	128.32	285.33	308.00	22.67	1,481.11	1,535.00	53.89	3,686.00
Community	1,213.46	11,331.13	336.78	9,473.07	2,950.75	3,382.00	431.25	25,305.19	29,571.00	4,265.81	96,505.00
Devolved	5,294.99	5,223.01	6,226.48	5,371.09	5,470.81	4,160.00	(1,310.81)	27,586.38	28,680.00	1,093.62	68,567.00
Utilities	106.99	669.52	258.08	3,635.80	457.15	598.00	140.85	5,427.54	2,612.00	(2,815.54)	7,665.00
Buildings	3,443.24	266.13	585.09	3,388.24	243.24	504.00	260.76	7,925.94	8,177.00	251.06	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	241.49	300.65	300.00	(0.65)	1,481.45	1,500.00	18.55	3,600.00
	32,794.94	41,690.76	30,724.29	43,855.13	30,760.67	31,934.00	1,173.33	179,825.79	186,667.00	6,841.21	472,989.00
NB Expenditure in Reserves	1,390.00	5,658.46	1,687.50	3,729.00	430.00	-	-	12,894.96	-	-	-
Surplus/(Deficit)	163,754.28	(32,987.27)	(24,181.61)	(37,184.23)	9,379.47	(27,523.00)	36,902.47	78,780.65	73,464.00	5,316.65	-

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MARLOW TOWN COUNCIL

August 2019

Earmarked Reserves

DEPARTMENT	CATEGORY	CODE	BALANCE start April 2019	INCOME 2019/20	Transfer 2019/20	EXPENDITURE 2019/20	MVT TO DATE	BALANCE end August 2019
ADMINISTRATION	Grants & Donations IT	7116	1,111.28			100.00	(100.00)	1,011.28
		7033	1,406.48				0.00	1,406.48
CIVIC AND COMMUNITY	Elections Shopmobility Christmas Events Infrastructure Reserve Defibrillator	7113	13,604.68				0.00	13,604.68
		7123	1,479.00				0.00	1,479.00
		7150	68,351.11	250.00		150.00	100.00	68,451.11
			49,000.00				0.00	49,000.00
			286.00				0.00	286.00
WDC CIL Funding	2017/2018 2018/2019 2019/2020	4999	78,252.82			3,387.70	(3,387.70)	74,865.12
		4999	50,806.81				0.00	50,806.81
		4999	0.00	33,232.08			33,232.08	33,232.08
	Bus Shelters Village Gateways Benches Bridge Lighting	7312	1,027.00				0.00	1,027.00
		7307	603.14				0.00	603.14
		7312	1,679.00			1,340.00	(1,340.00)	339.00
		7307	35,000.00				0.00	35,000.00
AMENITIES	Causeway - War Memorial Causeway Refuge Town Improvements The Triangle Project	7316	3,484.00			3,484.00	(3,484.00)	0.00
		7323	39,355.00				0.00	39,355.00
		7323	15,510.97			475.00	(475.00)	15,035.97
		7340	941.43	377.20		25.00	352.20	1,293.63
CEMETERY	Future Projects					0.00	31,306.00	
ALLOTMENTS	Water Levy		(2,913.50)	63.50			63.50	(2,850.00)
RECREATION GROUNDS	Gossmore Trust Recreation Grounds	7506	8,530.13				0.00	8,530.13
			69,582.75			3,933.26	(3,933.26)	65,649.49
			468,404.10	33,922.78	0.00	12,894.96	21,027.82	489,431.92

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Bank Reconciliation 31.08.19



MARLOW TOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>206,327.90</u>
Current Account	01581935	per statement	<u>52,376.13</u>
Cheque & Debit card Account	03049254	per statement	<u>1,123.33</u>
Paypal			<u>-</u>
Petty Cash			<u>211.66</u>
			<u>211.66</u>
Total Bank and Cash			260,039.02
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,314.10</u>
CCLA - Public Sector Deposit Fund			<u>402,748.53</u>
CCLA - Local Authority Property Fund			<u>-</u>
Short Term Cash Holdings			488,062.63
Total Bank and Short Term Cash Holdings			748,101.65

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August 2019



MARLOW TOWN COUNCIL

Grants and Donations

<i>Actuals</i> 2018-19	2019-2020	MTC Grants	Date Paid	Permissive Legislation
	BUDGET FOR THE YEAR 2019-2020	6000.00		
	RESERVES	1011.28		
		7011.28		
1000.00	Royal British Legion			*
	Marlow Choral Society	300.00		~
500.00	Marlow Music Festival			~
700.00	Marlow Town Regatta & Festival	500.00		~
700.00	Marlow Regatta Ltd	700.00		#
500.00	Marlow Camera Club			~
500.00	Marlow Community Association			~
500.00	Lighthouse Marlow			*
500.00	Marlow Museum Centre Project			#
300.00	Next Stage Choir			~
120.00	Sprintathon			*
500.00	The Chiltern Dial-a-ride			*
250.00	Chiltern Arts			~
500.00	Rennie Grove Hospice Care			*
500.00	Marlow Allotment Association - Triangle Project			*
500.00	Marlow Marley-le-Roi Town Twinning Association			#
500.00	Marlow Sea Cadets			~
	All Saints Church	175.00		*
500.00	Wycombe & District Citizens Advice Bureau			*
500.00	Community Cop Cards Project			^
	TOTAL APPLICATIONS	1675.00		
-3070.00	from reserves			
	BALANCE including reserves movement	1675.00		
	* LGA 1972 S.137	175.00		*
	# LGA 1972 S.144	700.00		#
	~ LGA 1972 S.145	800.00		~
	^ C and D Act 1998	0.00		^

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SEYMOUR PARK RECREATION GROUND

The play service has eroded quite significantly and the play bark surface needs topping up. Members are requested to approve a spend of £1,000 from reserves to top up the playground surface.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE ON A SPEND OF £1,000 FROM RECREATION GROUND RESERVES TO TOP UP THE PLAYGROUND SURFACE

ALLOTMENT RENT REVIEW

There was no increase in rent for the year 2019/2020, the Council is required give one year's notice to tenants of any rent increase. This was discussed at the recent allotments working group meeting and the groups recommendation is to cease charging the water levy and a rent increase of 20 pence per pole from 2020/2021 tenancy renewals.

The allotments working group are also recommending that sliding scale of tenancy fees is introduced for tenants that take up allotments between January and October. This will be considered a trial tenancy period, if the tenants do not abide by the Rules & Regulations, they will not be given an option to take up a full tenancy at the year end. The fee structure is outlined below.

At the request of the allotments working group, this change will be reviewed 12 months after implementation. The Allotment Tenancy Regulations will be amended accordingly.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO CEASE CHARGING THE WATER LEVY OF £1 PER POLE AND THAT THE ALLOTMENT RENT BE INCREASED BY 20 PENCE PER POLE FROM 2020/2021 TENANCY RENEWALS AND THAT NEW TENANCIES FROM JANUARY 2020 ARE ON A TRIAL TENANCY PERIOD WITH THE SLIDING FEE SCALE

Allotment Sliding Scale of fees 2019-2020

Month	Price per pole	Tenancy based on 5 pole	Water Levy	Total	
Nov	£6.50	£32.50	£5.00	£37.50	
Dec	£6.50	£32.50	£5.00	£37.50	
Jan	£6.50	£32.50	£5.00	£37.50	
Feb	£6.50	£32.50	£5.00	£37.50	
Mar	£4.50	£22.50	£5.00	£27.50	
Apr	£4.50	£22.50	£5.00	£27.50	
May	£4.50	£22.50	£5.00	£27.50	
Jun	£4.50	£22.50	£5.00	£27.50	
Jul	£4.50	£22.50	£5.00	£27.50	
Aug	£4.50	£22.50	£5.00	£27.50	
Sep	£2.00	£10.00	£0.00	£10.00	Fee to secure plot
Oct	£2.00	£10.00	£0.00	£10.00	

Allotment Sliding Scale of fees 2020-2021

Month	Price per pole	Tenancy based on 5 pole	Water Levy	Total	
Nov	£6.70	£33.50	£0.00	£33.50	
Dec	£6.70	£33.50	£0.00	£33.50	
Jan	£6.70	£33.50	£0.00	£33.50	
Feb	£6.70	£33.50	£0.00	£33.50	
Mar	£4.70	£23.50	£0.00	£23.50	
Apr	£4.70	£23.50	£0.00	£23.50	
May	£4.70	£23.50	£0.00	£23.50	
Jun	£4.70	£23.50	£0.00	£23.50	
Jul	£4.70	£23.50	£0.00	£23.50	
Aug	£4.70	£23.50	£0.00	£23.50	
Sep	£2.00	£10.00	£0.00	£10.00	Fee to secure plot
Oct	£2.00	£10.00	£0.00	£10.00	

TREASURY MANAGEMENT POLICY

We are required to review this policy annually and a copy is attached for as appendix D, there are no changes recommended.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE THAT THE POLICY HAS BEEN REVIEWED AND NO CHANGES ARE NECESSARY



MARLOWTOWNCOUNCIL

TREASURY MANAGEMENT POLICY

1. INTRODUCTION

- 1.1 This document sets out the parameters and operational issues for investing surplus funds of the Council.
- 1.2 For the purpose of this policy, the Responsible Financial Officer (RFO), is the Town Clerk to the Council.

2. INVESTMENTS

- 2.1 Surplus funds shall be invested in short-term cash deposits only, i.e. from 1 to 364 days.
- 2.2.1 Short-term instruments shall be time deposits only with the banks and building societies and up to the following limits for any one deposit taker: -

Name of Bank/Building Society	Maximum Total To Be Placed on Deposit £
Lloyds TSB (Scottish Widows – part of Lloyds TSB)	500,000
Royal Bank of Scotland	500,000
HSBC	500,000
Barclays	500,000
Abbey (Santander)	500,000
Nationwide	500,000
Portman	500,000
CCLA Public Sector Deposit Fund	500,000

- 2.3 In addition, transfers between the Council's current and deposit accounts shall be permitted up to a maximum of £30,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month).

3 OFFICERS AUTHORISED TO MAKE TIME DEPOSITS/TRANSFERS

- 3.1 All transactions shall be carried out under the direction of and authorised by the RFO.

3.2 Time deposits shall be negotiated and placed on a day-to-day basis by either the Town Clerk (Responsible Finance Officer) or the Deputy Town Clerk (Finance Officer).

3.3 Transfers between the Council's bank accounts shall be carried out by either the Town Clerk, or the Deputy Town Clerk together with the Town Mayor as an additional account operator.

4 REPORTING ARRANGMENTS

4.1 The RFO shall report all transactions and the effects on interest earnings, compared with the agreed budget, at the Resources Committee meeting following the end of each quarter ending i.e. 30 June, 30 September, 31 December, 31 March.

FINANCIAL REGULATIONS

We are required to review these regulations annually and a copy is attached for you as appendix E. The recommended amendment from our internal audit report is to add at 5.4 that transfers between bank accounts may be made by the Town Clerk or the Deputy Clerk up to a limit of £1,000.

RECOMMENDED

THAT MEMBERS RESOLVE TO AGREE TO THE ADDITIONAL WORDING. 5.4 THAT TRANSFERS BETWEEN BANK ACCOUNTS MAY BE MADE BY THE TOWN CLERK OR THE DEPUTY CLERK UP TO A LIMIT OF £1,000



FINANCIAL REGULATIONS 2018/19

1. GENERAL

1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

1.3 The RFO shall be responsible for the production of financial management information.

1.4 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.

1.5 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts

1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings

2. ANNUAL BUDGETS

2.1 Detailed budgets of all income and expenditure for the year shall be prepared each year by the RFO.

2.2 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

2.3 The Council shall review the budgets not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.4 The annual budgets shall form the basis of financial control for the ensuing year.

2.5 The Council shall prepare and have regard to a three-year forecast of income and expenditure and capital expenditure which shall be prepared at the same time as the annual budget or estimates.

3. BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire within cost centres.

3.3 The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 1996 as amended or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to the Resources Committee. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question

5.4 Town Council officers are authorised to use the Marlow Town Council debit card on the Imprest Account with a maximum spend limit of £500.00. All transactions must be authorised prior to spend by either the Town Clerk or Deputy Clerk. The debit card will only be used when no other practical means of payment is acceptable.

5.5 Online payments drawn on the bank accounts will be prepared by the RFO and be authorised by two approved members of the Council prior to payments being made.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

a) The RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and the salaries budget shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to the next available Resources Committee Meeting.

8. LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be either provided for or written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO in conjunction with the external accountant shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money as all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (In excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders [],³ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000] and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1 The appropriate officer in charge of each section shall be responsible for the care and custody of stores and equipment on behalf of the Town Council as directed by the Town Clerk.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15. INSURANCE

15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers

15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. CHARITIES

16.1 Where the Council is sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1 The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

18. REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

**These Financial Regulations were reviewed by the Resources Committee on 09/08/2018
minute ref RC.52.17**

WILTSHIRE ROAD ROUNDABOUT HANGING BASKETS

Members agreed earlier this year to install planters and hanging baskets on the Wiltshire Road Roundabout, the planters have all year round displays but the hanging baskets are summer only. It is proposed to continue with a winter planting scheme in the 16 hanging baskets on and around the roundabout at a cost of £820 with the cost coming from CIL reserves.

RECOMMENDED

THAT MEMBERS RESOLVE TO AGREE TO A SPEND OF £820 FROM CIL RESERVES FOR THE WINTER PLANTING OF THE HANGING BASKETS. FOR THE FINANCIAL YEAR COMMENCING 2020/21 AND BEYOND, THE COST WOULD BE INCLUDED IN THE ANNUAL PRECEPT

SPONSORSHIP OF MARLOW FM HIDDEN GEMS COMMUNITY AWARD

RC.20.19

Council has been asked to consider continuing the sponsorship of the Community award for Marlow FM's Hidden Gem Awards at a cost of £100.

RECOMMENDED

THAT MEMBERS RESOLVE TO AGREE ON A SPEND OF £100 FOR SPONSORSHIP OF THE AWARD