

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 3rd MARCH 2020 AT 7.00pm IN THE TOWN COUNCIL OFFICE, COURT GARDEN, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

A G E N D A



Mrs Hilary Martin
Town Clerk
26.02.20

RC.22.19	Apologies for absence	
RC.23.19	Declarations of Interest	
RC.24.19	To agree as a true record the Minutes of the previous meeting dated 29.10.19	
RC.25.19	Information Reports	
	a) Accounts Paid	
	b) Local Authorities Property Fund Update and Report	
	c) Emergency Tree Works	
RC.26.19	Grants	DECISION
RC.27.19	Management Accounts	DECISION
RC.28.19	Henley Road Dog Waste Bin	DECISION
RC.29.19	Sundry Debtor Write Off	DECISION
RC.30.19	Date and time of next meeting: Tuesday 12 th May 2020 at 7.00pm	

MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE HELD AT 7.00pm ON TUESDAY 29TH OCTOBER 2019 IN THE COUNCIL OFFICE, COURT GARDEN, MARLOW

Present

Chairman Cllr B Johnson
Vice Chairman Cllr R Cadman
Town Mayor Cllr R Scott

Councillors C Keighley
 K Thomson
 R Wilson
Town Clerk Mrs H Martin
Administration Mrs D Abbott

RC.09.19 APOLOGIES FOR ABSENCE

Apologies for absence were received for Cllr C Funnell.

RC.10.19 DECLARATIONS OF INTEREST

Cllr R Scott declared an interest in item RC.20.19.

RC.11.19 TO AGREE AS A TRUE RECORD THE MINUTES OF THE PREVIOUS MEETING DATED 27.08.19

RESOLVED:

THE MINUTES DATED 27.08.19 WERE AGREED AND SIGNED AS A TRUE RECORD

RC.12.19 INFORMATION REPORTS

a) Accounts Paid since the last meeting

Circulated as appendix A was 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 NOTED THE REPORTS

RC.13.19 GRANTS

Completed Grant application form requests had been received from the following organisations. The full grant applications were available on request. The following grants were agreed:-

- Moore Services Ltd nil
- The Chilterns Dial-a-Ride £500
- Marlow Youth and Community Centre £500

RESOLVED:

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

RC.14.19

MANAGEMENT ACCOUNTS

Members were asked to approve the Management Accounts dated 31.08.19. 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 31.08.19

RC.15.19

SEYMOUR PARK RECREATION GROUND

The play service had eroded quite significantly and the play bark surface was in need of topping up. Members were requested to approve a spend of £1,000 from reserves to replenish the playground surface.

RESOLVED:

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

RC.16.19

ALLOTMENT RENT REVIEW

It was confirmed that there had been 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 recommendation from the group was to cease charging the water levy and implement a rent increase of 20 pence per pole from 2020/2021 tenancy renewals.

The allotments working group also recommended that a sliding scale of tenancy fees is introduced for tenants that take up allotments between January and October. This would 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.

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	

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.

RESOLVED:

THAT MEMBERS RESOLVED 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 IMPLEMENTED AS SET OUT ABOVE

RC.17.19

TREASURY MANAGEMENT POLICY

The Town Council is required to review this policy annually and a copy of the document had been circulated to all members of the Council. No changes were proposed.

Members reviewed the policy.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE THAT THE TREASURY MANAGEMENT POLICY HAD BEEN REVIEWED AS OF 29.10.19 AND NO CHANGES WERE NECESSARY

RC.18.19

FINANCIAL REGULATIONS

The Town Council is required to review these regulations annually and a copy of the document was circulated to all members of the Town Council.

The recommended amendment from our internal audit report was 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.” Members agreed.

RESOLVED

THAT MEMBERS RESOLVED 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

RC.19.19

WILTSHIRE ROAD ROUNDABOUT

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 were summer only. It was 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.

RESOLVED

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

RC.20.19

SPONSORSHIP – MARLOWFM HIDDEN GEMS COMMUNITY AWARD

Clfr R Scott declared an interest in this item and took no part in the debate or resolution.

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

RESOLVED

THAT MEMBERS RESOLVED TO AGREE ON A SPEND OF £100 FOR SPONSORSHIP OF THE AWARD FOR 2019

RC.21.19

DATE AND TIME OF NEXT MEETING:

Tuesday 7TH January 2020 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**

Attached as appendix B1-2 is the CCLA Investment Market Report dated January 2020 and the Local Authorities' Property Fund Prices and Dividend Yields.

c) **Emergency Tree Works**

Additional emergency works on trees in the Cemetery have taken place at a cost of £950. Would members please note that this expenditure is outside the current budget.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS



December 2019

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
02/12/2019	DD	BT	maint 01.11.19-31.01.20	45.88
02/12/2019	DD	Eazy Collect	In touch web support Nov19	45.59
02/12/2019	DD	Red Kite Housing	garage rent	68.41
02/12/2019	DD	systems architecture	Office365 7 users monthly on account	208.10
02/12/2019	DD	WDC	Cemetery Rates	62.00
02/12/2019	SO	T Brindley	cemetery gates opening/closing	155.00
03/12/2019	DD	NPower	cemetery elec 11.08.19-01.11.19	45.76
05/12/2019	DD	BT	phone, mobile & BB 01.11.19-16.12.19	126.12
05/12/2019	DD	NPower	Gossmore elc 15.10.19-12.11.19	7.43
05/12/2019	FPO	N Joy	litter bin collections & adhoc duties 28.10.19-25.11	1015.50
10/12/2019	BP	HMRC	paye & ni Nov19	3442.91
16/12/2019	DD	SEB	Cemetery gas 24.08.19-25.11.19	16.43
17/12/2019	DD	Castle Water	Seymour Court 01.11.19-30.11.19	7.55
17/12/2019	DD	Castle Water	Wethered Road 01.11.19-30.11.19	10.04
17/12/2019	DD	Castle Water	Glade Road 01.11.19-30.11.19	65.60
19/12/2019	DD	Various	net pay Dec19	9645.39
19/12/2019	DD	Worldpay	charges Nov19	128.63
23/12/2019	BP	Bucks CC	Pension Dec19	3889.80
27/12/2019	BPDec19	4Front	rec grounds security 17/18 CIL	1080.00
27/12/2019	BPDec19	ARD Play	inspection nov19	158.40
27/12/2019	BPDec19	Continental Lanscapes	GM Nov19	4915.31
27/12/2019	BPDec19	Cooleraid	water nov19	33.93
27/12/2019	BPDec19	DCC All Saints	meeting room hire for environmental group	11.00
27/12/2019	BPDec19	Fluency	PR Fees Nov&Dec19	600.00
27/12/2019	BPDec19	Four Seasons	2 recycled material benches, vans & drivers for remembrance	1287.40
27/12/2019	BPDec19	J Hillsden	ashes grave dig nov19	102.00
27/12/2019	BPDec19	Konica	copier rental 09.12.19-08.03.20 & useage 09.09.19-08.12.19	457.09
27/12/2019	BPDec19	Marlow Town Band	carols on causeway	250.00
27/12/2019	BPDec19	Miniskips	skip hire	276.00
27/12/2019	BPDec19	Mustoo	600 carol booklets	343.20
27/12/2019	BPDec19	N Joy	bins and adhoc cover	750.50
27/12/2019	BPDec19	Pink Accounting Resources	bookkeeping nov19	885.60
27/12/2019	BPDec19	Platts	car hire	109.20
27/12/2019	BPDec19	R Scott	expenses 09-10.11.19 town twinning costs	458.38
27/12/2019	BPDec19	R Teasdill	clear leaves and branches	895.00
27/12/2019	BPDec19	Round & About	marlovian winter issue	1920.00
27/12/2019	BPDec19	Snow Business	final payment	1017.18
27/12/2019	BPDec19	St Johns Ambulance	First aid at Carols on Causeway	115.20
27/12/2019	BPDec19	TBS Hygeine	dog waste bins 01.11.19-29.11.19	198.00
27/12/2019	BPDec19	TV Police	PSCO Q3 01.10.19-31.12.19	4624.25
27/12/2019	BPDec19	Vaughtons	2 ribbons	76.13
27/12/2019	BPDec19	WWFC	marshalling Switch On	1016.40
27/12/2019	BPDec19	Yorkshires	cleaning	157.48
27/12/2019	DD	AutoLease	Van hire 07.10.19-06.11.19	289.79
30/12/2019	DD	NPower	cemetery elec 02.11.19-05.12.19	10.98
30/12/2019	DD	NPower	Office Gas on account	76.00
30/12/2019	SO	T Brindley	cemetery gates opening/closing	155.00
31/12/2019	BP2Dec19	Asset Heritage	EMR bridge lighting proposals	2400.00
31/12/2019	BP2Dec19	WDC	rent 01.01.20-31.03.20	3840.00
31/12/2020	DD	Land Registry	fees	6.00
				47,501.56
IMPREST ACCOUNT				
02/12/2019	debit card	Shire Leasing	Avaya SIP Telephone System rental	157.69
02/12/2019	debitcard	Amazon	18 battery candles	98.91
10/12/2019	debit card	Thames Water	Chiltern road allotments 19.08.19-19.11.19	16.38
11/12/2019	001280	D&J News	papers 27.10.19-23.11.19	12.40
11/12/2019	001281	Mr R Faul	memorial fee refund	120.00
13/12/2019	debitcard	Amazon	Micro SD Card	9.99
13/12/2019	debitcard	Amazon	5x7ft photo backdrop	9.99
13/12/2019	debitcard	Sainsburys	Chocolate treats for Carols on Causeway	10.00
17/12/2019	001282	Cash	petty cash refill	200.00
19/12/2019	debitcard	Hillier Garden Centre	garden stake	2.29
19/12/2019	debitcard	Sainsburys	Juice cartons for Carols on Causeway	25.20
20/12/2019	debitcard	George & Dragon	Staff Xmas drink and food	275.19
				938.04

Appendix A1



Nov19 Payments

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/11/2019	DD	Eazy Collect	In touch web support Oct19	45.59
01/11/2019	DD	Red Kite Housing	garage rent	68.41
01/11/2019	DD	systems architecture	Office365 7 users monthly on account	208.10
01/11/2019	DD	WDC	Cemetery Rates	62.00
04/11/2019	DD	BT	phone, mobile & BB 01.10.19-16.11.19	122.34
06/11/2019	BP	HMRC	paye & ni Oct19	3360.24
07/11/2019	DD	NPower	Gosmore elec 16.09.19-14.10.19	7.29
18/11/2019	DD	BT	line rental & Maint 01.11.19-31.01.20	140.83
19/11/2019	DD	Castle Water	Seymour Court 01.09.19-30.09.19	7.55
19/11/2019	DD	Castle Water	Wethered Road 01.10.19-31.10.19	10.37
19/11/2019	DD	Castle Water	Seymour Court 01.10.19-31.10.19	7.80
19/11/2019	DD	Castle Water	Glase Road 01.10.19-31.10.19	67.79
19/11/2019	DD	Worldpay	charges Oct19	52.62
22/11/2019	DD	AutoLease	Van hire 07.10.19-06.11.19	289.79
22/11/2019	DD	Various	net pay Nov19	10020.59
25/11/2019	BP	Bucks CC	Pension Nov19	3889.80
26/11/2019	DD	Land Registry	fees	12.00
26/11/2019	DD	NPower	chapel elec 06.10.19-01.11.19	8.39
27/11/2019	BPNov19	4 Front Security	rec grounds security CIL 17/18 fund	1116.00
27/11/2019	BPNov19	ARD Play	replace climbing wall panel, Oct19 inspections	728.40
27/11/2019	BPNov19	Bob Johnson	Expenses - taxi for officials heathrow re town twinning	75.00
27/11/2019	BPNov19	Compleat Angler	hotel for town twinning	140.00
27/11/2019	BPNov19	Continantal Lanscapes	Grounds maint oct19	6235.31
27/11/2019	BPNov19	Coolerald	water oct & sanitisation	38.19
27/11/2019	BPNov19	Court Garden	meeting room 12.11.19	70.00
27/11/2019	BPNov19	Externiture	remove and replace bus stop & shelter CIL17/18	5224.92
27/11/2019	BPNov19	ICCM	cemetery mgt compliance 5/11/19	162.00
27/11/2019	BPNov19	J Hillsden	ashes grave dig oct19, repair damaged memorials	1968.00
27/11/2019	BPNov19	Latchmoor Garden Services	mill road amenities, dedmere rise & dean street	310.00
27/11/2019	BPNov19	Marlow FM	sponsorship of Hidden Gems Award	100.00
27/11/2019	BPNov19	Marlow Town Band	band for remembrance service	250.00
27/11/2019	BPNov19	MMPA	membership to 31.09.2020	10.00
27/11/2019	BPNov19	Mustoo	switch on flyers, remembrance booklets, posters, paper & diaries	801.80
27/11/2019	BPNov19	N Bisson	tech services for remembrance	750.00
27/11/2019	BPNov19	Pink Accounting Resources	bookkeeping and payroll oct19	1119.60
27/11/2019	BPNov19	Shred It	shredding	177.02
27/11/2019	BPNov19	TBS Hygeine	dog bins 06.09.19-25.10.19	316.80
27/11/2019	BPNov19	Thirsty Box	1000 paper cups	36.66
27/11/2019	BPNov19	WWFC	remembrance security	691.20
27/11/2019	BPNov19	Yorkshires	weekly cleaning	157.48
28/11/2019	DD	NPower	Office Gas on account	76.00
29/11/2019	BP2Nov19	Chiltern Dial-a-ride	grant	500.00
29/11/2019	BP2Nov19	Marlow Youth Club	grant	500.00
29/11/2019	BP2Nov19	RPM	bench maint, woodchip & net	3804.00
29/11/2019	BP2Nov19	Window Flowers	wiltshireRoundabout baskets & planters winter19sprg20	6469.80
				50,209.68
IMPREST ACCOUNT				
04/11/2019	debit card	paypal	ebay - a3 flourescent yellow x100	13.99
04/11/2019	debitcard	Amazon	marker pen	2.19
05/11/2019	debitcard	Amazon	tools allotment prize	14.99
05/11/2019	debitcard	Amazon	watre bottle alotment prize	16.99
07/11/2019	CQ001269	A Philp	photographer - remembrance	200.00
07/11/2019	CQ001270	A Ross	Allotment prize	50.00
07/11/2019	CQ001271	P Rowland	Allotment prize	30.00
07/11/2019	CQ001272	D Bagge	Allotment prize	30.00
07/11/2019	CQ001273	M Hill	Allotment prize	10.00
07/11/2019	CQ001274	R Hockley	Allotment prize	30.00
07/11/2019	CQ001275	Y Holland	Allotment prize	20.00
07/11/2019	CQ001276	R Maidment	Allotment prize	10.00
07/11/2019	CQ001277	E Bunt	Allotment prize	10.00
07/11/2019	CQ001278	D Bird	Allotment prize	10.00
08/11/2019	debitcard	pizza express	staff meeting	73.40
10/11/2019	debitcard	whitbread Inns	remembrance working breakfast	74.70
14/11/2019	DD	Shire Leasing	Avaya SIP Telephone system	279.37
15/11/2019	debitcard	sainsburies	staff welfare	12.35
18/11/2019	debitcard	Amazon	rechargeable torches	7.99
19/11/2019	debit card	Amazon	cable ties	19.98
19/11/2019	debitcard	burgers	meeting	15.80
19/11/2019	debitcard	rebellion	celeb thankyou	27.46
19/11/2019	debitcard	sylviaabeaute	security camera	34.97
20/11/2019	debitcard	Amazon	padlock	7.99
20/11/2019	debitcard	burgers	outside working breakfast	9.95
20/11/2019	debitcard	courtgarden	meeting room hire - refunded	40.00
20/11/2019	debitcard	mayther	celeb thankyou	7.90
20/11/2019	debitcard	mr slimms sweet	celeb thankyou gift	4.47
20/11/2019	debitcard	sainsburies	sos gifts and cards	19.00
21/11/2019	CQ001279	A Philp	photography switch on and shop	200.00
21/11/2019	debitcard	asda	chocs for santa gifts	40.00
21/11/2019	debitcard	BCC	parking permit	15.00
21/11/2019	debitcard	BCC	parking permit	15.00
21/11/2019	debitcard	sainsburies	sos drinks reception	67.90
21/11/2019	debitcard	the chequers	meeting	6.25
21/11/2019	debitcard	the chequers	staff welfare	34.85
21/11/2019	debitcard	the chequers	celebrity dining	77.44
29/11/2019	debitcard	Amazon	batteries	49.57
29/11/2019	debitcard	Amazon	christmas bells	54.95
				1,644.45

Appendix A2



Oct19 Payments

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/10/2019	BPCRAKIN	Cracking IT	invoice paid twice	72.00
01/10/2019	DD	Eazy Collect	In touch web support Sep19	45.59
01/10/2019	DD	Red Kite Housing	garage rent	68.41
01/10/2019	DD	systems architechture	Office365 7 users monthly on account	208.10
01/10/2019	DD	WDC	Cemetery Rates	62.00
02/10/2019	BP	HMRC	paye & ni Sep19	3393.69
07/10/2019	DD	BT	phone, mobile & BB 01.09.19-16.10.19	129.07
08/10/2019	DD	NPower	Gossmore elc 15.08.19-15.09.19	8.03
14/10/2019	UNICORN	Unicorn Productions	Unicorn prodns- audio visual for Celebrate lunch	2580.00
21/10/2019	DD	Castle Water	wethered 01.09.19-30.09.19	10.04
21/10/2019	DD	Castle Water	glade road allot 01.09.19-30.09.19	65.60
22/10/2019	DD	Various	net pay Oct19	9734.91
22/10/2019	DD	Worldpay	charges Sep19	62.16
25/10/2019	BP	Bucks CC	Bucks CC	3889.80
25/10/2019	DD	AutoLease	Van hire 07.09.19-06.10.19	289.79
28/10/2019	DD	NPower	Office Gas on account	76.00
29/10/2019	DD	NPower	chapel elec 06.08.19-05.10.19	18.35
30/10/2019	SO	T Brindley	cemetery gates opening/closing	155.00
31/10/2019	BPOct19	4Front Security	Security 24.07.19-30.09.19	2520.00
31/10/2019	BPOct19	ARD Play	inspections	950.40
31/10/2019	BPOct19	celebrations	balloons for Celebrate	333.82
31/10/2019	BPOct19	Continantal Lanscapes	GM core work sep19	6235.31
31/10/2019	BPOct19	coopers bros	herbicide HH Allotment plot 7	15.00
31/10/2019	BPOct19	Cracking IT	IT support	72.00
31/10/2019	BPOct19	DCC All Saints	hall hire x2	75.25
31/10/2019	BPOct19	derek burridge	engraving allotment comp	234.96
31/10/2019	BPOct19	Electrical testing	Xmas lights testing	1032.00
31/10/2019	BPOct19	Fluency	PR Oct19	300.00
31/10/2019	BPOct19	Guardwell	intruder alarm maint	78.00
31/10/2019	BPOct19	konica	copier hire 09.09.19-08.12.19	215.53
31/10/2019	BPOct19	Marlow Comm	hall hire - marlow allotment assoc 7.11.19	53.00
31/10/2019	BPOct19	mini skips	skip hire 20.09.19	276.00
31/10/2019	BPOct19	Mustoo	sticky hooks and paper	146.00
31/10/2019	BPOct19	N Joy	bins cover	1325.00
31/10/2019	BPOct19	PFP	elec jul-sep19	318.22
31/10/2019	BPOct19	Pink Accounting Resources	bookkeeping and payroll sep19	1178.40
31/10/2019	BPOct19	PKF LLP	annual governance 31.03.19	1560.00
31/10/2019	BPOct19	Platts	van fuel	97.55
31/10/2019	BPOct19	thirstybox	cups	73.68
31/10/2019	BPOct19	TV Police	PCSO Q2 01.07.19-30.09.19	4624.25
31/10/2019	BPOct19	WDC	tree management survey	1276.20
31/10/2019	BPOct19	Yorkshires	cleaning	157.48
				44,016.59
IMPREST ACCOUNT				
01/10/2019	debitcard	Amazon	7 igital combi locks	118.51
03/10/2019	debitcard	Amazon	glass award	9.99
09/10/2019	debitcard	Amazon	spring pocket file blue x25	27.90
14/10/2019	debitcard	Amazon	100 wristbands	7.90
14/10/2019	debitcard	Amazon	descaler and goodie bags	20.52
17/10/2019	debitcard	WDC	pre planning advice on light projection project	60.00
22/10/2019	CQ001267	D&J News	papers 29.09.19-26.10.19	12.40
22/10/2019	CQ001268	Jo Braybrooke	agenda and minutes	50.00
23/10/2019	debitcard	Amazon	laminating pouches	36.89
25/10/2019	debitcard	timberstore	100 50x50 pegs	90.00
30/10/2019	debitcard	Amazon	road marking crayons	11.99
31/10/2019	debitcard	Amazon	15x3 rubber markers	74.85
31/10/2019	debitcard	PO counters	142 stamps for allotment renewal & SOS	99.40
				620.35

Appendix A3

CCLA INVESTMENT MANAGEMENT LTD

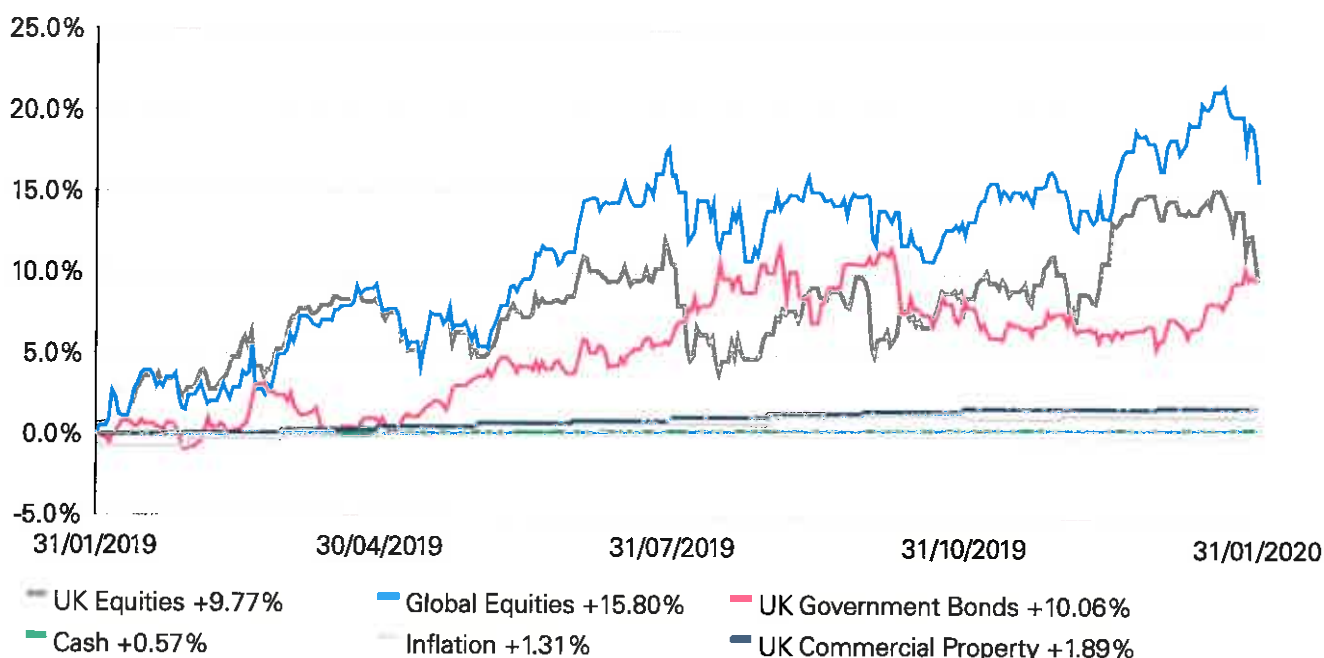
MARKET REPORT JANUARY 2020

CCLA

Headlines

- Global equities made a good start but ended January slightly lower after falling back in the last days of the month
- Domestic fixed interest markets performed strongly. Government bonds rose most, longer dated and lower credit rated issues were well supported
- Property values continued to ease but total returns were protected by income
- Sterling had a mixed month, gaining against the Euro but weakening against both Dollar and Yen

Investment market returns over the past year



Source: Bloomberg as at 31 January 2020

Market Review

Global equities suffered in the last week of January from investor nervousness about the potential effects of the coronavirus, with most of the major regional indices ending the month slightly into negative territory. The global equity index gave a return to a UK based investor of -0.63% for the month, thanks to a fall back of -3.38% in the last week alone. The global market return in sterling terms for the past 12 months remained strong at +15.80%. The US was the most resilient of the major markets, losing just -0.04% over the month in dollar terms and giving +0.71% to a UK based investor. Europe was down -1.55%, Asia -3.22% and Japan -1.16%. Of the individual markets in Europe, Portugal was the strongest, returning +5.63%. Norway, reflecting a lower oil price, was the weakest, -5.81% lower. In Asia, Pakistan led the way with a gain of +2.66%, at the other end of the performance tables Thailand lost -8.34%. The UK underperformed most major markets, held back by profit taking after the post-election rally. The index returned -3.25%, leaving the total return for the past 12 months at +9.77%.

There were strong gains in the domestic fixed interest sector as investors saw poor economic data as increasing the chances of lower interest rates. Government bonds outperformed corporate bonds but substantially this reflected changes in the composition of the sector indices which have resulted in the government bond index being much more sensitive to actual or expected changes in borrowing costs. Overall, investors preferred the higher yielding parts of the sector, in particular longer dated and lower credit rated issues.

Sterling had a mixed month. The exchange rate strengthened against the Euro but fell back against both Dollar and Yen.

Property values declined again in December; total returns however remained positive because of the contribution from income. A positive development was the strength in the London office sector at the end of the year. New space take-up rose to 3.6m sq. ft., slightly above the long-term average. Demand was broadly based; 25% was taken by business service users, 23% by finance related companies and 21% by the creative sector. The data suggested that tenant demand remained strong into the new year. Elsewhere, industrial assets remained popular with evidence that investors are buying retail warehouses for conversion, as a means of relieving the shortage of local logistical hubs.

Appendix B1

Economic Developments

Economic activity in the **UK** remained flat into the final months of the year. A 0.3% fall in output in November reduced the improvement in output to just 0.1% in the September – November period. Although final data is awaited, it is likely that growth for the year as a whole will be noticeably below 1%. Manufacturing remained weak throughout the period, it has declined for eight months in succession, but services also felt the pinch, a likely result of increased uncertainty on fragile consumer sentiment. Retail sales were consistently below expectations and an interesting development in 2019 was that sales over the 'Black Friday' period exceeded those in the final week of shopping before Christmas. Car sales fell again, the third year in succession of falling volumes. Total new car purchases were 2.4% lower at 2.3m vehicles. Inflation declined to 1.3%, a three year low. The main contributor to the fall was a sharp drop in airfares. Service sector inflation was 2.1%, that on goods just 0.3%, reflecting the problems manufacturers are experiencing in securing price increases. Near term the rate could bounce a little higher, but in the second quarter the fuel price cap is likely to bring the pace of price increases down again. Despite flat growth and low inflation, the Bank of England left interest rates unchanged. The decision was justified on expectations of an improving global environment and reduced domestic uncertainty post the election. The Monetary Policy Committee was split 7:2 as Jonathan Haskell and Michael Saunders again voted for a rate cut. In recognition of the uncertain environment the Bank said it would act if the expected recovery in domestic growth did not happen. Unemployment stayed at 3.8%, the employment rate improved to 76.3%. Two thirds of the recent rise in employment was due to an increase in the number of women in full-time employment. Wage growth over the year was 3.4% but was only 2.2% over the quarter. That, and the fall in vacancies, may be signs that the employment cycle is maturing. Government borrowing for the financial year to date rose to £54.6bn, 8% higher than the equivalent total in 2019. The final total will be lower due to the high tax inflows in the early months of the year. Taking this into account, borrowings of a little above £40bn look probable.

Economic trends remained flat too in **Europe**. Growth in Germany was just 0.6%, the lowest rate in 6 years and far below the 1.5% rate of growth achieved in 2018. Consumer activity was supported by low unemployment and wage growth in excess of 3%, but negative interest rates have resulted in an increased savings ratio and manufacturing has been pushed into recession by weakness in the motor industry and decline in global trade. Official forecasts are for some recovery this year, to 1.1%. Eurozone inflation rose to 1.3%, easing pressure for further action by the European Central Bank (ECB), regional unemployment stayed at 7.6% for the 6th month in succession. At its most recent review meeting the ECB determined that monetary policy was appropriate for prevailing conditions and that no action was needed. The arrival of Ms Lagarde as the new Chair has attracted attention but there has also been a high turnover of other members, half of whom have been in place for less than a year. In Spain, after four general elections in four years, a new government was formed by a coalition of centre left and far left parties. Their majority however is very thin and the ability to work together untested.

The **US** announced a truce in the trade dispute with China in which some proposed tariff increases were reduced in exchange for a promise that China will purchase \$200bn of US goods. There was no solution to the differences on sticky issues such intellectual property, enforced technology transfers or state aid, all of which will form part of a set of negotiations loosely scheduled for later in the year. Inflation emerged at 2.1% on the CPI measure, 2.0% on the CPE data preferred by the Federal Reserve Bank (Fed). Interest rates were left unchanged. In his statement, Mr Powell, the Fed Chairman, described the economy as being 'in a good place'; the markets however continue to anticipate one more cut in interest rates as economic growth fades during the year. The programme of central bank support to money markets continued despite bank industry reserves rising by \$20bn in the final months of the year. The promise is that the initiative will continue at least until April and when it is eventually phased out, the process will be gradual.

In **China**, official data showed economic growth of 6.1% in 2019, the lowest annual rate for 29 years. The impact of tariffs and slowing global trade was evident in export growth slowing to 0.5% and a 2.8% decline in imports. The government continued its policy of support to activity by making further reductions in bank reserving requirements, adding c800bn Yuan to the system ahead of the New Year celebrations. The easy monetary stance continued despite a rise in inflation to 4.1%; growth is the clear policy priority at the present time. The coronavirus outbreak is likely to have an adverse effect on activity in the first quarter due to lower manufacturing output and a sharp drop in consumer expenditure. In previous epidemics the loss of activity has been recovered later in the year, even so growth will struggle to reach 6% in 2020.

Elsewhere, the Bank of **Japan** increased its forecast for annual growth to 0.9% in the wake of the supplementary budget. **South Korea** acted to support activity after an economic performance in 2019 which was the weakest in a decade. Interest rates have already been cut to record lows.

Outlook

Near-term sentiment will be heavily influenced by worries over the potential effects of the coronavirus. Hopefully these concerns will be short lived. Beyond that we continue to expect another year of economic growth, low inflation and supportive monetary conditions. A backcloth of expansion and rising company earnings makes equities our preferred sector. We see fixed income assets as overvalued.

CCLA INVESTMENT MANAGEMENT LTD

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Bi

**The Local Authorities' Property Fund
Prices and Dividend Yields**



End of	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19
Offer Price p	321.90	322.70	322.32	323.45	324.35	324.90	326.10	327.66	328.16	327.19	327.40	328.01
Net Asset Value p	301.55	302.30	301.94	303.00	303.84	304.36	305.48	306.94	307.41	306.50	306.70	307.27
Bid Price p	296.87	297.61	297.26	298.30	299.13	299.64	300.75	302.19	302.64	301.75	301.95	302.51
Dividend* on XD Date p		3.21			3.45			3.15			3.31	
Dividend* - Last 12 Months p	13.12	13.12	13.22	13.22	13.22	12.94	12.94	12.94	13.08	13.08	13.08	12.98
Dividend Yield on NAV %	4.35	4.34	4.38	4.36	4.35	4.25	4.24	4.22	4.25	4.27	4.26	4.22
Fund Size £m	1206.8	1200.1	1191.1	1177.3	1173.1	1174.2	1174.9	1178.2	1174.9	1150.9	1127.1	1105.9

* The Dividend is paid gross and is after all charges

Source: CCLA

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

CCLA FUND MANAGERS LIMITED

Senator House
85 Queen Victoria Street
London EC4V 4ET
Telephone: 0800 022 3505
www.ccla.co.uk

CCLA is Authorised & Regulated by the Financial Conduct Authority.

Appendix B2

GRANTS

RC.26.19

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 C1-5.

	Funding Request
○ Rennie Grove Hospice Care	£500
○ The Marlow Players	£250
○ Love Marlow Festival	£400
○ Marlow Museum Centre Project	£500
○ The RockPool Organisation Ltd	£1,000

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION		Membership
Rennie Grove Hospice Care		
ADDRESS Grove House Waverley Road St Albans Herts AL3 5QX		
ADDRESS Rennie House Unit 3, Icknield Way Industrial Estate Tring Herts, HP23 4JX		
Contact name ██████████		
Position held Trusts Fundraiser		
Daytime telephone number ██████████		
Email address ██		
When was your organisation established? In Feb 2011, following the merger of two charities, Ian Rennie Hospice at Home and Grove House Day Hospice, in St Albans		
What is the legal status of your organisation?		
a) unregistered voluntary or community organisation b) registered Charity in England or Wales 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		Please tick one of the following <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable) 1140386		
PROJECT		
Project Description We are seeking funding towards the cost of a Health Care Assistant (HCA) working within our specialist Wycombe Nursing Team, covering Marlow and the surrounding area, delivering expert palliative and end of life care to adults and children in their own homes. Rennie Grove's pioneering award-winning Hospice at Home model of care provides scheduled and emergency responsive visits to patients at home, ensuring they and their families have control over how and where they are cared for at a hugely difficult time in life. Our Hospice at Home service is one of the only models of its kind in Britain and is unique to the local region. HCAs are a hugely important part of Rennie Grove's service, providing a broad range of vital services to our patients and assisting our nurses with their increasingly busy workloads. They offer scheduled visits to patients living with a life-limiting illness but who have been classed as stable, ensuring all parts of their personalised care plan are being met. HCAs liaise with nurses about any symptom concerns, and also offer critical respite visits, which gives carers and family members a much-needed break, and allows them to spend quality time with a patient discussing any worries or concerns they may have. They also provide personal care visits, assisting patients with practical tasks such as showering, accompany nurses on visits as required, pick up prescriptions from doctor's surgeries and deliver specialist medical equipment to our nurses. As one of our HCAs, Larissa Goff, says: "There is no such thing as a 'normal' working day in this hugely rewarding role."		

Appendix C1

Project Background

Rennie Grove Hospice Care provides expert palliative and end-of-life care to thousands of patients across Bucks and West Hertfordshire. The charity also offers vital emotional and bereavement support to patients and their families, ensuring we are there for people whenever they need us, for as long as they need us. We work closely with GP surgeries - including The Doctor's House in Marlow, to begin caring for patients as early as possible after diagnosis.

Our patients constantly cope with pain management and unpleasant symptoms ranging from breathlessness to physical mobility problems, and are often undergoing traumatic treatment. But in addition to physical symptoms, patients also are confronting the emotional difficulties that go hand in hand with a terminal diagnosis, as are their loved ones. As a charity we implicitly understand that a difficult diagnosis affects the whole family and we are there to support our patients as they prepare practically and emotionally for end of life. It is often with our HCAs that patients will share their deepest anxieties. HCA [redacted] says: "The HCA role is particularly important because of the psychological support we offer to patients. We have that time to simply sit and listen to people and they share their fears and worries with us. It's an honour and privilege to care for patients at the end of life."

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

During the last financial year Rennie Grove cared for 59 patients in Marlow, including three children, with 55 being supported in the period from 1 April, 2019, to 1 February, 2020. Of these patients, 91 received specialist palliative Hospice at Home nursing care, while other services delivered to Marlow residents, included complementary therapy, bereavement support, family counselling - including for several children, and practical, volunteer support.

The Hospice at Home teams covering Marlow, and providing care for adults and children, made 880 visits to patients, including 69 during the night, and a total of 2,723 phone calls, from 1 April, 2018 to 1 February, this year. Since 1 April, 2018, we have cared for 46 patients in Marlow who were able to die at home, in their preferred place of death, surrounded by the things and people they love.

Project benefits include: A reduction in patients' clinical and emotional distress, more people being able to be cared for at home, Reduced anxiety and improved wellbeing in patients, carers and families, a reduction in unnecessary and distressing hospital admissions and Rennie Grove's services saving the NHS vital money. Demand for Rennie Grove's service is only set to grow in the coming years, with patients living longer with more complex conditions, but as an innovative, forward-thinking charity we are continually evolving to meet these needs.

Total cost of project

£ 25,394 per annum

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

Rennie Grove Hospice Care usually plans for breakeven budget. Last financial year the charity had a surplus of £317,000, which was due mainly to an exceptionally good year for legacy income and improved retail performance from our 27 shops. Rennie Grove's dedicated day hospice, Grove House - located in the grounds of St Albans City Hospital and with services open to all our patients and their families - is currently undergoing a major million-pound upgrade that will treble the usable space inside the building. The surplus from 2018-19 will be used towards the cost of this refurbishment.

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

Rennie Grove has a reserves policy which states that the charity will maintain unrestricted general reserves within the range of three to six months of average actual expenditure. The board has agreed that unless there is a clear strategic need to hold greater reserves in order to support future planned capital or revenue plans the policy shall apply. Conversely, cash reserves should not fall below three months of predicted expenditure. The general reserve at 31 March, 2019, was £4.4m, which represents approximately six months of unrestricted expenditure.



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
The Marlow Players	40
Official / Registered Address of the Organisation	
The Marlow Players [Redacted]	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact [Redacted]	
Position held Treasurer	
Daytime telephone number [Redacted]	
Email address [Redacted]	
When was your organisation established 1937	
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

This application is to support the hosting activities (production staging, reception, group hosting, publicity) for 'Les Baladins de Marly Le Roi' exchange visit. Les Baladins will perform, in French, the current production for the people of the town and surrounding areas. The cultural exchange is an annual event and alternates between hosting Les Baladins and travelling to Marly to perform. On 8-10 May 2020, 'Les Baladins' will travel to Marlow.

Project Background

The Marlow Players is an established society of over 60 years standing, formed in 1937 to bring amateur theatre to the local community, the people of Marlow. Two productions per year are performed at the Shelley Theatre, in March and November.

This application is to enable the society to continue the exchange visit programme with Marly-le-Roi. Each year the Players and the Les Baladins de Marly-le-Roi drama group exchange in alternate years to provide a unique cultural point in the Marlow calendar. This arrangement has been in place for over 25 years. The exchange has in fact been in place before the formal town twinning with Marly was put in place.

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

The exchange visit and performance provide a unique educational and cultural opportunity for the people of Marlow and surrounding areas. In particular the event is supported by like minded 'Anglo-French' societies such as town Twinning Society and French speaking clubs in the district.

We expect to have 150-200 public audience at the production.

Total cost of project

£ 1000

Grant request total

£ 250

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.



MARLOW TOWN COUNCIL

Annual Grant Application for 2020/2021

NAME OF ORGANISATION	Membership
Love Marlow Festival	N/A
Official / Registered Address of the Organisation	
Churches Together in Marlow c/o Marlow Methodist Church Spittal Street Marlow	
Address to which correspondence should be sent if different from above	
[REDACTED]	
Contact details of the person completing this application	
[REDACTED]	
Event Co-ordinator	
[REDACTED]	
[REDACTED]	
2014	
What is the legal status of your organisation?	please tick one of the following
a) unregistered voluntary or community organisation	<input type="checkbox"/> Yes
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)	
[REDACTED]	
PROJECT	
<p>The objective is to promote Marlow as a town in which life, love and all that is good is celebrated. To achieve this, churches in the community have worked with local businesses, voluntary organisations and a plethora of charities. Using their combined resources, the Festival has achieved an impressive catalogue of events that clearly illustrate the unique character and generous spirit that is at the heart of our town. And whilst fund-raising is not our primary objective, where appropriate we will be inviting donations to various charities, including those that seek to address mental health amongst young people</p> <p>By and large, the costs of providing two weeks of action-packed activities are met by donations from churches and local businesses. However, to reach the community, this year's programme needs to be boosted by effective advertising and it is this for which we would ask Town Council support.</p>	

C3

Project Background

The Festival was started as a church-driven enterprise but has become much more of a partnership across all sections of our community. Working in conjunction with the Town Regatta Committee and supported by various commercial and voluntary agencies, the Festival is now well placed to build on its foundations (it was initially formed in 2014) and widen its reach for the benefit of the community as a whole.

In the process, the churches have learned that they are by no means sole guardians of people's care and welfare. In promoting fun and sharing leadership across the community, we have learned (perhaps not for the first time) that local businesses are very conscious of the welfare needs of their employees – physical, mental and spiritual.

Church leaders therefore want the Festival to be a collaborative venture using the resources and talents from all parts of Marlow.

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

In essence, the spirit of friendly support and neighbourliness that the Festival seeks to engender, provides Marlow with a warmth and appeal that complements the existing attributes of this attractive riverside town.

Total cost of project	£2,457 - 00
Grant request total	£400 - 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
--	-----

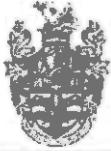
FINANCIAL INFORMATION

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

Surplus of £122 – 87p. this will help meet general running costs, including a replacement banner.

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



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
Marlow Museum Centre Project	40 but many additional supporters
Official / Registered Address of the Organisation	
Court Garden, Pound Lane, Marlow, SL7 2AE	
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	
Secretary	
Daytime telephone number	
[REDACTED]	
Email address	
[REDACTED]	
When was your organisation established?	
The museum opened in 2009, but the organisation was established many years earlier	
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 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)	
1129346	
PROJECT	
Project Description	
<p>Volunteer Recruitment Campaign: We will create & print a new leaflet and distribute it throughout Marlow and district. We will write to local societies and organisations and submit an article for their newsletters and/or speak to their members where appropriate. We will speak on local radio and submit articles to the local press. We will then hold one or more drop in sessions with coffee and cake for potential volunteers. They will be given our Volunteers' Handbook and if interested they will be assigned a buddy and signed up as stewards of the museum. The more stewards we recruit, the more hours the museum can open.</p>	

Project Background	
<p>We need to recruit more volunteers each year to replace those who become ill, or move away, or have greater family claims on their time. We have sometimes found it difficult to staff the museum with 2 stewards, because people are ill or on holiday. We expect to have 2 stewards on duty when the museum is open, for safety and security reasons. We need a pool of at least 40 stewards, but are currently down to about 20. It seems to have become more difficult in recent years for all organisation to recruit volunteers. We have had a training session on the subject with Community Impact Bucks, who have helped us plan this campaign.</p>	
Project Benefits in relation to Marlow, it's residents and visitors	
<p>We run the only specialised museum of local history for Marlow and its surrounding parishes, which benefits the local community, residents in other parts of the country and tourists from the UK and worldwide.</p> <p>We offer an enquiry service for family history, in cooperation with members of the Marlow Society local history group. We run activities for the local community, such as the current 'Marlow in Winter' adults' photographic competition, and the forthcoming children's competition as part of the Love Marlow festival.</p> <p>We create booklets to accompany our exhibitions which give an insight into a wide variety of historic subjects in this area. These are also on sale in the local Library. When we recruit more volunteers, we will be able to extend these benefits to more visitors during longer opening hours.</p>	
Total cost of project	£ 700
Grant request total	£ 500
EQUAL OPPORTUNITIES	
<p>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.</p>	
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	
<p>You must include a copy / extract of your organisation's latest annual accounts with this application</p> <p>if your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on</p> <p>Our last annual accounts show a small operating deficit.</p>	
<p>If your organisation has financial reserves, for what purpose are they held? At the last financial year end: We had reserves of £7475, of which £1000 was in the dedicated Acquisitions fund, to be able to buy items for the Collection should the occasion arise; £514 was in the Competitions Fund; and £5961 was for general operating reserves to enable us to continue operating the museum for 9 months.</p>	

1000

1000

1000

1000

1000

Project Background

Our founders husband was diagnosed with depression in the summer of 2018 after suffering from it for a long time. This put a lot of strain on her and she wanted to find her own support structure as she started to see the cracks in her own mental state. When she couldn't find anything and ended up on the phone to the Samaritans she decided she would create this peer to peer support group herself and launched The RockPool with 2 friends offering their web design and graphic design services for free.

The RockPool was launched in May 2019 and whilst uptake has been slower than she would like, it is happening. One thing she has found is that she gets much more engagement from people face to face and has heard many stories, everyone seems to have a story. That people feel a lot better having shared with someone and having been listened to and acknowledged.

As a result it is felt that a face to face peer group to provide the support and community Rocks need would be preferred and we want to have our first group in Marlow. Marlow is Amanda's home town.

Our ultimate aim is to help prevent these carers/Rocks from becoming ill themselves so that they can in turn, support their loved ones from a position of strength.

Our purpose is not to replace the need for medical and professional care, it is focused 100% on peer to peer support, those with experiences coming together to listen and support others. We strongly encourage everyone to seek medical assistance if they feel they need it. We don't provide medical care.

Project Benefits in relation to Marlow, its residents and visitors

Whilst based in Marlow the intention is that it would be open to all to attend, as a one off or regularly. We want to start by running them once a month and increase this if the demand is there. Therefore anyone can come, both residents and visitors.

It will be another way in which the Marlow community helps each other and others, how we come together in times of need.

It will help our residents create new friendships and perhaps feel they have the strength to maintain the ones they have.

Total cost of project

£ approx £1,500 per annum

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

We haven't yet been trading a year so we will include our management accounts. There is no surplus as the organisation isn't income generating and is currently funded via a loan from the founder and her business. The intention is that eventually The RockPool will generate income via website advertising, traffic and other initiatives such as complimentary therapies, which can currently be found on the site.

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

No reserves

MANAGEMENT ACCOUNTS

Members are asked to approve the Management Accounts dated 31.12.19.

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

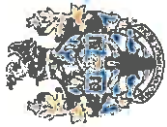
- Balance Sheet
- Income and Expenditure Schedule
- Earmarked Reserves Schedule
- Bank Reconciliation
- Grants Schedule

RECOMMENDED:

THAT MEMBERS APPROVE THE MANAGEMENT ACCOUNTS DATED 31.12.19

31/01/20

December 2019

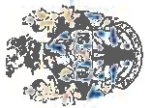


MARLOW TOWN COUNCIL

Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</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>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-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)	(248.97)	13,897.00	(7,582.99)	3,879.00
Bank, Cash & Cash Holding	653,602.65	177,356.85	(14,135.91)	(33,396.96)	(42,643.09)	7,318.11	140,938.78	(30,301.24)	(16,699.08)	804,876.77
VAT	12,070.57	2,852.62	(7,617.05)	3,207.15	5,084.92	(9,414.24)	3,316.09	1,369.89	(6,776.91)	8,879.78
	669,522.22	183,078.95	(24,971.44)	(28,632.81)	(35,485.08)	(7,639.26)	144,005.90	(15,034.35)	(31,058.98)	817,635.55
Current Liabilities										
Creditors, Accruals	(26,268.50)	(20,781.26)	19,826.96	2,320.29	(4,639.19)	16,697.75	(11,895.20)	1,698.47	4,183.53	(21,038.03)
Deferred Precept Income & WDC Council Tax Funding	-	-	-	-	-	-	-	-	-	-
Other Taxes & SS costs	(3,412.05)	84.09	(0.17)	443.41	(396.75)	(97.02)	(15.20)	33.45	(82.67)	(3,354.90)
	(29,680.55)	(20,697.17)	19,826.79	2,763.70	(5,035.94)	16,600.73	(11,910.40)	1,731.92	4,100.86	(24,392.95)
Current Assets Less Current Liabilities	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	132,095.50	(13,302.43)	(26,958.12)	793,242.62
Total Assets Less Liabilities	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	132,095.50	(13,302.43)	(26,958.12)	793,242.62
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)	(3,731.80)	(418.00)	(3,169.36)	20,105.00	(2,942.10)	31,695.07
Current Year Surplus/(Deficit)	-	163,754.28	(32,987.27)	(24,181.61)	(36,789.22)	9,379.47	135,264.86	(33,407.43)	(24,016.02)	121,705.88
	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	132,095.50	(13,302.43)	(26,958.12)	793,242.62

Appendix D



MARLOW TOWN COUNCIL

Income & Expenditure Summary

31/01/20

December 2019

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance		Full Year Budget
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Dec-19	Dec-19	Dec-19		
Precept Received			173,883.97								347,767.00
Bucks CC Devolved Services											16,870.00
WDC Devolved Services	962.06	33,595.17									46,718.00
Allotment Rents	143.00	78.00			9,720.50			3,700.00	(2,348.00)		13,500.00
Cemetary Fees	4,981.00	6,172.00	6,759.67	1,961.50	2,516.58		3,250.00	1,180.00	1,180.00		42,000.00
Gosmore Recreation Ground					700.00						700.00
Bus Shelter Advertising	187.50		187.50					187.50	187.50		752.00
Banner Administration	18.00		36.00		54.00		30.00	474.00	474.00		850.00
Markets											2,000.00
Shopmobility Marlow											260.00
Dividend & Cash Holding Interest	259.35	294.97	264.27	269.00	154.74		131.00	11.46	11.46		1,572.00
Misc Income	120.00										-
	6,670.91	40,140.14	181,131.41	2,230.50	13,472.44		6,615.96	7,111.00	(495.04)		472,989.00
NB Income in Reserves	392.20	12.00		23,925.00	4,162.00		622.00				62,631.78
Salaries	16,553.07	16,614.77	16,619.24	17,598.90	17,575.19		17,020.54	16,955.00	(65.54)		210,405.00
Subcontractors	2,171.00	865.00	1,955.00	1,868.50	1,410.00		1,826.16	2,283.00	456.84		19,201.00
Administration	1,881.48	3,061.01	3,932.28	2,030.36	1,933.41		2,120.38	2,341.00	220.62		33,945.00
Waste Management	388.58	395.00	403.85	261.52	395.00		138.00	150.00	12.00		4,594.00
Health and Safety	227.99	116.96	396.00	626.77	174.99			435.00	435.00		4,506.00
Equipment, Operating and Maintenance	128.32	285.33	11.97		944.45		292.80	307.00	14.20		3,686.00
Community	9,473.07	2,950.75	13,362.14	6,661.00	7,938.66		7,614.72	2,492.00	(5,122.72)		96,505.00
Devolved	5,371.09	5,470.81	5,203.74	5,203.03	5,863.17		9,109.20	5,000.00	(4,109.20)		68,567.00
Utilities	3,635.80	457.15	184.00	867.12	823.86		175.61	458.00	282.39		7,665.00
Buildings	3,388.24	243.24	3,475.55	188.24	188.24		3,388.24	3,439.00	50.76		16,515.00
Insurance											3,800.00
Van	241.49	300.65	322.78	332.49	241.49		241.49	300.00	58.51		3,600.00
	43,460.13	30,760.67	45,866.55	35,637.93	37,488.46		41,927.14	34,160.00	(7,767.14)		472,989.00
NB Expenditure in Reserves	4,124.00	430.00	3,169.36	3,820.00	7,104.10		3,553.29				30,936.71
Surplus/(Deficit)	(36,789.22)	9,379.47	135,264.86	(33,407.43)	(24,016.02)		(35,313.18)	(27,049.00)	(12,267.18)		121,705.88
											116,939.00
											4,766.88

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MARLOW TOWN COUNCIL

31/01/20
December 2019

Earmarked Reserves

DEPARTMENT	CATEGORY	CODE	BALANCE start April 2019	INCOME 2019/20	Transfer 2019/20	EXPENDITURE 2019/20	MVT TO DATE	BALANCE end December 2019
ADMINISTRATION	Grants & Donations	7116	1,111.28			415.00	(415.00)	696.28
	IT	7033	1,406.48				0.00	1,406.48
	Office Move				18,000.00	600.00	17,400.00	17,400.00
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	26,925.00		1,010.00	25,915.00	94,266.11
	Infrastructure Reserve		49,000.00		(18,000.00)	395.00	(18,395.00)	30,605.00
	Defibrillator		286.00				0.00	286.00
WDC CIL Funding	2017/2018	4999	78,252.82		(10,994.00)	15,110.09	(26,104.09)	52,148.73
	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
	Bus Shelters	7312	1,027.00				0.00	1,027.00
	Village Gateways	7307	603.14				0.00	603.14
	Benches	7312	1,679.00			1,340.00	(1,340.00)	339.00
	Bridge Lighting	7307	35,000.00			2,000.00	(2,000.00)	33,000.00
	2020/2021 Security Patrols for 20/21	7504			10,994.00		10,994.00	10,994.00
AMENITIES	Causeway - War Memorial	7316	3,484.00			3,484.00	(3,484.00)	0.00
	Causeway Refuge	7323	39,355.00				0.00	39,355.00
	Town Improvements	7323	15,510.97			475.00	(475.00)	15,035.97
	The Triangle Project	7340	941.43	691.20		324.36	366.84	1,308.27
CEMETERY	Future Projects		31,306.00				0.00	31,306.00
ALOTMENTS	Water Levy		(2,913.50)	1,783.50			1,783.50	(1,130.00)
	Gossmore Trust Recreation Grounds	7506	8,530.13 69,582.75			5,783.26	0.00 (5,783.26)	8,530.13 63,799.49
			468,404.10	62,631.78	0.00	30,936.71	31,695.07	500,099.17

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31/01/20

Bank Reconciliation 31.12.19



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>265,123.67</u>
Current Account	01581935	per statement	<u>49,972.00</u>
Cheque & Debit card Account	03049254 less unrepresented chqs	per statement	563.19
			<u>563.19</u>
Paypal			<u>5.00</u>
Petty Cash			436.61
			<u>436.61</u>
Total Bank and Cash			316,095.47
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>203,467.20</u>
CCLA - Local Authority Property Fund			<u>200,000.00</u>
Short Term Cash Holdings			488,781.30
Total Bank and Short Term Cash Holdings			804,876.77

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31/01/20

December 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	696.28		
		6696.28		
1000.00	Royal British Legion	840.00	Sep-19	+
	Marlow Choral Society	300.00	Jul-19	~
500.00	Marlow Music Festival	500.00	Sep-19	~
	Marlow FM - Hidden Gems Award	100.00	Oct-19	+
700.00	Marlow Town Regatta & Festival	500.00	Jul-19	~
700.00	Marlow Regatta Ltd	700.00	Jul-19	#
500.00	Marlow Camera Club	250.00	Sep-19	~
500.00	Marlow Community Association			~
	Marlow Youth Club	500.00	Nov-19	~
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	500.00	Nov-19	+
250.00	Chiltern Arts			~
	Sue Ryder Fundraising	250.00	Sep-19	+
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			~
	Marlow District Girl Guides	500.00	Sep-19	+
	All Saints Church	175.00	Jul-19	+
500.00	Wycombe & District Citizens Advice Bureau	500.00	Sep-19	+
500.00	Community Cop Cards Project			^
	Bucks Vision	300.00	Sep-19	+
	AlexanderDevine Children's Cancer Trust	350.00	Jul-19	+
	TOTAL APPLICATIONS	6265.00		
-3070.00	from reserves	-265.00		
	BALANCE including reserves movement	6000.00		
	+ LGA 1972 S.137	3515.00		+
	# LGA 1972 S.144	700.00		#
	~ LGA 1972 S.145	2050.00		~
	^ C and D Act 1998	0.00		^

DS

HENLEY ROAD DOG WASTE BIN

Officers are recommending an additional dog bin for the far end of the Henley Road; dog waste is continually being dumped on the pavement and side of the road. The cost of an additional bin is £200 for the bin and installation with an annual collection cost of £330. These costs can be met from CIL (Community Infrastructure Levy)

RECOMMENDED

THAT MEMBERS RESOLVE TO AGREE TO THE PURCHASE OF A NEW DOG WASTE BIN AND ASSOCIATED COSTS AS DETAILED ABOVE AND THAT THE COSTS BE MET FROM COMMUNITY INFRASTRUCTURE LEVY

SUNDRY DEBTOR WRITE OFF

It is proposed not to pursue the recovery of a debt in association with the unpaid invoice ref: MTC.CLS.19.21 £120.00 relating to Christmas Lights sponsorship. The company in question is no longer trading and further debt recovery is not recommended.

RECOMMENDED:

THAT MEMBERS AGREE THAT THE DEBT AS DETAILED ABOVE BE WRITTEN OFF