

MARLOW TOWN COUNCIL

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

This meeting will be live-streamed on Marlow Town Council's Facebook page:

<https://www.facebook.com/MarlowTC/>

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 VIRTUAL MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON TUESDAY 7th JULY 2020 AT 7.15pm (or at the close of the Town Council meeting) AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin
Mrs Hilary Martin
Town Clerk
01.07.20

- | | | |
|----------|--|----------|
| RC.40.19 | Apologies for absence | |
| RC.41.19 | Declarations of Interest | |
| RC.42.19 | To agree as a true record the Minutes of the previous meeting dated 12.05.20 | |
| RC.43.19 | Information Reports | |
| | a) Accounts Paid | |
| | b) Investments | |
| | c) Gossmore Recreation Ground – Pest Control | |
| RC.44.19 | Grants | DECISION |
| RC.45.19 | Date and time of next meeting: Tuesday 01.09.2020 at 7.00pm | |

MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD VIRTUALLY AND LIVE STREAMED ON MARLOW TOWN COUNCIL'S FACEBOOK PAGE ON TUESDAY 12TH MAY 2020 AT 7.30pm

Attended

**Chairman
Town Mayor
Councillors**

**Cllr B Johnson
Cllr R Scott
R Wilson**

Also present

**Councillor
Town Clerk
Deputy Clerk**

**J Towns
Mrs H Martin
Mrs K Joy**

RC.31.19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

RC.32.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

RC.33.19 TO AGREE AS A TRUE RECORD THE MINUTES OF THE PREVIOUS MEETING DATED 03.03.20

RESOLVED:

THAT THE MINUTES DATED 03.03.20 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

RC.34.19 INFORMATION REPORTS

d) Accounts Paid

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

e) Insurance Review

Officers recently undertook a review of the Town Council's insurance schedule, as the policy was up for renewal. As part of this review, the cost of the insurance and level of cover was also reviewed and compared with a broker who searched the market to ensure the best value. As a result of the review process, the Town Council will remain with Zurich insurance with a three-year discounted contract within the current budget for insurance.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

RC.35.19**GRANTS**

Completed Grant application requests had been circulated to all members prior to the meeting. The full grant applications were available on request.

	Funding Agreed
○ Marlow Regatta Ltd	£500
○ Lighthouse Marlow	£400

RESOLVED:

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

RC.36.19**MANAGEMENT ACCOUNTS**

Members were asked to approve the Management Accounts dated 29.02.20

The following schedules were circulated to all member of the Council:-

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

RESOLVED:

THAT MEMBERS APPROVED THE MANAGEMENT ACCOUNTS DATED 29.02.20

RC.37.19**FINANCIAL REGULATIONS REVIEW**

Circulated to all members was the revised model Financial Regulations as issued by NALC.

There were no significant changes of note. Officers have reviewed the new regulations against the Town Council's current set and amended them in the light of all recommendations made by the Council's Internal Auditor.

RESOLVED

THAT MEMBERS REVIEWED AND ADOPTED THE MODEL FINANCIAL REGULATIONS FOR MARLOW TOWN COUNCIL

RC.38.19**TREASURY MANAGEMENT POLICY REVIEW**

As part of the Town Council's regular policy review process, the Treasury Management Policy was circulated to all members prior to the meeting. There were no significant

changes. One point to note was that the transfer amount in the policy now accords with the amount stated in the Town Council's Financial Regulations

RESOLVED:

THAT MEMBERS REVIEWED AND ADOPTED THE TREASURY MANAGEMENT POLICY FOR MARLOW TOWN COUNCIL

RC.39.19

DATE AND TIME OF NEXT MEETING:

Tuesday 30th June 2020 at 7.00pm

Chairman.....

Date.....

INFORMATION REPORTS

RC.43.19

a) Accounts Paid since the last meeting

Attached as appendix A is the list of payments made since the last meeting dated 31.03.20.

b) Investment Statements

Attached as appendix B are the Town Council's annual investments statements.

c) Gossmore Recreation Ground – Pest Control

A significant rat infestation has been discovered at Gossmore recreation ground, the area has been secured with fencing and is being treated by a specialist contractor at a cost of £1894.98. They anticipate that one possibly two more visits will be required at quarterly intervals at a cost of £452 for each visit.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

GRANTS

RC.44.19

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 C

Funding Request

- | | |
|--|------|
| ○ Royal British Legion – Marlow Branch | £840 |
|--|------|

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANT AS DETAILED ABOVE



March 2020

<u>Date</u>	<u>Type</u>	<u>Pavee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
02/03/2020	DD	BT	rental charges 01.02.20-30.04.20	45.88
02/03/2020	DD	Eazy Collect	In touch web support Feb20	45.59
02/03/2020	DD	NPower	chapel elec 06.01.20-05.02.20	9.95
02/03/2020	DD	Red Kite Housing	garage rent	68.41
02/03/2020	DD	systems architecture	Office365 7 users monthly on account	208.10
02/03/2020	SO	Bucks playing fields	subs	20.00
02/03/2020	SO	T Brindley	Gates opening closing	155.00
02/03/2020	BP1Feb20	ARD	Dec19 inspections	158.40
02/03/2020	BP1Feb20	Arrive	arrive - open top bus hirefor SOS	425.00
02/03/2020	BP1Feb20	C Funnel Expenses	travel re 7-9.05.19 and remembrance lunch nov19	418.36
02/03/2020	BP1Feb20	Festive Lighting	2019 hire & installation	18304.89
02/03/2020	BP1Feb20	Four Seasons	water station causeway - CIL17/18	72.00
02/03/2020	BP1Feb20	Glasdon	bin maintenance purchase	312.07
02/03/2020	BP1Feb20	IAC	interim audit 19.01.20	399.00
02/03/2020	BP1Feb20	J Hillsden	ashes grave dig jan20	114.00
02/03/2020	BP1Feb20	Latchmoor	borlase alleyway	90.00
02/03/2020	BP1Feb20	Light Angels	takedown bunting 01.10.19	669.96
02/03/2020	BP1Feb20	N Joy	bins cover and additional	987.00
02/03/2020	BP1Feb20	O Heap&Sons	fire extinguishers service	99.00
02/03/2020	BP1Feb20	SLCC	conference and accom 26.02.20.27.02.20	339.00
02/03/2020	BP1Feb20	TBS Hygeine	dog bins 03.01.20-31.01.20	234.00
02/03/2020	BP1Feb20	WPS	fleet renewal insurance 07.02.20-06.02.21	489.80
02/03/2020	BP1Feb20	Yorkshires	weekly clean	157.48
03/03/2020	DD	NPower	cemetery elec 09.11.19-10.02.20	53.79
04/03/2020	BP2Feb20	4Front Security	Recreation park security	1386.00
04/03/2020	BP2Feb20	Bucks CC	bus hire 19/20	6113.95
04/03/2020	BP2Feb20	PFP	elec oct-Dec19, tender meetings 18.02&19.02	1086.54
04/03/2020	BP2Feb20	Pink Accounting Resources	payroll & bookkeeping Jan20	1312.80
04/03/2020	BP2Feb20	RPM	seymour court repairs - balance beam & slide	924.00
04/03/2020	BP2Feb20	TVCRC	unpaid workers apr19-jun19 & jul19-sep19	3456.00
05/03/2020	BP	Fluency	mar20 PR fees	300.00
05/03/2020	DD	NPower	gossmore elec 09.01.20-08.02.20	7.93
06/03/2020	DD	BT	Office & mobile, ficed charges	129.78
10/03/2020	BP	HMRC	paye & ni Feb20	6353.57
15/03/2020	DD	SSE	cemetery gas 26.11.19-26.02.20	12.52
19/03/2020	DD	Worldpay	charges Feb20	56.93
23/03/2020	BP	Bucks CC	Pension Mar20	3858.91
23/03/2020	DD	Various	net pay Mar20	10118.86
26/03/2020	DD	Castles Water	seymour court 01.02.20-29.02.20	7.30
26/03/2020	DD	NPower	chapel elec 06.02.20-05.03.20	8.93
27/03/2020	DD	AutoLease	van rental 07.02.20-06.03.20	289.79
30/03/2020	SO	T Brindley	Gates opening closing	155.00
30/03/2020	BP1Mar20	4Front Security	Recreation park security	1566.00
30/03/2020	BP1Mar20	Continental Landscape	grounds maint jan20 & feb20	12470.62
30/03/2020	BP1Mar20	H Martin Expenses	midmeds 3in disinfectant wipes x200	47.39
30/03/2020	BP1Mar20	Pink Accounting Resources	bookkeeping and payroll feb20	904.80
30/03/2020	BP1Mar20	WDC	office rent 01.04.20-30.06.20 & various tree works	8003.52
31/03/2020	BP	Thames Water	excavate and connection charges for waterfountain	3452.00
31/03/2020	BPCRACKIN	Cracking IT	VPN and remote login	48.00
31/03/2020	BP	N Joy	march20 litter bins etc	1178.50
				87,126.32
IMPREST ACCOUNT				
04/03/2020	CN01285	D&J News	papers 19.01.20-15.02.20	12.40
04/03/2020	CN01289	Hunts	various hardware jun-dec19	34.10
04/03/2020	CN01286	BMKALC	allotment training 21.05.19	69.88
04/03/2020	CN01288	Seahawks	window clean 17.01.20	66.00
04/03/2020	CN01287	RBL	wreaths for 2020	37.00
04/03/2020	CN01290	Marlow Comm Assoc	affiliation fee	20.00
05/03/2020	debitcard	Amazon	whiteboard markers	4.59
05/03/2020	debit card	Amazon	stationery & skycase portfolio	85.04
06/03/2020	debitcard	George & Dragon	George & Dragon - advisory group	12.30
09/03/2020	debitcard	Amazon	kitchen timer various stationery, moisturiser, hard back books	76.80
12/03/2020	debitcard	Amazon	rose gold balloons, brown tag	18.17
16/03/2020	debitcard	Amazon	paper hand towels, bin liner clips	61.96
17/03/2020	debitcard	Wybone	new dog bin EMR CIL 17/18	282.70
20/03/2020	debitcard	Amazon	100 clear gloves	51.40
27/03/2020	debitcard	Amazon	subscription renewal 26.03.20-25.03.21	79.00
02/03/2020	debit card	WIX.com	environ grp website provision EMR	61.20
04/03/2020	debitcard	Emorsgateseeds	wildflower seeds 100g	16.00
04/03/2020	debitcard	Camlock systems	4 xkeys	57.95
05/03/2020	debitcard	Mxwholesale	hand sanitiser	16.07
05/03/2020	debitcard	Paypal	IT Link - antibac wipes	41.78
25/03/2020	debitcard	Boston seeds	wildflower seeds	104.99
				1,209.33

Appendix A



Customer Operations
 PO Box 1109
 Bradford
 BD1 5XS

0003806_1801875010-1017
 SEP-PKZ77/L

MARLOW TOWN COUNCIL
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]



May 2020

Your Bond Account Summary for 6 April 2019 to 5 April 2020

Dear MARLOW TOWN COUNCIL

This summary gives details of the interest paid on any Fixed Term Bond and Bond Maturity accounts you have open with Santander as at 5 April 2020.

If you need to complete a self assessment tax return, your Account Summary provides all the interest information about your personal savings and current accounts in one place. We'll aim to make this available in e-Documents within Online Banking by the end of May. You can also request a copy in branch or by calling us on the number below.

[View in English](#)

If you'd like to talk to us about your savings, please visit your local branch or call us on **0800 9 123 123**.

Thank you for saving with Santander.

Yours sincerely

[Redacted Signature]
 [Redacted Name]
 Business Manager

Important: Please keep in a safe place

MARLOW TOWN COUNCIL

Account number and account name	Date interest paid	Interest paid to you	Tax deducted to 5 April 2020	Balance as at 5 April 2020	Gross interest rate as at 5 April
[Redacted]	01/12/19	£68.31	NIL	£68,362.41	0.10%
TOTALS		£68.31			

Continued on next page

Appendix B1

Your Income Bonds statement



Marlow Town Council
Court Garden
MARLOW
BUCKS
SL7 2AG

ns&i

www.nsandi.com

24 hours a day
7 days a week

Period covered
12 April 2019 to 14 April 2020

Account details

Account holder	Marlow Town Council
Account number	[REDACTED]
Balance	£17,000.00
Interest rate	1.15% gross/1.16% AER
Statement	7 (page 1 of 2)

Date	Details	Money in	Money out	Balance
				£17,000.00
	Balance from previous annual statement			£17,016.07
5 May 19	Interest capitalisation	£16.07		£17,000.00
5 May 19	BACS income payment		£16.07	£17,016.60
5 Jun 19	Interest capitalisation	£16.60		£17,000.00
5 Jun 19	BACS income payment		£16.60	£17,016.07
5 Jul 19	Interest capitalisation	£16.07		£17,000.00
5 Jul 19	BACS income payment		£16.07	£17,016.60
5 Aug 19	Interest capitalisation	£16.60		£17,000.00
5 Aug 19	BACS income payment		£16.60	£17,016.60
5 Sep 19	Interest capitalisation	£16.07		£17,000.00
5 Sep 19	BACS income payment		£16.07	£17,016.07
5 Oct 19	Interest capitalisation	£16.60		£17,000.00
5 Oct 19	BACS income payment		£16.60	£17,016.60
5 Nov 19	Interest capitalisation	£16.07		£17,000.00
5 Nov 19	BACS income payment		£16.07	£17,016.07
5 Dec 19	Interest capitalisation	£16.60		£17,000.00
5 Dec 19	BACS income payment		£16.60	£17,016.60
5 Jan 20	Interest capitalisation	£16.07		£17,000.00
5 Jan 20	BACS income payment		£16.07	£17,016.60
5 Feb 20	Interest capitalisation	£16.60		£17,000.00
5 Feb 20	BACS income payment		£16.60	£17,015.53
5 Mar 20	Interest capitalisation	£15.53		£17,000.00
5 Mar 20	BACS income payment		£15.53	£17,016.60
5 Apr 20	Interest capitalisation	£16.60		£17,000.00
5 Apr 20	BACS income payment		£16.60	£17,016.60
	Totals	£196.01	£196.01	£17,000.00
	Balance carried forward			

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

Continued on the next page

Appendix B2

Your Income Bonds statement



Marlow Town Council
Court Garden
MARLOW
BUCKS
SL7 2AG

NS&I
[REDACTED]

www.nsandi.com
[REDACTED]

Your Income Bonds statement continued

Account details

Account holder	Marlow Town Council
Account number	[REDACTED]
Balance	£17,000.00
Interest rate	1.15% gross/1.16% AER
Statement	7 (page 2 of 2)

Period covered

12 April 2019 to 14 April 2020

Tax on interest

The interest is taxable, but paid without any tax taken off. Basic rate taxpayers won't have to pay tax on the first £1,000 of interest they earn on their savings (or £500 for higher rate taxpayers). This is called a Personal Savings Allowance.

If the total interest on all your taxable savings is more than this allowance, or you pay tax at the additional rate, you will need to declare your interest to HM Revenue & Customs and pay any tax due.

Interest rate

The rate quoted is correct at the date this statement was issued and is the rate that applied to your balance at that time. The interest rate is variable - you can check the current rate at any time by visiting our website nsandi.com

Definitions

Gross is the taxable rate of interest without the deduction of UK Income Tax.

AER (Annual Equivalent Rate) illustrates what the annual rate of interest would be if the interest was compounded each time it was paid.

Go paperless and cut the clutter

Our paperless service is an easier way to get your annual statements. Your statements will be stored securely online and you'll be able to log in to view them whenever you want. Going paperless is easy - log in at nsandi.com, go to Your profile in the top menu and click Paperless options. Or give us a call and we'll arrange this for you.

Appendix

B2

The Local Authorities' Property Fund Statement of Account

31 March 2020


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

In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

Client Name: MARLOW TOWN COUNCIL

Account Number: 

Statement of unitholding held on 31 March 2020

Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/01/20	Brought Forward				61,662.00
31/03/20	Carried Forward				61,662.00

On 31 March 2020 the mid market value (net asset value) of one unit in the Fund was 295.74 pence and the bid market value of one unit was 291.15 pence giving your investment at that date a mid market value of £ 182,359.20 and bid market value of £ 179,528.91.

Advice of management expenses for the period to 31 March 2020

For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/01/20	61,662.00	0.155000	95.58
29/02/20	61,662.00	0.145100	89.47
31/03/20	61,662.00	0.152800	94.22
			279.27

Statement of dividends for the period to 31 March 2020

For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/01/20	61,662.00	1.250200	770.90	95.58	675.32
29/02/20	61,662.00	1.077300	664.28	89.47	574.81
31/03/20	61,662.00	1.378300	849.89	94.22	755.67
			2,285.07	279.27	2,005.80

The dividend payment of £2,005.80 for the period will be paid to (309536) for account number 07521063, reference Marlow Town Council on 30/04/2020



Appendix

B4

STATEMENT

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

CLIENT: **MARLOW TOWN COUNCIL**

ACCOUNT NAME:

ACCOUNT NUMBER: [REDACTED]

Statement at 30 April 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/04/20	Brought Forward			203,830.26	
01/04/20	Dividend reinvested		102.62	203,932.88	4
30/04/20	Carried Forward			203,932.88	4

Statement of Dividends paid during the month to 30 April 2020

Date	Receiving Account	Amount Paid £
01-04-20	Dividend reinvested	102.62

Appendix B3

INFORMATION REPORTS

RC.43.19

a) Accounts Paid since the last meeting

Attached as appendix A is the list of payments made since the last meeting dated 31.03.20.

b) Investment Statements

Attached as appendix B are the Town Council's annual investments statements.

c) Gossmore Recreation Ground – Pest Control

A significant rat infestation has been discovered at Gossmore recreation ground, the area has been secured with fencing and is being treated by a specialist contractor at a cost of £1894.98. They anticipate that one possibly two more visit will be required at quarterly intervals at a cost of £452 for each visit.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

GRANTS

RC.44.19

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 C

Funding Request

- | | |
|--|------|
| ○ Royal British Legion – Marlow Branch | £840 |
|--|------|

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANT AS DETAILED ABOVE



MARLOW TOWN COUNCIL

Annual Grant Application for 2020/2021

NAME OF ORGANISATION	Membership
MARLOW BRANCH OF THE ROYAL BRITISH LEGION	342
Official / Registered Address of the Organisation	
Royal British Legion Station Approach Marlow Buckinghamshire SL7 1NT	
Address to which correspondence should be sent if different from above	
[REDACTED]	
Contact details of the person completing this application	
Contact name [REDACTED]	
Position held Branch Treasurer	
Daytime telephone number [REDACTED]	
Email address [REDACTED]	
When was your organisation established 1921 – Marlow Branch 1924	
What is the legal status of your organisation? 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) 219279	
PROJECT	
Project Description MARLOW ANNUAL REMEMBRANCE DAY PARADE	
Activities to include:	
<ul style="list-style-type: none"> • Preparation for and execution of the Town's Annual Remembrance Parade. • Arranging for a marching band to accompany the parade and including the march past. • Providing Parade management and organisation. • Act of Remembrance for Marlow. • Hosting Lord Lieutenant, visiting dignitaries from the Twinned Towns, Council Officers and other visitors after the parade at the Royal British Legion, Marlow. • Fostering links between the Royal British Legion and Marlow residents. 	

Project Background

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

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

Although this is an annual event to mark Marlow Town's Act of Remembrance and is part of the National Act of Remembrance this year is significant as it marks the end of hostilities in Europe (VE Day) and the Far East (VJ Day) culminating in the signing of the Japanese Surrender on 2 September and thus formally ending World War 2. The commemoration will raise the profile and debt of thanks that Marlovians owe to those that fell and the families who gave so much not only during the wars but in their aftermath. It not only fosters and raises the profile and work of the Royal British Legion in providing aid, support and welfare to beneficiaries as defined in the Royal Charter but also raises the profile of the Town during the Remembrance period.

Total cost of project

£ 840.00

Grant request total

£ 840.00**EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds 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.

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

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

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