

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

Cllr 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**