

MARLOW TOWN COUNCIL

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

TO:

MEMBERS OF THE TOWN COUNCIL

Town Mayor ~ Cllr R Scott
Deputy Mayor ~ Cllr B Johnson

Councillors: T Avery, S Brown, R Cadman, C Funnell, C Keighley, N Marshall, K Thomson, J Towns, E West, R Wilson

A VIRTUAL MEETING OF THE **TOWN COUNCIL** WILL BE HELD ON **TUESDAY 7th JULY 2020** at **7.00pm** AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin
Mrs H Martin | Town Clerk | 01.07.20

M.16.20	Apologies for absence	
M.17.20	Declarations of Interest	
M.18.20	Communications from Town Mayor	
M.19.20	To agree as a true record the Town Council Minutes dated 19.05.20	
M.20.20	Report from Leader of the Council	
M.21.20	Information Reports	
	a) Committee Minutes	
M.22.20	Final Accounts 2019-20	DECISION
M.23.20	Covid Reserve	DECISION
M.24.20	Grants Expenditure	DECISION
M.25.20	Earmarked Reserves	DECISION
M.26.20	Year End Internal Audit Report 2019-20	DECISION
M.27.20	Asset Register 2019-20	DECISION
M.28.20	Annual Governance Statement 2019-20	DECISION
M.29.20	Mobile Vehicle Activated Signs	DECISION
M.30.20	Marlow Town Council Website	DECISION
M.31.20	Reports from Outsides Bodies	INFORMATION
M.32.20	Reports from Buckinghamshire Council	INFORMATION
M.33.20	Date and time of next meeting – 08.09.2020 at 7.00pm	INFORMATION

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

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

Questions from the Public must be submitted by 12 midday on the day of the meeting via email:

office@marlow-tc.gov.uk

Clearly the number of events the Deputy Mayor or myself have been able to attend has been restricted by the Covid-19 pandemic. The prospect of attending events and other face-to-face meetings over the next few months may still be limited even when some of the social distancing rules have been relaxed.

Since March 16, the Leader, the Town Clerk and myself have participated in a number of virtual meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. We are all Trustees of this very successful project, which has now provided over 75,000 meals with the 75,000th meal presented to a Marlow resident on Saturday 27 June.

18th June Together with the Town Clerk, visited Lush Catering, Cressex, High Wycombe, the kitchen responsible for the provision of food for Meals from Marlow.

27th June Along with other members of the Meals from Marlow team, presented the 75,000th meal to a Marlow resident.

Please note that other than stated above, there has not been a single request for Mayoral attendance during this period.

Civic events

Civic service (postponed from 9 June) and Celebrate Marlow (postponed from 27 September) will be combined as a thank you to our residents for the excellent volunteering that has taken place during the Covid pandemic. The date for this event is Sunday 21 February 2021.

Remembrance Day (8 November) – awaiting further guidance from the Government and the Royal British Legion.

Switch on and Shop (19 November) – currently planned to go ahead in usual format; final decision to be taken by 25 September. If not, alternative arrangements for the switching on the lights will be agreed.

Carols on the Causeway (17 December) – currently planned to go ahead, final decision to be taken by 30 October.

Town twinning

In October 2019, local elections were held in Hungary and the incumbent Mayor of the Budavar Council, Gabor Nagy lost his seat; following this, I tried unsuccessfully to contact the new mayor. I am pleased to report that I have now made contact and will see whether our previous twinning arrangements can be maintained.

The Budavar Council has recently contacted us and other twin cities to support a project, which involves refurbishment of a derelict concrete wall on Castle Hill. They have invited the Town council to submit a symbol, picture or silhouette, which contemporary artists will then add to the wall. We are sourcing an appropriate picture, possibly of the bridge and Church to send to them.

For information, Budavar has ten European 'sister' cities including Marlow.

Lord Lieutenant

Sir Henry Aubrey-Fletcher will be retiring at the end of November and the name of the new Lord Lieutenant will be announced on 26 June.

Joe Bradshaw, the Civic and Lieutenancy Officer and assistant to Sir Henry will be retiring on 30 June. A successor has yet to be announced.

Cllr Richard Scott

Town Mayor
30 June 2020

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY AND LIVE STREAMED ON THE TOWN COUNCIL'S
FACEBOOK PAGE ON TUESDAY 19th MAY 2020 AT 7.00pm

Present:	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr B Johnson
	Leader of the Council	Cllr J Towns
	Councillors	S Brown
		C Funnell
		C Keighley
		N Marshall
		K Thomson
		E West
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

M.01.20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr T Avery.

M.02.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.03.20 COMMUNICATIONS FROM TOWN MAYOR

Cllr R Scott, 19 January – 19 May 2020

Clearly the number of events the Deputy Mayor or myself have been able to attend has been restricted by the Covid-19 pandemic. The prospect of attending events and other face to face meetings over the next couple of months will also be severely limited by social distancing practices.

8th February Accompanied by the Mayoress, attended the Annual General meeting and dinner of Marlow Marly-le-Roi Town Twinning Association

16th February Attended Mayor of High Wycombe's civic service at Pastures Church, High Wycombe

22nd February Accompanied by the Mayoress, attended St Vincent de Paul lunch at St Peter's Church

5th March Accompanied by the Leader, attended the last ever Wycombe District Council chairman's annual reception.

8th May Participated in a video prepared for VE day by Churches together in Marlow

8th May Exchanged emails with the mayor of Marly-le-Roi, Jean-Yves Perrot, on the commemoration of VE day

9th May Along with the Leader, participated in a 'thank you' on the Causeway to volunteers, who have been distributing food to vulnerable residents provided by donations given the Meals from Marlow

Please note that since March 16, the Leader, the Town Clerk and myself have participated in numerous virtual meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. We are all Trustees of this very successful project, which now has sufficient funding to provide 75,000 meals.

It is with regret that I had to cancel the Mayor's charity golf day scheduled for 21 April and it is my intention to hold the event again in spring 2021.

We have also postponed the Civic service, due to be held on 9 June and are considering combining this with Celebrate Marlow as a thank you to our residents for the excellent volunteering that has taken place during the pandemic.

It was noted that some Marlow businesses were working above and beyond to keep up with demand. The Town Council was extremely grateful for the work being done in the community.

M.04.20 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 14.01.20

RESOLVED:

THAT THE MINUTES DATED 14.01.20 WERE APPROVED AND WILL BE SIGNED AS A TRUE RECORD

M.05.20 REPORT FROM LEADER OF THE COUNCIL

Cllr J Towns, Leader of the Council, 19th May 2020

This would normally be our Annual Meeting followed by ratification of new Councillors and roles post-election, all a little different this year due to this pandemic. Please find below a brief update since our last TC meeting, some of which you will be aware of.

Meals from Marlow – continues to do a great job, delivering up to 1250 a meals a day to NHS staff in local hospitals, plus the vulnerable in Marlow and surrounding areas. The Town Council has been involved with this initiative since inception, and Richard, Jocelyn and Hilary are trustees in the charity set up to run it. We have had fantastic support from the community with the number of volunteers growing by the day. A truly brilliant community effort. Big thanks to Tom Kerridge and Chris Hughes for their inspiration, and all the volunteers, these meals are so well received in the community.

Bunting and Hanging Baskets – The Bunting was up well in time for the VE Day virtual celebrations, and has really made a difference in the town and hopefully cheering up our residents. The baskets should be up before the end of the month.

Bridge Lighting – We continue to work with the Royal Borough to enable the planning permission to move forward. We are reviewing how we deliver these lights and working with other contractors as our original one is no longer available to us.

Bridge Works – Buckinghamshire Council have brought forward their refurbishment plans for the bridge, the first phase starts on the 18th May. Phase 2 scheduled currently for September, but to be confirmed

Environment – The Sustainable Marlow team continue to meet on a regular basis.

- Climate Change and Air Quality statements are on our website and a press release was recently issued, a meeting will be scheduled to discuss actions from these statements. The team is also looking at how we build on the cycling and walking momentum that we are currently seeing to see how we can continue this after the lockdown?
- Eco-Schools Network – The conference scheduled for March 26th sadly had to be postponed due to Coronavirus, we will re-schedule as soon as we can.
- Releaf – aims to increase tree planting in the town. Six trees have already been planted with a further five promised thanks to Richard Scott's ward budget. Further trees are planned, more news from Re-Leaf Marlow towards the end of the year
- Refill – The water refill station has been installed on the Causeway, we are waiting for Thames Water to connect it. They have given us a date of the 29th July. Though it won't be 'open' for public use until we are out of this pandemic.
- AQMA – A banner has been in place on Spittal Street alerting drivers to drive slowly and smoothly to help reduce emissions in the Town.

Christmas Lights Infrastructure – The infrastructure work will be starting soon and will be in place well before the Lights are installed. We had some delays due to Coronavirus and many landlords not working. We wait to see how this pandemic pans out before we can commit to our Christmas events. Hopefully by then we will be through this virus and able to enjoy our Christmas activities. More news as we have it.

Covid-Secure – We are aware that this pandemic is causing untold problems for all. We are working with Buckinghamshire Council and will provide more information when we have it.

M.06.20

AGENDA REPORT ITEMS – CANCELLED MEETING 17.03.20

The following items were not heard at the cancelled Council meeting scheduled for 17.03.20 and were presented for members information:-

1) Bus Shelter for Queens Road

Members will be aware of the programme of works that has been taking place in the town to provide new and replace old bus shelters.

Officers are recommending that the last old metal shelter in Queens Road is replaced using CIL (community infrastructure levy). The recommendation is to instruct the contractor who installed the shelter on Wiltshire Road. The cost of the works including a new base is £6,500.

2) Climate Change

- In view of widespread public concern about climate change and the UK government's policy of achieving net zero emissions by 2050, Marlow Town Council:
- Recognises that climate change driven by human activities necessitates a world-wide transition to net-zero greenhouse gas emissions as quickly as possible;
- Agrees that all parts of society, including all levels of government, need to play a part in reducing emissions and adapting to unavoidable climate change;
- Notes that while the town council's direct powers relevant to climate change are limited, it can still play a role, for example through community engagement, coordinating environmental projects and as a statutory planning consultee;
- Determines to give due consideration to climate change in all its decisions;
- Pledges to reduce greenhouse gas emissions from the council's operational emissions to net zero as quickly as possible.

- Resolves to work with Marlow residents, businesses and community groups to build a broadly supported vision for making Marlow a net zero carbon town.

The Council has a detailed Environment Policy available on the website.

<https://www.marlow-tc.gov.uk/Environment-Policy.aspx>

[Environment - marlow-tc.gov.uk](https://www.marlow-tc.gov.uk)

Environment Policy Updated: 22.07.2019. Aim. Marlow Town Council is committed to taking action to protect and improve the environment and to ensure that the town enhances its environmental performance over time.

www.marlow-tc.gov.uk

The Launch of [#sustainablemarlow](#) builds on longstanding environmental efforts by Marlow Town Council.

Past initiatives include:

- Introduction of bicycle lanes, working with environmental group Transition Town Marlow
- Action to reduce the use of plastic shopping bags and unnecessary plastic packaging, working with local supermarkets
- Supporting voluntary litter picking groups
- Securing Marlow's flood alleviation scheme, working with the Environment Agency and Bucks County Council
- Introduction and management of town centre floral displays and bunting

Current Initiatives

Drawing on advice from the MTC environmental advisory group, these are the initial projects being developed under the banner of [#sustainablemarlow](#):

The Marlow environmental performance index

A starting point for environmental action is to have a strong understanding of current environmental and sustainability factors and to be able to track progress over time. Based on the same approach as national environmental accounts, the council is aiming to become the first small town in the UK to create its own simplified environmental performance index.

Year by year the index will track trends in important indicators, including air quality, the CO2 emissions rating of cars registered in Marlow, the share of Marlow's municipal waste recycled, and the number of street trees in Marlow.

Tackling nitrogen dioxide air pollution

Marlow town centre was declared an Air Quality Management Area (AQMA) in 2017 after monitoring showed illegal levels of nitrogen dioxide (NO2) pollution. Working with Wycombe District Council and Bucks County Council, the council is taking actions of its own and strongly promoting wider changes to bring NO2 levels back within the legal limit as soon as possible.

Actions will include signage raising awareness of drivers about the AQMA, encouraging smoother driving behaviour, and discouraging engine-idling when stopped. The council is lobbying higher government tiers to take further actions.

Marlow eco-school's initiative

Sustainable Marlow is working with all Marlow schools to identify and share good environmental practices. The team audited school activities, progress and plans in the summer and, through discussion with the head teachers, identified and shared good practice. Out of those discussions came the idea of holding a conference to bring pupils from 13 local schools together. We are

expecting around 130 children to be at the event on 26 March and will use the opportunity to encourage collaborative action. A number of local and national organisations are supporting us.

Refill Marlow - Eliminating single-use plastic bottles

The council is taking actions to help visitors to the town centre avoid having to use single-use plastic bottles. A new public drinking water fountain will soon be installed on The Causeway, with one already installed in Higginson Park. The environmental advisory group has registered the town with the national "Refill" campaign (run by City to Sea, a community interest company) and has launched a local scheme to encourage local restaurants and cafes to sign up to providing free tap water refills. Window stickers and sign-up to the Refill app will raise awareness and help residents and visitors alike to buy fewer single-use plastic bottles. It has also signed up to the Plastic Free Communities initiative.

Encouraging food sharing

According to the waste expert group WRAP, one-third of food world-wide ends up being wasted, and food waste contributes 7% of global greenhouse gas emissions. The council is encouraging greater food sharing in Marlow via the Olio app and encouraging donations to the One Can Trust

ReLeaf has a priority to Increase the number of trees in and around Marlow

Trees are an essential part of a healthy environment, support wildlife, and absorb carbon dioxide from the air, helping to limit climate change. Marlow has good tree numbers in certain streets, but there is a lot of scope to increase the numbers of street trees, and many hedgerows in the countryside around Marlow that are treeless. The council will work with partners to increase the number of trees in and around Marlow.

Re-Wilding

To be mindful of our wildlife we have selected four verge areas around Marlow to be left unmown for wildflower planting. We have also agreed with Wycombe District Council to leave two areas, one in Higginson Park and the other in Rookery Park to be unmown for wildflower planning, which the hedgehogs will also be happy about. This is a pilot scheme for this year, if successful we could include further areas next year.

MTC Clean Air Plan

- Marlow Town Council is adopting this Clean Air Plan in light of excessive levels of nitrogen dioxide (NO₂) in Marlow town centre, linked mainly to road traffic. High levels of NO₂ led Wycombe District Council to declare the town centre an Air Quality Management Area (AQMA) in December 2017.
- The council believes that the excess NO₂ pollution in the town centre and its associated health risks are unacceptable. It wants to add its weight to Wycombe District Council's 2018 Air Quality Action Plan so as to bring NO₂ levels back within legal limits by 2030.
- The council's specific objective is to **eliminate excess NO₂ in the town centre by 2025**, enabling revocation of the AQMA at the first formal review thereafter.
- The council resolves to work strenuously to achieve this objective, engaging with the whole community and encouraging higher council tiers and other stakeholders to act.

- In particular, the council will aim to educate the community with the aim of encouraging and accelerating behaviour changes that will cut NO2 levels. It will use all channels available to this end, including town centre signage and notice boards, articles in *The Marlovian* magazine, the forthcoming #sustainablemarlow website, its social media feeds, and open meetings for residents.
- The council will put a special focus on Marlow's air pollution problem to mark the official Clean Air Day, which in 2020 falls on 18th June.
- The council will target technological and behaviour changes in the following key areas:
 1. **Promoting walking and cycling:** The council will lead a conversation with residents on ways in which walking and cycling within Marlow could be made safer and easier so that they become the natural answer for more journeys by more people. It will look at launching a Car Free Fridays initiative.
 2. **Reducing vehicle journeys in the town centre:** The council will encourage drivers to avoid trips in the town centre where possible. It will investigate possibilities around Park & Stride facilities for trips to the town centre. It will promote usage of the bus services that serve Marlow town centre.
 3. **Encouraging eco-driving:** Vehicle NOx emissions increase with speed and acceleration. The council will promote eco-driving behaviours within the town centre, including reduced speed and smoother driving behaviour. It will step up efforts to discourage drivers from leaving engines idling when stopped. Actions could include the installation of Moving Vehicle Activated Signs (MVASs) to remind drivers of their speed.
 4. **Making the vehicle fleet cleaner:** The council will encourage residents to choose low-NOx vehicles, including electric and other ultra-low emission vehicles. It will also work to reduce obstacles to their uptake, for example by increasing the availability of electric charging points. It will work with stakeholders to push for low-NOx retrofitting of buses that travel through Marlow or replacement with new green buses.
 5. **Improving street ventilation:** There are few options to alter street morphology but the council will consider any opportunities that emerge through the planning process, including the installation of "green walls" to absorb pollution.

3) **Review of The Effectiveness of Internal Control**

The Town Council is required to review the effectiveness of the Internal Audit process. It is proposed that a suitably experienced member of the Town Council not sitting on the Resources Committee to be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise is clearly set out in the practitioner's guide which will be adhered to. The findings of the review will be reported to the Town Council at a future meeting. In 2019/20 Cllr N Marshall conducted the review. It was recommended that Cllr Marshall undertake the review.

4) **Christmas Lights Infrastructure and Contract 2020-2025**

Summary

The current contract for Christmas Lights has now terminated. A tender opportunity was put out to the market place in 2 lots. Lot 1 was for the one off replacement of the electrical infrastructure to

support Christmas Lights and Lot 2 was for the annual supply, installation, removal and storage of Christmas lights for the next 5 years.

The Town Council received 3 bids for Lot 1 and 4 bids for Lot 2. Following an evaluation process weighted at 60% price and 40% quality, it was decided that all suppliers would be invited in to discuss points of clarification. Meetings were held on 18th and 19th February 2020.

Costs

Lot 1

Contractor 1 £29,667.30

Contractor 2 £13,450

Contractor 3 £15,000

Lot 2

Contractor 1 £218,740

Contractor 2 £86,130

Contractor 3 £122,736

Contractor 4 £112,784

The evaluation sheets relating to the above will be available at your meeting or on request.

Award

Lot 1

The officers recommendation is to award Lot 1 to Contractor 3. Officers are not confident that the lowest bidder (Contractor 2) fully understands the requirements or took a detailed assessment of the work needed prior to tender submission. Contractor 3 received the highest mark overall covering both quality and price evaluation.

Lot 2

The officers recommendation is to award Lot 2 to Contractor 3. The recommendation is based on this company providing the quality uplift required for the contract whilst the costs are maintained within budget.

References

Please see 3 references for Contractor 3 below:

Amersham Town Council – telephone conversation

Contractor 3 were contracted to install Christmas lights for Amersham on a hire agreement of currently of 3 years. They have been working with Amersham TC as Christmas lights installers for 9 years. The Project Mgr is excellent to work with. Not only had they installed the Christmas lights but were currently in the processing of upgrading 900 street lamps (converting to LED). The contractor had attended meetings, liaising with BCC. They rate the contractor very highly and had no areas of concern with any of the comms or work.

Dacorum Borough Council – telephone conversation

Contractor 3 provide an excellent service, always at switch on with plenty of time, respond promptly to rectify anything. They order a good 32 ft tree each year and it has been great. Dacorum used to use Elveden trees but they weren't happy with them but this contractor's trees have been great. They do Hemel Hempstead town centre for them, 30 columns, catenaries cross street, trees, icicle lights, festoons on the buildings. Excellent comms.

Portsmouth City Council – email response to a set of questions

How their performance is generally for you EXCELLENT

The quality of their work EXCELLENT
Their rectification of any issues/breakages etc VERY EFFICIENT
Their general communication with you INSTANT REACTION TO TEXT AND MOBILE
OVERALL THEY ARE BRILLIANT WOULD THOROUGHLY RECOMMEND WE HAVE HAD THEM FOR 3 YEARS THEN HAVE ADDED 2 YEARS TO CONTRACT SO NOW IN 4TH YEAR 2020 WILL BE FIFTH YEAR.

Annual Accounts

Officers have had the annual accounts internally and externally analysed and the summary is below:
The company is profitable and has grown quickly over the last 3 years.
The Balance sheet looks healthy with Total Assets exceeding Total Liabilities.
There has been a significant increase in income over the last 3 years due to the company winning contracts directly with Councils rather than working on part of the services as a sub-contractor.
As long as the company is able to sustain the level of turnover and profitability of the last 2 financial years I believe from the information provided, and subject to no unknown factors, the company is in a position to meet the tender applied for.

In accordance with Coronavirus Legislation 2020 it was agreed that Contractor 3 be awarded Lot 1 and Lot 2.

5) Staffing Committee Recommendation

Members approved and agreed the Staffing Committee proposals as detailed in the Staffing Committee report dated March 2020.

MEMBERS NOTED THE REPORTS.

M.07.20 INFORMATION REPORTS

a) Internal Auditors Interim Report

The Internal Auditors Interim report dated 22.02.20 was circulated to all members in March 2020. Hard copy is available on request. Would the Council note that updated financial regulations will be presented at the July meeting as is normal practice.

b) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

c) Coronavirus

COVID-19 poses a risk to public health and the Council is closely monitoring and following the advice from Public Health England. All relevant information will be shared on the council's website and social media pages.

https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19?fbclid=IwAR1zhKuXVK_hftUPZb1S3LZ3KI-Tsd9tu22gvyQ1vhAYjb-1a557rXUllCO

d) War memorial lighting update

Work has now commenced on the lighting of the war Memorial, the project had been delayed as the original supplier was unable to complete the work, now outside work is permitted the installation should be complete by the May 26th and the memorial will be illuminated in the hours of darkness

e) 4 Front Security update

4 Front security continue to patrol the Councils green spaces during the night and Higginson park. They recently cleared a group of teenagers flaunting lockdown rules in Seymour park recreation ground and were praised by the local Police for their swift action. We have had reports of Travellers in the locality and 4 Front remain vigilant in ensuring that they are not able to access green spaces.

f) Members pecuniary interests

DPI Register and Gifts and Hospitality: A reminder to all members to notify officers if there are any changes to their Declarations of Pecuniary Interest Register and to notify officers if they receive gifts or hospitality that exceed £50.

g) Marlow Energy Group MEG Solar Streets

Please see appendix A and B.

MEG are proceeding with the attached scheme that Marlow Town Council supports.

h) New Buckinghamshire Council

The new Buckinghamshire Council came into operation on 1 April after the old Shadow Authority, County Council and all District Councils ceased on 31 March. The Council's new website is <https://www.buckinghamshire.gov.uk>. Services previously provided by Wycombe District Council can be found under the heading Wycombe Area.

As with the Town Council, elections to the new council have been postponed until May 2021, but legislation has allowed for the administration of the council to be established. All current County and District councillors are now councillors of the new council. Marlow is covered by the existing county divisions, namely Marlow Town (town wards – north and west, south and part of south east) and Flackwell Heath, Little Marlow and Marlow South East (town ward – part of south east). Thus, the previous District Councillors, Suzanne Brown, Alex Collingwood, Neil Marshall, Richard Scott and Roger Wilson will all represent our town residents on Buckinghamshire Council.

A new cabinet under the leadership of Martin Tett was agreed at a cabinet meeting of Buckinghamshire Council on 30 April. There will be two deputy leaders and a larger than normal number of portfolio holders to address the transition to the new council and issues arising from Covid-19. Richard Scott remains as Chairman of the Council. Further details of roles in the new council can be found on its website.

All our local members become members of the South West Chilterns community board, which is designed to respond to local needs by working in partnership with residents, town and parish councils, community groups, police and healthcare organisations. Our community board will enable councillors to make recommendations to Buckinghamshire Council on local issues, empower members and communities to influence service design and delivery and bring communities together with members and partners to find local solutions. Each community board will have a delegated budget with which to address agreed local priorities and issues. It should be noted that our community board covers a large geographical area from Hambleden to Wooburn Green and Marlow to Ibstone.

MEMBERS NOTED THE REPORTS

M.08.20 RISK MANAGEMENT PLAN REVIEW AND COVID-19 RISK ASSESSMENT POLICY

Circulated to all members of the Council was the Risk Management Plan 2020. In accordance with NALC guidelines the plan had been prepared by officers and was submitted to members for review and approval. The plan had also been approved by BALC (Bucks Association of Local Councils). A COVID-19 Risk Assessment policy was also circulated having been drawn up with advice from the Health and Safety Executive.

RESOLVED:

THAT MEMBERS APPROVED THE RISK MANAGEMENT PLAN FOR 2020 AND
THE COVID-19 RISK ASSESSMENT POLICY

M.09.20 MAKING MARLOW 'COVID-SECURE'

CONSIDERATION OF EMERGENCY TRANSPORT CHANGES AS WE COME OUT OF LOCK-DOWN.

It was reported that as the Covid lock-down eases Government backing has recently been announced for local authorities to swiftly (within weeks) make significant temporary changes to road and pavement layouts, to ensure continued social distancing by providing more space for pedestrians and cyclists and encouraging active travel with UK government backing. As a town, the Council needs to be aware of this guidance and work with Buckinghamshire Council using local knowledge to ensure Marlow gets the temporary changes that are right for the community.

The Council would support measures that most effectively help to maintain safe social distancing, that are compatible with a resumption of the local economy, and in particular the Town Centre as a retail hub, and that encourage active transport.

Councillors should note that reallocating road space to cycling and walking overlaps with the longer-term active transport initiative to which the Town Council is already committed under an action point in the Marlow Clean Air Plan, with the aims of cutting carbon and air pollution and improving health.

Proposed measures will be circulated to all Councillors for information before finalising, and will then work with Buckinghamshire Council who own and manage the highways, to move forward on this initiative. Local community groups would be engaged to get their input.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE THAT #SUSTAINABLEMARLOW, A SUB-COMMITTEE OF THE TOWN COUNCIL PLANNING, ENVIRONMENT AND TRANSPORTATION COMMITTEE (PET), WILL REVIEW AND DEVELOP, IN LINE WITH RECENT GOVERNMENT DIRECTIVES, A COVID-SECURE TRANSPORT PLAN FOR MARLOW WORKING WITH BUCKINGHAMSHIRE COUNCIL AS THE HIGHWAYS AUTHORITY AND

THAT RECOMMENDATIONS FROM #SUSTAINABLEMARLOW WILL BE BROUGHT BACK TO THE PET COMMITTEE FOR CONSIDERATION

M.10.20 POSTPONEMENT OF THE CIVIC SERVICE AND CELEBRATE MARLOW

In light of the pandemic status it was recommend that the Civic Service and Celebrate Marlow be postponed until February 21st, 2021 with a joint celebration at All Saints Church.

RESOLVED:

THAT MEMBERS RESOLVE TO AGREE THE CIVIC SERVICE AND CELEBRATE MARLOW ARE POSTPONED UNTIL FEBRUARY 21ST, 2021

M.11.20 POSTPONEMENT OF ELECTIONS

Under current legislation, elections to the Town Council are postponed until May 2021. There is no requirement to hold a public annual general meeting in May, so the Council would not be doing so. Thus, all Councillor roles will continue as at present until May 2021 as detailed below:

Town Mayor	Cllr R Scott
Deputy Mayor	Cllr B Johnson
Leader of the Council	Cllr J Towns
Deputy Leader of the Council	Cllr C Funnell

Resources Committee (6 members)

Cllr R Cadman – Vice Chairman
Cllr C Funnell
Cllr B Johnson - Chairman
Cllr C Keighley
Cllr K Thomson
Cllr R Wilson

Standing Deputy Nominations

Cllr T Avery, Cllr N Marshall

Planning Environment and Transportation Committee (6 members)

Cllr T Avery – Vice Chairman
Cllr S Brown
Cllr N Marshall - Chairman
Cllr J Towns
Cllr E West
Cllr R Wilson

Standing Deputy Nominations

Cllr R Cadman, Cllr B Johnson

Staffing Committee (4 members)

Town Mayor
Leader of the Council
Chairman of Resources Committee
Chairman of Planning Environment and Transportation Committee

Events Working Group (4 members)

Cllr B Johnson, Cllr K Thomson, Cllr R Wilson, Cllr J Towns

Allotments Working Group (4 members)

Cllr S Brown, Cllr B Johnson, Cllr J Towns, Cllr R Wilson

Marlovian Working Group (4 members)

Cllr S Brown, Cllr B Johnson, Cllr J Towns, Cllr T Wilson

Management Working Group (6 members)

Town Mayor, Deputy Town Mayor, Leader, Deputy Leader, Chairman of Resources Committee, Chairman of Planning Environment and Transportation Committee

PET Environmental Working Group (3 members)

Cllr S Brown, Cllr N Marshall, Cllr J Towns

Permanent Representation on Outside Bodies

Bid Co	Cllr J Towns
Brinkhurst	Cllr S Brown
Marlow Age Concern	Cllr K Thomson
Marlow Chamber of Trade and Commerce	Town Mayor, Leader
Marlow Community Association	Cllr T Avery
Marlow Forum	Cllr R Wilson
Marlow Museum	Cllr E West
Marlow Regatta (Dorney Lake)	Town Mayor
Marlow Society	Cllr N Marshall
Marlow Town Regatta and Festival	Cllr C Funnell
Marlow Town Twinning Association (Budavar)	Cllr B Johnson
Marlow Town Twinning Association (Marly-le-Roi)	Cllr C Keighley

Sub – Committees and Working Groups may be formed / disbanded throughout the year as and when necessary.

NOTE: the Town Mayor is an ex officio member of all committees and working groups

RESOLVED:

THAT ALL MEMBERS RESOLVED TO AGREE TO REMAIN IN THEIR CURRENT ROLES UNTIL ELECTIONS IN MAY 2021

M.12.20 REPORTS FROM OUTSIDERS BODIES

Cllr S Brown

Reported attending meetings of Brinkhurst and that residents there were grateful for “Meals from Marlow” deliveries and the social interaction they brought.

Cllr C Funnell

Reported that the Marlow Town Regatta and Festival 2020 had been cancelled at an early stage,

Cllr R Scott

Reported that the Marlow Community Association remained closed until 30.06.20. This status was being reviewed monthly.

Cllr J Towns

Reported attending a meeting of BidCo at which the Westhorpe Interchange was discussed.

M.13.20 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr N Marshall

Reported having attended a Planning Meeting.

Cllr R Scott

Commented that it was a shame the lockdown had removed the opportunity for Wycombe District Council to formally close on 31 March 2020 after nearly 50 years looking after the District's residents.

Cllr S Brown

Was grateful that there had been a formal reception held to thank Wycombe District Council officers before the lockdown had started.

M.14.20

REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr Alex Collingwood

Councillor for Marlow | Buckinghamshire Council

Since my last report I have managed to get Institute Road resurfaced.

Henley Road from Pound Lane to Danesfield School resurfacing should be completed by the end of this week and before the Annual Parish meeting on 19th May.

Westwood Road and Wethered Road have been Plain and Patched and i have requested that Oxford Road and Chalkpit Lane up to Bovington Green also be plain and patched.

They have both been added to the programme so hopefully will be done later in the year,

I have also requested that Lock Road and Mill Road be resurfaced. The feedback from the officers is that initial patching will be completed in the summer followed by a second phase of micro surfacing in the Autumn.

You and the residents will already be aware that Phase 1 of the renovation works for Marlow Bridge which will start on 18th May and carry on until the end of June .

Phase 2 will start in September and be completed by the end of the year.

Has the Town Council received planning permission for The Royal Borough of Windsor & Maidenhead yet? If not would you like me to assist?

While we are in Lockdown i have requested that we get quotes for the remedial works in Spittal street so that this work can be completed as soon as social distancing allows.

Bucks County Council (which the new council has also adopted) introduced a new Street Works permit scheme meaning all utilities and contractors have to a permit before work can take place rather than tell us afterwards.

It allows us to programme and sequence work to minimise congestion.
White lining is hopefully starting in July again subject to socially distancing.

The new Buckinghamshire council came into effect on 1st April (all County and District councillors are members until elections in May 2021);but the Committees and Community Boards only became valid (by government statute) on Monday 11th May.

Dates for these will follow later in the summer/ Autumn depending on Government guidelines.

Currently the cabinet are doing virtual meetings but only 4 people can be seen at one time.

The Buckinghamshire Council has set up a COVID- 19 fund for each community board .

Our board is South West Chilterns (this includes Marlow) which stretch's from Lane and Fawley in the West to Wooburn Green in the East.

This fund is designed for vulnerable and hardships cases who cant access essential food and medicine.

So far we have given grants of £2,000 each to Meals from Marlow, Age Concern Marlow and One Can Trust.

M.15.20 DATE AND TIME OF NEXT MEETING

Tuesday 7th July 2020 at 7.00pm. It was noted that this meeting was likely to be held virtually.

Meeting closed : 7.30pm

Town Mayor.....

Date.....

Public Question Time

Members of the public were invited to submit questions via email prior to the meeting.
No questions were submitted.

It has been an incredibly busy time since our last TC meeting. Covid may have kept us in, but not inactive!

Meals from Marlow the Tom Kerridge initiative has been really successful, and is now about to deliver its 75,000th meal. The community have really pulled together here to support our local hospital NHS workers, and the vulnerable in and around Marlow An amazing contribution from all those involved.

Covid aware

- **Pedestrian Flow.** We installed an advisory, voluntary pedestrian flow around the town to help with social distancing. It has met with mixed reactions but generally people are respecting it. As further changes are announced we will also make changes. We are working closely with Jacqueline Ford and Dave Roberts at Buckinghamshire Council on our next steps.
- **High Street Pop up Cycle Racks** having been such a demand for these across the country we have had to source a company to make these pop up bike racks for us, and how found a local company. We are just awaiting the go ahead from BC for them. These will help with the increased number of cyclists in the town.
- **Marlovian Magazine** was produced as usual but due to Covid couldn't be printed and delivered in the usual way so it was provided as a link on our website.
- **Covid Fund** will be discussed later in this meeting.
- **Management Meetings** throughout this period we have also held weekly management meetings rather than monthly.

Gossmore Park we are working closely with the EA to have the Park signed back over to us, but this won't be until they have completed the first two mows of the football pitch and undertaken a full grounds clearance to bring Gossmore Park up to standard.

The Higginson Park back water (from the wooden bridge) is to be cleared so it can be more of a natural habitat especially for fish, giving them a better breeding area, is moving forward. Meetings are taking place with the land owner from the other side of the stream for their buy into to the scheme. More news as we have it.

Expression of Interest, before Covid we submitted our 'expression of interest' to the new Buckinghamshire Council to volunteer ourselves to become a 'pilot' council for devolved services. Covid has obviously delayed this happening. But I heard this week that BC hope to re-start this programme in the very near future.

Sustainablemarlow

- **Eco-Schools initiatives,** sadly we had to cancel the Eco-Schools conference due to Covid, but we are still engaging with the schools and early next month will be working with the schools running an eco-week, with many ideas on how they can become involved
- **Community discussion** will be run on zoom to highlight what the sustainablemarlow team are focusing on
- **Releaf** continue to establish areas to plant more trees, and getting ready for the October planting dates. **Releaf** have also been offered an established Walnut Tree which will be planted in Seymour Park in October.
- **Refill** as promised a water refill station has been put in place on the Causeway, it will be connected by Thames Water at the end of July, and will be open for use once our Covid rules allow. Other locations are also being assessed.

The day to day business of the Town Council has continued throughout lockdown, and all our commitments have been met, the office will open again just as soon as the right permissions are in place. A risk assessment has been completed and all necessary Covid protections are in and ready for when we open the doors.

INFORMATION REPORTS

b) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

FINAL ACCOUNTS 2019-20

Appendix A1-9 are the final accounts for the year ending 31 March 2020

- A1 Income and expenditure account
- A2 Balance Sheet
- A3 Earmarked Reserves Schedule
- A4-7 Expenditure Schedules by Cost Centre
- A8 Grants and Donations Schedule
- A9 Bank Reconciliation

RECOMMENDED:

THAT MEMBERS APPROVE THE YEAR END ACCOUNTS DATED 31.03.20

COVID RESERVE

It is recommended that the Council establishes an earmarked reserve of £10,000 for emergency Covid expenditure from the surplus funds from the 2019/20 general fund. These funds would have delegated authority for The Mayor, The Leader, and The Clerk to agree on expenditure. As an example, this fund could be used for the suggested pop up bike racks, increased signage/new signage, banner graphics etc. It should be noted that any amounts remaining past Covid will be returned to reserves.

RECOMMENDED:

THAT MEMBERS RESOLVE TO ESTABLISH AN EARMARKED RESERVE OF £10,000 FOR EMERGENCY COVID EXPENDITURE AND AGREE ON DELEGATING AUTHORITY TO THE MAYOR, THE LEADER AND THE CLERK FOR SPENDING FROM THIS RESERVE

04/06/20

March 2020



MARLOW TOWN COUNCIL

Income & Expenditure Summary

Appendix A1

	Actual			Budget			Variance			YTD				Full Year Budget
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Mar-20	Mar-20	Mar-20	Mar-20	Mar-20	Mar-20	Mar-20	
Precept Received	-	-	-	-	-	-	-	-	-	-	-	-	-	347,767.00
Bucks CC Devolved Services	-	-	-	-	-	-	-	-	-	-	-	-	-	16,870.00
WDC Devolved Services	-	-	-	-	-	-	-	-	-	-	-	-	-	46,718.00
Allotment Rents	-	9,720.50	1,352.00	363.50	11,885.77	252.50	-	252.50	-	-	-	-	-	13,500.00
Cemetery Fees	1,961.50	2,516.58	4,430.00	2,891.08	792.08	11,568.08	3,250.00	8,318.08	252.50	-	-	-	-	42,000.00
Gosmore Recreation Ground	-	700.00	-	-	-	-	-	-	-	-	-	-	-	700.00
Bus Shelter Advertising	-	-	187.50	-	-	187.50	-	187.50	-	-	-	-	-	700.00
Banner Administration	-	54.00	504.00	243.00	36.00	18.00	30.00	(12.00)	187.50	-	-	-	-	752.00
Markets	-	-	-	-	-	-	-	-	30.00	-	-	-	-	850.00
Shoppability Marlow	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
Dividend & Cash Holding Interest	269.00	154.74	142.46	2,136.73	151.56	2,211.60	131.00	2,080.60	(260.00)	-	-	-	-	2,000.00
Misc Income	-	-	-	-	-	-	-	-	-	-	-	-	-	260.00
	2,230.50	13,472.44	6,615.96	5,634.31	12,897.91	14,237.68	3,671.00	10,566.68	160.00	6,812.24	1,572.00	5,240.24	160.00	1,572.00

NB Income in Reserves

Salaries	17,598.90	17,575.19	17,020.54	17,706.33	26,970.14	16,826.51	16,955.00	128.49	213,147.74	210,405.00	(2,742.74)	256.04	210,405.00
Subcontractors	1,868.50	1,410.00	1,826.16	372.49	1,082.00	3,647.80	1,783.00	(1,864.80)	18,944.96	19,201.00	256.04	651.12	19,201.00
Administration	2,030.36	1,933.41	2,120.38	2,615.81	2,446.26	4,198.51	2,313.00	(1,885.51)	33,293.88	33,945.00	651.12	282.59	33,945.00
Waste Management	261.52	395.00	138.00	195.00	563.50	236.00	150.00	(86.00)	4,311.41	4,594.00	282.59	1,168.14	4,594.00
Health and Safety	626.77	174.99	-	259.82	132.00	348.09	195.00	(153.09)	3,337.86	4,506.00	1,168.14	(102.81)	4,506.00
Equipment, Operating and Maintenance	-	944.45	292.80	1,030.06	28.42	-	307.00	307.00	3,788.81	3,686.00	(102.81)	4,173.25	3,686.00
Community	6,661.00	7,938.66	7,614.72	17,810.68	1,786.66	11,852.70	11,217.00	(635.70)	92,331.75	96,505.00	4,173.25	68,567.00	96,505.00
Devolved	5,203.03	5,863.17	9,109.20	5,477.70	5,203.64	6,791.43	5,000.00	(1,791.43)	70,438.29	68,567.00	(1,871.29)	7,665.00	68,567.00
Utilities	867.12	823.86	175.61	986.24	(202.58)	1,324.93	478.00	(846.93)	9,286.72	7,665.00	(1,621.72)	694.07	7,665.00
Buildings	188.24	188.24	3,388.24	188.24	243.24	223.24	239.00	15.76	15,820.93	16,515.00	694.07	(63.48)	16,515.00
Insurance	-	-	-	489.80	-	-	-	-	3,863.48	3,800.00	(63.48)	205.83	3,800.00
Van	332.49	241.49	241.49	291.49	241.49	241.49	300.00	58.51	3,394.17	3,600.00	205.83	-	3,600.00
	35,637.93	37,488.46	41,927.14	47,423.66	38,494.77	45,690.70	36,937.00	(6,753.70)	471,960.00	472,989.00	1,029.00	-	472,989.00
NB Expenditure in Reserves	-	-	-	-	-	-	-	-	83,527.34	-	-	-	-
Surplus/(Deficit)	(33,407.43)	(24,016.02)	(35,311.18)	(41,789.35)	(25,596.86)	(31,453.02)	(35,266.00)	3,812.98	22,866.65	-	22,866.65	-	-

04/06/20

March 2020



MARLOW TOWN COUNCIL

Balance Sheet

Appendix
A2

	Opening 01.04.2019	Movement Apr-19	Movement May-19	Movement Jun-19	Movement Jul-19	Movement Aug-19	Movement Sep-19	Movement Oct-19	Movement Nov-19	Movement Dec-19	Movement Jan-20	Movement Feb-20	Movement Mar-20	YTD Balance Mar-20
Investment Stock	-	-	-	-	-	-	200,000.00	-	-	-	-	-	-	200,000.00
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)	(3,773.00)	(893.00)	(1,373.00)	4,842.80	6,455.80
Bank, Cash & Cash Holding	653,602.65	177,356.85	(14,135.91)	(33,396.96)	(42,643.09)	7,318.11	(59,061.22)	(30,301.24)	(16,699.08)	(37,163.34)	69,669.75	30,677.31	(74,340.85)	630,882.98
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)	4,786.74	5,296.35	(5,098.45)	4,175.59	13,253.27
	669,522.22	183,078.95	(24,971.44)	(28,632.81)	(35,485.08)	(7,639.26)	(55,994.10)	(15,034.35)	(31,058.98)	(36,149.60)	74,073.10	24,205.86	(65,322.46)	650,592.05
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	(2,180.88)	(22,805.32)	(19,394.18)	(4,538.34)	(67,775.87)
Deferred Precept Income & WDC Council Tax Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	(32,907.79)
Other Taxes & SS costs	(3,412.05)	84.09	(0.17)	443.41	(396.75)	(97.02)	(15.20)	33.45	(82.67)	88.01	(74.98)	(2,923.69)	2,809.38	(3,544.19)
	(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	(2,092.87)	(22,880.30)	(55,225.66)	(1,728.96)	(104,227.85)
Current Assets Less Current Liabilities	639,841.67	162,381.78	(5,144.65)	(25,869.11)	(40,521.02)	8,961.47	(67,904.50)	(13,302.43)	(26,958.12)	(38,242.47)	51,192.80	(31,019.80)	(67,051.42)	546,364.20
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)	(38,242.47)	51,192.80	(31,019.80)	(67,051.42)	746,364.20
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)	(2,931.29)	92,982.15	(5,422.94)	(35,598.40)	83,655.88
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)	(35,311.18)	(41,789.35)	(25,596.86)	(31,453.02)	22,866.65
	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)	(38,242.47)	51,192.80	(31,019.80)	(67,051.42)	746,364.20

04/06/20

March 2020



MARLOW TOWN COUNCIL

Earmarked Reserves

DEPARTMENT	CATEGORY	CODE	BALANCE start April 2019	INCOME 2019/20	Transfer 2019/20	EXPENDITURE 2019/20	MVT TO DATE	BALANCE end March 2020
------------	----------	------	-----------------------------	-------------------	---------------------	------------------------	----------------	---------------------------

ADMINISTRATION	Grants & Donations	7116	1,111.28			1,111.28	(1,111.28)	0.00
	IT	7033	1,406.48			600.00	0.00	1,406.48
	Office Move				18,000.00		17,400.00	17,400.00

CIVIC AND COMMUNITY	Elections	7113	13,604.68			(3,000.00)	3,000.00	16,604.68
	Shoppmobility	7123	1,479.00				0.00	1,479.00
	Christmas Events	7150	68,351.11	26,825.00		9,597.41	17,227.59	85,578.70
	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)	24,784.03	(35,778.03)	42,474.79
	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
	WDC Income to be determined	4953		2,888.06			2,888.06	2,888.06
	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				0.00	339.00
	Bridge Lighting	7307	35,000.00			2,148.00	(2,148.00)	32,852.00
	Security Patrols for 20/21	7504			10,994.00			10,994.00
	WDC Regeneration Fund	4992		100,000.00		1,485.00	98,515.00	98,515.00

AMENITIES	Causeway - War Memorial	7316	3,484.00			3,484.00	(3,484.00)	0.00
	Causeway Refuge	7323	39,355.00			35,000.00	(35,000.00)	4,355.00
	Town Improvements	7323	15,510.97	1,662.38		475.00	1,187.38	16,698.35
	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)	1,884.50			1,884.50	(1,029.00)

RECREATION GROUNDS	Gossmore Trust	7506	8,530.13				0.00	8,530.13
	Recreation Grounds		69,582.75			5,783.26	(5,783.26)	63,799.49

468,404.10	167,183.22	0.00	83,527.34	83,655.88	552,059.98
------------	------------	------	-----------	-----------	------------

Appendix A3



MARLOW TOWN COUNCIL

Expenditure Report

Appendix A4

Salaries

	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Mar-20	Mar-20
All Staff	17,598.90	17,575.19	17,020.54	17,706.33	26,970.14	16,826.51	16,955.00	128.49
Salaries	17,598.90	17,575.19	17,020.54	17,706.33	26,970.14	16,826.51	16,955.00	128.49

	Year to Date		Variance
	Actual	Budget	
	213,147.74	210,405.00	(2,742.74)
	213,147.74	210,405.00	(2,742.74)

Full Year Budget
210,405.00
210,405.00

Subcontractors

Allotments	75.00	-	-	-	-	-	1,055.30	167.00	(888.30)
Waterworks - Levy	-	-	-	5.49	-	-	-	-	-
Causeway	-	-	-	-	-	-	-	-	-
Cemetery	155.00	540.00	395.00	475.00	95.00	-	595.00	296.00	(299.00)
Community Payback	-	-	-	(240.00)	-	-	-	1,000.00	1,000.00
Recreation Grounds	475.00	870.00	88.50	132.00	987.00	-	1,185.50	100.00	(1,085.50)
Signage	-	-	-	-	-	-	-	-	-
Street Furniture	100.00	-	1,342.66	-	-	-	-	50.00	50.00
Trees	1,063.50	-	-	-	-	-	812.00	170.00	(642.00)
Subcontractors	1,868.50	1,410.00	1,826.16	372.49	1,082.00	3,647.80	1,783.00	(1,864.80)	

	1,920.79	2,004.00	83.21
	1,636.00	1,900.00	264.00
	4,785.00	3,557.00	(1,228.00)
	2,880.00	7,000.00	4,120.00
	4,093.39	2,100.00	(1,993.39)
	1,589.28	600.00	(989.28)
	2,040.50	2,040.00	(0.50)
	18,944.96	19,201.00	256.04

	2,004.00
	1,900.00
	3,557.00
	7,000.00
	2,100.00
	600.00
	2,040.00
	19,201.00

Administration

Expenses	217.80	393.26	344.14	284.71	97.80	149.30	327.00	177.70
I.T.	230.99	210.99	210.99	210.99	424.84	438.99	534.00	95.01
Meetings	16.50	96.80	-	498.40	86.30	19.95	70.00	50.05
Merchant Trading Account and other charges	46.35	121.45	46.35	50.31	49.94	50.27	37.00	(13.27)
P.R./Communication	300.00	300.00	300.00	300.00	300.00	300.00	316.00	16.00
Photocopier	-	-	380.91	-	-	150.19	-	(150.19)
Postage	99.40	-	-	-	-	79.00	66.00	(13.00)
Printing & Stationery	1.32	50.91	9.99	177.40	-	27.81	85.00	57.19
Professional Fees	983.00	750.00	828.00	1,094.00	1,098.50	2,963.00	708.00	(2,255.00)
Staff Uniforms	-	-	-	-	-	-	-	-
Subscriptions	-	10.00	-	-	20.00	-	-	(20.00)
Training	135.00	-	-	-	368.88	-	170.00	170.00
Long Service Awards	-	-	-	-	-	-	-	-
Administration	2,030.36	1,933.41	2,120.38	2,615.81	2,446.26	4,198.51	2,313.00	(1,885.51)

	2,610.12	3,924.00	1,313.88
	3,606.23	6,408.00	2,801.77
	1,927.19	1,170.00	(757.19)
	656.38	444.00	(212.38)
	3,600.00	3,792.00	192.00
	1,274.20	1,000.00	(274.20)
	572.20	894.00	321.80
	946.76	1,460.00	513.24
	14,101.00	10,186.00	(3,915.00)
	333.99	300.00	(33.99)
	2,206.05	2,327.00	120.95
	659.76	2,040.00	1,380.24
	800.00	-	(800.00)

	3,924.00
	6,408.00
	1,170.00
	444.00
	3,792.00
	1,000.00
	894.00
	1,460.00
	10,186.00
	300.00
	2,327.00
	2,040.00
	33,945.00

04/06/20

March 2020



MARLOW TOWN COUNCIL

Expenditure Report

A5

	Actual					Actual	Budget	Variance	Year to Date			Full Year Budget
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20				Actual	Budget	Variance	
Waste Management												
Confidential	147.52	-	-	-	-	-	-	-	147.52	-	(147.52)	-
Dog	114.00	165.00	138.00	195.00	103.50	156.00	150.00	(6.00)	1,747.50	1,800.00	52.50	1,800.00
General	-	230.00	-	-	460.00	230.00	-	(230.00)	2,359.59	1,844.00	(515.59)	1,844.00
Scanning	-	-	-	-	-	(150.00)	-	150.00	56.80	950.00	893.20	950.00
Hazardous	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management	261.52	395.00	138.00	195.00	563.50	236.00	150.00	(86.00)	4,311.41	4,594.00	282.59	4,594.00
Health & Safety												
Alarms	-	-	-	-	-	-	-	-	277.64	230.00	(47.64)	230.00
Electrical	-	-	-	-	-	-	-	-	287.50	400.00	112.50	400.00
Equipment	-	-	-	-	-	160.80	25.00	(135.80)	250.11	300.00	49.89	300.00
Fire Prevention	-	-	-	82.50	-	-	-	-	82.50	380.00	297.50	380.00
Inspections - all sites	528.00	132.00	-	132.00	132.00	132.00	120.00	(12.00)	2,112.00	2,596.00	484.00	2,596.00
Locks & Keys	98.77	42.99	-	45.32	-	55.29	50.00	(5.29)	328.11	600.00	271.89	600.00
Health & Safety	626.77	174.99	-	259.82	132.00	348.09	195.00	(153.09)	3,337.86	4,506.00	1,168.14	4,506.00
Equipment, Operating and Maintenance												
Defibrillator Maintenance	-	-	-	-	-	-	29.00	29.00	252.00	350.00	98.00	350.00
Fuel	-	-	-	-	-	-	20.00	20.00	65.47	240.00	174.53	240.00
New Equipment	-	34.97	62.80	260.06	28.42	-	90.00	90.00	712.08	1,080.00	367.92	1,080.00
Servicing/Repairs	-	19.98	230.00	770.00	-	-	85.00	85.00	1,869.76	1,020.00	(849.76)	1,020.00
Benches/bus stop (costs)	-	889.50	-	-	-	-	83.00	83.00	889.50	996.00	106.50	996.00
Equipment, Operating and Maintenance	-	944.45	292.80	1,030.06	28.42	-	307.00	307.00	3,788.81	3,686.00	(102.81)	3,686.00



MARLOW TOWN COUNCIL

Expenditure Report

Community

	Actual					Actual	Budget	Variance	Year to Date			Full Year Budget
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20				Actual	Budget	Variance	
Bunting	-	-	-	-	558.30	516.60	-	(516.60)	1,906.75	2,007.00	100.25	2,007.00
Bus	-	-	-	6,113.95	-	-	-	-	6,113.95	5,872.00	(241.95)	5,872.00
Celebrate Marlow	2,150.00	-	-	84.79	-	-	-	-	7,085.96	8,500.00	1,414.04	8,500.00
Christmas Decorations	-	-	-	10,604.00	-	-	-	-	10,604.00	10,000.00	(604.00)	10,000.00
Christmas Events	302.32	1,525.86	2,691.97	1.50	425.00	-	-	-	6,102.80	5,630.00	(472.80)	5,630.00
Civic Service	-	-	-	-	-	-	-	-	1,008.99	980.00	(28.99)	980.00
Competitions	61.32	229.48	-	-	-	-	-	-	513.60	500.00	(13.60)	500.00
Environment Working Group	-	-	-	-	-	-	-	-	-	-	-	-
Elections	-	-	-	-	-	-	-	-	3,000.00	3,000.00	-	3,000.00
Floral Displays	3,411.50	-	-	-	-	3,000.00	3,000.00	-	12,230.50	11,402.00	(828.50)	11,402.00
Freedom Parade	-	-	-	-	-	-	-	-	-	-	-	-
Grants	100.00	1,000.00	(265.00)	-	-	803.72	1,000.00	196.28	6,803.72	6,000.00	(803.72)	6,000.00
Leader of Council Allowance	250.00	250.00	250.00	250.00	250.00	250.00	300.00	50.00	2,500.00	3,000.00	500.00	3,000.00
Markets	-	-	-	-	-	-	-	-	792.75	885.00	92.25	885.00
Marlovian	-	1,600.00	-	-	-	1,600.00	1,600.00	-	6,400.00	6,400.00	-	6,400.00
Mayoral Expenses - outgoing	-	-	-	-	-	-	-	-	4,082.60	742.00	742.00	742.00
Mayoral Expenses	313.50	376.94	313.50	333.00	313.50	313.50	342.00	28.50	4,082.60	3,962.00	(120.60)	3,962.00
Parking Consultation	-	-	-	-	-	-	-	-	-	-	-	-
Police Community Support Officer	-	-	4,624.25	-	-	4,625.25	4,625.00	(0.25)	18,498.00	18,500.00	2.00	18,500.00
Provision for Unitary Charges	-	-	-	-	-	-	250.00	250.00	-	3,000.00	3,000.00	3,000.00
Remembrance	72.36	2,283.00	-	-	-	37.00	-	(37.00)	2,392.36	2,080.00	(312.36)	2,080.00
Security Patrols	-	-	-	-	-	-	-	-	-	-	-	-
Shopmobility	-	-	-	-	-	-	100.00	100.00	5.29	695.00	689.71	695.00
Swan Upping	-	-	-	-	-	-	-	-	238.85	350.00	111.15	350.00
Twinning	-	673.38	-	418.36	-	-	-	-	1,091.74	1,000.00	(91.74)	1,000.00
Town Improvements	-	-	-	-	-	-	-	-	-	-	-	-
Youth Project	-	-	-	5.08	239.86	706.63	-	(706.63)	959.89	2,000.00	1,040.11	2,000.00
Community	6,661.00	7,938.66	7,614.72	17,810.68	1,786.66	11,852.70	11,217.00	(635.70)	92,331.75	96,505.00	4,173.25	96,505.00

Devolved

Grounds Maintenance	5,203.03	5,863.17	9,109.20	5,477.70	5,203.64	6,791.43	5,000.00	(1,791.43)	70,438.29	68,567.00	(1,871.29)	68,567.00
Devolved	5,203.03	5,863.17	9,109.20	5,477.70	5,203.64	6,791.43	5,000.00	(1,791.43)	70,438.29	68,567.00	(1,871.29)	68,567.00

04/06/20

March 2020



MARLOW TOWN COUNCIL

Expenditure Report

	Actual					Actual			Budget			Variance			Year to Date			Full Year		
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Mar-20	Mar-20	Mar-20	Mar-20	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
Utilities																				
Electricity	335.70	51.57	10.46	704.16	60.71	775.14	91.00	(684.14)			2,416.85	1,090.00	(1,326.85)				1,090.00			
Gas	-	120.46	-	-	1.72	243.61	99.00	(144.61)			546.77	920.00	373.23				920.00			
Rates	62.00	62.00	62.00	62.00	-	-	55.00	55.00			620.04	660.00	39.96				660.00			
Telephone	334.76	260.70	236.56	105.10	(129.28)	222.39	190.00	(32.39)			1,931.25	2,280.00	348.75				2,280.00			
Water	134.66	329.13	(133.41)	114.98	(135.73)	83.79	43.00	(40.79)			3,771.81	2,715.00	(1,056.81)				2,715.00			
Utilities	867.12	823.86	175.61	986.24	(202.58)	1,324.93	478.00	(846.93)			9,286.72	7,665.00	(1,621.72)				7,665.00			
Buildings																				
Alarms	-	-	-	-	-	-	-	-			135.00	-	(135.00)				-			
Cemetery	-	-	-	-	-	-	-	-			312.00	300.00	(12.00)				300.00			
Office/cleaning	131.23	131.23	131.23	131.23	186.23	166.23	185.00	18.77			1,889.81	2,510.00	620.19				2,510.00			
Clock	-	-	-	-	-	-	-	-			-	260.00	260.00				260.00			
Garage	57.01	57.01	57.01	57.01	57.01	57.01	54.00	(3.01)			684.12	645.00	(39.12)				645.00			
Recreation Grounds	-	-	-	-	-	-	-	-			-	-	-				-			
Rent	-	-	3,200.00	-	-	-	-	-			12,800.00	12,800.00	-				12,800.00			
Buildings	188.24	188.24	3,388.24	188.24	243.24	223.24	239.00	15.76			15,820.93	16,515.00	694.07				16,515.00			
Insurance																				
Buildings	-	-	-	-	-	-	-	-			3,373.68	3,250.00	(123.68)				3,250.00			
Other	-	-	-	-	-	-	-	-			-	-	-				-			
Vehicle	-	-	-	489.80	-	-	-	-			489.80	550.00	60.20				550.00			
Insurance	-	-	-	489.80	-	-	-	-			3,863.48	3,800.00	(63.48)				3,800.00			
Van																				
Van Fuel	-	-	-	-	-	-	-	-			355.29	660.00	304.71				660.00			
Van Lease	332.49	241.49	241.49	291.49	241.49	241.49	245.00	3.51			3,038.88	2,940.00	(98.88)				2,940.00			
Van	332.49	241.49	241.49	291.49	241.49	241.49	300.00	58.51			3,394.17	3,600.00	205.83				3,600.00			

A7

04/06/20

March 2020



MARLOW TOWN COUNCIL

Grants and Donations

Actuals 2018-19	2019-2020	MTC Grants	Date Paid	Permissive Legislation
	BUDGET FOR THE YEAR 2019-2020	6000.00		
	RESERVES	0.00		
		6000.00		
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			~
	Churches Together	400.00	Mar-20	+
	Marlow Players	250.00	Mar-20	~
	Marlow Youth Club	500.00	Nov-19	~
500.00	Lighthouse Marlow			+
500.00	Marlow Museum Centre Project	300.00	Mar-20	#
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	Mar-20	+
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	7715.00		
-3070.00	from reserves	-911.28		
	BALANCE including reserves movement	6803.72		
	+ LGA 1972 S.137	4415.00		+
	# LGA 1972 S.144	1000.00		#
	~ LGA 1972 S.145	2300.00		~
	^ C and D Act 1998	0.00		^

Appendix
A8

04/06/20

Bank Reconciliation 31.03.20



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>267,186.39</u>
Current Account	01581935	per statement	<u>73,562.36</u>
Cheque & Debit card Account	03049254	per statement	923.52
	less unrepresented chqs		
	04/03/2020 CN01287	Royal British Legion	(37.00)
	04/03/2020 CN01290	Marlow Community Association	(20.00)
			<u>866.52</u>
Paypal			-
Petty Cash			55.04
			<u>55.04</u>
Total Bank and Cash			341,670.31
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,382.41</u>
CCLA - Public Sector Deposit Fund			<u>203,830.26</u>
CCLA - Local Authority Property Fund	<u>200,000.00</u>	included as Investments	
Short Term Cash Holdings			289,212.67
Total Bank and Short Term Cash Holdings			630,882.98

Appendix
A9

GRANTS EXPENDITURE

It is recommended that the Council to establishes an earmarked reserve of £5,000 from the surplus funds from the 2019/20 general fund to enable the Grants fund to be able to support local charities and charitable organisations that have lost income as a result of Covid-19.

RECOMMENDED:

THAT MEMBERS RESOLVE TO ESTABLISH AN EARMARKED RESERVE OF £5,000 FOR GRANTS AND DONATIONS

Consolidation of existing and proposed new earmarked reserves

A full review of the balances on the earmarked reserves, which totalled £567,059.98 as at the 31 March 2020 has been carried out. The tables below highlight the reserves recommended to remain and proposed new earmarked reserves. An explanation of the purposes of all these reserves is shown on the attached schedule, appendix B.

No change to the existing carried forward reserve balances -	
Grants & donations 2019/20 revenue account, approved 30 June 2020)	5,000.00 (transferred from
Office move	17,400.00
Elections	16,604.68
Shopmobility	1,479.00
Infrastructure	30,605.00
Old WDC Ward budgets	2,888.06
Covid fund 2019/20 revenue account, approved 30 June 2020)	10,000.00 (transferred from
Hanging Hill triangle	1,308.27
Allotments – water levy	(1,029.00)
Bus shelters	1,027.00
CIL reserve 2018/19	50,806.81
CIL reserve 2019/20	33,232.08
Cemetery	31,306.00
Gossmore Trust	8,530.13
Recreation grounds	63,799.49

MEMBERS TO NOTE THESE EXISTING RESERVE BALANCES

Consolidations of following existing and proposed new earmarked reserves are proposed	
New website	3,000.00
Events, including Christmas lights	100,000.00
Environmental	25,000.00
Security	13,994.00
Town improvements, including bridge lighting	69,687.97
Defibrillators	1,000.00
Causeway development	20,000.00
MVAS speed devices	10,430.70
Creation of 20 mph zone	25,000.00
Water bottle refill station	8,515.00
CIL reserve 2017/18	7,474.79
Dedmere Rise	10,000.00

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO THE CONSOLIDATED AND NEW EARMARKED RESERVES AS SHOWN ON THE ATTACHED SCHEDULE APPENDIX B

EARMARKED RESERVES

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE 01-Apr-20 £	TRANSFER £	REVISED BALANCE 01-Apr £
ADMINISTRATION						
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	5,000.00		5,000.00
New website	Provision of new website	Committed June 2020	7033	1,406.48	1,593.52	3,000.00
Office move	Considering alternative office accommodation	Ongoing		17,400.00		17,400.00
COMMUNITY						
Elections	Local election costs	Town Council elections in May 2021	7113	16,604.68		16,604.68
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	1,479.00		1,479.00
Events, including Christmas lights	Events, Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	85,578.70	14,421.30	100,000.00
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fixings for Christmas lights		30,605.00		30,605.00
Environmental	Environmental and sustainability projects	Projects to be identified		0.00	25,000.00	25,000.00
WDC Income	WDC ward councillors' budgets	All allocated, awaiting invoices	4953	2,888.06		2,888.06
Security	Third party security services for Town assets	Agreed 2021/22 expenditure	7504	10,994.00	3,000.00	13,994.00
Covid fund	Assistance with Covid related issues	Town safety measures and other projects		10,000.00		10,000.00
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	16,698.35	52,989.62	69,687.97
Triangle project	Hanging Hill project	Ongoing	7304	1,308.27		1,308.27
Allotments	Water levy	Recovery from allotment holders - finishes 20/21		(1,029.00)		(1,029.00)
Defibrillator	Balance of previous provision	Increased to cover costs of multiple defibrillators		286.00	714.00	1,000.00
Causeway development	Possible enhancements to Causeway	Projects to be identified			20,000.00	20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices			10,430.70	10,430.70
20 mph zone	Creation of 20 mph zone	Details to be agreed with Bucks Council			25,000.00	25,000.00
Water re-fill station	Installed on Causeway	Installed May 2020, awaiting invoices	4992		8,515.00	8,515.00
Bus shelters	Balance of previous provision	Balance of new shelter - Queens Road	7312	1,027.00		1,027.00
EXTERNAL FUNDING						
CIL 2017/18	CIL funding - subject to restricted use	Projects to be identified	4999	42,474.79	(35,000.00)	7,474.79
CIL 2018/19	CIL funding - subject to restricted use	Projects to be identified	4999	50,806.81		50,806.81
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	33,232.08		33,232.08
CAPITAL WORKS						
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00		31,306.00
Dedmere Rise	Possible development of site	Under consideration			10,000.00	10,000.00
RECREATION GROUNDS						
Gossmore Trust	Provision for future facilities	Ongoing	7506	8,530.13		8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		63,799.49		63,799.49
AMENITIES				430,395.84	136,664.14	567,059.98
Causeway war memorial	Repairs	Work completed May 2020	7323	0.00	0.00	0.00
Causeway refuge	Balance from provision for crossing	Work completed 2019, no longer required	7323	4,355.00	(4,355.00)	0.00
Village gateways	Balance of previous provision	No longer required	7307	603.14	(603.14)	0.00
Benches	Balance of previous provision	No longer required	7312	339.00	(339.00)	0.00
Marlow bridge	Provision of lighting to bridge	Awaiting planning permission	7307	32,852.00	(32,852.00)	0.00
WDC REGENERATION FUND						
Allocation agreed with WDC	Marlow bridge lights	Awaiting planning permission	4992	45,000.00	(45,000.00)	0.00
Allocation agreed with WDC	Christmas lights	5 year lease commitment to new Christmas lights	4992	22,000.00	(22,000.00)	0.00
Allocation agreed with WDC	Water re-fill station on Causeway	Installed May 2020	4992	8,515.00	(8,515.00)	0.00
Allocation agreed with WDC	Possible enhancements to Causeway	Projects to be identified	4992	20,000.00	(20,000.00)	0.00
Allocation agreed with WDC	Additional security services for Town assets	Additional sites to be covered	4992	3,000.00	(3,000.00)	0.00
TOTAL				567,059.98	0.00	567,059.98

Appendix B

YEAR END INTERNAL AUDIT REPORT

The Town Council's Internal Auditor completed the year end audit on 25. June 2020. The Annual Internal Audit Report 2019/20 (appendix C1) confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal Audit Observations report is attached as appendix C2. Officers have noted the observations and appropriate action is being taken, financial clarification from NALC is being sought on the treatment of the CCLA investment.

RECOMMENDED:

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2019/20

ASSET REGISTER

Attached as appendix D is the Town Council's Asset Register. Please note that it is an audit requirement to have an Asset Register set out in this format and that this document is not to be confused with any insurance valuation documents.

RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE ASSET REGISTER DATED 31st MARCH 2020

Annual Internal Audit Report 2019/20

Marlow Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/01/2020 06/06/2019 27/02/2019

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

25/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Marlow Town Council

Financial Year 2019-20

Year End Internal Audit Observations

Visit date: 23 June 2020

D The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves were appropriate.			
No.	Audit Conclusion	Observation	Recommendation
1	From audit review it does not appear that the Councils Reserves were appropriate or subject to review	The Council has significant Reserves which are held in Earmarked Reserves. It was noted that the General Reserves has a negative (debit) balance due to the investment in the CCLA Local Authority Property Fund.	The Council to review the Level of Reserves to ensure that the General Reserves has a minimum balance of 3 months Net Revenue Expenditure as required by Proper Practices as set out in the Practitioners Guide.
			High

H Asset and investments registers were complete and accurate and properly maintained.			
No.	Audit Conclusion	Observation	Recommendation
1	The Council has not updated the the asset register with Assets purchased / disposed of during the year.	The Council last reviewed the Asset Register 17 July 2019 Full Council meeting minute reference M.34.19 this was prior to the CCLA Local Authority Property Fund investment which was in September 2019. The Council had not added the CCLA Local Authority Property Fund on the Council Asset Register.	The Council must ensure that the asset register is updated with any approvals or disposal made during the year. These should be subject to specific Council approval.
			High
2	Continuing existence of assets is not checked on a regular basis	The Council does not physically check the existence of Council Assets.	The Council should put in place arrangements for the regular physical verification of its assets. The date the verification was carried out should be recorded.
			High

I Periodic and year-end bank account reconciliations were properly carried out.			
No.	Audit Conclusion	Observation	Recommendation
1	The Year End bank Reconciliations have not been subject to independent review.	The Council Year End bank reconciliations have not been independently reviewed due to the current lock down restrictions.	The Council must ensure that Year End bank reconciliations are independently reviewed, signed and dated. A copy of the signed bank reconciliations to be forwarded to Internal Audit.
			High

M Trust funds (including charitable) – The council met its responsibilities as a trustee.			
No.	Audit Conclusion	Observation	Recommendation
1	The Council current arrangements for the Trust is not clear. The Council has added Trust assets on the Council Asset Register.	The Council has included the Gossmore Recreation Ground Trust Land on the Council Asset Register.	The Council must review and update its asset register and exclude any assets which relate to Trusts
			High

Appendix C2



MARLOWTOWNCOUNCIL

ASSET REGISTER

Yr ending:
31.03.20

Reviewed:
20.03.20

De-minimus of £1,000		£
Cemetery Chapel, Wethered Road		209,157
Cemetery Garage, Wethered Road		24,840
Changing Rooms, Gossmore Recreation Ground		63,141
Public Benches / Seats x 14		6,906
Bus Shelters x 9		25,650
Turret Clock (Market Square)		11,234
Signs x 4 "Welcome to Marlow"		2,762
War Memorial, The Causeway		15,786
Frohman Statue, The Causeway		19,731
Flag Pole, The Causeway		7,448
Picket Fencing		2,700
Chipping Machine		5,022
Play Equipment, Seymour Recreation Ground	Toddler Section	48,637
	8-12 Yr Section	49,115
Play Equipment, Riley Trust Play Area		19,908
Play Equipment, Campbell Road Play Area		21,864
Mobility Scooters x 2		3,105
Civic Regalia - Chain of Office x 2		4,548
Sevres Vase		1,148
Painting - Backwater at Hurley		4,020
Grant of Arms		1,148
Community Assets - Land Holdings	Nominal value	
	Foxes Piece Allotment Site	1
	Hanging Hill Allotment Site	1
	Seymour Recreation Ground	1
	The Causeway	1
	Cemetery, Wethered Road	1
	Gossmore Recreation Ground	1
	Campbell Road Play Area	1
TOTAL		549,077

Appendix D

M.28.20

ANNUAL GOVERNANCE STATEMENT

Attached as appendix E is the Annual Governance Statement 2019/20

Members are asked to review the document and give approval for the Town Mayor to sign the document.

RECOMMENDED:

THAT THE TOWN COUNCIL ACKNOWLEDGES THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND THAT IT BE APPROVED AND THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

M.29.20

MOBILE VEHICLE ACTIVATED SIGN

The Council currently has one Mobile Vehicle Activated Sign(MVAS) that is placed around the town to alert speeding drivers and to gather data on speeding which is shared with the Police. The purchase of two additional machines is recommended to ensure that more roads can be covered. The most suitable battery-powered portable machine recommend by the Police can be purchased at the cost of £3,000.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE ON THE PURCHASE OF TWO MVAS AT A COST OF £6,000 TO BE TAKEN FROM THE NEWLY ESTABLISHED MVAS EARMARKED RESERVE

Section 2 – Accounting Statements 2019/20 for

Marlow Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	619,883	639,842	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	342,020	347,768	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	245,752	314,242	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	206,332	213,948	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	361,481	541,540	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	639,842	746,364	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	653,603	630,883	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	549,077	749,077	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			<i>'Yes' means that this authority:</i>
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

Appendix E

Members will note that they were asked by the management working group at September 2019's meeting for suggestions on a new look for the Council website. The current site uses dated technology is difficult to amend and is not mobile friendly. Furthermore, the website does not comply with new DDA accessibility law that requires any government website to be completely accessible by September 23rd, 2020. The quote from the current supplier to make the current website comply with the new legislation is £1900. The working group have looked at several website providers with quotes for a new website ranging from £2,500 to £7,000.

The recommendation is to proceed with a local contactor who will design a brand-new website at a cost of £2,500. If members agree to proceed the website launch would be scheduled for August. Monthly hosting at a cost of £50 per month. Initial support during the launch of the website is available at £150 per month, officers anticipate that this will only be required for three months.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO PROCEED WITH A NEW WEBSITE WITH THE COSTINGS OUTLINED ABOVE.;
TO BE FUNDED FROM EARMARKED RESERVES.