

MARLOW TOWN COUNCIL

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

TO:

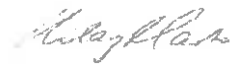
MEMBERS OF THE TOWN COUNCIL

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 MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 12th NOVEMBER 2019 at 7.00pm in THE SEYMOUR ROOM, COURT GARDEN HOUSE, POUND LANE, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA



Mrs H Martin | Town Clerk | 07.11.19

M.59.19	Apologies for absence	
M.60.19	Declarations of Interest	
M.61.19	Communications from Town Mayor	
M.62.19	To agree as a true record the Town Council Minutes dated 10.09.19	
M.63.19	Report from Leader of the Council	
M.64.19	Information Reports	
	a) Celebrate Marlow Event	
	b) Free Parking Days in Marlow	
M.65.19	Appointment of Internal Auditor 2020/2021	DECISION
M.66.19	External Audit 2018/2019	DECISION
M.67.19	Protocol for Filming, Reporting and Photography at Meetings	DECISION
M.68.19	Cemetery Fee Review	DECISION
M.69.19	New Bench at Dedmere Rise	DECISION
M.70.19	Christmas Lighting Scheme from 2020	DECISION
M.71.19	Book Exchange – Newfield Road	DECISION
M.72.19	Funding for Environment Working Group	DECISION
M.73.19	Reports from Outsides Bodies	INFORMATION
M.74.19	Reports from Wycombe District Council	INFORMATION
M.75.19	Reports from Bucks County Council	INFORMATION
M.76.19	Date and time of next meeting – Tuesday 14 th January 2020 at 7.00pm	

PUBLIC QUESTION TIME

COMMUNICATIONS FROM TOWN MAYOR**CLlr R Scott, 10th September – 12th November 2019**

20 th September	Attended 1811 Squadron Celebration and Annual Awards Evening
21 st September	Opened Marlow Carnival
22 nd September	Leader represented the Mayor at Henley Civic Service
27 th September	Attended Reception for Marlow International Regatta
29 th September	Hosted Marlow Town Council's Celebrate Marlow Lunch
3 rd October	Deputy Mayor attended the Help in Hearing Event
5 th October	Deputy Mayor attended the Rotary Club Charity Concert at All Saints' Church
12 th October	Attended Wooburn Singers Concert at All Saints' Church
13 th October	Attended Mayor of High Wycombe's Civic Service
15 th October	Attended Reception at SUUM Vietnamese Restaurant
16 th October	Opened the new Strawberry Grove Café
21 st October	Attended the Marlow Chamber of Trade AGM
26 th October	Launched the Poppy Appeal at the RBL Headquarters Marlow
7 th November	Attended the Allotment Association AGM to present awards
10 th November	Attended the Remembrance Service & Parade in Marlow
11 th November	Took part in the Marly-le-Roi Remembrance Ceremony

List compiled 6th November 2019

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th SEPTEMBER 2019 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, POUND LAND, MARLOW

Present

Town Mayor	Cllr R Scott
Deputy Mayor	Cllr B Johnson
Councillors	T Avery
	S Brown
	C Funnell
	R Wilson
Town Clerk	Mrs H Martin
Deputy Clerk	Mrs K Joy

Also present

one member of the public, one member of the press

M.42.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Keighley, Cllr N Marshall, Cllr K Thomson, Cllr J Towns and Cllr E West.

M.43.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.44.19 COMMUNICATIONS FROM TOWN MAYOR

Members noted the report.

M.45.19 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 09.07.19

RESOLVED:

THAT THE MINUTES DATED 09.07.19 WERE AGREED AND SIGNED AS A TRUE RECORD

M.46.19 REPORT FROM LEADER OF THE COUNCIL

Members noted the report.

M.47.19 INFORMATION REPORTS

a) Wycombe District Council CIL Allocation

£33,232,08 has been received from WDC in CIL levy. The Town Clerk will forward to all members the total amount currently being held in reserves under th CIL heading.

b) Economic Development and Housing Delivery Allocation from WDC

An allocation of £100,000 has been agreed by WDC to be allocated to the Council on the proviso that it is used for “economic development activities” that are linked to WDC’s Economic Development Strategy and/or “infrastructure to support new housing requirements” as set out in WDC’s local plan.

c) Gossmore Trust Information

Signature Homes have presented Town Mayor Richard Scott with a cheque for £372 from a raffle at their Marlow home as a donation to The Gossmore Trust.

d) Website – New Look

The management working group is recommending that the current Council website is overhauled, members are requested to give their thoughts on how they would like a new website to look and function.

e) 4 Front Security

Security patrols are now taking place twice a night at Seymour Park Recreation Ground and Gossmore Park. Arrests have been made by the Police using intelligence gathered. More recently officers attended following a telephone call from a member of the public that several men were trying to remove temporary fencing, fortunately they were in the area and attended within minutes securing the fencing.

f) Frohman Statue

The restoration and cleaning work of the Frohman Statue is now complete, the full conservation report is available to view in the office. An additional £700 expense was incurred due to further deterioration of the statue since the original reports were gathered.

M.48.19 WATER REFILL STATION AT THE CAUSEWAY

It was proposed that a water refill station be installed on the Causeway. A picture was circulated to all members.

Cost of the station is £2,300

Connection and installation charges Thames water guide of £1800

Connection and installation charges Plumber, quotes are being sourced will be in the region of £2,500

Ongoing maintenance including Water quality, safety and hygiene checks per year £400

Cost of water used £70 per year

Outline costs will be in the region of £6,700 with a suggested budget ongoing for maintenance of £470 a year with funding being met from CIL reserves.

It was noted that the installation would be to the right of the Frohman Statue.

RESOLVED:

THAT MEMBERS AGREED TO INSTALL A WATER REFILL STATION AT THE CAUSEWAY WITH A BUDGET OF £6,700 FROM CIL RESERVES.

M.49.19 OFFICE CHRISTMAS CLOSURE

Members were asked to approve the closure of the office from Tuesday 24th December 2019 to Wednesday 1st January 2019 inclusive.

As in previous years, it was recommended that the officers be granted two concessionary days during the closure period and the remaining two working days will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact.

Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RESOLVED:

THAT MEMBERS APPROVED THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

M.50.19 MEETINGS CALENDAR

Members were asked to note the revised meetings calendar which had been circulated to all Councillors. The amended timetable reflected new meeting dates for the Resources Committee separate from the Town Council meetings.

RESOLVED:

THAT MEMBERS APPROVED THE REVISED MEETINGS CALENDAR

M.51.19 WILTSHIRE ROAD BUS SHELTER

In 2018 members resolved to replace several of the ageing bus shelters. The bus shelter on the south side of Wiltshire Road was not included and officers propose that it is now replaced. Members were shown an image of the proposed shelter.

3 quotes have been received:-

Contractor 1	£3,871
Contractor 2	£4,354
Contractor 3	£4,540

Officers recommend proceeding with Contractor 2 who is BCC approved to work on the Highway and installed the previous shelters.

Members would consider replacing the Queens Road bus shelter at a later date.

RESOLVED:

THAT MEMBERS RESOLVE TO AGREE ON A SPEND OF UP TO £4500 FOR CONTRACTOR TWO AND REPLACE THE SHELTER FROM CIL RESERVES

M.52.19 DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNTY COUNCIL

The current devolution agreement period comes to an end on 31stMarch 2020 (as per the one year extension agreed with last year). The Shadow Executive for Buckinghamshire Council recently agreed to an extension of funding for all existing highways devolution agreements for up to a maximum of two years to 31stMarch 2022.

Devolution and localism are key priorities for the future Buckinghamshire Council. The extension of two years was agreed in order to provide local councils with the certainty they need in continuing to deliver services whilst the new devolution/localism offer for the future is being developed.

For clarity, the details of this extension are as follows:

- The offer is to extend the budget (and therefore the duration) of all existing Devolved Service Agreements for a maximum of two years up until 31stMarch 2022.

- o The budget offered to all Local Councils will remain the same and individual annual payments will not change.
- o The terms of the agreement will remain the same, including the inclusion of a 6 month break clause which can be triggered by either party.
- o The services in scope remain the same as those which are currently delivered.
 - urban grass cutting,
 - siding out,
 - hedging,
 - rights of way clearance,
 - weed killing - specific itemised weeds on footways
 - maintenance e.g. checking for obstructions, minor street furniture repairs & cleaning, removal of fly posters, approval of charity event advertising

Agreements will become live on 1st April 2020, the contractual agreement will be between Marlow Town Council and Buckinghamshire Council (rather than is currently the case with Buckinghamshire County Council).

RESOLVED:

THAT MEMBERS AGREED TO ACCEPT THE TWO YEAR EXTENSION AS DETAILED ABOVE

M.53.19

FORMALISE THE TOWN MAYOR'S CHARITY AS A CHARITABLE TRUST

The Town Mayor asked Cllr C Funnell to introduce this proposal.

Cllr Funnell requested members to consider that the Town Council establishes a charity, with full charitable status, to be known as the "Marlow Mayors charity" to further such exclusive key charitable objects as the Mayor may from time to time by writing appoint and subject thereto as the trustees may from time to time at their discretion determine for children/young persons, elderly /disabled, other charities or voluntary bodies and the general public/mankind of the town of Marlow. Formalising the Mayor's charity will enable donors the opportunity for gift aid and attract other charities /grants and opportunities to build on the importance and relevance of the charity as a formal fund for Marlow residents and delivered by the trustees.

The Town Mayor proposed that the following be appointed trustees:-

Town Mayor
 Deputy Mayor
 Leader of the Council
 Deputy Leader of the Council
 Town Clerk

It was confirmed that the trustees would be the individuals who were currently elected / employed to the posts as detailed above, and that the individuals were liable to change from year to year.

The meeting noted that additional trustees, independent of Marlow Town Council, be appointed to the charity in due course.

RESOLVED:

THAT MEMBERS APPROVED THE STANDARD REGISTRATION OF THE CHARITY AND

THAT THE POSTS DETAILED ABOVE BE APPOINTED AS ELIGIBLE TRUSTEES IN ACCORDANCE WITH THE CHARITY COMMISSION REQUIREMENTS AND THAT A FULL TRUST DEED WILL BE DRAFTED AND SUBMITTED TO A FUTURE TOWN COUNCIL MEETING FOR APPROVAL

M.54.19 PLANNING PROPOSAL – DEDMERE RISE SITE

The Town Mayor asked Cllr C Funnell to introduce this proposal.

Cllr C Funnell proposed to advance planning work for the Dedmere Road site, currently in the ownership of the Town Council. The proposal was to draw up a scheme that creates new dwellings, adding value to the site, and to create the betterment in line with policy.

It was noted that there were additional funds available from CIL but that the use of current Town Council earmarked reserves was the preferred funding option.

RESOLVED:

THAT MEMBERS APPROVED EXPENDITURE UP TO £25,000 TO ENABLE THE RESOURCES COMMITTEE TO COMMISSION A COMMERCIAL PLANNING ORGANISATION TO COMPLETE NEW DESIGNS, ENGAGE CONSULTANTS AND SUBMIT AND RE-PRESENT THE PLANNING APPLICATION AND THAT THAT SUM OF £25,000 IS TRANSFERRED FROM THE CURRENT EARMARKED RESERVE ACCOUNT FOR THE CEMETERY INTO A NEW EARMARKED RESERVE - DEDMERE RISE DEVELOPMENT

M.55.19 REPORTS FROM OUTSIDES BODIES

Cllr S Brown

Gave a verbal update regarding Brinkhurst Trust.

M.56.19 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr S Brown

Reported that the improvement works to Court Garden has started with completion due in Spring 2020.

Cllr R Scott

Reported that meetings were underway in preparation for the change to unitary status next year.

M.57.19 REPORTS FROM BUCKS COUNTY COUNCIL

The Town Mayor read a summary from the report submitted by County Councillor A Collingwood. The full report would be circulated to all members.

M.58.19 DATE AND TIME OF NEXT MEETING

Tuesday 12TH November 2019 at 7.00pm

Meeting closed at 7.35pm

Town Mayor.....

Date.....

PUBLIC QUESTION TIME

Mrs C Heap – Marlow Resident

Asked for clarification on who had responsibility for weed clearance on the highway and road sweeping. The Town Clerk answered that Bucks County Council and Wycombe District Council respectively had responsibility.

Asked who could enforce loading / unloading on double yellow lines. The Town Mayor and Town Clerk gave the response that it would be Civil Enforcement Officer (BCC) in the first instance and the police if the vehicle was causing traffic offence. No enforcement measures currently exist under Air Quality Management to stop engine idling.

Close at 7.40pm

M.63.19 REPORT FROM LEADER OF THE COUNCIL

Cllr J Towns, 11th September 2019 – 12th November 2019

This has been another busy couple of months. We have been working on our Christmas Lights Sponsorship, which has gone well. We may not achieve the level we achieved last year, but we have still raised a significant amount and have found some new sponsors, thank you. We can ensure that we have another brilliant display this year.

Very pleased to say that Ross Kemp has been announced as our 'Switch On' Celebrity.

MTC have been allocated £100,000 from WDC's Economic Development Fund, a number of suggestions for this have been put forward to be agreed for a paper to be presented at the January TC meeting. This has to be applied for in one go, and prior to March 31st 2020. Some suggestions for inclusion are:

- Bridge Lights
- Causeway improvement (ground levelling)
- Installation of water refill stations
- New Christmas Lights infrastructure
- CCTV in chosen locations
- Plus others to be identified
-

Lights for Marlow Bridge – we are working closely with the Royal Borough who want still further details on the Heritage status of the bridge. It should be noted that WDC passed the Planning Application with no questions.

The TC is pleased to be sponsoring the Community Award again this year to be held at the Marlow FM Hidden Gems Awards night on the 30th November.

Wiltshire Road Roundabout has been planted up with winter planting after the success of the summer planting.

The Environment group is going from strength to strength and attracting other groups in the town to be involved, which is all good news for the town.

- Refill – Installation of the Causeway water station, everything is on track, just waiting on a water suitability report from Thames Water, this takes 4 weeks as the water has to go through various stages of testing. Two other sites to be reviewed for further stations. Water Refill stickers – we have over 30 in the town and surrounding area and will continue to work on more locations.
- ReLeaf – This initiative is attracting many volunteers to review all the trees in the town, and where we need more. The ReLeaf team are working closely with WDC's Tree Officer who is very supportive.
- AQMA – Signs have now been put up along the A4155, these were supplied by WDC working with BCC. Our TC banner will go up again in early December and will remain in place through Christmas.
- Eco-Schools network – Phil Irving and I met with all the schools head teachers to present our thoughts, which was well received, next step is a and we are planning a schools conference with all their eco leads plus teachers early in the new year.
- Eco-business network, this is moving forward with some very useful discussions so far, will have more to report at the next TC meeting.
- Food Sharing – this is going well with more to do, again more at the next TC meeting
- Environment has been part of our vision for the town from 2011, and I am pleased that we are working closely with many other groups in the town to improve our environment.
-

Globe Business Park, Business Improvement District has released its Business Plan for its second term, this will be balloted and results will be available by early December. The Town Council supports the Bid, as the Business Park's success is essential for the success of the town.

a) Celebrate Marlow Event 2019

Celebrate Marlow was held very successfully on 29.09.19. Guests were very complimentary on the day and a raft of thank you letters / emails were received after the event, a selection of which are attached as appendix A.

The Events Working Group met on 9th October 2019 to review the event and discuss the format and content for 2020. No major changes were recommended and Celebrate Marlow will run to a very similar format on Sunday 27th September 2020.

b) Free Parking Days in Marlow

In line with previous years, the Planning Environment and Transportation Committee has been asked by Wycombe District Council(WDC) to suggest three dates for free parking in all WDC car parks in Marlow. Free parking in WDC car parks for 2019 will be on December 7th, December 14th and December 21st. Minute P.064 refers.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS.

Dear Jan

A huge congratulations and thank you to you and your team for the excellent celebration event yesterday. We enjoyed the occasion and the opportunity to see and meet other volunteers in our community.

Please pass on our thanks and appreciation to Richard Scott and the other TC members for making it possible.

Best wishes



Hi Jan.

I would like to thank you for the invitation to the Celebrate Marlow event yesterday. It was very enjoyable.

Is it possible to have 3 of the Celebrate Marlow Brochures as they ran out yesterday before us Wombles could get one?

Thanks,



Chief Womble

Just to say a big thank you to you all for yesterday. It was a lovely event and went really well and thank you for arranging a veggie meal for the difficult ones!! Really appreciate all you did to make it a lovely event.

KR



you did a fab job and it looked so lovely in the room - a lot of hard work went into it - its easy to see that. I hope you had a good response to everything!

kind regards



Appendix A

Dear Jan,

Thank you so much for the lovely lunch yesterday.

Naomi and I had such a good time meeting all the marvellous organisations in Marlow and, by chance, we happened to be sitting next to a Ukulele player! I never knew there was a Marlow Ukulele Group in Marlow! I don't think it will be the last time we will be meeting up with the MUGs, as they call themselves!

You and your team worked so hard to give us such a great time in beautiful surroundings. Aren't we lucky to live in Marlow and the surrounding area.

Kind Regards,


Co-Chairman
Marlow Festival of Music & Drama

 Marlow Air Cadets

Thank you for inviting us to the Celebrate Marlow event last weekend, we all had a great time, and it was really nice to see members all across the community to celebrate together – something quite unique and one I've not seen in any other town before. I hope you had a great day too?!

Dear Sir/Madam,

My wife and I much enjoyed the lunch last Sunday to celebrate the Marlow Community. The lunch itself and the entertainment with screening of archive footage of Marlow was, no doubt, appreciated by all the guests.

It was also a worthwhile and interesting opportunity to meet other members of the community.

Please convey our thanks to the Town Council and all those responsible for planning and organising this splendid event. Thank you for inviting us. Yours faithfully,



M.65.19 APPOINTMENT OF INTERNAL AUDITOR 2020/2021

The Internal Auditor appointed by the Town Council for the past five years has indicated that he would be willing to carry out the audits again this year with no fee increase, the service the Town Council has been thorough and professional.

To undertake the interim audit and year-end audit a fee of £770.00 plus VAT will be charged.

Members are asked to approve the Internal Auditors Terms of Reference – appendix B.

RECOMMENDED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2020/21 AND

APPROVE THE CURRENT SCALE OF FEES AND

APPROVE THE INTERNAL AUDITORS TERMS OF REFERENCE



INTERNAL AUDIT TERMS OF REFERENCE

The following terms of reference should be taken in conjunction with the tests detailed in the latest edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

1. The requirement for and Internal Audit come under local government legislation – section 151 of the Local Government Act 1972. The Accounts & Audit (amendment) (England) Regulations 2006 also identify the need for an Internal Audit function.
2. Appointment of the Internal Auditor shall be at a meeting of the Town Council in November each year (or at the earliest opportunity).
3. The Responsible Finance Officer shall prepare the appropriate internal control processes to include Standing Orders, Financial Regulations, Financial Risk Assessments and General Management Risk Assessments.
4. Draft internal control documents shall be discussed and approved at a Town Council meeting.
5. All internal control processes shall be reviewed annually and documents updated as appropriate.
6. The Internal Auditor must be independent of the activities he audits so as to remain impartial and effect professional judgments and recommendations. He shall have no other role within the Council.
7. The Internal Auditor shall carry out the work required by the Responsible Finance Officer, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as required annually by the External Auditors.
8. The Internal Auditor shall have direct access to the Responsible Finance Officer, the Mayor of the Council, Full Council Resources or Full Council meetings/minutes whichever is the appropriate in the circumstance.
9. The Internal Auditor shall carry out his work in accordance with proper practices guidance with particular reference to Appendix 8 of the "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".
10. The Internal Auditor's Report shall be in his own name and addressed to the Council. A minimum of one annual report and one half yearly reports in respect of each financial year shall be produced.
11. Should the Internal Auditor find that no matters have arisen from the audit which necessitate bringing to the attention of the Council the report shall reflect this.
12. Each item of the Internal Auditor's report must be fully addressed and minuted by the Full Council meeting.

November 2017 to be reviewed annually

Appendix B

13. **Accountability for the response to the risks identified by Internal Audit shall be with the Council who either identify and implement the appropriate actions or accept the risk.**
14. **Internal Audit shall provide advice on the risks of fraud and help raise awareness of fraud issues.**
15. **In the case of suspected fraud the internal auditor should report to the Responsible Finance Officer, the Chair/Mayor of the Council, Full Council Finance or Full Council – this will depend on the type of fraud discovered. It may be appropriate for the Internal Audit to advise or assist with an investigation, including liaison with the police.**

November 2017 to be reviewed annually

M66.19

EXTERNAL AUDIT REPORT 2018-19

The External Auditor has returned the certificate confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2019, see appendix D.

Please note that no matters of concern were reported.

RECOMMENDED:

THAT MEMBERS NOTE THE REPORT AND AGREE THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Marlow Town Council - BU0129

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

24/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

M.67.19 PROTOCOL FOR FILMING, REPORTING AND PHOTOGRAPHY AT MEETINGS

It is recommended that members adopt a protocol for managing these items at meetings. The protocol is attached as appendix C.

The protocol has been produced with advice from both District and County Councils.

RECOMMENDED:

THAT MEMBERS RESOLVE TO ADAPT THE PROTOCOL FOR MEETINGS WITH IMMEDIATE EFFECT



FILMING, RECORDING, REPORTING AND PHOTOGRAPHY AT COUNCIL MEETINGS – PROTOCOL

General

1. The Council supports the principle of transparency and encourages the filming, recording, reporting and photographing of meetings open to the public. In order to balance the wishes of those who want to record the meeting and those attending the following principles will apply:

a) Any individual wishing to request to film, record, report or take photographs at a meeting is asked to contact the Town Clerk at least 3 working days in advance of the meeting at which the proposed filming will take place to enable the Council to provide reasonable facilities to facilitate the request. If no prior notice is given, the Council cannot commit to there being reasonable facilities available at the meeting.

b) Any filming/ recording/reporting/ photography must take place from positions in the meeting room agreed by the Chairman to ensure the view of members, officers, public and media representatives is not obstructed. Those intending to bring large equipment, or wishing to discuss any special requirements, are advised to contact the Town Clerk in advance of the meeting to seek advice and guidance.

c) There shall be no use of flash photography or additional lighting at any time.

d) If the Chairman feels the filming/ recording/ photography is disrupting the meeting in any way, the operator of the equipment will be required to stop. Anyone undertaking filming/ recording/ photography must comply with any requests made by the Chairman of the meeting.

e) The person recording proceedings must agree to ensure the film/ record/ photographs will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being filmed/ recorded/ photographed.

f) The responsibility for how any film or recording or photography is used rests with the person doing it, not the Council. Those filming proceedings should make themselves aware of their responsibilities under current legislation, particularly in the area of publication and seeking consent.

g) All the provisions within this protocol also refer to the use of mobile phones in meetings and any other equipment that could be used for the purposes of filming, recording or taking photographs, including blogging, tweeting, Facebook and YouTube.

h) Councillors are permitted to tweet and blog within public meetings, provided it is not disruptive and does not detract from the proper conduct of the meeting. Councillors are expected to comply with the Council's Code of Conduct. The Chairman of the meeting shall request a councillor to cease tweeting or blogging if in his/her opinion, it is disrupting the meeting. The Councillor shall adhere to such a request, and the provisions as set out within Standing Orders as to the conduct of Members at meetings shall apply.

i) No oral commentary shall be allowed during a meeting.



MARLOW TOWN COUNCIL

j) All the provisions within this protocol relate to business conducted in the public part of the meeting and agenda. No filming, recording, reporting or photography shall take place once a meeting is in exempt/confidential/private session, and upon passing the relevant exemption clauses to move into such session at a meeting, any equipment that has been used shall be immediately turned off and removed from the meeting room.

2. The Town Clerk will ensure signs are put in place before the meeting starts to remind attendees that filming/ recording/ photography may take place. Meeting agendas will also carry this message, and this will also be added to the Council's Agenda Meetings web page.

During the meeting

3. If prior notice has been received, The Chairman shall announce at the commencement of the meeting that filming, recording or the taking of photographs shall be taking place. Anyone seated in the public area or anyone attending the meeting to speak will have the opportunity to express his or her wish not to be filmed/ recorded/ photographed and to be guided to seating areas away from the area being filmed/ recorded/ photographed. If a member of the public is attending to speak at the meeting and prefers not to be filmed/ recorded/ photographed their wish will take precedence.

4. At all times the wishes of Members, Officers, and members of the public who choose not to be involved will take precedence.

5. If the Chairman feels the filming/ recording/ photography is disrupting the meeting in any way or any pre-meeting agreement has been breached, the operator of the equipment will be required to stop.

6. If someone refuses to stop recording when requested to do so, the Chairman will ask the person to leave the meeting. If the person recording refuses to leave, then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with disorderly conduct procedures set out in standing orders.

7. Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to film/ record/ photograph at future Council meetings.

8. The Chairman of the meeting has a right to withdraw consent to film/ record/ photograph at any time during the meeting.

M68.19

CEMETERY FEE REVIEW

Members resolved to review the Cemetery fees on an annual basis. Officers have reviewed the Cemetery Fees against neighbouring parishes and taken advice from the institute of Cemetery Management.

We would like to recommend to Council that fees for purchase, internment, and memorials are increased by inflation at 2% for 2020.

The Fees for memorials were extensively reviewed in 2018 and were not increased in 2019. In addition, would like to recommend that we cease charging for Children under 18 and claim the costs back from the recently established Children's Funeral Fund. Please see information about the fund in appendix E.

The current scale of fees is attached as appendix F.

RECOMMENDED:

THAT MEMBERS APPROVE THE CEMETERY FEE INCREASE AS DETAILED ABOVE FROM 01.01.2020
AND
THAT THE TOWN COUNCIL CEASE TO CHARGE FOR BURIALS FOR CHILDREN UNDER THE AGE OF 18
FROM 01.01.2020

Children's Funeral Fund for England

Families grieving the tragic loss of a child will no longer have to meet the costs of their burial or cremation, as a result of a new government scheme set up to provide financial help.

Every year in England an estimated 3,800 children die under the age of 18, and there are a further 2,700 stillbirths. Bereaved parents can find themselves facing bills of thousands of pounds for burial or cremation fees which can vary widely across the country.

The Children's Funeral Fund (CFF) will bring an end to this uncertainty and provide bereaved parents with valuable practical support at a very difficult time. The scheme aims to reduce the financial burden for families by reimbursing burial authorities, cremation authorities and funeral directors directly.

The fund will be available regardless of the family's income and will also include a contribution towards the cost of a coffin.

Regulations are to be laid in parliament tomorrow (1 July 2019) by Justice Minister, Edward Argar, ahead of the Fund coming into effect on 23 July 2019.

The fund marks a key milestone in the delivery of the government's manifesto commitment to provide bereaved parents with the support they need.



MARLOW TOWN COUNCIL

Marlow Town Council - Cemetery Price List 2019

		Marlow	Marlow Bottom + Little Marlow	Other
Full 6' Grave	<i>Interment Fee</i>	£720.00	£1440.00	£2520.00
	<i>Purchase</i>	£436.50	£873.00	£1528.00
Ashes Grave	<i>Interment Fee</i>	£544.50	£1089.00	£1905.75
	<i>Purchase</i>	£212.00	£424.00	£742.00
Child (Under 12)	<i>Interment Fee</i>	£429.50	£859.00	£503.25
	<i>Purchase</i>	£103.00	£206.00	£360.50
Transfer Of Ownership		£48.50		
Saturday Burial Fee		£224.00		
Use Of Chapel		£157.50		
Admin Fee (Private Burial)		£170.00		

Appendix F

M.69.19

NEW BENCH AT DEDMERE RISE

An area at the top of Dedmere Rise has been identified by Cllr Towns as a suitable location for a bench. The cost of the purchase of the bench and installation is £952.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO INSTALL THE BENCH AT THE TOP OF DEDMERE RISE AT A COST OF £952 FROM C.I.L. RESERVES

CHRISTMAS LIGHTING SCHEME FROM 2020

The Town Council's hire agreement for the provision of the Christmas lights in the town is in the final year of a five year hire agreement.

The Events Working Group has met on several occasions during the year to discuss what direction the scheme would take from 2020.

In summary the group agreed that the style and design would stay broadly the same in terms of components and colourway. The installation would be expanded slightly to incorporate lighting the town "gateways" in West and Chapel Streets. A summary of the proposed scheme is detailed below:-

- Column motifs in West and Chapel / Spittal Street at 6 locations
- Motifs in 7 of the pavement trees outside The Chequers *, High Street
- Large deciduous tree in Dean Street dressed with motifs (opposite Windsor House)
- 8 icicle / blizzard cross streets in High Street
- 3' lit Christmas trees in town centre locations, High St, West St, Spittal St
- Motifs in 4 of the deciduous trees planted on The Causeway grassed area
- 25'-30' specimen Nordman Fir tree opposite War Memorial, garlanded and topped
- Liston Court dressed with icicle lights and dressing for tree
- Pavements trees outside Anglers Court lit with string lights
- Spiral lights on lamps columns – various locations in town centre

*a preliminary tree inspection report suggests that motifs may be too stressful for these trees and an alternative lighting decoration might need to be chosen. The events working group will be consulted if this is the case.

The scheme as outlined above is estimated to cost £33,000 per year for a five year hire agreement and includes

- hire of lighting components
- installation
- take down
- storage
- repairs and maintenance

Images of the scheme will be available at your meeting.

Please note that prices may vary depending on Brexit arrangements.

All additional elements and locations for the #170 3' trees are dependent on the necessary survey works, permissions being given, including a power source being required for all these trees.

The contract would be subject to the tender process and the preliminaries of tender preparation are underway. It is anticipated that the contract start date would be by 01.05.2020 in order to commence infrastructure installation in the summer months. The Town Council will award the contract at the completion of the tender process in Spring 2020.

RECOMMENDED:

THAT MEMBERS APPROVE THE EVENTS WORKING GROUP RECOMMENDATIONS FOR A CHRISTMAS LIGHTING SCHEME AS OUTLINED ABOVE AND THAT A FIVE YEAR HIRE AGREEMENT FOR LIGHTING INSTALLATION AT A COST NOT EXCEEDING £33,000 PER YEAR BE APPROVED AND THAT THE TOWN COUNCIL PROCEED WITH THE TENDER PROCESS

M.71.19 BOOK EXCHANGE – NEWFIELD ROAD

Members are reminded that the Town Council gave approval for the decommissioned telephone box in Newfield Road to be used as a book exchange for a trial period of three months.

The trail started in August and is nearing its conclusion. Members are asked to approve the continuation of the book exchange at this location.

There were some concerns from residents in the immediate vicinity before the trial started but reports from Thames Valley Police and from the residents themselves have indicated that the project has not adversely impacted the local community. In fact antisocial behaviour has shown a decrease according to representative data, with no complaints being received by the Town Council.

Social media has been extremely positive with lots of praise for the initiative and many posts of happy parents, grandparents and children, donating and well as taking the books.

The success is due mainly to the small team of volunteers who open and close the box daily, monitor stock and generally make sure the exchange is a welcoming place.

Should members approve the continuation of the scheme, alterations in the opening and closing times, during the darker days, would be implemented. The volunteers also have ideas to improve the exchange's popularity with initiatives engaging local school children to produce posters and a social media page that could include regular activities and book recommendations.

Officers would continue to support the scheme and volunteers as has happened during the trial.

RECOMMENDED:

THAT MEMBERS GIVE APPROVAL FOR THE BOOK EXCHANGE AT NEWFIELD ROAD TO CONTINUE AS A COMMUNITY LED PROJECT IN CONJUNCTION WITH THE TOWN COUNCIL

M.72.19 FUNDING FOR ENVIRONMENT WORKING GROUP

Report by: Cllr J Towns, Leader of the Council

Environment has been an important element in our Vision for Marlow launched in 2011 and the backbone of everything we do in the town. With the recent national focus on environment the Planning, Environment and Transportation(PET) committee agreed to establish an Environment working group reporting into the PET committee. This group would look at ways in which we could respond to the many environmental issues affecting our residents and our town.

The working group has already launched a number of initiatives such as establishing an Environmental Performance Index, tackling air pollution (AQMA), Refill, ReLeaf, Eco-Schools, Eco-Business network, with more in the pipeline. With the help of our external volunteers and working closely with other groups in the town, some funding needs have been identified.

- Establish a Wordpress based web site, that would have a link to the TC website
- Set up #sustainablemarlow social media
- print flyers, banners etc.

It is suggested that a sum of £2,500 to be put aside for the rest of this financial year, and that #sustainablemarlow should be included in the Councils budget for future years.

RECOMMENDED:

THAT MEMBERS RESOLVE TO APPROVE £2,500