

## 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 MONDAY 9<sup>th</sup> NOVEMBER 2020 at 7.00pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

### AGENDA

Hilary Martin

Mrs H Martin | Town Clerk | 04.11.20

M.50.20	Apologies for absence	
M.51.20	Declarations of interest	
M.52.20	Communications from Town Mayor	
M.53.20	Report from Leader of the Council	
M.54.20	Town Council Minutes dated 08.09.20	DECISION
M.55.20	Grants	DECISION
M.56.20	Installation of traffic bollards signage in Pound Lane Marlow	DECISION
M.57.20	Cemetery fee review	DECISION
M.58.20	Office Christmas closure	DECISION
M.59.20	Appointment of Internal Auditor 2020/2021	DECISION
M.60.20	Wildflower planting proposal	DECISION
M.61.20	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Christmas shopping free parking days in Marlow	
	c) Gossmore Bollards	
	d) Meals from Marlow	
	e) Carbon audit	
	f) Shop local	
	g) Water refill station	
	h) Marlow Mayor's Charity	
M.62.20	Reports from Outsides Bodies	INFORMATION
M.63.20	Reports from Buckinghamshire Council	INFORMATION
M.64.20	Date and time of next meeting – Tuesday 19.01.2021 at 7.00pm	INFORMATION
	<b>PUBLIC QUESTIONS</b>	

Residents are invited to join the meeting through this Zoom link

<https://us02web.zoom.us/j/87212015442?pwd=TIRXKytZekpaT3Nqa0JYREtEU0xtZz09>

Meeting ID: 872 1201 5442 Passcode: 417872

Please note that public questions will only be taken at the end of the meeting as shown on the agenda. Any members of the public wishing to ask a question will be invited by the Chairman to speak at that point. Questions will be limited to one question and for a maximum of 1 minute; no supplementary questions will be taken. If appropriate, the Chairman may ask officers to send a written response.

You may also watch the meeting live through our Facebook page <https://www.facebook.com/MarlowTC/>

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

8 September – 9 November 2020

**Mayoral engagements**

17 October	Attended Wild Marlow photographic prize giving at All Saints Church Hall (physical)
19 October	Attended Marlow Chamber of Commerce & Trade Annual General meeting (Zoom)
22 October	Accompanied by the Leader for photo shoot at the new water re-fill station on the Causeway (physical)
25 October	Attended 'breaking the ground' ceremony for development at Marlow Methodist Church (physical)
28 October	Attended photo shoot for the launch of Marlow Thames Rotary Club Tree of Hope on the Causeway (physical)
30 October	Accompanied by the Leader at photo shoot at the new water re-fill station at United Reform Church (physical)
2 November	Read lesson for Remembrance Day video (physical)
5 November	Deputy Mayor, Cllr Johnson, laid a wreath on behalf of the Council at the war memorial in All Saints Church for Remembrance event (physical)

The deputy mayor and myself are always available to attend events in the Town, subject to current Government guidelines.

The deputy mayor and myself cancelled a visit to Marly le Roi planned for 11 November due to Covid. I sent a letter on behalf of the Council to Mayor Jean-Yves Perrot expressing our disappointment about not attending their commemoration event. He responded wishing us all success for what we had planned for Marlow.

The Leader, the Town Clerk and myself continued to participate in a number of virtual and physical meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. The establishment of a new charity with similar aims and objects is almost completed.

**Civic events**

It is with much regret that due to the continuing Covid pandemic some future events may have to be cancelled or postponed

8 November	Remembrance service. The usual service at the war memorial will not take place. A virtual service has been filmed and will be screened on social media from 10.50 am on Sunday 8 November.
19th November	Switch on and Shop. The new Christmas lights will still be switched on appropriately. (Arrangements for this will be announced shortly).
17th December	Carols on the Causeway (Currently under consideration with a final decision to be announced shortly).

21 February 2021

Combined Civic Service and Celebrate Marlow as a thank you to our residents for the excellent volunteering and work that has taken place during the Covid pandemic. (A decision will be taken nearer the time based on Government guidelines).

20 April 2021

Mayor's golf day at Harleyford golf club

Cllr Richard Scott

**Town Mayor**

9 November 2020

**REPORT FROM LEADER OF THE COUNCIL**

I have regularly attended the Business Improvement District Board Meetings that occur monthly, now on zoom and not in person.

The Management Group have discussed the impacts of Climate Change and how we locally can make a difference. We have already published our Climate Statement, issued our Clean Air Plan and developed an Environment Policy. We set up sustainablamarlow to focus on a number of topics, Refill, Releaf and the Eco-Schools network. Some of this work has been impacted by Covid-19, but generally we are making progress. We now need to deliver on our pledge both internally and externally and develop our overall Environment Strategy. More on this to come.

Our Town Council Carbon Audit is well underway to determine how we can make a difference to adjust and bring us in line with recommended levels. We should be able to share this by the end of the year, certainly in time for our next TC meeting.

We opened our new Water Refill Station on the Causeway recently and the URC have opened their Water Refill Station at the entrance to their Garden on Oxford Road, which the TC helped fund. Having established a Refill process before Covid, which now can't be used, it makes these water stations so important for the town.

I am really pleased to report that the Higginson Park backwater project to clear the stream is underway, organised by Jeff Woodhouse from the Angling Association, with funding from the EA and Thames Water, the works started on 26<sup>th</sup> October as scheduled and should take around 3 – 4 weeks to complete. Once this part has been completed Wild Marlow have agreed to come in and clear the weeds. This will make such a difference to this backwater, and will help enhance the fish and bird population, and will be more pleasing to look at.

Wild Flowers, we will discuss this further in this agenda, but just to highlight we have been working on areas to leave for wild flower growth over this last year, sadly though due to the very dry, warm weather in the Spring, the seeds did not flourish. We have identified more areas to turn over to wild flowers this year, details to follow.

Cycle racks, we are waiting on work to be carried out by BC on the proposed locations, more news as we have it.

We are in the process of developing our new website and have spent some time on re-writing the Vision pages. There is more to be done here, but I am happy to say it is well underway.

We have been working with the Chamber and BC on plans to 're-open' the High Street, which sadly have had to be put on hold until early December when 'Make it a Marlow Christmas' will be launched.

We are also working closely with MarlowFM and the Chamber to have a 'Hidden Heroes' virtual celebration. Sadly MarlowFM's scheduled Hidden Gems Awards event had to be cancelled (Covid). Any local heroes that need calling out please let us or MarlowFM know so we can move this idea forward.

I am pleased to report that the Right of Way that we requested from BC (nearly 5 years ago) has now reached the 'top of the pile' of requests and both myself and the Town Clerk met with them on site. We will keep you up to date with news when we have it.

I am very happy to report that the 'Meals From Marlow' initiative led by Tom Kerridge is to become a charity and it will promise a number of meals to the vulnerable, infirm and NHS support workers going forward. More news on this when we have it.

We continue to be mindful of the current situation and are keeping up with all that is being shared from Central Government to keep us all safe and well. Please adhere to the rules so that we can do our bit to protect the NHS.

Cllr J Towns

**Leader of the Council**

09.11.20

## MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY AND LIVE STREAMED TO THE TOWN COUNCIL'S FACEBOOK PAGE AT 7.00pm ON TUESDAY 8<sup>th</sup> SEPTEMBER 2020

<b>Present</b>	<b>Town Mayor Leader</b>	<b>Cllr R Scott Cllr J Towns</b>
	<b>Councillor</b>	<b>T Avery S Brown C Funnell C Keighley N Marshall K Thomson E West</b>
	<b>Town Clerk Deputy Clerk</b>	<b>Mrs H Martin Mrs K Joy</b>

### M.38.20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Johnson and Cllr R Wilson.

### M.39.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

### M.40.20 COMMUNICATIONS FROM TOWN MAYOR

#### Mayoral engagements

10<sup>th</sup> July Attended the informal opening of the new Vaasu kitchen and restaurant in Chapel Street

15<sup>th</sup> August Deputy Mayor, Cllr Johnson, laid a wreath on behalf of the Council at The Causeway war memorial on the commemoration of VJ Day

20<sup>th</sup> August MS Teams meeting with Red Kite Housing re plans for new development at Foxes Piece

5<sup>th</sup> September Attended the re-opening of the Marlow Museum following lockdown

The deputy mayor and myself are always available to attend events in the Town, subject to current Government guidelines.

The Leader, the Town Clerk and myself continued to participate in a number of virtual meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. This project is now being run down and the establishment of a new charity with similar aims and objects is under consideration.

#### Lord Lieutenancy

Sir Henry Aubrey-Fletcher will be retiring at the end of November. His successor will be Countess Elizabeth Howe DL and we look forward to welcoming her to Marlow in due course.

It was noted that the Remembrance Parade and Service would not be going ahead in its usual format this year.

**M.41.20 TOWN COUNCIL MINUTES DATED 07.07.20 AND 04.08.20**

**RESOLVED:**

THAT THE TOWN COUNCIL MINUTES DATE 07.02.20 AND 04.08.20 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

**M.42.20 REPORT FROM LEADER OF THE COUNCIL**

**Leader Report for 8<sup>th</sup> September Town Council Meeting**

Covid-19 is still keeping us focused, coming out of lockdown has had its challenges, but we continue to work closely with Buckinghamshire Council, especially the Re-opening team to get our high streets working again. The help provided by recent government initiatives seems to be encouraging restaurant users back to the town, though shops are still not as busy as they have been used to.

During lockdown the MCAN team held a series of three zoom presentations from all environmental groups in the town. I was one of the presenters and gave the background to Sustainable Marlow. On the same call, the team presented on AQMA and the Eco Schools initiative, Releaf was presented on an earlier call. These presentations were well received and are available on U-tube.

- The Releaf team are looking at the winter tree planting programme.
- Refill – the new water fountain on the Causeway will soon be operational.
- AQMA – we continue to work with BC to raise awareness in the town.
- Eco-Schools we hope to be able to slowly move forward on this project.

We continue to work with the EA to finalise everything on Gossmore. The football pitch has been mown and is looking good, and has now been handed back to us. The remainder of the outstanding issues are being dealt with by Buckinghamshire Council who contracted with the EA to finalise the outstanding issues.

The Higginson Park backwater mentioned in my last report is moving forward, permission is now awaited from BC. The land owner on the other side of the stream has agreed to tidy up his area up and has approved the actions suggested. This will really help to tidy up this backwater and make it more fish friendly, the target is to complete this work before the winter.

Cycle Racks, again I mentioned these in my previous report, we are continuing to work with BC to find a more permanent solution to including more bike racks in the town, more news as we have it.

Meals from Marlow, the fantastic initiative kicked off by Tom Kerridge, is to become a fully-fledged charity to provide in the region of 30,000 meals per year to the needy. This has been a brilliant initiative that we are happy to continue to support.

Many of the alleyways around the town have had foliage cut backs to make it easier for passing. We urge everyone to be mindful of distancing.

We planted wild flowers on four designated areas around the town this year, and hope to do similar next year, and are looking into increasing the number of areas.

We continue to work closely with the Bid Board who look after Globe Business Park. Businesses are slowly returning to the work place.

**Cllr Jocelyn Towns**

#### **M.43.20 INFORMATION REPORTS**

##### **a) 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 NOTED THE REPORT.

#### **M.44.20 WATER REFILL STATION AT THE UNITED REFORMED CHURCH**

Proposed by Cllr Towns Leader, Water Refill Station at The United Reformed Church

The full report and proposal were circulated to all members.

In summary, Christ Church United Reform Church (URC) is part-way into a project to redevelop a previously underused garden area at the corner of Quoiting Square and Oxford Road, for the benefit of the community. This includes:

- Easy access from the pavement of Oxford Road, with wheelchair-quality paths
- A water bottle filling station, providing a handy free alternative to plastic bottles
- A choice of seating areas to encourage the whole community to enjoy the garden
- Attractive landscaping, improving the built environment in this part of Marlow

The garden will continue to be owned and maintained by the URC.

The URC had expressed a wish to incorporate a water fountain or bottle filling station into the new garden design. The preferred approach is to install a wall-mounted bottle filler just inside the new entrance, prominently visible from Oxford Road and hopefully also encouraging users to enjoy the garden.

There are two possible designs of equipment being considered.

Costs and timeframes were provided to members with the proposal.

Subject to support from Marlow Town Council work could be completed in autumn 2020.

##### **RESOLVED:**

THAT MEMBERS AGREED TO MAKE A FUNDING CONTRIBUTION OF £2,000 FROM THE ENVIRONMENT RESERVE TOWARDS THIS PROJECT FOR A WATER REFILL STATION OUTSIDE URC FOR USE BY THE PUBLIC. THIS WOULD BE A DONATION TO THE PROJECT AND NO LIABILITY OR MAINTENANCE RESPONSIBILITY WOULD FALL TO THE COUNCIL

#### **M.45.20 MEETINGS TIMETABLES 2020-21 AMENDED 2021-22 PROPOSED**

Circulated to all members was the amended meetings timetable for 2020-21

The amendments, as a result of the rescheduled local elections to May 2021 were as follows:-

- 20.04.2021 PET meeting postponed until 27.04.2021
- 20.04.2021 Charity Golf Day event
- 27.04.2021 Full Council, Resources Committee and PET Committee scheduled to meet



- 04.05.2021 Full Council meeting postponed until 08.06.2021
- 11.05.2021 PET Committee (Plans Only) meeting postponed until 25.05.2021

Also circulated was the proposed meetings timetable for 2021-22. These dates have been scheduled taking into account the following:-

- end date of current administration
- 2021 election date / new administration / formation of committees
- training new Councillors
- external audit submission
- Precept request deadline
- planning application comments - time constraints

The dates for civic events for 2021-22 will be added as and when confirmed and the timetable re-issued.

**RESOLVED:**

THAT MEMBERS APPROVED AND ADOPTED THE AMENDED MEETINGS TIMETABLE FOR 2020-21 AND THE PROPOSED MEETINGS TIMETABLE FOR 2021-22

**M.46.20 REPORTS FROM OUTSIDES BODIES**

Cllr T Avery

Reported that the Marlow Community Association had re-opened.

Cllr J Towns

Reported that the Marlow Chamber of Trade and Commerce had cancelled the Late Night Shopping event for 2020.

Cllr R Scott

Stated that the Town Council would be making a statement about its Christmas events later in the month.

Cllr E West

Reported that the Marlow Museum had re-opened.

Cllr C Keighley

Reported a change to the Marly-le-Roi Town Twinning Association secretariat.

Cllr N Marshall

Reported a meeting of the Marlow Society.

Cllr S Brown

Reported that Brinkhurst was going well

**M.47.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL**

Cllr S Brown

As Chairperson of one of the Community Board's sub committees, Cllr Brown asked for proposals to be submitted for the Covid19 fund.

Cllr R Scott

Reported that there had now been a couple of socially distanced "face to face" meetings.

Subject to the weather, micro re-surfacing would take place in Lock Road and Mill Road in October.

Missing yellow lines would also be repainted.

**M.48.20 DATE AND TIME OF NEXT MEETING**

Monday 09.11.2020 at 7.00pm

There were no questions submitted from the public.

With full approval from those attending the meeting, the following agenda item was heard with the press and public excluded in accordance with section 100 of the Local Government Act 1972.

**M.49.20 4 FRONT SECURITY CONTRACT REVIEW**

Currently the following spaces are covered by 4Front Security patrols :-

- Seymour Park
- Gossmore Recreation Ground
- Higginson Park (north)

The meeting agreed that the scheme has been very successful and helped to reduce crime and antisocial behaviour in Marlow.

It was proposed that the scheme be increased to include two new sites:-

- Rookery Court
- Higginson Park (south)

Costs for the proposed scheme expansion were provided.

**RESOLVED:**

THAT MEMBERS RESOLVED TO AGREE ON A CONTRACT EXTENSION UNTIL 31<sup>ST</sup> MARCH 2022, AND TO EXPAND THE SCHEME TO INCLUDE HIGGINSON PARK SOUTH AND ROOKERY COURT. THE COSTS TO BE MET FROM CIL RESERVES 2017/18. THE RECOMMENDATION IS NOT TO INCLUDE DAY WEEKEND PATROLS FOR THE DURATION OF THIS CONTRACT BUT FOR THIS TO BE REVIEWED AT 6 MONTHLY INTERVALS

**Town Mayor** ..... **Date** .....

Meeting closed at 7.25pm

## GRANTS

M.55.20

Completed Grant application form requests have been received from the following organisations. The full grant applications are available on request.

Extracts are attached as appendix A1-2

	Funding Request
○ Cameo Club of Marlow	£ 300
○ Marlow Community Association	£ 500

### RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE

## INSTALLATION OF TRAFFIC BOLLARDS SIGNAGE IN POUND LANE, MARLOW

M.56.20

The section of Pound Lane from Bream Close to the junction of Henley Road is recommended for additional safety measures. Appendix B gives full details of the scheme. The Community Board is requesting match funding for the scheme at a cost of £3,503.68. This funding can be met from CIL reserves (Community Infrastructure Levy)

### RECOMMENDED

THAT MEMBERS RESOLVE TO AGREE TO MATCH FUND THE INSTALLATION OF BOLLARDS AND SLOW SIGNAGE AT A COST OF £3,503.68 TO BE MET FROM CIL RESERVES.



# MARLOW TOWN COUNCIL

## Annual Grant Application for 2019/2020

NAME OF ORGANISATION		Membership
CAMEO CLUB OF MARLOW		42

Official / Registered Address of the Organisation

LISTON HALL  
LISTON ROAD  
MARLOW, BUCKS

Address to which correspondence should be sent if different from above

[REDACTED]

Contact details of the person completing this application

Contact name [REDACTED]

Position held CHAIRMAN

Daytime telephone number [REDACTED]

Email address [REDACTED]

When was your organisation established? 1968

What is the legal status of your organisation? please tick one of the following

a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>

Registered Charity No (if applicable) under the MCA

**PROJECT**

Project Description CAMEO is in lockdown at the moment & we wish to purchase Christmas Swags & gaddies for 50 guests @ £5.75 each = £287.50. We have had no income since Feb 2020

Appendix A1

**Project Background**

Camco was formed many years ago & has continued since then. We celebrated 50 yrs in 2018 & has continued since then with volunteers who pay a small annual subscription. CAMCO provides lunches which are cooked by a team of volunteers for elderly, lonely, housebound & disabled guests who live in Marlow.

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

CAMCO offers a meeting place for elderly residents who enjoy superb lunches. The Hostesses organise the lunches & volunteers cook them & drivers provide transport if required. Entertainment & speeches are also organised.

Total cost of project

£ 285 75

Grant request total

£ 300 00

**EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If yes, please enclose a copy. With Marlow Community Assn

Yes

No

**FINANCIAL INFORMATION**

**You must include a copy / extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on. The accumulated funds are held jointly by Marlow Community Assn & Camco to support the Camco Club during 2019/2020 to cover insurance, affiliation fees & general expenses.

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

Please see above



# MARLOWTOWNCOUNCIL

## Annual Grant Application for 2019/2020

NAME OF ORGANISATION	Membership
Marlow Community Association	
<b>Official / Registered Address of the Organisation</b>	
Liston Hall Chapel Street Marlow Bucks SL7 1DD	
<b>Address to which correspondence should be sent if different from above</b>	
[REDACTED]	
<b>Contact details of the person completing this application</b>	
Contact name [REDACTED]	
Position held Resources committee chairman/Executive committee member	
Daytime telephone number [REDACTED]	
Email address [REDACTED]	
When was your organisation established? 1967, taking over Liston Hall in 1970	
<b>What is the legal status of your organisation?</b> <span style="float: right;">please tick one of the following</span>	
a) unregistered voluntary or community organisation b) registered Charity in England or Wales c) waiting to be registered as a Charity d) charity recognised by HMRC in Scotland or Northern Ireland e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable) 300301	
<b>PROJECT</b>	
<b>Project Description</b>  To ensure the future of Liston Hall as a valuable community resource while income is severely impacted by the Covid 19 pandemic.  The project has 3 threads - <ul style="list-style-type: none"><li>• overhead costs are being reduced as far as possible while maintaining the building in a good state of repair</li><li>• building improvement initiatives have been put on hold</li><li>• additional funding is being sought to compensate for the loss of hire income. This application is part of this thread.</li></ul>	

Appendix A2

## Project Background

Liston Hall provides 4 spaces - Main Hall, Garden Room, Thames Room and Bruce Room - as well as a well-equipped kitchen for hire to members of the public, organisations and businesses. This typically generates an annual income in the order of £50,000 which is used to maintain and improve the venue for the community. The Covid pandemic has had a devastating and continuing impact on bookings and revenue. After 4 months of closure, we reopened as a Covid-secure venue and are working hard to reassure and encourage hirers, but the limitations on permitted use and the hirers' understandable caution mean that bookings are at a very much lower level than usual and seem likely to remain so for several more months. This together with the cancellation of the Carnival, another MCA fund-raiser, means the predicted income shortfall for 2020 is around £25,000 and the impact for 2021 is also likely to be significant. The future of Liston Hall is at risk.

## Project Benefits in relation to Marlow, its residents and visitors

The main aim of the Marlow Community Association (MCA) is to bring together groups and individuals who offer mutual support and friendship and provide them with the facilities to pursue that aim. Liston Hall is the essential core of MCA - without it many groups would be unable to meet at a local venue and Marlow would lose a historic and much used facility.

In normal times, it is extensively used for a huge range of events from toddler groups to lunch clubs for the elderly, from exercise and dance classes to sales & exhibitions as well as private family parties.

This project aims to preserve the facility for Marlow and its community.

Total cost of project

£ N/A

Grant request total

£ 500

## EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If yes, please enclose a copy. See Constitution - section 2a, MCA Objects

Yes

No

## FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

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

As of 31 Dec 2019, MCA held an unrestricted cash balance of £22,000, normally maintained as a financial buffer and to fund building improvements. The deficit incurred in 2020 will eat into this amount.

**MARLOW COMMUNITY ASSOCIATION**

**GRANT APPLICATION**

**SUPPLEMENTARY INFORMATION**

Replacement boiler costs after breakdown of one that is over 15 years old.

**Subject: Boiler estimate**

To flush heating system at rear of the property.

To shut off services to boiler , drain down system and remove old boiler and flue .

To disconnect and remove 11 x radiator valve packs and replace with new.

To supply and fit new glow worm or Worcester bosh 30 kw boiler with 10yr warranty.

To supply and fit new flue and magnetic filter.

To alter pipe work as necessary.

To change electrics as necessary.

To run new discharge pipe to drainage .To reconnect existing gas supply and test, if gas supply found inadequate then existing pipe run would need to be increased in size. This would be an extra charge if necessary.

To fill system adding inhibitor and test.

To commission, sort out warranty certificate and gas safe .

To clear rubbish from site.

Cost £2680.00+vat



**TFB Participating Authorities Commissions**

<b>Contract</b> TFB	<b>Version</b> 1.2	<b>Review Date</b> May 2023
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**PID - 1. Sign off Sheet**



<b>Scheme Title:</b>	Pound Lane, Marlow Bollards and Signs
<b>Reference:</b>	SWC CB 2021_02
<b>Scheme Promotor:</b>	Cllr. Alex Collingwood, Councillor for Marlow
<b>Client / Funding</b>	Community Board
<b>Community Board:</b>	South West Chilterns
<b>Assessment completed by:</b>	[Redacted]
<b>Date of Scheme Assessment:</b>	07/07/2020

Stage	Revision	Date of Issue
Stage 2 Gateway	0	
Stage 3 Gateway		
Stage 4 Gateway		

TFB PID BUILD-UP CHECK & VERIFICATION			
Revision	Name	Signed	Date
Prepared by:	[Redacted]	[Redacted]	07/07/2020
Checked by:	[Redacted]	[Redacted]	23/07/2020
Approved by:	[Redacted]	[Redacted]	30/07/2020

TFB COMMERCIAL APPROVAL			
Position	Name	Signed	Date
QS Approval			
Senior QS Approval			

	AUTHORITY APPROVAL (Authorisation in Line with Matrix)		
	Name	Signed	Date
1. Supervisor			
2. Other Operational Managers			
3. Non Operational Senior Managers			
4. Operational Senior Managers	[Redacted]		
5. Commercial and Financial Directors			
6. Contract Directors	[Redacted]		
7. Operations Director			
8. Managing Director			

CLIENT APPROVAL			
Position	Name	Signed	Date

COST SUMMARY (all costs exclude VAT)			
	Previous Costs		
<b>ORDER TO BE RAISED</b>	£	1,090.36	
Anticipated Future Costs (Indicative)	£	5,917.01	
Anticipated Total Cost	£	7,007.37	

<b>PAYMENT MECHANISM</b>	Cost Reimbursable
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Appendix B

**TfB Participating Authorities Commissions  
PID - 2. Scheme Assessment and Scope Form**



Transport for  
Buckinghamshire



<b>Scheme Title:</b>	Pound Lane, Marlow Bollards and Signs
<b>Reference:</b>	SWC CB 2021_02
<b>Scheme Promotor:</b>	Cllr. Alex Collingwood, Councillor for Marlow
<b>Client / Funding</b>	Community Board
<b>Community Board:</b>	South West Chilterns
<b>Assessment completed by:</b>	[REDACTED]
<b>Date of Scheme Assessment:</b>	07/07/2020

<b>Scheme Description:</b>	No application received. Liaison between Cllr. Alex Collingwood with [REDACTED] and [REDACTED] to discuss potential safety measures on Pound Lane in the vicinity of no. 57.
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<b>TfB Feedback</b>	
<b>Scheme Appraisal:</b> (Including assumptions and constraints)	<p>An e-mail dated 01.07.2020 from [REDACTED] highlighted some safety measures for consideration. Through a desktop exercise and through photographs received, we advise on the installation of 4 no. manchester style bollards with red/white reflective bands (to be consistent with the town's conservation area), refreshing road markings around from the junction with Henley Road to Bream Close (300m approx.) with high reflective road markings (Lifeline 200), implementing 'SLOW' markings on approaches and 2 no. warning signage on both approaches to the bend installed on existing lamp columns.</p> <p>We suggest the above measures are installed first and observed for a period of time before considering any further measures.</p> <p>The below is not advised due to extensive consultation periods and high construction costs:</p> <ul style="list-style-type: none"> <li>- Speed Limit change</li> <li>- Additional speed humps</li> <li>- Local traffic only scheme</li> </ul>
<b>Scheme Deliverables / Scope:</b>	Initiation, Detailed Design and Implementation for 4 no. bollards, 2 no. 'SLOW' road markings and refresh of existing markings around the bend using thermoplastic markings to achieve a rating of 200mcd (Lifeline 200), 2 no. bend warning signs
<b>Not In Scope:</b>	Consultation, Utility diversions in case of conflict with bollard location
<b>Key Risks:</b>	Underground services
<b>Programme Constraints:</b>	<p>Lining works will need dry weather to take place</p> <ul style="list-style-type: none"> <li>- Once scheme is approved and order issued, TfB to carry out Project Initiation and provide outline programme including the key milestones for Initiation, Feasibility, Detailed Design and Implementation.</li> <li>- The costs will be valid for a period of 3 months or in the case of Community Area schemes, the cost is valid for the completion of submission within Community Area Year.</li> </ul>

<b>Change Control</b>	Changes that have an impact on time, cost or quality shall be communicated through change control procedures to the Client for agreement as to what action is required. Change control procedures will be used for current order stage of work only. Changes to anticipate future scheme costs will be communicated to Client as early as reasonably possible.
<b>Design Specification</b>	TfB will undertake any scheme to DfT or TfB policy and guidance appropriate and relevant to the scheme.
<b>Quality Control</b>	The Project Manager/Lead will be responsible for ensuring TfB's Network Improvement Team procedures are followed and documented.
<b>Health and Safety</b>	The project shall comply with the Health and Safety at Work Act 1974, CDM Regulations 2015 and [REDACTED] Health and Safety Policy

<b>Order / Payment Method</b>	For Community Area funded schemes, the budget estimate including indicative costs where known. Localities will be responsible for raising the purchase order to TfB for the whole value of the works including any contribution from third parties. TfB to invoice Localities for actual costs incurred.
<b>Invoicing</b>	TfB [REDACTED] will issue up to monthly Interim Invoices up to the agreed value, unless alternative arrangement has been agreed.
	All costs shown exclude VAT

**TIB Participating Authorities Commissions  
PID - 3. Cost Summary Sheet**



Scheme Title:	Pound Lane, Marlow Bollards and Signs
Reference:	SWC CB 2021_02
Scheme Promotor:	Cllr. Alex Collingwood, Councillor for Marlow
Client / Funding Community Board:	Community Board South West Chilterns
Assessment completed by:	[REDACTED]
Date of Scheme Assessment:	07/07/2020

Costs highlighted in Grey are <b>actual</b> costs for work undertaken to date
Costs highlighted in green are <b>proposed</b> costs for current stage should form the basis of the works order.
Costs not highlighted are budget estimates for <b>anticipated</b> final cost only ( <b>indicative</b> only)

**Stage 1 Gateway, Project Brief**

Undertaken by commissioning party - date of brief submitted to TIB Enter Date

**Stage 2 Gateway, Feasibility / Preliminary Work / Consultation**

Initiation and Feasibility	£	174.78
	£	-
	£	-
	£	-
<b>RISK ALLOWANCE</b>		
Risk 1	£	-
Risk 2	£	-
<b>Stage 2 Gateway Cost</b>	£	174.78

**Stage 3 Gateway, Detailed Design and Obtaining Quotations**

Detailed Design and Obtaining Quotations	£	915.58
<b>RISK ALLOWANCE</b>		
Risk 1	£	-
Risk 2	£	-
Risk 3	£	-
Risk 4	£	-
<b>Stage 3 Gateway Cost</b>	£	915.58

**Stage 4 Gateway, Implementation**

<b>Fees</b>	Supervision and Completion	£	831.98
		£	-
		£	-
		£	831.98

<b>Works</b>	Lining Works including traffic management	£	2,237.68
	Civils (bollards and signs installation)	£	2,309.44
		£	-
		£	-
		£	-
	<b>Works Base Cost</b>	£	4,547.12

<b>RISK ALLOWANCE (based upon known quantifiable risks)</b>		
Risk 1	£	-
Risk 2	£	-
<b>Implementation Risk Allowance</b>	£	-

<b>CONTINGENCY (allowance for unknown uncertainties)</b>	
Contingency Allowance:	10%
<b>Contingency Cost (% of Base Cost for Implementation)</b>	£ 537.91

**Stage 4 Gateway Costs** £ 5,917.01

Previous Costs	
<b>ORDER TO BE RAISED</b>	£ 1,080.36
Anticipated Future Costs (Indicative)	£ 5,917.01
<b>Anticipated Total Cost</b>	£ 7,007.37

**Notes:**

1. Change control procedures will be used for current commission/order only.
2. Costs will be valid for 3 months after issue or in the case of Community Area schemes, valid within relevant Community Area financial year.
3. All costs include the RJ and BCC Management Fee and Overheads.
4. All costs above exclude VAT
5. All purchase orders must be raised [REDACTED]

## **CEMETERY FEE REVIEW**

**M.57.20**

Members resolved to review the Cemetery fees on an annual basis. Officers have reviewed the Cemetery Fees against neighbouring towns and 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 not increased in 2021.

The Fees for memorials were extensively reviewed in 2018, in 2019 the Council agreed not to charge for Children under 18 and claim any costs back from the Children's Funeral Fund. Officers recommend no change to these fees for 2021.

The current scale of fees is attached as appendix C and D

### **RECOMMENDED:**

**THAT MEMBERS APPROVE NO INCREASE TO CEMETERY OR MEMORIAL FEES FOR 2021**

## **OFFICE CHRISTMAS CLOSURE**

**M.58.20**

Members are asked to approve the closure of the office from Thursday 24<sup>th</sup> December 2020 to Friday 1<sup>st</sup> January 2021 inclusive.

As in previous years, it is recommended that the officers be granted two statutory 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.

### **RECOMMENDED:**

**THAT MEMBERS APPROVE THE CLOSURE OF THE OFFICE AS DETAILED ABOVE**



## Memorial Fees for Purchased Graves- From 1<sup>st</sup> January 2020

For the right to erect and place a flat stone not exceeding 6ft x 3ft	£255.00
For the right to erect and place a headstone, cross or tablet	£122.50
For the right to erect a headstone and footstone or tablet	£122.50
For the right to erect and place a monument shaft or column	£122.50
For the right to place kerb stones, border stones or chains enclosing a space	£255.00
As above for child under one month	£51.00
For the right to place on any monument any inscription after the first	£51.00
For the right to place a vase	£51.00

*All Memorial Fees are inclusive of VAT at the current rate of 20%.*

VAT Registration Number. GB-321 2472 02

### NOTE

UPRIGHT HEADSTONES ONLY ARE PERMITTED IN WHICH A VASE MAY BE INCLUDED IN THE HEADSTONE PLINTH AT THE FAR NORTHERN END OF THE CEMETERY KNOWN AS SECTION G. No kerb edges, border stones, rails, chains, ornaments or other embellishments are permitted.

### PLEASE NOTE

Please note Rule 7 of the Cemetery Regulations "in pursuance of any Grant by the Council..." and Rule 30 "All gravestones, monuments, memorials and inscriptions are subject to the approval of the Council"

Grave owners must not place anything on the grave space without first obtaining permission from the Town Council and paying the appropriate Permit Fee.

Monumental Masons will obtain the necessary permission on your behalf and advise you of the Permit Fee.

If any items are placed on a grave without permission having been sought and the Permit Fee paid, then any such items will be removed by the Town Council forthwith.

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**Town Clerk:** Mrs Hilary Martin

**Tel:** 01628 484024

**Address:** Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

**Email:** [office@marlow-tc.gov.uk](mailto:office@marlow-tc.gov.uk) **Web:** [www.marlow-tc.gov.uk](http://www.marlow-tc.gov.uk)

Appendix C



# MARLOWTOWNCOUNCIL

## Marlow Town Council - Cemetery Price List 2020

		Marlow	Marlow Bottom + Little Marlow	Other
Full 6' Grave	<i>Interment Fee</i>	£735	£1470	£2570
	<i>Purchase</i>	£445	£890	£1560
Ashes Grave	<i>Interment Fee</i>	£555	£1110	£1945
	<i>Purchase</i>	£215	£435	£755
Transfer Of Ownership		£50		
Saturday Burial Fee		£230		
Admin Fee (Private Burial)		£175		

Appendix D

**APPOINTMENT OF INTERNAL AUDITOR 2020/2021**

M.59.20

The Internal Auditor appointed by the Town Council for the past three 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 at a fee of £770.00 plus VAT.

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

**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.



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.

**a) 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.

**b) Christmas Shopping Free Parking Days in Marlow**

Parking services at Bucks have agreed to free parking in the following car parks on November 21<sup>st</sup>, 28<sup>th</sup> and December 5<sup>th</sup>. Court Garden, Riley Road Central, Dean Street, Liston Road and Spittal Street

**c) Gossmore Bollards**

Three steel bollards have been installed on the advice of the Police in front of the Pedestrian gate at Gossmore Recreation ground at a cost of £1706.76.

**d) Meals from Marlow**

The Council has been supporting Meals from Marlow with their recent initiative to provide a hot meal during half term for any child entitled to Free School Meals. The Council has been performing a coordinating role with the local schools to identify those in need.

**e) Carbon Audit**

The Councils carbon audit is well underway, officers are collating all of the required data ahead of a full report on the Councils carbon status being published at the next Town Council meeting.

**f) Shop Local**

The Council has been working with the Chamber of Trade and Commerce to support the High Street and endorse the message of shopping locally this Christmas.

**g) Water Refill Station**

The Councils water refill station installed at The Causeway is now open to the public. The refill station is already proving very popular and is being regularly cleaned and sanitised as per COVID recommendations.

**h) Marlow Mayor's Charity**

The Marlow Mayor's Charity has been formally accepted and registered by the Charity Commission. All Trustees have been notified.