

# MARLOW TOWN COUNCIL

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

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

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

TO:

MEMBERS OF THE RESOURCES COMMITTEE:

**Councillor B Johnson - Chairman**

**Councillor R Cadman – Vice Chairman**

**Councillors C Funnell, C Keighley, K Thomson, R Wilson**

A VIRTUAL MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **TUESDAY 3<sup>rd</sup> NOVEMBER 2020 AT 7.00pm** AND YOU ARE HEREBY SUMMONED TO ATTEND.

## *A G E N D A*

**Hilary Martin**

Mrs Hilary Martin

Town Clerk

29.10.20

RC.55.19	Apologies for absence	
RC.56.19	Declarations of Interest	
RC.57.19	Minutes of the previous meeting dated 01.09.20	
RC.58.19	Information Reports	
	a) Accounts Paid	
	b) CCLA Report and Quarterly Statement	
RC.59.19	Grants	DECISION
RC.60.19	Management Accounts	DECISION
RC.61.19	Allotment Rent Review	DECISION
RC.62.19	Date and time of next meeting: <b>Tuesday 12.01.2021 at 7.00pm</b>	

# MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE HELD VIRTUALLY AT 7.00pm ON TUESDAY 1<sup>st</sup> SEPTEMBER 2020 AND LIVE STREAMED TO THE TOWN COUNCIL'S FACEBOOK PAGE

<b>Chairman</b>	<b>Cllr B Johnson</b>
<b>Vice Chairman</b>	<b>Cllr R Cadman</b>
<b>Town Mayor</b>	<b>Cllr R Scott ex officio</b>
<b>Councillors</b>	<b>R Wilson</b>
<b>Town Clerk</b>	<b>Mrs H Martin</b>
<b>Deputy Clerk</b>	<b>Mrs K Joy</b>

**RC.46.19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Funnell, Cllr C Keighley and Cllr K Thomson.

**RC.47.19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**RC.48.19 MINUTES OF THE PREVIOUS MEETING DATED 07.07.20**

**RESOLVED:**

THAT THE MINUTES OF THE PREVIOUS MEETING DATED 07.07.20 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

**RC.49.19 INFORMATION REPORTS**

a) Accounts Paid since the last meeting  
Circulated to all members was the list of payments made since the last meeting.

b) CCLA Report and Quarterly Statement  
Circulated to all members was the CCLA report and quarterly statement.

MEMBERS NOTED THE REPORTS

**RC.50.19 GRANTS**

A completed Grant application form had been received from the following organisation. The full grant application was available on request. Extracts were circulated to all members.

Funding Agreed

- Marlow Camera Club £ 400

**RESOLVED:**

THAT MEMBERS DETERMINED THE GRANT AS DETAILED ABOVE

**RC.51.19 MANAGEMENT ACCOUNTS**

Circulated to all members were the management accounts schedules:

- Balance sheet dated 31.05.20
- Income and Expenditure schedule dated 31.05.20
- Earmarked Reserves schedule dated 31.05.20
- Grants schedule dated 31.05.20
- Bank Reconciliation dated 31.05.20

It was noted that Buckinghamshire Council were transferring the Precept payment to the Town Council on a timescale different to previous years.

**RESOLVED:**

THAT THE MANAGEMENT ACCOUNTS DATED 31.05.20 BE APPROVED

**RC.52.19 NEW OFFICE LAPTOP**

Officers recommended the purchase of a new office laptop; the current model is not fit for purpose and remote working. A suitable laptop had been sourced through our current IT supplier at a cost of £660.00

**RESOLVED**

THAT MEMBERS RESOLVED TO AGREE ON THE PURCHASE OF THE RECOMMENDED LAPTOP WITH THE COST BEING MET FROM RESERVES

**RC.53.19 COVID19 EXPENDITURE**

The office is now COVID secure in anticipation of opening to the public. A Perspex screen door has been installed to allow officers to deal with the public face to face securely. Expenditure to date for COVID security including PPE totals £1,000. Officers seek approval for these costs and estimated projected costs to be met from reserves as they are not budgeted expenditure.

**RESOLVED**

THAT MEMBERS RESOLVED TO AGREE TO THE CURRENT COVID EXPENDITURE OF £1,000 AND AN ESTIMATE OF POTENTIAL FUTURE EXPENDITURE OF £500 IS ADDED TO THE HEALTH AND SAFETY BUDGET FROM RESERVES

**RC.54.19 DATE AND TIME OF NEXT MEETING**

Tuesday 03.11.2020 at 7.00pm

**Chairman** ..... **Date** .....

Meeting closed at 7.15pm

## **INFORMATION REPORTS**

**RC.58.19**

- a) Accounts Paid since the last meeting

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

- b) CCLA Investment Statements

Attached as appendix B is the CCLA Public Sector Deposit Fund statement dated 30.09.20 and the CCLA Local Authorities Property Fund Prices and Dividend Yields report.

**MEMBERS ARE REQUESTED TO NOTE THE REPORTS**

## GRANTS

RC.59.19

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

Extracts are attached as appendix C1-3.

	Funding Request
➤ Alexander Devine Children's Hospice Service	£ 571.63
➤ Marlow Museum Centre Project	£1,000.00
➤ Marlow FM	£ 975.00

### **RECOMMENDED:**

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE

## MANAGEMENT ACCOUNTS

RC.60.19

Attached as appendix D1-5 are the management accounts schedules:

- Balance sheet dated 31.08.20
- Income and Expenditure schedule dated 31.08.20
- Earmarked Reserves schedule dated 31.08.20
- Grants schedule dated 31.08.20
- Bank Reconciliation dated 31.08.20

### **RECOMMENDED:**

THAT THE MANAGEMENT ACCOUNTS DATED 31.08.20 BE APPROVED

**ALLOTMENT RENT REVIEW**

**RC.61.19**

The Town Council is required to give one year's notice to tenants of any rent increase. This was discussed at the recent allotments working group meeting and the groups recommendation is not to increase rent for 2021-2022 tenancy renewals.

**RECOMMENDED**

THAT MEMBERS RESOLVE TO AGREE TO NO INCREASE IN ALLOTMENT RENT FOR 2021-22