

# 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

**Chairman**  
**Vice Chairman**  
**Town Mayor**  
**Councillors**

**Cllr B Johnson**  
**Cllr R Cadman**  
**Cllr R Scott ex officio**  
**R Wilson**

**Town Clerk**  
**Deputy Clerk**

**Mrs H Martin**  
**Mrs K Joy**

## **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