

MARLOW TOWN COUNCIL

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

TO: MEMBERS OF THE TOWN COUNCIL

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

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

A VIRTUAL MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 19th JANUARY 2021 at 7.00pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin
Mrs H Martin | Town Clerk | 14.01.21

M.71.20	Apologies for absence	
M.72.20	Declarations of interest	
M.73.20	Communications from Town Mayor	
M.74.20	Report from Leader of the Council	
M.75.20	Town Council Minutes dated 08.09.20 and 08.12.20	DECISION
M.76.20	Grants	DECISION
M.77.20	Financial Regulations Review	DECISION
M.78.20	Treasury Management Policy Review	DECISION
M.79.20	Direct Debit and Standing Order Review	DECISION
M.80.20	Carbon Audit Report	DECISION
M.81.20	Marlow Environment Performance Index	DECISION
M.82.20	External Audit Report 2019-20	DECISION
M.83.20	Budget 2021-2022	DECISION
M.84.20	Precept 2021-2022	DECISION
M.85.20	Management Accounts	DECISION
M.86.20	Information Reports	INFORMATION
	a) Committee Minutes	
	b) DPI Register and Gifts and Hospitality	
M.87.20	Reports from Outsides Bodies	INFORMATION
M.88.20	Reports from Buckinghamshire Council	INFORMATION
M.89.20	Date and time of next meeting – Tuesday 16.03.2021 at 7.00pm	INFORMATION

PUBLIC QUESTIONS

Residents are invited to join the meeting through this Zoom link

<https://us02web.zoom.us/j/83097317894?pwd=Q096OTcraVBuNjR4TXhQenJCMjFndz09>
Meeting ID: 830 9731 7894 Passcode: 775755

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.

Mayoral engagements

As we move from 2020 into 2021 and we are still under Lockdown restrictions, on behalf of the Town Council, may I again place on record my thanks to all residents and organisations that have helped and continue to help our vulnerable residents. We are in unprecedented and challenging times, but the community spirit that Marlow enjoys, continues to show through.

Mayoral Engagements

10th November 2020 – 12th January 2021

19th November Participated in the early morning filming of the Switch On of Marlow Christmas lights

25th November With the Leader of the Council, participated in the Mike Cannon Breakfast Show on Marlow FM

5th December Attended Marlow Christmas market on the Causeway

5th December Attended the opening of Grape Expectations in the High Street

5th December Attended the opening of Komao hair salon in Station Road

11th December Attended the opening of Crew Clothing in Marlow High Street

13th December Attended the launch of Marlow Round Table Christmas Float

18th December Participated in the Christmas lunch at the Marlow Christmas Drive-In

19th December Attended a ceremony in All Saints' Churchyard, organised by SV2G for the installation of a new grave stone and memorial in memory of George Alexander Gratton, known nationally at the Spotted Boy.

19th December Participated in the Alexander Devine Hospice event at the Marlow Christmas Drive In

Civic Events

The continuing Covid pandemic has meant that all publicly facing civic events have had to be cancelled or adapted.

The annual Remembrance Parade and Service was cancelled, but a specially recorded service was broadcast digitally on 8th November and was viewed by over 11,000 people world-wide. This service included most of the elements of the normal service.

Switch On and Shop was cancelled, but again, an excellent digital Switch On by Chris Evans was broadcast on 19th November – this attracted national press coverage!

Carols on the Causeway scheduled for 17th December was also sadly cancelled.

The next scheduled event was the Civic Service on 21st February, postponed from last year. Given the ongoing pandemic, the service for this mayoral year has been cancelled and we look forward to this taking place early in the new Council year.

Finally, the Town Mayor's Charity Golf Day is scheduled for Tuesday 20th April and we hope this can still take place.

Leader Report for TC Meeting 19th January 2021 – Jocelyn Towns

Well what a strange year it has been. Let's hope that the vaccine is rolled out widely and quickly so we can start getting on with our lives!

The pandemic has heightened our awareness of the Environment, which is very important to us as a town. You may have seen that we are advertising for an Environmental specialist on a short term contract to help with developing our environment strategy. Also very excited that later in this meeting we will be sharing the great work we have completed on our Carbon Audit and our Environmental Performance Index.

Another impact on the Town, has been the huge increase in littering. We are so lucky to have the Wombles who do a really great job with litter picking, thank you. Somehow we need to encourage people to be more responsible for their own rubbish, rather than just discarding their take-away boxes, drinks cartons and masks. I did a litter pick last week and it was eye-opening!

It has been a busy time, listed below are some of our recent actions and achievements

- **Alleyway Clearance** – We have focused our efforts on our alleyway clearance, contacting land and home owners, and with general clearance from our Payback Team across this busy network has made a difference, really important especially with distancing.
- **Advisory Speed Limit** – We maintain an advisory limit of 20mph on the High Street this was established in the first lockdown and remains in place.
- **New Website** – We are delighted to announce the launch of the TC's new website, it went live just before Christmas. This brings us completely up to date with all current legislation and guidelines for Council websites. Do visit it and let us have your feedback. <https://www.marlow-tc.gov.uk/>
- **Lighting the War Memorial** – Permanent up-lighters were installed around the war memorial, which highlight a much respected piece of our local history.
- **Christmas Lights** – This year saw the introduction of the Town Council's new Christmas Lights display, and what a great time it was to deliver these, albeit coincidentally! Earlier in the year we had installed a brand new lighting infrastructure to give us greater flexibility. With the continued support of our fabulous sponsors and with our new lighting supplier, we were able to add more lights in and around the Town Centre. We introduced stars and baubles in the trees on the High Street, the Causeway and the corner of Dean Street which made a real difference. This year's lights really helped lift the flagging spirits of the town. Special thanks to Chris Evans and the Brand Events team who were able to film our exciting virtual 'Switch On' event (coveted by many other towns) which was shared on Facebook and U-Tube.
- **Christmas Drive-In** – So many events that normally happen around the Town just couldn't take place this year due to the virus. The Town Council were unable to host any of their events. Working together with the Town Council and MarlowFM, Brand Events provided a superb 'Drive-In' event venue for local community groups to hold their Christmas celebrations. Thanks also to the Marlow Rugby Club for the use of their grounds. Sadly before the programme was completed Tier 4 was announced bringing in even more restrictions. The group took the only decision they could and closed the Drive-In it was such a shame, but what had been achieved was so appreciated. It certainly showed how with a little thought and ingenuity much is possible.

- **Town Council Meetings** – We are happy to report that all TC, Resources, PET and Plans only meetings continue to take place ‘virtually’. All meetings are streamed live on Facebook and the public can log onto the Zoom meetings. The public may ask a question at the appointed question time, providing it has been pre-submitted to the Town Clerk.
- **Finger Posts** – Two new Finger Posts have been installed one at the entrance to All Saint’s Church signposting visitors to all parts of the town, replacing the very old board with missing words. The other on Pound Lane by the car park. These provide great guidance to those on foot.
- **Cycle Hoops** – With the recent increase in cycling during the pandemic, and renewed interest in the environment, there was a call for more cycle parking in the town. Working with the officers at Buckinghamshire council a number of locations for extra cycle hoops were agreed, the necessary ground undertaken and I am pleased to report that 16 extra hoops were installed just the week before Christmas. These were all placed with the cyclist in mind.
- **MVAS Speed Devices** – We had one portable sign in the town, for which there was much call so much so that we agreed the purchase of a further two devices. They are a great way of deterring traffic from speeding in and around the town. Please contact the office if you would like one on a road near you.
- **Wildflower Planting** – We have undertaken to increase our wild flower planting and have identified three areas in the town to achieve this.
- **Verge Protection in Lock Road and the Claremont’s** – It has been agreed that we will protect the grass verges in these areas and work on this should take place very soon.
- **AQMA Banner** – We will re-install our AQMA banner across Spittal Street on the 24th January and currently it is planned to remain in situ until mid-April, this reminds motorists not to sit in traffic with their engines idling.
- **MTC’s Carbon Audit** – Very excited that we have completed our Carbon Audit, a full report comes later in this agenda.
- **The Marlow Environmental Performance Index** – again very happy to report that this work is now ready to share later in the agenda.
- **Pound Lane Bollards** – We agreed the funding for the provision of these at our last meeting and they should be installed imminently.
- **We established a Covid fund** for any relevant Covid related costs, this has covered PPE for the office, plus screens etc.
- **Right of Way Access** – We continue to work with BC on registering the ‘Right of Way’ between Cromwell Gardens and Liston. Buckinghamshire Council grant these rights which is something of a long process. We are advised that our application has now reached the top of list and should be reviewed imminently. More information as we have it.

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY ON MONDAY 9th NOVEMBER 2020 at 7.00pm

Present

**Town Mayor
Deputy Mayor
Leader
Councillors**

**Cllr R Scott
Cllr B Johnson
Cllr J Towns
T Avery
S Brown
R Cadman
N Marshall (at 7.10pm)
E West
R Wilson
Mrs H Martin
Mrs K Joy**

**Town Clerk
Deputy Clerk**

M.50.20

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Thomson.

M.51.20

DECLARATIONS OF INTEREST

There were no declarations of interest.

M.52.20

COMMUNICATIONS FROM TOWN MAYOR

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

M.53.20 REPORT FROM LEADER OF THE COUNCIL

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 sustainblemarlow 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 26th 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

M.54.20 TOWN COUNCIL MINUTES DATED 08.09.20

RESOLVED:

THAT THE MINUTES DATED 08.09.2020 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

M.55.20 GRANTS

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

Funding Request

- | | | |
|---|------------------------------|-------|
| o | Cameo Club of Marlow | £ 200 |
| o | Marlow Community Association | £ 500 |

RESOLVED: THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

M.56.20 INSTALLATION OF TRAFFIC BOLLARDS SIGNAGE IN POUND LANE MARLOW

The section of Pound Lane from Bream Close to the junction of Henley Road was recommended for additional safety measures. Full details of the scheme were circulated to all members. 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)

RESOLVED:

THAT MEMBERS RESOLVED 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.

M.57.20 CEMETERY FEE REVIEW

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.

The recommendation to Council is 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 was circulated to all members.

RESOLVED:

THAT MEMBERS APPROVED NO INCREASE TO CEMETERY OR MEMORIAL FEES FOR 2021

M.58.20 OFFICE CHRISTMAS CLOSURE

Members were asked to approve the closure of the office from Thursday 24th December 2020 to Friday 1st January 2021 inclusive.

As in previous years, it was 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.

RESOLVED:

THAT MEMBERS APPROVED THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

M.59.20**APPOINTMENT OF INTERNAL AUDITOR 2020/2021**

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 which were circulated to all members.

RESOLVED:

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

APPROVED THE CURRENT SCALE OF FEES AND

APPROVED THE INTERNAL AUDITORS TERMS OF REFERENCE

M.60.20**WILDFLOWER PLANTING PROPOSAL**

Officers have been sourcing suitable areas for Wildflower planting an in-house trial this year proved unsuccessful and professional advice has been sought. The suitable areas identified are approximately 500m² split across three sites, Henley Road, Seymour Court Road and Little Marlow Road by the Wiltshire Road roundabout. All of these sites have been approved as suitable by Buckinghamshire Highways.

The Proposal is as follows

- November/December - stake out and spray off grass
- November- mow grass short and spray off again
- March - spray off grass
- April - cut/clear any leftover grass
- April - dig over ground using small digger or rotovator, rake over soil to a finer tilth, supply and spread seed at 5g per sqm and rake in.
- Following October - cut and drop wildflowers
- Following April - spring cut to reduce any competition with grasses (possible over-seed if needed)
- Signage will be placed at all of the sites to explain the planting and not to walk on the soil.

Several contractors have been approached to manage this project, the contractor that officers are recommending proceeding with are wildflower experts, have provided excellent references and officers have been and viewed examples of their work. Total cost of project £2920.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO APPROVE THE PROPOSAL FOR THE WILDFLOWER PLANTING AT A COST OF £2920 TO BE TAKEN FROM CIL RESERVES.

M.61.20 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.

b) Christmas Shopping Free Parking Days in Marlow

Parking services at Bucks have agreed to free parking in the following car parks on November 21st, 28th and December 5th. Court Garden, Riley Road Central, Dean Street, Liston Road and Spittal Street. Dates may change subject to national lockdown.

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.

MEMBERS NOTED THE REPORTS

M.62.20 REPORTS FROM OUTSIDES BODIES

Cllr S Brown – Brinkhurst
Quotes were being obtained for building upgrade.

Cllr B Johnson – Town Twinning Budavar
Bi annual visit had been postponed.

Cllr R Wilson – Marlow Forum
Marlow Forum had not met.

Cllr R Scott – Marlow Community Association
Had been closed for three months and closed again at present. Income depleted as a result.

Cllr J Towns – BidCo
Board meeting had been held virtually.

M.63.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr S Brown
Projects are being considered for Covid funding; some projects have been postponed.

Cllr R Scott
All meetings now being held virtually. Budget consultations for 21/22 taking place. Severe pressures on some budget e.g. children and adult social care.

M.64.20 DATE AND TIME OF NEXT MEETING

Tuesday 19.01.2021 at 7.00pm

Meeting closed at 7.15pm

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

PUBLIC QUESTION TIME

Q: Marlow resident raised a question regarding locations for cycle racks in Marlow.

A: Buckinghamshire Council are fact finding currently regarding alternative locations. The sites chosen already were based on practicalities.

All other questions submitted will be responded to via email.

MARLOW TOWN COUNCIL

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

MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD VIRTUALLY ON TUESDAY 8th DECEMBER
2020 AT 6PM

Present

Town Mayor	Cllr R Scott
Deputy Mayor	Cllr B Johnson
Leader	Cllr J Towns
Councillors	C Keighley
	C Funnell
	K Thomson
	N Marshall
	S Brown
	E West
Town Clerk	Mrs H Martin

M.65.20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr T Avery and Cllr R Wilson

M.66.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.67.20

TEMPORARY RECRUITMENT OF AN ENVIRONMENT CONTRACTOR

The Council has publicly committed to making Marlow an environmentally exemplar town. To deliver on this commitment and to develop a strategy following our Climate Change statement, the Town Council believes that it needs to

- Inform, educate and change behaviours of residents, businesses and the wider community, in order to take the actions needed.
- Build resilience within our community to counter the adverse impact of climate change; and
- Work towards a safer climate by reducing greenhouse gas emissions and becoming carbon neutral

Through the #sustainablemarlow sub group of the Town Council a considerable amount of work has already been carried out and a number of objectives achieved.

These are summarised in appendix A

Our Environment Policy was approved by the Council's Planning, Environment and Transportation committee in 2019 and in order to develop our strategy further we need to broaden out into other areas, including active transport (by working with Government and Buckinghamshire Council), working with our surrounding parish councils in building a supportive policy network and showing leadership with the various environment groups around the town

As well as delivering on our policy and liaising with these other groups, we need to engage with local businesses and key partners such as Globe Park BidCo and the Chamber of Trade and Commerce.

Community engagement is also a key part in achieving our objectives for the whole Town.

As the Council does not have the relevant expertise to develop an appropriate plan for our overall Environment Strategy, we would like to engage an Environment Contractor on an initial term of up to six months to deliver this for Marlow. The Town Clerk is the responsible officer for the employment of all staff and contractors, and this role will report to the Clerk.

The contractor's objectives will include the following

- Design and develop the Town Council's Environment Strategy, in line with the policy and statements already issued and future developments.
- Deliver a programme to show how this initiative will develop and continue, to include how we educate residents in what they need to do to make a difference.
- Engagement with stakeholders to build a supportive network with other local councils and local environment groups
- Supporting implementation of agreed objectives to ensure the important work on the environment feeds into the broader social and economic challenges of keeping Marlow sustainable and vibrant as set out in the vision
- Create a 3 and 6 month measure of actions, whilst developing a 3 year implementation plan with costs and timelines
- Report regularly to the Town Council through the Town Clerk.
- Provide residents with updates through the Council's website and Marlovian magazine.

RESOLVED:

THAT MEMBERS AGREED TO THE PREPARATION OF A CLIMATE ACTION PROGRAMME, INCLUDING THE TEMPORARY RECRUITMENT OF AN ENVIRONMENT CONSULTANT FOR AN INITIAL TERM OF UP TO SIX MONTHS WITH AN OVERALL BUDGET OF £10,000, TO INCLUDE ALL MARKETING, PR AND ANCILLARY COSTS, TO BE MET FROM COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS.

M.68.20

PERMANENT BICYCLE HOOPS FOR THE TOWN CENTRE

Please see proposal attached as Appendix B and overall site plan Appendix C

Total projected costs from Buckinghamshire Council are between £7,000 and £8,000, the project to be match funded with a contribution from Council expected of between £3,500 and £4,000. These costs can be met from Community Infrastructure Levy funds (CIL)

RESOLVED:

MEMBERS AGREED TO THE INSTALLATION OF THE BICYCLE HOOPS AS A MATCH FUNDED PROJECT WITH BUCKINGHAMSHIRE COUNCIL WITH COSTS OF BETWEEN £3,500 AND £4,000 TO BE MET FROM COMMUNITY INFRASTRUCTURE LEVY FUNDS (CIL).

M.69.20

COMMUNITY CHRISTMAS DRIVE IN

Your Town Council have delivered a fantastic Remembrance Service with help from Marlow FM, followed by a brilliant Lights Switch On with help from Brand Events, both were filmed and shared with the community. To continue the theme the Events working Group and Brand Events have a proposal to deliver a 'Community Christmas Drive' in at Marlow Rugby Club, this is an exciting opportunity to provide not just one but a number of community led events that we thought just wouldn't be possible having had so many cancelled during this pandemic

The Marlow Christmas Drive In will host over 20 events in a unique week-long community lead festival. Operated by The Pub in The Park Festival team, the festival will feature a mix of carol concerts, Nativity plays and school performances to Christmas lunches, fundraisers and an awards ceremony. With three events per day, each welcoming residents. The Marlow Christmas Drive In will allow the community of Marlow to gather safely in a fully Covid-compliant manner to celebrate Christmas after an incredibly challenging year.

This innovative project is also being supported by Marlow FM who will broadcast the festival, Marlow Rugby Club who are generously donating the venue and My Marlow who are providing marketing support.

Organisations planning to join in the festivities and events include Sir William Borlase School, Danesfield School, All Saints Church, Marlow Churches together, Marlow FM, Marlow Rugby Club, Meals from Marlow, The Marlow Society, Marlow Gospel Choir, Girl

Guide's Marlow District, The Rotary Club, The Santa Fun Run, The Marlow Town Chamber of Commerce and Trade, Marlow FM Hidden Gems, The Marlow Amateur Operatic Society and many more.

But more are welcome. There are still opportunities for more organisations to join in and stage their specific Christmas event in this most unique format at this most unusual of times. Marlow Town Council will coordinate any interested groups who wish to take part.

RESOLVED:

MEMBERS AGREED TO THE EVENTS WORKING GROUP RECOMMENDATION THAT MEMBERS PROCEED WITH BRAND EVENTS TO DELIVER THE COMMUNITY DRIVE IN PROJECT WITHIN THE BUDGETED EVENTS EXPENDITURE FOR THE FINANCIAL YEAR 2020/21.

M.70.20

DATE AND TIME OF NEXT MEETING

19.01.2021 at 7.00pm

The meeting closed at 6.18PM

Town Mayor.....

Date.....

ALL RESOLUTIONS WERE CARRIED UNANIMOUSLY

GRANTS

A completed grant application form has been received from the following organisation

- Marlow Youth and Community Centre

Funding Request

£ 500

The full application is available on request. The applicant has been asked for additional information in support of the request and this will be submitted at your meeting. The summary is attached as appendix *Grant 1*.

RECOMMENDED:

THAT MEMBERS DETERMINE THE LEVEL OF GRANT FUNDING



MARLOW TOWN COUNCIL

Annual Grant Application for 2019/2020

NAME OF ORGANISATION		Membership
MARLOW YOUTH & COMMUNITY CENTRE		
Official / Registered Address of the Organisation		
WYCOMBE ROAD MARLOW BUCKS SL7 3JD		
Address to which correspondence should be sent if different from above		
Contact details of the person completing this application		
Contact name [REDACTED]		
Position held ADMINISTRATOR		
Daytime telephone number [REDACTED]		
Email address [REDACTED]		
When was your organisation established?		
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) 1152177		
PROJECT		
Project Description YOUTH WORK COSTS.		

Project Background

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

Total cost of project

£

Grant request total

£ 500.00

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 or 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.

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

General running costs: - utilities, maintenance, youth club etc

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

FINANCIAL REGULATIONS REVIEW

M.77.20

Attached as appendix A are the current Financial Regulations.

As part of the Town Council's regular policy review process Officers have reviewed the new regulations against the current NALC documents and no changes are advised.

RECOMMENDED

THAT MEMBERS APPROVE THE FINANCIAL REGULATIONS FOR MARLOW TOWN COUNCIL

MARLOWTOWNCOUNCIL

FINANCIAL REGULATIONS 2019 FOR ENGLAND

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. [Payments under contracts for building or other construction works]	17
13. [Stores and equipment]	17
14. Assets, properties and estates	17
15. Insurance	18
16. [Charities]	18
17. Risk management	19
18. Suspension and revision of Financial Regulations	19

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £25,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the

Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO or Deputy Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as expediently as possible.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO or Deputy Clerk.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO or Deputy Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided

that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those

accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the appropriate officer. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Deputy Clerk, and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed. Any other officer requiring use of the Debit Card must make a written request to the Clerk or Deputy Clerk and a record will be kept.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

~~6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

[6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO or Deputy Clerk with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The RFO will arrange for a copy of a statement of account from the council's banks and investment providers to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall ensure prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three

or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18, and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk or RFO or appropriate officer shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

[12. Payments under contracts for building or other construction works]

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

[13. Stores and equipment]

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each

case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. [Charities]

[16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and

RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

The Financial Regulations as amended were presented to Committee on 12.05.2020 and adopted under Minute: RC.37.19

TREASURY MANAGEMENT POLICY REVIEW

M.78.20

Attached as appendix B is the current Treasury Management Policy

As part of the Town Council's regular policy review process Officers have reviewed the new regulations against the current NALC documents and no changes are advised.

RECOMMENDED:

THAT MEMBERS APPROVE THE TREASURY MANAGEMENT POLICY FOR MARLOW TOWN COUNCIL



TREASURY MANAGEMENT POLICY

1. INTRODUCTION

- 1.1 This document sets out the parameters and operational issues for investing surplus funds of the Council.
- 1.2 For the purpose of this policy, the Responsible Financial Officer (RFO), is the Town Clerk to the Council.

2. INVESTMENTS

- 2.1 Surplus funds shall be invested in short-term cash deposits only, i.e. from 1 to 364 days.
- 2.2.1 Short-term instruments shall be time deposits only with the banks and building societies and up to the following limits for any one deposit taker: -

Name of Bank/Building Society	Maximum Total To Be Placed on Deposit £
Lloyds TSB (Scottish Widows – part of Lloyds TSB)	500,000
Royal Bank of Scotland	500,000
HSBC	500,000
Barclays	500,000
Abbey (Santander)	500,000
Nationwide	500,000
Portman	500,000
CCLA Public Sector Deposit Fund	500,000

- 2.3 In addition, transfers between the Council's current and deposit accounts shall be permitted up to a maximum of £30,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month).

3 OFFICERS AUTHORISED TO MAKE TIME DEPOSITS/TRANSFERS

- 3.1 All transactions shall be carried out under the direction of and authorised by the RFO.

- 3.2 Time deposits shall be negotiated and placed on a day-to-day basis by either the Town Clerk (Responsible Finance Officer) or the Deputy Town Clerk (Finance Officer).
- 3.3 Transfers between the Council's bank accounts shall be carried out by either the Town Clerk, or the Deputy Town Clerk together with the Town Mayor as an additional account operator.

4 **REPORTING ARRANGMENTS**

- 4.1 The RFO shall report all transactions and the effects on interest earnings, compared with the agreed budget, at the Resources Committee meeting following the end of each quarter ending i.e. 30 June, 30 September, 31 December, 31 March.

DIRECT DEBIT AND STANDING ORDER REVIEW

Attached as appendix C is the current schedule of Direct Debits and Standing Orders made by the Town Council. Members are asked to review the list and approve the payments.

RECOMMENDED: THAT THE DIRECT DEBIT AND STANDING ORDER PAYMENTS ARE REVIEWED AND APPROVED



MARLOW TOWN COUNCIL

Schedule of Direct Debits(DD) and Standing Orders(SO) 2020-21

Payee	Goods / Service provider	Frequency	Fixed / Variable
Worldpay	Merchant trading account	Monthly	Variable
Eon* DD	Gas and electricity charges at cemetery	Quarterly	Variable
BT Retail* DD	Telephone / broadband services / mobile phones	Quarterly / monthly	Variable
Shire Leasing plc	Telephone system charges	Quarterly	
Buckinghamshire Council* DD	Cemetery rates	Monthly x 10	Fixed
Red Kite Housing DD	Garage rental	Monthly	Fixed
Leaseplan Uk Ltd DD	Lease on Council van	Monthly	Fixed
Information Commissioner DD	Data Protection Register	Annually	Fixed
Thames Water* DD	Water services – all outside sites	Quarterly	Variable
SS Gas* DD	Utility charges at cemetery	Quarterly	Variable
T Brindley SO	Cemetery Gate opening / closing	Monthly	Fixed
Konica Minolta DD	Lease on photocopier	Quarterly	Fixed
Castle Water*	Payment for consumables	Quarterly	Variable
	Water utilities	Monthly	Variable
N Power*	Electricity various sites	Monthly	Variable
Gocardless	Systems Architecture software licences	Monthly	Variable
Eazy Collect	Intouch CRM website hosting	Monthly	Fixed
Bucks Playing Field Assoc	Subscription	Annually	Fixed
HM Land Registry	Search fees	Quarterly	Fixed

*more than one direct debit account

Appendix C

Cutting greenhouse gas emissions to net zero is widely acknowledged as the existential issue of our age. Every business and every resident will be affected by a wave of change, including the Town Council.

As a first step we needed to learn about our own emissions - how big are they and where do they come from? For this reason the TC commissioned a comprehensive Carbon Audit, the full results of which are in appendix D.

- This study demonstrate to the town that we take climate change seriously.
- It will also provide a baseline for actions that the town council will take to reduce its own emissions.
- We will encourage households to measure their own carbon emissions, so they become aware of what they can do to help reduce them

RECOMMENDED:

THAT MEMBERS TO AGREE TO ADOPT THE FINDINGS OF THE TC RECENTLY COMPLETED CARBON AUDIT; THIS CARBON FOOTPRINT STUDY DEMONSTRATES THAT WE TAKE CLIMATE CHANGE SERIOUSLY. FINDINGS FROM THE STUDY WILL GO TOWARDS BUILDING OUR ENVIRONMENT STRATEGY.

Marlow Town Council's Carbon Footprint 2019/20

Report to Marlow Town Council, December 2020

Contents

Introduction	1
Overall emissions and removals	3
- Emissions by reporting scope	4
- Emissions by council service	5
- Emissions by council autonomy	6
- Emissions by functional group	7
- Emissions by fuel type	8
- Top five emission sources	9
- Full emissions statement	10
- Technical annex	11

Introduction

In April 2020 Marlow Town Council adopted a statement on climate change¹, including a commitment to audit its own greenhouse gas emissions. This report fulfills that commitment.

Marlow Town Council sits at the lowest tier of local government: its functions and responsibilities are:

- Representing the residents of Marlow
- Managing two allotment sites (Hanging Hill and Foxes Piece)
- Managing several open spaces (Gossmore Park, Seymour Park, Marlow Cemetery etc)
- Grass and hedge cutting in designated areas, including roadside verges owned by Buckinghamshire
- Part-funding the Marlow town bus (50%) and Marlow PCSO (40%)
- Organising events (including Remembrance Day, Carols on the Causeway and Celebrate Marlow)
- Communicating with residents via The Marlovian magazine and the Council website

The Council operates from a small office in Marlow and employs 4.7 FTE staff. Its functions are overseen by 12 councillors. The council owns one van. It provides services like grounds maintenance and Christmas lights in the town centre via contractors. Though it contributes financially to the Marlow town bus and Marlow PCSO it does not manage those services.

The Council wished to obtain the fullest picture possible of its overall impact on climate change. Therefore this report counts not only the council's direct emissions but also emissions relating to services provided on

¹ <https://www.marlow-tc.gov.uk/climate-change-statement/>

its behalf, and to its purchasing of products. It is therefore better understood as a consumption-based carbon footprint study rather than a (narrower) production-based carbon audit.

More specifically, the study includes:

- All main greenhouse gases (GHGs), not just carbon dioxide;
- Outsourced, or “Scope 3” emissions, as well as those from the council’s own operations;
- Within Scope 3 emissions not only emissions from outsourced activities, but also those upstream or downstream from the council associated with its use of products;

The UK Government’s policy goal of “net zero” emissions takes into account not only emissions but also removals from the atmosphere. Marlow Town Council owns several areas of park or amenity land with significant numbers of trees. The annual absorption of carbon dioxide by these trees is also calculated in this report.

Total emissions are classified in various ways to shed light on different aspects:

Firstly, following standard practice for carbon reporting emissions are broken down by reporting “Scope”: whether an organisation emits greenhouse gases directly through its own operations (Scope 1) or whether its actions cause emissions to occur outside its direct control and/or elsewhere (Scopes 2 and 3).

Second, emissions are divided by the Council’s main service areas. In addition to the Council administration these include public transport and public realm (management of outdoor public areas).

Third, the report categorises emissions by the degree of autonomy the Council has over decisions that lead to them occurring, ranging from full decision making powers to financial responsibility but low influence.

Fourth, emissions are classified into functional areas: transport energy, buildings energy, water, waste and purchasing of non-fuel products.

Finally, emissions are broken down by type of fossil fuel.

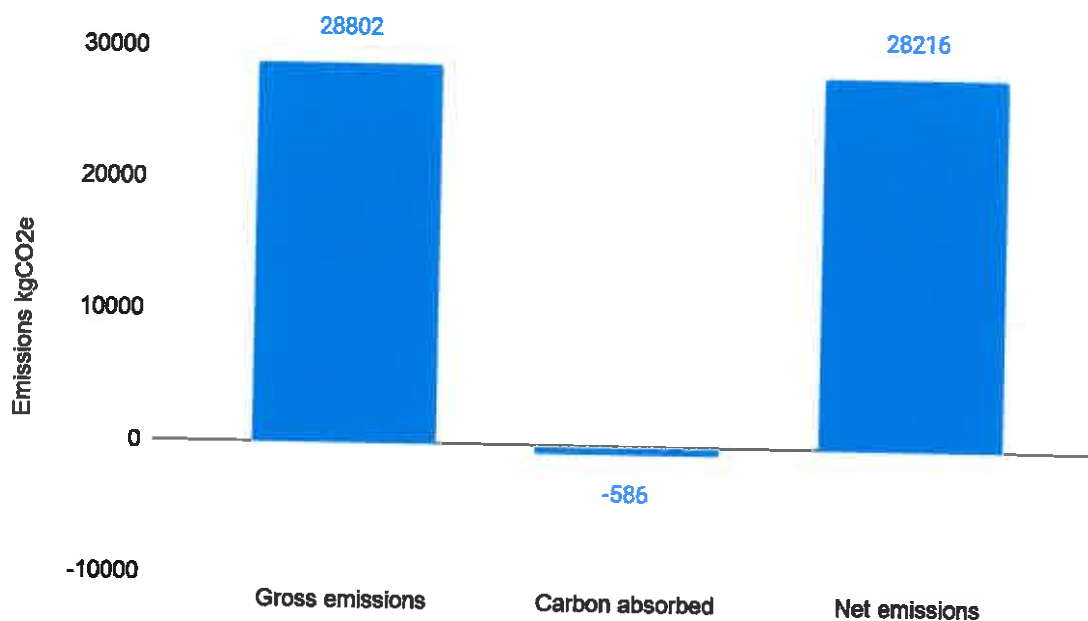
The report highlights in more detail a small number of specific activities that are found to drive a large proportion of total emissions. A full breakdown of all emission sources that have been counted is also included.

Overall emissions and removals

The Council's gross consumption-based emissions in FY 2019/20 were 28,802 kgCO₂e (or 28.8 tonnes CO₂e).

Marlow Town Council is responsible for 186 trees on land it owns. These calculated to be absorbing net 586 kgCO₂e per year, reducing the Council's net consumption-based emissions by 2% to 28,216 kgCO₂e or 28.2 tonnes CO₂e.

Overall gross and net emissions



Emissions by reporting scope

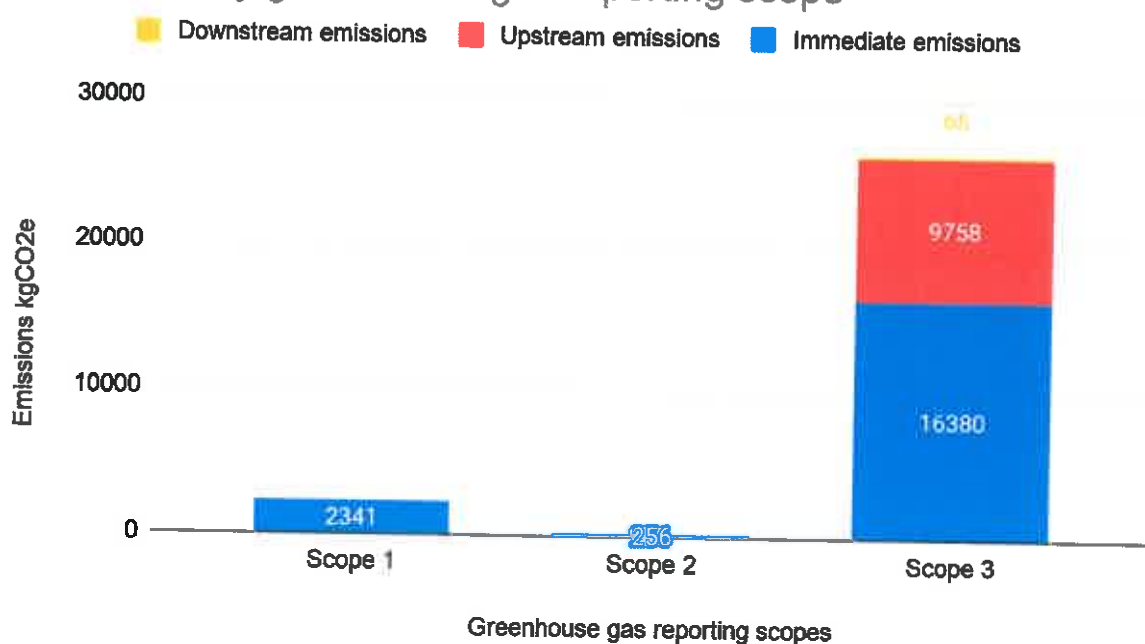
Official guidance on corporate greenhouse gas reporting distinguishes three key categories of emissions, known as Scopes. These are defined as follows:

- **Scope 1 - Direct emissions:** Activities owned or controlled by the reporting organisation that release emissions straight into the atmosphere, for example emissions from the Council's own vehicle when it is being driven.
- **Scope 2 - Indirect emissions:** Emissions associated with the reporting organisation's consumption of purchased electricity that occur at sources outside of its control. Emissions associated with the purchase of heat, steam or cooling would also be in Scope 2 but are not relevant in the Council's case.
- **Scope 3 - Other indirect emissions** that are a consequence of the reporting organisation's actions, but which occur outside of its control, for example because they are emissions by contractors or upstream emissions associated with products bought by the organisation.

This study finds that In FY2019/20 about 91% of the Council's emissions were in Scope 3, followed by 8% in Scope 1 and 1% in Scope 2.

The Council's Scope 3 emissions are further broken down: Over half (57% of all the Council's emissions) come from direct release to the atmosphere resulting from activities outside the Council's immediate control - here called "proximate" emissions. Another 34% come from emissions occurring upstream (embodied in products) or downstream (due to waste management) from the Council.

Emissions by greenhouse gas reporting scope

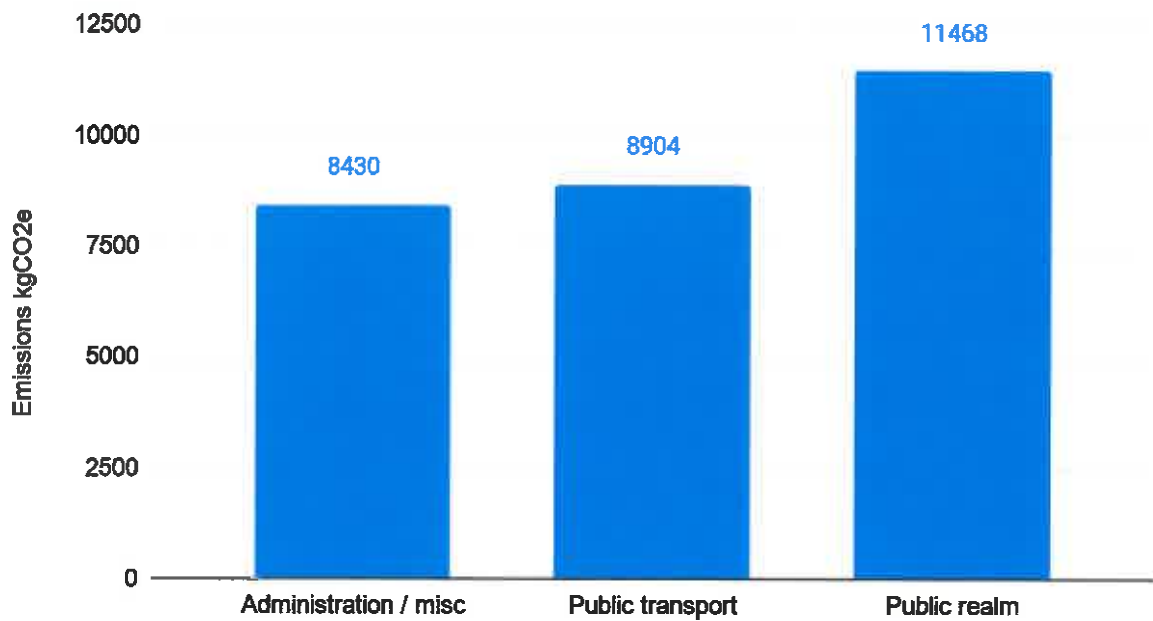


Emissions by Council service areas

The Council provides a variety of services to the people of Marlow, and it is useful to break down emissions by service areas.

The most important service area, accounting for 40% of total consumption-based emissions, was the management of all publicly accessible outdoor areas, here called public realm. This was followed by public transport at 31% of total emissions, then all emissions relating to council administration at 29%.

Emissions by service type

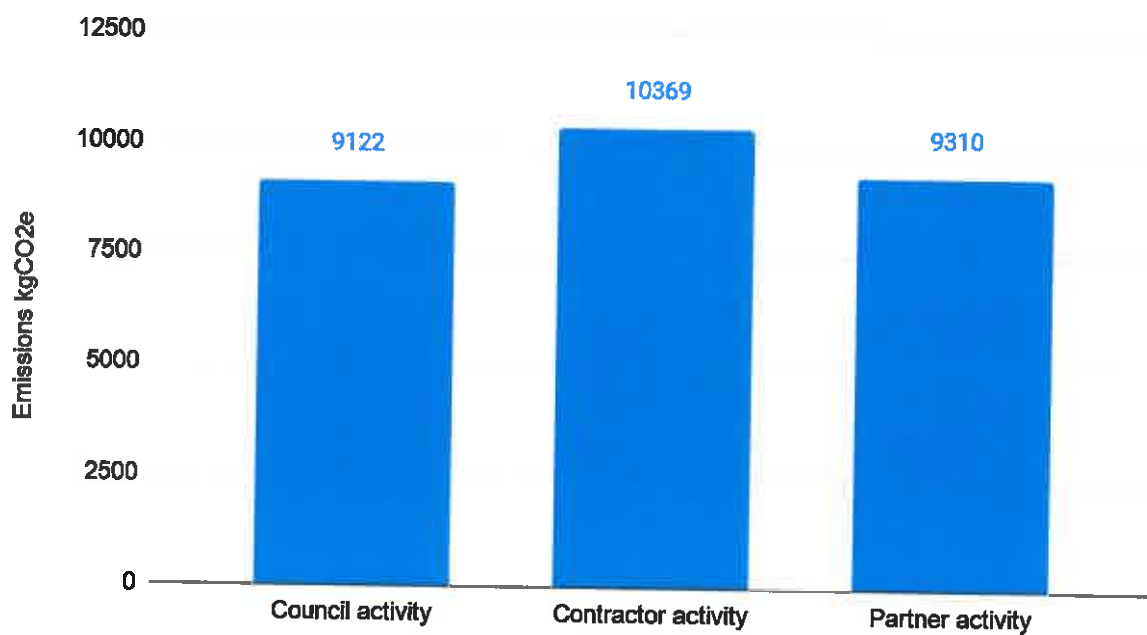


Emissions by Council autonomy

Another useful way of categorising emissions is by the degree of autonomous control the Council has over them. This doesn't necessarily equate to how easy or cost-effective it would be to reduce emissions, but does identify areas over which the Council has greater or lesser ability to make decisions unilaterally.

The largest single category is contractor activity: emissions resulting from activities carried out by contractors employed by the Council, at 36% of total consumption-based emissions. Activities directly carried out by council staff and those carried out by outside bodies over which the Council has no management control each account for 32%.

Emissions by degree of Council autonomy



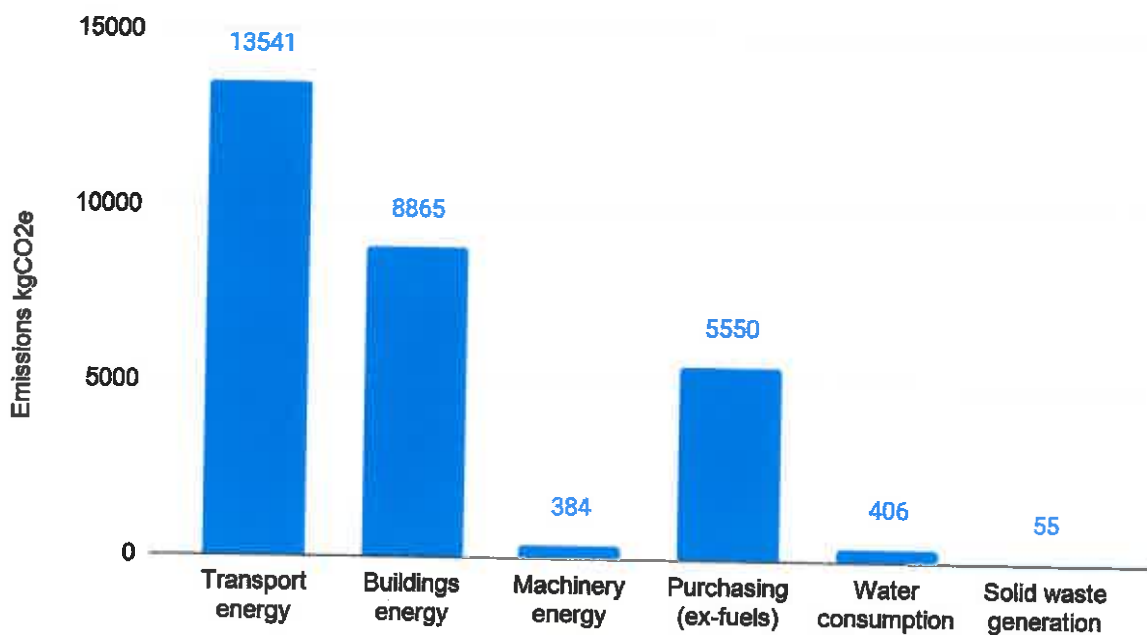
Emissions by functional category

Categorising emissions by standard environmental criteria illustrates the issues in a different way.

Transport energy is the biggest category, accounting for 47% of all emissions. This is followed by buildings energy at 31% (including the annual town centre Christmas lights).

Emissions associated with products purchased by the Council account for another 19% of total emissions. Emissions associated with water use and machinery are much smaller at 1% each, while solid waste accounts for just 0.2% of all emissions.

Emissions by functional group



Emissions by fuel type

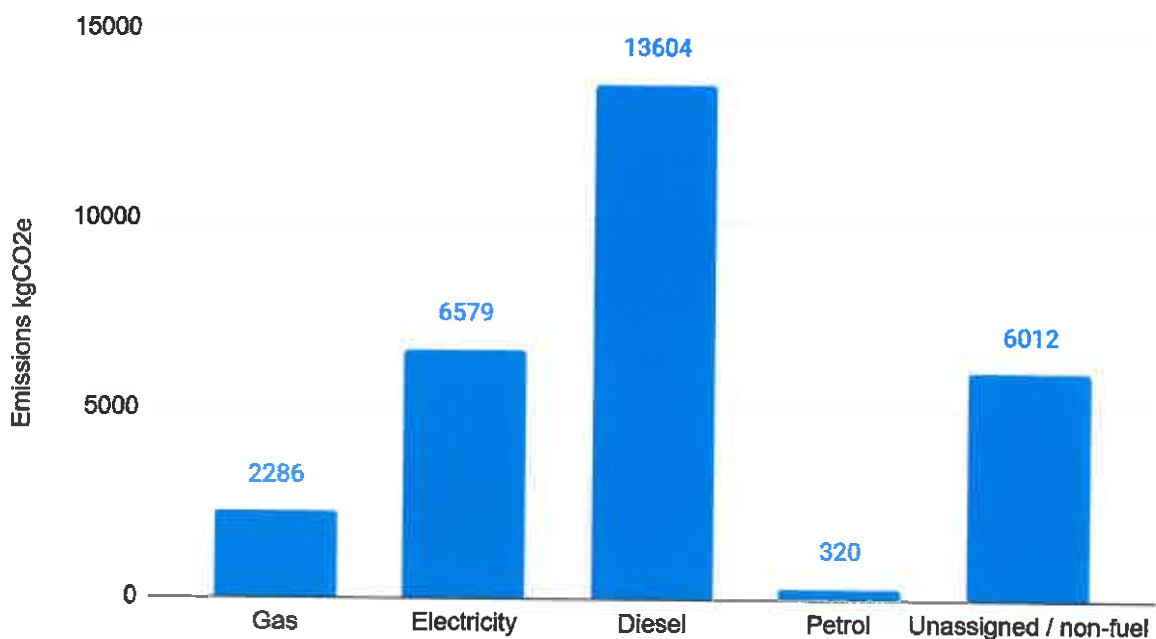
The problem of climate change is primarily driven by the combustion of fossil fuels. It is therefore instructive to break down emissions associated with the Council by type of fuel. This reveals that 79% of emissions can be linked directly to the combustion of specific fuels, or to electricity that has itself been produced using fossil fuels.

The most important fuel is diesel, at 47% of all the Council's emissions. Electricity comes second at 23%, followed by natural gas at 8% and then petrol at 1%.

Though outside the Council's control, natural gas is also the principal driver of emissions associated with UK electricity, followed by coal.

The remaining 21% of the Council's emissions are mainly supply-chain emissions. These are overwhelmingly likely to be caused by combustion of fossil fuels, but it is not known which.

Emissions by fuel type



Top five emission sources

Five activities accounting for 87% of the total carbon footprint. In descending order these are:

31%

- **The town bus:** Even though only half of its calculated emissions are counted, in line with the Council's financial contribution, the town bus still accounts for 31% of the Council's total carbon footprint. Moreover, though the figure includes both driving and upstream "well-to-tank" fuel production emissions, it doesn't include emissions relating to servicing, replacement of parts etc.

22%

- **Christmas lights:** Multiply a number of small emission sources enough times and you get to a large number, in this case 22% of total carbon footprint. The Christmas lights that the Council puts up each year use energy efficient LED bulbs. However, there are 13,400 of them, and combined consume 20kW, equivalent to ten electric ovens, for around 50 days per year. Calculated emissions do not include life-cycle emissions associated with production of bulbs as an existing set was reused in FY 2019/20.

15%

- **The Marlovian magazine:** The Council's quarterly magazine, distributed to all households in Marlow may seem an unlikely source of emissions, and indeed its direct emissions in the town will be very low. But as with all manufactured goods, its full life-cycle emissions are a lot higher, including forestry management, paper production, printing, manufacture of inks, all related transport and finally disposal or recycling. In the absence of data specifically for The Marlovian the estimate used in this report is based on published life-cycle assessment studies for magazines.

12%

- **Grounds contractor vehicle:** The Council employs a contractor to manage the open spaces it owns, as well as carrying out grave digging in Marlow cemetery and cutting certain roadside grass verges by agreement with Buckinghamshire Council. Emissions from the contractor's diesel pick-up vehicle, including full well-to-tank fuel emissions but not servicing or vehicle manufacture, account for 12% of the Council's total carbon footprint.

8%

- **Council office gas boiler:** The Council's office is heated by a gas boiler, which also supplies hot water. In FY 2019/20 this consumed about 11,000 kWh of natural gas, roughly in line with the average annual consumption of UK households. The associated combustion plus gas production-related emissions make up 8% of the Council's total carbon footprint.

Full emissions statement

All figures in kgCO2e

		Scope 1	Scope 2	Scope 3	Total	Share
Gas	Council Office	2023		263	2286	7.9%
Electricity	Council Office		163	38	202	0.7%
	Cemetery		93	22	115	0.4%
	Christmas lights			6255	6255	21.7%
Water	Council office			16	16	0.1%
	Cemetery			9	9	0.0%
	Central allotments			151	151	0.5%
	Hanging Hill allotments			230	230	0.8%
Transport	Council van	318		78	397	1.4%
	Town bus (@50%)			8904	8904	30.9%
	PCSO travel (@40%)			16	16	0.1%
	Council staff commuting			360	360	1.2%
	Councillor business travel			304	304	1.1%
	Grounds contractor vehicle			3517	3517	12.2%
	Floral displays contractor vehicle			43	43	0.2%
Grounds maintenance	Grounds contractor machinery			384	384	1.3%
Waste	Grounds contractor green waste			55	55	0.2%
	Council office waste			0.3	0	0.0%
Purchasing	Office supplies			78	78	0.3%
	Office food & drink			483	483	1.7%
	Public realm (banners & benches)			708	708	2.5%
	Marlovian magazine			4281	4281	14.9%
	Council website usage			7	7	0.0%
Totals		2341	256	26204	28802	

Technical Annex

This report has been compiled in accordance with the 'Environmental Reporting Guidelines'² set by The Department of Business, Energy and Industrial Strategy (BEIS) and HM Government. The Greenhouse Gas Protocol 'Corporate Accounting and Reporting Standard'³ was also used to inform reporting procedure.

The presentation approach was benchmarked against carbon audits published by a number of English local authorities, including Buckinghamshire Council⁴ Leicester City Council⁵, King's Lynn and West Norfolk Borough Council⁶, Derby City Council⁷, Charnwood Borough Council⁸, and Congleton Town Council⁹

The organisational boundary is mainly set in line with a definition in the now superseded National Indicator 185¹⁰:

"The indicator is to include all CO₂ emissions from the delivery of local authority functions. In terms of the meaning of the word in legislation "function" covers both the duties and powers of an authority. It covers all an authority's own operations and outsourced services".

Departing from National Indicator 185 gases covered also include the basket of seven gases covered by the UN Kyoto Protocol, with all emissions being reported as CO₂-equivalent or CO₂e. Emissions of individual greenhouse gases are not reported separately.

Carbon emissions embodied in products are included, as well as carbon sequestered by trees on land owned by the council, though not on land managed but not owned by the council.

The town council did not purchase electricity on a green tariff or own any renewable energy installations or purchase any carbon offsets in 2019/20 so these aspects are not included in the study. The council office does not have air conditioning, hence fugitive emissions are not included.

Most emissions were calculated using the UK government's 'Greenhouse Gas Reporting: Conversion Factors 2020'¹¹ These provide standardised formulae for organisations reporting their emissions to convert from activity factors such as consumption of electricity, petrol or water or generation of waste to kgCO₂e.

2

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/850130/Env-reporting-guidance_inc_SECR_31March.pdf

³ <https://www.ghgprotocol.org/sites/default/files/ghgp/standards/ghg-protocol-revised.pdf>

⁴ <https://www.buckscc.gov.uk/media/4516059/carbon-baseline-audit-report-final-v2.pdf>

⁵ <https://www.leicester.gov.uk/media/185674/carbon-footprint-statement-2017-2018.pdf>

⁶ https://www.west-norfolk.gov.uk/downloads/download/366/carbon_audit_reports

⁷ <https://www.derby.gov.uk/environment-and-planning/climate-change-and-energy-management/climate-change/>

⁸ https://www.charnwood.gov.uk/pages/2020_carbon_pledge

⁹ https://www.congleton-tc.gov.uk/wp-content/uploads/2016/01/Agenda_Papers_18.06.15.pdf

¹⁰ <https://www.gov.uk/guidance/sharing-information-on-greenhouse-gas-emissions-from-local-authority-own-estate-and-operations-previously-ni-185>

¹¹ <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

Additional sources were used for a small number of activities contributing to emissions that are not covered by the UK Government Conversion Factors:

Emissions associated with users accessing the council's website were estimated via the website <https://www.websitecarbon.com>.

Emissions caused by production and distribution of The Marlovian magazine were based on a life-cycle assessment study of weekly magazines published in Finland.¹²

Emissions associated with two public benches purchased by the Council during the financial year were derived from a UK life-cycle assessment of office chairs.¹³ This is acknowledged as not ideal, but is likely still to provide a first order approximation of emissions.

Emissions associated with raw materials, production and transport of biodegradable cups used in the Council office were calculated using results from a life-cycle assessment published by Finnish company Huhtamaki.¹⁴

Life-cycle emissions associated with office paper were based on a comparative study of methodologies for estimating emissions associated with this product.¹⁵

Emissions absorption by trees owned by the Council was based on a coefficient produced by UK consultancy company IMS based on UK Forestry Commission guidance.¹⁶

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Report prepared by Nick Rowcliffe, independent environmental consultant, nick.rowcliffe@gmail.com

The study has not been externally verified.

¹² <https://www.vtresearch.com/sites/default/files/pdf/symposiums/2009/S262.pdf>

¹³ <https://core.ac.uk/download/pdf/14925697.pdf>

¹⁴ <https://www.huhtamaki.com/globalassets/global/highlights/responsibility/taking-a-closer-look-at-paper-cups-f-or-coffee.pdf>

¹⁵ https://www.researchgate.net/publication/235712203_Comparison_of_methodologies_for_estimating_the_carbon_footprint_-_case_study_of_office_paper

¹⁶ <https://ccsbestpractice.org.uk/wp-content/uploads/2017/04/Calculating-the-carbon-sequestration-value-of-trees.pdf>

MARLOW ENVIRONMENTAL PERFORMANCE INDEX

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

Year by year the index will track trends in important indicators, including air quality, the CO2 emissions rating of cars registered in Marlow, the share of Marlow's municipal waste recycled. The full index is in appendix E.

RECOMMENDED:

THAT MEMBERS AGREE TO ADOPT THE EPI AS A STARTING POINT TO TRACK PROGRESS OF OUR ENVIRONMENTAL AND SUSTAINABLE FACTORS OVER TIME AND AS A FOUNDATION FOR FUTURE PROJECTS FOR THE ENVIRONMENT AND SUSTAINABLE MARLOW TEAM.

The Marlow Environmental Performance Index

The Marlow Environmental Performance Index (EPI) is an initiative by Marlow Town Council to report on how our town compares with the wider country on key indicators of sustainability. The report is based on robust statistics that can be tracked from year to year.

The aim of the index is to support more informed understanding across the community of the key sustainability challenges facing Marlow, provide an evidence base for selecting improvement targets, and tracking progress towards them.

All the indicators are based on high quality official or corporate statistics that are updated annually, and which have sufficient spatial resolution to detect Marlow's specific performance. This limits what can be included. But many of the most pressing environmental issues are represented, including climate change, resource consumption, waste generation and air pollution.

Because the underlying statistics come from different sources there is variation between them. Some are more up to date than others. Some are based on calendar years, others on financial years. "Marlow" is defined in different ways (the Marlow urban area excluding Marlow Bottom, the SL7 postcode including Marlow Bottom and Little Marlow, and where necessary the old Wycombe District, now known as the Wycombe area. This last is only a rough proxy for Marlow since the town accounts for only 11% of population in the Wycombe area). The wider area against which Marlow's performance is compared also varies (England, Great Britain, the whole of the UK, or just Buckinghamshire), depending on what statistics were available.

The Marlow Environmental Performance Index 2020

Published [February] 2021

How to interpret the indicator summaries

Each indicator starts with the latest year for which data is being reported.

The arrows show whether Marlow's performance improved or deteriorated in the latest reported year - green for good, red for bad. For some indicators "up" is good and for others "down" is good. An amber horizontal arrow means no change (defined as less than 1% in either direction).

The circles show how Marlow's performance compares with the wider country, coloured green for better or red for worse. In the case of air pollution the comparator is a legal standard rather than the national average.

Indicators for which the Wycombe area is used as a rough proxy for Marlow are identified with an asterisk.

1 - Air Pollution

2019  

Appendix E

The highest recorded level of nitrogen dioxide air pollution in Marlow fell by 4% in 2019. However, this was 9% higher than the maximum allowed by law.

2 - CO2 emissions

2018 

In 2018 domestic and transport emissions of carbon dioxide in Marlow* were equivalent to 3.94 tonnes per person. This was down 2% on the amount in 2017 but nearly one-fifth higher than the average for England.

3 - Electricity use and emissions

2018 

Average household consumption of electricity in Marlow fell by 3% in 2018. It was nearly two-fifths higher than the average for England.

4 - Natural gas use and emissions

2018 

Average household consumption of natural gas in Marlow remained level in 2018. It was nearly two-fifths higher than the average for England.

5 - Drinking water use

2019 

Average water consumption per person in Marlow remained level in 2019, and was nearly one-fifth higher than the average across England & Wales.

6 - Car ownership

2019 

There were 1.6 cars per household in postcode SL7 in 2019, the same as the previous year, and one-third higher than the average across Great Britain.

7 - Carbon dioxide rating of cars

2019 

The average carbon dioxide emissions rating of cars registered in Marlow fell by 2% in 2019 but was 4% higher than for Great Britain as a whole.

8 - Low-emission vehicles

2019 

The share of vehicles registered in Marlow that have ultra-low emissions (less than 75gCO₂/km) increased more than three-fold in 2019 to reach a level more than four times higher than the Great Britain average.

9 - Waste generation

2019/20 

The amount of household waste collected per person in Marlow* (including from recycling centres) fell by 3% in 2019/20 and was 9% lower than the amount across Buckinghamshire.

10 - Waste recycling

2019/20 

The share of household waste from Marlow* sent for recycling, composting or reuse fell by 4% in 2019/20 and was 9% lower than the share across Buckinghamshire

Indicator 1 Air Pollution

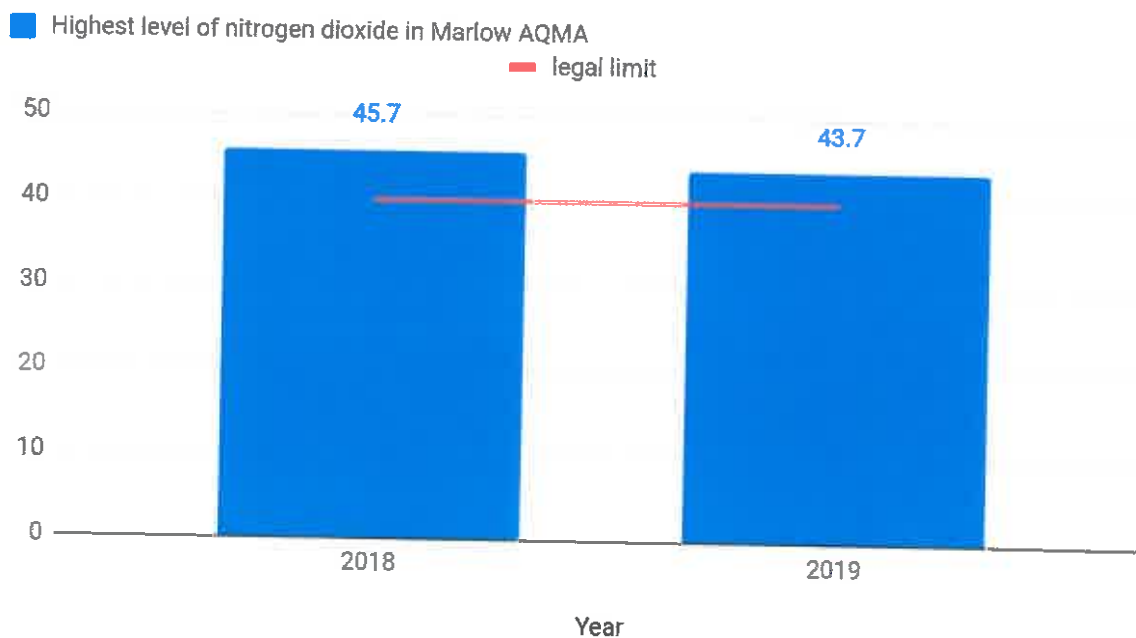
Poor air quality can harm health and the environment in many ways. Several roads in Marlow town centre have been designated an official Air Quality Management Area (AQMA) due to high levels of nitrogen dioxide (NO₂), a pollutant that puts human health at risk, and that is caused mainly by traffic emissions.

In 2019 the highest annual average level of NO₂ recorded in Marlow AQMA fell by 4.4% to 43.7 micrograms per cubic metre. This continues a multi-year downward trend in NO₂ pollution in Marlow, but peak levels in 2019 were still 9.3% higher than the legal limit of 40 micrograms per cubic metre.

Marlow Town Council has released its own Clean Air Plan (<https://www.marlow-tc.gov.uk/clean-air-plan/>) aimed at supplementing the work of Buckinghamshire Council, with the objective of eliminating illegal levels of NO₂ pollution by 2025.

These data were sourced from annual air quality status reports published by Buckinghamshire Council (<https://www.wycombe.gov.uk/pages/Environment/Air-pollution/Air-quality-management.aspx>).

Nitrogen dioxide pollution



Indicator 2

CO2 emissions

Carbon dioxide is the principal driver of global warming. Radical reductions will be needed to achieve the Government's goal of net-zero carbon emissions by 2050. Official statistics on end-user emissions of CO2 in every local authority area in the UK enable us to report status and trends for the Wycombe area.

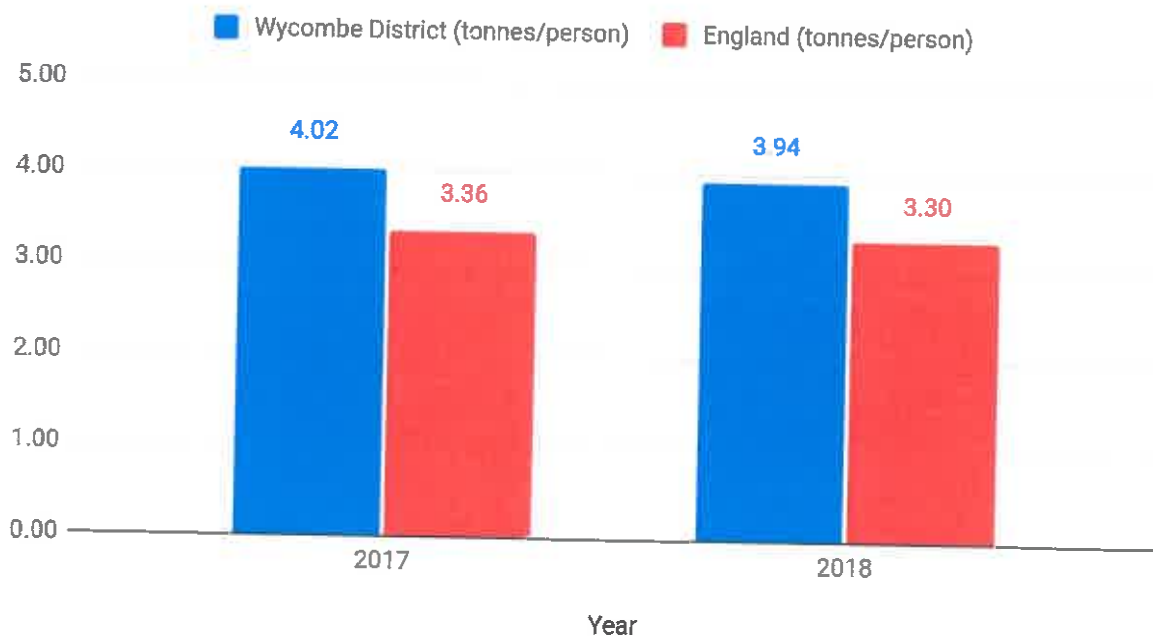
The official dataset includes industrial emissions plus emissions and absorption through land-use change. However, heavy industry is not evenly distributed across the country and the amount of carbon absorption through land-use is marginal, so just emissions from household energy and transport are included here.

In 2018 domestic and transport emissions of CO2 in the Wycombe area were equivalent to 3.94 tonnes per person. This was down 2% on the amount in 2017 but nearly one-fifth higher (19%) than the average for England.

These data were sourced from UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2018 here:

<https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2018>

CO2 emissions from households and transport



Indicator 3

Electricity use and emissions

Electricity in the UK supplied via the national grid comes from a variety of sources. The greenhouse gas emissions intensity of the UK grid is falling year on year as the amount of renewable electricity generation increases. However, it is still substantial, plus even low carbon generation has environmental impacts. So the absolute amount of electricity consumed is still an important environmental indicator. On the other hand, electrification is seen by experts as a key strategy for decarbonisation so it is likely that electricity use will rise in future years across the country, including in Marlow.

Average household electricity consumption in postcode SL7 fell by 3% in 2018 to 3950 kWh. It has been roughly stable since 2013. Average consumption in SL7 was nearly two-fifths (38%) higher than the average for England. Average consumption is expressed as the median rather than the mean to avoid skewing by a few large consumers.

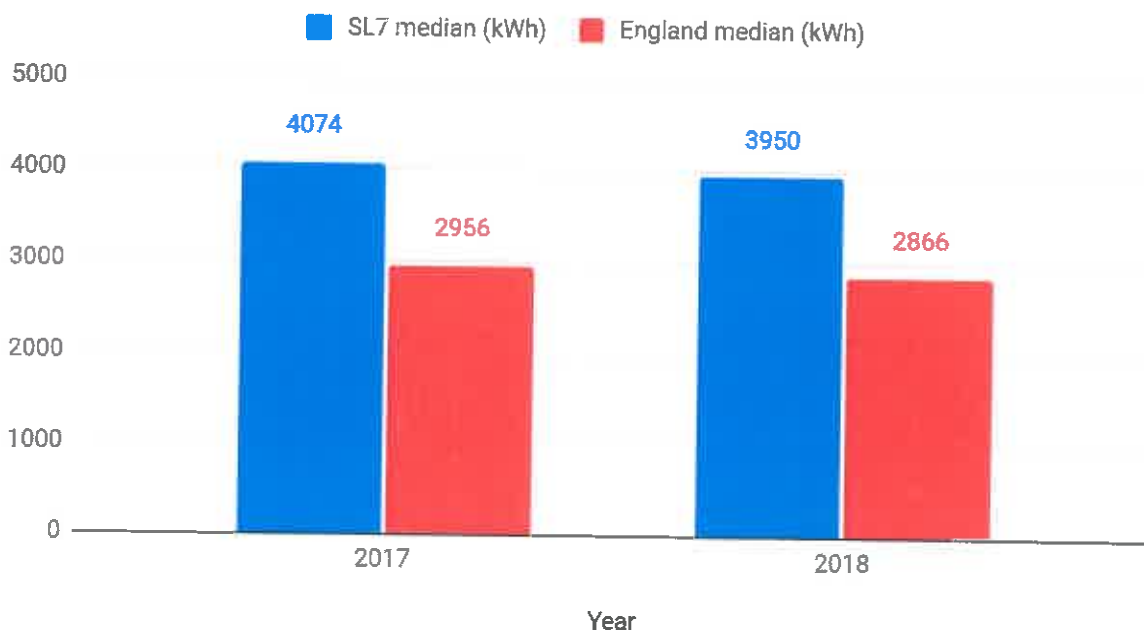
In 2018 the average SL7 household's carbon dioxide emissions associated with electricity consumption were 0.96 tonnes down 11% on the previous year, due to the ongoing decarbonisation of the national grid mentioned above.

These data were sourced from UK government sub-national electricity data published by the Department for Business, Energy and Industrial Strategy here:

<https://www.gov.uk/government/collections/sub-national-electricity-consumption-data>

The conversion from electricity consumed to associated carbon dioxide emissions was made using conversion factors supplied by the UK Climate Change Committee.

Household electricity consumption



Indicator 4

Natural gas use and emissions

Natural gas is widely used by households for heating and cooking, like all fossil fuels producing climate altering carbon dioxide on combustion. Transitioning away from gas to alternatives like renewable hydrogen or electric heat pumps and stoves will be an important part of the UK's efforts to reach net zero carbon emissions.

Average household gas consumption in SL7 barely changed in 2018 (down by 0.4%). At 16,349 kWh it was nearly two-fifths above the England average (39% higher) and the gap between the SL7 and England averages widened. Average consumption is expressed as the median than the mean to more accurately reflect the average household.

In SL7, average household emissions of carbon dioxide from natural gas use were 3 tonnes in 2018, compared with 2.2 tonnes for England.

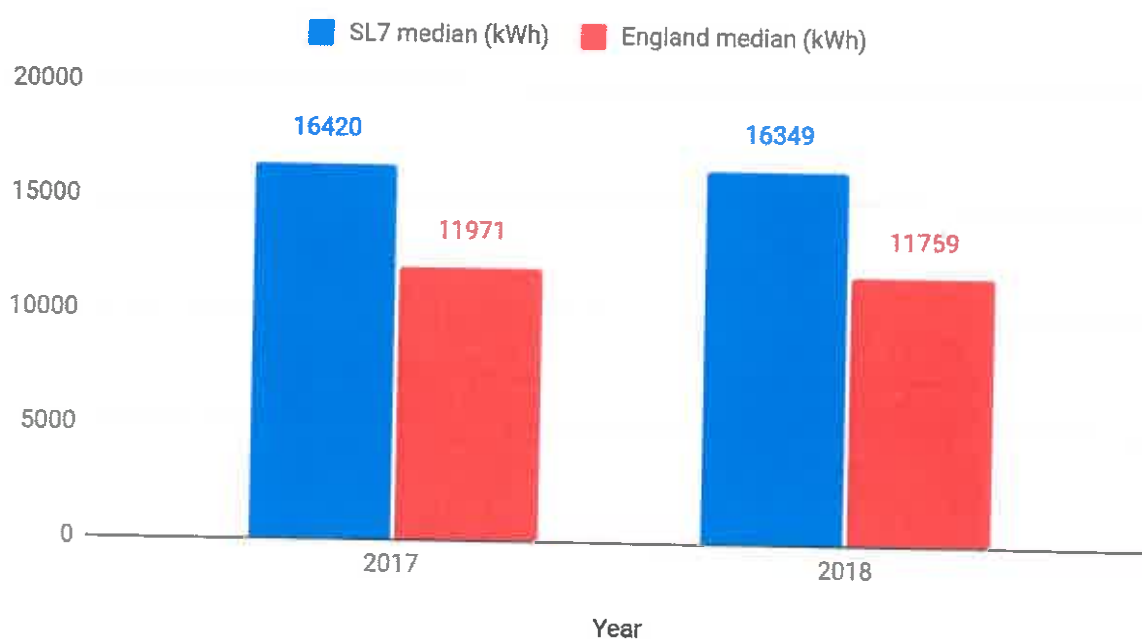
These data are sourced from the Department of Business, Energy and Industrial Strategy (BEIS) sub-national gas consumption data collection at:

<https://www.gov.uk/government/collections/sub-national-gas-consumption-data>

The conversion from gas consumed to tonnes of CO2 emitted was made using UK Government greenhouse gas conversion factors here:

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

Household gas consumption



Indicator 5 Drinking water use

Provision of high quality drinking water is associated with many environmental impacts, from lowering of water tables, construction of reservoirs, and maintaining and powering a massive distribution system. All drinking water consumed eventually has to be treated at sewage treatment works, which continue to cause pollution incidents across the country.

Average drinking water consumption in Marlow in the year to 1 April 2019 was 163 litres per person per day, down by an insignificant 0.4% on the previous year. Average consumption in Marlow was about 16% higher than the average for England & Wales.

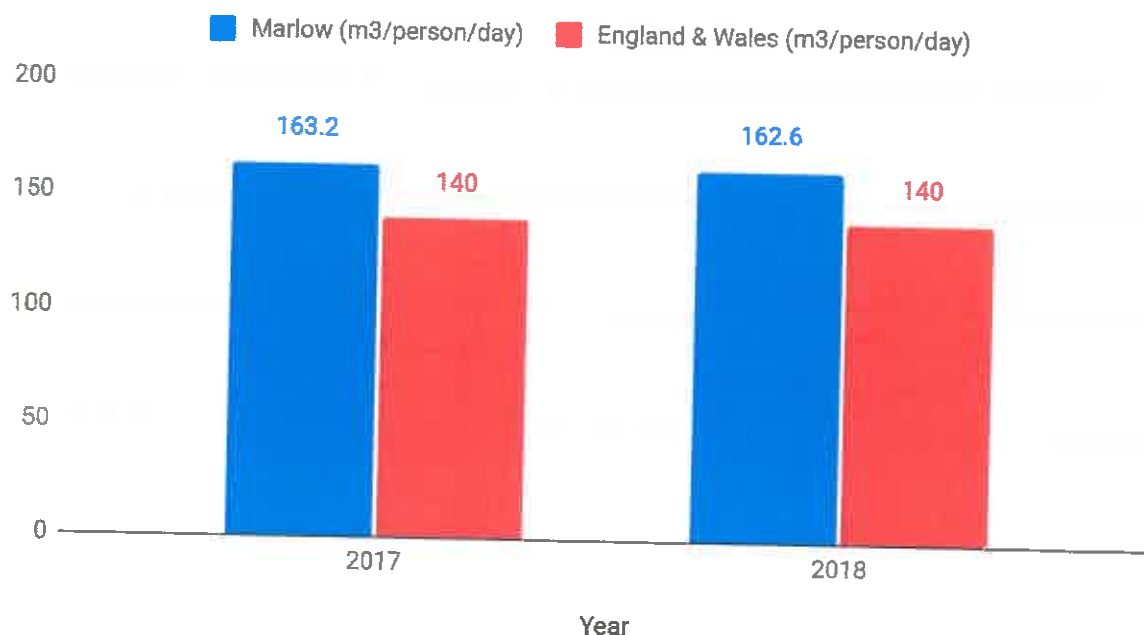
Domestic water consumption is strongly influenced by weather so single year changes don't necessarily reflect underlying change. However, per-person consumption in Marlow has been roughly stable for five years, so there is no sign of any trend towards more efficient usage.

Daily consumption per person in Marlow the year to April 2019 was significantly lower in households with water meters (145 litres/person/day) than in households without (190 litres/person/day).

The data for water consumption in Marlow were supplied by Thames Water via a freedom of information request. The figure for average daily consumption across England & Wales is drawn from a consultancy report published by the water industry regulator Ofwat here: <https://www.ofwat.gov.uk/wp-content/uploads/2018/05/The-long-term-potential-for-deep-reductions-in-household-water-demand-report-by-Artesia-Consulting.pdf>

Marlow is defined as just the built up area of Marlow, so excluding Marlow Bottom.

Drinking water consumption



Indicator 6

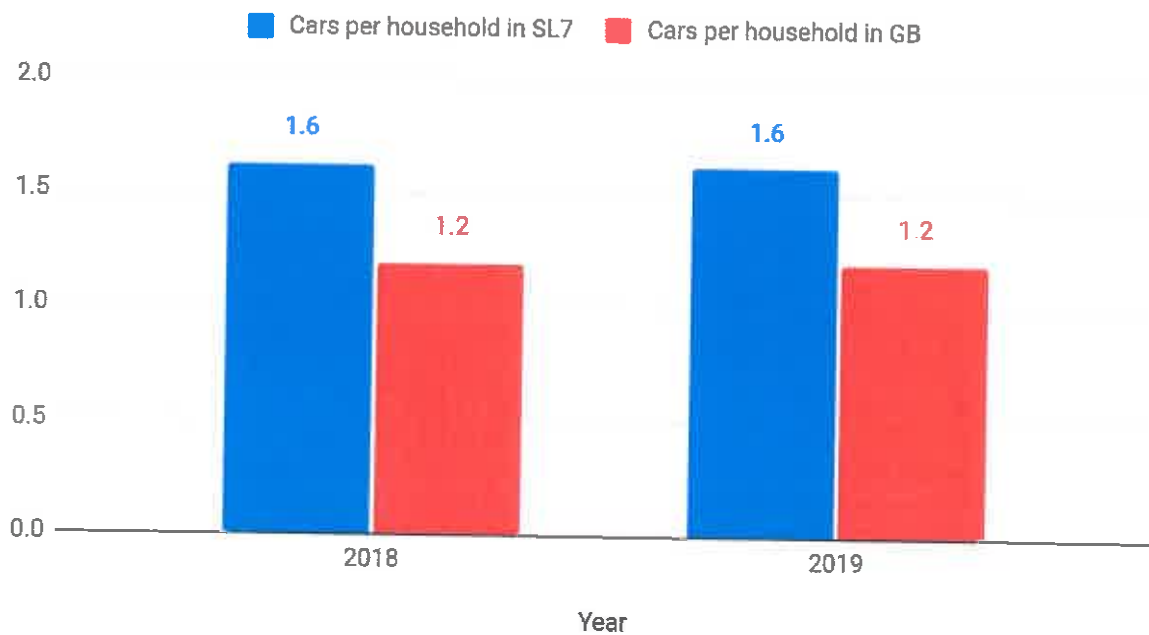
Car ownership

Vehicles have significant environmental impacts across their life-cycle, not just when they are driven. The number of cars per household is a measure of this wider impact. In order to reach net zero greenhouse gas emissions it is highly likely that the total number of cars (including those that emit little or no greenhouse gases when they are driven) will have to come down.

At the end of 2019 the average number of cars per household in postcode SL7 was 1.6. This was virtually the same as the previous year, and one-third higher than the Great Britain average of 1.2 per household.

These data were sourced from the Department for Transport (for number of cars) and the Office for National Statistics (for number of households).

Cars per household



Indicator 7

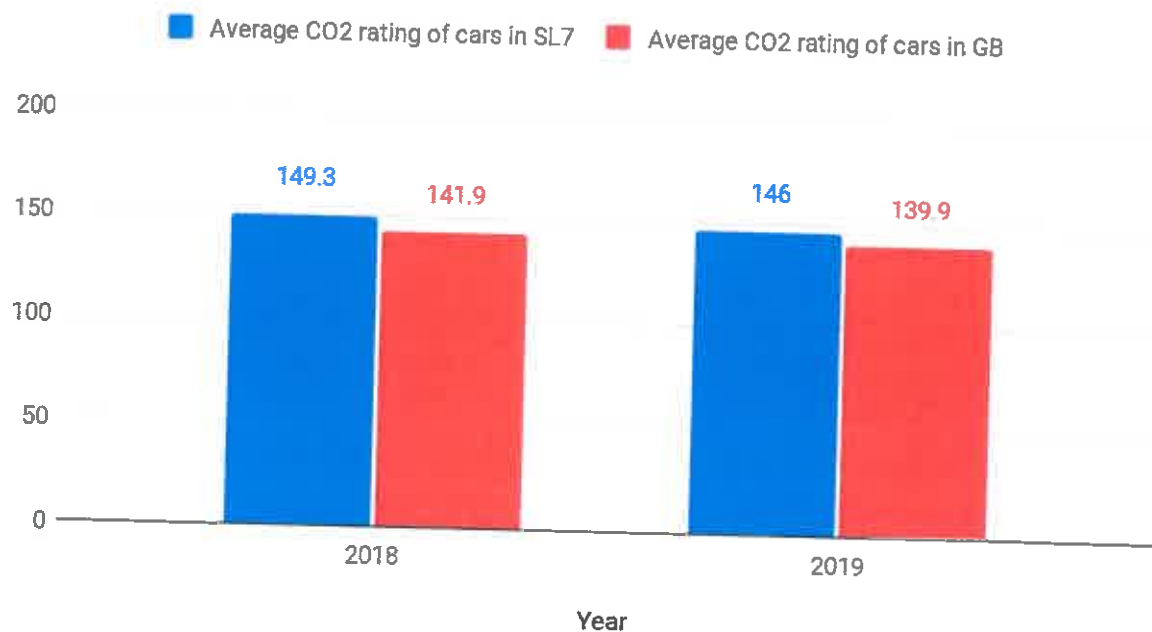
Carbon dioxide rating of cars

Emissions of carbon dioxide from car exhausts are an important contributor to global warming. The average amount of emissions per mile driven varies widely by vehicle age and model - newer and smaller cars tend to have lower emissions. The average emissions rating of cars needs to fall to nearly zero if the UK is to stop contributing to climate change.

At the end of 2019 the average CO2 rating of cars in postcode SL7 was 146.0 grams of carbon dioxide per kilometre. This was 2.2% lower than at the end of 2018 but 4.4% higher than the Great British average.

These data are sourced from the Department for Transport.

Average car CO2 rating



Indicator 8

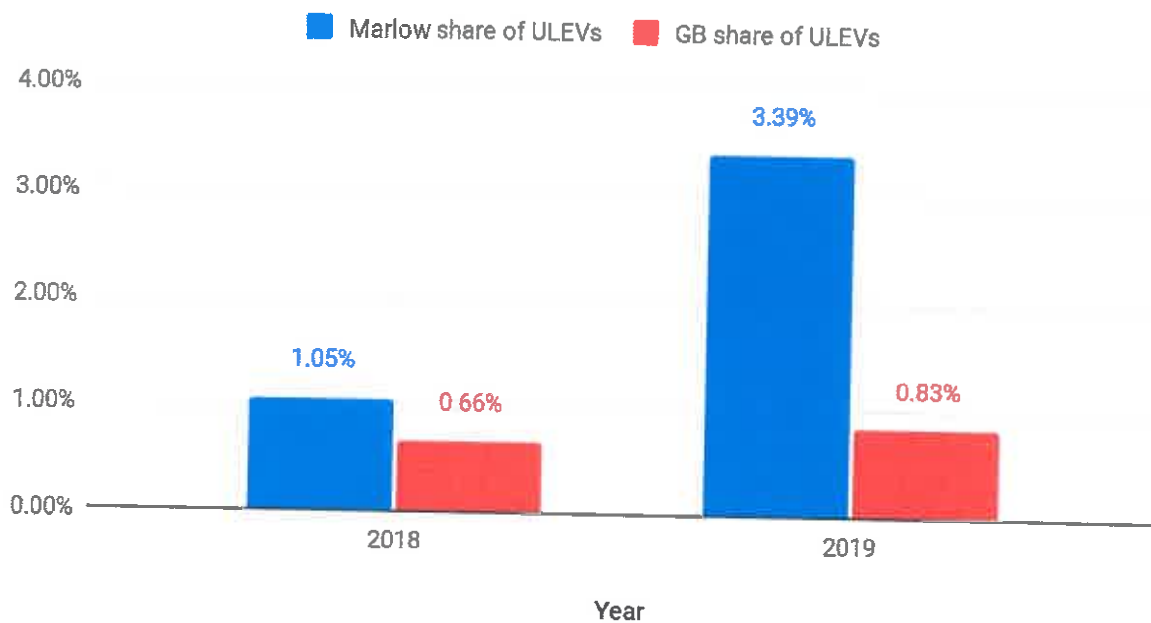
Low emission vehicles

The government classifies vehicles that emit less than 75 grams of carbon dioxide per kilometre as ultra-low emission vehicles (ULEVs). This standard can be met with several technologies, but notably includes plug-in electric cars, which have zero tailpipe emissions of pollutants and climate altering carbon dioxide.

At the end of 2019 the share of ULEVs among all cars registered in postcode SL7 was 3.4%, more than three times the level the year before and more than four times the Great Britain average.

These data are sourced from the Department for Transport with an adjustment for activity by SL7-based specialist electric vehicle leasing company Drive Electric, without which the numbers for SL7 would be exaggerated.

Share of ultra-low emission vehicles



Indicator 9

Waste generation

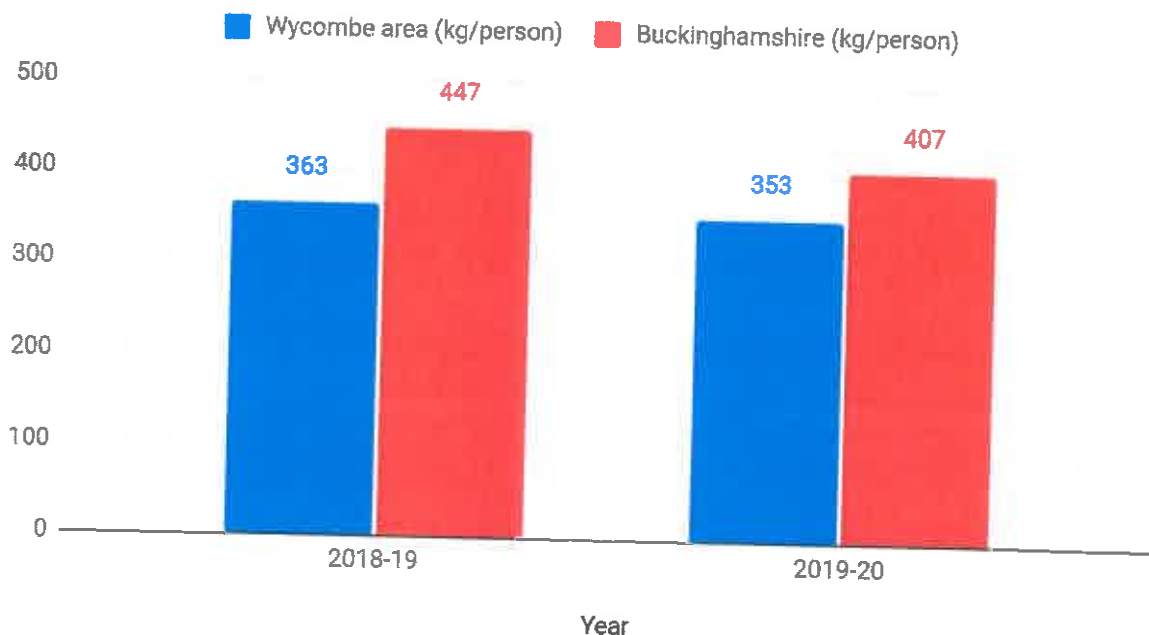
The amount of household waste produced is an indicator of how consumptive an area or country is. The more “stuff” purchased and thrown away the higher the amount of waste that will be generated. In addition, all waste that is produced has its own environmental impacts, including emissions from transport, landfilling or combustion.

In financial year 2019/20 the amount of household waste generated per person in the Wycombe area was 353kg, down 3% on the amount in 2018/19 and well below the equivalent across Buckinghamshire.

The amount of household waste generated per person in Wycombe area has been consistently lower than that for Buckinghamshire and also the whole of England in recent years.

These data have been provided by Buckinghamshire Council. Figures for 2019/20 are provisional.

Household waste generation



Indicator 10

Waste recycling

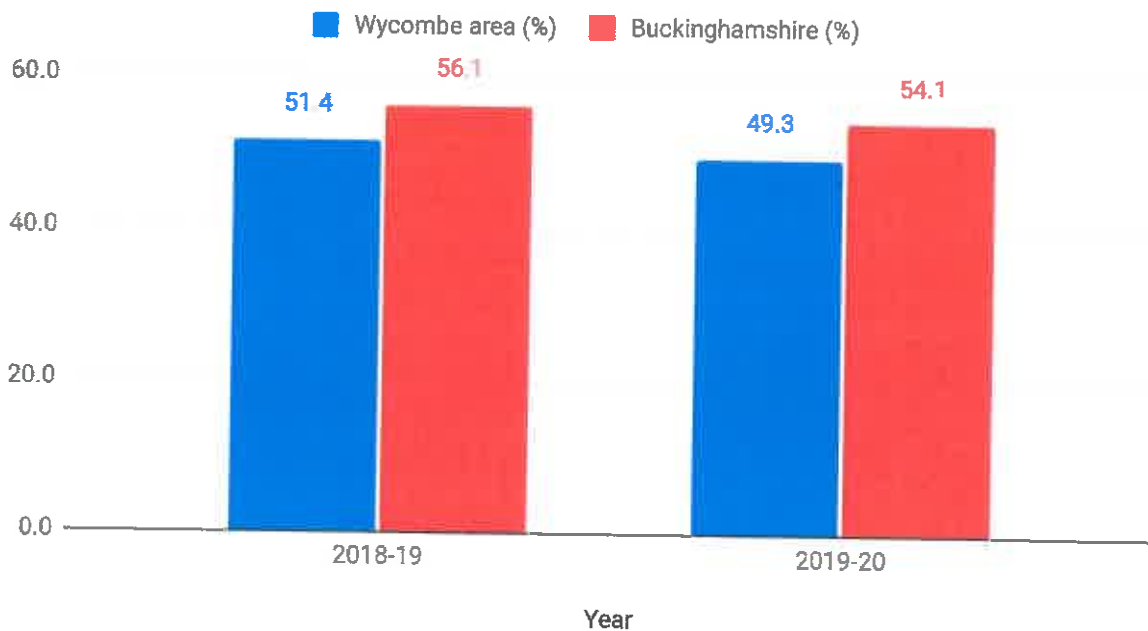
One of the UK Government's main environmental policies is to transition from a throwaway society to a more circular economy. The rate of household waste recycling is one way of measuring the degree of circularity (though it does not capture private reuse or products lasting longer).

In 2019/20 the share of household waste in Wycombe area sent for recycling, reuse or composting fell by 4% to 49.3%. This is the first time since 2013/14 that the Wycombe area's recycling rate has fallen below the national target of 50% recycling by 2020 and is well below the old Buckinghamshire County Council's target level of 57% by 2016/17.

The household waste recycling rate across Buckinghamshire also fell in 2019/20, but was still 54.9%, above the national target for 2020. Nevertheless recycling in Wycombe has remained well above the average across England, which has hovered around 45% up to 2018/19.

These data have been provided by Buckinghamshire Council. Figures for 2019/20 are provisional.

Household waste recycling rate



EXTERNAL AUDIT REPORT 2019-20

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 2020, see appendix F.

The report was signed in accordance with the instructions and this note has been challenged. One item refers to the treatment of the CCLA Property fund investment in the accounts. All figures have been approved as correct.

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 2019/20

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 2020; 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 2019/20

Except for the matters reported below, 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.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 7 for the current year does not agree to Boxes 1+2+3-(4+5+6). The figure in Box 7 should read £546,364.

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

We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 07/07/2020 but that the public rights period did not commence until 01/09/2020. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020.

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority:

- a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and
- b) notify the local auditor of the date on which that period was so commenced.

We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

23/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

INCOME AND EXPENDITURE FORECAST STATEMENT FOR THE YEAR 2020-2021 and 2021-22 PROPOSED BUDGET - Appendix G

This report sets out the income and expenditure statements and forecast for the current year 2020-21 together with the budget proposals for the coming year 2021-22.

A detailed and thorough review has been conducted of all the various items of income and expenditure incurred by Marlow Town Council. The figures within the budget are compared to the forecast of expenditure for the current year. The surplus will be achieved by continuing prudent expenditure and the cancellation of key events due to the COVID-19 pandemic. Any surplus will be transferred to Reserves at the end of the financial year to improve the General Reserves position. The proposal is to set a break even budget this year.

INCOME

No	Item	Explanation
1	Precept	Decrease from £350,371 to £347,424 due to a reduction in the tax base.
6	Cemetery Fees	Increase in Cemetery income from £42,000 to £46,000 to reflect increased income in the first 9 months of this financial year and the average income over the past four years.

EXPENDITURE

No	Item	Explanation
14	Administration	Reduction from £35,029 to £32,563 due to continued prudent expenditure.
18	Community	Reduction due to removal of the £3,000 Unitary contingency and reduction in budget for Celebrate Marlow.
19	Buildings	Increase in costs of £1500 to reflect the cleaning costs of the water refill station.

RECOMMENDED:

1. THAT MEMBERS APPROVE THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS APPROVE THE PROPOSED INCOME AND EXPENDITURE BUDGET FOR 2021-22 AND
3. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE TOWN COUNCIL: -

APPROVES PROPOSED EXPENDITURE FOR 2021-22 ON THE FOLLOWING ITEMS WHICH IN THE OPINION OF THE TOWN COUNCIL ARE IN THE INTERESTS OF THE TOWN OR ITS INHABITANTS

MAYORAL FUNCTIONS AND CIVIC EVENTS

GROUNDS MAINTENANCE

GRANTS

TOWN TWINNING

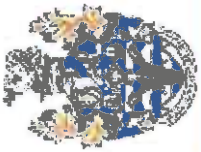
CHRISTMAS TREE AND DECORATIONS

FLORAL DISPLAYS AND SUMMER BUNTING

ALLOTMENT PRIZES

COMMUNITY, LEISURE AND ENTERTAINMENT

YOUTH PROJECT



MARLOW TOWN COUNCIL

Appendix

		Income and Expenditure Forecast Statement 2020-21 and 2021-22 Proposed Budget	
		Full Year Budget 2020/21	Actual/ Forecast 2020/21
			Full Year Budget 2021/22
1	INCOME		
2	Precept Received	350,370	350,371
	Bucks CC Devolved Services	16,870	16,870
3	WDC Devolved Services	46,718	46,718
4	Allotment Rents	13,500	12,500
5	Cemetery Fees	42,000	45,000
6	Gossmore Recreation Ground	700	700
7	Bus Shelter Advertising	752	910
8	Banner Administration	850	650
9	Markets	2,000	0
10	Shopmobility Marlow	260	260
11	Cash Holding Interest	4,631	4,631
	Totals	478,651	478,610
			479,290

Appendix G

Appendix G

	EXPENDITURE	Full Year Budget	Actual/ Forecast	Full Year Budget
		2020/21	2020/21	2021/22
12	Salaries	211,401	209,401	210,776
13	Subcontractors	19,781	16,600	18,331
14	Administration	35,029	31,400	32,563
15	Waste Management	4,854	4,854	4,294
16	Health and Safety	4,506	4,506	3,747
17	Equipment, Operating and Maintenance	3,566	3,100	3,188
18	Community	110,211	95,409	102,461
19	Devolved	71,357	71,357	71,044
20	Utilities	7,665	7,665	7,359
21	Buildings	16,650	15,500	18,140
22	Insurance	3,800	3,374	3,787
23	Van	3,600	3,600	3,600
	Totals	492,420	466,766	479,290

Appendix Precept explanation 2021-2022

(please read this in conjunction with Appendix I - Precept calculation)

Our precept contribution from Buckinghamshire Council is less than the previous year because the council tax base has reduced. Notwithstanding that, with the other savings and changes that have been made, the council tax charge for the average Band D property (as defined by Government) has remained at the same level as the previous year at £51.24 per annum.

RECOMMENDED:

THAT THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2021-2022 BE IN THE SUM OF £347,424.

The tool below will help you set your Council Tax for 2021-22.

Input 1

Select your Organisation using the drop down Box in the Pink Box

Parish

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2021/22 **D13**

Precept

Or

Band D Tax (Estimated)

Table - Summary of Results Do not enter data below

Year	2020-21	2021-22	Difference
Precept	£350,370.92	£ 347,424.62	-£2,946.30
CTSS Grant	£0.00	£ -	N/A
Income	£350,370.92	£ 347,424.62	-£2,946.30
Tax Base	6837.84	6780.34	-57.50
Band D Tax (Estimated)	£51.24	£ 51.24	0.00%

Appendix 1

Appendix I

MANAGEMENT ACCOUNTS

M.85.20

Attached as appendix H are the managements accounts schedules dated 31.10.20:-

- Income and Expenditure
- Balance Sheet
- Earmarked Reserves
- Grants
- Bank Reconciliation
- Payments
- Cost Centre Expenditure

RECOMMENDED:

THAT MEMBERS APPROVE THE MANAGEMENT ACCOUNTS DATED 31.10.20



07/01/21

October 2020

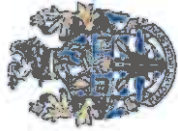
MARLOW TOWN COUNCIL

Income & Expenditure Summary

	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Oct-20	Variance Oct-20	YTD Oct-20	YTD Budget Oct-20	YTD Bud Var Oct-20	Full Year Budget
Precept Received	175,185.46				175,185.46				350,370.92	350,370.00	0.92	350,370.00
Bucks CC Devoled Services		19,670.26							36,541.23	16,870.00	19,671.23	16,870.00
WDC Devoled Services			481.03						33,388.82	46,237.00	(12,848.18)	46,718.00
Allotment Rents	162.50			45.00	50.00	4,733.40		4,733.40	5,013.40		5,013.40	13,500.00
Cemetery Fees	1,694.08	3,002.50	2,830.92	6,594.58	8,509.67	4,857.50	3,250.00	1,607.50	29,262.33	25,750.00	3,512.33	42,000.00
Gossmore Recreation Ground		187.50			187.50		188.00	(188.00)		700.00	(700.00)	700.00
Bus Shelter Advertising							30.00	(30.00)	375.00	564.00	(189.00)	752.00
Banner Administration										700.00	(700.00)	850.00
Markets										2,000.00	(2,000.00)	2,000.00
Shopmobility Marlow												260.00
Dividend & Cash Holding Interest	91.95	84.01	1,809.49	62.37	42.37	1,955.18	381.00	1,574.18	4,175.94	2,696.00	1,479.94	4,631.00
Misc Income												
	177,133.99	22,944.27	5,121.44	6,701.95	183,975.00	11,546.08	3,849.00	7,697.08	459,127.64	445,887.00	13,240.64	478,651.00
NB Income in Reserves	30.00			10.00	250.00	12,200.00			13,176.19			
Salaries	15,447.32	16,720.98	15,445.11	15,693.36	17,159.84	16,188.70	17,038.00	849.30	112,098.77	119,266.00	7,167.23	211,401.00
Subcontractors	447.87	636.49	431.06	890.00	1,738.45	587.03	783.00	195.97	4,885.90	10,866.00	5,980.10	19,781.00
Administration	1,243.75	3,495.04	945.49	2,244.54	2,268.12	2,477.63	2,383.00	(94.63)	16,674.56	22,526.00	5,851.44	35,029.00
Waste Management	195.00	616.00	456.56	440.00	586.00	440.00	1,380.00	940.00	2,889.56	3,410.00	520.44	4,854.00
Health and Safety	746.77	116.96	487.70	429.72	56.42	287.60	195.00	(92.60)	2,393.49	2,391.00	(2.49)	4,506.00
Equipment, Operating and Maintenance			102.98	86.31	75.83	279.54	298.00	18.46	544.66	2,081.00	1,536.34	3,566.00
Community	11,963.27	6,803.32	6,673.32	1,168.32	6,193.32	8,021.21	10,905.00	2,883.79	41,386.26	58,139.00	16,752.74	110,211.00
Devoled	90.00	10,412.51	447.18	10,399.59	5,196.09	5,688.50	5,000.00	(688.50)	37,438.69	40,898.00	3,459.31	71,357.00
Utilities	741.21	545.90	281.98	892.38	455.66	1,332.93	794.00	(538.93)	4,397.06	4,174.00	(223.06)	7,665.00
Buildings	189.81	289.81	3,546.73	239.29	3,396.13	966.81	244.00	(772.81)	12,017.37	12,250.00	232.63	16,650.00
Insurance	3,236.84								3,236.84	3,250.00	13.16	3,800.00
Van	241.49	241.49	288.87	290.66	274.49	313.16	300.00	(13.16)	1,891.65	2,100.00	208.35	3,600.00
Investment												
	34,543.33	39,878.50	29,106.98	32,774.17	37,400.35	36,583.11	39,320.00	2,736.89	239,854.81	281,351.00	41,496.19	492,420.00
NB Expenditure in Reserves	6,838.85	3,531.44	5,932.19	8,443.91	6,549.05	22,179.39			53,991.50			
Surplus/(Deficit)	142,590.66	(16,934.23)	(23,985.54)	(26,072.22)	146,574.65	(25,037.03)	(35,471.00)	10,433.97	219,272.83	164,536.00	54,736.83	(13,769.00)

07/01/21

October 2020



MARLOW TOWN COUNCIL

Balance Sheet

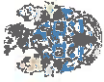
	Opening 01.04.2020	Movement Apr-20	Movement May-20	Movement Jun-20	Movement Jul-20	Movement Aug-20	Movement Sep-20	Movement Oct-20	YTD Balance Oct-20
Investment Stock									
Investments	-	-	-	-	-	-	-	-	-
Current Assets									
Debtors & Prepayments	6,455.80	(234.67)	(3,440.98)	(204.14)	(324.14)	(204.14)	(204.14)	8,615.86	10,459.45
Bank, Cash & Cash Holding	630,882.98	(60,298.82)	154,293.44	(27,106.51)	(37,136.11)	(20,432.49)	134,217.69	(49,241.33)	725,178.85
VAT	13,253.27	2,024.56	(9,377.34)	3,986.29	3,395.26	(5,666.66)	3,192.86	4,923.21	15,731.45
	650,592.05	(58,508.93)	141,475.12	(23,324.36)	(34,064.99)	(26,303.29)	137,206.41	(35,702.26)	751,369.75
Current Liabilities									
Creditors, Accruals	(67,775.87)	47,319.41	(5,632.74)	2,869.39	4,405.03	(7,830.69)	3,049.87	143.31	(23,452.29)
Deferred Precept Income & WDC Council Tax Funding	(32,907.79)	32,907.79	-	-	(250.00)	-	-	(150.00)	(400.00)
Other Taxes & SS costs	(3,544.19)	587.79	(60.57)	(10.70)	(7.77)	(372.15)	19.32	692.53	(2,695.74)
	(104,227.85)	80,814.99	(5,693.31)	2,858.69	4,147.26	(8,202.84)	3,069.19	685.84	(26,548.03)
Current Assets Less Current Liabilities	546,364.20	22,306.06	135,781.81	(20,465.67)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	724,821.72
Total Assets Less Liabilities	546,364.20	22,306.06	135,781.81	(20,465.67)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	724,821.72
Capital & Reserves									
Earmarked Reserves	552,059.98	-	-	-	-	-	-	-	552,059.98
General Reserves	(5,695.78)	-	-	-	-	-	-	-	(5,695.78)
EMR Movement 2020/21	169.52	169.52	(6,808.85)	(3,531.44)	(5,932.19)	(8,433.91)	(6,299.05)	(9,979.39)	(40,815.31)
Current Year Surplus/(Deficit)	-	22,136.54	142,590.66	(16,934.23)	(23,985.54)	(26,072.22)	146,574.65	(25,037.03)	219,272.83
	546,364.20	22,306.06	135,781.81	(20,465.67)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	724,821.72

Appendix H

APP H

07/01/21

October 2020



MARLOW TOWN COUNCIL

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2020	INCOME 2020/21	Transfer 2020/21	EXPENDITURE 2020/21	MVT TO DATE	BALANCE end October 2020
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	0.00			(5,000.00)	5,000.00	5,000.00
New website	Provision of new website	Committed June 2020	7033	1,406.48		1,595.52		1,595.52	3,000.00
Office move	Considering alternative office accommodation	Ongoing		17,400.00				0.00	17,400.00
COMMUNITY									
Elections	Local election costs	Town Council elections in May 2021	7113	16,604.68				0.00	16,604.68
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	1,479.00				0.00	1,479.00
Events, including Christmas lig	Events, Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	85,578.70	12,450.00	14,421.30	26.67	26,844.63	112,423.33
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fittings for Christmas lights		30,605.00			19,639.00	(19,639.00)	10,966.00
Environmental	Environmental and sustainability projects	Projects to be identified		0.00		25,000.00	2,440.00	22,560.00	22,560.00
WDC income	WDC ward councillors' budgets	All allocated, awaiting invoices	4953	2,888.06				0.00	2,888.06
Security	Third party security services for Town assets	Agreed 2021/22 expenditure	7504	10,994.00		3,000.00	11,070.00	(8,070.00)	2,924.00
Covid fund	Assistance with Covid related issues	Town safety measures and other projects		0.00		10,000.00	993.66	9,006.34	9,006.34
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	16,698.35	681.19	52,989.62		53,670.81	70,359.16
Triangle project	Hanging Hill project	Ongoing	7340	1,508.27			70.31	(70.31)	1,237.96
Allotments	Water levy	Recovery from allotment holders - finishes 20/21		(1,029.00)	45.00			45.00	(984.00)
Defibrillator	Balance of previous provision	Increased to cover costs of multiple defibrillators		286.00		714.00	252.00	462.00	748.00
Causeway development	Possible enhancements to Causeway	Projects to be identified				20,000.00		20,000.00	20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices				10,430.70	5,192.00	5,238.70	5,238.70
20 mph zone	Creation of 20 mph zone	Details to be agreed with Bucks Council				25,000.00		25,000.00	25,000.00
Water re-fill station	Installed on Causeway	Installed May 2020, awaiting invoices				8,515.00	1,732.60	6,782.40	6,782.40
Bus shelters	Balance of previous provision	Balance of new shelter - Queens Road	7312	1,027.00			1,027.00	(1,027.00)	0.00
EXTERNAL FUNDING									
CIL 2017/18	CIL funding - subject to restricted use	Projects to be identified	4999	42,474.79		(34,415.69)	8,059.10	(42,474.79)	0.00
CIL 2018/19	CIL funding - subject to restricted use	Projects to be identified	4999	50,806.81		(10,584.31)	3,527.48	(14,111.77)	36,695.04
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	33,232.68				0.00	33,232.68
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Deedmere Rise	Possible development of site	Under consideration				10,000.00		10,000.00	10,000.00
RECREATION GROUNDS									
Gosmore Trust	Provision for future facilities	Ongoing	7506	8,530.13				0.00	8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		63,799.49		4,961.70		(4,961.70)	58,837.79
AMENITIES									
Causeway war memorial	Repairs	Work completed May 2020	7323	0.00					
Causeway refuge	Balance from provision for crossing	Work completed 2019, no longer required	7323	4,355.00		(4,355.00)		(4,355.00)	0.00
Village gateways	Balance of previous provision	No longer required	7307	603.14		(603.14)		(603.14)	0.00
Benches	Balance of previous provision	No longer required	7312	339.00		(339.00)		(339.00)	0.00
Marlow bridge	Provision of lighting to bridge	Awaiting planning permission	7307	32,852.00		(32,852.00)		(32,852.00)	0.00
WDC REGENERATION FUND									
Allocation agreed with WDC	Marlow bridge lights	Awaiting planning permission	4992	45,000.00		(45,000.00)		(45,000.00)	0.00
Allocation agreed with WDC	Christmas lights	5 year lease commitment to new Christmas lights	4992	22,000.00		(22,000.00)		(22,000.00)	0.00
Allocation agreed with WDC	Water re-fill station on Causeway	Installed May 2020	4992	8,515.00		(8,515.00)		(8,515.00)	0.00
Allocation agreed with WDC	Possible enhancements to Causeway	Projects to be identified	4992	20,000.00		(20,000.00)		(20,000.00)	0.00
Allocation agreed with WDC	Additional security services for Town assets	Additional sites to be covered	4992	3,000.00		(3,000.00)		(3,000.00)	0.00
				552,089.98	13,176.19	0.00	53,991.50	(40,415.31)	511,244.67

07/01/21

October 2020



MARLOW TOWN COUNCIL

Grants and Donations

<i>Actuals</i> 2019/20	2020-2021	<i>MTC</i> Grants	<i>Date</i> Paid	<i>Permissive</i> Legislation
	BUDGET FOR THE YEAR 2020-21	8000.00		
	RESERVES			
		8000.00		
840.00	Royal British Legion	840.00	Jul-20	+
300.00	Marlow Choral Society			~
500.00	Marlow Music Festival			~
100.00	Marlow FM - Hidden Gems Award			+
500.00	Marlow Town Regatta & Festival			~
700.00	Marlow Regatta Ltd	500.00	May-20	#
250.00	Marlow Camera Club	400.00	Sep-20	~
400.00	Churches Together	-400.00	refunded	+
250.00	Marlow Players			~
500.00	Marlow Youth Club			~
	Lighthouse Marlow	400.00	May-20	+
300.00	Marlow Museum Centre Project			#
500.00	The Chiltern Dial-a-ride			+
250.00	Sue Ryder Fundraising			+
500.00	Rennie Grove Hospice Care			+
500.00	Marlow District Girl Guides			+
175.00	All Saints Church			+
500.00	Wycombe & District Citizens Advice Bureau			+
300.00	Bucks Vision			+
350.00	AlexanderDevine Children's Cancer Trust			+
	TOTAL APPLICATIONS	1740.00		
	from reserves	5000.00		
	BALANCE including reserves movement	6740.00		
	+ LGA 1972 S.137	840.00		+
	# LGA 1972 S.144	500.00		#
	~ LGA 1972 S.145	400.00		~
	^ C and D Act 1998	0.00		^

07/01/21

Bank Reconciliation 31.10.20



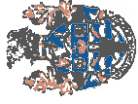
MARLOW TOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>385,382.47</u>
Current Account	01581935	per statement	<u>49,260.78</u>
Cheque & Debit card Account	03049254	per statement	902.17
	less unpresented chqs		
	21/05/2020 CN01292	Allotment refund paid twice	(27.50)
	29/10/2020 CN01294	Screwfix	(19.98)
			<u>854.69</u>
Paypal			<u>-</u>
Petty Cash			111.66
			<u>111.66</u>
Total Bank and Cash			435,609.60
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,382.41</u>
CCLA - Public Sector Deposit Fund			<u>204,186.84</u>
CCLA - Local Authority Property Fund £200,000.00 Included as Investments expenditure 2019/20			<u> </u>
Short Term Cash Holdings			289,569.25
Total Bank and Short Term Cash Holdings			725,178.85



October 2020

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/10/2020	DD	Bucks CC	cemetery rates	93.00
01/10/2020	DD	intouch - web support sep20	web support sep20	45.59
01/10/2020	DD	Red Kite Housing	garage rent	69.07
01/10/2020	DD	Systems Architecture	Microsoft software 01.04.20-31.03.21	208.10
05/10/2020	DD	BT	phone services BB & 3mobile 01.09.20-16.10.20	176.76
09/10/2020	BP	HMRC	PAYE&NI SEP20	3887.27
20/10/2020	DD	Worldpay	charges sep20	56.93
22/10/2020	DD	various	netpay Oct20	10654.25
23/10/2020	BP	Enerco	attend site and carry out works	354.00
23/10/2020	DD	Autolease	van lease07.09.20-06.10.20	289.79
26/10/2020	BP	Bucks CC	pension	4026.87
26/10/2020	DD	Npower	gossmore elc 09.08.20-08.09.20	7.78
27/10/2020	BP1Oct20	4 Front	rec security patrols Sep20	2232.00
27/10/2020	BP1Oct20	ARD	playarea inspection sep20	166.32
27/10/2020	BP1Oct20	Bucks CC	office rent 01.10.20-31.12.20	3840.00
27/10/2020	BP1Oct20	Colour Solutions Ltd	removal of high street floor graphics	60.00
27/10/2020	BP1Oct20	Continental Landscapes	GM core work sep20	6235.31
27/10/2020	BP1Oct20	Cooleraid	water sep20	8.48
27/10/2020	BP1Oct20	CPA	pine nuggets 80x70L	540.00
27/10/2020	BP1Oct20	Cracking IT	drive update	24.00
27/10/2020	BP1Oct20	Everco	replace keypad & supply 6 remotes	932.40
27/10/2020	BP1Oct20	Konica	useage 09.06.20-08.09.20	269.33
27/10/2020	BP1Oct20	Miniskips	skip x2 sep20	552.00
27/10/2020	BP1Oct20	Pink Affinity Ltd	Oct bookkeeping & Payroll plus fee protection re tax	1543.20
27/10/2020	BP1Oct20	Platts	Van deisel & equip petrol sep20	71.24
27/10/2020	BP1Oct20	R Teasdill	tree work at hanging hill	295.00
27/10/2020	BP1Oct20	SLCC	virtual national webinar sessions 12-16 oct20	30.00
27/10/2020	BP1Oct20	TBS Hygeine	dog waste 04.09.20-25.09.20	151.20
27/10/2020	BP1Oct20	Thames Valley Police	PCSO funding 01.07.20-30.09.20	4740.00
27/10/2020	BP1Oct20	Yorkshires	4 months cleaning	634.80
27/10/2020	DD	Npower	chapel elc 06.09.20-05.10.20	9.14
28/10/2020	DD	Npower	Office Gas - on account payment	39.00
30/10/2020	BP2Oct20	Castle Water	water hanging hill 01.08.20-31.01.21	34.56
30/10/2020	BP2Oct20	Sorbon Estates	install electric sockets and rewire lights	1140.00
30/10/2020	BP2Oct20	SparkX	electrical infrastructure for lights EMR	21634.80
30/10/2020	BP2Oct20	Systems Architecture	HP Probook	792.00
30/10/2020	SO	T Brindley	Gates opening closing	155.00
				65,999.19
IMPREST ACCOUNT				
05/10/2020	debitcard	Sigma Sports	100cm chain lock	96.00
07/10/2020	debitcard	Vistaprint	water refill stations signage	11.57
13/10/2020	debitcard	Specialised Canvas	headband rope and toggle for flag	144.44
14/10/2020	debit card	Amazon	hand sanitiser for remembrance service	43.98
14/10/2020	debitcard	Starbucks	coffee for meeting	3.20
15/10/2020	Cashpoint	Cash	reimburse Petty Cash	100.00
16/10/2020	debit card	Screwfix	angle grinder and other equipment	329.39
28/10/2020	debit card	Amazon	4 x bike chain locks	63.60
29/10/2020	CN01294	Screwfix	paint & primer	19.98
29/10/2020	debitcard	Castle Water	invoice paid twice - refunded	34.56
				846.72



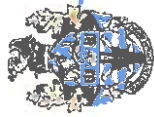
MARLOWTOWNCOUNCIL

Expenditure Report

07/01/21

October 2020

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance	Full Year Budget
	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Budget	Oct-20	Oct-20	Oct-20	
Salaries	15,447.32	16,720.98	15,445.11	15,693.36	17,159.84	16,188.70	17,038.00	16,188.70	17,038.00	849.30	211,401.00
	15,447.32	16,720.98	15,445.11	15,693.36	17,159.84	16,188.70	17,038.00	16,188.70	17,038.00	849.30	211,401.00
Subcontractors	-	-	-	-	333.18	311.66	167.00	167.00	167.00	(144.66)	2,004.00
Allotments	-	-	-	-	-	-	-	-	-	-	-
Waterworks - Levy	-	-	-	-	-	120.37	-	-	-	(120.37)	-
Causeway	-	-	-	-	-	155.00	296.00	296.00	296.00	141.00	1,900.00
Cemetery	-	620.00	155.00	190.00	595.00	155.00	296.00	296.00	296.00	207.00	3,557.00
Community Payback	-	-	-	-	-	-	-	-	-	4,820.00	7,520.00
Recreation Grounds	-	16.49	276.06	700.00	810.27	-	100.00	100.00	100.00	(1,102.82)	2,100.00
Signage	-	-	-	-	-	-	-	-	-	-	-
Street Furniture	200.00	-	-	-	-	-	50.00	-	50.00	50.00	600.00
Trees	247.87	-	-	-	-	-	170.00	-	170.00	170.00	2,100.00
	447.87	636.49	431.06	890.00	1,738.45	587.03	783.00	587.03	783.00	195.97	19,781.00
Administration	167.80	653.13	118.25	70.85	159.93	79.14	327.00	79.14	327.00	247.86	3,924.00
Expenses	262.13	302.12	282.13	592.99	224.14	360.12	433.00	360.12	433.00	72.88	5,196.00
I.T.	-	-	-	-	-	3.20	-	3.20	-	(3.20)	-
Meetings	34.94	49.94	34.94	49.94	49.94	49.94	38.00	49.94	38.00	(11.94)	456.00
Merchant Trading Account and other charges	300.00	600.00	-	300.00	300.00	300.00	316.00	300.00	316.00	16.00	3,792.00
P.R./Communication	-	422.35	-	-	224.44	-	-	-	-	(244.44)	-
Photocopier	-	171.50	-	-	20.67	-	66.00	-	66.00	66.00	894.00
Postage	69.88	-	88.14	41.69	-	11.57	125.00	11.57	125.00	113.43	1,460.00
Printing & Stationery	409.00	1,197.00	338.50	1,105.00	1,289.00	1,106.16	850.00	1,106.16	850.00	(256.16)	12,030.00
Professional Fees	-	-	83.53	44.07	-	-	58.00	-	58.00	58.00	300.00
Staff Uniforms	-	-	-	-	-	10.00	-	10.00	-	(10.00)	2,635.00
Subscriptions	-	99.00	-	40.00	-	557.50	170.00	557.50	170.00	(387.50)	2,040.00
Training	-	-	-	-	-	-	-	-	-	-	-
Long Service Awards	-	-	-	-	-	-	-	-	-	-	-
	1,243.75	3,495.04	945.49	2,244.54	2,268.12	2,477.63	2,383.00	2,477.63	2,383.00	94.63	35,029.00
Administration	1,243.75	3,495.04	945.49	2,244.54	2,268.12	2,477.63	2,383.00	2,477.63	2,383.00	94.63	35,029.00
Expenses	1,333.70	2,289.00	3,031.00	1,010.00	266.00	2,100.00	2,212.00	2,100.00	2,212.00	112.00	3,924.00
I.T.	2,604.71	3,031.00	3,200.00	304.58	266.00	3,200.00	2,212.00	3,200.00	2,212.00	(318.58)	5,196.00
Meetings	3.20	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,220.00
Merchant Trading Account and other charges	304.58	266.00	266.00	266.00	266.00	266.00	266.00	266.00	266.00	(318.58)	456.00
P.R./Communication	2,100.00	2,212.00	2,212.00	2,212.00	2,212.00	2,212.00	2,212.00	2,212.00	2,212.00	112.00	3,792.00
Photocopier	826.40	582.00	582.00	582.00	582.00	582.00	582.00	582.00	582.00	(244.40)	1,082.00
Postage	269.89	564.00	564.00	564.00	564.00	564.00	564.00	564.00	564.00	294.11	894.00
Printing & Stationery	220.09	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	654.91	1,460.00
Professional Fees	5,842.66	7,630.00	7,630.00	7,630.00	7,630.00	7,630.00	7,630.00	7,630.00	7,630.00	1,787.34	12,030.00
Staff Uniforms	127.60	242.00	242.00	242.00	242.00	242.00	242.00	242.00	242.00	114.40	300.00
Subscriptions	2,345.23	2,635.00	2,635.00	2,635.00	2,635.00	2,635.00	2,635.00	2,635.00	2,635.00	289.77	2,635.00
Training	696.50	1,190.00	1,190.00	1,190.00	1,190.00	1,190.00	1,190.00	1,190.00	1,190.00	493.50	2,040.00
Long Service Awards	-	-	-	-	-	-	-	-	-	-	-
	16,674.56	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	5,851.44	35,029.00
Administration	16,674.56	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	22,526.00	5,851.44	35,029.00



07/01/21

October 2020

MARLOW TOWN COUNCIL

Expenditure Report

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance	
	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Oct-20	Oct-20	Oct-20	Oct-20		Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date
Waste Management																		
Confidential	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dog	195.00	156.00	201.00	210.00	126.00	210.00	150.00	126.00	150.00	(60.00)	210.00	150.00	(204.00)	1,254.00	1,050.00	(204.00)	1,800.00	
General	-	460.00	255.56	230.00	460.00	230.00	230.00	460.00	230.00	-	230.00	230.00	(485.56)	1,635.56	1,150.00	(485.56)	1,844.00	
Scanning	-	-	-	-	-	-	1,000.00	-	1,000.00	1,000.00	-	-	-	-	1,210.00	-	1,210.00	
Hazardous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Waste Management	195.00	616.00	456.56	440.00	586.00	440.00	1,380.00	586.00	1,380.00	940.00	440.00	1,380.00	520.44	2,889.56	3,410.00	520.44	4,854.00	
Health & Safety																		
Alarms	-	-	-	-	-	-	-	-	-	-	-	-	-	-	230.00	230.00	-	230.00
Electrical	295.00	-	-	-	-	-	-	-	-	-	-	-	-	295.00	-	(295.00)	400.00	
Equipment	451.77	45.39	349.10	291.12	49.42	-	25.00	49.42	25.00	25.00	-	25.00	25.00	1,186.80	175.00	(1,011.80)	300.00	
Fire Prevention	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380.00	
Inspections - all sites	-	-	138.60	138.60	-	138.60	120.00	-	120.00	(18.60)	138.60	120.00	(18.60)	415.80	1,636.00	1,220.20	2,596.00	
Locks & Keys	-	71.57	-	-	7.00	149.00	50.00	7.00	50.00	(99.00)	149.00	50.00	(99.00)	265.89	350.00	84.11	600.00	
Health & Safety	746.77	116.96	487.70	429.72	56.42	287.60	195.00	56.42	195.00	(97.50)	287.60	195.00	(97.50)	2,393.49	2,391.00	2.49	4,506.00	
Equipment, Operating and Maintenance																		
Defibrillator Maintenance	-	-	-	-	-	-	30.00	-	30.00	30.00	-	30.00	30.00	-	205.00	205.00	350.00	
Fuel	-	-	10.13	5.04	26.37	5.00	10.00	5.00	10.00	5.00	5.00	10.00	5.00	46.54	70.00	23.46	120.00	
New Equipment	-	-	45.20	76.00	47.06	-	90.00	47.06	90.00	90.00	-	90.00	90.00	168.26	630.00	461.74	1,080.00	
Servicing/Repairs	-	-	47.65	5.27	2.40	274.54	85.00	2.40	85.00	(189.54)	274.54	85.00	(189.54)	329.86	595.00	265.14	1,020.00	
Benches/bus stop (costs)	-	-	-	-	-	-	83.00	-	83.00	83.00	-	83.00	83.00	-	581.00	581.00	996.00	
Equipment, Operating and Maintenance	-	-	102.98	86.31	75.83	279.54	298.00	75.83	298.00	18.46	279.54	298.00	18.46	544.66	2,081.00	1,536.34	3,566.00	



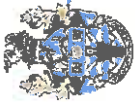
07/01/21

October 2020

MARLOW TOWN COUNCIL

Expenditure Report

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Year to Date	Year to Date	Full Year
	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Oct-20	Oct-20	Oct-20	Oct-20	Oct-20	Budget	Budget	Budget
Community														
Bunting												2,507.00	2,507.00	2,507.00
Bus														6,372.00
Celebrate Marlow												7,500.00	7,500.00	8,500.00
Christmas Decorations														10,000.00
Christmas Events												900.00	900.00	6,000.00
Civic Service												980.00	980.00	980.00
Competitions												500.00	500.00	500.00
Covid 19 Town costs														
Environment Working Group	229.95			335.00	220.00							784.95	1,460.00	2,500.00
Elections												15,551.25	15,500.00	3,000.00
Floral Displays	10,000.00													15,500.00
Freedom Parade														
Grants	900.00	(400.00)	5,840.00		400.00							6,740.00	5,500.00	8,000.00
Leader of Council Allowance	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66			2,749.96	2,920.00	5,000.00
Markets													885.00	885.00
Marlovian		1,600.00				1,600.00						3,200.00	3,200.00	6,400.00
Mayoral Expenses - outgoing												742.00	742.00	742.00
Mayoral Expenses	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66			2,813.46	3,120.00	5,200.00
Parking Consultation														
Police Community Support Officer		4,740.00			4,740.00							9,480.00	9,250.00	18,500.00
Provision for Unitary Charges												1,750.00	1,750.00	3,000.00
Remembrance												36.64	80.00	2,580.00
Security Patrols														
Shopmobility														695.00
Swan Upping														350.00
Twinning														1,000.00
Town Improvements														
Youth Project		30.00										30.00	500.00	2,000.00
Community	11,963.27	6,803.32	6,673.32	1,168.32	6,193.32	8,021.21	10,905.00	2,883.79				41,386.26	58,139.00	110,211.00
Devolved														
Grounds Maintenance	90.00	10,412.51	447.18	10,399.59	5,196.09	5,688.50	5,000.00	(588.50)				37,438.69	40,898.00	71,357.00
Devolved	90.00	10,412.51	447.18	10,399.59	5,196.09	5,688.50	5,000.00	(588.50)				37,438.69	40,898.00	71,357.00



07/01/21

October 2020

MARLOW TOWN COUNCIL

Expenditure Report

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Year to Date	Year to Date	Full Year
	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Budget	Variance	Oct-20	Oct-20	Oct-20	Actual	Budget	Budget
Utilities														
Electricity	53.66	8.93	8.56	477.99	8.79	303.70	91.00	(212.70)				870.83	635.00	1,090.00
Gas	10.00	99.52	20.16	42.73	-	-	35.00	35.00				172.41	434.00	920.00
Rates	-	72.00	94.46	93.00	93.00	93.00	55.00	(38.00)				445.46	385.00	660.00
Telephone	167.68	231.51	158.80	187.14	255.11	147.70	190.00	42.30				1,275.64	1,530.00	2,280.00
Water	509.87	133.94	-	91.52	98.76	788.53	423.00	(365.53)				1,632.72	1,390.00	2,715.00
Utilities	741.21	545.90	281.98	892.38	455.66	1,332.93	794.00	(538.93)				4,397.06	4,174.00	7,665.00
Buildings														
Alarms	-	70.00	-	-	-	-	-	-				70.00	135.00	135.00
Cemetry	-	-	-	-	-	777.00	-	(777.00)				777.00	300.00	300.00
Office/cleaning	132.25	162.25	289.17	181.73	138.57	132.25	190.00	57.75				1,167.45	1,580.00	2,510.00
Clock	-	-	-	-	-	-	-	-				-	260.00	260.00
Garage	57.56	57.56	57.56	57.56	57.56	57.56	54.00	(3.56)				402.92	375.00	645.00
Recreation Grounds	-	-	-	-	-	-	-	-				-	-	-
Rent	-	-	3,200.00	-	3,200.00	-	-	-				9,600.00	9,600.00	12,800.00
Buildings	189.81	289.81	3,546.73	239.29	3,396.13	966.81	244.00	(272.81)				12,017.37	12,250.00	16,650.00
Insurance														
Buildings	3,236.84	-	-	-	-	-	-	-				3,236.84	3,250.00	3,250.00
Other	-	-	-	-	-	-	-	-				-	-	-
Vehicle	-	-	-	-	-	-	-	-				-	-	550.00
Insurance	3,236.84	-	-	-	-	-	-	-				3,236.84	3,250.00	3,800.00
Van														
Van Fuel	-	-	47.38	49.17	33.00	71.67	55.00	(16.67)				201.22	385.00	660.00
Van Lease	241.49	241.49	241.49	241.49	241.49	241.49	245.00	3.51				1,690.43	1,715.00	2,940.00
Van	241.49	241.49	288.87	290.66	274.49	313.16	300.00	(13.96)				1,891.65	2,100.00	3,600.00

INFORMATION REPORTS

M.86.20

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) DPI Register and Gifts and Hospitality

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

MEMBERS ARE REQUESTED TO NOTE THE REPORTS