

MARLOW TOWN COUNCIL

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

TO:

MEMBERS OF THE RESOURCES COMMITTEE:

Councillor B Johnson - Chairman

Councillor R Cadman – Vice Chairman

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

A VIRTUAL MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON TUESDAY 2nd MARCH 2021 AT 7.00pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin
Mrs Hilary Martin
Town Clerk
25.02.21

RC.63.19	Apologies for absence	
RC.64.19	Declarations of Interest	
RC.65.19	Minutes of the previous meeting dated 03.11.20	
RC.66.19	Information Reports	
	a) Accounts Paid	
	b) Investments Reports and Statements	
	c) Garage door at Cemetery	
RC.67.19	Grants	DECISION
RC.68.19	Management Accounts	DECISION
RC.69.19	Date and time of next meeting: Tuesday 27 th April 2021 at 7.00pm	

Residents are invited to watch the meeting live through our Facebook page

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

MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY 3rd NOVEMBER 2020 AT 7.00pm

Present	Cllr B Johnson	Chairman
	Cllr R Cadman	Vice Chairman
	Cllr R Scott	Town Mayor
	Councillors	C Funnell
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

RC.55.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Thomson.

RC.56.19 DECLARATIONS OF INTEREST

Cllr R Wilson declared an interest in agenda item RC.59.19

RC.57.19 MINUTES OF THE PREVIOUS MEETING DATED 01.09.20

RESOLVED:

THAT THE MINUTES DATED 01.09.20 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

RC.58.19 INFORMATION REPORTS

- d) Accounts Paid
Circulated to all members was the list of payments made since the last meeting.
- e) CCLA Report and Quarterly Statement

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

MEMBERS NOTED THE REPORTS

RC.59.19 GRANTS

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

Funding Agreed

➤	Alexander Devine Children’s Hospice Service	£ 500
➤	Marlow Museum Centre Project	£ 500
➤	Marlow FM	£ 500

CLlr R Wilson declared an interest in the application from Marlow Museum Centre project and took no part in the debate or determination of the grant.

RESOLVED

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

RC.60.19

MANAGEMENT ACCOUNTS

Circulated to all members were the following management accounts schedules:

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

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.08.20 WERE APPROVED

RC.61.19

ALLOTMENT RENT REVIEW

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

RESOLVED

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

RC.62.19

DATE AND TIME OF NEXT MEETING

Tuesday 12.01.2021 at 7.00pm

Chairman.....Date.....

INFORMATION REPORTS

RC.66.19

a) Accounts Paid since the last meeting

Attached as appendix A1-A3 are the lists of payments made since the last meeting.

b) Investments Reports and Statements

Attached as appendix

- B1. CCLA Public Sector Deposit Fund December 2020 Statement**
- B2. CCLA UTC Properties Fund December 2020 Statement**
- B3. Santander Business Bond reduction in interest from 0.05% to 0.01%**
- B4. NS&I Income bond 1.16% to 0.01%**

Members are requested to note the reduction in interest rates for the Bonds.

c) Garage door at Cemetery

The automatic garage door at the Cemetery failed and had to have urgent repair at a cost of £777.00. This is not a budgeted expense but has been absorbed in the existing budget.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS



<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/09/2020	DD	British Telecom	rental 01.08.20-31.10.20	47.26
01/09/2020	DD	Bucks CC	cemetery rates	93.00
01/09/2020	DD	Fluency	Pr fees Aug20	300.00
01/09/2020	DD	In Touch	web support aug20	45.59
01/09/2020	DD	Red Kite Housing	garage rent	69.07
01/09/2020	DD	Shire Leasing	Ayaya SIP telephone system 1.09.20-30.11.20	129.37
01/09/2020	DD	Systems Architecture	Microsoft software 01.04.20-31.03.21	208.10
01/09/2020	SO	T Brindley	gates opening closing	155.00
02/09/2020	BP2Aug20	Continental Landscapes	Grounds Maintenance Core work Jul20 & turf for grave	6274.01
02/09/2020	BP2Aug20	Workwear	samples for uniform	19.67
02/09/2020	DD	land registry	legal fees	3.00
02/09/2020	DD	Npower	wethered road elec 12.05.20-10.08.20	43.28
03/09/2020	DD	British Telecom	mobile 20.08.20-19.09.20	24.00
04/09/2020	DD	British Telecom	Phone, BB & 2Mobile service	153.30
11/09/2020	BP	HMRC	Aug20 PAYE&NI	3407.59
14/09/2020	DD	SSE	wethered road gas to 25/08/20	12.09
15/09/2020	DD	Npower	gossmore elec 09.07.20-08.08.20	7.78
21/09/2020	DD	Thames Water	allotments water 27.05.20-22.08.20	91.69
21/09/2020	DD	Worldpay	charges Aug20	56.93
22/09/2020	DD	Various	Sep20 Netpay	11481.06
25/09/2020	BP	Bucks CC	Pension Sep20	4061.62
25/09/2020	BPSEP20	4Front Security	security patrols 01.08.20-31.08.20	1674.00
25/09/2020	BPSEP20	ARD	playgrounds repairs and inspections Aug20	1162.32
25/09/2020	BPSEP20	Bucks CC	rent 01.07.20-30.09.20	3840.00
25/09/2020	BPSEP20	Christ Church	contribution to cost of water refill station	2000.00
25/09/2020	BPSEP20	Continental Landscapes	Grounds Maintenance core work Aug20	6235.31
25/09/2020	BPSEP20	Cooleraid	annual cooler rental	109.82
25/09/2020	BPSEP20	Cracking IT	scanner issues share drive and email request	249.00
25/09/2020	BPSEP20	Electrical Testing	marlow decoration test 6 units	1032.00
25/09/2020	BPSEP20	Fluency	Pr fees Sep20	300.00
25/09/2020	BPSEP20	Heartbeat Comm	Hearybeat comm - defib annual support 2units	302.40
25/09/2020	BPSEP20	J Hillsden	ashes grave dig aug20	342.00
25/09/2020	BPSEP20	Marlow Camera club	Grant	400.00
25/09/2020	BPSEP20	Marshalls	Gossmore bollards	1184.11
25/09/2020	BPSEP20	Miniskips	skip hire 07.08.20	276.00
25/09/2020	BPSEP20	Pink Affinity Ltd	bookkeeping and payroll aug20	642.00
25/09/2020	BPSEP20	Platts	van & equip fuel aug20	65.05
25/09/2020	BPSEP20	Rentokil	pest control gossmore 03.09-02.12.20	543.88
25/09/2020	BPSEP20	RPM	Gossmore Bollards & Balfour gardens gate maintenance	1452.00
25/09/2020	BPSEP20	S Carlton	S Carlton - erect banner in spittal street	264.00
25/09/2020	BPSEP20	TBS Hygeine	dog bins 03.07.20-31.07.20	252.00
25/09/2020	DD	Autolease	van hire 07.08.20-06.09.20	289.79
28/09/2020	DD	Npower	chapel elec 06.08.20-05.09.20	9.23
28/09/2020	DD	Npower	Office Gas - on account payment	39.00
30/09/2020	SO	T Brindley	gates opening closing	155.00
				49,502.32
IMPREST ACCOUNT				
01/09/2020	debitcard	Amazon	biscuits & coffee	25.32
02/09/2020	cashpoint	Timpsons	replaced thumbturn - repair to door	110.00
04/09/2020	debitcard	Amazon	cut resistant sleeves with thumb hole	9.99
21/09/2020	debitcard	Amazon	cut resistant sleeves with thumb hole	9.99
21/09/2020	debitcard	D&J News	papers 06.07-25.09	37.20
22/09/2020	debitcard	Amazon	Dustpan & brush, padlocks, hot drinks	74.39
23/09/2020	debitcard	Amazon	Wipes, sanitiser, gloves, masks & cable ties	251.01
25/09/2020	debitcard	Royal Mail	sender didn't pay fullpostage	1.50
29/09/2020	debitcard	Amazon	universal disinfectant wipes	39.54
				558.94

APP A1



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

App. A2



<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/11/2020	DD	Bucks CC	cemetery rates	93.00
02/11/2020	DD	Intouch	web support oct20	45.59
02/11/2020	DD	Red Kite Housing	garage rent	69.07
02/11/2020	DD	Systems architecteure	Microsoft software 01.04.20-31.03.21 monthly	208.10
03/11/2020	DD	HM Land registry	fees	6.00
04/11/2020	DD	BT	phone BB & mobile services	177.24
09/11/2020	BP	HMRC	PAYE Oct20	3194.74
13/11/2020	DD	Castle Water	water foxes piece 29.08.20-27.02.21	332.26
13/11/2020	DD	Castle Water	water HH 29.08.20-27.02.21	145.98
13/11/2020	DD	Castle Water	cemetery water29.08.20-27.02.21	56.43
13/11/2020	DD	worldpay	charges oct20	56.93
18/11/2020	FPO	TeePee Productions	Xmas lights production 75%	1800.00
20/11/2020	DD	various	netpay Nov20	10313.23
23/11/2020	BP	Bucks CC	pension	4026.87
24/11/2020	DD	Npower	cemetery elec 11.08.20-03.11.20	37.04
27/11/2020	DD	Autolease	van lease07.10.20-06.11.20	289.79
27/11/2020	BPNOV20	4Front Security	Security Patrols Oct20	2790.00
27/11/2020	BPNOV20	ARD	Oct inspection & Seymour Park inspection and Maint	272.52
27/11/2020	BPNOV20	Continental Landscapes	GM Core work Oct20	6235.31
27/11/2020	BPNOV20	Core Connect	wellbeing sessions and followup	532.50
27/11/2020	BPNOV20	Fluency	PR Oct & Nov20	600.00
27/11/2020	BPNOV20	J Hillsden	Ashes grave dig Sep&Oct20	456.00
27/11/2020	BPNOV20	Ludlow	panel move for tree work hanging hill	180.00
27/11/2020	BPNOV20	Miniskips	skip cemetery 21.10.20	276.00
27/11/2020	BPNOV20	Mustoo	paper & diaries	33.85
27/11/2020	BPNOV20	Pink Affinity	bookkeeping and payroll oct20	1327.39
27/11/2020	BPNOV20	Platts	equip and van fuel	92.00
27/11/2020	BPNOV20	R Teasdell	Tree work Dedmere Rise & Hanging Hill	1005.00
27/11/2020	BPNOV20	Round & About	printing Autumn Marlovian	1920.00
27/11/2020	BPNOV20	Strategic Alliance	B Johnson emails and reset laptop	96.00
27/11/2020	BPNOV20	TBS Hygeine	dog bins 02.10.20-30.10.20	252.00
27/11/2020	BPNOV20	Window Flowers	Winter/Spring Hanging baskets and planters	6364.06
27/11/2020	BPNOV20	WWFC	stewards for Lights Switch on 2020	192.00
30/11/2020	DD	BT	IPO SIP trunk charges oct-jan	53.62
30/11/2020	DD	Npower	Office Gas - on account payment	39.00
30/11/2020	SO	T Brindley	Gates opening closing	155.00
				43,724.52
IMPREST ACCOUNT				
02/11/2020	debit card	Amazon	Biscuits & milkpods	27.68
06/11/2020	debitcard	Timberstore Ltd	marker posts triangle project	124.20
11/11/2020	debitcard	Briants of Rosboro	loam soil	137.88
12/11/2020	debit card	Amazon	diecast london bus	8.67
12/11/2020	debit card	Platts	car hire	130.00
16/11/2020	debit card	Amazon	ink cartridges	9.11
17/11/2020	debit card	Screwfix	insulating tape	5.34
20/11/2020	CN1296	Royal British Legion	2 wreaths for 2021	37.00
20/11/2020	debit card	Burgers	staff welfare & refreshment xmas lights	250.00
20/11/2020	debit card	Motofix	excess	564.86
23/11/2020	debit card	Briants of Rosboro	cement & sand	37.87
23/11/2020	debit card	Workwear	logo'd uniform invoice Dec20	87.65
26/11/2020	debit card	Claude Buckleart	civic thankyou - sir henry retirement TY	29.70
26/11/2020	debit card	IZ 8	seed1 - hamper	21.75
27/11/2020	debit card	Healthy Stuff	thank you hamper	8.98
27/11/2020	debit card	Healthy Stuff	thank you hamper	0.79
27/11/2020	debit card	Marlow Green Ltd	thank you hamper	9.89
27/11/2020	debit card	Sainsburies	thank you hamper	3.00
				1,494.37

APP A3

STATEMENT

██████████
Marlow Town Council
Court Garden
Pound Lane
MARLOW
Buckinghamshire
SL7 2AG
UK

CLIENT: MARLOW TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: ██████████

Statement at 31 December 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/12/20	Brought Forward			204,201.99	
01/12/20	Dividend reinvested			204,212.42	
31/12/20	Carried Forward		10.43	204,212.42	4
					4

Statement of Dividends paid during the month to 31 December 2020

Date	Receiving Account	Amount Paid £
01-12-20	Dividend reinvested	10.43

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

The Local Authorities' Property Fund Statement of Account

[REDACTED]
 Marlow Town Council
 Court Garden
 Pound Lane
 MARLOW
 Buckinghamshire
 SL7 2AG
 UK

31 December 2020

In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

Client Name: MARLOW TOWN COUNCIL

Account Number: [REDACTED]

Statement of unitholding held on 31 December 2020

Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/10/20	Brought Forward				61,662.00
31/12/20	Carried Forward				61,662.00

On 31 December 2020 the mid market value (net asset value) of one unit in the Fund was 287.50 pence and the bid market value of one unit was 283.05 pence giving your investment at that date a mid market value of £ 177,278.25 and bid market value of £ 174,534.29.

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

Advice of management expenses for the period to 31 December 2020

For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/10/20	61,662.00	0.141000	86.94
30/11/20	61,662.00	0.146000	90.03
31/12/20	61,662.00	0.156300	96.38
			273.35

Statement of dividends for the period to 31 December 2020

For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/10/20	61,662.00	1.339800	826.15	86.94	739.21
30/11/20	61,662.00	1.129100	696.23	90.03	606.20
31/12/20	61,662.00	1.716600	1,058.49	96.38	962.11
			2,580.87	273.35	2,307.52

The dividend payment of £2,307.52 for the period will be paid to the nominated bank account, reference Marlow Town Council on 29/01/2021

Senator House, 85 Queen Victoria Street, London EC4V 4ET
 Freephone: 0800 022 3505

APP B2

Marlow Town Council

████████████████████
 Pound Lane
 Marlow
 SL7 2AG

Call us on: 0800 731 6666
 Calls may be recorded or monitored

Text Relay: 18001 0800 731 6666

Date: 27 October 2020

Dear Marlow Town Council

We're reducing the interest rate on your Business Maturity Account

We have recently reviewed the interest rate on our Business Bond Maturity Account and after careful consideration we've taken the decision to reduce the interest rate on this account

The below table shows the current and new interest rate for our Business Bond Maturity Account. In line with our General Terms and Conditions, we're giving you two months' notice that the new interest rate will apply from 5 January 2021.

Rates shown as AER/ Gross and are variable	Current interest rate up to and including 4 January 2021	New interest rate from 5 January 2021
Business Bond Maturity Account	0.05%	0.01%

What happens next?

You don't need to do anything as these changes will happen automatically from 5 January 2021. Your account number and all other features of the account will stay the same

Here to help

We know this is a difficult time for many of our customers due to the coronavirus outbreak and the associated uncertainty. Whilst we appreciate that this change may be unwelcome, there are lots of ways we can support your business during this time. Please visit santander.co.uk/business for more information.

Yours sincerely,



Susan Davies
 Head of Business Banking Interactions

Business Banking and Corporate Banking are not covered by the Financial Ombudsman Service. See www.fos.org.uk for more information. All rates are subject to change without notice. All rates are subject to change without notice. All rates are subject to change without notice.

APP B3



Marlow Town Council
Court Garden
MARLOW
BUCKS
SL7 2AG

NS&I
Sunderland
SR43 2SB

nsandi.com

Helpline:
08085 007 007
24 hours a day, 7 days a week

18 September 2020

Dear Sir/Madam

We're reducing some of our interest rates on 24 Nov 2020

We're writing to let you know that we're reducing the interest rates on some of our savings accounts on 24 November 2020.

Here are the changes:

NS&I account	Current Rate	New Rate (gross/AER)
Direct Saver	1.00%	0.15%
Income Bonds	1.16%	0.01%/0.01%
Investment Account	0.80%	0.01%
Direct ISA	0.90%	0.10%
Junior ISA	3.25%	1.50%

You can find the current interest rates at [nsandi.com](https://www.nsandi.com)

Income Bonds interest payments: If the interest rate stays at 0.01% gross (the rate from 24 November 2020), balances of less than £646.00 will not earn interest each month. The way in which we calculate the interest on your balance is detailed in the Customer Agreement (Terms and Conditions) and we are only able to pay interest if this amount is 0.5 pence and above.

The updated Customer Agreement reflecting this change will be available to view on [nsandi.com](https://www.nsandi.com) from the 24 November 2020 or you can call us from that date on 08085 007 007 and we will post you a copy.

Yours sincerely

Andreana Carrigan
Customer Service Manager

APP B4



National Savings and Investments is backed by HM Treasury

GRANTS

RC.67.19

Completed Grant application form requests have been received from the following organisation. The full grant application is available on request.

Extract is attached as appendix C1.

	Funding Request
➤ Rennie Grove Hospice Care	£645

RECOMMENDED:

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE



MARLOW TOWN COUNCIL

Annual Grant Application for 2020/2021

NAME OF ORGANISATION	Membership
Rennie Grove Hospice Care	
Official / Registered Address of the Organisation	
Grove House Waverley Road St Albans Herts AL3 5QX	
Address to which correspondence should be sent if different from above	
Rennie House Unit 3, Icknield Way Industrial Estate Tring Herts HP23 4JX	
Contact details of the person completing this application	
Contact name: ██████████	
Position held: Trusts Fundraiser	
Daytime telephone number: ██████████	
Email address: ██████████	
When was your organisation established?	
Feb 2011, following the merger of two charities, Iain Rennie Hospice at Home and St Albans and Dacorum Day Hospice	
What is the legal status of your organisation? following	
a) unregistered voluntary or community organisation b) registered Charity in England or Wales c) waiting to be registered as a Charity d) charity recognised by HMRC in Scotland or Northern Ireland e) exempt / excepted Charity registered in England and Wales	please tick one of the <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable) 1140386	
PROJECT	
Project Description	
We are seeking funding towards a Hospice at Home nurse in our Wycombe team, which covers Marlow and surrounds.	

APP C1

Rennie Grove's palliative nursing care for adults and children is based around the patient and their family and the belief that every moment matters for them all. Whether we first meet a family shortly after diagnosis or later in the illness, our holistic approach puts their needs and wishes at the centre of everything we do. Our Hospice at Home nursing care aims to give patients the choice to live as well as possible at home surrounded by family, friends and the things that matter to them most right until the end.

"Rennie Grove provided care at home and arranged everything I needed to look after my wife. When she was nearing the end of her life, all appropriate care was given so that she could die at home as she wanted. I couldn't have wanted for more."

- The husband of a patient, 2019

Our Hospice at Home service is unique in the local area. At any time of the day or night, every day of the year, our patients are able to call on the specialist nursing care and support provided by our hospice at home nurses and healthcare assistants. In addition to the scheduled visits we make to patients' homes to provide practical nursing care, we are also called out on emergency visits to help keep patients comfortable at the end of life. The 24/7 nature of our service is made possible by our dedicated Night Team, the only service of its kind in the area, which responds to calls between 9.15pm and 7.15am, which is 'out of hours' for all local NHS and hospice services. Our patients and families know that we are there for them whenever they need us, giving them the choice to be cared for at home.

"The care for my late husband was excellent. He felt safe in the knowledge that help or advice was a phone call away – with quick follow up visits should they be necessary. The support for myself as his carer was excellent too. I never felt alone, and having access to advice 24 hours a day was such a comfort."

- The wife of a Buckinghamshire patient, Spring 2020

In 2020 our Hospice at Home nurses cared for 74 patients in Marlow.

Project Background

Over the last year Rennie Grove has faced unprecedented challenges due to COVID-19, while simultaneously caring for our highest ever patient caseload. Since coronavirus arrived on our shores our nursing teams have been under extreme pressure to meet demand for our Hospice at Home service.

During the first peak of the pandemic in April 2020 our nurses saw some very challenging things as they sought to provide care to all who needed it. Initially many patients requested phone support in place of face-to-face visits while they shielded. However many quickly discovered they couldn't self-manage their conditions and requested visits again, so our nurses quickly adopted new working practices such as setting a minimum standard of PPE, routine testing, and remote working to keep our patients and nurses safe. At this time nurses' workloads also dramatically increased because GPs were making less visits to patients, meaning they had to fill this gap in face-to-face care.

Throughout this crisis our nurses have been working flat out to provide expert end of life care to our patients. This has taken an emotional, mental, and physical toll. In April 2020 alone they saw a huge number of sudden deaths – 60% more than usual - with some confirmed as being due to the coronavirus, and many suspected. One of our nurses tells us about the impact of coronavirus on her daily work:

"Since October 2020 things have been incredibly challenging. We're seeing people who have had a late terminal diagnosis, who would have been diagnosed earlier before COVID-19, and others who haven't been able to get appointments. Our caseload of patients in their last few months has gone up this year."

"Hospitals are busier, and patients can't get into bedded hospices that they could normally access, which has had a knock on effect for us, as more people are dying at home. And added to this is the number of our team who are either off sick or self-isolating, which means we've been facing all these increased pressures whilst being short-staffed."

"Over the last month treating COVID-positive patients has become a regular thing. We've got the PPE we need so I feel quite protected, but I know others who have felt anxious, especially if they're living with someone vulnerable."

"It has been very, very challenging for the Rennie Grove nurses, working throughout the COVID health crisis, witnessing what patients are going through, seeing their struggles. I think the next two to three months we will be continuing to work at this pace. The vaccination programme will improve things, but currently it feels like an uphill battle and each shift you work is challenging. Lots of referrals are coming in, at a time when they are really high anyway due to winter. It all feels a bit relentless at the moment, there's never any lull."

Despite the huge challenges faced by our hospice at home nurses, their professionalism and resilience has shone through, and together they have met the need for Hospice at Home care in our local community. Our waitlist has reduced significantly throughout January as our nurses have pushed to see all new patients referred to our service. Rennie Grove plays a vital role in reducing pressure on local NHS services – for example our nurses continue to support GP practices and district nurses by picking up face-to-face visits in the community when they are unable to make them. Crucially this Hospice at Home service has kept as many patients as possible at home and out of hospital. At a time when hospitals are overrun with COVID patients, this has never been more important.

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

In 2020 Rennie Grove Hospice Care supported 83 Marlow residents. 74 of these were patients (72 adults and 2 children), who received specialist nursing care from our Wycombe Hospice at Home team. This included 412 visits to patients' homes, and 2,294 phone calls to provide clinical support, advice and guidance.

The other 9 Marlow residents we supported were carers and family members of patients, including children, who benefited from a range of services including bereavement support, one-to-one and family counselling, complementary therapy and Supporting Hands, our volunteer-led befriending service.

In total last year, the Wycombe Hospice at Home team (which covers Marlow) provided care to 330 patients across the Wycombe area. This included 2,792 face to face visits and a phenomenal 12,937 phone calls.

Benefits to patients and family members include:

- Reduction in patients' pain, discomfort and distress. Regular visits result in improved symptom and pain management.
- Reduction in hospital admissions. Our 24/7 responsive service prevents unnecessary calls to 111 or 999 and subsequent hospital admissions.
- Reduction in patients' and carers' anxiety. Knowing that there is someone to call upon makes an enormous difference to a patient's emotional wellbeing, giving them the confidence and peace of mind to remain at home.
- Improved carer mental health and resilience. Caring for a loved one is physically and mentally exhausting. Our nurses support and advise the carers of our patients, as well as providing respite from the intensity of care.
- Reduced social isolation. Living with a life-limiting illness can be very isolating for both patients and their carers as their illness confines them close to home. Our patients' and families' social isolation has intensified during the coronavirus pandemic as these clinically vulnerable people continue to shield at home. Our nurses provide much-needed, friendly human contact in this time of crisis.
- Giving people a choice over where they wish to die, when they reach end-of-life. Last year 73% of our patients were able to die in their own homes as opposed to just 24% nationally. We also made it possible for 88% of our patients who chose to die at home to achieve their wish.

Total cost of project	£645 pays for 3 days of care from a specialist hospice at home nurse
Grant request total	£645

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.

MANAGEMENT ACCOUNTS

RC.68.19

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

- Balance sheet dated 30.11.20
- Income and Expenditure schedule dated 30.11.20
- Earmarked Reserves schedule dated 30.11.20
- Grants schedule dated 30.11.20
- Bank Reconciliation dated 30.11.20

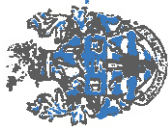
It should be noted that the overspend on recreation grounds of £830 was spent on hedge clearance. The Environment Agency agreed to pay for this work and payment has now been received which will show in the December accounts.

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.11.20 BE APPROVED

18/02/21

November 2020

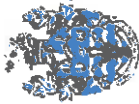


MARLOW TOWN COUNCIL

Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>YTD Balance</u>
	<u>01.04.2020</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Nov-20</u>
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	(2,124.14)	8,335.31
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)	(10,329.36)	714,849.49
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	(6,388.27)	9,343.18
	650,592.05	(58,508.93)	141,475.12	(23,324.36)	(34,064.99)	(26,303.29)	137,206.41	(35,702.26)	(18,841.77)	732,527.98
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	57.99	(23,394.30)
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	60.57	(2,635.17)
	{104,227.85}	80,814.99	(5,693.31)	2,858.69	4,147.26	(8,202.84)	3,069.19	685.84	118.56	{26,429.47}
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)	(18,723.21)	706,098.51
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)	(18,723.21)	706,098.51
Capital & Reserves										
Earmarked Reserves	552,059.98									552,059.98
General Reserves	(5,695.78)									(5,695.78)
EMR Movement 2020/21		169.52	(6,808.85)	(3,531.44)	(5,932.19)	(8,433.91)	(6,299.05)	(9,979.39)	3,297.66	(37,517.65)
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)	(22,020.87)	197,251.96
	546,364.20	22,306.06	135,781.81	(20,465.67)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	(18,723.21)	706,098.51

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MARLOW TOWN COUNCIL

18/02/21

November 2020

Income & Expenditure Summary

	Actual						Actual		Budget		Variance		YTD YTD Budget		YTD Bud Var		Full Year Budget
	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	Nov-20	
Precept Received	19,670.26	-	-	175,185.46	-	-	-	-	-	-	-	-	350,370.92	350,370.00	0.92	350,370.00	
Bucks CC Devolved Services	-	-	-	-	-	-	-	-	-	-	-	-	36,541.23	16,870.00	19,671.23	16,870.00	
WDC Devolved Services	-	481.03	-	-	-	-	-	-	-	-	-	-	33,388.82	46,237.00	(12,848.18)	46,718.00	
Allotment Rents	-	-	45.00	50.00	4,733.40	5,717.25	9,800.00	(4,082.75)	9,800.00	4,082.75	930.65	10,730.65	9,800.00	930.65	13,500.00		
Cemetary Fees	3,002.50	2,830.92	6,594.58	8,509.67	4,857.50	5,367.50	3,250.00	2,117.50	3,250.00	2,117.50	5,629.83	34,629.83	29,000.00	5,629.83	42,000.00		
Gossmore Recreation Ground	-	-	-	-	-	830.00	-	830.00	-	830.00	-	830.00	700.00	130.00	700.00		
Bus Shelter Advertising	187.50	-	-	187.50	-	-	-	-	-	-	-	375.00	564.00	(189.00)	752.00		
Banner Administration	-	-	-	-	-	-	30.00	(30.00)	30.00	(30.00)	-	-	730.00	(730.00)	850.00		
Markets	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	(2,000.00)	2,000.00		
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	260.00		
Dividend & Cash Holding Interest	84.01	1,809.49	62.37	42.37	1,955.18	35.14	371.00	(335.86)	371.00	(335.86)	-	4,211.08	3,067.00	1,144.08	4,631.00		
Misc Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	22,944.27	5,121.44	6,701.95	183,975.00	11,546.08	11,949.89	13,451.00	(1,505.11)	13,451.00	(1,505.11)	10,150.00	471,077.53	459,338.00	11,739.53	478,631.00		
Salaries	16,720.98	15,445.11	15,693.36	17,159.84	16,188.70	15,657.31	17,038.00	1,380.69	17,038.00	1,380.69	1,380.69	127,756.08	136,304.00	8,547.92	211,401.00		
Subcontractors	636.49	431.06	890.00	1,738.45	587.03	2,004.41	2,183.00	178.59	2,183.00	178.59	178.59	6,890.31	13,049.00	6,158.69	19,781.00		
Administration	3,495.04	945.49	2,244.54	2,268.12	2,477.63	3,022.46	2,695.00	(327.46)	2,695.00	(327.46)	3,022.46	19,697.02	25,221.00	5,523.98	35,029.00		
Waste Management	616.00	456.56	440.00	586.00	440.00	398.00	380.00	(18.00)	380.00	(18.00)	398.00	3,287.56	3,790.00	502.44	4,854.00		
Health and Safety	116.96	487.70	429.72	56.42	287.60	-	315.00	315.00	315.00	315.00	315.00	2,393.49	2,706.00	312.51	4,506.00		
Equipment, Operating and Maintenance	-	102.98	86.31	75.83	279.54	115.45	297.00	181.55	297.00	181.55	115.45	660.11	2,378.00	1,717.89	3,566.00		
Community	6,803.32	6,673.32	1,168.32	6,193.32	8,021.21	6,334.63	10,615.00	4,280.37	10,615.00	4,280.37	6,334.63	47,720.89	68,754.00	21,033.11	110,211.00		
Devolved	10,412.51	447.18	10,399.59	5,196.09	5,688.50	5,210.95	5,000.00	(210.95)	5,000.00	(210.95)	5,210.95	42,649.64	45,898.00	3,248.36	71,357.00		
Utilities	545.90	281.98	892.38	455.66	1,332.93	687.92	919.00	231.08	919.00	231.08	687.92	5,084.98	5,093.00	8.02	7,665.00		
Buildings	289.81	3,546.73	239.29	3,396.13	966.81	189.81	244.00	54.19	244.00	54.19	189.81	12,207.18	12,494.00	286.82	16,650.00		
Insurance	-	-	-	-	-	-	-	-	-	-	-	3,236.84	3,250.00	13.16	3,800.00		
Van	241.49	288.87	290.66	274.49	313.16	349.82	300.00	(49.82)	300.00	(49.82)	349.82	2,241.47	2,400.00	158.53	3,600.00		
Investment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	39,878.50	29,106.98	32,774.17	37,400.35	36,583.11	33,970.76	39,986.00	6,015.24	39,986.00	6,015.24	6,852.34	273,825.57	321,337.00	47,511.43	492,420.00		
Surplus/(Deficit)	3,531.44	5,932.19	8,443.91	6,549.05	22,179.39	6,852.34	(26,535.00)	4,514.13	(26,535.00)	4,514.13	6,852.34	197,251.96	138,001.00	59,250.96	(13,769.00)		

APP D2

APP D2



MARLOW TOWN COUNCIL
Earmarked Reserves

19/02/21
November 2020

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2020	INCOME 2020/21	Transfer 2020/21	EXPENDITURE 2020/21	IMVT TO DATE	BALANCE end November 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		1,593.57		1,593.52	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 lit Events, Christmas lights and other activities	Infrastructure projects	Committed to new 3 year lease commitment for new Christmas lights	7150	85,578.70	21,600.00	14,421.30	2,026.67	34,994.63	120,573.33
Infrastructure reserve	Environmental and sustainability projects	£20,000 committed to new fittings for Christmas lights		30,605.00			19,639.00	(19,639.00)	10,966.00
Environmental	WDC ward councilors' budgets	Projects to be identified		0.00		25,000.00	2,440.00	27,440.00	22,560.00
WDC Income	Third party security services for Town assets	All allocated, awaiting invoices	4953	2,888.06				0.00	2,888.06
Security	Assistance with Covid related issues	Agreed 2021/22 expenditure	7504	10,994.00					10,994.00
Covid fund	Future improvements	Town safety measures and other projects		0.00		30,000.00	13,320.00	(10,320.00)	674.00
Town improvements	Triangle project	Ongoing projects, including bridge lighting	7323	16,698.35	681.19	52,969.62	2,162.23	7,837.77	70,569.16
Allocments	Water levy	Ongoing	7340	1,305.27			173.81	(1,131.56)	1,134.46
Defibrillator	Balance of previous provision	Recovery from allotment holders - finishes 20/21		(1,025.00)	45.00			45.00	(984.00)
Causeway development	Possible enhancements to Causeway	Increased to cover costs of multiple defibrillators		286.00		714.00	252.00	462.00	748.00
IMVAS	Additional devices	Projects to be identified				20,000.00		20,000.00	20,000.00
20 mph zone	Creation of 20 mph zone	Purchase of 2 No RTIAS speed devices				10,430.70	5,192.00	5,238.70	5,238.70
Water re-fill station	Installed on Causeway	Details to be agreed with Bucks Council				25,000.00		25,000.00	25,000.00
Bus shelters	Balance of previous provision	Installed May 2020, awaiting invoices	4932			8,513.00	1,732.60	6,780.40	6,782.40
		Balance of new shelter - Queens Road	7312	1,027.00			1,027.00	(1,027.00)	0.00
EXTERNAL FUNDING									
CL 2017/18	CL funding - subject to restricted use	Projects to be identified	4938	42,474.79		(34,415.69)	8,059.10	(42,474.79)	0.00
CL 2018/19	CL funding - subject to restricted use	Projects to be identified	4939	50,006.81		(10,584.31)	4,404.50	(14,993.81)	35,018.00
CL 2019/20	CL funding - subject to restricted use	Projects to be identified	4999	33,232.08				0.00	33,232.08
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00		10,000.00		0.00	31,306.00
Dedmore Rise	Possible development of site	Under consideration							10,000.00
RECREATION GROUNDS									
Gossmore 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			5,434.93	(5,434.93)	58,364.56
AMENITIES									
Causeway war memorial	Repairs	Work completed May 2020	7323	0.00					514,542.93
Causeway refuge	Balance from provision for crossing	Work completed 2019, no longer required		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	31,852.00		(31,852.00)		(31,852.00)	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
				552,059.98	23,326.19	0.00	60,843.84	(37,517.65)	514,542.33

APP D3

18/02/21

November 2020



MARLOW TOWN COUNCIL

Grants and Donations

Actuals 2019/20	2020-2021	MTC Grants	Date Paid	Permissive 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	500.00	Nov-20	+
500.00	Marlow Town Regatta & Festival			~
700.00	Marlow Regatta Ltd	500.00	May-20	#
250.00	Marlow Camera Club	400.00	Sep-20	~
	Marlow Community Association	500.00	Nov-20	~
	Marlow Cameo Club	200.00	Nov-20	#
400.00	Churches Together	-400.00	refunded	+
250.00	Marlow Players			~
500.00	Marlow Youth Club			~
	Marlow Youth and Community	500.00		+
	Lighthouse Marlow	400.00	May-20	+
300.00	Marlow Museum Centre Project	500.00	Nov-20	#
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	500.00	Nov-20	+
	TOTAL APPLICATIONS	4440.00		
	from reserves	5000.00		
	BALANCE including reserves movement	9440.00		
	+ LGA 1972 S.137	2340.00		+
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))			
	# LGA 1972 S.144	1200.00		#
	~ LGA 1972 S.145	900.00		~
	^ C and D Act 1998	0.00		^

APP D4

