

# 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 16<sup>th</sup> MARCH 2021 at 7.00pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

## A G E N D A

Hilary Martin  
Mrs H Martin | Town Clerk | 11.03.21

M.90.20	Apologies for absence	
M.91.20	Declarations of interest	
M.92.20	Communications from Town Mayor	
M.93.20	Report from Leader of the Council	
M.94.20	Town Council Minutes dated 19.01.2021	DECISION
M.95.20	Use of Gossmore Recreation Ground	DECISION
M.96.20	Interim Internal Audit Observations	DECISION
M.97.20	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Working Towards a Sustainable Marlow	
	c) Review of Effectiveness of Internal Audit	
M.98.20	Reports from Outsides Bodies	INFORMATION
M.99.20	Reports from Buckinghamshire Council	INFORMATION
M.100.20	Date and time of next meeting – Tuesday 27 <sup>th</sup> April 2021 at 7.00pm	INFORMATION

## PUBLIC QUESTIONS

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Residents are invited to join the meeting through this Zoom link

<https://us02web.zoom.us/j/81274252624?pwd=STJ3bXIJN2FCSzNtRVdiY1lyWXVMdz09>

Meeting ID: 812 7425 2624      Passcode: 322871

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/>

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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.

## **COMMUNICATIONS FROM THE TOWN MAYOR**

M.92.20

### **Mayoral engagements**

Now in March 2021 and we are still under lockdown restrictions, although the Government has announced various relaxations for the spring, starting with schools returning on 8 March. I hope that, as and when the other restrictions are gradually lifted, we can return to some sort of normality. We have seen various organisations announcing that their events will take place from late summer onward and, as a Council, we look forward to supporting their activities.

We remain in unprecedented and challenging times but following the lifting of restrictions and the successful vaccination programme, I feel that the community spirit that Marlow enjoys is as strong as ever.

On behalf of the Council, may I again place on record my thanks to all residents and organisations who have helped and continue to help our vulnerable residents.

The number of events to which the deputy mayor and myself have been invited has remained virtually non-existent. However, I did represent the Council at Marlow War memorial on Tuesday 9 March as the hearse bearing John Chapman MBE passed through the town on its way to Amersham Crematorium.

### **Civic events**

As reported at the last Council meeting, the continuing Covid pandemic has meant that all publicly facing civic events have had to be cancelled.

These cancellations have now spread into 2021 and the Council has reluctantly taken the decision to cancel the Mayor's charity golf day, scheduled for 20<sup>th</sup> April and postpone the Civic service to a date to be arranged for later in the year.

Looking further forward however, the Council has agreed the dates for Remembrance Day and the pre-Christmas civic events of Switch on and Shop and Carols on the Causeway. These are now shown on the Town Council's website.

The annual general meeting of the Town Council will take place on Tuesday 18 May 2021. We would like to hold this physically, rather than electronically, but that will depend on the Covid restrictions that apply at that time. Again, full details will be published on our website.

**Cllr Richard Scott**  
**Town Mayor**

## **REPORT FROM LEADER OF THE COUNCIL**

### **Leader Report**

M.93.20

This report will be presented at your meeting.

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY ON TUESDAY 19<sup>TH</sup> JANUARY 2021 AT 7.00pm

**Present**

**Town Mayor**  
**Deputy Mayor**  
**Leader**  
**Councillors:**

Cllr R Scott  
Cllr B Johnson  
Cllr J Towns  
T Avery  
S Brown  
C Funnell at 7.20pm  
C Keighley  
N Marshall  
K Thomson  
R Wilson

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

Mrs H Martin  
Mrs K Joy

Joined the meeting via Zoom link

2 members of the public

**M.71.20 APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Cllr E West.

**M.72.20 DECLARATIONS OF INTEREST**  
There were no declarations of interest.

**M.73.20 COMMUNICATIONS FROM TOWN MAYOR**

**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.

#### **M.74.20 REPORT FROM LEADER OF THE COUNCIL**

##### **Leader Report for TC Meeting 19<sup>th</sup> 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 24<sup>th</sup> 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.

**M.75.20 TOWN COUNCIL MINUTES DATED 08.09.20 AND 08.12.20**

**RESOLVED:**

THAT THE MINUTES DATED 08.09.20 AND 08.12.20 AS PRESENTED WERE AGREED UNANIMOUSLY AND WILL BE SIGNED AS A TRUE RECORD

**M.76.20 GRANTS**

A completed grant application form was received from the following organisation

	Funding agreed
• Marlow Youth and Community Centre	£ 500

The full application was available on request.

**RESOLVED:**

THAT MEMBERS AGREED UNANIMOUSLY THE LEVEL OF GRANT FUNDING AS DETAILED ABOVE

**M.77.20 FINANCIAL REGULATIONS REVIEW**

Circulated to all members were the Town Council's 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 were advised.

**RESOLVED**

THAT MEMBERS UNANIMOUSLY APPROVED THE FINANCIAL REGULATIONS FOR MARLOW TOWN COUNCIL UNAMENDED

**M.78.20 TREASURY MANAGEMENT POLICY REVIEW**

Circulated to all members was the Town Council's 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.

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY APPROVED THE TREASURY MANAGEMENT POLICY AS PRESENTED FOR MARLOW TOWN COUNCIL

**M.79.20 DIRECT DEBIT AND STANDING ORDER REVIEW**

**RESOLVED:**

THAT THE DIRECT DEBIT AND STANDING ORDER PAYMENTS SCHEDULE, AS PRESENTED, WERE REVIEWED AND UNANIMOUSLY APPROVED BY MEMBERS

**M.80.20 CARBON AUDIT REPORT**

The Carbon Audit Report, commissioned by the Town Council, was circulated in full to all members.

The report detailed the Council's carbon footprint for 2019/20 and

- Demonstrates that the Council takes climate change seriously
- Provides a baseline for actions that the Council will take to reduce its own emissions
- Will be used to encourage households to measure their own carbon emissions

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY AGREED TO ADOPT THE FINDINGS OF THE CARBON AUDIT REPORT AND THAT THE FINDINGS FROM THE STUDY WILL GO TOWARDS BUILDING THE COUNCIL'S ENVIRONMENT STRATEGY

**M.81.20 MARLOW ENVIRONMENT 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.

The environmental performance index (EPI) 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 EPI was circulated to all members.

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY AGREED TO ADOPT THE EPI AS A STARTING POINT TO TRACK PROGRESS OF ENVIRONMENTAL AND SUSTAINABLE FACTORS OVER TIME AND AS A FOUNDATION FOR FUTURE PROJECTS

**M.82.20 EXTERNAL AUDIT REPORT 2019-20**

*7.20pm – Cllr C Funnell joins the meeting*

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. The report was circulated to all members of the Council as appendix F in the meeting agenda.

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.

**RESOLVED:**

THAT MEMBERS NOTED THE REPORT AND UNANIMOUSLY AGREED THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

**M.83.20 BUDGET 2021-2022**

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

The report below 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 were 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 and Expenditure Forecast Statement 2020-21 and 2021-22 Proposed Budget		Full Year Budget	Actual/ Forecast	Full Year Budget
		2020/21	2020/21	2021/22
	<b>INCOME</b>			
1	Precept Received	350,370	350,371	347,424
2	Bucks CC Devolved Services	16,870	16,870	16,870
3	WDC Devolved Services	46,718	46,718	46,718
4	Allotment Rents	13,500	12,500	12,500
5	Cemetery Fees	42,000	45,000	46,000
6	Gossmore Recreation Ground	700	700	700
7	Bus Shelter Advertising	752	910	910
8	Banner Administration	850	650	850
9	Markets	2,000	0	2,000
10	Shopmobility Marlow	260	260	250
11	Cash Holding Interest	4,631	4,631	5,068
	<b>Totals</b>	<b>478,651</b>	<b>478,610</b>	<b>479,290</b>



	<b>EXPENDITURE</b>	<b>Full Year Budget</b>	<b>Actual/ Forecast</b>	<b>Full Year Budget</b>
		<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>
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
	<b>Totals</b>	<b>492,420</b>	<b>466,766</b>	<b>479,290</b>

#### 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.

#### RESOLVED:

1. THAT MEMBERS UNANIMOUSLY APPROVED THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS UNANIMOUSLY APPROVED 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

**M.84.20 PRECEPT 2021-2022**

**Precept illustration 2021-2022 – Marlow Town Council**

Precept			£0.00
Or			
Band D Tax (Estimated)			£51.24
<b>Table – Summary of Results</b>			
<b>Year</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Difference</b>
Precept	£350,370.92	£347,424.62	<b>-£2,946.30</b>
CTSS Grant	£0.00	-	N/A
Income	£350,370.92	£347,424.62	<b>-£2,946.30</b>
Tax Base	6837.84	6780.34	-57.50
Band D (Estimated)	£51.24	£51.24	0.00%

The Town Council's 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.

**RESOLVED:**

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

**M.85.20 MANAGEMENT ACCOUNTS**

Circulated to all members were the managements accounts schedules dated 31.10.20:-

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

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY APPROVED THE MANAGEMENT ACCOUNTS DATED 31.10.20

**M.86.20 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) 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 NOTED THE REPORTS

**M.87.20 REPORTS FROM OUTSIDES BODIES**

**Cllr J Towns**

Will be attending a BidCo meeting later in January the December meeting having been cancelled

**Cllr N Marshall**

Reported for the Marlow Society

**Cllr C Keighley**

Reported the Marly-le-Roi town twinning plans had been cancelled

**Cllr S Brown**

Reported Brinkhurst had empty rooms and there was a vacancy for a Trustee

**Cllr C Funnell**

Reported that the Marlow Town Regatta and Festival would not take place in June and would either be postponed or be a virtual event

**Cllr R Scott**

Confirmed that the Marlow Community Association building remained closed

**M.88.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL**

**Cllr R Wilson** – nothing to report

**Cllr S Brown** – two local organisations had received funding from the SW Chiltern Group

**Cllr N Marshall** – would be challenging some local planning applications

**Cllr R Scott** – Cabinet had approved the budget for 2021-22 and would be recommending this to Full Council on 24.02.21. Although not responsible for the Covid vaccination programme, Cllr Scott confirmed that Buckinghamshire Council were working closely with the NHS in support of them.

**M.89.20 DATE AND TIME OF NEXT MEETING - Tuesday 16.03.2021 at 7.00pm**

Meeting closed at 7.30pm

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

**Public questions:**

1. Concerns were raised regarding polluting traffic behaviour to which the Town Mayor had previously responded
2. Concerns were raised regarding dog fouling issues. The Town Mayor responded that this issue would be raised with Buckinghamshire Council via the Town Council's PET Committee with an aim to improve signage.

**REQUEST FOR USE OF A SMALL USE OF GOSSMERE BY RUNNING LINE RACING  
(RUNNERS RETREAT)**

M.95.20

Our chosen date would be Sunday October 3rd, but equally Sunday September 26th would be fine also. There would be no impact on football matches taking place on the Sunday morning.

Ideally the event would start from approx. 09:00, with our team onsite from 06:00 to set up, and we should be offsite by 12:30. We are used to being self sufficient at venues, so can unlock gates on arrival and lock up again at the end.

Our infrastructure is light; we would only bring onsite approx. three vehicles plus one further vehicle for our event paramedics. In addition, we would simply erect some pop up gazebos and cordon off event specific areas using stake and tape. In the likelihood that we can't use the toilet blocks in the park, we would hire in event portable toilets for the morning.

I would plan for approx. 300-400 runners, so certainly nothing of the scale of other local events such as the Marlow 5, Marlow Half Marathon or Santa Run for example; with no requirement for road closures et al. We would start runners off in groups at staggered intervals so as to allow safe navigation of footpaths in the early stages of the route and to minimise the impact on pedestrians.

Please find below the Marlow portion of the provisional route.



We would take the Thames Path route from Gossmore to the Causeway (via Mill Lane and footpath then crossing St Peters), along the eastern side of Marlow Bridge, to turn left onto Quarry Wood Rd, and ultimately the runners continue into the paths of Quarry Wood. The route returns to Gossmore along the Thames Path from Bourne End. We would sign the route using A4 size arrows on the day before and key points would be marshalled by our volunteers. All event signage would be removed by mid afternoon on event day.

We have chosen to use this route in an anti-clockwise direction so as to minimise the time period which runners may be using high traffic pedestrian areas in Marlow. For example, all runners will have passed All Saints Church by 09:30.

For the use of the space a £500 donation would be made towards the upkeep of Gossmore Recreation Ground.

**RECOMMENDED:**

THAT MEMBERS AGREE FOR THE EVENT TO GO AHEAD AND A DONATION OF £500 BE MADE TOWARDS THE UPKEEP OF GOSSMORE RECREATION GROUND

**INTERIM INTERNAL AUDIT OBSERVATIONS**

M.96.20

The interim internal audit review is attached as appendix A.

All the attached observations have been discussed with the internal auditor; several issues have been raised due to allowances for Covid not being reflected in accountancy regulations. The auditor is satisfied with the procedures put in place and will complete the final audit with the final accounts on June 9th.

**RECOMMENDED:**

THAT MEMBERS ACCEPT THE INTERIM AUDIT OBSERVATIONS



**Marlow Town Council**  
**Financial Year 2020-21**

Visit date: 26 January 2021

**Interim Internal Audit Observations**

Appropriate accounting records have been kept properly throughout the year.

**Box A**  
**Audit Conclusion**

Box A No	Observation	Recommendation	Priority	Comments
1	<p>Due to lock down restrictions the Council has not signed the Full Council Meeting minutes.</p> <p>The Council has not published the Statement of Accounts as required by the Accounts and Audit Regulations 2015 Regulation 15 (including publication on the Council's website).</p>	<p>The Council must ensure that Minutes are signed in accordance with the requirements of the Local Government Act 1972 once lockdown restrictions have been eased. Copies of the signed minutes to be provided to Internal Audit.</p>	Medium	

The prospect or ratio requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

**Box D**  
**Audit Conclusion**

Box D No	Observation	Recommendation	Priority	Comments
1	<p>The Council did not publish the unaudited Statement of Accounts 2019-20 on the Council website.</p> <p>The Council has a new website which was recently introduced and records were not transferred. During the Interim Audit we were able to locate the Statement of Account for 2019-20 on the new website.</p> <p>It was also noted that the Council's new website does not include the last five years of Annual Returns. This is not compliant with the Accounts and Audit Regulation 2015 (Regulation 13) as follows;</p> <p>3.7(9) after the conclusion of the period for the exercise of public rights in regulation 14, ensure that the statement of accounts that was published on the authority's website in accordance with regulation 15(2) remains available for public access for a period of not less than five years beginning with the date of such publication."</p>	<p>The Council MUST comply with the Accounts &amp; Audit Regulations 2015 Regulation 15 (Regulation 13) including publication on its website.</p>	Non Compliance	
2	<p>The Council did not formally record the approval of the 2019-20 Accounting Statement in accordance with the Accounts and Audit Regulations 2015.</p>	<p>The Council MUST ensure that it records the approval of the Accounting Statement in the Full Council Meeting minutes after formal approval of the Annual Governance Statement.</p> <p>The Council should consider what response it should give in respect of Asserion 3 of this Annual Governance Statement.</p>	Non Compliance	
4	<p>The 21 January 2021 Full Council Meeting minutes confirming review of the External Auditor report have not been signed as at Interim Audit review.</p>	<p>The Council must provide a copy of the signed 21 January 2021 Full Council Meeting minutes to Internal Audit once lockdown restrictions have been eased.</p>	Medium	
5	<p>The accounting system opening balances do not agree to the prior year Annual Return</p> <p>The External Auditor report dated 23 November 2020 also highlighted this matter which the Council reviewed at the 19 January 2021 Full Council Meeting.</p>	<p>The Council must review the accounting system opening balances and rectify any discrepancy between the accounting system opening balances and the prior year Annual Return.</p>	High	

Appendix A

**Box F** Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Petty Cash held does not agree to the value stated in the Councils Financial Regulations	Part 6.22 of Financial Regulations petty cash value is £250 the Council maintain £100 petty cash on site.	Council To review the level of petty cash held and ensure that it agrees to the value stated in Financial Regulations	Medium	
<b>Box H</b>	<b>Asset and investments registers were complete and accurate and properly maintained.</b>	<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Comments</b>
1	The Council has not updated the asset register with Assets purchased / disposed of during the year.	A review of the Council Asset Register confirmed that the Council has not added the CCLA Property Investment Fund as recommended at Year End by Internal Audit. It is understood that the Council is seeking advice from NALC in relation to the CCLA Property Investment Fund.	The Council must ensure that the asset register is updated with any approvals or disposal made during the year. These should be subject to specific Council approval. The Council must ensure that CCLA Property Investment Fund is treated as an Asset and not as a bank account.	High	
<b>Box I</b>	<b>Periodic and year-end bank account reconciliations were properly carried out.</b>	<b>Observation:</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Comments</b>
1	Bank reconciliations have not been signed and dated as independently reviewed by the Council.	Due to the lock down restrictions the Council has not signed and dated the bank reconciliations.	The Council must ensure that bank reconciliations are signed and dated as independently reviewed once lockdown restrictions have been eased. Copies of signed bank reconciliations for August and October 2020 to be provided to Internal Audit.	High	
<b>Box L</b>	<b>During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</b>	<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Comments</b>
1	The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements and Annual Governance Statement	The 7 July 2020 Full Council Meeting minute reference M28 20 signed off the 2019-20 Annual Return but did not publish the Exercise of Public Rights to the unaudited Accounts till 1 September 2020. This was reported by the External Auditor 23 November 2020.	The Council to note that the date of the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements and Annual Governance Statement. The Council must give a 'Negative' response to Assertion 3 on the 2020-21 Annual Governance Statement.	Non Compliance	



**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) Working Towards a Sustainable Marlow**

The Environment Working Group and the Councils Sustainability Action Consultant are holding a public consultation event on Thursday 18th March at 6pm via Zoom.

Marlow Town Council is building a new sustainability strategy aimed at greening its own actions and also the sustainability performance of Marlow as a whole.

Members are invited to join the one-hour event here.

Topic: **Working Towards a Sustainable Marlow**

Time: Mar 18, 2021 06:00 PM London

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86098624377?pwd=UFFoRXM0dDExKzZiNmInNWW1uQXFEQT09>

**Meeting ID:** 860 9862 4377

**Passcode:** 338904

**c) Review of Effectiveness of Internal Audit**

Please find attached as appendix B the completed Review of Effectiveness of Internal Audit 2020-21

Cllr N Marshall undertook the review on 21.01.21 and recorded no areas for development.

**MEMBERS ARE REQUESTED TO NOTE THE REPORTS**

# Marlow Town Council Review of effectiveness of internal audit 2020-21

## Part 1 - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were (re)approved by full council on: M.59.20 (9/11/20)  Internal audit work takes into account both the council's risk assessment and wider internal control arrangements	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations )  Reports are made in own name to management	Yes	
3. Competence	Internal audit does not have any other role within the council/board There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity	Yes Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan (evidence is on audit files)  Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description and engagement letter)  The responsibilities of council members are understood, training of members is carried out as necessary (see member training plan)	Yes  Yes  Yes	
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council (date) 25/6/19  Internal audit has reported in accordance with the plan on (date) 30/6/20 M.26.20	Yes  Yes	

Part 2 - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or no	Areas for development
6 Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs	YES	
7 Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	Yes	
8 Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	
9 Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for	Yes	
10 Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance	Yes	
11 Be challenging	Internal audit focuses on the risks facing the council	Yes	
	Internal audit encourages manager/members to develop their own responses to risks, rather than relying solely on audit recommendations	Yes	
12 Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates	Yes	

Name: Cllr Neil Marshall

Signed: 

Agreed by Council: date \_\_\_\_\_ minute \_\_\_\_\_