

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 27th APRIL 2021 at 6.30pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin
Mrs H Martin | Town Clerk | 22.04.21

M.101.20	Apologies for absence	
M.102.20	Declarations of interest	
M.103.20	Communications from Town Mayor	
M.104.20	Report from Leader of the Council	
M.105.20	Town Council Minutes dated 16.03.21	DECISION
M.106.20	Wiltshire Road Footpath	DECISION
M.107.20	Staffing Review	DECISION
M.108.20	Management Accounts	DECISION
M.109.20	Risk Management Plan and Covid Risk Assessment	DECISION
M.110.20	Review of Effectiveness of Internal Audit	DECISION
M.111.20	Grants	DECISION
M.112.20	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Schools Eco Conference	
	c) Wildflower Planting	
M.113.20	Reports from Outsides Bodies	INFORMATION
M.114.20	Reports from Buckinghamshire Council	INFORMATION
M.115.20	Date of next meeting: Tuesday 18 th May 2021	INFORMATION
	PUBLIC QUESTIONS	

Residents are invited to join the meeting through this Zoom link

<https://us02web.zoom.us/j/84600184607?pwd=VGVGd3Bta3pxT1NDckprVHIZUHJ6dz09>

Meeting ID: 846 0018 4607 Passcode: 065276

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.

HRH The Prince Philip

It is with great sadness and reflection that Council today remembers the passing of his Royal Highness, The Prince Philip, Duke of Edinburgh, just weeks short of his 100th birthday. On behalf of your Council and the residents of Marlow, I immediately sent our sympathies to Her Majesty the Queen and the royal family after hearing the sad news. There are simply no words to adequately describe the Duke of Edinburgh's dedication and service to the Queen, the country and public life.

As has already been quoted, he was the 'father of the nation' in so many ways and, as members, we recognise that immense contribution to public duty, together with everything he did for the county of Buckinghamshire, including a visit to Marlow, and for the nation as a whole. The Council has followed all the protocols required of it following the death of a member of the Royal family.

At this point in the meeting, we will hold one minute's silence.

Mayoral engagements

Now in April 2021 and we are still under some Covid lockdown restrictions, although the Government has announced relaxations so that many of our businesses can re-open. We look forward to all restrictions being lifted, hopefully by June, and we have already seen organisations announcing that their events will take place from late summer onward. As a Council, we look forward to supporting their activities.

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.

Lockdown has severely restricted the number of events to which the deputy mayor and myself would normally have been invited. However, I did represent the Council on a Zoom call to celebrate of the 101st birthday of Mrs Barbara Wood, a resident of Aubrey Ward House on 13 February.

Later this evening, I shall be attending a virtual induction service for a new minister, Rev Sarah Jones, to the All Saints Church Team and saying a few words of welcome on behalf of the Town. And next week, I shall be meeting with a number of students from Great Marlow school who have expressed an interest in setting up a Youth Council.

You will recall Sir Henry Aubrey-Fletcher retired as Lord Lieutenant of Buckinghamshire last November and during his fourteen years' service in that role, Sir Henry and his wife Bobby, have been regular visitors to civic and other events in the Town. In recognition of that, I was pleased to present him with a framed signed drawing of Marlow Bridge last Wednesday, 21 April.

Civic events

As reported previously, the continuing Covid pandemic meant that all publicly facing civic events have been cancelled and this included the Mayor's charity golf day, scheduled for 20th April. The Civic service will be arranged for later in the year.

Looking further forward into the year, 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 and these are shown on the Town Council's website.

The annual general meeting of the Town Council will take place on Tuesday 18 May 2021. It is currently uncertain if this will be held physically, rather than virtually. Again, full details will be published on our website.

Local elections and retiring councillors

I'm sure that it won't have escaped anyone's attention that we have local elections on Thursday 6 May and the first meeting of the new Council will be held on 18 May.

Attached to this report is a list of those members who are not seeking re-election. I would like to pay tribute to those five councillors, Suzanne Brown, Bob Johnson, Camilla Keighley, Kathy Thomson and Emily West for the service they've provided to local residents and the Council over many years - in fact, their total service amounts to 46 years. I know that one or two of you had expected to withdraw from Council life a year ago, but then we saw the local elections postponed due to the covid pandemic. Thank you for providing an additional year of service.

Cllr S Brown: serving Councillor since election in 2007. Town Mayor 2013-14 and 2014-15. Deputy Mayor 2011-12 and 2012-13. PET committee member.

Cllr B Johnson: serving Councillor since election in 2011. Town Mayor 2015-16 and 2016-17. Deputy Mayor 2013-14, 2014-15, 2019 to present day. Chairman of Resources several years. Staffing Committee member.

Cllr C Keighley: serving Councillor since election in 2015. Resources Committee member.

Cllr K Thomson: serving Councillor since election in 2011. Resources Committee and Events working group member. Recruited Christmas lights sponsors. Worked on "Vision" for Marlow.

Cllr E West: serving Councillor since election in 2015. PET committee member. Recruited Christmas lights sponsors.

Cllr Richard Scott
Town Mayor
27 April 2021

I would just like to start by saying a big thank you to all our volunteer groups during this pandemic, whether it be helping with the vaccine delivery, litter picking, delivering food parcels/hot meals, helping neighbours etc. We have a great town that has really stepped up.

The Business Park B BID (Business Improvement District) Board – has been meeting regularly through lockdown. Though many of the businesses have not been on site the business park has been really busy with walkers and joggers, which is good to see. The downside has been the increased litter in the area. There are currently no public litter bins, and a request has been put to Buckinghamshire Council (BC) to see if a couple could be included on the business park. I will provide more news when I have it. To help the area in the meantime the BID Board Manager, the Chief Womble and I have been litter picking the area every Friday afternoon since January.

Environment Consultant – Nick Rowcliffe joined us in a consultative role to help with our Environmental Strategy. Having set our Environment Policy last year along with our Clean Air Plan, and earlier this year published our own Town Council Carbon Audit and our Environmental Performance Index, we felt we needed expert help in developing these initiatives further. An initial very successful community call was held recently, some great questions asked and we received some helpful feedback. The Town Council (TC) is committed to increasing community engagement on sustainability and informing residents of what they can do to make a difference. Nick will be proposing some work streams for consideration to take forward once the newly elected council is in place in early May

Wild Flower areas – are really important for our Bee and insect populations. We are working closely with Wild Marlow to develop further areas to support them around the town. We are looking at three further locations where opportunities will be developed by the incoming council.

Lighting problems in Liston Court – we continue to work with BC on this and hope to have a solution in the very near future.

Eco-Schools Conference – more on this in the information reports, but just to say we are really pleased this is back on the sustainable Marlow agenda.

Great British Spring Clean – we continue to support the Wombles who are doing a fantastic job of litter picking in and around the town. The Great British Spring Clean litter pick that we support each year will be managed differently this year. It will need to be organised in groups of no more than six, to adhere to Covid rules. Litter pickers and bags will be available from the TC office, so please email or ring to arrange a pick up. As before full bags can be left by the Council office for disposal.

AQMA Banner – This was sadly torn in the recent high winds and had to be taken down and disposed of. We have a replacement banner going up on Sunday. It is important to keep reminding drivers that they are in an Air Quality Management Area (AQMA) area and not to drive erratically.

Marlow is Open for Business banner - As well as installing our new bunting early this year to support the shops re-opening, we were also able to put up our Marlow is Open for Business banner, which will be in place for another couple of weeks.

Poster Competition – The recent Marlovian Magazine ran a poster competition put together by the Marlow Wombles, for school children. These have now been judged and winners will be notified very soon. We had a great response to this competition. Thank you to all who took part.

Cllr Jocelyn Towns
Leader
27.04.21

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY ON 16th MARCH 2021 AT 7.00pm

Present	Town Mayor		Cllr R Scott
	Leader		Cllr J Towns
	Councillors		S Brown R Cadman C Funnell N Marshall R Wilson
	Town Clerk		Mrs H Martin
	Deputy Clerk		Mrs K Joy

Also attending: 1 member of the public

M.90.20 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr B Johnson, Cllr C Keighley, Cllr K Thomson and Cllr E West.

M.91.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.92.20 COMMUNICATIONS FROM TOWN MAYOR**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 20th 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

M.93.20 REPORT FROM LEADER OF THE COUNCIL

Leader Report for the Town Council Meeting on March 16th 2021, a recap and review of actions from 2020 and our fast start to 2021.

The year 2020 will go down in our history books as possibly the most damaging for decades! It has dramatically impacted our physical health, mental health, the economy, education, well-being and our income, to mention but a few. The global impact has also been devastating, with the loss of many loved ones. Our hope is that now the vaccine is being rolled out widely we will be able to, carefully, begin to re-build the country, our town and our lives.

The pandemic has however kept your Town Council (TC) really busy and below are some of the actions, successes and highlights from the past year. Plus our fast start to 2021, these show a growing focus on our environment, so very important to all of us.

Environmental matters

Our Environment Advisory Group launched sustainable Marlow in 2019 reporting to the Planning, Environment and Transportation Committee; we were extremely lucky to have two local environmental specialists as part of this team. One of the actions was to publicly commit to making Marlow 'an environmental exemplar town'.

In 2020 we continued the work to deliver on that pledge for the following reasons:-

- the environment is really important for all our well-being and it needs our protection
- the Government had made sustainability and decarbonisation top priorities; and
- there is a widespread desire in our community for more action on this topic, as evidenced by the emergence of groups such as Wild Marlow, the Marlow Energy Group and Marlow Climate Action Network.

Also last year we issued our Climate Change statement and our Clean Air plan, approved at the May Town Council meeting, outlining next steps on each. We now need to broaden out into other areas. We are looking at active transport schemes, a Government and Buckinghamshire Council initiative (a Victorian Town brings limitations).

During 2020 Sustainable Marlow kicked off a number of projects including:-

- Tackling nitrogen dioxide air pollution - Marlow town centre (the A4155: Chapel St, Spittal Street and West Street) was declared an Air Quality Management Area (AQMA) in 2017 after monitoring showed illegal levels of nitrogen dioxide (NO₂) pollution. Working with the then Wycombe District Council and now Buckinghamshire Council (BC), the TC has taken actions of its own and is strongly promoting wider changes to bring NO₂ levels back within the legal limit as soon as possible. Actions include signage to raise driver awareness of the AQMA, encouraging smoother driving behaviour and discouraging engine-idling when stationary. The Town Council is lobbying higher government tiers to take further actions in this regard. Interestingly, Marlow has a high take up of electric vehicles which should be a great help over time.

- Marlow eco-schools initiative – sustainable Marlow worked with all Marlow schools to identify and share good environmental practices. Out of those discussions came the idea of a conference bringing the local schools together at an event last March 2020, but sadly cancelled due to Covid. Schools are still catching up with their curriculum, but have recently

expressed an interest in moving this idea forward as a remote/virtual conference. Plans are now in progress. Educating our children will have a positive impact on our local population.

- Refill Marlow - Eliminating single-use plastic bottles. The Council took action to help visitors and residents avoid having to use single-use plastic bottles. A new public drinking water station has been installed on The Causeway, with another at the United Reformed Church on Oxford Road, and two in Higginson Park. We are looking for to install one in the Spittal Street area. Any ideas please let us know.

- The Council's environmental advisory group are registered with the national "Refill" campaign (run by City to Sea, a community interest company). It launched a local scheme to encourage local restaurants and cafes to sign up to providing free tap water refills. Given the current ongoing Covid pandemic this initiative is on hold. This was set up to help residents and visitors alike to buy fewer single-use plastic bottles. As soon as we can, we will re-invigorate it.

- Food – sustainable Marlow signed up to the Plastic Free Communities initiative, encouraging food sharing. According to the waste expert group WRAP, one-third of food world-wide is wasted, and food waste contributes 7% to global greenhouse gas emissions. The Council is encouraging greater food sharing in Marlow via the Olio app and encouraging donations to the One Can Trust.

- ReLeaf – One of our priorities is to increase the number of trees in and around Marlow. There are a good number of trees in certain streets, but there is scope for many more. The Council works closely with Transition Town Marlow and were delighted when they replaced the damaged trees in Seymour Park. Actions include:

- o Six new trees planted at the top of Lock Road along the grass verge, funded by a ward budget from one of our Buckinghamshire Councillors.

- o We were given two Walnut Trees, plus a Tulip tree, planted in Seymour Park

- o Saplings have also been planted at the junction of Wiltshire Road, Marlow Bottom Road, The Ridgeway and Little Marlow Road.

- Re-Wilding – To be mindful of our wildlife we selected four verge areas around Marlow last year to be left unmown for wildflower planting. We also agreed with the then Wycombe District Council to leave two areas, one in Higginson Park and the other in Rookery Park, to be unmown for wildflower planting. This was a pilot scheme which Buckinghamshire Council supported when they became the Unitary Authority and they have agreed to continue with this in the coming year. They also agreed a

further two areas designated for wildflower planting, a triangle at Wilshire Road Roundabout, and an area on Henley Road.

- Waterways – We worked closely with the Angling Association in partnership with the EA and Thames Water to improve the Higginson Park backwater, establishing a much better water flow, and providing a safe haven for fish spawning and creating space for swans to amble among the reeds. This work has been completed with Wild Marlow improving the banks.

- The Marlow Wombles – The TC is very supportive of this local initiative and have helped the Wombles by providing litter pickers, and waste bags. Litter has been a growing problem during the pandemic with many abandoned disposable masks, takeaway boxes and a dramatic increase in disposable cups! We ask you to please take your rubbish home.

- Alleyway clearance – During this last year, we concentrated on our alleyway clearance, contacting land owners, home owners and generally tidying up this network across the town. This has seen a great improvement in accessibility.

- Advisory Speed Limit – Since the first lockdown we have established an advisory speed limit for the High Street of 20mph. Working with BC we hope to make this a more permanent feature including further town centre roads.

General topics:

- Meals from Marlow, The TC has been heavily involved with this fantastic initiative set up by Tom Kerridge and the Pub in the Park team at the started in the first lockdown and still running, providing hot meals for frontline NHS workers at nearby hospitals and meals going to vulnerable people in Marlow, Maidenhead and the surrounding area.

- o The entire organisation was run as a ‘not for profit’ and is staffed voluntarily. MTC officers helped with the delivery of meals to schools, open for key worker children, and the vulnerable in Marlow.

- o This project has been so successful that Tom has set it up as a permanent charity.

- Remembrance – With the Covid restrictions in place, it was impossible to hold our usual annual Remembrance service, which brings upward of 5,000 people to the town centre. Not to be thwarted, the Council working with the British Legion and All Saints Church were able to film a Covid friendly service. Wreaths were laid in the Church, (and later transported to the war memorial). The whole event was filmed by Tim Ashburner, it was a truly moving tribute, and is available to watch on U-Tube.

- Christmas Lights 2020 – saw the introduction of the Council’s new Christmas lights. A brand new lighting infrastructure was installed across the town to give greater flexibility and reliability. With the continued support of our fabulous sponsors and our new supplier, we were able to add a much improved lighting display across the whole of the town centre. We had fantastic support from Chris Evans and the Brand Events team who enabled us to deliver an exciting virtual ‘Switch On’ event (coveted by many other towns) which was shared nationally and internationally on Facebook and YouTube.

- Christmas Drive-In – So many events that normally happen around Christmas couldn’t take place. Working with the Council and MarlowFM, Brand Events provided a superb ‘Drive-In’ facility at Marlow Rugby Club for many local community groups to hold their Christmas celebrations. In the initial few days several presentations and performances were possible. Sadly half way through Tier 4 was announced and the group took the only decision to close the remaining few days, but what had been achieved was so appreciated. It certainly showed how, with a little thought and ingenuity, much is possible.

- Covid – The Council established a fund from earmarked reserves for Covid related issues, we used it to provide PPE equipment for officers and hand sanitizer for some community groups.
- New website – The Council is delighted to announce the launch of its new website, which went live just before Christmas. Do visit it and feel free to provide feedback. <https://www.marlow-tc.gov.uk/>
- Town Mayor's Charity – Chris Funnell was Mayor for the year 2018/19 a time when the severity of children's mental health came to the fore. Chris felt that this was a great opportunity to support our local schools, by providing funds to help staff recognise signs of mental illness. Richard Scott became Mayor in 2019 and agreed to continue this initiative. A registered charity has now been set up for future Town Mayors charity choice.
- Lighting the War Memorial – Permanent up-lighters have been installed around the war memorial to highlight this much respected piece of our history.
- The Allotments and the Cemetery – continue to be well maintained and very fortunately both have been able to remain open during this latest lockdown.
- Council Meetings – All our Council, Resources, PET and Plans only meetings have been taking place electronically throughout the pandemic. These meetings are streamed live on Facebook and the public can also log on to the Zoom meetings. You are welcome to ask a question please submit to the Town Clerk ahead of the meeting.
- The Marlovian – The Council's quarterly magazine continues to be produced to a very high standard. The magazine provides excellent local news and information and is delivered by hand to each household.
- Enhanced Security Patrols – 4Front Security were engaged by us to monitor Seymour Park, Gossmore Park and parts of Higginson Park. We recently increased their remit to include Rookery Park and further areas of Higginson Park. 4Front Security have a great relationship with the Police with a frequent exchange of intelligence.
- Finger Posts – We have replaced two new finger posts; one at the entrance to All Saint's Church, signposting visitors to all parts of the town; and one on Pound Lane by the car park. These are a great help to those on foot finding their way around town.
- Cycle Hoops – With the increase in awareness of the environment and the resultant increase in cycling, there was a need to provide more cycle hoops in the town centre. Working with officers from Buckinghamshire Council, we identified 16 extra cycle hoop locations. These were installed the week before Christmas.
- MVAS Speed Devices – to reduce traffic speeds on the town's roads, we have added two more portable speed devices to our existing unit.
- Bridge Lighting – We continue to work with the Royal Borough of Windsor and Maidenhead, Buckinghamshire Council and our lighting designers to come up with an acceptable lighting scheme for our world famous Grade 1 listed bridge.

We kicked off 2021 by:-

- Recruiting – an Environment expert. Nick Rowcliffe was contracted as the TC's environmental expert (Feb 2021), to help us develop our Strategy, following the launch of the TC's Environment Policy in 2020.

- Launching the Council's carbon audit – Cutting greenhouse gas emissions to net zero is widely acknowledged as the existential issue of our age. Every business and every resident including the TC will be affected by a wave of change. 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 Council commissioned a comprehensive carbon audit, the results of which were shared in the January Council meeting: full details are available on our website.

- o This carbon footprint study demonstrates that we take climate change seriously.

- o It also provides a baseline for actions for the TC to reduce its own emissions.

- o We encourage households to measure their own carbon emissions, so they become aware of what they can do to help reduce them www.carbonfootprint.com

- And, The 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 Council has created its own simplified environmental performance index making Marlow one of the first small town in the UK to do so. Year by year the index will track trends in important indicators, including air quality, the CO2 emissions rating of cars registered in Marlow and the share of Marlow's recycled waste. This was completed and approved at the January Council meeting and is available on our website.

Forthcoming Environmental Plans and Actions 2021

We will engage with our surrounding parish councils to build a supportive network. We will continue to work closely with the various environment groups in the town and include local businesses and key partners such as the Business Improvement District (Bid Co) in relation to Globe Business Park and the Chamber of Trade and Commerce.

Community engagement with the environment and educating our residents in what they can do to make a difference locally is essential. We've seen, through the discussions around Covid, how difficult this can be. So we need to make it easy for residents to get on board; encourage them to measure their own carbon footprint, make information available on topics such as solar panels, electric heat pumps, electric cars and many more. In addition, we continue to help promote the protection of our wild life, and encourage tree planting and wild flower areas.

Projects underway:

- Wildflower planting – We have increased our wildflower planting in three areas of the town we hope this will increase our butterfly and bee population.

- Bee initiative – We are working with Wild Marlow on an initiatives to further increase our bee population, the wildflower planting should certainly help this.

- Enhanced green space management – We will establish a long term plan for the green spaces that we own, i.e., Seymour Park and Gossmore Park, The Causeway, Plough Corner. Working with ReLeaf we will also plant new trees across the town.

- Verge protection in Lock Road and the Claremonts – The protection of our grass verges in these areas has been agreed, with measures to be put in place in April.

- AQMA banner – Our AQMA banner across Spittal Street will be put up on the 24th January and will remain in place until the 11th April. This is to remind motorists not to sit in idling in traffic with their engines running.

- Green TC – We are looking into the purchase of an electric bike for officers to use around town. This will enable them to make their way around town more efficiently and will be another help in reducing emissions.
- Litter picking – The Council will be supporting the Wombles of Marlow again this year. As in previous years, we will help with the provision of tools for them to do their job. The Wombles are so appreciated by all in Marlow. Thank you.

General Matters 2021

- Annual budget – The budget for 2021/22 was approved at the January Council meeting, when a nil increase in Marlow’s portion of your council tax was approved for the sixth successive year.
- Pound Lane bollards – The Council has agreed with Buckinghamshire Council to joint fund bollards in Pound Lane near to the junction with Henley Road to protect the houses that have all too frequently experienced vehicles crashing on to their land.
- Right of Way Access – We continue to work with Buckinghamshire Council on the ‘Right of Way’ agreement between Cromwell Gardens and Liston Road. Our application for this ROW has now reached the top of the list and should be reviewed imminently.
- Bunting and hanging baskets – These have become a firm favourite in the town and we are happy to report they will be installed again this year. Plus the planters at the entrances to the town have been planted with spring flowers and plants.
- Trinity Road Quietway – Proposal for a temporary traffic order for a closure for 6 months is currently under consultation, to encourage walking and cycling.
- Mayor’s Charity – Currently looking for an external Trustee with Trust knowledge

Public Consultation – sustainablenarlow will be holding a Public Consultation on our environment hosted by the TC with Nick Rowcliffe presenting and taking questions, do join us on 18th March at 6.00pm. Zoom meeting details are available on our website.

Conclusion:

In conclusion we felt it was important to show you in some detail what we have been working on over the last year, and what we already have in the pipeline for this year. We have made a great start to 2021, but there is much more to do, watch this space!

If you would like to help in any way through volunteering, either with litter picking or helping in the environment group or in any area that interests you, please contact office@marlow-tc.gov.uk

Cllr J Towns
Leader

M.94.20 TOWN COUNCIL MINUTES DATED 19.01.2021

RESOLVED:

THAT THE MINUTES DATED 19.01.21 WERE AGREED AS A TRUE RECORD AND WILL BE SIGNED WHEN CURRENT RESTRICTIONS ARE LIFTED

M.95.20 USE OF GOSSMORE RECREATION GROUND

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

“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.

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”. Members agreed with the proposal.

RESOLVED:

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

M.96.20 INTERIM INTERNAL AUDIT OBSERVATIONS

The interim internal audit review document was circulated to all members.

All the 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 09.06.21.

RESOLVED:

THAT MEMBERS UNANIMOUSLY ACCEPTED THE INTERIM AUDIT OBSERVATIONS

M.97.20 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) 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 were 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=UFFoRXM0dDExKzZiNmINWW1uQXFEEQT09>

Meeting ID: 860 9862 4377

Passcode: 338904

c) Review of Effectiveness of Internal Audit

Circulated to all members was the completed Review of Effectiveness of Internal Audit 2020-21 document.

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

MEMBERS NOTED THE REPORTS

M.98.20

REPORTS FROM OUTSIDES BODIES

Cllr S Brown

Reported Brinkhurst had empty accommodation and was still looking to appoint a trustee.

Cllr J Towns

Reported attending 2 meetings of the Chamber of Trade and Commerce and a meeting of BidCo.

Cllr R Cadman

Reported that there would be photographic competition relating to Budapest Town Twinning. More information to follow.

Cllr C Funnell

Reported that the Marlow Town Regatta and Festival committee were working on the idea of a virtual event.

Cllr R Wilson

Reported that the two archaeological groups in Marlow were looking to combine.

Cllr N Marshall

Reported attending a meeting of the Marlow Society.

Cllr R Scott

Reported that the Marlow Community Association would be re-opening, in a limited way, on 12th April 2021.

M.99.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr S Brown

Reported that the SW Chilterns Community Board (Covid fund) had awarded grants to Transitions UK (£4k) and to the Memorial Garden at St Katharine's Parmoor (£5k).

Cllr R Scott

Reported attending events but noted that it was a quiet period in the lead up to the 6th May elections.

M.100.20 DATE AND TIME OF NEXT MEETING

Tuesday 27th April 2021 at 7.00pm

Meeting closed at 7.15pm

Town Mayor **Date**

Marlow Town Council (MTC) has had resident requests regarding the installation of a proper tarmac footpath across two grass verges in the area of the Wiltshire Road roundabout. One of the residents supplied the history below which is from 2013:

“1. Taylor Wimpey have recently installed a new cycleway/footpath running parallel to the sports facilities at Great Marlow School and Little Marlow Road. When undertaking this work, the small footpath from the original footpath to Little Marlow Road was dug up and has not been reinstated. This now means that it is not possible to cross the A4155 from the North side to the South side (adjacent to the Wiltshire Road roundabout) without negotiating rough ground, and is totally unsuitable for wheelchairs or pushchairs. 2. Taylor Wimpey have also upgraded the North side of the footpath that runs between Wiltshire Road and Wycombe Road, alongside the sports fields of Great Marlow School. However, while there is a footpath at the bottom of this path to allow pedestrians to cross Wiltshire Road from North to South, there is no corresponding footpath on the South side of Wiltshire Road, so that pedestrians have to negotiate the grass verge and again this is not safe for wheelchairs or pushchairs.

Bucks Council subsequently issued a CRN number (415397) but to date nothing has happened. “

MTC officers have contacted Bucks Council to follow up on the CRN number quoted but Bucks have no record of this.

An MTC officer has visited the site and agree that a footpath would be very beneficial to Marlow residents and the general public. Appendix A is a photograph of the Little Marlow Road looking from the South to the North. Contractors have been asked to visit the site and quote for the work. It is recommended that the footpath should be moved 5 meters to the west as it is currently quite close to the roundabout, over two water covers and the opposite side would be very close to the lamp post. The cost would be £2,724 plus VAT, including dropped kerbs. The recommended contractor is approved by Buckinghamshire Council to work on the footpaths.

Appendix B is a photograph of Wiltshire Road North looking from the north to the south. The cost for dropped kerbs on both sides and a footpath on the opposite verge would be £2,521.

Appendix C is a map to accompany this brief showing the positions marked in orange.

RECOMMENDED:

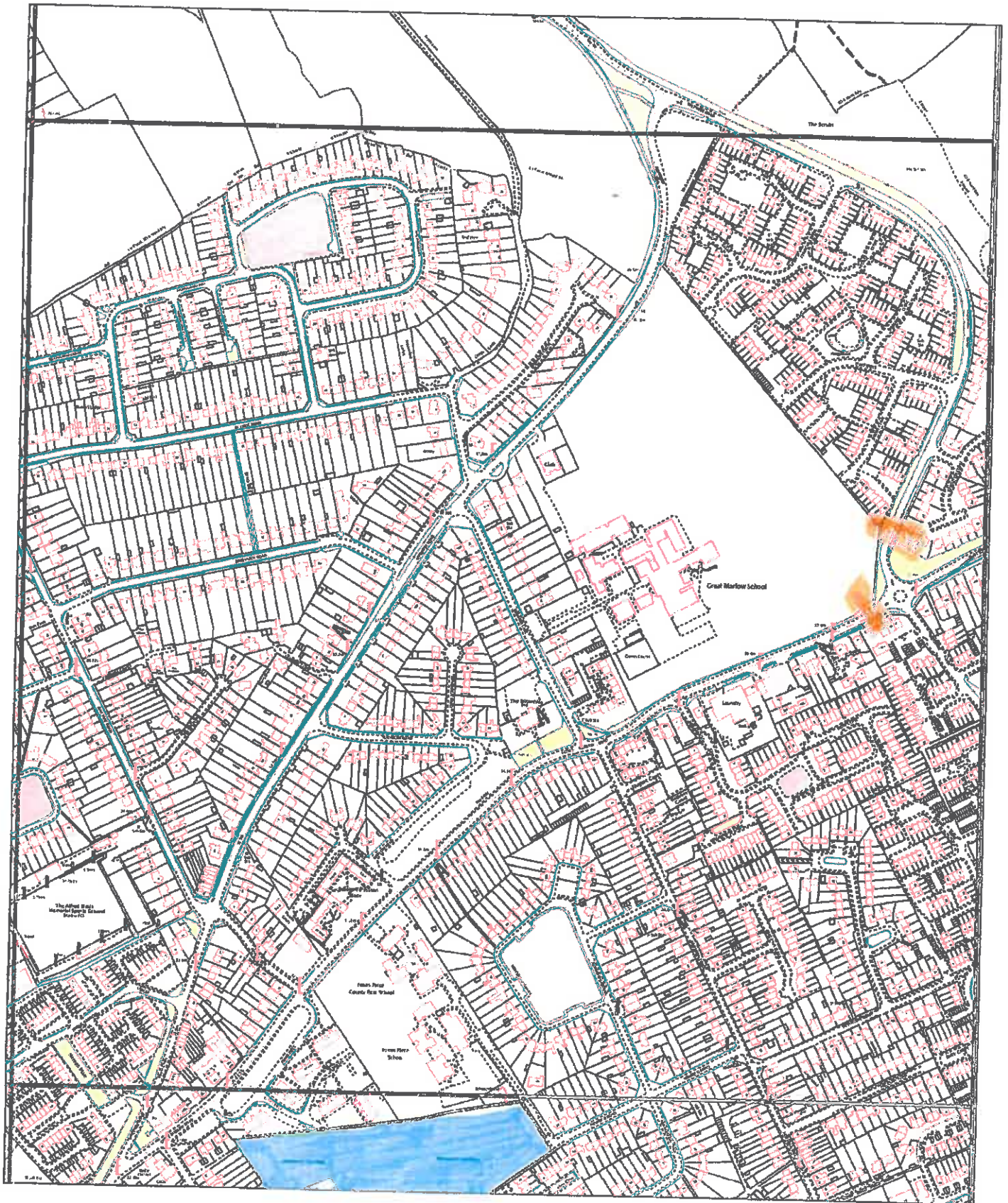
THAT MEMBERS AGREE TO A SPEND FROM CIL (COMMUNITY INFRASTRUCTURE LEVY) OF £5,300 TO COMPLETE THE FOOTPATHS



Appendix A



Appendix B



Scale: 1:3,619 at A3

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0 0.125 0.25 0.375 0.5

Kilometers

Legend

BCC Grass Cutting

 BCC Grass Assets

 Non BCC Grass Assets

<Null>

Grass Cutting 2012
Marlow
Grid Reference: SU8587
Sq Metreage: 34728



Produced by GIS Team IT Unit
 January 2010

Appendix C

STAFFING REVIEW

The Staffing Committee is proposing that members agree to instruct a specialist company to carry out a detailed staffing review. A review of the workings of the Council has never been carried out and the staffing committee recommend that this is carried out as good practice. The review will encompass all the workings of the Council, acknowledging that the provision and delivery of services has changed over many years. There is also an expectation of more devolved services from Buckinghamshire Council.

Several providers have been approached and the company recommended has significant Town Council experience of conducting these reviews and will provide a detailed report and presentation to the staffing committee. The cost including advisory reports is between £4,000 and £5,000 and this cost can be met from the predicted surplus in the 2020/21 budget.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO PROCEED WITH THE STAFFING COMMITTEE'S RECOMMENDATION AND SPEND UP TO £5,000 ON THE STAFFING REVIEW WITH THE RECOMMENDED CONTRACTOR

MANAGEMENT ACCOUNTS

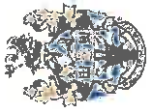
M.108.20

Attached as appendix D1 -8 are the management account schedules dated 28.02.21:-

- Income and Expenditure
- Balance Sheet
- Earmarked Reserves
- Grants
- Bank Reconciliation
- Bank Statements
- Payments
- Expenditure breakdown by cost centres

RECOMMENDED:

THAT MEMBERS APPROVE THE MANAGEMENT ACCOUNTS DATED 28.02.21



MARLOW TOWN COUNCIL

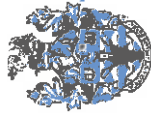
Income & Expenditure Summary

01/04/21

February 2021

	Actual Sep-20	Actual Oct-20	Actual Nov-20	Actual Dec-20	Actual Jan-21	Actual Feb-21	Budget Feb-21	Variance Feb-21	YTD Feb-21	YTD Budget Feb-21	YTD Bud Var Feb-21	Full Year Budget
Precept Received	175,185.46	-	-	-	-	-	-	-	350,370.92	350,370.00	0.92	350,370.00
Bucks CC Devolved Services	-	-	-	-	-	-	-	-	16,870.97	16,870.00	0.97	16,870.00
WDC Devolved Services	-	-	-	-	14,291.24	-	-	-	47,680.06	46,718.00	962.06	46,718.00
Allotment Rents	50.00	4,733.40	5,717.25	1,828.10	127.30	28.50	-	28.50	12,714.55	13,500.00	(785.45)	13,500.00
Cemetery Fees	8,509.67	4,857.50	5,367.50	4,557.08	5,879.75	1,396.24	3,250.00	(1,853.76)	46,462.90	38,750.00	7,712.90	42,000.00
Gossmore Recreation Ground	-	-	830.00	-	-	-	-	-	830.00	700.00	130.00	700.00
Bus Shelter Advertising	187.50	-	-	187.50	-	-	-	-	562.50	752.00	(189.50)	752.00
Banner Administration	-	-	-	-	171.00	-	30.00	(30.00)	171.00	820.00	(649.00)	850.00
Markets	-	-	-	-	-	-	-	-	-	2,000.00	(2,000.00)	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-	-	260.00
Dividend & Cash Holding Interest	42.37	1,955.18	35.14	23.68	2,319.75	9.19	381.00	(371.81)	6,563.70	4,240.00	2,323.70	4,631.00
Misc Income	-	-	-	125.00	-	-	-	-	125.00	-	125.00	-
NB Income in Reserves	183,975.00	11,546.08	11,949.89	6,721.36	22,789.04	1,433.93	3,661.00	(2,227.07)	482,351.60	474,720.00	7,631.60	478,651.00
	250.00	12,200.00	10,150.00	600.00	350.00	-	-	-	24,276.19	-	-	-
Salaries	17,159.84	16,188.70	15,657.31	15,978.68	15,052.11	25,498.15	23,983.00	(1,515.15)	184,285.02	194,363.00	10,077.98	211,401.00
Subcontractors	1,738.45	587.03	2,004.41	744.11	432.55	635.84	1,683.00	1,047.16	8,702.81	17,998.00	9,295.19	19,781.00
Administration	2,268.12	2,477.63	3,022.46	2,857.25	1,988.89	2,016.55	2,575.00	558.45	26,559.71	32,624.00	6,064.29	35,029.00
Waste Management	586.00	440.00	398.00	168.00	470.00	398.00	382.00	(16.00)	4,323.56	4,704.00	380.44	4,854.00
Health and Safety	56.42	287.60	-	487.74	244.03	407.92	575.00	167.08	3,533.18	4,311.00	777.82	4,506.00
Equipment, Operating and Maintenance	75.83	279.54	115.45	51.24	461.00	445.50	297.00	(148.50)	1,617.85	3,269.00	1,651.15	3,566.00
Community	6,193.32	8,021.21	6,334.63	19,380.67	5,858.39	2,451.94	2,540.00	88.06	75,411.89	102,721.00	27,309.11	110,211.00
Devolved	5,196.09	5,688.50	5,210.95	5,763.41	5,203.64	6,629.09	10,459.00	3,829.91	60,245.78	66,357.00	6,111.22	71,357.00
Utilities	455.66	1,332.93	687.92	1,265.67	508.59	215.59	808.00	592.41	7,074.83	7,187.00	112.17	7,665.00
Buildings	3,396.13	966.81	189.81	3,389.81	223.53	454.49	239.00	(215.49)	16,275.01	16,411.00	135.99	16,650.00
Insurance	-	-	-	-	529.00	-	-	-	3,765.84	3,800.00	34.16	3,800.00
Van	274.49	313.16	349.82	300.99	296.49	286.49	300.00	13.51	3,125.44	3,300.00	174.56	3,600.00
Investment	-	-	-	-	-	-	-	-	-	-	-	-
NB Expenditure in Reserves	37,400.35	36,583.11	33,970.76	50,387.57	31,268.22	39,439.56	43,841.00	4,401.44	394,920.92	457,045.00	62,124.08	492,420.00
	6,549.05	22,179.39	6,852.34	23,087.54	13,832.69	4,564.57	-	-	102,328.64	-	-	-
Surplus/(Deficit)	146,574.65	(25,037.03)	(22,020.87)	(43,666.21)	(6,479.18)	(38,005.63)	(40,180.00)	2,174.37	87,430.68	17,675.00	69,755.68	(13,769.00)

Appendix D1



MARLOW TOWN COUNCIL

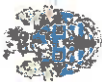
Balance Sheet

01/04/21

February 2021

	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	Movement Nov-20	Movement Dec-20	Movement Jan-21	Movement Feb-21	YTD Balance Feb-21
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)	(204.14)	215.86	(6,204.14)	2,142.89
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)	(51,636.61)	9,080.71	(37,828.55)	634,465.04
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)	10,004.26	3,501.62	(11,981.03)	10,868.03
	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)	(41,836.49)	12,798.19	(56,013.72)	647,475.96
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	(24,397.43)	(3,788.83)	16,346.51	(35,234.05)
Deferred Precept Income & WDC Council Tax Funding	(32,907.79)	32,907.79		(19,670.26)	(250.00)			(150.00)		150.00	(30,983.35)		(50,303.61)
Other Taxes & SS costs	(3,544.19)	587.79	(60.57)	(10.70)	(7.77)	(372.15)	19.32	692.53	60.57	(69.83)	12.12	(2,902.99)	(5,595.87)
	(104,227.85)	80,814.99	(5,693.31)	(16,811.57)	4,147.26	(8,202.84)	3,069.19	685.84	118.56	(24,317.26)	(34,760.06)	13,443.52	(91,738.53)
Current Assets Less Current Liabilities	546,364.20	22,306.06	135,781.81	(40,135.93)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	(18,723.21)	(66,153.75)	(21,961.87)	(42,570.20)	555,742.43
Total Assets Less Liabilities	546,364.20	22,306.06	135,781.81	(40,135.93)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	(18,723.21)	(66,153.75)	(21,961.87)	(42,570.20)	555,742.43
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)	3,297.66	(22,487.54)	(13,482.69)	(4,564.57)	(78,052.45)
Current Year Surplus/(Deficit)	22,136.54	22,136.54	142,590.66	(36,604.49)	(23,985.54)	(26,072.22)	146,574.65	(25,037.03)	(22,020.87)	(43,666.21)	(8,479.18)	(38,005.63)	87,430.68
	546,364.20	22,306.06	135,781.81	(40,135.93)	(29,917.73)	(34,506.13)	140,275.60	(35,016.42)	(18,723.21)	(66,153.75)	(21,961.87)	(42,570.20)	555,742.43

D2



MARLOW TOWN COUNCIL

Earmarked Reserves

01/04/21

February 2021

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2020	INCOME 2020/21	Transfer 2020/21	EXPENDITURE 2020/21	MVT TO DATE	BALANCE end February 2021
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	0.00			(4,950.00)	4,950.00	4,950.00
New website	Provision of new website	Completed June 2020	7083	1,406.48		1,583.52	2,700.00	(1,106.48)	300.00
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 lights and other activities	Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	85,578.70	23,550.00	14,421.30	16,569.67	21,401.63	106,980.33
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fittings for Christmas lights		30,605.00			21,914.00	(21,914.00)	8,691.00
Environmental	Environmental and sustainability projects	Projects to be identified		0.00		25,000.00	3,080.00	21,920.00	21,920.00
WDC Income	WDC ward councillors' budgets	All allocated, awaiting invoices	4853	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	13,994.00	(10,994.00)	0.00
Covid fund	Assistance with Covid related issues	Town safety measures and other projects		0.00		10,000.00	2,492.23	7,507.77	7,507.77
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	16,698.35	681.19	52,989.62	2,500.00	51,170.81	67,969.16
Triangle project	Hanging Hill project	Ongoing	7340	1,308.27			246.11	(246.11)	1,062.16
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	4992			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		(54,415.69)	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)	21,651.77	(32,236.08)	18,570.73
CIL 2019/20	CIL 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				0.00	31,306.00
Dudmere 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			5,868.16	0.00	8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		63,799.49				(5,868.16)	57,931.33
AMENITIES									
Causeway war memorial	Repairs	Work completed May 2020	7323	0.00				58,611.69	474,007.55
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	4991	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	24,276.19	0.00	102,328.64	(78,052.45)	474,007.53

D3

01/04/21

February 2021



MARLOW TOWN COUNCIL

Grants and Donations

<i>Actuals</i> 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	Dec-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	Jan-21	~
	Marlow Cameo Club	200.00	Dec-20	#
400.00	Churches Together	-400.00	refunded	+
250.00	Marlow Players			~
500.00	Marlow Youth Club			~
	Marlow Youth and Community	500.00	Jan-21	+
	Lighthouse Marlow	400.00	May-20	+
300.00	Marlow Museum Centre Project	500.00	Dec-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	Dec-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		^

D4

01/04/21

Bank Reconciliation 28.02.21



MARLOWTOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>261,229.39</u>
Current Account	01581935	per statement	<u>82,667.86</u>
Cheque & Debit card Account	03049254	per statement	967.74
	less unpresented chqs		
		21/05/2020 CN01292 Allotment refund paid twice	(27.50)
			<u>940.24</u>
Paypal			<u>-</u>
Petty Cash			<u>17.46</u>
			<u>17.46</u>
Total Bank and Cash			344,854.95
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>204,227.68</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u> </u>
Short Term Cash Holdings			289,610.09
Total Bank and Short Term Cash Holdings			634,465.04

DS

LLOYDS BANK



Your account statement

Issue date: 26 February 2021

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: MAIDENHEAD

Sort code: Account number:

J31B2R00VKDMBA000019131001002 376 B 000

MARLOW TOWN COUNCIL
MRS HILARY MARTIN
COURT GARDEN
MARLOW
SL7 2AG

TREASURERS ACCOUNT

MARLOW TOWN COUNCIL

Account summary

Table with 2 columns: Description and Amount. Rows include Balance On 29 Jan 2021 (£33,608.21), Total Paid In (£109,788.61), Total Paid Out (£60,728.96), and Balance On 26 Feb 2021 (£82,667.86).

Account activity

Main transaction table with columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), and Balance (£). Includes 'STATEMENT OPENING BALANCE' and various dated transactions.

Handwritten 'D61' in the bottom center of the page.

Your Account activity is continued overleaf



PJBR0G2100000

M31B2R07BGT D31B2R07MKN

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
22 Feb 21				640.00	- 136,290.30
22 Feb 21				15,640.25	120,650.05
22 Feb 21			300.00		120,950.05
22 Feb 21			1,200.00		122,150.05
23 Feb 21			151.00		122,301.05
24 Feb 21				13,110.00	109,191.05
25 Feb 21				5,906.09	103,284.96
25 Feb 21				392.00	102,892.96
26 Feb 21				289.79	102,603.17
26 Feb 21				20,037.31	82,565.86
26 Feb 21			102.00		82,667.86
26 Feb 21		STATEMENT CLOSING BALANCE	109,788.61	60,728.96	82,667.86

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit
 SO - Standing Order

DD - Direct Debit
 TFR - Transfer

DEP - Deposit
 COR - Correction

FPI - Faster Payment
 BP - Bill Payment

PUBR0GG2100000

M31B2R07BGT D31B2R07MKN

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DG 10

LLOYDS BANK



Your account statement

Issue date: 26 February 2021

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: MAIDENHEAD

Sort code: [REDACTED] Account number: [REDACTED]

J31B2R00VKDMBA0000019132001002 375 B 000

MARLOW TOWN COUNCIL
MRS HILARY MARTIN
COURT GARDEN
MARLOW
SL7 2AG



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

Account summary

Balance On 29 Jan 2021	£865.13
Total Paid In	£734.00
Total Paid Out	£631.39
Balance On 26 Feb 2021	£967.74

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Jan 21		STATEMENT OPENING BALANCE			865.13
02 Feb 21			135.00		1,000.13
03 Feb 21				43.20	956.93
12 Feb 21				14.29	942.64
12 Feb 21				22.42	920.22
15 Feb 21				122.40	797.82
16 Feb 21				5.00	792.82
18 Feb 21			207.00		999.82
18 Feb 21				26.49	973.33
19 Feb 21				111.55	861.78
23 Feb 21				5.14	856.64
23 Feb 21				148.52	708.12
24 Feb 21				88.58	619.54
24 Feb 21				11.80	607.74
25 Feb 21			392.00		999.74
26 Feb 21				32.00	967.74
26 Feb 21		STATEMENT CLOSING BALANCE	734.00	631.39	967.74

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

TFR - Transfer

DEB - Debit Card

CHQ - Cheque

DB IV

PJBR06G2100000

M31B2R07BGU D31B2R07MKO

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February 2021

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/02/2021	DD	NPower	gossmore elec 09.12.20-08.01.21	7.93
01/02/2021	DD	Red Kite Housing	garage rent	69.07
01/02/2021	DD	Systems architecteure	Microsoft software 01.04.20-31.03.21	208.10
01/02/2021	SO	T Brindley	T Brindley - gates opening closing	155.00
04/02/2021	DD	BT	phone mobile & BB 01.01.21-16.02.21	172.44
09/02/2021	DD	HM Land registry	HM Land registry	6.00
12/02/2021	BP	HMRC	PAYE&NI Jan21	3191.88
15/02/2021	DD	Castle Water	seymour court water 29.02.20-31.03.21	24.44
18/02/2021	DD	EON	elec 04.11.20-01.02.21	45.00
19/02/2021	DD	Worldpay	Worldpay - charges Jan21	62.93
22/02/2021	BP NR	N Rowcliffe	sustainability action consultant 27.01-10.02	640.00
22/02/2021	DD	SSE	cemetery chapel qtr charge	10.23
22/02/2021	DD	various	netpay feb21	15640.25
24/02/2021	BP1Feb21	4Front Security	parks Security Feb21	2520.00
24/02/2021	BP1Feb21	Atelier Lighting	bridge lighting concept design	3000.00
24/02/2021	BP1Feb21	SPARKX	removal of lighting & supply & fit addition lighting columns	7590.00
25/02/2021	BP	Bucks CC	pension Feb21	5906.09
26/02/2021	BP2Feb21	ABC Racking	frames beams and boards	540.00
26/02/2021	BP2Feb21	ARD	inspection Feb21	166.32
26/02/2021	BP2Feb21	Colour Solutions Ltd	2 roller banner & 4 flags eco conference	990.26
26/02/2021	BP2Feb21	Continental Landscapes	Gn Core work jan21	6235.31
26/02/2021	BP2Feb21	Fluency	PR Feb21	300.00
26/02/2021	BP2Feb21	Glasdon	locks and liners for litter bins	279.06
26/02/2021	BP2Feb21	J Braybrooke	agenda for Jan21 meeting and AGM	50.00
26/02/2021	BP2Feb21	J Hillsden	ashes grave dig Jan21	240.00
26/02/2021	BP2Feb21	K Joy	expenses - occupational glasses	72.75
26/02/2021	BP2Feb21	Light Angels	bunting installation	1526.76
26/02/2021	BP2Feb21	Mini skips	06.01.21 skip hire	312.00
26/02/2021	BP2Feb21	Paul Merchant	hosting website jan21 & monthly retainer	200.00
26/02/2021	BP2Feb21	Pink Affinity	jan21 bookkeeping and payroll	1284.19
26/02/2021	BP2Feb21	Platts	equip & van fuel Nov21	12.36
26/02/2021	BP2Feb21	R Teasdill	cutting back liston court	165.00
26/02/2021	BP2Feb21	RBC	hedge cutting marlow area	1218.00
26/02/2021	BP2Feb21	RS Boiler	Gossmore toilet mains water test	105.60
26/02/2021	BP2Feb21	S Carlton	erect banner spittal street	264.00
26/02/2021	BP2Feb21	Strategic Alliance	6 tickets IT support	144.00
26/02/2021	BP2Feb21	TBS Hygeine	dog bins - 01.01.21-29.01.21	252.00
26/02/2021	BP2Feb21	TV Police	PCSO funding 01.10.20-31.12.20	4740.00
26/02/2021	BP2Feb21	WPS Hallam	Town Fleet renewal 07.02.21-06.02.22	529.00
26/02/2021	BP2Feb21	Yorkshires	fountain cleaning 14 cleans & weekly clean	410.70
26/02/2021	DD	Autolease	van rental 07.01.21-06.02.21	289.79
				59,576.46
IMPREST ACCOUNT				
02/02/2021	debitcard	Amazon	Amazon - refuse sacks	43.20
12/02/2021	debitcard	Amazon	Amazon - disinfectant wipes & biscuits	36.71
15/02/2021	debitcard	Wix.com	#sustainable marlow website	122.40
16/02/2021	CN001295	Mr Gaunt	refund of allotment overpayment	5.00
18/02/2021	debitcard	Amazon	Amazon - Gossmore paint for pavillions	26.49
19/02/2021	debitcard	Amazon	Amazon - padlocks/keys	111.55
23/02/2021	debitcard	Amazon	Amazon - post it page markers	5.14
23/02/2021	debitcard	Specialised Canvas	union sewn, rope and toggle	148.52
24/02/2021	debitcard	Amazon	Amazon - disabled toilet keys & master padlock keys	100.38
26/02/2021	debitcard	D&J News	D&J News - papers to 27.02.21	32.00
				631.39

D7

RISK MANAGEMENT PLAN AND COVID RISK ASSESSMENT

Circulated as appendix E is the Risk Management Plan 2021.

In accordance with NALC guidelines the plan has been prepared by officers and is submitted to members for review and approval. The plan has also been approved by BALC (Bucks Association of Local Councils).

A COVID-19 Risk Assessment policy appendix F has been updated with advice from the Health and Safety Executive.

RECOMMENDED:

THAT MEMBERS APPROVE THE RISK MANAGEMENT PLAN FOR 2021 AND THE COVID-19 RISK ASSESSMENT POLICY



MARLOW TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT PLAN 2021

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Assets As recorded on the Town Council's Asset Register	Protection of physical assets	M	Buildings insured and insurance valuations reviewed bi-annually. Asset Register maintained and reviewed annually and approved by Council. To undertake only urgent repairs to the Chapel building during 2021-22	Town Clerk	There are no plans to undertake any unnecessary works
	Security of buildings, equipment etc	H	Alarms on Town Council Office, Cemetery Garage and Store. Door entry system at office and alarms serviced annually. Contents insured. Weekly site inspections of amenity areas are undertaken. Visible CCTV signage on site at the Cemetery. Sole working alarm for officers.	Town Clerk / Amenities Supervisor	
	Maintenance of buildings etc	M	Buildings currently maintained when necessary as a result of inspections. Planned programme of electrical and safety equipment in place. 5 yearly wiring checks undertaken. Written records kept. PAT testing undertaken annually records kept.	Town Clerk	5 yearly wiring check undertaken in February 2018, next check due February 2022. PAT testing carried annually: last test date 06/04/21

Appendix E

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Banking	M	Investments to be reviewed quarterly and reported to Resources Committee and annually to Town Council. Cash banked by two people when over £250. Two Councillor authorisations for payments from bank accounts. Officers permitted to authorised electronic bank payments on an exceptional basis. <i>Resources chairman to physically inspect and sign bank statements at every meeting.</i>	Town Clerk	
	Risk of consequential loss of income	M	Insurance cover. Fidelity Guarantee in place. Important documents backed-up and filed off site. Insurance schedule and Fidelity Guarantee reviewed April 2021 and cover is £100,0000.	Town Clerk	
	Loss of cash through theft or dishonesty	H	Receipts issued. Cash above £250 checked by two officers. Petty cash reconciled bimonthly.	Town Clerk / Officers	
	Financial controls and records	M	Monthly reconciliation and management accounts prepared by Senior Management Accountant and checked by Town Clerk and reported to Council. Clerk checks and signs bank reconciliations and original bank statements. Internal Interim and year end Audits and External Audit. Internal Auditors check list reviewed annually. Financial Regulations reviewed January 2021.	Town Clerk	
	Comply with VAT Regulations	H	VAT returns compiled and submitted by the Senior Management Accountant online. MTC receive direct notification from HMRC regarding repayments due. HMRC online account reviewed annually.	Town Clerk/Officers	

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Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Sound budgeting to underlie annual Precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Resources Committee at every meeting (alternate months). Accounts sent to Chairman of Resources Committee and Town Mayor each month.	Town Clerk / Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.		
	Comply with HMRC requirements	M	Regular advice from HMRC- shared with Senior Management Accountant. Internal and External audit carried out annually.		
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces and play areas checked regularly. Risk Assessments are completed annually and kept on file. Tree survey undertaken December 2019.	Town Clerk / Officers	Three-year contract with Buckinghamshire tree services from 2020.
	Legal liability as consequence of asset ownership (especially play areas / cemetery / allotments)	H	Insurance in place. Weekly checks of playgrounds / play areas. Minimum two weekly inspection of amenity sites. Monthly and yearly ROSPA inspection of play areas.	Town Clerk / Officers	
	Legal liability, consequence of approved Civic Events	H	Insurance in place. All events are risk assessed prior to taking place. Written records are kept.		

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Area	Risk	Level	Control (<i>and agreed improvements</i>)	Actioned by	Progress and Comments
Employer Liability	Comply with Employment Law	M	Membership of BALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when necessary.		Clerk has achieved Principal level membership of the SLCC.
	Safety of Staff and visitors	M	<p>Employees are advised to lock the entry door when lone working, opening the door to admit public after using the spy hole and assessing the risk. HSE information displayed in office in compliance with HSE legislation and guidelines.</p> <p>To issue staff with H and S briefings relevant to their roles at their yearly appraisal.</p> <p>All staff are instructed to enter accidents in the Town Council's accident book.</p> <p>First Aid kit in office – dates on items checked annually.</p> <p>Covid-19 please see appendix A</p>	Town Clerk / Officers	<p>New Covid-19 policy adopted in 2020. Appendix A. Reviewed and updated March 2021.</p> <p>Lone alert alarm system for sole working installed in September 2020.</p>
Legal Liability	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Town Clerk	
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the web site.	Town Clerk	
	Proper document control	M	Leases and legal documents in safe in Town Council office. Other data storage to comply GDPR. Merchant trader copy receipts kept in	Town Clerk /	

F

Area	Risk	Level	Control (and agreed improvements)	Officers	Progress and Comments
Legal Liability	Provision of Goods and Services by third parties	H	All reasonable efforts are made to establish third parties have the appropriate qualifications, skills insurance and public liability when working for or under the direction of the Town Council	Town Clerk / Officers	
	Volunteering	H	Volunteers must be fully briefed as per the Town Council's Volunteering policy as approved. Insurance company to be contacted for advice if the volunteer job is complex	Town Clerk / Officers / Members	
Councillor propriety	Registers of Interests and gifts and hospitality in place Code of Conduct	H H	Register of interest completed and reviewed by members / officers in May 2020. Gifts and hospitality register is available at each Council meeting. Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year. The Town Council has adopted the current "Code of Conduct".	Town Clerk / Councillors Members	Register will be reviewed after elections in May 2021.

Risk Management Plan internally reviewed and approved by Bucks Association of Local Councils April 2021

The Risk Assessment and Management Plan will be submitted to the Town Council on April 27th, 2021.

Town MayorDated:

The Risk Management Plan will be reviewed again in 2022 or as and when necessary.

Appendix A to Risk Assessment and Management plan 2021 for Covid-19

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery Drivers • Vulnerable groups • Elderly, Pregnant and those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Visitors must check in and scan the QR entry code. • Gel sanitisers in the entrance and office • Masks 	<p>Everyone to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the office.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Visitors to attend the office by appointment only. Perspex screen between casual visitors to the office. Anyone attending meetings must scan in their visit using the QR code.</p> <p>Masks to be worn in line with current government guidance.</p>

Appendix F

		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Regular checks will be carried out by The Town Clerk to ensure that the necessary procedures are being followed.</p> <p>Staff provided with their own cleaning spray bottles for personal desk area. If the scanner or printer is used each member of staff to clean before and after use with wipes provided.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Town Clerk checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>
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		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay-at-home guidance. The Town Clerk will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health The Town Clerk will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Town Clerk will offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>
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REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Please find attached as appendix G 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.

RECOMMENDED:

THAT MEMBERS ACCEPT CLLR MARSHALLS REPORT

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	
4. Relationships	All responsible officers (Clerk/WFO) 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	
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	

Appendix A

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	
12 Ensure the right resources are available	Internal audit encourages manager/members to develop their own responses to risks, rather than relying solely on audit recommendations 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 Yes	

Name: Cllr Neil Marshall

Signed: 

Agreed by Council: date _____ minute _____

GRANTS

Completed grant applications have been received from the following organisations:-

- Lighthouse Marlow Requesting: £1,000
- Christ Church United Reformed Church, Marlow Requesting: £500 - £1,000

Attached as appendix H 1 – 2 are summaries from the full grant applications, which are available on request.

RECOMMENDED:

THAT MEMBERS DETERMINE THE LEVEL OF GRANT FUNDING FOR THE ORGANISATIONS NAMED ABOVE



MARLOW TOWN COUNCIL

Annual Grant Application for 2020/2021

NAME OF ORGANISATION	Membership
Lighthouse Marlow	
Official / Registered Address of the Organisation	
Parish Office The Causeway Marlow SL7 2AA	
Address to which correspondence should be sent if different from above	
[REDACTED]	
Contact details of the person completing this application	
Contact name [REDACTED]	
Position held Chairman	
Daytime telephone number [REDACTED]	
Email address [REDACTED]	
When was your organisation established 2005	
What is the legal status of your organisation? please tick one of the 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	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable) 1178062	
PROJECT	
Project Description	
Lighthouse Marlow is a Christian holiday activity week for children from the local area which runs in the school summer holidays in the grounds of Holy Trinity School. It is organised and staffed by volunteers from local churches and the community. It provides a themed, fun-filled week of sport, craft, performing arts and music activities as well as sessions where children learn about Bible stories linked to the theme and how they relate to their life.	

Appendix H1

Project Background

Lighthouse Marlow has run a holiday week for children in the school summer holiday for over 15 years. In 2019 477 children aged 4-11 were involved together with nearly 300 volunteers, 100 of which were young people aged 12-17. A creche is provided for younger children of volunteers.

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

The high level of demand for places at Lighthouse Marlow evidences the fantastic time children enjoy; in 2019 we had applications from over 600 children. The week enables working Marlow parents, and those that need a break from childcare commitments, to know that their children are being looked after in a safe, nurturing environment in which they have a lot of fun.

No charge is made for a child to attend Lighthouse although donations are encouraged. This makes Lighthouse accessible to all parents and carers, including those on a low income.

The Lighthouse Marlow project benefits children and young people by providing them with a safe, fun environment for a week of the school summer holiday. It also gives them an experience of being in a loving Christian environment.

The young helpers are provided with training to help them develop teamworking skills in addition to the caring skills for younger children they develop under the supervision of adults. Through repeat volunteering they also gain experience in leadership. Many children who attend Lighthouse go on to become young helpers and then activity leaders.

Lighthouse Marlow is open to children of all faiths and none. Lighthouse strengthens relationships in the community with volunteers from several churches and the wider community working together.

Total cost of project

£ 24,000

Grant request total

£ 1000

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 of 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.

No - Equality and Diversity
policy provided

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

Lighthouse Marlow receives donations from local churches, businesses and from other sources, however our main source of income is donations from the parents of children who attend. As we did not run a traditional Lighthouse in 2020 we had little income from parents to meet our fixed costs and the financial contribution we made towards the online offering. We were very grateful for the grant of £400 provided by Marlow Town Council to help offset these costs. In planning to run a Covid-secure Lighthouse this year we anticipate additional costs and hence are seeking a grant to enable us to run an exciting and enjoyable Lighthouse whilst minimising any risk to the children or our volunteers.

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

H



MARLOW TOWN COUNCIL

Annual Grant Application for 2020-21

NAME OF ORGANISATION		Membership
Christ Church United Reformed Church, Marlow		32 registered members plus adherents
Official / Registered Address of the Organisation		
18 Oxford Road, Marlow, SL7 2NL		
Address to which correspondence should be sent if different from above		
[REDACTED]		
Contact details of the person completing this application		
Contact name	[REDACTED]	
Position held	Treasurer	
Daytime telephone number	[REDACTED]	
Email address	[REDACTED]	
When was your organisation established?		
Our roots in Marlow go back over 300 years! The current church building itself dates from 1840, the URC succeeded the Congregational Church in 1972.		
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 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 checked="" type="checkbox"/>	

Appendix f12

Registered Charity No (if applicable)

As an exempt charity we do not have a Charity Commission number, [REDACTED]

PROJECT

Project Description

The **'Walk of Life'**. The aim of the project is to make our garden area (on the corner of Oxford Road and Quoting Square) fully accessible by constructing a brick-paved pathway through it, along with paved seating areas and improvements to the planting. At the present time, access to the garden is difficult for wheelchair users and others with mobility problems, as the paths are gravelled. By making it fully accessible, we will both further enhance the garden's attractiveness to the community of Marlow and deliver on our own commitment to be welcoming and inclusive to all. The total project cost is £11,500 which we are seeking to raise from a number of sources as well as our own resources.

Project Background

In 2020, Christ Church opened up the garden for community use by building a pedestrian entrance directly from Oxford Road. Since then, usage of the space has increased dramatically, with local people telling us that they 'didn't know it was here before' and clearly appreciating the peace and quiet of the place. We also installed a water bottle filling station, supported by an environmental grant from MTC. This has made a statement about the importance of protecting the natural environment with which we are so blessed.

The garden has been particularly appreciated by the community due to the recent lockdown restrictions. As a green space in the town centre, it gives young mums with toddlers somewhere to take the fresh air, local workers a place to have their lunch, and older people a chance to rest while out and about in Marlow. We are delighted with the response to last year's project and we now want to go further.

Project Benefits in relation to Marlow, its residents and visitors

We want **everyone** to be able to enjoy the garden, and that includes those who may currently be excluded by the difficult surface of the path. Upgrading from gravel to a paved path, while a significant investment, will we hope make the garden even more attractive and accessible by anyone. As we feel a particular calling to care for the elderly in Marlow, this does apply to some of our own members but the benefit will go well beyond that group.

There is also an environmental aspect to this work. The garden was originally the site of cottages, long-since demolished, with the evidence remaining under the site in the form of hardcore and footings! We have successfully greened a site that was something of an eyesore twenty years ago, and we offer it freely to the town to use. The project will enable us also to dig over parts of the site, improve the soil, and replant with an attractive mix of plants. Progress has already been made towards this along our frontage with Platts, where new shrubs were planted last year and are becoming nicely established.

Total cost of project

£11, 500

Grant request total

£500 - £1,000

H2

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) Schools Eco Conference

This was scheduled for March 2020 and sadly it had to be cancelled due to the first Covid lockdown. The schools are keen to reinvigorate this conference either virtually or in person when rules permit but are looking to do so before the end of the school year. The format is currently being worked on and more details will follow.

c) Wildflower Planting

Three areas of highway land around the Town have been allocated for Wildflower planting. This is to support the local Bee population and wildlife. The areas have now been planted and we hope to see a bumper crop of wildflowers later this year. The very dry weather has had an impact, but they are being watered regularly. Wild Marlow are supportive of these initiatives, and we look forward to developing more Bee corridors with them in the future.

In addition, an area in Rookery Park has been left to re-wild and there is now an area designated for wildflowers in Higginson Park. Work has also been undertaken to improve the land around the Higginson Park backwater (recently upgraded) by the first bridge to the towpath, Wild Marlow have been working on the area and have done a great job in tidying the land and planting trees.

There will be a presentation ahead of the meeting at 6pm by Wild Marlow.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS