



# MARLOWTOWNCOUNCIL

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

To Members of the Town Council:-

Town Mayor: Cllr R Scott

Councillors: T Avery, D Brown, R Cadman, C Funnell, C Heap, C Hoyle, N Marshall, N Mityaeva, C Stapley, J Towns, R Wilson

## Annual Meeting

The Annual Meeting of Marlow Town Council will be held on Tuesday 18<sup>th</sup> May 2021 at 7.00pm in the Higginson Room, Court Garden, Marlow to consider the items set out below and you are hereby summoned to attend

Mrs Hilary Martin  
Town Clerk  
13.05.21

### All COVID guidelines must be adhered to:

- Masks must be worn on entry and at all times unless seated or speaking, masks must be worn if not seated
- Please use the hand sanitiser on arrival
- Scan or sign in for Track and Trace
- The maximum number of people permitted in the Higginson Room is 25
- Please read the Councils Covid Risk Assessment which can be found here <https://www.marlow-tc.gov.uk/council-policies/>

Although the annual meeting is open to the Public, we are limited on capacity, residents are able to view the meeting livestreamed on the Councils Facebook page here <https://www.facebook.com/MarlowTC>

## **AGENDA**

### **M01.21 ELECTION OF THE TOWN MAYOR – for the Mayoral Year 2021-22**

Outgoing Town Mayor calls for nominations for the office of Town Mayor

Nominated: **Cllr R Scott**

Members vote

Incoming Town Mayor to read aloud and sign the “Declaration of Acceptance of Office of Town Mayor”

Town Mayor to be presented with the Chain of Office

Town Mayor to take the Chair and address the Council

### **M02.21 ELECTION OF DEPUTY MAYOR – for the Mayoral Year 2021-22**

Nominations are called for the office of Deputy Mayor

Nominated: **Cllr J Towns**

Members vote

Deputy Mayor read aloud and sign the “Declaration of Acceptance of Office of Deputy Mayor”

Deputy Mayor to be presented with the Chain of Office

Deputy Mayor to address the Council

### **M03.21 ELECTION OF THE LEADER OF THE COUNCIL – for the Mayoral Year 2021-25**

Nominated: **Cllr C Funnell**

Members vote

The Leader to read aloud and sign the “Declaration of Acceptance of Office of Leader of the Council”

The Leader to address the Council

### **M04.21 ELECTION OF THE DEPUTY LEADER OF THE COUNCIL – for the Mayoral Year 2021-25**

Nominated: **Cllr C Hoyle**

Members vote

The Deputy Leader to read aloud and sign the “Declaration of Acceptance of Office of Deputy Leader of the Council”

The Deputy Leader to address the Council

**M05.21 APOLOGIES FOR ABSENCE**

**M06.21 DECLARATIONS OF INTEREST**

As per the Code of Conduct members are responsible for disclosing any personal or prejudicial interest in any item to be discussed at any meeting.

**M07.21 COMMITTEE RESTRUCTURING**

Having reviewed the current Town Council Committees the following restructure is proposed:  
Planning Environment and Transportation Committee reforms to be:  
**Planning and Transportation Committee**

To form a new  
**Environment and Sustainability Committee**

Terms of reference for each Committee are attached as appendix A1 A2

**M08.21 TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES LISTED BELOW:**

**a) Resources Committee (6 members)**

Nominations

Cllr D Brown, Cllr R Cadman, Cllr C Funnell, Cllr N Mityaeva, Cllr C Stapley, Cllr R Wilson

**b) Planning and Transportation Committee ( 6 members)**

Nominations

Cllr T Avery, Cllr C Heap, Cllr C Hoyle, Cllr N Marshall, Cllr J Towns, Cllr R Wilson

**c) Environment and Sustainability Committee (4 members)**

Nominations

Cllr C Hoyle, Cllr N Marshall, Cllr C Stapley, Cllr J Towns

**d) Staffing Committee ( 3 members)**

Nominations

Town Mayor, Deputy Mayor, Leader of the Council

Standing deputies for the Resources, Planning and Transportation and Environment and Sustainability committees will be appointed at the next Town Council meeting.

**M09.21 TO APPOINT THE CHAIRMAN OF:**

**a) Resources Committee**

Nomination: Cllr N Mityaeva

**b) Planning and Transportation Committee**

Nomination: Cllr N Marshall

**c) Environment and Sustainability Committee**

Nomination: Cllr J Towns

**M10.21 TO APPOINT THE VICE CHAIRMAN OF:**

**a) Resources Committee**

Nomination: Cllr R Wilson

**b) Planning and Transportation Committee**

Nomination: Cllr T Avery

**c) Environment and Sustainability Committee**

Nomination: Cllr N Marshall

**M11.21 TO AGREE APPOINTMENTS TO THE FOLLOWING WORKING GROUPS AS LISTED BELOW:**

**a) Events Working Group (4 members)**

Cllr C Hoyle, Cllr C Stapley, Cllr J Towns, Cllr R Wilson

**b) Allotments Working Group (4 members)**

Cllr D Brown, Cllr R Cadman, Cllr C Heap, Cllr R Wilson

**c) Marlovian Working Group (4 members)**

Cllr D Brown, Cllr R Cadman, Cllr C Heap, Cllr J Towns

**d) Management Working Group (4 members)**

Town Mayor, Leader of the Council, Chairman of Resources Committee, Chairman of Planning and Transportation Committee

Sub – Committees and Working Groups may be formed / disbanded throughout the year as and when necessary.

**NOTE:** the Town Mayor is an ex officio member of all committees and working groups

**M12.21 TO APPOINT REPRESENTATIVES TO OUTSIDE ORGANISATIONS FOR THE MAYORAL YEAR 2021-22**

To avoid any potential conflict of interests, no Marlow Town Council representative will be appointed to an outside organisation, on which they hold office or title on the Governing Body or Committee of that organisation.

Permanent Representation on Outside Bodies

Bid Co	Cllr J Towns
Marlow Age Concern	Cllr C Heap
Marlow Chamber of Trade and Commerce	Leader of the Council
Marlow Forum	Cllr R Wilson
Marlow Museum	Cllr D Brown
Marlow Regatta (Dorney Lake)	Town Mayor
Marlow Society	Cllr N Marshall
Marlow Town Regatta and Festival	Cllr C Funnell
Marlow Town Twinning Association (Budavar)	Cllr C Hoyle
Marlow Town Twinning Association (Marly-le-Roi)	Cllr N Mityaeva
SW Chiltern Area Community Board	Cllr Leader of the Council

Representatives to other outside organisations will be made on the request of organisation.

**M13.21 DATE AND TIME OF NEXT MEETING**

**Town Council - Tuesday 8<sup>th</sup> June 2021 at 7.00pm**



## PLANNING AND TRANSPORTATION COMMITTEE

### TERMS OF REFERENCE

The Planning and Transportation (PT) Committee shall exercise the function of consideration of all planning applications submitted to the Council by the Local Planning Authority. The PT Committee will make representation to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972 and other relevant legislation. The Committee shall authorise the Town Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications.

The Committee to consist of six members.

The Committee may co-opt professionals for specific advice; however those members would not have voting rights.

Where a meeting of the Committee is not quorate, planning applications may be considered by the Chairman of the Committee and the Town Clerk in accordance with standing orders and their comments shall be sent to the Planning Authority.

The Committee will deal under delegated powers with the following specific decision making issues within the budget and policies approved by the Full Council:

- All matters affecting planning e.g. statutory, local plans and local application consultee comments.
- Enforcement matters.
- The making of representations in respect of appeals against planning permissions or refusals.

- To consider and monitor the Town and other Developmental plans and the making of appropriate representations.
- To consider licensing applications submitted by the Local Licensing Authority and to authorise the Town Clerk to submit the observations, recommendations or objections of the Committee to such applications.
- To provide and maintain bus shelters, public seats, amenity planting, litter and dog bins.
- To facilitate town improvement and economic development initiatives including those of the town centre and to make recommendations on related matters and liaise as appropriate with other agencies.
- To act on matters related to public highways including footpaths and bridleways.
- To consider and make representations on highways and transportation matters.
- To participate, in conjunction with Buckinghamshire Council and other local parishes, in the operation of the Town Bus. To make representations to the appropriate authorities in respect of local transport services.
- The PT Committee will make recommendations to the Full Council on matters within its Terms of Reference.

The Committee will review the Terms of Reference from time to time taking into account any proposals or recommendations from other committees and make recommendations to the Council.



## ENVIRONMENT AND SUSTAINABILITY COMMITTEE

### TERMS OF REFERENCE

Marlow Town Council's vision is to make Marlow the most attractive, vibrant and sustainable riverside town in the Thames Valley. It strives to ensure that the town is a caring environment for all and a fantastic place to live, work and visit. The Council is committed to looking after the long-term environmental health of the town alongside its future social and economic prosperity.

The committee to consist of four members.

The committee may co-opt external professionals for specific advice; however, those members would not have voting rights.

One third of the committee must be present for the meeting to be quorate, in no case shall the quorum be less than three members.

- To champion the nature, quality, diversity and conservation of the built and natural environment within the Town.
- To oversee the management of all Town Council owned trees including the provision and completion of the biennial health and safety tree inspection.
- To consider and facilitate environmental improvements to the town area such as tree planting and general planting and initiatives to maintain the good environmental condition of the town and to work with Buckinghamshire Council and other agencies on these matters.
- To review, make proposals for and if approved oversee the improvement of the range of recreational facilities across the Council's parks and recreation grounds that provide both value for money for the funding available and that best meet the needs of the local community.
- To consider a range of sustainability issues such as water, air and soil quality, climate change adaptation and mitigation, sustainable transport, local food, sustainable business, waste management, water management and local biodiversity management.





# MARLOWTOWNCOUNCIL

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- To maximise our communications so as to improve the local community's understanding, knowledge and support for the Town Council and to enhance the Town Council's reputation with the wider audience outside the Town, using the Marlovian, the website and social media platforms.
- The ES Committee will make recommendations to the Full Council on matters within its Terms of Reference.

The Committee will review the Terms of Reference from time to time taking into account any proposals or recommendations from other committees and make recommendations to the Council.