

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 J Towns

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

A MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 15th JUNE 2021 at 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

A G E N D A

Hilary Martin
Mrs H Martin | Town Clerk | 10.06.21

M.14.21	Apologies for absence	
M.15.21	Declarations of interest	
M.16.21	Communications from Town Mayor	
M.17.21	Report from Leader of the Council	
M.18.21	Town Council Minutes dated 27.04.21 and the AGM dated 18.05.21	DECISION
M.19.21	War Memorial	DECISION
M.20.21	Asset Register	DECISION
M.21.21	Final Accounts 2020-21	DECISION
M.22.21	Annual Governance Statement 2020-21	DECISION
M.23.21	Annual Return Accounting Statements 2020-21	DECISION
M.24.21	Information Reports	INFORMATION
	a) Committee Minutes	
M.25.21	Reports from Outsides Bodies	INFORMATION
M.26.21	Reports from Buckinghamshire Council	INFORMATION
M.27.21	Date of next meeting: Tuesday 27 th July 2021 at 7.00pm	INFORMATION

PUBLIC QUESTIONS

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.

15 JUNE 2021**Mayoral engagements**

I look forward to some or all of the Covid restrictions being lifted following a Government announcement on 14 June. We have already seen organisations announcing that their events will take place from the end of June onwards and I look forward to supporting their activities. I shall be in attendance at Marlow Round Table May Fayre on 26 June, which is being held at the same time as Marlow Town Regatta & Festival 'rowing only' event to celebrate their 21st anniversary.

- | | | |
|--------|---|--------------|
| 11 May | Attended re-launch of Specsavers, West Street | |
| 15 May | Attended short service in recognition of the 100 th anniversary of the Royal British Legion at the war memorial on the Causeway | |
| 17 May | Attended Henley Town Council Mayor making, virtually | |
| 19 May | Visited Dementia Action, Marlow at pop-up shop in Liston Court | |
| 23 May | Attended re-opening of Marlow Museum | |
| 25 May | Presented prize to Alfie Wright, aged 8, on behalf of Marlow Wombles Keep competition | Britain Tidy |
| 28 May | Attended Celebratory fundraising event at Holy Trinity school, where £8,500 had been raised to support two charities; 50% to support a charity nominated by the deputy head teacher, who is undergoing cancer treatment | |
| 3 June | Joined SERFCA Armed Forces briefing, virtually | |
| 4 June | With Mayoress, visited Oyster's Fish & Chip bar, Marlow Bottom on National Fish and Chip day. | |

Civic events

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.

Cllr Richard Scott
Town Mayor
10 June 2021

REPORT FROM LEADER OF THE COUNCIL

M.17.21

Cllr C Funnell will present a verbal report at the meeting.

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY ON TUESDAY 27th APRIL 2021 AT 6.30pm

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

M.101.20 APOLOGIES FOR ABSENCE

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

M.102.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.103.20 COMMUNICATIONS FROM TOWN MAYOR**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 a one minute's silence was held.

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.

The Town Mayor stated what questions were permissible during the current period of purdah. The statement is attached to these minutes for reference.

Cllr Richard Scott
Town Mayor
27 April 2021

M.104.20 REPORT FROM LEADER OF THE COUNCIL

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 sustainablemarlow 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

M.105.20 TOWN COUNCIL MINUTES DATED 16.03.21

RESOLVED:

THAT THE MINUTES DATED 16.03.21 WERE UNANIMOUSLY AGREED AS A TRUE RECORD AND WILL BE SIGNED AS SUCH

M.106.20 WILTSHIRE ROAD FOOTPATH

Cllr Avery joined the meeting

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. Historical background information regarding this area was submitted to members.

An MTC officer has visited the site and agreed that a footpath would be very beneficial to Marlow residents and the general public.

Contractors had visited the site and quoted for the work. It was 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.

The cost for dropped kerbs on both sides and a footpath on the opposite verge would be £2,521.

A map accompanied the agenda showing the positions marked in orange.

RESOLVED:

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

M.107.20 STAFFING REVIEW

The Staffing Committee had proposed 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 be 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 had 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.

RESOLVED:

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

M.108.20 MANAGEMENT ACCOUNTS

Circulated to all members were the management account schedules dated 28.02.21 as detailed below:-

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

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE MANAGEMENT ACCOUNTS DATED 28.02.21

M.109.20 RISK MANAGEMENT PLAN AND COVID RISK ASSESSMENT

Circulated to all members was the Risk Management Plan 2021 and the Covid-19 Risk Assessment Policy.

In accordance with NALC guidelines, and with the approval of Bucks Association of Local Councils and advice from the Health and Safety Executive, the plan had been prepared by officers and was submitted to members for review and approval.

RESOLVED:

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

M.110.20 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

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

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

RESOLVED:

THAT MEMBERS UNANIMOUSLY ACCEPTED CLLR MARSHALLS REPORT

M.111.20

GRANTS

Clr N Marshall joined the meeting

Completed grant applications had been received from the following organisations and the funding determined as detailed below:-

- Lighthouse Marlow Agreed Grant £500
- Christ Church United Reformed Church, Marlow Agreed Grant £500

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED THE GRANT FUNDING AS DETAILED ABOVE

M.112.20

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) 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 was a presentation by Wild Marlow to the Council prior to the meeting.

MEMBERS NOTED THE REPORTS

M.113.20 REPORTS FROM OUTSIDES BODIES

Cllr J Towns

Reported attending a meeting of BidCo with another meeting forthcoming

Cllr R Wilson

Reported he would be attending a Marlow Forum meeting on 28.04.21

Cllr C Funnell

Reported the Town Regatta and Festival would run as a virtual event this year

Cllr S Brown

Reported attending two meetings of Brinkhurst

On behalf of Cllr Keighley, Cllr Brown reported that the Marly-le-Roi twinning association had been sharing videos and images as twinning visits could not take place

Cllr Marshall

Reported attending a meeting of the Marlow Society

M.114.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr R Scott

Reported that the 6 month trial of the “quiet road scheme” in Trinity Road had started

M.115.20 DATE OF NEXT MEETING

Tuesday 18th May 2021

Meeting closed at 7.00pm

Town Mayor **Date**

PUBLIC QUESTIONS

Q: Where could information on grant awards and applications be found?

A: The Town Council website posted a list of grants issued. Advice and application forms were also available online.

PURDAH STATEMENT

As you know, we have the challenge of conducting this full council meeting during the pre-election period. I have liaised with the town clerk on the business for this meeting and am acutely conscious of the importance of ensuring proper and informed political debate, set against having a full council meeting in such close proximity to the elections.

All councillors will appreciate that this is a period of heightened sensitivity and while we are able to carry on the normal business of the council, which will include providing factual information, and asking questions on council business, the meeting cannot be used to enable councillors (or any candidates standing for election) to communicate in a way which seeks to influence voters.

The Town Clerk or I will intervene if we consider that any member is using the council platform to make statements designed to affect public support for a political party or candidate.

Cllr Richard Scott | Town Mayor

MARLOW TOWN COUNCIL

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

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 18th MAY 2021 AT 7.00pm IN THE HIGGINSON ROOM, COURT GARDEN, POUND LANE, MARLOW AND LIVESTREAMED THROUGH THE TOWN COUNCIL'S FACEBOOK PAGE

Present	Town Mayor	Cllr R Scott
	Councillors	T Avery D Brown R Cadman at 7.30pm C Funnell C Heap C Hoyle N Marshall N Mityaeva C Stapley J Towns
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

Also present **photographer, videographer, 2 members of the public, 2 Town Council officers**

M01.21 ELECTION OF THE TOWN MAYOR

Town Mayor called for Cllr C Funnell to declare nominations for the office of Town Mayor

Nominated: **Cllr R Scott**
Proposer: **Cllr C Funnell**

Agreed unanimously by the showing of hands.

The Town Mayor retained the Chain of Office and read aloud and signed the "Declaration of Acceptance of Office of Town Mayor".

Cllr Scott welcomed all Councillors to the meeting and introduced the newly elected members. He went on to thank retired Councillors S Brown, B Johnson, C Keighley, K Thomson and E West. Tribute was paid to Cllr B Johnson as outgoing Deputy Mayor and the Mayor thanked him personally for his support and service. The Town Mayor thanked his wife for her support during the past year and presented her with a gift of flowers. The Town Mayor's speech is attached in full to these minutes.

RESOLVED:
THAT Cllr R SCOTT BE ELECTED TO THE OFFICE OF TOWN MAYOR FOR 2021-22

M02.21 ELECTION OF DEPUTY MAYOR

Nominations were called for the office of Deputy Mayor

Nominated: **Cllr J Towns**
Proposer: Cllr R Scott

Agreed unanimously by the showing of hands.

Deputy Mayor read aloud and signed the "Declaration of Acceptance of Office of Deputy Mayor" and was presented with the Chain of Office.

Cllr Towns thanked her fellow Councillors for their support and looked forward to serving Marlow as Deputy Mayor.

RESOLVED:

THAT CLLR J TOWNS BE ELECTED TO THE OFFICE OF DEPUTY MAYOR FOR 2021-22

M03.21 ELECTION OF THE LEADER OF THE COUNCIL

Nominations were called for the office of Leader of the Council

Nominated: **Cllr C Funnell**
Proposer: Cllr R Scott

Agreed unanimously by the showing of hands.

The Leader read aloud and signed the "Declaration of Acceptance of Office of Leader of the Council".

The Leader thanked the Council members and officers for their work during the past year and outlined how he would be taking the Council forward during his term of office.

RESOLVED:

THAT CLLR C FUNNELL BE ELECTED TO THE OFFICE OF LEADER OF THE COUNCIL FOR 2021-25

M04.21 ELECTION OF THE DEPUTY LEADER OF THE COUNCIL

Nominations were called for the office of Deputy Leader of the Council

Nominated: **Cllr C Hoyle**
Proposer: Cllr R Scott

Agreed unanimously by the showing of hands.

The Deputy Leader read aloud and signed the "Declaration of Acceptance of Office of Deputy Leader of the Council".

The Deputy Leader thanked his Councillor colleagues and residents who voted him to office and looked forward to serving the community.

RESOLVED:

THAT CLLR C HOYLE BE ELECTED TO THE OFFICE OF DEPUTY LEADER OF THE COUNCIL FOR 2021-25

M05.21 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Wilson.

M06.21 DECLARATIONS OF INTEREST

As per the Code of Conduct members were advised of the responsibility for disclosing any personal or prejudicial interest in any item to be discussed at any meeting or at any point in the future.

M07.21 COMMITTEE RESTRUCTURING

Following a review of the current committee structures the following changes were 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 were circulated to all members and approved.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE COMMITTEE RESTRUCTURING AS DETAILED ABOVE AND THAT THE TERMS OF REFERENCE WERE APPROVED

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

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

Nominated

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)

Nominated

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)

Nominated

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

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

Nominated

Town Mayor, Deputy Mayor, Leader of the Council

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

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE COMMITTEE APPOINTMENTS FOR 2021-22 AS DETAILED ABOVE

M09.21 TO APPOINT THE CHAIRMAN OF:

a) Resources Committee

Nominated: Cllr N Mityaeva

b) Planning and Transportation Committee

Nominated: Cllr N Marshall

c) Environment and Sustainability Committee

Nominated: Cllr J Towns

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE COMMITTEE CHAIRMAN APPOINTMENTS FOR 2021-22 AS DETAILED ABOVE

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

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE COMMITTEE VICE CHAIRMAN APPOINTMENTS FOR 2021-22 AS DETAILED ABOVE

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

It was noted that 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

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE WORKING GROUP APPOINTMENTS FOR 2021-22 AS DETAILED ABOVE

M12.21 TO APPOINT REPRESENTATIVES TO OUTSIDE ORGANISATIONS

Members were advised that, 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.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE OUTSIDE ORGANISATION APPOINTMENTS FOR 2021-22 AS DETAILED ABOVE

M13.21 DATE AND TIME OF NEXT MEETING

Town Council - Tuesday 8th June 2021 at 7.00pm

Meeting closed at 7.35pm

Town Mayor Date

Mayor's address for AGM May 2021

Welcome again to your new Council. There is now a new Council in place for the next four-year term. Your twelve-member Council is spread across three wards with the following Councillors in each ward – north & west (David Brown, Roy Cadman, Carol Heap, Neil Marshall and Roger Wilson); south (Richard Scott and Jocelyn Towns); and south east (Tim Avery, Chris Funnell and Colleen Stapley), and we are pleased to welcome five new Councillors, all of whom live in the town.

The following Councillors retired at the election and I would like to pay tribute to 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!
These mementos of their service will be presented to them during the next few weeks.

I would particularly like to thank my Deputy Mayor, Bob Johnson, who has been a great support during the year and standing in for me on a number of occasions. Many of you know that Bob stood down as a very active Councillor due to ill health and I think you should know that he is now very seriously ill.

Looking forward, I am honoured and delighted to be your Mayor for the next twelve months and will be ably supported by my experienced Deputy Mayor, Jocelyn Towns. Together, we will continue to support the town and all its activities as we start to come out of the restrictions placed upon us by the covid pandemic. We both look forward to attending our civic events and the many activities that local organisations and clubs provide for their members and other residents.

I have said previously that Marlow enjoys a wonderful community spirit that really shone through during the pandemic and I am committed to helping that spirit prosper and grow over the coming months. The continuing covid pandemic meant that all publicly facing civic events were cancelled in the last year, but the council has already agreed this year's dates for our widely supported Remembrance day commemoration and the pre-Christmas civic events of switch on and shop and carols on the causeway - these dates are shown on the town Council's website. A civic service will also be held during the year.
It has been the tradition of the Mayor to nominate a charity to support during the mayoral year.

Over the past two years, I have added to the funds collected by my predecessor, Chris Funnell, which we will continue to use to support mental health issues, particularly in our schools. During this last year, the council registered a new charity - the Marlow Mayor's charity – to formalise its fundraising and it is this body that ultimately approves any donations.

That said, I have nominated as my charity, Thames Hospice, that offers world-class palliative and end-of-life care and support to people aged 16 and over, across east Berkshire and south Buckinghamshire, including Marlow. Based in new superb buildings in Maidenhead, their facilities are second to none. This is where Bob Johnson is currently receiving care.

Just like to finish by thanking the following for their support during last year;
My fellow Councillors, Council staff team and my wife, Linda who has attended events with me when that was permissible.

Cllr R Scott | Town Mayor 2021-22

Deputy Mayor's address for AGM May 2021

Thank you for the faith you have shown in me, by voting me in as your deputy Mayor. It's a role I have performed before, so I am very aware of the duties and responsibilities and look forward to performing them diligently.

I would like to take this opportunity to say a very big thank you to Bob Johnson our outgoing Deputy Mayor for his work and dedication to the role of supporting the Mayor over the last two years.

Bob is sorry not to still be part of the team but sadly, he was too ill to stand for election this time. He has served the town well over the years having been Mayor, Deputy Mayor and Chairman of Resources, we will miss his input.

I know Bob wishes us all the very best in our endeavour's for the town and is sorry he can't be here to support us this evening.

I look forward to supporting Richard during his term of office, and supporting our residents. I also look forward to working with all my fellow councillors, and officers, with all the challenges that a new term brings.

Clr J Towns | Deputy Mayor 2021-22

The war memorial is regularly cleaned but is showing some signs of deterioration that requires more detailed restoration work.

The following work is required.

- Conservation of stone elements; repointing, resetting loose stone at the steps, providing lime mortar repairs to the most deteriorated stone surfaces.
- Copper stain poultice to remove green staining.
- Cleaning, patination and hot waxing of bronze elements.

Officers have sourced several quotes for the works and are recommending that the work is completed by a specialist contractor at a cost of £6270. The work will include a full treatment report including photographic documentation of the monument before, during and after completion of the treatment.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO A SPEND OF £6270 FROM THE TOWN IMPROVEMENTS EARMARKED RESERVE FOR COMPLETION OF THIS WORK ON THE WAR MEMORIAL

ASSET REGISTER

Attached separately as appendix A is the Town Council's Asset Register.

Please note it is a requirement to have as Asset Register set out in this format and that this is document is not to be confused with any insurance valuation documents.

RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE ASSET REGISTER DATED 29.03.21



MARLOWTOWNCOUNCIL

ASSET REGISTER

Yr ending:
31.03.21

Reviewed:
29.03.21

De-minimus of £1,000

£

Cemetery Chapel, Wethered Road		209,157
Cemetery Garage, Wethered Road		24,840
Changing Rooms, Gossmore Recreation Ground		63,141
Public Benches / Seats x 14		6,906
Bus Shelters x 9		25,650
Turret Clock (Market Square)		11,234
Signs x 4 "Welcome to Marlow"		2,762
War Memorial, The Causeway		15,786
Frohman Statue, The Causeway		19,731
Flag Pole, The Causeway		7,448
Picket Fencing		2,700
Chipping Machine		5,022
Play Equipment, Seymour Recreation Ground	Toddler Section	48,637
	8-12 Yr Section	49,115
Play Equipment, Riley Trust Play Area		19,908
Play Equipment, Campbell Road Play Area		21,864
Mobility Scooters x 3		3,105
Civic Regalia - Chain of Office x 2		4,548
Sevres Vase		1,148
Painting - Backwater at Hurley		4,020
Grant of Arms		1,148
CCLA Property Fund Investment		200,000
Community Assets - Land Holdings	Nominal value	
	Foxes Piece Allotment Site	1
	Hanging Hill Allotment Site	1
	Seymour Recreation Ground	1
	The Causeway	1
	Cemetery, Wethered Road	1
	Gossmore Recreation Ground	1
	Campbell Road Play Area	1

TOTAL

749,077

Appendix A

Attached separately as appendix B 1-3 are the final accounts for the year ending 31.03.21

- Balance Sheet (B1)
- Income and Expenditure Schedule (B1)
- Earmarked Reserves Schedule (B1)
- Grants and Donations Schedule (B1)
- Bank Reconciliation (B1)
- Expenditure Schedules by Cost Centre (B1)
- Sundry Creditor and Debtor Reports (B2)
- Bank statements (B3)

RECOMMENDED:

THAT MEMBERS APPROVE THE YEAR END ACCOUNTS DATED 31.03.21

24/05/21

March 2021

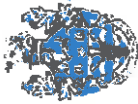


MARLOW TOWN COUNCIL

Balance Sheet

	Opening 01.04.2020	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	YTD Balance Mar-21
Investment Stock Investments														
Current Assets														
Debtors & Prepayments	6,455.80	(234.67)	(3,440.98)	(204.14)	(324.14)	(704.14)	(204.14)	8,615.86	(2,124.24)	(204.14)	215.86	(6,204.14)	4,043.20	6,186.09
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)	(63,257.87)	571,207.17
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)	5,960.61	16,828.64
	650,592.05	(58,508.93)	141,475.12	(23,324.36)	(34,064.99)	(26,303.29)	137,206.41	(33,702.26)	(16,841.77)	(41,836.49)	12,798.19	(56,013.72)	(53,254.06)	594,221.90
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	(2,997.96)	(38,232.01)
Deferred Precept Income & WDC Council Tax Funding	(32,907.79)	32,907.79	(19,670.26)	(250.00)	(250.00)	(150.00)	(150.00)	(150.00)	(150.00)	150.00	(30,983.35)	(1,902.99)	(1,902.99)	(50,903.61)
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)	1,949.33	(3,646.54)
	(104,227.85)	80,814.99	(5,693.21)	(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	(1,048.63)	(82,763.16)
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)	(54,302.69)	501,439.74
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)	(54,302.69)	501,439.74
Capital & Reserves														
Earmarked Reserves	552,059.98													552,059.98
General Reserves	(5,695.78)													(5,695.78)
EMR Movement 2020/21		169.52	(6,808.85)	(3,531.44)	(5,932.19)	(8,433.91)	(6,299.05)	(9,979.39)	3,297.66	(72,487.54)	(13,482.69)	(4,564.57)	(2,950.39)	(81,002.84)
Current Year Surplus/(Deficit)		22,136.54	142,590.66	(36,604.49)	(23,985.54)	(26,072.22)	146,574.65	(25,037.03)	(22,020.87)	(43,666.71)	(8,479.18)	(38,005.63)	(51,352.30)	36,078.38
	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)	(54,302.69)	501,439.74

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24/05/21

MARLOW TOWN COUNCIL

March 2021

Income & Expenditure Summary

	Actual Oct-20	Actual Nov-20	Actual Dec-20	Actual Jan-21	Actual Feb-21	Actual Mar-21	Budget Mar-21	Variance Mar-21	YTD Mar-21	YTD Budget Mar-21	YTD Bud Var Mar-21	Full Year Budget
Precept Received	-	-	-	-	-	-	-	-	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	4,733.40	5,717.25	1,828.10	127.30	28.50	-	-	(1785.40)	12,714.55	13,500.00	(785.45)	13,500.00
Cemetary Fees	4,857.50	5,367.50	4,557.08	5,879.75	1,396.24	4,880.00	3,250.00	1,630.00	51,342.90	42,000.00	9,342.90	42,000.00
Gossmore Recreation Ground	-	830.00	-	-	-	-	-	-	830.00	700.00	130.00	700.00
Bus Shelter Advertising	-	-	187.50	-	-	-	-	-	562.50	752.00	(189.50)	752.00
Banner Administration	-	-	-	171.00	-	216.00	30.00	186.00	387.00	850.00	(463.00)	850.00
Markets	-	-	-	-	-	-	-	(266.00)	-	2,000.00	(1,999.00)	2,000.00
Shopmobility Marlow	-	-	-	-	-	1,900.53	260.00	(266.00)	-	260.00	(260.00)	260.00
Dividend & Cash Holding Interest	1,955.18	35.14	23.68	2,319.75	9.19	331.00	331.00	1,509.53	8,464.23	4,631.00	3,833.23	4,631.00
Misc Income	-	-	125.00	-	-	-	-	-	125.00	-	125.00	-
	11,546.08	11,949.89	6,721.36	22,789.04	1,433.93	6,996.53	3,931.00	3,065.53	489,348.13	478,651.00	10,697.13	478,651.00
	12,200.00	10,150.00	600.00	350.00	-	-	-	-	24,276.19	-	-	-
	16,188.70	15,657.31	15,978.68	15,052.11	25,498.15	16,799.40	17,038.00	238.60	201,084.42	211,401.00	10,316.58	211,401.00
Salaries	587.03	2,004.41	744.11	432.55	635.84	7,779.06	1,783.00	(5,995.06)	16,481.87	19,781.00	3,299.13	19,781.00
Subcontractors	2,477.63	3,022.46	2,857.25	1,988.89	2,016.55	3,195.42	2,405.00	(790.42)	29,755.13	35,029.00	5,273.87	35,029.00
Administration	440.00	398.00	168.00	470.00	398.00	398.00	150.00	(248.00)	4,721.56	4,854.00	132.44	4,854.00
Waste Management	287.60	-	487.74	244.03	407.92	292.36	195.00	(97.36)	3,825.54	4,506.00	680.46	4,506.00
Health and Safety	279.54	115.45	51.24	461.00	445.50	787.74	297.00	(490.74)	2,405.59	3,566.00	1,160.41	3,566.00
Equipment, Operating and Maintenance	8,021.21	6,334.63	19,380.67	5,858.39	2,451.94	18,131.27	7,490.00	(10,641.27)	93,543.16	110,211.00	16,667.84	110,211.00
Community	5,688.50	5,210.95	5,763.41	5,203.64	6,629.09	9,142.61	5,000.00	(4,142.61)	69,388.39	71,357.00	1,968.61	71,357.00
Devolved	1,332.93	687.92	1,265.67	508.59	215.59	973.28	478.00	(485.28)	8,048.11	7,665.00	(383.11)	7,665.00
Utilities	966.81	189.81	3,389.81	223.53	454.49	549.03	239.00	(310.03)	16,824.04	16,650.00	(174.04)	16,650.00
Buildings	-	-	-	529.00	-	-	-	-	3,765.84	3,800.00	34.16	3,800.00
Insurance	313.16	349.82	300.99	296.49	286.49	300.66	300.00	(0.56)	3,426.10	3,600.00	173.90	3,600.00
Van	-	-	-	-	-	-	-	-	-	-	-	-
Investment	-	-	-	-	-	-	-	-	-	-	-	-
	36,583.11	33,970.76	50,387.57	31,268.22	39,439.56	59,348.83	35,375.00	(22,973.83)	453,269.75	492,420.00	39,150.25	492,420.00
	22,179.39	6,852.34	23,087.54	13,892.69	4,564.57	2,250.39	-	-	105,279.03	-	-	-
	(25,037.03)	(22,020.87)	(43,666.23)	(8,479.18)	(34,035.61)	(51,352.30)	(31,444.00)	(19,908.30)	36,078.38	(13,769.00)	49,847.38	(13,769.00)
MB Expenditure in Reserve:												

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MARLOW TOWN COUNCIL

Earmarked Reserves

24/05/21

March 2021

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2020	INCOME 2020/21	Transfer 2020/21	EXPENDITURE 2020/21	MVT TO DATE	BALANCE end March 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	7033	1,406.48		1,593.52	2,700.00	(1,106.48)	500.00
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			(3,000.00)		19,604.68
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	2,479.00				0.00	1,479.00
Events, including Christmas lights	Events, Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	85,578.70	23,550.00	14,421.90	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	3,000.00	21,920.00	21,920.00
WDC income	WDC ward councillor budgets	All allocated, awaiting invoices	4953	2,898.06				0.00	2,898.06
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	53,989.62	2,800.00	51,170.81	67,869.16
Triangle project	Hanging Hill project	Ongoing	7540	1,308.27			246.11	(494.61)	1,062.16
Abonments	Water levy	Recovery from allotment holders - finishes 20/21		(1,025.00)	45.00			45.00	(980.00)
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
MVAS	Additional devices	Purchase of 2 No MVAS speed devices				10,480.70	5,192.00	5,288.70	5,288.70
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	1,811.60	6,702.40	6,702.40
Bus shelters	Balance of previous provision	Balance of new shelter - Queens Road	7312	1,027.00			1,027.00	(1,027.00)	0.00
EXTERNAL FUNDING									
CIL 2017/18	CIL funding - subject to restricted use	Projects to be identified	4999	42,474.79		(34,415.68)	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)	27,522.16	(38,106.47)	12,700.34
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	39,232.08				0.00	39,232.08
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00		10,000.00		0.00	31,306.00
Dedmere Rise	Possible development of site	Under consideration						10,000.00	10,000.00
RECREATION GROUNDS									
Gosmore Trust	Provision for future facilities	Ongoing	7506	8,530.13			5,464.16	0.00	8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		63,799.49				(1,868.16)	57,931.33
AMENITIES									
Causeway war memorial	Repairs	Work completed May 2020	7323	0.00				55,661.30	471,057.14
Causeway refuge	Balance from provision for crossing	Work completed 2015, 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	330.00		(339.00)		(339.00)	0.00
Marlow bridge	Provision of lighting to bridge	Awaiting planning permission	7307	32,857.00		(32,852.00)		(32,852.00)	0.00
WDC REGENERATION FUND									
Allocation agreed with WDC	Marlow bridge lights	Awaiting planning permission	4982	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	4982	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	4982	3,000.00		(3,000.00)		(3,000.00)	0.00
				552,059.96	24,276.19	0.00	105,279.03	(81,002.84)	471,057.14

App. BI

24/05/21

March 2021



MARLOW TOWN COUNCIL

Grants and Donations

Actuals 2019/20	2020-2021	MTC Grants	Date Paid	Permissive Legislation
	BUDGET FOR THE YEAR 2020-21	8000.00		
	RESERVES	8000.00		
840.00	<i>Royal British Legion</i>	840.00	Jul-20	+
300.00	<i>Marlow Choral Society</i>			~
500.00	<i>Marlow Music Festival</i>			~
100.00	<i>Marlow FM</i>	500.00	Dec-20	+
500.00	<i>Marlow Town Regatta & Festival</i>			~
700.00	<i>Marlow Regatta Ltd</i>	500.00	May-20	#
250.00	<i>Marlow Camera Club</i>	400.00	Sep-20	~
	<i>Marlow Community Association</i>	500.00	Jan-21	~
	<i>Marlow Cameo Club</i>	200.00	Dec-20	#
400.00	<i>Churches Together</i>	-400.00	refunded	+
250.00	<i>Marlow Players</i>			~
500.00	<i>Marlow Youth Club</i>			~
	<i>Marlow Youth and Community</i>	500.00	Jan-21	+
	<i>Lighthouse Marlow</i>	400.00	May-20	+
300.00	<i>Marlow Museum Centre Project</i>	500.00	Dec-20	#
500.00	<i>The Chiltern Dial-a-ride</i>			+
250.00	<i>Sue Ryder Fundraising</i>			+
500.00	<i>Rennie Grove Hospice Care</i>	645.00	Mar-21	+
500.00	<i>Marlow District Girl Guides</i>			+
175.00	<i>All Saints Church</i>			+
500.00	<i>Wycombe & District Citizens Advice Bureau</i>			+
300.00	<i>Bucks Vision</i>			+
350.00	<i>AlexanderDevine Children's Cancer Trust</i>	500.00	Dec-20	+
	TOTAL APPLICATIONS	5085.00		
	from reserves	5000.00		
	BALANCE including reserves movement	10085.00		
	+ LGA 1972 S.137	2985.00		+
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))			
	# LGA 1972 S.144	1200.00		#
	~ LGA 1972 S.145	900.00		~
	^ C and D Act 1998	0.00		^

APP B1

24/05/21

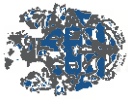
Bank Reconciliation 31.03.21



MARLOW TOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>242,231.66</u>
Current Account	01581935	per statement	<u>38,557.92</u>
Cheque & Debit card Account	03049254	per statement	762.91
	less unpresented chqs		
	21/05/2020 CN01292	Allotment refund paid twice	(27.50)
			<u>735.41</u>
Paypal			<u>-</u>
Petty Cash			<u>11.17</u>
			<u>11.17</u>
Total Bank and Cash			281,536.16
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,437.08</u>
CCLA - Public Sector Deposit Fund			<u>204,233.93</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u> </u>
Short Term Cash Holdings			289,671.01
Total Bank and Short Term Cash Holdings			571,207.17

App-B1



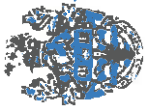
Expenditure Report

24/05/21

March 2021

	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance	Full Year Budget		
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Mar-21	Mar-21			
Salaries											
All Staff	16,188.70	15,657.31	15,978.68	15,052.11	25,498.15	16,799.40	17,038.00	238.60	201,084.42	211,401.00	10,316.58
Salaries	16,188.70	15,657.31	15,978.68	15,052.11	25,498.15	16,799.40	17,038.00	238.60	201,084.42	211,401.00	10,316.58
Subcontractors											
Allotments	311.66	499.45	399.11	-	-	43.47	167.00	123.53	1,586.87	2,004.00	417.13
Waterworks - Levy											
Causeway	120.37	-	-	-	258.77	8.32	-	(8.32)	387.46	1,900.00	1,512.54
Cemetery	155.00	440.00	345.00	200.00	355.00	810.00	296.00	(514.00)	4,020.00	3,557.00	(463.00)
Community Payback							1,000.00	1,000.00	-	7,520.00	7,520.00
Recreation Grounds		1,064.96			22.07	921.27	100.00	(821.27)	3,811.12	2,100.00	(1,711.12)
Signage											
Street Furniture				232.55			50.00	50.00	432.55	600.00	167.45
Trees						5,996.00	170.00	(5,826.00)	6,243.87	2,100.00	(4,143.87)
Subcontractors	587.03	2,004.41	744.11	432.55	635.84	7,779.06	1,783.00	(5,994.00)	16,481.87	19,781.00	3,299.13
Administration											
Expenses	79.14	628.59	232.65	95.21	134.69	88.65	327.00	238.35	2,513.49	3,924.00	1,410.51
I.T.	360.12	402.13	302.13	374.14	254.14	462.14	433.00	(39.14)	4,399.39	5,196.00	796.61
Meetings	3.20		8.15				70.00	70.00	11.35	1,220.00	1,208.65
Merchant Trading Account and other charges	49.94	49.94	49.94	54.94	54.94	54.94	38.00	(16.94)	569.28	456.00	(113.28)
P.R./Communication	300.00	300.00	300.00	300.00	600.00		316.00	316.00	3,600.00	3,792.00	192.00
Photocopier						67.77		(67.77)	894.17	1,082.00	187.83
Postage			7.50			148.50	66.00	(81.50)	426.89	894.00	467.11
Printing & Stationery	11.57	35.80	17.38	74.44	4.28	43.42	85.00	41.58	395.41	1,460.00	1,064.59
Professional Fees	1,106.16	1,606.00	1,919.50	1,070.16	968.50	2,211.00	900.00	(1,311.00)	13,617.82	12,030.00	(1,587.82)
Staff Uniforms									127.60	300.00	172.40
Subscriptions	10.00		20.00	20.00		20.00		(10.00)	2,405.23	2,635.00	229.77
Training	557.50					98.00	170.00	72.00	794.50	2,040.00	1,245.50
Long Service Awards											
Administration	2,477.63	3,022.46	2,857.25	1,988.89	2,016.55	3,195.42	2,405.00	(790.42)	29,755.13	31,029.00	5,273.87

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MARLOW TOWN COUNCIL

24/05/21

March 2021

Expenditure Report

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		
	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>Jan-21</u>	<u>Feb-21</u>	<u>Mar-21</u>	<u>Mar-21</u>	<u>Mar-21</u>	<u>Mar-21</u>	<u>Mar-21</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>	<u>Year to Date</u>		
Waste Management																		
Confidential	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dog	210.00	168.00	168.00	210.00	168.00	168.00	150.00	(18.00)	-	-	2,136.00	1,800.00	(336.00)	-	-	-	1,800.00	
General	230.00	230.00	260.00	260.00	230.00	230.00	-	(230.00)	-	-	2,585.56	1,844.00	(741.56)	-	-	-	1,844.00	
Scanning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,210.00
Hazardous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,210.00
Waste Management	440.00	398.00	168.00	470.00	398.00	398.00	150.00	(248.00)	150.00	132.44	4,721.56	4,854.00	132.44	4,721.56	4,854.00	132.44	4,854.00	
Health & Safety																		
Alarms	-	-	-	-	-	-	-	-	-	-	230.00	230.00	-	230.00	230.00	-	230.00	
Electrical	-	-	-	-	-	-	-	-	-	-	295.00	400.00	105.00	295.00	400.00	105.00	400.00	
Equipment	-	-	73.04	105.43	-	43.15	25.00	(18.15)	-	-	1,408.42	300.00	(1,108.42)	1,408.42	300.00	(1,108.42)	300.00	
Fire Prevention	-	-	-	-	90.75	-	-	-	-	-	90.75	380.00	289.25	90.75	380.00	289.25	380.00	
Inspections - all sites	138.60	-	407.70	138.60	138.60	138.60	120.00	(18.60)	-	-	1,239.30	2,596.00	1,356.70	1,239.30	2,596.00	1,356.70	2,596.00	
Locks & Keys	149.00	-	7.00	-	178.57	110.61	50.00	(60.61)	-	-	562.07	600.00	37.93	562.07	600.00	37.93	600.00	
Health & Safety	287.60	-	487.74	244.03	407.92	292.36	195.00	(87.36)	195.00	680.46	3,825.54	4,506.00	680.46	3,825.54	4,506.00	680.46	4,506.00	
Equipment, Operating and Maintenance																		
Defibrillator Maintenance	-	-	-	-	-	-	29.00	29.00	29.00	29.00	-	350.00	350.00	-	350.00	350.00	350.00	
Fuel	5.00	-	6.13	-	-	-	10.00	10.00	10.00	10.00	52.67	120.00	67.33	52.67	120.00	67.33	120.00	
New Equipment	-	-	-	450.00	-	787.74	90.00	(697.74)	90.00	90.00	1,406.00	1,080.00	(326.00)	1,406.00	1,080.00	(326.00)	1,080.00	
Servicing/Repairs	274.54	115.45	45.11	11.00	445.50	-	85.00	85.00	85.00	85.00	946.92	1,020.00	73.08	946.92	1,020.00	73.08	1,020.00	
Benches/bus stop (costs)	-	-	-	-	-	-	83.00	83.00	83.00	83.00	-	996.00	996.00	-	996.00	996.00	996.00	
Equipment, Operating and Maintenance	279.54	115.45	51.24	461.00	445.50	787.74	297.00	(490.74)	297.00	1,160.41	2,405.59	3,566.00	1,160.41	2,405.59	3,566.00	1,160.41	3,566.00	

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MARLOW TOWN COUNCIL

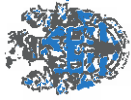
Expenditure Report

24/05/21

March 2021

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Year to Date	Year to Date	Full Year		
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Mar-21	Mar-21	Mar-21	Mar-21	Mar-21	Mar-21	Budget	Budget	Budget	Variance	
Community																	
Bunting	-	-	-	-	1,272.30	-	6,113.95	-	-	-	-	-	1,272.30	2,507.00	1,234.70	2,507.00	
Bus	-	-	-	-	-	-	-	-	-	-	-	-	6,113.95	6,372.00	6,372.00	258.05	
Celebrate Marlow	-	-	8,000.00	-	-	-	-	-	-	-	-	-	8,000.00	8,500.00	8,500.00	500.00	
Christmas Decorations	-	-	10,000.00	-	-	-	-	-	-	-	-	-	10,000.00	10,000.00	10,000.00	-	
Christmas Events	-	958.16	304.95	-	-	-	-	-	-	-	-	-	1,263.11	6,000.00	4,736.89	4,736.89	
Civic Service	-	29.70	-	-	-	-	-	-	-	-	-	-	29.70	980.00	950.30	950.30	
Competitions	-	-	-	-	-	-	-	-	-	-	-	-	-	500.00	500.00	-	
Covid 19 Town costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Environment Working Group	-	-	220.00	232.46	122.40	1,200.00	208.00	208.00	208.00	208.00	199.00	199.00	2,559.81	2,500.00	2,500.00	(59.81)	
Elections	-	-	-	-	-	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-	-	3,000.00	3,000.00	3,000.00	-	
Floral Displays	5,551.25	-	-	-	-	-	-	-	-	-	-	-	15,551.25	15,500.00	15,500.00	(51.25)	
Freedom Parade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grants	-	2,700.00	-	-	-	645.00	1,500.00	1,500.00	1,500.00	1,500.00	855.00	855.00	10,085.00	8,000.00	8,000.00	(2,085.00)	
Leader of Council Allowance	416.66	416.66	416.66	469.27	416.66	416.66	416.66	416.66	416.66	416.66	(0.66)	(0.66)	4,885.87	5,000.00	5,000.00	114.13	
Markets	-	-	-	-	-	-	-	-	-	-	-	-	-	885.00	885.00	-	
Marlovian	1,600.00	1,600.00	-	-	-	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	-	-	6,400.00	6,400.00	6,400.00	-	
Mayoral Expenses - outgoing	-	-	-	-	-	-	-	-	-	-	-	-	-	742.00	742.00	-	
Mayoral Expenses	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	(0.66)	(0.66)	4,896.76	5,200.00	5,200.00	303.24	
Parking Consultation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Police Community Support Officer	-	-	-	4,740.00	-	4,739.00	250.00	250.00	250.00	250.00	(4,739.00)	(4,739.00)	18,959.00	18,500.00	18,500.00	(459.00)	
Provision for Unity Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00	3,000.00	-	
Remembrance	36.64	37.00	22.40	-	-	-	-	-	-	-	-	-	96.04	2,580.00	2,483.96	2,483.96	
Security Patrols	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Shopmobility	-	-	-	-	-	-	-	100.00	100.00	100.00	-	-	-	695.00	695.00	-	
Swan Upping	-	-	-	-	-	-	-	-	-	-	-	-	-	350.00	350.00	-	
Twinning	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	-	
Town Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Youth Project	-	176.45	-	-	223.92	-	-	-	-	-	-	-	430.37	2,000.00	1,569.63	2,000.00	
Community	8,021.21	6,334.63	19,380.67	5,858.39	2,451.94	18,131.27	7,490.00	7,490.00	(10,645.27)	(10,645.27)	(10,645.27)	99,543.16	110,211.00	16,667.84	110,211.00	16,667.84	
Devolved																	
Grounds Maintenance	5,688.50	5,210.95	5,763.41	5,203.64	6,629.09	9,142.61	5,000.00	5,000.00	(4,142.61)	(4,142.61)	(4,142.61)	69,388.39	71,357.00	1,968.61	71,357.00	1,968.61	
Devolved	5,688.50	5,210.95	5,763.41	5,203.64	6,629.09	9,142.61	5,000.00	5,000.00	(4,142.61)	(4,142.61)	(4,142.61)	69,388.39	71,357.00	1,968.61	71,357.00	1,968.61	

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Expenditure Report

24/05/21

March 2021

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance		Year to Date	Full Year
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Mar-21	Mar-21	Budget			
Utilities												
Electricity	303.70	314.08	19.89	271.89	7.27	500.00	91.00	91.00	(405.00)		1,983.96	1,090.00
Gas	-	81.38	-	-	(17.17)	262.57	99.00	99.00	(1163.57)		509.19	920.00
Rates	93.00	93.00	93.00	93.00	-	-	55.00	55.00	55.00		724.46	660.00
Telephone	147.70	192.39	262.83	143.70	191.05	161.84	190.00	190.00	28.16		2,227.45	2,280.00
Water	788.53	7.07	889.95	-	24.44	48.87	43.00	43.00	(5.87)		2,603.05	2,715.00
Utilities	1,332.93	687.92	1,265.67	508.59	215.59	973.28	478.00	478.00	(443.31)		8,048.11	7,665.00
Buildings												
Alarms	-	-	-	-	-	-	-	-	-		70.00	135.00
Cemetery	777.00	-	-	-	-	308.00	-	-	(308.00)		1,085.00	300.00
Office/cleaning	132.25	132.25	132.25	165.97	396.93	43.79	185.00	185.00	141.21		2,038.64	2,510.00
Clock	-	-	-	-	-	139.68	-	-	(139.68)		139.68	260.00
Garage	57.56	57.56	57.56	57.56	57.56	57.56	54.00	54.00	(3.56)		690.72	645.00
Recreation Grounds	-	-	-	-	-	-	-	-	-		-	-
Rent	-	-	3,200.00	-	-	-	-	-	-		12,800.00	12,800.00
Buildings	966.81	189.81	3,389.81	223.53	454.49	549.03	239.00	239.00	(810.88)		16,824.04	16,650.00
Insurance												
Buildings	-	-	-	-	-	-	-	-	-		3,236.84	3,250.00
Other	-	-	-	-	-	-	-	-	-		-	-
Vehicle	-	-	-	529.00	-	-	-	-	-		529.00	550.00
Insurance	-	-	-	529.00	-	-	-	-	-		3,765.84	3,800.00
Van												
Van Fuel	71.67	-	59.50	-	45.00	59.17	55.00	55.00	(4.17)		364.89	660.00
Van Lease	241.49	349.82	241.49	296.49	241.49	241.49	245.00	245.00	3.51		3,061.21	2,940.00
Van	313.16	349.82	300.99	296.49	286.49	300.66	300.00	300.00	(10.65)		3,426.10	3,600.00
TOTAL	3,658.29	2,477.19	5,254.06	3,529.01	2,047.57	4,826.67	2,047.00	2,047.00	(2,778.33)		16,524.04	16,650.00

Bi

Date: 24/05/2021
Time: 17:17:43

MARLOW TOWN COUNCIL
Aged Debtors Analysis (Summary)

Page: 1

Report Date: 31/03/2021
Include future transactions: No
Exclude later payments: Yes

Customer From:
Customer To: ZZZZZZZ

**** NOTE: All report values are shown in Base Currency, unless otherwise indicated ****

<u>A/C</u>	<u>Name</u>	<u>Credit Limit</u>	<u>Turnover</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
GLOBE	Globe Print	£ 0.00	250.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
MCLUB	The Marlow Club	£ 0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	600.00
Totals:			<u>250.00</u>	<u>900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>900.00</u>

App B2

Date: 24/05/2021

Time: 17:18:43

MARLOW TOWN COUNCIL
Aged Creditors Analysis (Summary)

Page: 1

Report Date: 31/03/2021
Include future transactions: No
Exclude Later Payments: Yes

Supplier From:
Supplier To: ZZZZZZZ

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C	Name	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
4FRONT	4Front Security Services	£ 0.00	22,755.00	2,790.00	0.00	2,790.00	0.00	0.00	0.00	0.00
ARDPLAY	ARD Playgrounds	£ 0.00	3,184.90	738.60	0.00	738.60	0.00	0.00	0.00	0.00
B&MKALC	Bucks&MiltonKeynes Assoc of	£ 0.00	2,338.23	38.00	0.00	38.00	0.00	0.00	0.00	0.00
BRT1	British Telecommunications	£ 0.00	1,785.23	112.48	0.00	64.83	0.00	0.00	0.00	47.65
BUCKSCC	Buckinghamshire County	£ 0.00	28,340.45	11,035.20	0.00	3,840.00	0.00	7,195.20	0.00	0.00
CONTINEN	Continental Landscapes Ltd	£ 0.00	62,391.78	6,235.31	0.00	6,235.31	0.00	0.00	0.00	0.00
CRACKING	Alliance Strategies Ltd t/a	£ 0.00	1,015.50	249.60	0.00	249.60	0.00	0.00	0.00	0.00
EONNEXT	E.ON Next A-20709EAD	£ 0.00	37.95	-144.50	0.00	-39.00	224.62	-39.00	-39.00	-252.12
FABARTLE	The F A Bartlett Tree Expert	£ 0.00	1,670.00	1,008.00	0.00	1,008.00	0.00	0.00	0.00	0.00
GUA1	Guardwell Securities	£ 0.00	300.00	276.00	0.00	276.00	0.00	0.00	0.00	0.00
KONICAMI	Konica Minolta	£ 0.00	894.17	81.32	0.00	81.32	0.00	0.00	0.00	0.00
MARSH1	Marshalls Landscape	£ 0.00	1,294.76	369.60	0.00	369.60	0.00	0.00	0.00	0.00
MDCORR	MD Corrick Plumbing &	£ 0.00	80.00	96.00	0.00	96.00	0.00	0.00	0.00	0.00
MIN1	Mini-Skips (Southern) Ltd	£ 0.00	2,560.00	276.00	0.00	276.00	0.00	0.00	0.00	0.00
NP778872	NPower 600778872 Office Gas	£ 0.00	445.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NPOWER	NPower 600748859 Elec	£ 0.00	54.14	-7.92	0.00	0.00	7.63	7.63	7.63	-30.81
PINKACCO	Pink Accounting & Resources	£ 0.00	11,289.32	1,735.20	0.00	1,735.20	0.00	0.00	0.00	0.00
PLA1	Platts of Marlow Limited	£ 0.00	525.89	71.00	0.00	71.00	0.00	0.00	0.00	0.00
READINGB	Reading Borough Council	£ 0.00	2,510.00	1,794.00	0.00	1,794.00	0.00	0.00	0.00	0.00
ROCKELL	Rockell Building Contractors	£ 0.00	954.36	1,145.23	0.00	1,145.23	0.00	0.00	0.00	0.00
TBSHYGN	TBS Hygiene Ltd	£ 0.00	2,136.00	201.60	0.00	201.60	0.00	0.00	0.00	0.00
TEASDILL	Mr Robin Teasdill	£ 0.00	2,315.00	465.00	0.00	465.00	0.00	0.00	0.00	0.00
TVLAND	Thames Valley Landscapes Ltd	£ 0.00	3,480.00	3,024.00	0.00	3,024.00	0.00	0.00	0.00	0.00
TVPOLICE	Thames Valley Police	£ 0.00	18,959.00	4,739.00	0.00	4,739.00	0.00	0.00	0.00	0.00
TWA1	Thames Water Utilities -	£ 0.00	1,096.70	16.87	0.00	16.87	0.00	0.00	0.00	0.00
WJEEC	WJ Electrical Services Ltd	£ 0.00	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
WORLDPAY	Worldpay	£ 0.00	569.28	62.93	0.00	62.93	0.00	0.00	0.00	0.00
Totals:			<u>173,083.05</u>	<u>36,508.52</u>	<u>0.00</u>	<u>29,379.09</u>	<u>232.25</u>	<u>7,163.83</u>	<u>-31.37</u>	<u>-235.28</u>

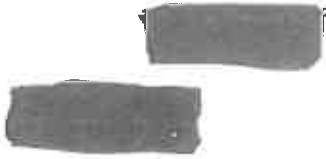
App. B2

LLOYDS BANK



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



Your account statement

Issue date: 31 March 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



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL

Account summary

Balance On 26 Feb 2021	£82,667.86
Total Paid In	£25,176.20
Total Paid Out	£69,286.14
Balance On 31 Mar 2021	£38,557.92

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
26 Feb 21		STATEMENT OPENING BALANCE			82,667.86
01 Mar 21			51.00		82,718.86
01 Mar 21				155.00	82,563.86
01 Mar 21				20.00	82,543.86
01 Mar 21				39.00	82,504.86
01 Mar 21				69.07	82,435.79
01 Mar 21				129.37	82,306.42
01 Mar 21				208.10	82,098.32
02 Mar 21				15.00	82,083.32
02 Mar 21				52.02	82,031.30
02 Mar 21				24,591.60	57,439.70
02 Mar 21			51.00		57,490.70
03 Mar 21			259.20		57,749.90
05 Mar 21			900.00		58,649.90
08 Mar 21				177.24	58,472.66
08 Mar 21			19,000.00		77,472.66
09 Mar 21			1,345.00		78,817.66
10 Mar 21			120.00		78,937.66
11 Mar 21				197.00	78,740.66
12 Mar 21				5,595.87	73,144.79
18 Mar 21				12.07	73,132.72
18 Mar 21				12.77	73,119.95
19 Mar 21				62.93	73,057.02
19 Mar 21				106.00	72,951.02
22 Mar 21				1,200.00	71,751.02
22 Mar 21				11,200.90	60,550.12
23 Mar 21			1,180.00		61,730.12
25 Mar 21				3,744.52	57,985.60

Your Account activity is continued overleaf

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Date	Paid In (£)	Paid Out (£)	Balance (£)
26 Mar 21		289.79	57,695.81
26 Mar 21	770.00		58,465.81
29 Mar 21		39.00	58,426.81
29 Mar 21		1,000.00	57,426.81
30 Mar 21		155.00	57,271.81
30 Mar 21	1,500.00		58,771.81
31 Mar 21		20,213.89	38,557.92
31 Mar 21	25,176.20	69,286.14	38,557.92

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:

FPI - Faster Payment

DD - Direct Debit

BGC - Bank Giro Credit

BP - Bill Payment

SO - Standing Order

DEP - Deposit

TFR - Transfer

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LLOYDS BANK



Your account statement

Issue date: 14 April 2021

Write to us at: PO Box 1000, Andover

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Your branch: MAIDENHEAD

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



BUS BANK INSTANT
MARLOW TOWN COUNCIL

Account summary

Table with 2 columns: Description and Amount. Rows include Balance On 12 Mar 2021 (£242,231.66), Total Paid In (£2.20), Total Paid Out (£20,000.00), and Balance On 13 Apr 2021 (£222,233.86).

Account activity

Table with 6 columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), Balance (£). Rows include STATEMENT OPENING BALANCE, 06 Apr 21 BGC, 09 Apr 21, 13 Apr 21 TFR, and STATEMENT CLOSING BALANCE.

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 TFR - Transfer

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LLOYDS BANK



Your account statement

Issue date: 12 March 2021

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Your branch: MAIDENHEAD

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



BUS BANK INSTANT
MARLOW TOWN COUNCIL

Account summary

Summary table with columns for balance and payments (Total Paid In, Total Paid Out) for Feb 2021 and Mar 2021.

Account activity

Main activity table with columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), Balance (£). Includes opening and closing balances and transactions on 19 Feb, 05 Mar, 08 Mar, and 09 Mar 21.

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 BGC - Bank Giro Credit



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LLOYDS BANK



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

Your account statement

Issue date: 31 March 2021

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Visit us online: www.lloydsbank.com

Your branch: MAIDENHEAD



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

Account summary

Balance On 26 Feb 2021	£967.74
Total Paid In	£1,303.00
Total Paid Out	£1,507.83
Balance On 31 Mar 2021	£762.91

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
26 Feb 21					967.74
05 Mar 21	DEB			13.70	954.04
08 Mar 21	DEB			14.52	939.52
08 Mar 21	DEB			0.39	939.13
09 Mar 21	DEB			3.99	935.14
09 Mar 21	DEB			6.14	929.00
10 Mar 21	DEB			126.32	802.68
11 Mar 21	TFR		197.00		999.68
12 Mar 21	DEB			24.16	975.52
12 Mar 21	DEB			32.00	943.52
18 Mar 21	DEB			49.99	893.53
19 Mar 21	TFR		106.00		999.53
19 Mar 21	DEB			119.99	879.54
23 Mar 21	DEB			229.96	649.58
24 Mar 21	DEB			43.20	606.38
24 Mar 21	DEB			114.84	491.54
25 Mar 21	DEB			9.35	482.19
29 Mar 21	DEB			149.50	332.69
29 Mar 21	TFR		1,000.00		1,332.69
30 Mar 21	DEB			11.63	1,321.06
30 Mar 21	DEB			14.38	1,306.68
30 Mar 21	DEB			15.99	1,290.69
30 Mar 21	DEB			498.98	791.71
31 Mar 21	DEB			28.80	762.91
31 Mar 21			1,303.00	1,507.83	762.91

The "Details" colour happened on a we

Payment types:
DEB - Debit Card

vent into or came out of your account only if that

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Attached separately as appendix C is the Annual Governance Statement 2020-21

Members are asked to review the document and give approval for the Town Mayor to sign the document.

RECOMMENDED:

THAT THE TOWN COUNCIL ACKNOWLEDGES THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND THAT IT BE APPROVED AND

THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Marlow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Appendix C

ANNUAL RETURN ACCOUNTING STATEMENTS 2020-21

M.23.21

Attached separately as appendix D are the Accounting Statements 2020-21.

Members are asked to review the statement and agree that the Accounting Statements in the Annual Governance and Accountability Return present fairly the financial position of Marlow Town Council and its income and expenditure.

RECOMMENDED:

THAT THE ACCOUNTING STATEMENTS 2020/21 BE AGREED AND

THAT THE TOWN MAYOR SIGNS THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY MARLOW TOWN COUNCIL

Section 2 – Accounting Statements 2020/21 for

Marlow Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	639,842	546,364	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	347,768	350,371	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314,242	163,253	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	213,948	209,245	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	541,540	349,303	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	546,364	501,440	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	630,883	571,207	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	549,077	749,077	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

App. D

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.

MEMBERS ARE REQUESTED TO NOTE THE REPORT