

# MARLOW TOWN COUNCIL

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

## MINUTES OF THE TOWN COUNCIL MEETING HELD IN COURT GARDEN HOUSE, POUND LANE, MARLOW ON TUESDAY 15<sup>th</sup> JUNE 2021 AT 7.00pm

<b>Present</b>	<b>Town Mayor</b>		Cllr R Scott	
	<b>Deputy Mayor</b>		Cllr J Towns	
	<b>Leader</b>		Cllr C Funnell	
	<b>Deputy Leader</b>		Cllr C Hoyle	
	<b>Councillor</b>		T Avery	
			D Brown	
			R Cadman	
			C Heap	
			N Marshall	
			N Mityaeva	
			C Stapley	
		<b>Town Clerk</b>		Mrs H Martin
		<b>Deputy Clerk</b>		Mrs K Joy

### **M.14.21 Apologies for absence**

Apologies for absence were received from Cllr R Wilson.

### **M.15.21 Declarations of interest**

There were no declarations of interest.

### **M.16.21 Communications from Town Mayor**

#### **From Cllr R Scott | Town Mayor**

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 21<sup>st</sup> anniversary.

11 May Attended re-launch of Specsavers, West Street

15 May Attended short service in recognition of the 100<sup>th</sup> 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 Britain Tidy competition

- 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.

## **M.17.21 Report from Leader of the Council From Cllr C Funnell | Leader**

We are coming together for the first time in this our new 4-year term, and I would like run through our plans and challenge for the first council meeting ,a very new council and welcome on board our 5 new councillors for this new term and welcome back all existing members.

The pandemic has highlighted more than ever that residents expect more from their local council organisation we have become an even more central point of contact for our residents . This council has proven that it can step up to the mark in the face of adversity and particularly during the pandemic ,an achievement that is commendable, and I would thank everyone in this team as well as numerous committees ,town organisations and external groups and volunteers that kept our Town functioning ,developing new approaches.

We have listened carefully to our residents during the election process which in turn have entrusted us to form and run our new council.

Importantly we have heard requests to make change strengthen and work in genuine partnership with our community and regularly review our relevance to them and address more demands for efficiency, more transparent and better communication and progress on local issues and provide more understanding of what we will provide as a council.

Beyond getting elected we are now setting out to embrace fundamental change and to bring about a truly participative and best in class council for residents.

I wish to emphasise and provide further clarity on our thinking and outline a process that will see us evolve in the next 6 to10 months to meet future needs for our residents.

As reported at the AGM we will maintain our vision set in 2012 ,a caring environment ,a fantastic place to live ,a great place to work, an exciting place to visit ,a wonderful place to bring up children and all our initiatives and processes to enable that.

As a council members and officers, we recognise it is our responsibility to provide high quality services for our residents and maintain a growing and thriving town ,providing valued services ,value for money efficiency and cost -effectiveness.

To enable this, we have commenced a significant process of change probably never completed before in the history of the council and I wish to outline some of the items that we have already begun in becoming fit for today and the future during our next 4-year term.

Our staffing committee along with our Town clerk has initiated a review of the workings of the Council, a process not completed before of this magnitude. The review will encompass all the workings of the Council, acknowledging that the provision and delivery of services has changed over many years, this is now in progress and will lead us to a plan for the organisational future .

In parallel a complete review of our process and operational performance of our member committees and organisation has commenced, onboarding new councillors with an emphasis on training with induction currently underway and the remaining parts to be completed in the next 6 weeks with new proposals for work processes.

Whilst our committees are in place now, we intend to set in place in the coming weeks a process for achieving output to shape a council that is fit and relevant for the future eliminating unnecessary complexity or bureaucracy and striving for efficiency and transparency in all our actions .

By doing this we intend to look at every aspect of our organisation, our employees ,members and business partners and the overall function of our organisation.

As with any significant change program we recognise that this is an enormous step for the whole organisation and will require us to run the day-to-day business and will require the commitment of every individual .We would ask for mutual trust and respect in all our interactions as we embark on this process, and I intend to update our progress and further information to follow.

**M.18.21 Town Council Minutes dated 27.04.21 and the AGM dated 18.05.21**

**RESOLVED:**

THAT THE MINUTES DATED 27.04.21 AND 18.05.21 WERE AGREED AND SIGNED AS A TRUE RECORD

**M.19.21 War Memorial**

It was reported that 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 had sourced several quotes for the works and are recommended 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.

**RESOLVED:**

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

**M.20.21 Asset Register**

Circulated to all members was the Town Council's Asset Register dated 2021.

Members were reminded that it is a requirement to have as Asset Register set out in this format and that the values reported in the document should not be confused with any insurance valuations.

**RESOLVED:**

THAT MEMBERS REVIEWED AND UNANIMOUSLY ADOPTED THE ASSET REGISTER DATED 29.03.21

**M.21.21 Final Accounts 2020-21**

Circulated to all members were the final accounts for the year ending 31.03.21 as detailed below:

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

The Chairman of the Resources Committee introduced the accounts and gave a detailed explanation of the year end surplus.

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY APPROVED THE YEAR END ACCOUNTS DATED 31.03.21

**M.22.21 Annual Governance Statement 2020-21**

Circulated to all members was the Annual Governance Statement 2020-21.

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

**RESOLVED:**

THAT THE TOWN COUNCIL ACKNOWLEDGED THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND UNANIMOUSLY APPROVED IT AND

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

**M.23.21 Annual Return Accounting Statements 2020-21**

Circulated to all members were the Accounting Statements 2020-21.

Members were asked to review the statements 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.

**RESOLVED:**

THAT THE ACCOUNTING STATEMENTS 2020/21 WERE UNANIMOUSLY 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

**M.24.21 Information Reports**

**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 NOTED THE REPORT

**M.25.21 Reports from Outsides Bodies**

Cllr C Funnell

Reported that the Regatta due to take place on 26<sup>th</sup> June 2021 would not be a public event.

Cllr C Heap

Attended a meeting of Age Concern and reported that the centre would be opening next week.

Cllr J Towns

Attended a meeting of BidCo and reported that the area would be returning to business as usual in September.

**M.26.21 Reports from Buckinghamshire Council**

Cllr C Heap

Reported her appointment to the Health and Adult Social Care Select Committee and the South West Chilterns Community Board.

Cllr N Marshall

Reported his appointment as Chairman of the West Buckinghamshire Area Planning Committee and Vice Chairman of the South West Chilterns Community Board.

Cllr J Towns

Reported her appointment as Deputy Cabinet Members for Town Centre Regeneration and her appointment to the South West Chilterns Community Board.

**M.27.21 Date of next meeting**

Tuesday 27<sup>th</sup> July 2021 at 7.00pm

Meeting closed at 8.00pm

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