

# 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 27<sup>th</sup> JULY 2021 at 7.00pm IN THE SEYMOUR ROOM,  
COURT GARDEN, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

## AGENDA

Hilary Martin  
Mrs H Martin | Town Clerk | 22.07.21

M.28.21	Apologies for absence	
M.29.21	Declarations of interest	
M.30.21	Communications from Town Mayor	
M.31.21	Report from Leader of the Council	
M.32.21	Town Council Minutes dated 15.06.21	DECISION
M.33.21	Management Accounts at 30.04.21	DECISION
M.34.21	Marlovian and Events Working Groups	DECISION
M.35.21	Leader Ex Officio on Committees	DECISION
M.36.21	Year End Internal Audit Report	DECISION
M.37.21	Bank Mandate	DECISION
M.38.21	Environment and Sustainability Committee recommendations	DECISION
M.39.21	Riley Road Recreation Ground	DECISION
M.40.21	Information Reports	INFORMATION
	a) Committee Minutes	
M.41.21	Reports from Outsides Bodies	INFORMATION
M.42.21	Reports from Buckinghamshire Council	INFORMATION
M.43.21	Contract Extension for Environment and Sustainability Contractor	DECISION
	<i>Please note that in accordance with the LGA 1972 s100 press and public will be excluded from the meeting for this item</i>	
M.44.21	Date of next meeting: Tuesday 21 <sup>st</sup> September 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.

**COMMUNICATIONS FROM THE TOWN MAYOR****Mayoral engagements**

Now that most Covid restrictions have been lifted, the number of events to which the Mayor is invited is slowly increasing and I look forward to getting more involved in the activities of the numerous organisations in the Town over the next few months.

I have recently attended the following -

- 21 June            Attended morning assembly at Sir William Borlase school to issue prizes to students for the naming of the new café at Marlow Methodist Church.
- 21 June            Attended Annual General meeting of Marlow Museum (virtually)
- 23 June            Deputy Mayor attended the Annual General meeting of Age Concern, Marlow
- 29 June            Attended litter picking at May Balfour Gardens by schoolchildren from Marlow C of E primary school
- 30 June            Attended litter picking at May Balfour Gardens with a different class of schoolchildren from Marlow C of E primary school
- 30 June            Attended opening event of Alfresco Theatre in Higginson Park
- 10 July            Unofficial opening of Chez Ben French delicatessen in Spittal Street
- 20 July            Accompanied Swan Upping from Cookham to Marlow  
                         Hosted evening reception for Swan Uppers at Compleat Angler hotel
- 21 July            Attended Swan Master presentation to local schoolchildren at Compleat Angler hotel

**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, all of which are on the Town Council website.

Civic Service has been set for 3.00 pm on SATURDAY 15 January 2022 at All Saints Church.

Mayor's Charity golf day provisionally booked for Tuesday 12 April 2022 at Harleyford.

Cllr Richard Scott  
Town Mayor  
22 July 2021

This period saw a continued and a steady opening up of more and more facilities and business activity and our first face to face activities as a council.

From events in town it is clear that great efforts have been made in the community to be innovative and continue to drive activities and we are grateful for the patience of all our residents as we begin to return to some sort of normality.

The next few weeks bring new challenges along with a period of good weather and moving into to the final stages of the roadmap for unlocking , with all current laws and restrictions around Covid lifted we will continue to keep a watchful eye on all town activities and working closely with community leaders and other groups to steer carefully forward.

Our program of change has seen a very busy 10 weeks since our election and we are now moving to begin the implementation to streamline the organisation and are progressing shaping “fit for the future” to create a consolidated committee structure that will work on focused higher value community value projects and challenging all our core strategies .

Cllr C Funnell  
Leader  
22.07.21

**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 an 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** .....

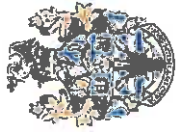
Attached as appendix A are the management accounts dated 30.04.21.

**RECOMMENDED:**

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.21, AS RECOMMENDED BY THE RESOURCES COMMITTEE ON 13.07.21 MINUTE RC.07.21, BE APPROVED

30/06/21

April 2021



# MARLOW TOWN COUNCIL

## Balance Sheet

	<u>Opening</u> <u>01.04.2021</u>	<u>Movement</u> <u>Apr-21</u>	<u>YTD Balance</u> <u>Apr-21</u>
<b>Investment Stock</b>			
Investments	-	-	-
<b>Current Assets</b>			
Debtors & Prepayments	6,186.09	(2,881.43)	3,304.66
Bank, Cash & Cash Holding	571,207.17	149,321.68	720,528.85
VAT	16,828.64	3,305.05	20,133.69
	<b>594,221.90</b>	<b>149,745.30</b>	<b>743,967.20</b>
<b>Current Liabilities</b>			
Creditors, Accruals	(38,232.01)	2,299.03	(35,932.98)
Deferred Precept Income & WDC Council Tax Funding	(50,903.61)	(114,026.65)	(164,930.26)
Other Taxes & SS costs	(3,646.54)	207.06	(3,439.48)
	<b>(92,782.16)</b>	<b>(111,520.56)</b>	<b>(204,302.72)</b>
<b>Current Assets Less Current Liabilities</b>	<b>501,439.74</b>	<b>38,224.74</b>	<b>539,664.48</b>
<b>Total Assets Less Liabilities</b>	<b>501,439.74</b>	<b>38,224.74</b>	<b>539,664.48</b>
<b>Capital &amp; Reserves</b>			
Earmarked Reserves	471,057.14	-	471,057.14
General Reserves	30,382.60	-	30,382.60
EMR Movement 2021/22		(5,034.60)	(5,034.60)
Current Year Surplus/(Deficit)		43,259.34	43,259.34
	<b>501,439.74</b>	<b>38,224.74</b>	<b>539,664.48</b>

Appendix A1



# MARLOW TOWN COUNCIL

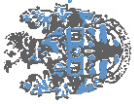
30/06/21

April 2021

## Income & Expenditure Summary

	Actual Apr-21	Budget Apr-21	Variance Apr-21	YTD Apr-21	YTD Budget Apr-21	YTD Bud Var Apr-21	Full Year Budget
Precept Received	28,952.31	28,952.00	0.31	28,952.31	28,952.00	0.31	347,424.00
Bucks CC Devolved Services	16,870.97	16,870.00	0.97	16,870.97	16,870.00	0.97	16,870.00
WDC Devolved Services	30,983.35	45,756.00	(14,772.65)	30,983.35	45,756.00	(14,772.65)	46,718.00
Allotment Rents	23.50	-	23.50	23.50	-	23.50	12,500.00
Cemetery Fees	5,122.08	3,750.00	1,372.08	5,122.08	3,750.00	1,372.08	46,000.00
Gossmore Recreation Ground	-	700.00	(700.00)	-	700.00	(700.00)	700.00
Bus Shelter Advertising	-	130.00	(130.00)	-	130.00	(130.00)	910.00
Banner Administration	-	300.00	(300.00)	-	300.00	(300.00)	850.00
Markets	-	-	-	-	-	-	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	250.00
Dividend & Cash Holding Interest	10.18	137.00	(126.82)	10.18	137.00	(126.82)	5,068.00
Misc Income	-	-	-	-	-	-	-
	<b>81,962.39</b>	<b>96,595.00</b>	<b>(14,632.61)</b>	<b>81,962.39</b>	<b>96,595.00</b>	<b>(14,632.61)</b>	<b>479,290.00</b>
NB Income in Reserves							
Salaries	15,950.04	17,078.00	1,127.96	15,950.04	17,078.00	1,127.96	210,776.00
Subcontractors	300.26	1,428.00	1,127.74	300.26	1,428.00	1,127.74	18,331.00
Administration	4,201.04	4,263.00	61.96	4,201.04	4,263.00	61.96	32,563.00
Waste Management	680.00	425.00	(255.00)	680.00	425.00	(255.00)	4,294.00
Health and Safety	797.99	459.00	(338.99)	797.99	459.00	(338.99)	3,747.00
Equipment, Operating and Maintenance	189.69	264.00	74.31	189.69	264.00	74.31	3,188.00
Community	1,553.82	1,614.00	60.18	1,553.82	1,614.00	60.18	102,461.00
Devolved	7,270.46	6,132.00	(1,138.46)	7,270.46	6,132.00	(1,138.46)	71,044.00
Utilities	695.27	567.00	(128.27)	695.27	567.00	(128.27)	7,359.00
Buildings	3,542.33	3,571.00	28.67	3,542.33	3,571.00	28.67	18,140.00
Insurance	3,280.66	-	(3,280.66)	3,280.66	-	(3,280.66)	3,787.00
Van	241.49	300.00	58.51	241.49	300.00	58.51	3,600.00
Investment	-	-	-	-	-	-	-
	<b>38,703.05</b>	<b>36,101.00</b>	<b>(2,602.05)</b>	<b>38,703.05</b>	<b>36,101.00</b>	<b>(2,602.05)</b>	<b>479,290.00</b>
NB Expenditure in Reserves							
	5,034.60	-	-	5,034.60	-	-	-
	<b>43,259.34</b>	<b>60,494.00</b>	<b>(17,234.66)</b>	<b>43,259.34</b>	<b>60,494.00</b>	<b>(17,234.66)</b>	<b>-</b>
<b>Surplus/(Deficit)</b>							

A2



# MARLOW TOWN COUNCIL

## Earmarked Reserves

30/06/21

April 2021

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end April 2021
<b>ADMINISTRATION</b>									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	4,950.00			50.00	(50.00)	4,900.00
New website	Provision of new website	Committed June 2020	7033	300.00				0.00	300.00
Office move	Considering alternative office accommodation	Ongoing		17,400.00				0.00	17,400.00
<b>COMMUNITY</b>									
Elections	Local election costs	Town Council elections in May 2021	7113	19,604.68				0.00	19,604.68
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	1,479.00				0.00	1,479.00
Events, including Christmas lig Events, Christmas lights and other activities	Infrastructure projects	Committed to new 5 year lease commitment for new Christmas lights	7150	106,980.33				0.00	106,980.33
Infrastructure reserve	Environmental and sustainability projects	£20,000 committed to new fixings for Christmas lights		8,691.00				0.00	8,691.00
Environmental	WDC ward councillors' budgets	Projects to be identified		21,920.00				0.00	21,920.00
WDC income	WDC ward councillors' budgets	All allocated, awaiting invoices	4953	2,888.06				0.00	2,888.06
Covid fund	Assistance with Covid related issues	Town safety measures and other projects		7,507.77			359.90	(359.90)	7,147.87
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	67,869.16				0.00	67,869.16
Triangle project	Hanging Hill project	Ongoing	7340	1,062.16				0.00	1,062.16
Allotments	Water levy	Recovery from allotment holders - finishes 20/21		(984.00)				0.00	(984.00)
Defibrillator	Balance of previous provision	Increased to cover costs of multiple defibrillators		748.00				0.00	748.00
Causeway development	Possible enhancements to Causeway	Projects to be identified		20,000.00				0.00	20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices		5,238.70				0.00	5,238.70
20 mph zone	Creation of 20 mph zone	Details to be agreed with Bucks Council		25,000.00				0.00	25,000.00
Water re-fill station	Installed on Causeway	Installed May 2020, awaiting invoices	4992	6,702.40				0.00	6,702.40
<b>EXTERNAL FUNDING</b>									
CIL 2018/19	CIL funding - subject to restricted use	Projects to be identified	4999	12,700.34			4,624.70	(4,624.70)	8,075.64
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	33,232.08				0.00	33,232.08
<b>CAPITAL WORKS</b>									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
<b>RECREATION GROUNDS</b>									
Gossmore Trust	Provision for future facilities	Ongoing	7506	8,530.13				0.00	8,530.13
Equipment replacement	Future repairs and replacement	Ongoing		57,931.33				0.00	57,931.33
				<b>471,057.14</b>	<b>0.00</b>	<b>0.00</b>	<b>5,034.60</b>	<b>(5,034.60)</b>	<b>466,022.54</b>

A3

30/06/21

April 2021



# MARLOW TOWN COUNCIL

## Grants and Donations

<i>Actuals</i> 2020/21	2021-2022	<i>MTC</i> <i>Grants</i>	<i>Date</i> <i>Paid</i>	<i>Permissive</i> <i>Legislation</i>
	<b>BUDGET FOR THE YEAR 2021-22</b>	<b>8000.00</b>		
	<b>RESERVES</b>	<b>8000.00</b>		
840.00	Royal British Legion		+	
500.00	Marlow FM		+	
500.00	Marlow Regatta Ltd		#	
400.00	Marlow Camera Club		~	
500.00	Marlow Community Association		~	
200.00	Marlow Cameo Club		#	
-400.00	Churches Together		+	
500.00	Marlow Youth and Community		+	
400.00	Lighthouse Marlow		+	
500.00	Marlow Museum Centre Project		#	
645.00	Rennie Grove Hospice Care		+	
500.00	AlexanderDevine Children's Cancer Trust		+	
	<b>TOTAL APPLICATIONS</b>	<b>0.00</b>		
	from reserves	<b>0.00</b>		
	<b>BALANCE including reserves movement</b>	<b>0.00</b>		
	+ LGA 1972 S.137	0.00	+	
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))			
	# LGA 1972 S.144	0.00	#	
	- LGA 1972 S.145	0.00	~	
	^ C and D Act 1998	0.00	^	

AC

30/06/21

Bank Reconciliation 30.04.21



MARLOWTOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>397,783.41</u>
Current Account	01581935	per statement	<u>32,023.87</u>
Cheque & Debit card Account	03049254	per statement	958.91
	less unrepresented chqs		
	21/05/2020 CN01292	Allotment refund paid twice	(27.50)
			<u>931.41</u>
Paypal			<u>-</u>
Petty Cash			<u>111.17</u>
			<u>111.17</u>
<b>Total Bank and Cash</b>			<b>430,849.86</b>
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>204,241.91</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u>                    </u>
<b>Short Term Cash Holdings</b>			<b>289,678.99</b>
<b>Total Bank and Short Term Cash Holdings</b>			<b>720,528.85</b>

A5

**MARLOVIAN AND EVENTS WORKING GROUPS**

It is recommended that Councillors Carol Heap, Chris Hoyle and Colleen Stapley join the Marlovian and Events working groups and that these working groups combine their meetings.

**RECOMMENDED:**

THAT MEMBERS TO RESOLVE TO AGREE TO THE APPOINTMENT OF THESE MEMBERS TO THE WORKING GROUPS AND THAT THESE WORKING GROUPS COMBINE THEIR MEETINGS



**LEADER EX OFFICIO ON COMMITTEES**

The Mayor is currently Ex officio on all committees and it is recommended that this is also incorporated for the Leader.

**RECOMMENDED:**

THAT MEMBERS RESOLVE TO AGREE FOR THE LEADER TO BE EX OFFICIO ON ALL COMMITTEES

**YEAR END INTERNAL AUDIT REPORT**

**M.36.21**

The Town Council's Internal Auditor completed the year end audit on 26 June 2021.

The Annual Internal Audit Report 2020/21 (appendix B) confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal Audit Observations report is attached as appendix C. Officers have noted the observations and appropriate action is being taken.

**RECOMMENDED:**

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2020/21

# Annual Internal Audit Report 2020/21

Marlow Town Council

www.marlow-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied	✓		
H. Asset and investments registers were complete and accurate and properly maintained	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes)	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/06/2020      26/01/2021

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

11/06/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Appendix B



**Marlow Town Council**

**Financial Year 2020-21**

Visit date: 11 June 2021

**Year End Internal Audit Observations**

Box D No.	The precept or rate requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriately.	Observation	Recommendation	Priority	Comments
1	From audit review it does not appear that the purposes of Councils Reserves have been identified	<p>The Council has a high level of Reserves relative to its annual expenditure. In addition the Council has an investment with an original value of £200,000. The total value of Reserves and Investments approximates to two years annual precept.</p> <p>From review it appears that some of the reserves, for example the Christmas Lights Lease Reserves, relate to items that would normally be expected to funded through the annual precept.</p> <p>It is unclear how the Council incorporates the drawdown of these reserves when setting the Annual Precept</p>	<p>The Council should review the planned utilisation of its Reserves and confirm that there is a likelihood that the reserves will be utilised within a reasonable time period.</p> <p>When computing the budget and annual precept the Council should consider the extent to which the drawdown of reserves may impact on the value of the precept required.</p>	High	
Box G No.	Salaries to employees and allowances to members were paid in accordance with the smaller authority's approvals, and PAYE and NI requirements were properly applied.	Observation	Recommendation	Priority	Comments
1	The value stated in Box 4 could not be agreed to a schedule of Staff Costs	<p>It was noted that the draft accounting statements included costs on account number 7009 which were invoice costs and not employment costs paid under PAYE.</p>	<p>The Council to review the value stated in Box 4 of the Annual Return and, if appropriate, amend it.</p>	High	
Box H No.	Asset and Investments registers were complete and accurate and properly maintained.	Observation	Recommendation	Priority	Comments
1	Total of Asset Register does not agree to Box 9 value of Accounting Statements	<p>The Council asset total includes an investment made in the CCLA Public Sector Property Fund (original value £200,000, current value £178,252.51), however this asset is not listed on the Councils asset register. The investment was made in the 2019-20 financial year but is not recorded in the 2019-20 Box 9 value. It was also noted that the total of the asset register provided did not agree to the value stated in the draft Accounting Statements</p>	<p>Council to review value of assets, for both 2019-20 and 2020-21, and ensure that the value of the assets agrees to the value stated in Box 8. The Council will need to 'RESTATE' the value stated in Box 8 for 2019-20 to include the CCLA Property Fund value.</p>	High	

Appendix C

**BANK MANDATE**

The following changes are proposed to the Town Council's bank mandate:-

To be removed:

Cllr R Cadman.

To be added:

Cllr N Mityaeva , Cllr C Funnell.

No change:

Cllr R Scott, Cllr J Towns.

These amendments will apply to all the Lloyds bank accounts held by the Town Council. Members named on the bank account will have access to view the accounts and to authorise online payments, but nothing else. The mandate also stipulates that (any) two mandate members are required to authorise all payments paid online.

There is a raft of online payments made at variable dates throughout the month requiring member authorisation. Mandated members will be sent an email, highlighted as "high importance" when payments require authorisation. We aim to give at least 3 days in which to authorise however this can vary. It is important that members are able to act swiftly to authorise these payments when a request is made.

**RECOMMENDED:**

THAT MEMBERS APPROVE THE PROPOSALS TO THE TOWN COUNCIL LLOYDS BANK MANDATE AS DETAILED ABOVE AND THAT THE MANDATE MEMBERS FROM JULY 2021 ARE:-

CLLR C FUNNELL  
CLLR N MITYAEVA  
CLLR R SCOTT  
CLLR J TOWNS

The minutes of the Environment and Sustainability committee dated 06.07.21 are attached as appendix D.

Members are asked to approve the following recommendations:-

**ES.04.21 CARBON AUDIT ACTIONS**

Following the Carbon Audit published in March 2021 officers and the environment sustainability consultant are recommending the following actions to reduce the Council's carbon emissions. Whilst the Council's footprint is relatively small it is equivalent to 1.4 Marlow households there are actions that can be taken to reduce it further.

1. The Council commits to continue to lobby Buckinghamshire Council to move the current Town Bus from a diesel vehicle to an electric one.
2. The Council ensures that all power tools are replaced with battery powered tools only at the end of their useful life. In addition, for future tenders for ground maintenance contracts scoring weighting to be included in favour of contractors using battery powered tools.
3. The Council works with the current Christmas Lights supplier to reduce emissions within the existing contract where possible including exploring the options for timers.
4. Officers present costings for an electric bike for use by officers to go about their work in and around the town in an eco-friendly way to the next TC meeting.
5. The Council commits to replacing the current Town Council diesel van with a more environmentally friendly option – as soon as costings are viable.
6. Officers to explore the options of eco-friendly paper for the Marlovian magazine.

**RESOLVED:**

THAT MEMBERS AGREED ON THE ABOVE ACTIONS AND RECOMMEND THEM TO FULL COUNCIL FOR APPROVAL TO PROCEED

**RECOMMENDED:**

THAT THE TOWN COUNCIL APPROVE THE RECOMMENDATIONS AS PER THE COMMITTEE RESOLUTION

**ES.05.21 COMMUNITY ENGAGEMENT PROGRAMME**

Following the Community zoom meeting on March 18th, we continue to establish a programme to gain support from residents and interested bodies and groups to set out our challenges and goals and establish deliverables for Marlow. This will be chaired by a Councillor and driven by our consultant and fall within the remit of sustainable Marlow. The TC will retain the final say on decisions. The detailed proposal is attached as appendix A. (appendix E as attached)

**RESOLVED:**

THAT MEMBERS AGREED THE ABOVE PROPOSAL FOR PRESENTATION TO THE TOWN COUNCIL FOR APPROVAL

**RECOMMENDED:**

THAT THE TOWN COUNCIL APPROVE THE PROPOSAL AS PER THE COMMITTEE RESOLUTION

**MARLOW TOWN COUNCIL**  
Court Garden, Pound Lane, Marlow, Bucks

MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE MEETING HELD IN THE TOWN COUNCIL OFFICE, MARLOW ON TUESDAY 6<sup>TH</sup> JULY 2021 DIRECTLY AFTER THE PLANS ONLY MEETING

**Present:**

<b>Chairman</b>	Cllr J Towns
<b>Councillors</b>	Cllr N Marshall Cllr C Hoyle Cllr C Stapley Cllr R Scott
<b>Admin</b>	Debbie Abbott

**ES.01.21 APOLOGIES FOR ABSENCE**

**ES.02.21 DECLARATIONS OF INTEREST**  
None declared

**ES.03.21 ENVIRONMENT AND SUSTAINABILITY STATEMENT TO GO ON THE WEBSITE** **DECISION**  
The Environment & Sustainability Committee was created in June 2021, reflecting the Council's increasing engagement in Environmental matters. The Committee leads on topics such as climate change, air quality, waste reduction, active travel, biodiversity and maintaining the vitality of Marlow town centre. Sustainable Marlow reports into this committee.

**RECOMMENDED:** That members agree to adopt the above paragraph for the website.

**RESOLVED:** Members agreed to adopt the above paragraph for the website

**ES.04.21 CARBON AUDIT ACTIONS** **DECISION**  
Following the Carbon Audit published in March 2021 officers and the environment sustainability consultant are recommending the following actions to reduce the Council's carbon emissions. Whilst the Council's footprint is relatively small it is equivalent to 1.4 Marlow households there are actions that can be taken to reduce it further.

1. The Council commits to continue to lobby Buckinghamshire Council to move the current Town Bus from a diesel vehicle to an electric one.
2. The Council ensures that all power tools are replaced with battery powered tools only at the end of their useful life. In addition, for future tenders for



ground maintenance contracts scoring weighting to be included in favour of contractors using battery powered tools.

3. The Council works with the current Christmas Lights supplier to reduce emissions within the existing contract where possible including exploring the options for timers.
4. Officers present costings for an electric bike for use by officers to go about their work in and around the town in an eco-friendly way to the next TC meeting.
5. The Council commits to replacing the current Town Council diesel van with a more environmentally friendly option – as soon as costings are viable.
6. Officers to explore the options of eco-friendly paper for the Marlovian magazine.

**RECOMMENDED:** That members agree on the above actions and recommend them to Full Council for approval to proceed.

**RESOLVED:** Members agreed to recommend the above actions to the Full TC for approval

**ES.05.21 COMMUNITY ENGAGEMENT PROGRAMME**

**DECISION**

Following the Community zoom meeting on March 18th, we continue to establish a programme to gain support from residents and interested bodies and groups to set out our challenges and goals and establish deliverables for Marlow. This will be chaired by a Councillor and driven by our consultant and fall within the remit of sustainable Marlow. The TC will retain the final say on decisions. The detailed proposal is attached as appendix A.

**RECOMMENDED:** That members agree the above proposal for presentation to the TC for approval.

**RESOLVED:** Members agreed that the above proposal be presented to the Full TC for approval.

**ES.06.21 BEE TOWN**

**DECISION**

Wild Marlow presented their plans for making Marlow a Bee Town to Full Council on April 27<sup>th</sup>, the presentation shared is attached as appendix B. The proposal is that we confirm our support for this to be formally adopted at the next Town Council meeting. Council is already supporting this initiative with our new Wildflower areas that have already been established in and around the town.

**RECOMMENDED:** That members agree to confirm their support for the Bee Town initiative and that it is adopted by Full Council.

**RESOLVED:** Members agreed to support the Bee Town initiative and will ask the Full TC to adopt the initiative

- **Sustainable Marlow** will be at Marlow Carnival in Higginson Park on Saturday 11th September. After discussions with the carnival organisers, it is intended that some of the park be designated as a 'Green Village' with 10 to 20 stalls for local environmental interest groups and businesses to be represented. The theme for this year's carnival procession is 'Think Global, Use Local'.
  - The cost of having spaces for stalls will be met by the Marlow Environmental Trust (MET) which is a local, privately funded trust operating under the governance of the Charities Aid Foundation. Stall holders will need, however, to provide their own stall/gazebo. As well as providing information, it will be possible to market membership and/or sell appropriate goods.
  - The Green Village will engage with all age groups to create and stimulate community awareness of key climate and sustainability issues by being collaborative and fun whilst encouraging sustainable personal/household choices. The Carnival is, of course, very much a family event.
  - Volunteers will be required to help on the day please.
- **Wildflower Planting** – Wild Marlow have offered to help with our Wildflower areas and a proposal will be submitted at the next TC meeting.
- **AQMA** – Bucks will be consulting on turning Marlow AQMA into a Clean Air Zone (CAZ) in the autumn, detailed report will follow.
- **Active Travel** – A walking plan is currently in development.
- **Marlow's Performance Index** will be regularly updated.
- **Tree Planting** – we are working with BC to establish a local tree planting programme, we are reviewing costs and work involved and will present our budget plans at the next meeting along with our plans on working with residents. On street planting remains under the auspice of Buckinghamshire Council.
- **Parks and Green Spaces** – members continue to lobby Buckinghamshire Council Green Spaces team for running repairs and grass seed planting in areas that are looking tired.
- **Eco-schools** - Due to Covid restrictions we are unable to hold this conference in person, so the schools and the sustainable Marlow team are planning a virtual event for delivery in July.

Members are requested to note the information reports above.

ES.08.21 DATE AND TIME OF NEXT MEETING

Tuesday 7<sup>th</sup> September 2021 directly after the Full Planning and Transportation meeting

Signed: .....

(Chairman)

Date: .....

## Consultant's proposal for a TC community engagement programme on sustainability

June 2021

Three drivers:

- The TC wants to deepen its engagement in sustainability issues and to be seen to be doing so.
- Councillors have cited the importance of educating residents on sustainability issues.
- Local environmental groups are demanding a say on sustainability issues.

This proposal responds to all three drivers. The suggested approach builds on the vision sketched at the 18 March 2021 online public consultation.

Key points on implementation:

- I propose using the name Sustainable Marlow, which the TC already "owns" and is an excellent brand for the purpose. SM can still remain the TC's overall sustainability brand with the new bit being the SM Community Engagement Programme.
- The entire focus of the programme should be on pro-sustainability behaviour changes by people - about the community itself, not about TC (or Bucks) environmental policies or actions, important though those will remain.
- Delivering the programme in partnership with local green groups will multiply its potential reach and effectiveness many times over by increasing the number of voices, growing the number of communication channels and expanding overall resources.
- A mechanism should be created that enables groups to be (and to feel) involved and to have real influence. The TC will not be able to control all aspects and must consider itself as conductor of an orchestra.
- I suggest expanding the already established "Sustainable Marlow working group" chaired by a councillor, bringing together interested residents, and charged with designing and delivering the community engagement programme. The aim should be to harness and embrace groups' enthusiasm as far as possible.
- Most local sustainability or net zero community action plans adopted elsewhere seem to be comprehensive, long-term, and massively over-engineered compared with the powers of local government. I recommend NOT taking this approach, but instead setting just a few objectives that are practically implementable in the near term, that can be simply communicated and that can have clear local identity.

Appendix E

- Overarching goals, if they are adopted, should be few and broad. I suggested six possibilities at the March public consultation, which I believe reflect particular local concerns as well as the big global issues. These were as follows:

#### Draft goals

---

- Net zero carbon emissions
- Good air quality
- Plentiful green & active transport
- Healthy biodiverse habitats
- High eco-efficiency and low waste
- A thriving community and town centre

- The initial focus of the SM steering group should be on principles, and then behaviour change goals to target through the programme. Participating green groups would be encouraged to nominate goals that reflect their particular priorities.
- I propose that only a limited number of behaviour change goals should be set. Certainly no more than 10. I believe that in terms of overall success “less is more”: having too many actions will dilute the message and undermine local identity.
- Results from the proposed sustainability survey of Marlow residents should give residents a voice in selection of behaviour change goals too, alongside the TC and participating green groups
- Once behaviour change goals have been agreed then programme delivery will be all about engagement and communications.
- Engagement means building new networks of residents who are actually making pro-sustainability behaviour changes. This will make the programme as far as possible an organic, bottom-up movement. It will also enable communications to be about the community, not just to the community, based on the principle of “show, don’t tell”. Potential examples include “clubs” of electric car owners, or food sharers, or walk-to-schoolers etc.
- The overall goal of the communications effort should be to positively influence behaviours by informing, educating, encouraging and inspiring.
- Communications should be sustained, and delivered by all partners in the programme, with the TC providing the overview through all its communication channels, including social media, the TC website, The Marlovian magazine, and press releases to media.
- Following an initial invitation to interested residents the steering group should meet more regularly for an initial period (perhaps monthly for three months) while the programme is

established. Once the programme is up and running meetings could then become less frequent, perhaps quarterly.

- Review of the behaviour change goals should be reviewed at least annually and perhaps six-monthly. Over time, addition of new goals and/or retirement of old ones or ones that didn't resonate with the community could refresh the programme and provide new impetus.
- The work of the SM steering group would presumably be overseen by the TC Environment & Sustainability Committee, which would pass any important developments or decisions to the full council as necessary.

Please see attached as appendix F a report on the condition on 4 areas of surface in Riley Road Recreation ground that need urgent attention.

It is recommended that the work is conducted as soon as possible with the cost of £5,054 being met from EMR reserves for recreation grounds.

**RECOMMENDED:**

THAT MEMBERS APPROVE THE WORKS TO RILEY RECREATION GROUND IN THE SUM OF £5,054 FUNDED FROM RECREATION GROUND EARMARKED RESERVES

## Riley Park Surfaces

July 21

Riley Park playground has 4 ground surface areas that need replacing as they are developing into trip hazards.

- Area 1 - Entrance area 19l/m (18m<sup>2</sup>) Price **£1465.00**
- Area 2 – Talk Tube 6.6l/m (4.5m<sup>2</sup>) Price **£392.50**
- Area 3 – Viper Rope Swing 31l/m (37m<sup>2</sup>) Price **£2899.50**
- Area 4 – Multi Play Unit 4.5l/m (3.5m<sup>2</sup>) Price **£297.00**

Total cost = £5,054.

These are identified as medium risk on the last playground report but they are deteriorating and will be high risk in a few months, bearing in mind that it will take time to approve the expenditure, commission the work and get engineers on site.

There are 4 areas excluded from this expenditure which are all under the swings as they were replaced 3 years ago and are in reasonable condition.

Rubber prices have recently increased by 30% and are looking likely to rise further.

The trip hazard areas are clear to see in the photos below.

Appendix F



F





T

**INFORMATION REPORTS**

**M.40.21**

**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**