

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 16th NOVEMBER 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 | 11.11.21

M.66.21	Apologies for absence	
M.67.21	Declarations of interest	
M.68.21	Communications from Town Mayor	
M.69.21	Report from Leader of the Council	
M.70.21	Town Council Minutes dated 21.09.21	DECISION
M.71.21	Management Accounts at 30.09.21	DECISION
M.72.21	Grant Application Form	DECISION
M.73.21	Cemetery Fees	DECISION
M.74.21	New Committee Structure, Membership, Terms of Reference and New Community Committee	DECISION
M.75.21	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Council Van move from Diesel to Electric	
M.76.21	Reports from Outsides Bodies	INFORMATION
M.77.21	Reports from Buckinghamshire Council	INFORMATION
M.78.21	Date of next meeting: Tuesday 25 th January 2022 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.

Mayoral engagements

Now that Covid restrictions have been further relaxed, the number of events to which the Mayor is invited has increased and I am looking forward to becoming more involved in the activities of the many organisations in the Town over the next few months.

I have also decided to ask a new councillor to accompany me on appropriate civic events and activities, so that they can become familiar with those activities to which the Mayor is invited.

Since the last Town Council meeting, I have attended the following –

3rd October Attended High Sheriff of Buckinghamshire’s Justice service at St Mary’s Church, Aylesbury

(This an annual service organised by the current High Sheriff to which civic dignitaries from across the whole of Buckinghamshire including Milton Keynes are invited)

6 October Attended Marlow Place 1st Anniversary reception

9 October With the Mayoress, attended Marlow Rotary Club charity concert at All Saints Church

12 October Dropped in on the very dedicated Marlow Poppy Group, who were preparing the poppies that now adorn the railings around Higginson Park

28 October Attended a presentation by the Lord Lieutenant of the Queen’s Award for Enterprise to JUNE Medical Limited

(JUNE Medical is a local medical company with offices in Marlow and High Wycombe)

29 October Presented prize to Verity West, the winner of the Marlow Energy Group photography competition.

(Excellent entry of photographs that will be included in Wild Marlow 2023 calendar)

30 October With Cllr David Brown, attended post Covid re-launch of Marlow Age Concern

(As a result of the premises being closed due to Covid, MAG is re-launching to attract more guests and volunteers)

1 November With the Deputy Clerk, attended Sandygate school to launch a Taste of Democracy

(Taste of Democracy has been a successful introduction of the elections process into a number of Marlow schools over recent years)

4 November With the Deputy Mayor, attended the opening of the Walk of Life Garden at URC Church in Oxford Road.

(The Church has constructed a ‘quiet garden’ within its grounds and provides a space for quiet in our busy town centre)

5 November Launched the Marlow Thames Rotary Club fundraising Tree of Life on the Causeway

10th – 12th November Attended Remembrance commemorations in Mary le Roi

(Mayor lays a wreath on behalf of Marlow Town Council at the Marly war memorial and attends a reception and lunch for dignitaries)

12 November Attended 100th birthday celebration of Marlow resident,
Mrs Meg Saint

14th November Attended Remembrance commemorations in Marlow

(In addition to our councillors and other guests, I was pleased to welcome The Countess Howe, Her Majesty's Lord-Lieutenant)

Civic events

The pre-Christmas Switch On will take place on Thursday 25 November and we are delighted to have Chris Evans to turn the lights on at 6.30pm. The funding of our superb Christmas lights has again been sponsored by many businesses and individuals for which we are most grateful. Appropriate publicity will be given to all sponsors.

Carols on the Causeway will take place at 6.30 pm on Monday 20 December around the Christmas tree on the Causeway. All are welcome to attend.

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

The Council's Community committee is considering how to recognise 50th anniversary of town twinning with Marly le Roi in May 2022 and the Queens Platinum Jubilee in June 2022. Further details as we agree these events.

Full details of our Civic and Community events are always on the Town Council website.

Cllr Richard Scott
Town Mayor
15 November 2021

REPORT FROM LEADER OF THE COUNCIL

Cllr Funnell will give a verbal report at the meeting.

M.69.21

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 21st SEPTEMBER 2021 AT 7.00pm IN THE HIGGINSON ROOM, COURT GARDEN, POUND LANE, MARLOW

Present

Town Mayor Cllr R Scott
Deputy Mayor Cllr J Towns
Councillors D Brown
R Cadman
C Funnell
C Heap
C Hoyle
N Mityaeva
C Stapley
Deputy Clerk Mrs K Joy

M.45.21 Apologies for absence

Apologies for absence were received from Cllr T Avery, Cllr N Marshall and Cllr R Wilson.

M.46.21 Declarations of interest

There were no declarations of interest.

M.47.21 Communications from Town Mayor

Now that Covid restrictions have been substantially lifted, the number of events to which the Mayor is invited is slowly increasing and I am looking forward to becoming more involved in the activities of the many organisations in the Town over the next few months. Indeed, my diary is filling up quite quickly.

I have recently attended the following –

- 4th August Attended Lighthouse summer camp at Holy Trinity School
- 10th August With the Leader, recorded a piece for Marlow FM on Town Council activities
- 8th September Attended the High Sheriff of Buckinghamshire's Summer Reception
- 11th September Attended Marlow Carnival and participated in the Round Table Duck Race
- 12th September Attended rededication of the new building, including Ark Cafe and lunch at Marlow Methodist Church
- 16th September Attended opening of Pub in the Park

Civic events

Looking further forward into my year, the Council has confirmed the dates for Remembrance Day and the pre-Christmas civic events of Switch On and Carols on the Causeway, all of which are on the Town Council website.

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

The Council Events committee is considering how to recognise 50th anniversary of town twinning with Marly le Roi in May 2022 and the Queens Platinum Jubilee in June 2022. Further details as we agree these events.

Cllr R Scott
Town Mayor

M.48.21 Report from Leader of the Council

I would like to present my report by highlighting one of Marlow's key events in town during this period and send a big note of congratulations to everyone that came out and organised the terrific Marlow carnival on the 12th of September, a highlight for the town.

Undoubtedly this was only able to happen by the efforts of many resident volunteers who bought together a great weekend ,demonstrating the true spirit of marlovians as we continue to build back together and re open up our community together .Within that the green village in the carnival I am delighted to say demonstrated that whatever perspective we have as individuals on environment matters it brought residents together in harmony. It has set out a clear message that whatever part residents play in the environment everyone demonstrated a willingness to work together from their own perspectives to educate their fellows on how Marlow can and will tackle important environmental challenges ,congratulations to every group that made that happen.

We have concentrated hard again on organisational matters and a particular focus in general in making sure that we maintain and grow our participation in what matters to our residents during this period ,listening carefully to working groups and individuals that have engaged with us and making sure we continue to harvest collective input from residents and action groups and working to maintain transparency and openness for all residents.

I would also like to send out a message to all key workers that reside in Marlow in whatever capacity they work that your council and residents are grateful for everything that you have contributed to keep pulling us back together into normality for the town and county, we will not forget the valiant work that you all tirelessly continue to do in the background .

Whilst we move forward through the rest of 2021, I would also like to highlight to all residents that we still have some way to go as we rebuild back to normality and to please exercise caution in managing our way through the rest of the pandemic journey and to be respectful ,careful and vigilant exercising caution in gatherings ,social interaction .

Please follow wherever possible guidance to protect yourselves and others from infection by the continued use of PPE wherever possible and distancing to keep the town open and in good health and follow government guidelines which will continue to be updated regularly .

Cllr C Funnell
Leader of the Council

M.49.21 Town Council Minutes dated 27.07.21**RESOLVED:**THAT THE MINUTES DATED 27.07.21 WERE AGREED AND SIGNED AS A TRUE RECORD**M.50.21 Management Accounts at 31.05.21****RESOLVED:**THAT THE MANAGEMENT ACCOUNTS DATED 31.05.21 WERE APPROVED**M.51.21 Office Christmas Closure**

Members were asked to approve the closure of the office from Friday 24th December 2021 to Tuesday 3rd January 2021 inclusive.

As in previous years, it was recommended that the officers be granted two statutory days during the closure period and the remaining two working days would be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact.

Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RESOLVED:THAT COUNCIL UNANIMOUSLY APPROVED THE CLOSURE OF THE OFFICE AS DETAILED ABOVE**M.52.21 Meetings Timetable****MARLOW TOWN COUNCIL - Meetings Timetable 2021-2022**

Meeting	MAY 2021	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APRIL 2022	MAY 2022
Town Council		15	27		21		16		25		29		10
Resources Committee			13		14		9		18		22		3
Planning and Transportation Committee		15				19	10			1			
Plans Only Committee	25		6 27	17	6 28		30	21	11	22	15	5 26	17
Environment and Sustainability Committee			6		14		30			22			
Annual Meeting Parish Meeting	18												
MTC Events			Swan Upping 20				Remembrance 14 Christmas Lights Switch 25	Carols on Causeway 20				Charity Golf Day 12	

Gossmore Trust and Marlow Mayor's Charity Meetings (minimum one annual meeting per Trust / Charity) will be called during the year.
Meetings for working groups and sub committees will be called when necessary.

THAT THE TOWN COUNCIL UNANIMOUSLY APPROVED THE AMENDED MEETINGS TIMETABLE FOR 2021-22 AS DETAILED ABOVE

M.53.21 Code of Conduct

The "Councillor Code of Conduct 2020" was circulated to all members prior to the meeting. It was noted that the Code had been ratified by Buckinghamshire Council.

Officers advised that this Code of Conduct should be adopted by Full Council.

RESOLVED:

THAT THE COUNCIL UNANIMOUSLY AGREED TO ADOPT THE CODE OF CONDUCT WITH IMMEDIATE EFFECT

M.54.21 Election to the Chiltern Conservation Board

The Town Council was invited to vote for one of the nominated persons standing for election to the Chiltern Conservation Board. Candidates supporting statements were circulated to all members. Those present indicated their choice by way of a ballot paper and the following person received the majority vote:

Patricia Owen

RESOLVED:

THAT THE TOWN COUNCIL, BY MAJORITY VOTE, NOMINATED PATRICIA OWEN AS THE TOWN COUNCIL'S CHOICE IN THE ELECTION TO THE CHILTERN CONSERVATION BOARD

M.55.21 Addition to Management Working Group

It was recommended that the Chairman of all Committees are included in the Management Working Group. The Chairman of the Environment and Sustainability Committee is to be added to this working group.

RESOLVED:

THAT COUNCIL AGREED UNANIMOUSLY THAT THE CHAIRMAN OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE BE ADDED TO THE MANAGEMENT WORKING GROUP

M.56.21 Electric Bike Purchase

Council resolved to agree to the Environment Committees recommendation at their July meeting for Officers to proceed with recommendations for the purchase of an electric bike for local use to conduct day to day work in the Town.

Officers have met with a number of electric bike providers to source the most appropriate bike for the Council's needs. The options were detailed for members information.

The recommendation is to proceed with a purchase of a Trek bike from supplier A who is local and offered the Council a significant discount off the list price. Additional costs would include a secure lock and cycle helmets. An additional fund of £350 over the purchase price is recommended to cover the costs of these items. Insurance cost of the bike can be absorbed in the Councils existing contract with Zurich insurance.

The life span of the battery is 8 years, replacement cost is £400, charging cost (usage dependant) 5 to 10 pence per charge. Servicing £45, annually. It is recommended that for the 2022/23 budget a cost line is added of £150 to incorporate these running costs.

RESOLVED:

THAT COUNCIL AGREED UNANIMOUSLY TO THE PURCHASE OF A TREK DISTRICT LOW EU STEP BIKE, SECURE LOCK AND HELMETS FROM SUPPLIER A WITH A TOTAL BUDGET OF £2,600. THE COST TO BE MET FROM CIL (COMMUNITY INFRASTRUCTURE LEVY). IN ADDITION TO ESTABLISH A BUDGET LINE IN THE 2022/23 BUDGET OF £150 TO COVER RUNNING COSTS

M.57.21

Allotment Review

Background

The Council is required to give allotment tenants on years notice of any increase in rent. There was no increase in rent for the year 2019/2020, for 2020/21 there was a rent increase of 20 pence per pole and the levy charge for water provision was withdrawn. For 2021/22 there is no rent increase. The allotment rent year commences on November 1st and the current price is £6.70 per pole.

The Council has two allotment sites at Hanging Hill and Foxes Piece with plots of varying sizes, plots are measured in pole size and the minimum size plot offer is 5 poles. The sites are both currently fully tenanted, and a waiting list is operated.

Officers have extensively researched charges at other allotment sites and prices in Buckinghamshire and neighbouring parishes in Berkshire and Oxfordshire range from £5 per pole without running water to £7.60 per pole with water available on tap.

Proposal

In 2020 the allotments working group recommended that a sliding scale of tenancy fees was introduced for tenants that take up allotments between January and October. This was considered a trial tenancy period, if the tenants did not abide by the Rules & Regulations, they were not given an option to take up a full tenancy at the year end. At the request of the allotments association this change has been reviewed 12 months after implementation. The scheme has been a resounding success and will now be implemented permanently.

For 2022/23 officers recommend a rent increase of 30 pence per pole to a fee of £7 per pole. For a five-pole plot this will increase the charge from £33.50 to £35 per annum.

The Allotment Tenancy Regulations will be amended accordingly.

RESOLVED:

THAT COUNCIL AGREED UNANIMOUSLY THAT THE ALLOTMENT RENT BE INCREASED BY 30 PENCE PER POLE FROM 2022/23 TENANCY RENEWALS

M.58.21

External Audit Report 2020-21

The External Auditor has returned the certificate confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2021.

It was noted that no matters of concern were reported.

RESOLVED:

THAT MEMBERS NOTED THE REPORT AND UNANIMOUSLY AGREED THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

M.59.21 Wildflower Continuation and Additional Sites

In November 2020 Council agreed to establish three wildflower areas of 500m² across three sites Henley Road, Seymour Court Road and Little Marlow Road by the Wiltshire Road roundabout. The planting has been a resounding success.

Working closely with Wild Marlow and Buckinghamshire Highways three further sites have been identified for planting this autumn; Oxford Road at the junction of Barnards Hill; Wycombe Road at the junction of Wiltshire Road (back from the junction so as not to obscure drivers eye line on the road); Gossmore Lane near the railway line and road into the Rugby Club.

The existing areas require minimal maintenance, for the new areas the proposal is as follows

- November/December - stake out and spray off grass
- November- mow grass short and spray off again
- March - spray off grass
- April - cut/clear any leftover grass
- April - dig over ground using small digger or rotovator, rake over soil to a finer tilth, supply and spread seed at 5g per sqm and rake in.
- Following October - cut and drop wildflowers
- Following April - spring cut to reduce any competition with grasses (possible over-seed if needed)
- Signage will be placed at all of the sites to explain the planting and not to walk on the soil.

The total cost for establishing the new areas and maintenance of existing areas is £2,000.

RESOLVED:

THAT COUNCIL AGREED UNANIMOUSLY TO APPROVE THE PROPOSAL FOR THE WILDFLOWER PLANTING AT A COST OF £2000 TO BE TAKEN FROM CIL RESERVES

M.60.21 Marlow Bridge Lighting

Cllr C Funnell reported that Atelier lighting had now completed the concept design phase 1 for the proposed lighting scheme on Marlow bridge presented to Council on July 27th.

The recommendation is to proceed with instructions to complete phase 2 and 3 ,final design and technical design, this will then enable planning applications to be submitted to Buckinghamshire Council and Windsor and Maidenhead Council for approval. The costs are £2,450 for instruction to Atelier consultants and planning application fees of up to £1200 for formal application and supporting fees. It was noted that there was some time sensitivity as permissions sought earlier on in the process had an expiry date.

RESOLVED:

THAT COUNCIL APPROVED UNANIMOUSLY THE ABOVE EXPENDITURE OF £3650 for PHASE 2 AND PHASE 3 FINAL AND TECHNICAL DESIGN AND PLANNING APPLICATION FOR THE LIGHTING TO BE TAKEN FROM EARMARKED RESERVES FOR TOWN IMPROVEMENTS BRIDGE LIGHTING

M.61.21 Environment and Sustainability Committee Recommendation

This item was deferred until 2022 as Releaf Marlow had sourced funding for the 2021 project.

M.62.21 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) Social Media Summary Report

Facebook

Plans only meeting on Facebook Live May 25th had 263 views.

Plans only meeting August 17th on Facebook Live had 161 views.

Facebook reach August 5th to September 1st 6.3k up 48% on previous month.

Most engaging post had 544 likes and 76 shares, shared post from Thames Valley Police on keyless vehicle theft on August 27th

Instagram

Instagram reach August 5th to September 1st 430 up 1.1K% on previous month.

Most engaging post was the Circus Comes to Town with 406 people reached.

Twitter

In 28 days prior to September 2nd

Impressions 1,657 up 28% on previous month.

Profile visits 133 up 66% on previous month.

Mentions 7 down 12.5 % on previous month.

Top Tweet earning 287 impressions was the release on promoting a summer of cycling and walking.

MEMBERS NOTED THE REPORTS

M.63.21

Reports from Outsides Bodies

Cllr C Funnell

Reported that the Marlow Town Regatta and Festival Committee intend to hold an event in June 2022.

Cllr C Stapley

Reported attending a community liaison group regarding Marlow Film Studio.

Cllr N Marshall

Attended a virtual meeting regarding the Newt Ditch proposal in Marlow.

Cllr R Cadman

Reported the Budavar Town Twinning association had had a stand at the Marlow Carnival and tickets were available for luncheon event on the forthcoming Sunday.

Cllr D Brown

Attended a meeting of the Marlow Museum.

Cllr J Towns

Attended a meeting of BidCo and was due to attend another on Thursday.

Cllr R Scott

Attended a meeting of the Marlow Society in place of Cllr Marshall.

M.64.21 Reports from Buckinghamshire Council

Clr C Heap

Reported that the capstones had been replaced on the bridge width restriction bollards. Electronic warning signs and width restrictions signage had also been installed.

M.65.21 Date of next meeting

Tuesday 16th November 2021 at 7.00pm

The meeting closed at 7.55pm

Town Mayor Date.....

MANAGEMENT ACCOUNTS 30.09.21

M.71.21

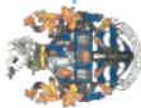
Below are the management accounts dated 30.09.21 as recommended for approval by the Resources Committee under Minute RC.22.21

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.09.21, AS RECOMMENDED BY THE RESOURCES COMMITTEE ON 09.11.21 MINUTE RC.22.21, BE APPROVED

MARLOW TOWN COUNCIL

Balance Sheet



03/11/21

September 2021

	Opening 01.04.2021	Movement Apr-21	Movement May-21	Movement Jun-21	Movement Jul-21	Movement Aug-21	Movement Sep-21	YTD Balance Sep-21
Investment Stock								
Investments	-	-	-	-	-	-	-	-
Current Assets								
Debtors & Prepayments	6,186.09	(2,881.43)	(491.34)	(191.34)	(1,091.34)	(191.33)	6,868.43	8,207.74
Bank, Cash & Cash Holding	571,207.17	149,321.68	(32,991.16)	(51,689.29)	(36,537.30)	(13,048.30)	139,697.37	725,960.17
VAT	16,828.64	3,305.05	(10,592.64)	3,259.08	2,499.45	(10,606.76)	3,405.71	8,098.53
	594,221.90	149,745.30	(44,075.14)	(48,621.55)	(35,129.19)	(23,846.39)	149,971.51	742,266.44
Current Liabilities								
Creditors, Accruals	(38,232.01)	2,299.03	6,144.96	5,817.30	8,584.28	1,620.62	(15,090.52)	(28,856.34)
Deferred Precept Income & WDC Council Tax Funding	(50,903.61)	(114,026.65)	28,952.00	29,202.00	48,622.26	28,952.00	(144,760.31)	(173,962.31)
Other Taxes & SS costs	(3,646.54)	207.06	15.95	66.74	5.27	(6.70)	338.30	(3,019.92)
	(92,782.16)	(111,520.56)	35,112.91	35,086.04	57,211.81	30,565.92	(159,512.53)	(205,838.57)
Current Assets Less Current Liabilities	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	536,427.87
Total Assets Less Liabilities	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	536,427.87
Capital & Reserves								
Earmarked Reserves	471,057.14	-	-	-	-	-	-	471,057.14
General Reserves	30,382.60	-	-	-	-	-	-	30,382.60
EMR Movement 2021/22		(5,034.60)	(4,831.70)	(4,749.70)	13,364.41	(4,991.70)	(2,989.70)	(9,232.99)
Current Year Surplus/(Deficit)		43,259.34	(4,130.53)	(8,785.81)	8,718.21	11,711.23	(6,551.32)	44,221.12
	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	536,427.87



MARLOW TOWN COUNCIL

03/11/21

September 2021

Income & Expenditure Summary

	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Budget Sep-21	Variance Sep-21	YTD Sep-21	YTD Budget Sep-21	YTD Bud Var Sep-21	Full Year Budget
Precept Received	28,952.00	28,952.00	28,952.00	28,952.00	28,952.00	28,952.00	-	173,712.31	173,712.00	0.31	347,424.00
Bucks CC Devolved Services	-	-	-	-	-	-	-	16,870.97	16,870.00	0.97	16,870.00
WDC Devolved Services	-	-	-	-	-	481.00	(481.00)	30,983.35	46,237.00	(15,253.65)	46,718.00
Allotment Rents	47.00	23.50	142.00	260.00	-	-	496.00	496.00	-	496.00	12,500.00
Cemetery Fees	8,097.24	1,645.40	4,986.24	9,394.66	2,154.16	3,750.00	(1,595.84)	31,399.78	23,500.00	7,899.78	46,000.00
Gossmore Recreation Ground	-	-	410.00	-	-	-	-	410.00	700.00	(290.00)	700.00
Bus Shelter Advertising	-	187.50	-	-	187.50	130.00	57.50	375.00	520.00	(145.00)	910.00
Banner Administration	126.00	-	216.00	36.00	107.25	30.00	77.25	485.25	670.00	(184.75)	850.00
Markets	-	-	-	-	-	-	-	-	2,000.00	(2,000.00)	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-	250.00
Dividend & Cash Holding Interest	8.52	7.49	1,774.84	6.57	1,666.23	99.00	1,567.23	3,473.83	2,663.00	810.83	5,068.00
Misc Income	-	-	-	-	-	-	-	-	-	-	-
	37,230.76	30,815.89	36,481.08	38,649.23	33,067.14	33,442.00	(374.86)	258,206.49	266,872.00	(8,665.51)	479,290.00
NB Income in Reserves	-	50.00	19,870.26	-	7,750.00	-	-	27,670.26	-	-	-
Salaries	15,947.29	15,948.39	15,947.28	15,948.94	15,947.28	17,198.00	1,250.72	95,689.22	102,588.00	6,898.78	210,776.00
Subcontractors	549.99	748.14	573.97	741.00	387.29	1,423.00	1,035.71	3,300.65	8,543.00	5,242.35	18,331.00
Administration	3,373.39	2,850.85	2,863.05	1,962.20	3,764.32	4,268.00	503.68	19,014.85	19,275.00	210.15	32,563.00
Waste Management	403.00	403.00	680.00	403.00	571.00	190.00	(381.00)	3,140.00	2,230.00	(910.00)	4,294.00
Health and Safety	216.30	166.23	145.50	160.36	373.38	228.00	(145.38)	1,859.76	1,599.00	(260.76)	3,747.00
Equipment, Operating and Maintenance	72.64	-	21.15	484.50	190.50	284.00	93.50	958.48	1,604.00	645.52	3,188.00
Community	13,068.86	9,608.50	2,077.51	843.74	8,920.84	14,346.00	5,425.16	36,073.27	44,533.00	8,459.73	102,461.00
Devolved	6,351.59	5,759.11	4,233.88	5,518.09	5,538.53	5,244.00	(294.53)	34,671.66	35,345.00	673.34	71,044.00
Utilities	777.50	331.14	642.74	317.17	291.34	746.00	454.66	3,055.16	3,246.00	190.84	7,359.00
Buildings	305.07	3,484.00	274.15	234.29	3,392.49	3,799.00	406.51	11,232.33	12,696.00	1,463.67	18,140.00
Insurance	-	-	-	-	-	-	-	3,280.66	3,237.00	(43.66)	3,787.00
Ven Investment	295.66	302.34	303.64	324.71	241.49	300.00	58.51	1,709.33	1,800.00	90.67	3,600.00
	41,361.29	39,601.70	27,762.87	26,938.00	39,618.46	48,026.00	8,407.54	213,985.37	236,646.00	22,660.63	479,290.00
NB Expenditure in Reserves	4,831.70	4,799.70	6,505.85	4,991.70	10,739.70	-	-	36,903.25	-	-	-
Surplus/(Deficit)	(4,130.53)	(8,785.81)	8,718.21	11,711.23	(6,551.32)	(14,584.00)	8,032.68	44,221.12	30,226.00	13,995.12	-

03/11/21

September 2021



MARLOWTOWNCOUNCIL

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end September 2021
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	4,950.00			150.00	(150.00)	4,800.00
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
COMMUNITY									
Elections	Local election costs	Town Council elections in May 2021	7113	19,604.68				0.00	19,604.68
Shopability	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	Committed to new 5 year lease commitment for new Christmas lights	7150	106,980.33	7,250.00			7,250.00	114,230.33
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fittings for Christmas lights		8,691.00				0.00	8,691.00
Environmental	Environmental and sustainability projects	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	7323	7,507.77	700.00		1,649.90	(949.90)	6,557.87
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7340	67,869.16			5,920.00	(5,920.00)	61,949.16
Triangle project	Hanging Hill project	Ongoing		1,062.16			54.34	(54.34)	1,007.82
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			252.00	(252.00)	496.00
Causeway development	Possible enhancements to Causeway	Projects to be identified		20,000.00		(5,238.70)		0.00	20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices (excess transferred back to CH May 21)		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	Installation on Causeway	Installed May 2020, awaiting invoices (process transferred back to CH May 21)		4,702.40		(4,702.40)		0.00	0.00
EXTERNAL FUNDING									
CIL 2018/19	CIL funding - subject to restricted use	Projects to be identified	4999	12,700.34		11,941.10	24,641.44	(12,700.34)	0.00
CIL 2019/20	CIL funding - subject to restricted use	Projects to be identified	4999	33,232.08			3,051.57	(3,051.57)	30,180.51
CIL 2020/21	CIL funding - subject to restricted use	Projects to be identified	4999	0.00	19,670.26			19,670.26	19,670.26
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Bedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
RECREATION GROUNDS									
Grassmere Trust	Provision for future facilities	Ongoing	7506	8,530.13	50.00		1,184.00	50.00	8,580.13
Equipment replacement	Future repairs and replacement	Ongoing		57,931.33				(1,184.00)	56,747.33
				471,057.14	27,670.26	0.00	36,903.25	(9,232.99)	461,824.15



Actuals 2020/21	2021-2022	MTC Grants	Date Paid
	BUDGET FOR THE YEAR 2021-22	8000.00	
	RESERVES	8000.00	
840.00	Royal British Legion	72.50	Sep-21 +
500.00	Marlow FM		+
500.00	Marlow Regatta Ltd	500.00	Jun-21 #
400.00	Marlow Camera Club		~
500.00	Marlow Community Association		~
200.00	Marlow Cameo Club	200.00	Sep-21 #
-400.00	Churches Together		+
	Christ Church (United reformed)	500.00	May-21 +
500.00	Marlow Youth and Community		+
400.00	Lighthouse Marlow	500.00	May-21 +
500.00	Marlow Museum Centre Project		#
	Chiltern Arts	500.00	Jun-21 ~
645.00	Rennie Grove Hospice Care		+
500.00	AlexanderDevine Children's Cancer Trust		+
	Wild Marlow	464.10	Jul-21 +
	Marlow Energy Group	400.00	Jun & Sep 21 +
	Marlow Energy Group	114.40	Jun-21 +
	Dementia Action Marlow	500.00	Jun-21 +
	TOTAL APPLICATIONS	3751.00	
	from reserves	0.00	
	BALANCE including reserves movement	3751.00	
	+ LGA 1972 S.137	2551.00	+
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))		
	# LGA 1972 S.144	700.00	#
	~ LGA 1972 S.145	500.00	~
	^ C and D Act 1998	0.00	^

03/11/21

Bank Reconciliation 30.09.21



MARLOW TOWN COUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>392,376.23</u>
Current Account	01581935	per statement	<u>42,881.99</u>
Cheque & Debit card Account	03049254	per statement	970.40
	less unrepresented chqs		
	21/05/2020 CN001292	Allotment refund paid twice	(27.50)
			<u>942.90</u>
Paypal			<u>-</u>
Petty Cash			<u>56.68</u>
			<u>56.68</u>
Total Bank and Cash			436,257.80
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>204,265.29</u>
CCLA - Local Authority Property Fund £200,000.00 included as investments expenditure 2019/20			<u></u>
Short Term Cash Holdings			289,702.37
Total Bank and Short Term Cash Holdings			725,960.17

GRANT APPLICATION FORM

Cllr Mityaeva is proposing that all applicants for grants complete the following declaration.

We are aware that Marlow Town Council is committed to protecting and improving the environment and sustainability. In using the funds received by our organisation as a grant, we will make every effort NOT to purchase or acquire disposable products or supplies made of plastic and other types of nonrecyclable materials in furtherance of the projects or causes for which the grant money is received.

RECOMMENDED:

THAT MEMBERS AGREE THE DECLARATION IS INCLUDED ON THE GRANT APPLICATION FORM WITH IMMEDIATE AFFECT

CEMETERY FEES

Members resolved not to increase Cemetery Fees in 2021. After research by officers and Cllr Mityaeva an inflation increase of 3% is recommended for fees for 2022. In addition, an increase in the transfer of ownership fee to £275. This fee has remained the same for over eight years and now reflects the amount of officer time involved in affecting a transfer.

New scale of fees is attached as appendix A.

RECOMMENDED:

THAT MEMBERS APPROVE THE CEMETERY AND MEMORIALS FEES FOR 2022



MARLOWTOWNCOUNCIL

Marlow Town Council - Cemetery Price List 2022

		Marlow	Marlow Bottom + Little Marlow	Other
Full 6' Grave	<i>Interment Fee</i>	£750	£1500	£2625
	<i>Purchase</i>	£460	£920	£3000
Ashes Grave	<i>Interment Fee</i>	£565	£1130	£1980
	<i>Purchase</i>	£220	£440	£1500
Transfer Of Ownership		£275		
Saturday Burial Fee		£235		
Admin Fee (Private Burial)		£180		

Appendix A1



MARLOWTOWNCOUNCIL

Scale of Fees for non-Marlow Residents 2022

This sliding scale of fees is to be used when booking an interment at the cemetery. If you have any issues using the scale, please put your query in writing. The Town Clerk's decision is final.

Full Burial Fees

Little Marlow and Marlow Bottom

Full Purchase		Years In Marlow			
£920.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£735	£645	£550	£460
	5 to 10	£875	£780	£690	£600
	10+	£920	£875	£780	£690

Outside the Marlow Area

Full Purchase		Years In Marlow			
£3,000.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£2,400	£2,100	£1,800	£1,500
	5 to 10	£2,850	£2,550	£2,250	£1,950
	10+	£3,000	£2,850	£2,550	£2,250

Full Interment		Years In Marlow			
£1,500.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£1,200	£1,050	£900	£750
	5 to 10	£1,425	£1,275	£1,125	£975
	10+	£1,500	£1,425	£1,275	£1,125

Full Interment		Years In Marlow			
£2,625.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£2,100	£1,840	£1,575	£1,315
	5 to 10	£2,495	£2,230	£1,970	£1,705
	10+	£2,625	£2,495	£2,230	£1,970

Ashes Burial Fees

Little Marlow and Marlow Bottom

Ashes Purchase		Years In Marlow			
£440.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£350	£310	£265	£220
	5 to 10	£420	£375	£330	£290
	10+	£440	£420	£375	£330

Outside the Marlow Area

Ashes Purchase		Years In Marlow			
£1,500.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£1,200	£1,050	£900	£750
	5 to 10	£1,425	£1,275	£1,125	£975
	10+	£1,500	£1,425	£1,275	£1,125

Ashes Interment		Years In Marlow			
£1,130.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£905	£790	£680	£565
	5 to 10	£1,075	£960	£850	£735
	10+	£1,130	£1,075	£960	£850

Ashes Interment		Years In Marlow			
£1,980.00		<10	10+	30+	50+
Years Out Of Marlow	<5	£1,585	£1,385	£1,190	£990
	5 to 10	£1,880	£1,685	£1,485	£1,290
	10+	£1,980	£1,880	£1,685	£1,485

Town Clerk: Hilary Martin

Court Garden, Pound Lane, Marlow, Bucks SL7 2AG Telephone: (01628) 484024

Email: office@marlow-tc.gov.uk

Appendix A11

NEW COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE AND NEW COMMUNITY COMMITTEE.

Please find attached as appendix B 1-5

1.New Committee structure and membership

Revised terms of reference for the following committees and new Community Committee:-

2.Planning and Transport Committee

3.Resources Committee

4.Community Committee

5.Environment, Sustainability and Wellbeing Committee

RECOMMENDED:

THAT MEMBERS AGREE TO THE NEW COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE AND NEW COMMUNITY COMMITTEE



MARLOW TOWN COUNCIL VISION

A CARING ENVIRONMENT FOR ALL - A FANTASTIC PLACE TO LIVE - A GREAT PLACE TO WORK - AN EXCITING PLACE TO VISIT - A WONDERFUL PLACE TO BRING UP CHILDREN

**STEERING GROUP
LEADER AND CHAIR OF COMMITTEES AND TOWN CLERK**

COMMITTEE	RESOURCES	PLANNING AND TRANSPORT	ENVIRONMENT, SUSTAINABILITY AND WELLBEING	COMMUNITY	STAFFING
CHAIR	NATALIA MITTAYEVA	NEIL MARSHALL	JOCELYN TOWNS	TOWN MAYOR	TOWN MAYOR
MEMBER	ROY CADMAN	TIM AVERY	DAVID BROWN	CHRIS HOYLE	LEADER
MEMBER	CHRIS FUNNELL	CAROL HEAP	CHRIS HOYLE	CAROL HEAP	DEPUTY LEADER
MEMBER	DAVID BROWN	JOCELYN TOWNS	NEIL MARSHALL	COLLEEN STAPLEY	DEPUTY MAYOR
MEMBER	ROGER WILSON	ROGER WILSON	COLLEEN STAPLEY	ROY CADMAN	

OFFICER	RFO	OFFICER	OFFICER	OFFICER	TOWN CLERK

ACCOUNTABILITY	ACCOUNTABILITY	ACCOUNTABILITY	ACCOUNTABILITY	ACCOUNTABILITY	ACCOUNTABILITY
FINANCE AUDIT TREASURY BUDGETING LEGAL MATTERS GDPR COMPLIANCE HEALTH & SAFETY EXTERNAL GRANTS OUTSIDE SERVICES ASSET MANAGEMENT CEMETERY OPERATION INSURANCES SECURITY	PLANNING CONSULTEE HIGHWAYS/TRANSPORTATION ENFORCEMENT MATTERS LICENSING LIASON WITH BC PLANNING TRANSPORT STRATEGY TOWN BUS BRIDGE MATTERS FOOTPATHS/BRIDLEWAYS TOWN DEVELOPMENT	ENVIRONMENTAL POLICIES TREES GREEN SPACE MANAGEMENT ALLOTMENTS WILDLIFE LITTER MANAGEMENT RECYCLING SCHOOL ENGAGEMENT GENERAL HEALTH & WELLBEING SUSTAINABLE MARLOW WG	COMMUNICATION POLICY - INTERNAL & EXTERNAL WEBSITE STRATEGY SOCIAL MEDIA CHRISTMAS LIGHTS CAROLS ON CAUSEWAY ANNUAL CIVIC SERVICE REMEMBRANCE SERVICES TOWN TWINING NEW CIVIC EVENTS CIVIC AWARDS	HUMAN RESOURCES CLERK REVIEW TRAINING REVIEWS CHANGE PROCESS	

INITIATIVES	INITIATIVES	INITIATIVES	INITIATIVES	INITIATIVES
IMPROVE FINANCE SYSTEMS AND REPORTING EXPLORE GRANTS AND FUNDS FOR PROJECTS FINANCIAL LEVERAGE OF ASSETS	BRIDGE PROTECTION/MAINTENANCE TOWN BUS REPLACEMENT		COMMUNICATION PROTOCOLS AND IMPROVEMENTS COMPLAINTS AND QUERIES HANDLING SYSTEM(CRM)	

PROJECTS	PROJECTS	PROJECTS	PROJECTS	PROJECTS
REVIEW OUTSOURCING CEMETERY CHAPEL DEDMERE RISE	TOWN VAN REPLACEMENT		BRIDGE LIGHTING CAUSEWAY PROJECT	RUN CHANGE PROGRAM

Town Mayor and Leader are ex-officio on all committees

v6 04/11/21

Appendix B1



PLANNING AND TRANSPORT COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The Planning and Transportation (PT) Committee will determine the Council's responses to all planning applications on which the Council is consulted, and shall consider all matters relating to planning policy, infrastructure, and development. In accordance with The Local Government Act 1972.

Formation - The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum - A minimum of three members of the committee must be present for the meeting to be quorate. Where a meeting of the Committee is not quorate, planning applications may be considered by the Chairman of the Committee and the Town Clerk in accordance with Standing Orders and their comments shall be sent to the Planning Authority.

Chair - The chair of the committee will be appointed at the Annual Meeting.

Review and appointment - The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

- All matters affecting planning e.g., statutory, local plans and local application consultee comments.
- Enforcement matters.
- The making of representations in respect of appeals against planning permissions or refusals.
- To consider and monitor the Town and other Developmental plans and the making of appropriate representations.
- To consider licensing applications submitted by the Local Licensing Authority and to authorise the Town Clerk to submit the observations, recommendations or objections of the Committee to such applications.
- To provide and maintain bus shelters, public seats, amenity planting, litter and dog bins.
- To facilitate town improvement and economic development initiatives including those of the town centre and to make recommendations on related matters and liaise as appropriate with other agencies.
- To act on matters related to public highways including footpaths and bridleways.
- To consider and make representations on highways and transportation matters.



MARLOWTOWNCOUNCIL

- To participate, in conjunction with Buckinghamshire Council and other local parishes, in the operation of the Town Bus. To make representations to the appropriate authorities in respect of local transport services.
- To consider and make representations re listed structures and monitor developing matters on the same.
- The PT Committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.



RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The Resources Committee shall consider all matters that affect the finances, services and administration of the Council. The Committee will monitor the management of the financial obligations of the Council.

Formation -The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

Chair -The chair of the committee will be appointed at the Annual Meeting.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

- Formulate the annual budget for the Council and submit its recommendations to the full Council in January each year. The Chairman will present the draft budget to the Committee after consultation with the Town Clerk, Committee Chairman and The Mayor.
- Monitor progress of the approved budget during the Council year and consider any requests from other Committees, Sub Committees, Working Parties of the Council for supplementary expenditure above that agreed for the year. To authorise or subsequently make any recommendations to the Council.
- Consider and determine any proposed expenditure or reductions in income for which no provision has been made in the approved budget.
- Consider matters referred to the Committee by the Council or other Committees, or Sub Committees or Working Parties.
- Formulate new policy and review existing policy concerning the Council's work for consideration by the Council.
- Determine adequate policies regarding the Council's Insurance Policy and to monitor existing arrangements.
- Monitor and ensure that the Council has an up-to-date Risk Management Plan, Health and Safety Management policies and GDPR.



- Award financial grants to local organisations within the annual budget approved by the Council
- Monitor and make recommendations for the internal and external audits.
- Ensure the management of any Council facilities or programmes falling within the Committee's remit.
- Consider the policies, objectives and priorities of the Council and to make recommendations as necessary to the Council.
- Monitor the management of the cemetery, allotments, recreation grounds, play areas, amenity areas and town clock under the control of the Council.
- Ensure the effective management of plant, purchase of equipment and equipment maintenance that may be required to carry out the Council's duties in connection with facilities under the control of the Committee.
- Monitor the management of the Council office and other properties and land. Exercise control for office equipment, furniture and outside tools equipment and plant.
- The Resources Committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.



COMMUNITY COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The community committee is established to lead on events, manages how Council communicates with residents and other stakeholders; and delivers projects and services to enrich and improve the Marlow community in areas such as economic development and tourism; community safety, community engagement and community cohesion.

Formation -The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

Chair -The chair of the committee will be the incumbent Mayor.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

- Communication policy of the Town Council to include all forms of external and internal communication including media strategy not limited to but including for reference Council website, social media, and communications with the press. The Mayor to be responsible for the signing off of any press releases.
- Budgeting for and assignment of internal or external resources.
- The staging, fundraising, budgeting, and delivery of all annual Christmas celebrations including delivery of Christmas lights switch on, Carols on the Causeway and other events deemed from time to time appropriate to support the Christmas celebrations.
- The staging, funding, and organisation of an annual "civic service "or equivalent event.
- The staging of Remembrance services in the annual calendar.
- The management of all town twinning events /celebrations.
- The management of civic awards schemes in the town.
- The production of the Marlovian magazine. The review and management of complaints and complaints handling.
- The Community committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.



ENVIRONMENT, SUSTAINABILITY AND WELLBEING COMMITTEE

TERMS OF REFERENCE

Purpose and primary responsibility

The Council is committed to looking after the long-term environmental health and sustainability of the town alongside its future social and economic prosperity.

Formation -The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

Chair -The chair of the committee will be appointed at the Annual Meeting.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross reference to other committees.

Accountability

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



MARLOWTOWNCOUNCIL

- The Environment, Sustainability and Wellbeing Committee will make recommendations to the Full Council on matters within its Terms of Reference.
- Consideration of any other activities to promote the Council to residents and the wider community.

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) **Council Van move from Diesel to Electric**

Officers are currently working on proposals to replace the Town van with an electric vehicle. The research and pricing are almost complete and the most suitable vehicle will be available to pre order for a lease option in February 2022. A detailed proposal for a decision will be presented to Council at the January meeting.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS