

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 25th JANUARY 2022** 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 | 20.01.22

M.79.21	Apologies for absence	
M.80.21	Declarations of interest	
M.81.21	Communications from Town Mayor	
M.82.21	Report from Leader of the Council	
M.83.21	Town Council Minutes dated 16.11.21	DECISION
M.84.21	Budget 2022-23	DECISION
M.85.21	Precept 2022-23	DECISION
M.86.21	Management Accounts at 31.10.21	DECISION
M.87.21	Grounds Maintenance Contract Award	DECISION
M.88.21	Additional Grounds Maintenance Work	DECISION
M.89.21	Fencing and Gate Replacement at Seymour Park Recreation Ground	DECISION
M.90.21	Information Reports	INFORMATION
	a) Committee Minutes	
	b) DPI Register and Gifts and Hospitality	
M.91.21	Direct Debit and Standing Order Review	DECISION
M.92.21	Appointment of Internal Auditor 2022-23	DECISION
M.93.21	Review of the Effectiveness of Internal Control	DECISION
M.94.21	Contract Extension for Environment and Sustainability Contractor	DECISION
	<i>Press and Public will be excluded for this item</i>	
M.95.21	Draft Plan for Sustainable Marlow Challenge Forum and Sustainability Survey	INFORMATION
	<i>Press and Public will be excluded for this item</i>	
M.96.21	Reports from Outsides Bodies	INFORMATION
M.97.21	Reports from Buckinghamshire Council	INFORMATION
M.98.21	Date of next meeting: Tuesday 29 th March 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

Despite signs that there is a slow reduction in the number of new cases, the Covid pandemic remains with us. As in previous months, this led to the cancellation of several events to which the Mayor had been invited; but as can be seen from the list below, I was able to attend some key Christmas events.

Our Switch On was a fabulous success and big thank you to all those who made it happen, particularly our celebrity, Chris Evans, our Christmas lights sponsors, members and officers. The addition of street entertainment went down very well with our residents.

Carols on the Causeway was very well attended with as big, if not a bigger audience, than in previous years.

Since our last meeting, I have attended the following –

- 23rd November Attended Dementia Action Marlow Open Evening
(An open evening for any Town organisation to receive an update on the splendid work Dementia Action Marlow are doing in the Town)
- 25th November Switch On of Marlow's Christmas lights with Chris Evans
(As mentioned above, very successful evening, with most Councillors attending the first physical Switch On since 2019)
- 2nd December Attended the launch of the Chamber of Trade Late Night shopping
- 4th December Visited the Christmas Market on the Causeway
- 4th December Visited Marlow Methodist Christmas Fair
- 5th December Attended the Santa Fun Run
(With Naomi Riches, attended the start of the run and distributed prizes to the winners at the end of the run)
- 8th December Attended Cameo Club Christmas lunch at Liston Hall
(Annual lunch of the MCA Cameo Club which held its first lunch since March 2019)
- 17th December Attended MCA Friday Club Christmas lunch
(Again, first lunch since March 2019)
- 19th December Attended All Saints Church carol service
(Read first lesson for this carol service)
- 20th December Hosted MTC Carols on the Causeway
- 21st December Attended URC Church Christmas carols
(Outdoor carol service in the new quiet garden)

2022

14th January

Attended a 2025 strategy presentation by Bucks Healthcare Trust at Marlow Community Hospital

(A short briefing on the future strategy for the Trust from 2025 onwards, which includes a complete review of all health services for the county, delivery of services, site options and further use of digital technology. Public consultation to be issued shortly)

Forthcoming future Civic events

Civic Celebration

A re-named civic service will take place on Sunday 13 March at All Saints Church. The event will be community minded and include a community choir and presentations from a couple of town organisations, including youth. All our Christmas lights sponsors have been invited to join us along with many town organisations.

Mayor's Charity golf day

Not having been held for two years, this is now booked for Tuesday 12 April 2022 at Harleyford Golf Club. This remains the main fundraising event for the Mayor's charity.

Marly le Roi Town Twining

2022 is the 50th anniversary of town twining with Marly le Roi, France and we are currently talking to Marly Council as how best to recognise this milestone.

Queens Platinum Jubilee

This Jubilee takes place nationally from 2 – 5 June 2022. The Community Committee is planning an event – *Party like a Queen* - in Higginson Park for Friday 3 June. The informal day will have a 1950's theme including entertainment for the whole family and vintage food and drink trucks; but please bring your own picnics if you wish. Further details as we agree this event.

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

Cllr Richard Scott

Town Mayor

19 January 2022

REPORT FROM LEADER OF THE COUNCIL

M.82.21

Cllr C Funnell, Leader of the Council, will give a verbal report at the meeting.

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 16th NOVEMBER 2021 AT 7.00pm IN THE HIGGINSON ROOM, COURT GARDEN, MARLOW

Present

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

Six members of the public

M.66.21 Apologies for absence
Apologies were received from Cllr R Wilson.

M.67.21 Declarations of interest
There were no declarations of interest.

M.68.21 Communications from Town Mayor
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.

The Town Mayor then commended Mrs Jan Bailey for 20 years service to the Town Council. The Mayor thanked Mrs Bailey for her hard work and dedication during her career. Mrs Bailey, who was present at the meeting, received a bouquet of flowers and a "Service Award" from the Town Council.

Cllr Richard Scott
Town Mayor | 15.11.21

M.69.21 Report from Leader of the Council

I would like to outline key matters on progress with both our organisation as a council and to highlight some key activities in our town.

Firstly, in revisiting our organisation, I am pleased to report that as of this meeting we will now formally transition into our four new committees of resources, planning and transport, community and most importantly the formalisation of our new dedicated committee for environment, sustainability, and wellbeing, with a task to accelerate progress going forward.

Our commitment represents the largest change we have made in nearly 25 years to our structure and acknowledges and has listened to our electorate for the need to focus with greater transparency and accountability in the future.

Each committee has been tasked with clear accountability and roles and are drafting new initiatives and associated projects that will continue to shape the future of our town whilst continually listening carefully to all residents.

In recognition of the top priority on climate change the new committee has a clear directive under the chair of Cllr Jocelyn Towns to focus on the environment with new Cllr's, budgets and external consultants, and has already laid a firm foundation in this early part of our term in office.

A core part of this work has been to engage with stakeholders and community and that has already formally commenced with education initiatives, collaboration and working together with environmental initiative groups and residents in our town with plans to move that forward with great urgency.

As part of this steps have already commenced, sample polling the first wave of our community to hear the "voice of the residents" enabling us to set and direct MTC on a broad range of local environmental priorities. In the first quarter of the new year MTC will review those results along with initiatives and projects that our electorate have tasked us to address and begin a collaborative role out plan and communication on those to build a broadly inclusive supported vision.

Regarding events in this period this year's Remembrance Day a key event in our community spoke volumes in terms of community partnership and coming together after an exceedingly difficult couple of years.

It was an event that reminded us of the dedication of all in Marlow and a commitment to those that fought for the privileges we enjoy today .

I would like to express a thanks to all our office team lead by Hilary Martin our Town Clerk in delivering a special poignant day and bringing Marlow together, a fantastic community engagement with the Royal British legion our local branch and all the volunteers that continue to call out the importance for supporting each other and those that fought valiantly for us .

Finally, we look forward to our next great event “Marlow’s switch on” the 25th of November

which is being organised by MTC officers an event that we can equally consider will celebrate in building back better together and I am reliably informed will come with some new great bigger and better enhancements .We are looking forward to seeing all the community there and our appreciation goes to all our sponsors in swiftly and efficiently stepping up to the mark to enable 2021’s switch on to come back even better for our residents.

We close the year with thanks to our Cllr volunteers our officers and all of our community groups that continue to work hard and strive to maintain and improve Marlow for the benefit of all our residents. We wish everyone a healthy enjoyable xmas and an even better new year and look forward to continuing to serve our town 2022.

Cllr C Funnell
Leader

M.70.21 Town Council Minutes dated 21.09.21

RESOLVED:

THAT THE MINUTES DATED 21.09.21 WERE AGREED AND SIGNED AS A TRUE RECORD

M.71.21 Management Accounts at 30.09.21

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.09.21 WERE APPROVED

M.72.21 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.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED THE DECLARATION IS INCLUDED ON THE GRANT APPLICATION FORM WITH IMMEDIATE EFFECT

M.73.21 Cemetery Fees

Members resolved not to increase Cemetery Fees in 2021. After research by officers and Cllr Mityaeva an inflation increase of 3% was 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.

The proposed scale of fees schedule was circulated to all members.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE CEMETERY AND MEMORIALS FEES FOR 2022

M.74.21 New Committee Structure, Membership, Terms of Reference and New Community Committee

Members had reviewed the current committee set up and this had resulted in the proposed formation of a new committee for Community.

Circulated to all members were the schedules outlining the structure of and appointments to existing and proposed new committees. These were:-

Planning and Transport Committee

Resources Committee

Community Committee

Environment, Sustainability and Wellbeing Committee

Also circulated were the revised terms of reference for all the committee listed above.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE NEW COMMITTEES STRUCTURES, MEMBERSHIP, TERMS OF REFERENCE AND NEW COMMUNITY COMMITTEE

M.75.21 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) 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 NOTED THE REPORTS

M.76.21 Reports from Outsides Bodies

Cllr R Cadman

Reported from the Marlow Budavar Twinning Association that there would a book launch at All Saints Church Hall on 10th December 2021.

Cllr N Marshall

Reported that Marlow Society meetings were now being held virtually.

Cllr J Towns

Reported attending meetings of BidCo and would be attending a meeting regarding the Westhorpe interchange.

Cllr C Heap

Reported attending a talk held by the MTTA.

Cllr N Mityaeva

Reported that there had been a MMTA meeting via Zoom at which a twinning visit had been discussed.

Cllr C Stapley

Reported on the Marlow Film Studio community liaison group and the display in Liston Court.

M.77.21 Reports from Buckinghamshire Council

Cllr C Heap

Reported that works had started on Marlow bridge.

Cllr N Marshall

Reported that the electric car charging point in Liston Road car park was an induction loop trial scheme which was part funded by central Government.

The “quiet way” scheme trail in Trinity Road has been extended.

RE-leaf Marlow were planning the planting of more trees.

Buckinghamshire Council were launching “Pride of Bucks” awards, nominations can be made via their website.

Cllr J Towns

Reported that the Local Plan was being looked at county wide and that the bridge works were progressing well.

Cllr R Scott

Reported that the South West Chilterns Community Board would be held on 17.11.21 via MS Teams.

M.78.21 Date of next meeting

Tuesday 25th January 2022 at 7.00pm

Town MayorDate.....

We present to the members our 2022/2023 budget for approval. We devoted substantial time in reviewing and forecasting income and expenditure which we hope now reflects the current economic environment and the requirements of our town for the year ahead.

The budget forecasts revenue increases, specifically in precepts, cemetery fees and an uplift in investment income.

The expenditure reflects our commitment to continue with high quality services and engagement with the town residents. Noted projected expenditures include:

- Following a tender process for a new ground maintenance contract, covering the whole town including 6 grass cuttings a year, is projected at £75,000.
- Our continued engagement with the Community Payback programme allows us to better maintain public spaces at a cost of £6,000 per year.
- In 2022/2023 we will continue to celebrate important events and we've projected £6,500 for the Queen's Jubilee in June and £11,600 for Christmas decorations and events in December.
- The well read Marlovian magazine with a budget of £6,400 will continue being published. The town bus will continue to operate with a budget of £6,300.
- We will continue to support the town's voluntary groups and associations with a budget of £8,000 for grants to help them fulfil their ambitions.
- We will also continue to enhance security around the town by maintaining our contract for the police community support officer. The annual cost is projected at £19,125. In addition, we have also budgeted to provide additional security in our parks and green spaces by continuing with regular security patrols. In previous years the cost of these patrols was covered from our capital reserves; however, given our commitment to carry on with the services it is prudent to bring the cost of the services into our annual budget going forward. The projected cost of the security services is £27,372.
- The town precept should cover the maintenance of these important aspects of our day to day life and we therefore propose that for the average Band D property (the standard Government measurement), the Town Council tax for 2022/23 will be £55.25, just over £1 per week.

Income and Expenditure Forecast Statement 2021-22 and 2022-23 Proposed Budget

		Full Year Budget	Actual/ Forecast	Full Year Budget
		<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
		INCOME		
1	Precept Received	347,424	347,424	376,798
2	Bucks CC Devolved Services	16,870	16,871	17,376
3	WDC Devolved Services	46,718	46,808	48,119
4	Allotment Rents	12,500	12,500	14,100
5	Cemetery Fees	46,000	47,460	50,000
6	Gossmore Recreation Ground	700	1,110	1,200
7	Bus Shelter Advertising	910	875	600
8	Banner Administration	850	850	850
9	Markets	2,000	0	2,000
10	Shopmobility Marlow	250		250
11	Cash Holding Interest	5,068	4,744	6,231
	Totals	479,290	478,642	512,274
	EXPENDITURE	Full Year Budget	Actual/ Forecast	Full Year Budget
		<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
12	Salaries	210,776	208,455	211,132
13	Subcontractors	18,331	15,560	18,321
14	Administration	32,563	32,095	30,871
15	Waste Management	4,294	5,149	5,326
16	Health and Safety	3,747	3,812	3,810
17	Equipment, Operating and Maintenance	3,188	3,232	3,188
18	Community	102,461	86,508	128,740
19	Devolved	71,044	71,224	81,888
20	Utilities	7,359	9,305	8,609
21	Buildings	18,140	15,965	18,002
22	Insurance	3,787	3,831	3,787
23	Van	3,600	3,600	3,600
	Totals	479,290	458,690	512,274
	Surplus/Deficit		19,952	

RECOMMENDED:

1. THAT MEMBERS APPROVE THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS APPROVE THE PROPOSED INCOME AND EXPENDITURE BUDGET FOR 2022-23 AND
3. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972
(AS AMENDED) THE TOWN COUNCIL: -

APPROVES PROPOSED EXPENDITURE FOR 2022-23 ON THE FOLLOWING ITEMS WHICH IN THE OPINION OF THE TOWN COUNCIL ARE IN THE INTERESTS OF THE TOWN OR ITS INHABITANTS

MAYORAL FUNCTIONS AND CIVIC EVENTS

GROUNDS MAINTENANCE

GRANTS

TOWN TWINNING

CHRISTMAS TREE AND DECORATIONS

FLORAL DISPLAYS AND SUMMER BUNTING

ALLOTMENT PRIZES

COMMUNITY, LEISURE AND ENTERTAINMENT

YOUTH PROJECT

SECURITY PATROLS

Precept Explanation 2022-23

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2021/22 **D13**

Precept	£376,798.00
Or	
Band D Tax (Estimated)	£0.00

Table - Summary of Results		Do not enter data below		
Year	2021-22	2022-23	Difference	
Precept	£347,424.62	£376,798.00	£29,373.38	
Income	£347,424.62	£376,798.00	£29,373.38	
Tax Base	6780.34	6819.40	39.06	
Band D Tax (Estimated)	£51.24	£55.25	7.83%	

RECOMMENDED:

THAT THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2022-23 BE IN THE SUM OF £376,798

MANAGEMENT ACCOUNTS AT 31.10.21

Attached as appendix A1 – 6 are the following schedules:

Balance sheet dated 31.10.21
Income and Expenditure schedule dated 31.10.21
Earmarked Reserves schedule dated 31.10.21
Grants schedule dated 31.10.21
Bank Reconciliation dated 31.10.21
Copy bank statements at 31.10.21

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.10.21 BE APPROVED



MARLOWTOWNCOUNCIL

07/12/21

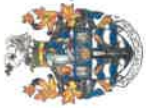
October 2021

Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>YTD Balance</u>
	<u>01.04.2021</u>	<u>Apr-21</u>	<u>May-21</u>	<u>Jun-21</u>	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>
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	10,856.65
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	672,936.42
VAT	16,828.64	3,305.05	(10,592.64)	3,259.08	2,499.45	(10,606.76)	3,405.71	11,994.96
	<u>594,221.90</u>	<u>149,745.30</u>	<u>(44,075.14)</u>	<u>(48,621.55)</u>	<u>(35,129.19)</u>	<u>(23,846.39)</u>	<u>149,971.51</u>	<u>695,788.03</u>
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)	(30,806.91)
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)	(145,010.00)
Other Taxes & SS costs	(3,646.54)	207.06	15.95	66.74	5.27	(6.70)	338.30	(3,269.95)
	<u>(92,782.16)</u>	<u>(111,520.56)</u>	<u>35,112.91</u>	<u>35,086.04</u>	<u>57,211.81</u>	<u>30,565.92</u>	<u>(159,512.53)</u>	<u>(179,086.86)</u>
Current Assets Less Current Liabilities	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>(13,535.51)</u>	<u>22,082.62</u>	<u>6,719.53</u>	<u>(9,541.02)</u>	<u>516,701.17</u>
Total Assets Less Liabilities	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>(13,535.51)</u>	<u>22,082.62</u>	<u>6,719.53</u>	<u>(9,541.02)</u>	<u>516,701.17</u>
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)	(28,154.61)
Current Year Surplus/(Deficit)	-	43,259.34	(4,130.53)	(8,785.81)	8,718.21	11,711.23	(6,551.32)	43,416.04
	<u>501,439.74</u>	<u>38,224.74</u>	<u>(8,962.23)</u>	<u>(13,535.51)</u>	<u>22,082.62</u>	<u>6,719.53</u>	<u>(9,541.02)</u>	<u>516,701.17</u>

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MARLOW TOWN COUNCIL

Income & Expenditure Summary

07/12/21

October 2021

	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Actual Oct-21	Budget Oct-21	Variance Oct-21	YTD Oct-21	YTD Budget Oct-21	YTD Bud Var Oct-21	Full Year Budget
Precept Received	28,952.00	28,952.00	28,952.00	28,952.00	28,952.00	28,952.31	28,952.00	0.31	202,664.62	202,664.00	0.62	347,424.00
Bucks CC Devolved Services	-	-	-	-	-	-	-	-	16,870.97	16,870.00	0.97	16,870.00
WDC Devolved Services	-	-	-	-	-	-	-	-	30,983.35	46,237.00	(15,253.65)	46,718.00
Allotment Rents	47.00	23.50	142.00	260.00	-	1,290.00	-	1,290.00	1,786.00	-	1,786.00	12,500.00
Cemetery Fees	8,097.24	1,645.40	4,986.24	9,394.66	2,154.16	7,880.00	3,750.00	4,130.00	39,279.78	27,250.00	12,029.78	46,000.00
Gosmore Recreation Ground	-	-	410.00	-	-	-	-	-	410.00	700.00	(290.00)	700.00
Bus Shelter Advertising	-	187.50	-	-	187.50	-	130.00	(130.00)	375.00	650.00	(275.00)	910.00
Banner Administration	126.00	-	216.00	36.00	107.25	72.00	30.00	42.00	557.25	700.00	(142.75)	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	7.09	99.00	(91.91)	3,480.92	2,762.00	718.92	5,068.00
Misc Income	-	-	-	-	-	-	-	-	-	-	-	-
	37,230.76	30,815.89	36,481.08	38,649.23	33,067.14	38,201.40	32,961.00	5,240.40	296,407.89	299,833.00	(3,425.11)	479,290.00
NB Income in Reserves	-	50.00	19,870.26	-	7,750.00	8,600.00	-	-	36,270.26	-	-	-
Salaries	15,947.29	15,948.39	15,947.28	15,948.94	15,947.28	15,947.83	17,198.00	1,250.17	111,637.05	119,786.00	8,148.95	210,776.00
Subcontractors	549.99	748.14	573.97	741.00	387.29	413.28	1,423.00	1,009.72	3,713.93	9,966.00	6,252.07	18,331.00
Administration	3,373.39	2,850.85	2,863.05	1,962.20	3,764.32	2,748.59	2,138.00	(610.59)	21,763.44	21,363.00	(400.44)	32,563.00
Waste Management	403.00	403.00	680.00	403.00	571.00	680.00	420.00	(260.00)	3,820.00	2,650.00	(1,170.00)	4,294.00
Health and Safety	216.30	166.23	145.50	160.36	373.38	152.46	228.00	75.54	2,012.22	1,827.00	(185.22)	3,747.00
Equipment, Operating and Maintenance	72.64	-	21.15	484.50	190.50	24.40	264.00	239.60	982.88	1,868.00	885.12	3,188.00
Community	13,068.86	9,608.50	2,077.51	843.74	8,920.84	9,443.34	9,613.00	169.66	45,516.61	54,146.00	8,629.39	102,461.00
Devolved	6,351.59	5,759.11	4,233.88	5,518.09	5,538.53	5,517.89	5,040.00	(477.89)	40,189.55	40,385.00	195.45	71,044.00
Utilities	777.50	331.14	642.74	317.17	291.34	3,559.52	772.00	(2,787.52)	6,614.68	4,018.00	(2,596.68)	7,359.00
Buildings	305.07	3,484.00	274.15	234.29	3,392.49	192.49	374.00	181.51	11,424.82	13,070.00	1,645.18	18,140.00
Insurance	295.66	302.34	303.64	324.71	241.49	326.68	300.00	(26.68)	3,280.66	3,237.00	(43.66)	3,787.00
Van	-	-	-	-	-	-	-	-	2,036.01	2,100.00	63.99	3,600.00
Investment	-	-	-	-	-	-	-	-	-	-	-	-
	41,361.29	39,601.70	27,762.87	26,938.00	39,618.46	39,006.48	37,770.00	(1,236.48)	252,991.85	274,416.00	21,424.15	479,290.00
NB Expenditure in Reserves	4,831.70	4,799.70	6,505.85	4,991.70	10,739.70	27,521.62	-	-	64,424.87	-	-	-
Surplus/(Deficit)	(4,130.53)	(8,785.81)	8,718.21	11,711.23	(6,551.32)	(805.08)	(4,809.00)	4,003.92	43,416.04	25,417.00	17,999.04	-



MARLOW TOWN COUNCIL

Earmarked Reserves

07/12/21

October 2021

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end October 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			15,002.40	(15,002.40)	4,602.28
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	Committed to new 5 year lease commitment for new Christmas lights	7150	106,980.33	15,350.00		384.75	14,965.25	121,945.58
Infrastructure reserve	Infrastructure projects	£20,000 committed to new fixings 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		7,507.77	700.00		1,844.90	(1,144.90)	6,362.87
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	67,869.16			6,270.00	(6,270.00)	61,599.16
Triangle project	Hanging Hill project	Ongoing	7340	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)			20,000.00
MVAS	Additional devices	Purchase of 2 No MVAS speed devices (excess transferred back to CIL May21)		5,238.70				(5,238.70)	0.00
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 (excess transferred back to CIL May21)		6,702.40		(6,702.40)			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			9,587.04	(9,587.04)	23,645.04
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
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
RECREATION GROUNDS									
Gossmore Trust	Provision for future facilities	Ongoing	7506	8,530.13	550.00		6,238.00	550.00	9,080.13
Equipment replacement	Future repairs and replacement	Ongoing		57,931.33				(6,238.00)	51,693.33
				471,057.14	36,270.26	0.00	64,424.87	(28,154.61)	442,902.53

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07/12/21

October 2021



MARLOWTOWNCOUNCIL

Grants and Donations

Actuals 2020/21	2021-2022	MTC Grants	Date Paid	Permissive Legislation
	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	1000.00	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	+
	Dementia Action Marlow	500.00	Jun-21	+
	TOTAL APPLICATIONS	4136.60		
	from reserves			
	BALANCE including reserves movement	4136.60		
	+ LGA 1972 S.137	2436.60		+
	S.137 cap for Marlow £95,197 (£8.32 x 11,442 electors (2020 ER))			
	# LGA 1972 S.144	1200.00		#
	~ LGA 1972 S.145	500.00		~
	^ C and D Act 1998	0.00		^

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07/12/21

Bank Reconciliation 31.10.21



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>331,239.35</u>
Current Account	01581935	per statement	<u>50,995.14</u>
Cheque & Debit card Account	03049254	per statement	966.65
	less unpresented chqs		
	21/05/2020 CN001292	Allotment refund paid twice	(27.50)
			<u>939.15</u>
Paypal			<u>-</u>
Petty Cash			<u>56.68</u>
			<u>56.68</u>
Total Bank and Cash			383,230.32
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>204,269.02</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u></u>
Short Term Cash Holdings			289,706.10
Total Bank and Short Term Cash Holdings			672,936.42

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LLOYDS BANK



Your account statement

Issue date: 29 October 2021

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

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MARLOW TOWN COUNCIL

COURT GARDEN
MARLOW
SL7 2AG



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL

Account summary

Balance On 30 Sep 2021	£42,881.99
Total Paid In	£81,172.74
Total Paid Out	£73,059.59
Balance On 29 Oct 2021	£50,995.14

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Sep 21		STATEMENT OPENING BALANCE			42,881.99
01 Oct 21	DD			70.16	42,811.83
01 Oct 21	DD			83.00	42,728.83
01 Oct 21	DD			229.60	42,499.23
05 Oct 21	DD			110.04	42,389.19
05 Oct 21	DD			272.50	42,116.69
05 Oct 21	FPI		250.00		42,366.69
06 Oct 21	TFR			273.16	42,093.53
08 Oct 21	BP			3,019.92	39,073.61
08 Oct 21	FPI		600.00		39,673.61
08 Oct 21	FPI		500.00		40,173.61
11 Oct 21	FPI		1,200.00		41,373.61
12 Oct 21	FPI		300.00		41,673.61
12 Oct 21	FPI		85.90		41,759.51
12 Oct 21	FPO			600.00	41,159.51
13 Oct 21	TFR		17,800.00		58,959.51
14 Oct 21	DD			2,452.94	56,506.57
14 Oct 21	FPI		1,954.40		58,460.97
15 Oct 21	FPI		1,488.19		59,949.16

Your Account activity is continued overlea

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
18 Oct 21	FPI		1,929.71		61,878.87
19 Oct 21	DD			15.00	61,863.87
19 Oct 21	TFR			537.65	61,326.22
20 Oct 21	FPI		1,170.68		62,496.90
20 Oct 21	TFR			506.98	61,989.92
21 Oct 21	FPI		300.00		62,289.92
22 Oct 21	DD			7.49	62,282.43
22 Oct 21	DD			9.17	62,273.26
22 Oct 21	DD			289.79	61,983.47
22 Oct 21	DD			1,280.00	60,703.47
22 Oct 21	DD			10,742.78	49,960.69
22 Oct 21	TFR		45,000.00		94,960.69
22 Oct 21	TFR			134.30	94,826.39
26 Oct 21	BGC		600.00		95,426.39
26 Oct 21	FPI		1,274.86		96,701.25
27 Oct 21	BP			3,744.52	92,956.73
27 Oct 21	DD			23,370.25	69,586.48
27 Oct 21	TFR			244.33	69,342.15
28 Oct 21	DD			39.00	69,303.15
28 Oct 21	FPI		605.28		69,908.43
29 Oct 21	BGC		2,400.00		72,308.43
29 Oct 21	DD			22,106.40	50,202.03
29 Oct 21	CHQ			2,920.61	47,281.42
29 Oct 21	FPI		673.11		47,954.53
29 Oct 21	DEP		2,920.61		50,875.14
29 Oct 21	FPI		120.00		50,995.14
29 Oct 21			81,172.74	73,059.59	50,995.14

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

DD - Direct Debit
FPI - Faster Payment

TFR - Transfer
BP - Bill Payment

FPO - Faster Payment
BGC - Bank Giro Credit

CHQ - Cheque
DEP - Deposit

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LLOYDS BANK



Your account statement

Issue date: 29 October 2021

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Call us on: 0345 072 5555 (from UK)
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MARLOW TOWN COUNCIL

COURT GARDEN
MARLOW
SL7 2AG



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

Account summary

Balance On 30 Sep 2021	£970.40
Total Paid In	£1,737.36
Total Paid Out	£1,741.11
Balance On 28 Oct 2021	£966.65

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Sep 21		STATEMENT OPENING BALANCE			970.40
04 Oct 21	DEB			235.20	735.20
05 Oct 21	DEB			8.36	726.84
06 Oct 21	TFR		273.16		1,000.00
08 Oct 21	DEB			3.89	996.11
11 Oct 21	DEB			3.89	992.22
11 Oct 21	FPI		40.94		1,033.16
12 Oct 21	DEB			240.00	793.16
12 Oct 21	DEB			240.00	553.16
15 Oct 21	DEB			81.82	471.34
18 Oct 21	DEB			8.99	462.35
19 Oct 21	TFR		537.65		1,000.00
19 Oct 21	DEB			11.98	988.02
19 Oct 21	DEB			495.00	493.02
20 Oct 21	TFR		506.98		1,000.00
20 Oct 21	DEB			3.96	996.04
20 Oct 21	DEB			48.40	947.64
21 Oct 21	DEB			29.60	918.04
21 Oct 21	DEB			52.34	865.70
22 Oct 21	TFR		134.30		1,000.00
22 Oct 21	DEB			43.42	956.58
22 Oct 21	DEB			60.84	895.74
25 Oct 21	DEB			4.95	890.79
25 Oct 21	DEB			20.00	870.79



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Your Account activity is continued overleaf



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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
25 Oct 21	DEB			115.12	755.67
27 Oct 21	TFR		244.33		1,000.00
28 Oct 21	DEB			5.39	994.61
28 Oct 21	DEB			27.96	966.65
28 Oct 21		STATEMENT CLOSING BALANCE	1,737.36	1,741.11	966.65

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

DEB - Debit Card

TFR - Transfer

FPI - Faster Payment

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GROUNDS MAINTENANCE CONTRACT AWARD**Summary**

The current contract for Grounds Maintenance will terminate on 31st March 2021. It was decided that the Council would not use the option to extend the contract with the current supplier, Continental Landscapes. A tender opportunity was put out to the market place and the Council received 5 bids. Through an evaluation process weighted at 60% price and 40% quality 3 suppliers were shortlisted and invited to tender. The tender was split into 3 lots.

Lot 1 – general grass cutting

Lot 2 – cemetery maintenance

Lot 3 – Balfour Gardens maintenance

The evaluation sheet attached shows the scores of 4 applicants for lots 1,2 & 3 and 1 applicant for lots 1 & 2. The Council invited the top 3 scoring suppliers in to meet with Councillors and officers to clarify a few points on their submitted documents.

Costs

The total costs for the 3 top scoring suppliers are:

Contractor 1 £75,017

Contractor 2 £75,546.50

Contractor 3 £81,269.61

Award

The officers recommendation is to award all lots to Contractor 1. Contractor 1 came highest in the quality assessment and lowest in pricing. References have been taken and a full review of the accounts has been undertaken by our management accountant who confirmed that the contractors position is stable and reliable to contract with. Their responses to further clarification confirmed the strong quality assessment of their proposed contract methods. The scoring sheet for all contractors is attached as appendix B.

RECOMMENDED:

THAT MEMBERS AGREE TO THE OFFICER RECOMMENDATION TO PROCEED WITH THE CONTRACT AWARD TO CONTRACTOR 1 FROM APRIL 1ST FOR A PERIOD OF THREE YEARS

Grounds Maintenance Tender Scores

Technical/ Quality Criteria	Weighting (Out of 40%)	Sub-Weighting	Contractor 5	Weighted Percentage	Contractor 1	Weighted percentage	Contractor 4	Weighted percentage	Contractor 2	Weighted percentage	Contractor 3	Weighted percentage
Principle Business Activities												
Q3.4 Nature of Work	2%		3	1.7	4	2	3	1.5	4	1.8	3	2
Waste Disposal												
Q3.6 Waste disposal	2%		3	1.5	4	2	4	2	4	1.8	4	2
H+S/ RA												
Q3.7 Health + Safety	6%		4	4	4	4	4	4	4	4	4	4
Q3.7 Risk Assessments			4	2	4	2	4	1.8	3	1.7	4	2
References												
Q3.8 References	1%		4	1	4	1	3	0.8	4	0.9	4	0.9
Q3.9 Proof supplied												
Q3.11 Experience	1%		4	1	4	1	1	0.3	4	1	4	1
Professional Staff and Working Practices												
Q3.12 Trained Staff	17%		4	2.75	4	3	3	2.3	3	2.5	4	3
Q3.13 Work Schedule			3	1.5	3	1.5	2	1	3	1.7	3	1.7
Q3.14 Shrub bed maintenance			3	1.7	2	1.2	2	1.2	3	1.7	3	1.7
Q3.15 Purchasing practice			3	1.5	3	1.7	2	1.2	2	1.2	4	1.8
Q3.16 Cemetery practice			3	0.8	3	0.7	2	0.6	2	0.6	3	0.7
Q3.17 Suitable equipment			4	2.75	3	2.25	3	2.3	3	2.8	4	2.8
Q3.18 Monitoring			3	1.7	4	1.8	3	1.3	4	1.8	3	1.7
Alternative options												
Q3.22 Alternative options	1%		0	0	0	0	0	0	0	0	0	0
Method Statement												
Q3.23 Method Statement - emphasis on service quality, consistency and reporting	10%		3	7.5	4	10	2	5	3.7	9.2	3	8.3
Evaluation Score %			51.33	32.67	52.33	35.42	41.00	26.33	51.33	34.08	53.67	34.83
Original Pricing				£115,095.00		£75,017.00		£90,272.00		£75,546.50		£81,269.61
Revised Pricing				38.77		60.00		49.06		59.58		55.38
TOTAL SCORE (%)				71.44		95.42		76.19		93.66		90.22

Lot 1 pricing all cut and drop prices
Quality Mark 0 - 4
Maximum quality mark available = 64

B

ADDITIONAL GROUNDS MAINTENANCE WORK

Officers are requesting an additional £5,000 spend on maintenance work this year to be taken from Town Improvements earmarked reserves.

- professional hedge cutting at the cemetery and Spinfield Lane.
- professional hedge cutting and some tree surgery at the allotments which is partially covered by the allotments budget and partially by GM. This is not a regular requirement and has not been done in the last 5 years.

No further future costs are predicted as the recommended increase in the budget for 2022/23 will allow for all grounds maintenance requirements to be attended to.

RECOMMENDED:

THAT MEMBERS AGREE TO THE SPEND OF £5,000 FROM TOWN IMPROVEMENTS EARMARKED RESERVES FOR THE RECOMMENDED WORK

FENCING AND GATE REPLACEMENT AT SEYMOUR PARK RECREATION GROUND

The fencing parallel to Seymour Court Road and double vehicle access gates are beyond their useful life and in need of replacement. In addition, the north side of the park is currently only hedged with numerous gaps that have been created over time by people accessing the park.

Council has a history of problems with a horse owner accessing the park through this route and causing significant damage to the turf. Concrete and wooden bollards have been installed into the hedge line gaps to restrict access however over time all have been damaged or vandalised.

4 Front Security and the Police are continually exasperated by not being able to stop individuals causing disturbances in the park as they are able to exit through numerous places. Officers are proposing replacing the fencing on the roadside of the park and a new vehicle access gate and installing new fencing along the north side of the park with two pedestrian access gates.

The proposed fencing can be viewed in appendix C. In addition, a significant cut back of the hedge on the north side is proposed at a cost of £5,000 before the new fencing is installed.

The recommended contractor for the works has quoted £32,218. This will secure the park with V mesh fencing. The contractor is a national company with over 30 years' experience. The works would start early March and would take approximately 3 weeks. For the section parallel to Seymour Court Road the construction would take place over one week taking down only what can be replaced the same day and using chained Heras fencing to secure the park during the works. One team will be assigned to the job and in the event of any staff sickness extra support would be bought in to ensure that the three-week total installation timeframe is met.

RECOMMENDED:

THAT MEMBERS AGREE TO PROCEED WITH THE RECOMMENDED CONTRACTOR FOR THE NEW AND REPLACEMENT FENCING AND GATES AT A COST OF £32,218 AND £5,000 FOR HEDGE CLEARANCE. THE COST TO BE MET WITH £11,000 FROM TOWN IMPROVEMENTS EARMARKED RESERVES AND £26,218 FROM CIL (COMMUNITY INFRASTRUCTURE LEVY)



ABC PROFILE V MESH With Clips

Suitable for:

*General Perimeter
Protection*

Schools

Businesses

Public Areas

Commercial Premises

- ABC Profile V Mesh offers a 200x50mm mesh pattern, panels are profiled to keep them rigid and fixed to steel posts with anti-vandal clips
- Panels are all polyester powder coated to a colour of your choice to create an aesthetically pleasing fencing solution
- Can be installed in a variety of heights (1.2 to 3.0 metres) and widths, panels can be stepped if necessary
- Used in many locations, popular areas are schools, hospitality buildings, retail and other sites
- Accompanying gates can be installed

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) **DPI Register and Gifts and Hospitality**

A reminder to all members to notify officers if there are any changes to their Declarations of Pecuniary Interest Register and to notify officers if they receive gifts or hospitality that exceed £50.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

DIRECT DEBIT AND STANDING ORDER REVIEW

Attached as appendix D is the current schedule of Direct Debits and Standing Orders made by the Town Council. Members are asked to review the list and approve the payments.

RECOMMENDED:

THAT THE DIRECT DEBIT AND STANDING ORDER PAYMENTS ARE REVIEWED AND APPROVED



MARLOWTOWNCOUNCIL

Schedule of Direct Debits(DD) and Standing Orders(SO) January 2022

Payee	Goods / Service provider	Frequency	Fixed / Variable
Eon* DD	Gas and electricity charges at cemetery	Quarterly / monthly	Variable
BT Retail* DD	Telephone / broadband services / mobile phones	Quarterly / monthly	Variable
Shire Leasing plc	Telephone system charges	Quarterly	
Buckinghamshire Council* DD	Cemetery rates	Monthly x 10	Fixed
Red Kite Housing DD	Garage rental	Monthly	Fixed
Leaseplan Uk Ltd DD	Lease on Council van	Monthly	Fixed
Information Commissioner DD	Data Protection Register	Annually	Fixed
Thames Water* DD	Water services – all outside sites	Quarterly	Variable
SSE Gas* DD	Utility charges at cemetery	Quarterly	Variable
T Brindley SO	Cemetery Gate opening / closing	Monthly	Fixed
Konica Minolta DD	Lease on photocopier	Quarterly	Fixed
	Payment for consumables	Quarterly	Variable
Castle Water*	Water utilities	Monthly	Variable
Gocardless	Systems Architecture software licences	Monthly	Variable
Eazy Collect	Intouch CRM website hosting	Monthly	Fixed
Bucks Playing Field Assoc	Subscription	Annually	Fixed
HM Land Registry	Search fees	Quarterly	Fixed

*more than one direct debit account

D

APPOINTMENT OF INTERNAL AUDITOR 2022/2023

The Internal Auditor appointed by the Town Council for the past four years has indicated that he would be willing to carry out the audits again this year with no fee increase, the service the Town Council has been thorough and professional.

To undertake the interim audit and year-end audit at a fee of £770.00 plus VAT.

RECOMMENDED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2022/23 AND APPROVE THE CURRENT SCALE OF FEES

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

The Town Council is required to review the effectiveness of the Internal Audit process. It is proposed that a suitably experienced member of the Town Council not sitting on the Resources Committee to be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise is clearly set out in the practitioner's guide which will be adhered to.

The findings of the review will be reported to the Town Council at a future meeting. In 2021/22 Cllr N Marshall conducted the review.

RECOMMENDED:

THAT MEMBERS APPOINT A MEMBER OF THE TOWN COUNCIL, AS DETAILED ABOVE, TO UNDERTAKE AN INTERNAL CONTROL REVIEW

Private and Confidential

In pursuance of the Public Bodies (Admission to Meetings) Act 1960 the press and public will be excluded from the following two agenda items: M.94.21 and M.95.21

CONTRACT EXTENSION FOR ENVIRONMENT AND SUSTAINABILITY CONTRACTOR

M.94.21

This item is attached as a confidential appendix E.

INFORMATION ITEM

DRAFT PLAN FOR SUSTAINABLE MARLOW CHALLENGE FORUM AND SUSTAINABILITY SURVEY

M.95.21

This item is attached a confidential appendix F.