

# 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 29<sup>th</sup> MARCH 2022** 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 | 24.03.22

M.98.21	Apologies for absence	
M.99.21	Declarations of interest	
M.100.21	Communications from Town Mayor	
M.101.21	Report from Leader of the Council	
M.102.21	Town Council Minutes dated 25.01.22	DECISION
M.103.21	Management Accounts at 31.01.22	DECISION
M.104.21	Additional budget for Party like a Queen from the Community Committee	DECISION
M.105.21	Meetings Timetable 2022-2023	DECISION
M.106.21	Standing Orders Review	DECISION
M.107.21	Use of Gossmore by Racing Line Running	DECISION
M.108.21	Internal Audit Observations	DECISION
M.109.21	Marlow Town Twinning- 50 <sup>th</sup> Anniversary	DECISION
M.110.21	Sustainable Challenge	DECISION
M.111.21	Information Reports	INFORMATION
	a) French Market	
	b) Social Media	
M.112.21	Reports from Outsides Bodies	INFORMATION
M.113.21	Reports from Buckinghamshire Council	INFORMATION
M.114.21	Date of next meeting: Tuesday 10 <sup>th</sup> May 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 - 29 March 2022**

Covid remains with us, although hopefully on the wane. Most restrictions have now been removed and this has enabled the number of events to which the Mayor is traditionally invited to increase.

A civic celebration took place on **Sunday 13 March** to recognise the end of Covid and the excellent community spirit that existed during the pandemic and has continued since. The format of the event featured two community groups speaking about their work and the re-formed Harmony Belles choir. Over 100 attended from local organisations, together with civic dignitaries. Many messages of thanks and appreciation have been received from key attendees.

Since our last meeting, I have attended the following –

- 27<sup>th</sup> January**                With the mayoress, attended Marlow Club of Rotary BBO Concert at All Saints Church  
*(Now back after Covid, an excellent event to attend)*
- 3<sup>rd</sup> February**                Participated in the MFM Eclectic Light show programme hosted by Mike Cannon).
- 9<sup>th</sup> February**                With the mayoress, attended re-opening of the Cecily Medi Spa, West Street  
*(Re-opening of the Sunrise business following the death of the owner).*
- 21<sup>st</sup> February**                With Cllr Funnell, attended High Wycombe Charter Trustees' Annual Reception  
*(First Charter Trustee's reception for two years, with community awards being presented).*
- 6<sup>th</sup> March**                      With Cllr Towns, attended Buckinghamshire Council Chairman's Civic Service at St Mary's Church, Hambleden  
*(Annual civic service hosted by Cllr Zahir Mohamed, Chairman of Buckinghamshire Council).*
- 6<sup>th</sup> March**                      With Cllr Stapely, attended Mayor of Beaconsfield's Civic Service at St Mary's Church, Beaconsfield
- 10<sup>th</sup> March**                    With mayoress, attended opening of Laurents Deli, Marlow  
*(Good to welcome another small independent business to the town).*
- 12<sup>th</sup> March**                    With the mayoress, attended Rotary Club of Marlow Charity Youth Concert  
*(Excellent and well supported youth concert by orchestra and choir of Chiltern Music Academy).*
- 13<sup>th</sup> March**                    With mayoress and other town councillors, hosted our Mayor's Civic Celebration  
*(New format of the old civic service with a strong community theme. Looks like a model to use in future years).*
- 17<sup>th</sup> March**                    On behalf of the mayor, Deputy Mayor, Cllr Towns attended a tree planting ceremony at Churchill Retirement Home, Peel Lodge, Dean Street.

**Forthcoming future Civic events**

**Mayor's Charity golf day**

Not having been held for three 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 50<sup>th</sup> anniversary of town twining with Marly le Roi, France. This very successful arrangement will be recognised in France on May 7 with councillors and members of Marlow Marly town twinning association attending. Elsewhere in this meeting under agenda item 109 is a proposal for civic gifts to commemorate the occasion.

### **Queens Platinum Jubilee**

This Jubilee takes place nationally from 2 – 5 June 2022. The Community Committee has planned 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. Under agenda item 104, there is a budget proposal for this event.

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

**Cllr Richard Scott**  
**Town Mayor**  
**24 March 2022**

**REPORT FROM LEADER OF THE COUNCIL**

**M.101.21**

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 25<sup>th</sup> JANUARY 2022 AT 7.00pm IN THE HIGGINSON ROOM, COURT GARDEN, MARLOW

**Present**

**Town Mayor**  
**Deputy Mayor**  
**Leader**  
**Deputy Leader**  
**Councillors**

Cllr R Scott  
Cllr J Towns  
Cllr C Funnell  
Cllr C Hoyle  
D Brown  
R Cadman  
C Heap  
N Marshall  
C Stapley  
R Wilson

**Town Clerk**  
**Admin**

Mrs H Martin  
Mrs D Abbott

No members of the public

**M.79.21 Apologies for absence**

Apologies were received from Cllr N Mityaeva and Cllr T Avery.

**M.80.21 Declarations of interest**

There were no declarations of interest.

**M.81.21 Communications from Town Mayor**  
**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 –

23<sup>rd</sup> 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)*

25<sup>th</sup> 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)*

2<sup>nd</sup> December            Attended the launch of the Chamber of Trade Late Night shopping

4<sup>th</sup> December            Visited the Christmas Market on the Causeway

4<sup>th</sup> December            Visited Marlow Methodist Christmas Fair

5<sup>th</sup> 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)*

8<sup>th</sup> December            Attended Cameo Club Christmas lunch at Liston Hall  
*(Annual lunch of the MCA Cameo Club which held its first lunch since March 2019)*

17<sup>th</sup> December            Attended MCA Friday Club Christmas lunch  
*(Again, first lunch since March 2019)*

19<sup>th</sup> December            Attended All Saints Church carol service  
*(Read first lesson for this carol service)*

20<sup>th</sup> December            Hosted MTC Carols on the Causeway

21<sup>st</sup> December            Attended URC Church Christmas carols  
*(Outdoor carol service in the new quiet garden)*

2022

14<sup>th</sup> 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 50<sup>th</sup> 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**

### **M.82.21 Report from Leader of the Council**

We closed yet another difficult year with the continuing shadow of the omicron latest variant hanging over the entire population which made it another challenging year for our town's residents. We recognise that this put huge pressure on individuals, jobs, businesses, health provision and mental health support for many residents.

We extend our thanks to the many volunteers in town who went about their work continuing a huge level of voluntary support to our more vulnerable residents, enabling and provisioning support for many that needed help with medical appointment attendance, prescription and medicine collection, meal deliveries, home visiting and support at home and often just someone to talk to. A big thanks to all volunteer groups and individuals that make this happen and for your continued support.

2021 closed with many festive events in the town with daily changing restrictions but we were able to bring back Christmas in 2021 even better with the exceptional Marlow Christmas lights display and carols in the causeway, a near record turnout for both events. We are grateful for the generosity of sponsors in digging deep to support these events and to our team of members and officers that worked so hard to lift the seasonal spirit and make Marlow a happy place to be at xmas.

We have been privileged in town to also have another great bunch of volunteers supporting the critical rollout of the vaccination program which has been enabled so efficiently at both globe park and then recently Longbridge activity centre and we thank the team and the many volunteers that have and continue to make this work so successfully. We would like to take this opportunity to encourage residents to follow government guidance in getting your vaccinations/boosters and continuing to protect fellow residents by attending the local centre as soon as possible, details of which can be found on their Marlow Covid vaccination pharmacy face book and what's app sites or link on Marlow town councils website.

We open this year with our newly established committees and our continued focus on delivering better and with a continued focus on efficiency and delivery and new initiatives on environmental issues and projects during the first quarter of 2022.

We have delivered fully on budget last year whilst enabling provision of new security patrols in our main park areas which have brought about a dramatic decrease in unsociable/undesirable behaviour, intimidation and vandalism and continue to provision for this critical new service to maintain our outside space safe and secure for residents in this and future years.

Annual events this year are now in the process of planning for the Queens jubilee ,charity golf day ,Civic celebrations and supporting the numerous committees in town in delivering great seasonal events from spring onwards.

We are looking forward to seeing all our residents in the community and to work on continuing our mission of delivering against our vision for Marlow of -

- 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

We wish all our residents a successful and healthy 2022.

**Cllr C Funnell**  
**Leader**

**M.83.21 Town Council Minutes dated 16.11.21**

**RESOLVED:**

THAT THE MINUTES DATED 16.11.21 WERE AGREED AND SIGNED AS A TRUE RECORD

**M.84.21 Budget 2022-23**

The budget for 2022/2023 was presented to members for approval. Substantial time was devoted to 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**

		<u>Full Year Budget</u>	<u>Actual/ Forecast</u>	<u>Full Year Budget</u>
		<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	<b>INCOME</b>			
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
	<b>Totals</b>	<b>479,290</b>	<b>478,642</b>	<b>512,274</b>
	<b>EXPENDITURE</b>	<u>Full Year Budget</u>	<u>Actual/ Forecast</u>	<u>Full Year Budget</u>
		<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
	<b>Totals</b>	<b>479,290</b>	<b>458,690</b>	<b>512,274</b>
	<b>Surplus/Deficit</b>		<b>19,952</b>	



**RESOLVED:**

1. THAT MEMBERS UNANIMOUSLY APPROVED THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS UNANIMOUSLY APPROVED 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: -

APPROVED THE 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

**M.85.21 Precept Explanation 2022-23**

**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%	

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY AGREED THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2022-2023 BE IN THE SUM OF £376,798

## M.86.21 Management Accounts

Circulated to all members were the managements accounts schedules dated 31.10.21:-

- 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

### **RESOLVED:**

THAT MEMBERS UNANIMOUSLY APPROVED THE MANAGEMENT ACCOUNTS DATED 31.10.21

## M.87.21 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 was 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.

### **RESOLVED:**

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

**M.88.21 Additional Grounds Maintenance Work**

Officers have requested 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.

**RESOLVED:**

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

**M.89.21 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.

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY AGREED 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)

**M.90.21 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) **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 NOTED THE REPORTS**

**M.91.21 Direct Debit and Standing Order Review**

The current schedule of Direct Debits and Standing Orders made by the Town Council was circulated to members. Members were asked to review the list and approve the payments.

**RESOLVED:**

THAT MEMBERS REVIEWED AND APPORVED THE DIRECT DEBIT AND STANDING ORDER PAYMENTS

**M.92.21 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.

**RESOLVED:**

THAT MEMBERS UNANIMOUSLY AGREED TO APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2022/23 AND APPROVED THE CURRENT SCALE OF FEES

**M.93.21 Review of 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.

**RESOLVED:**

THAT CLLR N MARSHALL OFFERED TO UNDERTAKE AN INTERNAL CONTROL REVIEW AND THIS WAS AGREED BY MEMBERS

**M.94.21 Contract Extension for Environment and Sustainability Contractor**

Council now has a clear strategy of actions to move forward with their Environment and Sustainability vision, Community Engagement and Community Education. This is to run in conjunction with actions from the Councils own carbon Audit and liaison with Buckinghamshire Council. The Council has clear principles to be sustainability orientated not just in relation to the environment but socially and economically too.

The focus is to be pragmatic and focus on practical advances rather than unachievable long-term goals. Three tiers of actions. to ACT where the Council has control, to Engage with higher tier Council and SUPPORT the wider community.

The Council requested an extension to Nick Rowcliffe's contract as the Councils Environment and Sustainability Consultant for a further six months.

**RESOLVED:**

THAT MEMBERS AGREED TO EXTEND THE CONTRACT FOR A FURTHER 6 MONTHS WITH THE COST OF £6,000 BEING MET FROM CIL RESERVES

**M.95.21 Draft plan for Sustainable Marlow Challenge, Forum and Sustainability Survey**

The draft plan for Sustainable Marlow Challenge, Forum and Sustainability Survey was circulated to all members.

**MEMBERS NOTED THE REPORT**

**M.96.21 Reports from Outsides Bodies**

**Cllr N Marshall**

Reported attending a meeting of the Marlow Society.

**Cllr J Towns**

Reported that she will be attending a BidCo meeting on February 2<sup>nd</sup> 2022.

**Cllr C Funnell**

Reported that the Marlow Regatta would be taking place on the 2<sup>nd</sup> weekend of June.

**M.97.21 Reports from Buckinghamshire Council**

**Cllr C Heap**

Reported that she will be attending the Community Board meeting on February 16<sup>th</sup> 2022.

**Cllr N Marshall**

Reported that he will be attending the Environment and Climate Change Action group meeting on January 27<sup>th</sup> 2022.

Confirmed that Buckinghamshire Council would be announcing the short-list of the "Proud of Bucks" awards.

**Cllr J Towns**

Reported that she will attending a Buckinghamshire Council meeting on January 25<sup>th</sup> 2022 and a Westhorpe meeting on January 26<sup>th</sup> 2022.

**M.98.21 Date of next meeting**

Tuesday 29<sup>th</sup> March at 7.00pm

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

**MANAGEMENT ACCOUNTS AT 31.01.22**

M.103.21

Attached as appendix A1 – 6 are the following schedules:

Balance sheet dated 31.01.22

Income and Expenditure schedule dated 31.01.22

Earmarked Reserves schedule dated 31.01.22

Grants schedule dated 31.01.22

Bank Reconciliation dated 31.01.22

Copy bank statements at 31.01.22

**RECOMMENDED:**

THAT THE MANAGEMENT ACCOUNTS DATED 31.01.22 BE APPROVED AS RECOMMENDED BY THE RESOURCES COMMITTEE MINUTES RC.38.21

22/02/22

January 2022



# MARLOW TOWN COUNCIL

## Balance Sheet

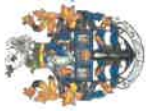
	Opening 01.04.2021	Movement Apr-21	Movement May-21	Movement Jun-21	Movement Jul-21	Movement Aug-21	Movement Sep-21	Movement Oct-21	Movement Nov-21	Movement Dec-21	Movement Jan-22	YTD Balance Jan-22
<b>Investment Stock</b>												
Investments	-	-	-	-	-	-	-	-	-	-	-	-
<b>Current Assets</b>												
Debtors & Prepayments	6,186.09	(2,881.43)	(491.34)	(191.34)	(1,091.34)	(191.33)	6,868.43	2,648.91	(1,871.33)	188.67	(1,991.33)	7,182.66
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	(53,023.75)	(17,086.54)	(49,307.31)	(41,719.01)	564,823.56
VAT	16,828.64	3,305.05	(10,592.64)	3,259.08	2,499.45	(10,606.76)	3,405.71	3,896.43	(1,273.44)	2,893.91	4,379.94	17,995.37
	594,221.90	149,745.30	(44,075.14)	(48,621.55)	(35,129.19)	(23,846.39)	149,971.51	(46,478.41)	(20,231.31)	(46,224.73)	(39,330.40)	590,001.59
<b>Current Liabilities</b>												
Creditors, Accruals	(38,232.01)	2,299.03	6,144.96	5,817.30	8,584.28	1,620.62	(15,090.52)	(1,950.57)	(19,127.88)	29,210.92	(6,903.84)	(27,627.71)
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)	28,952.31	28,952.00	28,952.00	28,952.00	(58,154.00)
Other Taxes & SS costs	(3,646.54)	207.06	15.95	66.74	5.27	(6.70)	338.30	(250.03)	165.03	(156.18)	15.44	(3,245.66)
	(92,782.16)	(111,520.56)	35,112.91	35,086.04	57,211.81	30,565.92	(159,512.53)	26,751.71	9,989.15	58,006.74	22,063.60	(89,027.37)
<b>Current Assets Less Current Liabilities</b>	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	(19,726.70)	(10,242.16)	11,782.01	(17,266.80)	500,974.22
<b>Total Assets Less Liabilities</b>	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	(19,726.70)	(10,242.16)	11,782.01	(17,266.80)	500,974.22
<b>Capital &amp; Reserves</b>												
Earmarked Reserves	471,057.14	-	-	-	-	-	-	-	-	-	-	471,057.14
General Reserves	30,382.60	-	-	-	-	-	-	-	-	-	-	30,382.60
EMR Movement 2021/22	-	(5,034.60)	(4,831.70)	(4,749.70)	13,364.41	(4,991.70)	(2,989.70)	(18,921.62)	(12,660.34)	14,579.01	567.14	(25,668.80)
Current Year Surplus/(Deficit)	-	43,259.34	(4,130.53)	(8,785.81)	8,718.21	11,711.23	(6,551.32)	(805.08)	2,418.18	(2,797.00)	(17,833.94)	25,203.28
	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	(19,726.70)	(10,242.16)	11,782.01	(17,266.80)	500,974.22

Appendix A.1



22/02/22

January 2022



MARLOWTOWNCOUNCIL

Income & Expenditure Summary

	<u>Actual</u> <u>Aug-21</u>	<u>Actual</u> <u>Sep-21</u>	<u>Actual</u> <u>Oct-21</u>	<u>Actual</u> <u>Nov-21</u>	<u>Actual</u> <u>Dec-21</u>	<u>Actual</u> <u>Jan-22</u>	<u>Budget</u> <u>Jan-22</u>	<u>Variance</u> <u>Jan-22</u>	<u>YTD</u>		<u>YTD Bud Var</u>		<u>Full Year</u> <u>Budget</u>
									<u>Jan-22</u>	<u>Jan-22</u>	<u>Jan-22</u>	<u>Jan-22</u>	
Precept Received	28,952.00	28,952.00	28,952.31	28,952.00	28,952.00	28,952.00	28,952.00	-	289,520.62	289,520.00	0.62	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	46,718.00	(15,734.65)	46,718.00	
Allotment Rents	260.00	-	1,290.00	8,042.80	1,932.70	435.00	-	435.00	12,196.50	12,500.00	(303.50)	12,500.00	
Cemetary Fees	9,394.66	2,154.16	7,880.00	204.16	4,857.50	2,385.83	3,750.00	(1,364.17)	46,727.27	38,500.00	8,227.27	46,000.00	
Gosmore Recreation Ground	-	-	-	-	-	-	-	-	410.00	700.00	(290.00)	700.00	
Bus Shelter Advertising	-	187.50	-	-	187.50	-	130.00	(130.00)	562.50	910.00	(347.50)	910.00	
Banner Administration	36.00	107.25	72.00	-	-	351.00	30.00	321.00	908.25	790.00	118.25	850.00	
Markets	-	-	-	-	-	-	-	-	-	2,000.00	(2,000.00)	2,000.00	
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-	-	250.00	
Dividend & Cash Holding Interest	6.57	1,666.23	7.09	7.25	10.91	1,793.00	294.00	1,499.00	5,292.08	4,494.00	798.08	5,068.00	
Misc Income	-	-	-	-	-	-	-	-	-	-	-	-	
	<b>38,649.23</b>	<b>33,067.14</b>	<b>38,201.40</b>	<b>37,206.21</b>	<b>35,940.61</b>	<b>33,916.83</b>	<b>33,637.00</b>	<b>279.83</b>	<b>403,471.54</b>	<b>413,002.00</b>	<b>(9,530.46)</b>	<b>479,290.00</b>	
NB Income in Reserves	-	7,750.00	8,600.00	12,200.00	19,070.68	250.00	-	-	67,790.94	-	-	-	
Salaries	15,948.94	15,947.28	15,947.83	15,947.28	15,947.29	16,820.88	17,198.00	377.12	160,352.50	171,380.00	11,027.50	210,776.00	
Subcontractors	741.00	387.29	413.28	1,551.94	155.00	1,242.42	1,423.00	180.58	6,663.29	14,585.00	7,921.71	18,331.00	
Administration	1,962.20	3,764.32	2,748.59	3,124.92	1,575.90	2,510.38	2,168.00	(342.38)	28,974.64	28,097.00	(877.64)	32,563.00	
Waste Management	403.00	571.00	680.00	417.17	505.82	423.00	422.00	(1.00)	5,165.99	3,682.00	(1,483.99)	4,294.00	
Health and Safety	160.36	373.38	152.46	145.50	313.03	145.50	628.00	482.50	2,616.25	2,911.00	294.75	3,747.00	
Equipment, Operating and Maintenance	484.50	190.50	24.40	221.71	57.29	195.38	264.00	68.62	1,457.26	2,660.00	1,202.74	3,188.00	
Community	843.74	8,920.84	9,443.34	6,285.64	9,856.80	16,274.30	25,873.00	9,598.70	77,933.35	93,015.00	15,081.65	102,461.00	
Devolved	5,518.09	5,538.53	5,517.89	5,733.55	5,571.80	12,485.47	5,040.00	(7,445.47)	63,980.37	55,505.00	(8,475.37)	71,044.00	
Utilities	317.17	291.34	3,559.52	691.94	660.80	1,123.30	806.00	(317.30)	9,090.72	6,157.00	(2,933.72)	7,359.00	
Buildings	234.29	3,392.49	192.49	192.49	3,852.39	164.78	374.00	209.22	15,634.48	17,392.00	1,757.52	18,140.00	
Insurance	-	-	-	-	-	-	550.00	550.00	3,280.66	3,787.00	506.34	3,787.00	
Van	324.71	241.49	326.68	475.89	241.49	365.36	300.00	(65.36)	3,118.75	3,000.00	(118.75)	3,600.00	
Investment	-	-	-	-	-	-	-	-	-	-	-	-	
	<b>26,938.00</b>	<b>39,618.46</b>	<b>39,006.48</b>	<b>34,788.03</b>	<b>38,737.61</b>	<b>51,750.77</b>	<b>55,046.00</b>	<b>3,295.23</b>	<b>378,268.26</b>	<b>402,171.00</b>	<b>23,902.74</b>	<b>479,290.00</b>	
NB Expenditure in Reserves	4,991.70	10,739.70	27,521.62	24,860.34	4,491.67	(317.14)	-	-	93,459.74	-	-	-	
Surplus/(Deficit)	11,711.23	(6,551.32)	(805.08)	2,418.18	(2,797.00)	(17,833.94)	(21,409.00)	3,575.06	25,203.28	10,831.00	14,372.28	-	

Appendix A 2



# MARLOW TOWN COUNCIL

22/02/22

January 2022

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end January 2022
<b>ADMINISTRATION</b>									
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
<b>COMMUNITY</b>									
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	Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	106,980.33	39,050.00		16,743.25	22,306.75	129,287.08
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				0.00	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)		(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)		(6,702.40)	0.00
<b>EXTERNAL FUNDING</b>									
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			22,263.41	(22,263.41)	10,968.67
CIL 2020/21	CIL funding - subject to restricted use	Projects to be identified	4999	0.00	27,490.94			27,490.94	27,490.94
<b>CAPITAL WORKS</b>									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
<b>RECREATION GROUNDS</b>									
Gossmore Trust	Provision for future facilities	Ongoing	7506	8,530.13	550.00			550.00	9,080.13
Equipment replacement	Future repairs and replacement	Ongoing		57,931.33			6,238.00	(6,238.00)	51,693.33
				471,057.14	67,790.94	0.00	93,459.74	(25,668.80)	445,388.34

AS AP

22/02/22

January 2022



# MARLOWTOWNCOUNCIL

## Grants and Donations

Actuals 2020/21	2021-2022	MTC Grants	Date Paid	Permissive Legislation
	<b>BUDGET FOR THE YEAR 2021-22</b>	<b>8000.00</b>		
	<b>RESERVES</b>	<b>8000.00</b>		
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	250.00	Nov-21	~
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	+
	Marlow United Charities	1500.00	Dec-21	+
	<b>TOTAL APPLICATIONS</b>	<b>5886.60</b>		
	<b>from reserves</b>			
	<b>BALANCE including reserves movement</b>	<b>5886.60</b>		
	+ LGA 1972 S.137	3936.60		+
	S.137 cap for Marlow £96,227 (£8.41 x 11,442 electors (2021 ER))			
	# LGA 1972 S.144	1200.00		#
	~ LGA 1972 S.145	750.00		~
	^ C and D Act 1998	0.00		^

Appendix A4

22/02/22

Bank Reconciliation 31.01.22



# MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>228,023.57</u>
Current Account	01581935	per statement	<u>46,271.79</u>
Cheque & Debit card Account	03049254	per statement	730.21
	less unrepresented chqs		
	21/05/2020 CN001292	Allotment refund paid twice	(27.50)
			<u>702.71</u>
Paypal			<u>-</u>
Petty Cash			<u>92.45</u>
			<u>92.45</u>
<b>Total Bank and Cash</b>			<b>275,090.52</b>
National Savings Investments	AG174600	per statement	<u>17,000.00</u>
Santander Business Account			<u>68,437.08</u>
CCLA - Public Sector Deposit Fund			<u>204,295.96</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u></u>
<b>Short Term Cash Holdings</b>			<b>289,733.04</b>
<b>Total Bank and Short Term Cash Holdings</b>			<b>564,823.56</b>

Appendix A5

**LLOYDS BANK**



**Your account statement**

Issue date: 14 February 2022

Write to us at: PO Box 1000, Andover  
 Call us on: 0345 072 5555 (from UK)  
 +44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: MAIDENHEAD

Sort code: [REDACTED] Account number: [REDACTED]

IBAN: GB67 LLOYD 3095 3607 5318 1 [REDACTED]

J31C2F010H1MBA0000009269001002 375 B 000

[REDACTED]  
 COURT GARDEN  
 MARLOW  
 SL7 2AG



**BUS BANK INSTANT**  
 MARLOW TOWN COUNCIL

**Account summary**

<b>Balance On 14 Jan 2022</b>	<b>£256,251.39</b>
Total Paid In	£1,779.17
Total Paid Out	£58,000.00
<b>Balance On 09 Feb 2022</b>	<b>£200,030.56</b>

**Account activity**

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>14 Jan 22</b>		<b>STATEMENT OPENING BALANCE</b>			<b>256,251.39</b>
21 Jan 22	TFR	MARLOW TOWN COUNCIL [REDACTED]		30,000.00	226,251.39
31 Jan 22	BGC	[REDACTED]	1,772.18		228,023.57
07 Feb 22	BGC	[REDACTED]	5.05		228,028.62
09 Feb 22	TFR	[REDACTED]		28,000.00	200,028.62
09 Feb 22		[REDACTED]	1.94		200,030.56
<b>09 Feb 22</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>1,779.17</b>	<b>58,000.00</b>	<b>200,030.56</b>

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

**Payment types:**

TFR - Transfer                                  BGC - Bank Giro Credit

Appendix A.6

PKBF0DV3100000

M32C2F060HM D32C2F0596F

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**LLOYDS BANK**



J31C21010I4MBA0000037417001003 375 B 000

MARLOW TOWN COUNCIL  
 KATHERINE JOY  
 COURT GARDEN  
 MARLOW  
 SL7 2AG



**Your account statement**

Issue date: 31 January 2022

Write to us at: PO Box 1000, Andover

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

Visit us online: www.lloydsbank.com

Your branch: MAIDENHEAD

Sort code [REDACTED] Account number [REDACTED] 35

BIC: LOYDGB21030

IBAN: GB03 LOYD 3095 3601 5819 35

**TREASURERS ACCOUNT**

MARLOW TOWN COUNCIL

**Account summary**

<b>Balance On 31 Dec 2021</b>	<b>£59,514.01</b>
Total Paid In	£35,391.62
Total Paid Out	£48,633.84
<b>Balance On 31 Jan 2022</b>	<b>£46,271.79</b>

**Account activity**

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>31 Dec 21</b>		<b>STATEMENT OPENING BALANCE</b>			<b>59,514.01</b>
04 Jan 22	DD	[REDACTED]		70.16	59,443.85
04 Jan 22	DD	[REDACTED]		83.00	59,360.85
04 Jan 22	DD	[REDACTED]		164.58	59,196.27
04 Jan 22	DD	[REDACTED]		229.60	58,966.67
06 Jan 22	DEP	[REDACTED]	122.50		59,089.17
06 Jan 22	DEP	[REDACTED]	33.50		59,122.67
07 Jan 22	FPI	[REDACTED]	300.00		59,422.67
07 Jan 22	TFR	[REDACTED]		342.32	59,080.35
10 Jan 22	BP	[REDACTED]		3,261.10	55,819.25
13 Jan 22	BGC	[REDACTED]	1,200.00		57,019.25
13 Jan 22	FPI	[REDACTED]	33.13		57,052.38
14 Jan 22	FPI	[REDACTED]	33.13		57,085.51
14 Jan 22	FPI	[REDACTED]	33.50		57,119.01
14 Jan 22	DEP	[REDACTED]	50.00		57,169.01
17 Jan 22	DD	[REDACTED]		88.88	57,080.13
17 Jan 22	FPI	[REDACTED]	257.69		57,337.82
17 Jan 22	FPI	[REDACTED]	49.66		57,387.48
17 Jan 22	FPI	[REDACTED]	33.13		57,420.61

**Your Account activity is continued overleaf**

APP. *ACG*

PKB10EB3100000

M32C2108HV1 D32C2103GF9

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
18 Jan 22	FPI	[REDACTED]	85.90		57,506.51
18 Jan 22	FPI	[REDACTED]	99.50		57,606.01
18 Jan 22	TFR	[REDACTED]		506.06	57,099.95
19 Jan 22	FPI	[REDACTED]	115.92		57,215.87
20 Jan 22	FPI	[REDACTED]	300.00		57,515.87
20 Jan 22	FPI	[REDACTED]	560.47		58,076.34
20 Jan 22	DEP	[REDACTED]	54.00		58,130.34
20 Jan 22	DEP	[REDACTED]	300.00		58,430.34
21 Jan 22	DD	[REDACTED]		7.76	58,422.58
21 Jan 22	DD	[REDACTED]		266.75	58,155.83
21 Jan 22	DD	[REDACTED]		289.79	57,866.04
21 Jan 22	DD	[REDACTED]		1,330.00	56,536.04
21 Jan 22	DD	[REDACTED]		10,739.42	45,796.62
21 Jan 22	FPI	[REDACTED]	16.25		45,812.87
21 Jan 22	TFR	[REDACTED]	30,000.00		75,812.87
24 Jan 22	FPI	[REDACTED]	49.66		75,862.53
25 Jan 22	BP	[REDACTED]		3,744.52	72,118.01
26 Jan 22	DD	[REDACTED]		6,235.31	65,882.70
26 Jan 22	FPI	[REDACTED]	1,304.62		67,187.32
26 Jan 22	FPI	[REDACTED]	21.32		67,208.64
28 Jan 22	DD	[REDACTED]		39.00	67,169.64
28 Jan 22	DD	[REDACTED]		21,080.59	46,089.05
28 Jan 22	FPI	[REDACTED]	33.24		46,122.29
28 Jan 22	DEP	[REDACTED]	304.50		46,426.79
31 Jan 22	SO	[REDACTED]		155.00	46,271.79
<b>31 Jan 22</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>35,391.62</b>	<b>48,633.84</b>	<b>46,271.79</b>

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  
DEP - Deposit

FPI - Faster Payment  
TFR - Transfer

BP - Bill Payment  
BGC - Bank Giro Credit

SO - Standing Order

App. A6

Issue date: 31 January 2022

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MARLOW TOWN COUNCIL  
KATHERINE JOY  
COURT GARDEN  
MARLOW  
SL7 2AG

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]



### TREASURERS ACCOUNT


MARLOW TOWN COUNCIL - IMPREST ACCOUNT

#### Account summary

<b>Balance On 31 Dec 2021</b>	<b>£1,000.00</b>
Total Paid In	£848.38
Total Paid Out	£1,118.17
<b>Balance On 31 Jan 2022</b>	<b>£730.21</b>

#### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>31 Dec 21</b>		<b>STATEMENT OPENING BALANCE</b>			<b>1,000.00</b>
06 Jan 22	DEB	[REDACTED]		23.43	976.57



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Soon, you'll notice differences when you're purchasing online, as we'll need to check it's really you. If we haven't got your latest phone numbers, or you don't have our Mobile Banking App, your online purchases with your card may be declined. To update your numbers, complete the 'Change your telephone number' form at [lloydsbank.com/business/retail-business/useful-forms](http://lloydsbank.com/business/retail-business/useful-forms)

06 Jan 22	DEB	[REDACTED]		34.93	941.64
06 Jan 22	DEB	[REDACTED]		113.97	827.67
06 Jan 22	DEB	[REDACTED]		169.99	657.68
07 Jan 22	TFR	[REDACTED]	342.32		1,000.00
07 Jan 22	DEB	[REDACTED]		6.99	993.01
07 Jan 22	DEB	[REDACTED]		100.00	893.01
13 Jan 22	DEB	[REDACTED]		21.79	871.22
14 Jan 22	DEB	[REDACTED]		11.99	859.23
14 Jan 22	DEB	[REDACTED]		34.99	824.24
14 Jan 22	DEB	[REDACTED]		35.16	789.08
14 Jan 22	DEB	[REDACTED]		118.34	670.74
14 Jan 22	DEB	[REDACTED]		132.00	538.74
17 Jan 22	DEB	[REDACTED]		6.80	531.94
17 Jan 22	DEB	[REDACTED]		38.00	493.94
18 Jan 22	TFR	[REDACTED]	506.06		1,000.00
19 Jan 22	DEB	[REDACTED]		22.69	977.31
20 Jan 22	DEB	[REDACTED]		68.99	908.32
25 Jan 22	DEB	[REDACTED]		128.55	779.77
28 Jan 22	DEB	[REDACTED]		6.50	773.27
28 Jan 22	DEB	[REDACTED]		23.00	750.27
31 Jan 22	DEB	[REDACTED]		7.60	742.67
31 Jan 22	DEB	[REDACTED]		12.46	730.21
<b>31 Jan 22</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>848.38</b>	<b>1,118.17</b>	<b>730.21</b>

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**Additional budget for Party like a Queen from the Community Committee**

The Community Committee are progressing well with “Party like a Queen” event in Higginson Park on June 3rd. This free to all event will have a 1950’s theme to celebrate the occasion of Her Majesty’s Platinum Jubilee. Marlow residents of all ages are invited to be transported back to the sights and sounds of the 1950’s with fabulous entertainment, fairground rides, food stalls and a bar. Everyone is welcome to come to the park and bring a blanket to sit on to relax with friends and family and bring a picnic or enjoy the refreshments on offer. The event was set with a budget before any detailed planning and costings took place, the event is being run with a professional stage and bands and the committee request that the agreed budget for the event is £14,000. As we have already agreed a £6,500 budget; thus all we need is the additional £7,500 from this year's projected surplus ie. general reserves.

**RECOMMENDED**

THAT MEMBERS AGREE TO A TOTAL BUDGET £14,000 FOR THE PARTY LIKE A QUEEN EVENT ON JUNE 3RD, 2022, WITH THE ADDITIONAL FUNDING OF £7,500 BEING MET FROM THIS YEAR’S PROJECTED SURPLUS

M.105.21

**Meetings Timetable**

The meetings timetable for 2022-23 is attached as appendix B.

**RECOMMENDED:**

THAT COUNCIL APPROVES THE TIMETABLE

MARLOW TOWN COUNCIL – Meetings Timetable 2022-2023 DRAFT

	May 22	June 22	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23
Town Council		14		2		4		6	24		7	18	
Resources Committee	3		12		13		8		17		21		2
Community Committee	3		12		13				17				2
Planning & Transportation Committee	17	7* 28*	Mon 18*	9 30*	20*	11*	1* 22	13*	10* 31*	21	14*	4* 25*	16
Environment, Sustainability & Wellbeing Committee		7		9				13		21		4	
Annual Parish Meeting	10												9

\* denotes a Planning Applications Only meeting

Gossmore Trust and Marlow Mayor's Charity meetings will be called during the year. Meetings for working groups and sub committees will be called when necessary.

Marlow Town Council Events	
June 22	3 <sup>rd</sup> - Party Like the Queen – confirmed
July 22	19 <sup>th</sup> - Swan Upping tbc
Sept 22	21 <sup>st</sup> - Marlow Carnival
Nov 22	13 <sup>th</sup> - Remembrance Parade and Service – confirmed 25 <sup>th</sup> - Christmas Lights Switch On tbc
Dec 22	19 <sup>th</sup> - Carols on the Causeway tbc
March 23	Civic Celebration tbc
April 23	Charity Golf Day tbc

Appendix B

M.106.21

### **Standing Orders Review**

Standing Orders have been reviewed against the NALC model standing orders. One change is recommended, an addition to 4. xiv on page 12. Include delegated authority that Planning, and Resources Committees have already to the Community and Environment and Sustainability Committees of a delegated authority to spend up to £1,000 on up to 5 individual approved projects, (maximum spend £5,000) in any one financial year.

The revised Standing Orders are attached as appendix C.

### **RECOMMENDED**

THAT MEMBERS APPROVE THE REVISED STANDING ORDERS FOR 2022

M.107.21

### **Use of Gossmore by Racing Line Running**

Council approved Racing Line running to use a small section of Gossmore for a running event in 2021. The event was a success and Council were paid £500 for the use of the area. Racing Line would like to run this event again on September 18th, they have safety advisory group approval and Marlow United Football Club are happy that the event will have no impact on the football games that weekend.

### **RECOMMENDED**

THAT MEMBERS APPROVE RACING LINE RUNNING TO USE GOSSMORE ON SEPTEMBER 18TH WITH A DONATION OF £500 TOWARDS TO THE UPKEEP OF THE GOSSMORE RECREATION GROUND

M.108.21

**Internal Audit Observations**

The interim internal audit review is attached as appendix D.

All the attached observations have been discussed with the internal auditor; three issues have been raised. The Treasury Management Policy has been amended at the Resources meeting on March 22nd. Standing Orders are being reviewed on this agenda item M.106.21. Members allowances will be published with the final accounts. The auditor is satisfied with the procedures put in place and will complete the final audit with the final accounts in June 2022.

**RECOMMENDED:**

THAT MEMBERS ACCEPT THE INTERIM AUDIT OBSERVATIONS

# Marlow Town Council

## Financial Year 2021-22



IAC Audit and Consultancy Ltd

Visit date: 21- February -2022

### Interim Internal Audit Observations

**B** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have Standing Orders been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	The Councils Standing Orders are not subject to regular review. Last reviewed in July 2019.	The Council MUST put in place a process for the regular review of Standing Orders. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council.	Medium	

**E** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Does the investment policy clearly show an awareness of investment risk being taken?	The Council has in place an investment policy which was subject to review in January 2022. The policy does not refer to the Councils investment in the CCLA Property fund.	The Council to review and update the Investment Policy to include the investment made in the Property Fund.	Medium	

**G** Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003.	The Councils pays allowances to both the Mayor and the Leader of the Council. These are recorded in the Councils budget, however the Council has not published the details of Members Allowances paid in accordance with Regulation 15 of Members Allowances Regulations 2003.	The Council to note the specific publication requirements in respect of Members Allowances , as set out in Regulation 15, and to ensure that details of allowances paid are published in accordance with the Regulations.	High	

**M** The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The period of the Exercise of Public Rights lasted exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015.	The period of the Exercise of Public Rights did not last exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015. The period of Exercise of Public Rights lasted 32 working days.  Commencement: 17 June 2021 End: 30 July 2021	The period of the Exercise of Public Rights MUST last exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015.  The Council must consider whether it may give a positive response in respect of Assertion 4 of the 2022 Annual Governance Statement	Non Compliance	

Appendix D

M.109.21

**Marlow Town Twinning – 50<sup>th</sup> Anniversary**

Civic and Marlow Marly-le-Roi Town Twinning Association (MMTTA) gifts are suggested to mark the 50th Anniversary of the twinning relationship with Marly- le- Roi. Members are asked to approve a spend of up to £1,000 for gifts to mark the occasion.

Approval is sought that the Mayor's visit to Marly-le-Roi in May 2022 be classed as an official civic visit.

**RECOMMENDED**

THAT MEMBERS APPROVE A SPEND OF UP TO £1,000 FOR CIVIC AND MMTTA GIFTS TO MARK THE OCCASION OF THE 50<sup>TH</sup> ANNIVERSARY AND THAT THE MAYORAL VISIT TO MARLOW-LE-ROI IN MAY 2022 BE APPROVED AS A CIVIC VISIT



M.110.21

**Sustainable Challenge**

Attached as appendix E is the project brief for the Sustainable Challenge project.

**RECOMMENDED:**

TO APPROVE THE ATTACHED DOCUMENT FROM THE ENVIRONMENT GROUP FOR THE LAUNCH OF THE SUSTAINABLE MARLOW CHALLENGE, WHICH WILL BE BY HOLDING A PUBLIC MEETING TO START THE PROCESS OF SHARING BEST PRACTICE AND EDUCATING RESIDENTS IN HOW THEY CAN MAKE A DIFFERENCE.

**Project Name** Sustainable Challenge **Timings** TBD Comms launch date

**Project Context** Many individuals are reluctant and sceptical about making changes for the planet because they don't believe what they do matters, and they don't see other people 'like them' participating AND MTC has no direct powers to affect change

**Audience** 'Ungreen' residents who are disengaged because of ignorance and/or disbelief their actions can make a difference and therefore are making little or no changes to better the environment

**Objective** To inspire and engage Marlow 'ungreen' residents to adopt small changes that are tied to 'civic responsibility' to help us all improve our lives and town

**Insights** 1. >50% of decarbonisation changes must be personal behaviour changes  
2. not all sustainable behaviour changes are effective

### Overarching strategy

residents = the green conversations should come from residents within the community, messages 'from people like me' resonate better

normalising = remove the scepticism of my individual actions mean nothing and embarrassment of not knowing what to do instead/better

We want to get 'ungreen'

residents to

adopt lifestyle changes

with the aim of normalising

being/living/doing green

'ungreen' = uptake is lower and scepticism is rife, environment conversations aren't happening

lifestyle changes = lack of conversation equates to a lack of action, conversations and education can be powerful

### Guiding principles

Align with one of the 5 issues

Behaviour change that can deliver significant impact

Realistic changes that can be adopted by majority

Quantifiable & measurable

**Brief** To create an engagement program that the community feels ownership of around 5 specific themes (**Active travel, Green transport, Waste less, Household energy, Nature recovery**)

We need to create a hub to inspire, enhance, support and amplify by:

- signposting and sharing local and national environment information
- informing, educating and connecting residents to existing Marlow green groups
- suggesting ideas/behaviours for individuals/households to engage with
- connecting with community groups at townhall events to collaborate on projects to work with MTC in creating large scale change around a topic/issue

### Deliverables

- MTC website content and hub creation
- Townhall meetings themed, organised and planned for 3/4x/year
- Comms campaign introducing residents to the hub and the top 5 MTC issues and producing on-going content as well as supporting resident generated content

### Timings & Next Steps

- Townhall meeting with residents at end of April
- Create initial content around the 5 issues
- Work with an agency to help develop a comms campaign

**Information Reports**

**a) French Market**

The French market have made the difficult decision that they will not be coming to Higginson Park this year. Members are requested to note that this will affect the income budget by £2,000.

**b) Social Media Summary Report Information Report**

*Facebook*

From November 2021 to February 2022

Facebook Reach 7.2k up 47% on previous quarter

Most engaging shared post 17th February 600 reach, 86 shares Amber weather warning for Storm Eunice

Most engaging Council post 18th February 439 reach, 179 likes and 87 shares, new sustainability programme to be launched in Marlow

*Instagram*

From November 2021 to February 2022

Instagram reach increased by 30% to 1,562 followers

Most engaging post Marlow Remembrance Parade with 868 people reached

*Twitter*

November 2021 to February 2022

Top tweet Remembrance Parade 6,873 impressions

Profile visits 236 up 72% on previous quarter

Mentions 15 up 114% on previous quarter

**MEMBERS ARE REQUESTED TO NOTE THE REPORTS**