

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 14TH JUNE 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 | 09.06.22

M.10.22	Apologies for absence	
M.11.22	Declarations of interest	
M.12.22	Communications from Town Mayor	
M.13.22	Report from Leader of the Council	
M.14.22	Town Council Minutes dated 10.05.22	DECISION
M.15.22	Asset Register	DECISION
M.16.22	Final Accounts 2021-22	DECISION
M.17.22	Annual Governance Statement 2021-22	DECISION
M.18.22	Annual Return Accounting Statements 2021-22	DECISION
M.19.22	Risk Management Plan	DECISION
M.20.22	Review of Effectiveness of Internal Audit	DECISION
M.21.22	Grants surplus move to Reserves	DECISION
M.22.22	Council stand at Green Village	DECISION
M.23.22	Information Reports	INFORMATION
	a) Exercise of Public Rights	
	b) Party Like the Queen	
M.24.22	Reports from Outsides Bodies	INFORMATION
M.25.22	Reports from Buckinghamshire Council	INFORMATION
M.26.22	Date of next meeting: Tuesday 2 nd August 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

Covid remains with us, although largely 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.

Since our last meeting, I have attended the following –

- 30th March** Attended the AGM of Marlow International Regatta by Zoom
(This organisation holds a number of rowing regattas throughout the year, including its main event at Dorney Lake to be held on Saturday 18 June)
- 1st April** Attended the Declaration ceremony of Debbie Brock, the new High Sheriff of Buckinghamshire in Milton Keynes
(Debbie replaces George Anson as High Sheriff and I have invited her to Marlow for a future event)
- 1st April** Attended the AGM of Marlow Refugee Action group at Marlow Methodist Church
(Update on their activities for the past year)
- 2nd April** Attended Marlow Town Band 'It's good to be back concert' at Marlow Methodist Church
(Their first public concert for two years)
- 9th April** With the mayoress, attended Marlow Orchestra Spring Concert at All Saints Church
(Again, their first public concert for two years)
- 15th April** With the mayoress and Cllr Tim Avery, attended the opening of the new Megans restaurant
- 17th April** Attended the start of the Marlow to Teddington stretch of the Devizes to Westminster canoe race from Longridge
(6.45 am start of this section of the race. Over 80 teams of all ages participating)
- 22nd April** With mayoress, attended opening of Gails Bakery, Marlow
(Good to welcome another independent business to the town)
- 24th April** With the Cllr Dave Brown, attended Marlow District Scouts St George's day celebration at All Saints Church
(Over 200 young people from Marlow and nearby towns)
- 25th April** Visited a practice session of the Next Stage choir at URC Church
- 27th April** Attended the AGM of Marlow Age Concern
(Age Concern has had another successful year despite Covid. Looking for younger residents to help with their activities)
- 28th April** With Cllr Carol Heap, attended 'Fanning the Flames of Partnership' Community project organised by St Andrews Church, High Wycombe at Adams Park
(Wycombe based community project helping in many areas of High Wycombe and surrounding areas)

- 7th/8th May** With Cllrs Towns, Brown, Heap and Mitraeva visited our twin town of Marly le Roi to celebrate the 50th anniversary of twinning between our two towns and a commemoration service in remembrance of the liberation of Europe at the end of World War 2.
- (
- 9th May** Attended Henley Town Council mayor making and AGM
- 9th May** Represented the Council at the Buckinghamshire Council chairman's reception in Aylesbury. Bucks Councillors Neil Marshall and Jocelyn Towns also attended.
- 12th May** Jointly opened the 2022 Pub in the Park event in Higginson Park
- 16th May** Attended the opening of a pop-up shop for Dementia Action, Marlow in Anglers Court
- 26th May** Opened new Keeps Pottery shop and workshop, High Street, Marlow
- 26th May** With Cllr Funnell, joined the Eclectic Light show on MarlowFM Radio
(Update on Council activities)
- 28th May** Attended the High Wycombe Charter Trustees Mayor making
(Historic annual event to 'weigh out' the retiring mayor and 'weigh in' the new one)
- 29th May** With the mayoress, attended the Lord Lieutenant's Queens Jubilee service at All Saints Church, High Wycombe
(Lord Lieutenant's annual civic service)
- 3rd June** Hosted the Town Council 'Party like the Queen' event in Higginson Park
(See information item elsewhere on this meeting agenda)
- 5th June** Attended Marlow Rotary Club Jubilee celebration lunch for elderly residents at the Sea Cadets Hall
- 5th June** Attended Lock Road Street party and judged various competitions
- 8th June** Informal meeting with Canon John Idris, recently appointed Parish Priest at St Peter' Church
- 11th June** With mayoress and other Town Councillors, attended to opening of the Marlow Town Regatta & Festival
- 12th June** With mayoress, attended the Church service and Family Day at the Marlow Town Regatta & Festival

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

Cllr Richard Scott
Town Mayor
June 2022

REPORT FROM LEADER OF THE COUNCIL

M.13.22

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

MINUTES DATED 10.05.22

To follow

M.14.22

ASSET REGISTER

M.15.22

Attached separately as appendix A is the Town Council's Asset Register.

Please note it is a requirement to have as Asset Register set out in this format and that this is document is not to be confused with any insurance valuation documents.

RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE ASSET REGISTER DATED 23.03.22



MARLOW TOWN COUNCIL

ASSET REGISTER	Yr ending: 31.03.22	Reviewed: 23.03.22
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De-minimus of £1,000 £

Cemetery Chapel, Wethered Road		209,157
Cemetery Garage, Wethered Road		24,840
Changing Rooms, Gossmore Recreation Ground		63,141
Public Benches / Seats x 14		6,906
Bus Shelters x 9		25,650
Turret Clock (Market Square)		11,234
Signs x 4 "Welcome to Marlow"		2,762
War Memorial, The Causeway		15,786
Frohman Statue, The Causeway		19,731
Flag Pole, The Causeway		7,448
Picket Fencing		2,700
Chipping Machine		5,022
Play Equipment, Seymour Recreation Ground	Toddler Section	48,637
	8-12 Yr Section	49,115
Play Equipment, Riley Trust Play Area		19,908
Play Equipment, Campbell Road Play Area		21,864
Mobility Scooters x 3		3,105
Civic Regalia - Chain of Office x 2		4,548
Sevres Vase		1,148
Painting - Backwater at Hurley		4,020
Grant of Arms		1,148
CCLA Property Fund Investment		200,000
Community Assets - Land Holdings	Nominal value	
	Foxes Piece Allotment Site	1
	Hanging Hill Allotment Site	1
	Seymour Recreation Ground	1
	The Causeway	1
	Cemetery, Wethered Road	1
	Gossmore Recreation Ground	1
	Campbell Road Play Area	1

TOTAL		749,077
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Appendix A

FINAL ACCOUNTS 2021-22

Attached separately as appendix B 1-3 are the final accounts for the year ending 31.03.22

- Balance Sheet (B1)
- Income and Expenditure Schedule (B1)
- Earmarked Reserves Schedule (B1)
- Grants and Donations Schedule (B1)
- Bank Reconciliation (B1)
- Expenditure Schedules by Cost Centre (B1)
- Sundry Creditor and Debtor Reports (B2)
- Bank statements (B3)

RECOMMENDED:

THAT MEMBERS APPROVE THE YEAR END ACCOUNTS DATED 31.03.22

05/05/22

March 2022

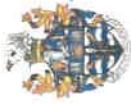


MARLOW TOWN COUNCIL

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	Movement Feb-22	Movement Mar-22	YTD Balance Mar-22
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	2,648.91	(1,871.33)	188.67	(1,991.33)	2,658.67	16,527.29	26,368.62
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)	(49,075.34)	(70,305.61)	445,442.61
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	(8,529.31)	13,377.98	22,844.04
	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)	(54,945.98)	(40,400.34)	494,655.27
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)	(1,950.57)	(19,127.88)	29,210.92	(6,903.84)	5,179.54	(39,577.95)	(62,026.12)
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	28,952.00	28,952.00	(250.00)
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	(3,061.49)	3,066.86	(3,240.29)
	(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	31,070.05	(7,559.09)	(65,516.41)
Current Assets Less Current Liabilities	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	(19,726.70)	(10,242.16)	11,782.01	(17,266.80)	(23,875.93)	(47,959.43)	429,138.86
Total Assets Less Liabilities	501,439.74	38,224.74	(8,962.23)	(13,535.51)	22,082.62	6,719.53	(9,541.02)	(19,726.70)	(10,242.16)	11,782.01	(17,266.80)	(23,875.93)	(47,959.43)	429,138.86
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)	(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	(3,480.00)	(50,189.63)	(79,338.43)
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)	(20,395.93)	2,230.20	7,037.55
	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)	(23,875.93)	(47,959.43)	429,138.86

Appendix B1



MARLOW TOWN COUNCIL

Earmarked Reserves

05/05/22

March 2022

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2021	INCOME 2021/22	Transfer 2021/22	EXPENDITURE 2021/22	MVT TO DATE	BALANCE end March 2022
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	4,950.00			200.00	(200.00)	4,750.00
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	3,000.00		15,002.40	(12,002.40)	7,602.28
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	34,050.00		16,743.25	17,306.75	124,287.08
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			32,644.80	(32,644.80)	35,224.36
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
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			33,232.08	(33,232.08)	0.00
CIL 2020/21	CIL funding - subject to restricted use	Projects to be identified	4999	0.00	27,490.94		14,276.16	13,214.78	13,214.78
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	65,790.94	0.00	145,129.37	(79,338.43)	351,718.71

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B1

05/05/22

March 2022



MARLOW TOWN COUNCIL

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	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	500.00	Feb-22	#
	Chiltern Arts	500.00	Jun-21	~
645.00	Rennie Grove Hospice Care	500.00	Feb-22	+
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	+
	TOTAL APPLICATIONS	6886.60		
	from reserves			
	BALANCE including reserves movement	6886.60		
	+ LGA 1972 S.137	4436.60		+
	S.137 cap for Marlow £96,227 (£8.41 x 11,442 electors (2021 ER))			
	# LGA 1972 S.144	1700.00		#
	~ LGA 1972 S.145	750.00		~
	^ C and D Act 1998	0.00		^

Appendix B1

05/05/22

Bank Reconciliation 31.03.22



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>192,987.57</u>
Current Account	01581935	per statement	<u>48,087.24</u>
Cheque & Debit card Account	03049254	per statement	(21.41)
	less unrepresented chqs		
	21/05/2020 CN001292	Allotment refund paid twice	(27.50)
			<u>(48.91)</u>
Paypal			<u>-</u>
Petty Cash			<u>40.45</u>
			<u>40.45</u>
Total Bank and Cash			241,066.35
National Savings Investments	AG174600	per statement	<u>-</u>
Santander Business Account			<u>-</u>
CCLA - Public Sector Deposit Fund			<u>204,376.26</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u>-</u>
Short Term Cash Holdings			204,376.26
Total Bank and Short Term Cash Holdings			445,442.61

Appendix B1

MARLOW TOWN COUNCIL

SCHEDULE 2101

for the year 2021-22

Hilary - the yellow cells are the remaining accruals

£

	31.03.21	Invoices												Balance				
		mid year Accrual	release accrual	end of year Accrual	April	May	June	July	August	Sept	Oct	Nov	Dec		Jan	Feb	Mar	
J Hillidon - Grave digging	7400	100.00		220.00	100.00													220.00
PFP - Elec for Kitchen Jan-Mar	7027	500.00		675.74	500.00													675.74
Van Lease (change of billing from advance to arrears)	7800	241.49																241.49
Pink - March Mgt Accounts & Payroll and year end	7003	850.00		650.00	400.00	450.00												650.00
Castle Water - Hanging Hill Feb-Mar21	7208	32.00		32.00														0.00
Fluency	7044																	0.00
Queens Jubilee	7110			2328.37														2,328.37
Township - web host Mar22				50.00														50.00
Eon - office Gas 01.07.21-01.02.22	7026			776.80														776.80
sub total		1,723.49	0.00	4,700.91	1,052.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	-866.00	-184.00	1,050.00	0.00	4,942.40	
Sub total of Sundry Creditors		1,723.49	0.00	4,700.91	1,052.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	-866.00	-184.00	1,050.00	0.00	4,942.40	
		0.00																0.00
																		0.00

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MARLOW TOWN COUNCIL

SUNDRY CREDITOR SCHEDULE 2102

for the year 2021-22

	B/fwd	Receipt	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Balance
BCC - devolved (query)	-19670.26					19670.26									0.00
Damage deposit from Transition Town	-250														-250.00
WDC - Devolved 21/22 received	-30983.35		30983.35												0.00
Precept Received		-347424.62	28952.31	28952.00	28952.00	28952.00	28952.00	28952.00	28952.31	28952.00	28952.00	28952.00	28952.00	28952.00	0.00
Causeway Damage deposit					250.00										0.00
Gossmore Trust donation															0.00
TOTAL	-50903.61		9032.05	37984.05	67186.05	115808.31	144760.31	173712.31	202664.62	231616.62	260568.62	289520.62	318472.62	347424.62	-250.00

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MARLOW TOWN COUNCIL

Other Debtors SCHEDULE 1102

for the year 2021-21

Supplier	Nominal	Obal	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Interest receivable		1,837.34						1,659.76						1,718.83
WDC 21/22 devolved unregistered land - received Apr22														1,924.11
WDC 21/22 devolved - received Apr22														13,810.54
		1,837.34	-	-	-	-	-	1,659.76	-	-	-	-	-	17,453.48

B2



Issue date: 14 April 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: 30-95-36 Account number: 07521063

BIC: LOYDGB21030

IBAN: GB67 LOYD 3095 3607 5210 63

J31C4F01OK5MBA0000038288001003 375 B 000

MARLOW TOWN COUNCIL
KATHERINE JOY
COURT GARDEN
MARLOW
SL7 2AG



BUS BANK INSTANT
MARLOW TOWN COUNCIL

Account summary

Balance On 14 Mar 2022	£169,538.80
Total Paid In	£68,450.28
Total Paid Out	£63,000.00
Balance On 11 Apr 2022	£174,989.08

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
14 Mar 22		STATEMENT OPENING BALANCE			169,538.80
24 Mar 22	TFR			45,000.00	124,538.80
30 Mar 22	TFR		68,448.77		192,987.57
06 Apr 22	TFR			18,000.00	174,987.57
11 Apr 22			1.51		174,989.08
11 Apr 22		STATEMENT CLOSING BALANCE	68,450.28	63,000.00	174,989.08

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

PKDFDD93100000

M32CAF03TLT D32CAF03TLT

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APP B3



Issue date: 31 March 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: 30-95-36 Account number: 01581935

BIC: LOYDGB21030

IBAN: GB03 LOYD 3095 3601 5819 35

J31C4100N6LMBAA0000023932001002 375 B 000

MARLOW TOWN COUNCIL

KATHERINE JOY

COURT GARDEN

MARLOW

SL7 2AG



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL

Account summary

Balance On 28 Feb 2022	£54,916.01
Total Paid In	£66,157.02
Total Paid Out	£72,985.79
Balance On 31 Mar 2022	£48,087.24

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Feb 22		STATEMENT OPENING BALANCE			54,916.01
01 Mar 22	SO			20.00	54,896.01
01 Mar 22	DD			70.16	54,825.85
01 Mar 22	DD			129.37	54,696.48
01 Mar 22	DD			229.60	54,466.88
01 Mar 22	FPI		300.00		54,766.88
02 Mar 22	DD			57.20	54,709.68
02 Mar 22	DD			76.44	54,633.24
07 Mar 22	DD			158.22	54,475.02
08 Mar 22	FPI		16.86		54,491.88
08 Mar 22	FPI		559.47		55,051.35
09 Mar 22	TFR			270.76	54,780.59
09 Mar 22	TFR		17,500.00		72,280.59
10 Mar 22	BGC		55.21		72,335.80
11 Mar 22	BGC		1,200.00		73,535.80
11 Mar 22	BP			6,307.15	67,228.65
11 Mar 22	DD			1,980.00	65,248.65
14 Mar 22	DD			6.87	65,241.78
15 Mar 22	TFR			787.78	64,454.00
18 Mar 22	DD			5.13	64,448.87
18 Mar 22	DD			23.48	64,425.39
21 Mar 22	DEP		52.50		64,477.89
22 Mar 22	BP			1,200.00	63,277.89
22 Mar 22	DD			7.01	63,270.88
22 Mar 22	DD			10,750.54	52,520.34

Your Account activity is continued overleaf

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
22 Mar 22	TFR			381.36	52,138.98
24 Mar 22	FPI		1,205.30		53,344.28
24 Mar 22	TFR		45,000.00		98,344.28
25 Mar 22	BP			3,744.52	94,599.76
25 Mar 22	DD			289.79	94,309.97
25 Mar 22	TFR			370.07	93,939.90
29 Mar 22	DD			170.46	93,769.44
29 Mar 22	DD			24,659.12	69,110.32
29 Mar 22	FPI		42.68		69,153.00
30 Mar 22	SO			155.00	68,998.00
31 Mar 22	DD			21,135.76	47,862.24
31 Mar 22	FPI		225.00		48,087.24
31 Mar 22		STATEMENT CLOSING BALANCE	66,157.02	72,985.79	48,087.24

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:

SO - Standing Order

FPI - Faster Payment

BGC - Bank Giro Credit

DEP - Deposit

DD - Direct Debit

TFR - Transfer

BP - Bill Payment

PKD10KB3100000

M31C4104POG D31C4104POG

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B3



Issue date: 31 March 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: 30-95-36 Account number: 03049254

BIC: LOYDGB21030

IBAN: GB03 LOYD 3095 3603 0492 54

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MARLOW TOWN COUNCIL
KATHERINE JOY
COURT GARDEN
MARLOW
SL7 2AG



TREASURERS ACCOUNT

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

Account summary

Balance On 28 Feb 2022	£974.97
Total Paid In	£1,809.97
Total Paid Out	£2,806.35
Balance On 30 Mar 2022	£21.41 OD

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Feb 22		STATEMENT OPENING BALANCE			974.97
02 Mar 22	DEB			9.99	964.98
02 Mar 22	DEB			19.98	945.00
02 Mar 22	DEB			58.87	886.13
03 Mar 22	DEB			32.28	853.85
03 Mar 22	DEB			33.98	819.87
04 Mar 22	DEB			5.72	814.15
07 Mar 22	DEB			84.91	729.24
09 Mar 22	TFR		270.76		1,000.00
10 Mar 22	DEB			787.78	212.22
15 Mar 22	TFR		787.78		1,000.00
15 Mar 22	DEB			94.80	905.20
16 Mar 22	DEB			195.98	709.22
21 Mar 22	DEB			90.58	618.64
22 Mar 22	TFR		381.36		1,000.00
23 Mar 22	DEB			9.99	990.01
24 Mar 22	DEB			75.97	914.04
24 Mar 22	DEB			284.11	629.93
25 Mar 22	TFR		370.07		1,000.00
25 Mar 22	DEB			28.26	971.74
28 Mar 22	DEB			48.84	922.90
30 Mar 22	DEB			136.99	785.91
30 Mar 22	DEB			267.50	518.41
30 Mar 22	DEB			539.82	21.41 OD
30 Mar 22		STATEMENT CLOSING BALANCE	1,809.97	2,806.35	21.41 OD

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

B3

PKD10KB3100000

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ANNUAL GOVERNANCE STATEMENT 2021-22

Attached separately as appendix C is the Annual Governance Statement 2021-22

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

RECOMMENDED:

THAT THE TOWN COUNCIL ACKNOWLEDGES THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND THAT IT BE APPROVED AND

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENT Marlow Town council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

ANNUAL RETURN ACCOUNTING STATEMENTS 2021-22

Attached separately as appendix D are the Accounting Statements 2021-22

Members are asked to review the statement and agree that the Accounting Statements in the Annual Governance and Accountability Return present fairly the financial position of Marlow Town Council and its income and expenditure.

RECOMMENDED:

THAT THE ACCOUNTING STATEMENTS 2021-22 BE AGREED AND

THAT THE TOWN MAYOR SIGNS THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-22 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY MARLOW TOWN COUNCIL

Section 2 – Accounting Statements 2021/22 for

ENT Marlow Town council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	546,364	501,439	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	350,371	347,424	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	163,253	203,776	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	209,245	212,728	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	349,303	410,773	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	501,440	429,138	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	571,207	445,442	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	749,077	749,077	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2021/22

Marlow Town Council

<https://www.marlow-tc.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i>	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

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

Date(s) internal audit undertaken

11/06/2021 21/02/2022

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

27/05/2022

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

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

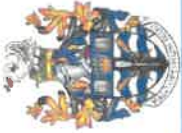
RISK MANAGEMENT PLAN

Circulated as appendix E is the Risk Management Plan 2022

In accordance with NALC guidelines the plan has been prepared by officers and is submitted to members for review and approval. The plan has also been approved by BALC (Bucks Association of Local Councils).

RECOMMENDED:

THAT MEMBERS APPROVE THE RISK MANAGEMENT PLAN FOR 2022



MARLOWTOWNCOUNCIL

RISK ASSESSMENT AND MANAGEMENT PLAN 2022

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Assets As recorded on the Town Council's Asset Register	Protection of physical assets	M	Buildings insured and insurance valuations reviewed bi-annually. Asset Register maintained and reviewed annually and approved by Council. To undertake only urgent repairs to the Chapel building during 2022-23	Town Clerk	There are no plans to undertake any unnecessary works
	Security of buildings, equipment etc	H	Alarms on Town Council Office, Cemetery Garage and Store. Door entry system at office and alarms serviced annually. Contents insured. Weekly site inspections of amenity areas are undertaken. Visible CCTV signage on site at the Cemetery. Sole working alarm for officers.	Town Clerk / Amenities Supervisor	
	Maintenance of buildings etc	M	Buildings currently maintained when necessary as a result of inspections. Planned programme of electrical and safety equipment in place. 5 yearly wiring checks undertaken. Written records kept. PAT testing undertaken annually records kept.	Town Clerk	5 yearly wiring check undertaken in February 2022, next check due February 2027. PAT testing carried annually, test being carried out June 2022

Appendix (1)

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Banking	M	Investments to be reviewed quarterly and reported to Resources Committee and annually to Town Council. Cash banked by two people when over £250. Two Councillor authorisations for payments from bank accounts. Officers permitted to authorised electronic bank payments on an exceptional basis. Resources chairman to physically inspect and sign bank statements at every meeting.	Town Clerk	Bank statement signage approved by auditor January 2022
	Risk of consequential loss of income	M	Insurance cover. Fidelity Guarantee in place. Important documents backed-up and filed off site. Insurance schedule and Fidelity Guarantee reviewed April 2022 and cover is £100,0000.	Town Clerk	
	Loss of cash through theft or dishonesty	H	Receipts issued. Cash above £250 checked by two officers. Petty cash reconciled bimonthly.	Town Clerk / Officers	
	Financial controls and records	M	Monthly reconciliation and management accounts prepared by Senior Management Accountant and checked by Town Clerk and reported to Council. Clerk checks and signs bank reconciliations and original bank statements. Internal Interim and year end Audits and External Audit. Internal Auditors check list reviewed annually. Financial Regulations reviewed March 2022.	Town Clerk	
	Comply with VAT Regulations	H	VAT returns compiled and submitted by the Senior Management Accountant online. MTC receive direct notification from HMRC regarding repayments due. HMRC online account reviewed annually. HMRC inspection insurance in place.	Town Clerk/Officers	

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Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Sound budgeting to underlie annual Precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Resources Committee at every meeting (alternate months). Accounts sent to Chairman of Resources Committee and Town Mayor each month. Narrative now included in monthly accounts.	Town Clerk / Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.		
	Comply with HMRC requirements	M	Regular advice from HMRC- shared with Senior Management Accountant. Internal and External audit carried out annually.		
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces and play areas checked regularly. Risk Assessments are completed annually and kept on file.	Town Clerk / Officers	Three-year contract with Buckinghamshire tree services from 2020.
	Legal liability as consequence of asset ownership (especially play areas / cemetery / allotments)	H	Insurance in place. Weekly checks of playgrounds / play areas. Minimum two weekly inspection of amenity sites. Monthly and yearly ROSPA inspection of play areas.	Town Clerk / Officers	
	Legal liability, consequence of approved Civic Events	H	Insurance in place. All events are risk assessed prior to taking place. Written records are kept.		

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Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Employer Liability	Comply with Employment Law	M	Membership of BALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when necessary.		Clerk has achieved Principal level membership of the SLCC.
	Safety of Staff and visitors	M	<p>Employees are advised to lock the entry door when lone working, opening the door to admit public after using the spy hole and assessing the risk. HSE information displayed in office in compliance with HSE legislation and guidelines.</p> <p>To issue staff with H and S briefings relevant to their roles at their yearly appraisal.</p> <p>All staff are instructed to enter accidents in the Town Council's accident book.</p> <p>First Aid kit in office – dates on items checked annually.</p>	Town Clerk / Officers	Lone alert alarm system for sole working installed
Legal Liability	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Town Clerk	
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the web site.	Town Clerk	
	Proper document control	M	Leases and legal documents in safe in Town Council office. Other data storage to comply GDPR. Merchant trader copy receipts kept in compliance with PCI policy. To use version control methods when filing documents electronically when appropriate.	Town Clerk / Officers	

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Area	Risk	Level	Control (<i>and agreed improvements</i>)	Actioned by	Progress and Comments
Legal Liability	Provision of Goods and Services by third parties	H	All reasonable efforts are made to establish third parties have the appropriate qualifications, skills insurance and public liability when working for or under the direction of the Town Council	Town Clerk / Officers	
	Volunteering	H	Volunteers must be fully briefed as per the Town Council's Volunteering policy as approved. Insurance company to be contacted for advice if the volunteer job is complex	Town Clerk / Officers / Members	
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed and reviewed by members / officers in May 2022. Gifts and hospitality register is available at each Council meeting. Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year.	Town Clerk / Councillors	
	Code of Conduct	H	The Town Council has adopted the current "Code of Conduct".	Members	

Risk Management Plan internally reviewed and approved by Bucks Association of Local Councils April 2022

The Risk Assessment and Management Plan will be submitted to the Town Council on June 14th, 2022.

Town MayorDated:

The Risk Management Plan will be reviewed again in 2023 or as and when necessary.

(11)

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Please find attached as appendix F the completed Review of Effectiveness of Internal Audit 2021-22.

Clr N Marshall undertook the review on 29.03.22 and recorded no areas for development.

RECOMMENDED:

THAT MEMBERS ACCEPT CLLR MARSHALLS REPORT

Marlow Town Council Review of effectiveness of internal audit 2021-22

Part 1 - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<p>Terms of reference for internal audit were (re)approved by full council on:</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements</p>	<p>YES</p> <p>YES</p>	
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations)</p> <p>Reports are made in own name to management</p> <p>Internal audit does not have any other role within the council/board</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	
3. Competence		YES	
4. Relationships	<p>All responsible officers (Clerk/RFO) are consulted on the internal audit plan (evidence is on audit files)</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description and engagement letter)</p> <p>The responsibilities of council members are understood, training of members is carried out as necessary (see member training plan)</p>	<p>YES</p> <p>YES</p>	
5 Audit Planning and reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council (date)</p> <p>Internal audit has reported in accordance with the plan on (date)</p>	<p>YES</p> <p>YES</p>	

Part 2 - Characteristics of Effectiveness
 Marlow Town Council Court Garden, Pound Lane, Marlow, SL7 2AG
 27/3/22
 Page 1

Appendix F

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or no	Areas for development
6 Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs	YES	
7 Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	YES	
8 Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	YES	
9 Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for	YES	
10 Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance	YES	
11 Be challenging	Internal audit focuses on the risks facing the council Internal audit encourages manager/members to develop their own responses to risks, rather than relying solely on audit recommendations	YES YES	
12 Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates	YES	

Name: *CARR N MARSHALL*

Signed: 

Agreed by Council: date _____

_____ minute

GRANTS SURPLUS MOVE TO RESERVES

Members will note that there is a £1113.40 surplus in Grants in the March 2022 accounts. It is recommended that this sum of £1113.40 is transferred to Grants in Earmarked reserves.

RECOMMENDED

THAT MEMBERS AGREE TO TRANSFER THE £1113.40 SURPLUS IN GRANTS IN THE MARCH 2022 ACCOUNTS TO GRANTS IN EARMARKED RESERVES.

M.22.22

COUNCIL STAND AT GREEN VILLAGE

The Environment and Sustainability Committee are seeking approval for Council to take a stand at the Green Village at Marlow Carnival on September 17th.

RECOMMENDED

THAT MEMBERS APPROVE COUNCIL HAVING A STAND AT THE CARNIVAL IN THE GREEN VILLAGE ON SEPTEMBER 17TH

INFORMATION REPORTS**A) Exercise of Public Rights**

The period set for the exercise of public rights to inspect the Annual Return and Accounts is from Friday July 1st to Thursday August 11th, 2022, inclusive.

B) Party Like the Queen

PLTQ was a huge success for the Council on all fronts. In particular,

- The weather was on our side for the whole day
- The logistics on the day went smoothly
- Many commented on the fact they felt a themed event really worked bringing people together and making it more authentic/memorable
- Both the face painting and selfie booth went over really well as free activities and something that people of all ages also enjoyed
- All the vendors and entertainment were happy and said they would be glad to come back if we organised another event
- The food vendors and the bar had queues consistently all day
- People enjoyed dressing-up and dancing and many gave specific positive feedback on their enjoyment of the 1950s theme
- The theme was well received across all age groups – with no complaints about it being too family/kid/or adult centric
- We have had all positive comments on social media that we can see with people even raving about our large bins, litter picking throughout the day and the clean-up after
- We are estimating closer to 7k attendees, which surpasses the carnival last summer and aligns us closer in numbers to Pub in the Park
- Brand Events even remarked that we could be their competition 😊
- There were no major incidents
- The event went so well that we have had numerous residents ask us when our next event will be?

Cllr C Stapley