

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 2nd AUGUST 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 | 27.07.22

M.27.22	Apologies for absence	
M.28.22	Declarations of interest	
M.29.22	Communications from Town Mayor	
M.30.22	Report from Leader of the Council	
M.31.22	Town Council Minutes dated 14.06.22	DECISION
M.32.22	Banners	DECISION
M.33.22	Year End Internal Audit Report	DECISION
M.34.22	Marlovian Magazine	DECISION
M.35.22	Revised Flood Plan	DECISION
M.36.22	Management Accounts	DECISION
M.37.22	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Social Media Report	
M.38.22	Reports from Outsides Bodies	INFORMATION
M.39.22	Reports from Buckinghamshire Council	INFORMATION
M.40.22	Date of next meeting: Tuesday 4 th October 2022 at 7.00pm	INFORMATION
	<i>In pursuance of the Public Bodies (Admission to Meetings) Act 1960 the press and public are excluded for agenda item M.41.22</i>	
M.41.22	Contract Extension	DECISION

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.

2 AUGUST 2022

Mayoral engagements

Since our last meeting, I have attended the following –

- 26th June** With mayoress, attended the Marlow Writers Literary Festival inaugural event.
(New group established to promote and support local writers. They are looking to expand their activities in 2023 to a wider audience)
- 28th & 29th June** Joined two classes of pupils from Sandigate School in May Balfour Gardens who were carrying out litter picking and being informed about plants and insects.
- 28th June** With mayoress and Cllrs Heap and Towns, attended the annual general meeting of Dementia Action, Marlow.
- 8th July** With mayoress, attended the opening of Scamp & Dude shop.
(Another new business welcomed to the town)
- 10th July** With mayoress, attended the British Legion Commemoration of 40th anniversary of the end of the Falklands conflict on The Causeway.
- 13th July** With the deputy mayor, attended Great Marlow School Celebration of Success
(First time this event has been held for three years and demonstrates the successes of this secondary school and the abilities of its students)
- 19th July** Joined the Royal Swan Uppers for their swan marking from Cookham to Marlow and hosted them and councillors at a small reception afterwards at The Two Brewers.
- 20th July** Joined the Swan Marker and Swan Uppers at the Compleat Angler, where the history and purpose of swan upping was explained to local schoolchildren.
- 24th July** Attended a farewell service for Nick Thompson at Marlow Methodist Church. Rev Thompson is taking an appointment in Cheshire and his replacement, Rev Kate Strange, will be arriving in late August.

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

**Cllr Richard Scott
Town Mayor
August 2022**

REPORT FROM LEADER OF THE COUNCIL

M.30.22

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

MINUTES DATED 14.06.22

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 14th JUNE 2022 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW**Present**

Town Mayor Cllr R Scott
Deputy Mayor Cllr J Towns
Leader Cllr C Funnell
Deputy Leader Cllr C Hoyle

Councillors T Avery, D Brown, R Cadman, N Mityaeva, R Wilson

Also present one member of the public

M.10.22 Apologies for absence

Apologies for absence were received from Cllr Marshall, Cllr Heap and Cllr Stapley.

M.11.22 Declarations of interest

There were no declarations of interest.

M.12.22 Communications from Town Mayor**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

M.13.22 Report from Leader of the Council

During this period the council have had significant interaction with residents, and I am delighted as part of that we were able to bring a significant part of our community together for party like the queen an event that exceeded our expectations in bringing a large cross section of residents and their families together. I would like to congratulate the community team in bringing this together and report that we have had significant positive feedback from those that attended and on delivering against our vision.

The community of Marlow continues to be no less than exemplary in rising to the challenges of delivering a great start to a summer and striving to bring us back to a better place while continuing to support the charities and Marlow Ukrainian collective that are supporting the families that have been displaced from their homeland .We are grateful for the support of Marlow residents and look forward to anyone that can to join them on the 18th of June at Longbridge for a family day in aid of this great work.

Last weekend saw the delivery of Marlow town regatta and festival again a significant event to make a great comeback to the town and I would like to congratulate the entire MTRF team under the leadership of chairman Robin Atkinson on delivering a wonderful 2 days of sport ,celebration and community involvement and maintaining a strong Marlow town tradition

Cllr Chris Funnell
Leader
June 2022

M.14.22 Town Council Minutes dated 10.05.22

RESOLVED:

THAT MINUTES OF THE TOWN COUNCIL MEETING DATED 10.05.22 WERE AGREED AND SIGNED AS A TRUE RECORD

M.15.22 Asset Register

RESOLVED:

THAT THE ASSET REGISTER DATED 2022 WAS APPROVED BY COUNCIL

M.16.22 Final Accounts 2021-22

Circulated to all members were the following schedules:

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

The Chairman of the Resources committee presented the final accounts for the year ending 31.03.22. Questions were invited from members.

RESOLVED:

THAT THE FINAL ACCOUNTS FOR THE YEAR ENDING 31.03.22 WERE APPROVED BY COUNCIL

M.17.22 Annual Governance Statement 2021-22

Circulated to all members was the Annual Governance Statement dated 2021-22.

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

RESOLVED:

THAT THE TOWN COUNCIL ACKNOWLEDGED THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND APPROVED THE ANNUAL GOVERNANCE STATEMENT AND

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

M.18.22 Annual Return Accounting Statements 2021-22

Circulated to all members were the Accounting Statements dated 2021-22.

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

RESOLVED:

THAT THE ACCOUNTING STATEMENTS 2021-22 WERE AGREED AND

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

M.19.22 Risk Management Plan

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

RESOLVED:

THAT THE RISK MANAGEMENT PLAN DATED 2022 WAS APPROVED BY COUNCIL

M.20.22 Review of Effectiveness of Internal Audit

Circulated to all members was the Review of Effectiveness of Internal Audit 2021-22 report.

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

RESOLVED:

THAT MEMBERS ACCEPTED CLLR MARSHALLS REPORT

M.21.22 Grants surplus move to Reserves

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

RESOLVED

THAT MEMBERS AGREED 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 sought approval for Council to take a stand at the Green Village at Marlow Carnival on September 17th.

RESOLVED

THAT MEMBERS APPROVED COUNCIL HAVING A STAND AT THE CARNIVAL IN THE GREEN VILLAGE ON SEPTEMBER 17TH 2022

M.23.22 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

Report from Cllr C Stapley

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?

MEMBERS NOTED THE REPORTS

M.24.22 Reports from Outsides Bodies

Cllr N Mityaeva

Reported attending a meeting of the Marlow Choral Society who were keen to pursue a student exchange with the Town Twinning society and Sir William Borlase's Grammar school.

Cllr C Funnell

Reported that the Town Regatta and Festival was a successful event and was expected to make a profit.

Cllr R Scott

Reported attending a meeting of the Marlow Society on behalf of Cllr Marshall. The society is currently without a Chairman and Vice Chairman.

Cllr J Towns

Reported attending a meeting of BidCo.

M.25.22 Reports from Buckinghamshire Council

Cllr J Towns

Reported that

- new school bus routes would be made public soon
- changes to waste collection services were still causing concern. BC were taking on more staff as was the contractor. An efficient service was expected soon. Please forward any resident complaints to Cllr Towns
- there was a wider call for sites to be included in the Local Plan. There were not enough brownfield sites currently to meet demand
- Thames Valley Police were combining two areas from 20.06.22. The new area would be known as "South Buckinghamshire TVP"
- BC had produced a 5 year action plan to transition to electric vehicles

M.26.22 Date of next meeting

Tuesday 2nd August 2022 at 7.00pm

Town Mayor **Date**

BANNERS

Officers are advising that Council cease offering advertising banners in Spittal Street and the High Street.

Currently banners are available in the High Street from the end of January until October and Spittal Street all year round. More information and the fees payable can be found on the website here.

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

In 2021/22 Councils income from Banner administration was £1,106.25. The banner installer who receives £381.60 per banner. The banner installer currently is a local individual, if there is an emergency with a banner in his absence due to high winds etc then Council has to instruct another operator to attend the banner, a liability of £400 per visit. The banners are currently erected using ladders and ropes.

Officers have researched a ratchet system which allows banners to be installed from ground level, the system would cost in the region of £6,000 per street to install. The fixings are significantly larger than the current eyebolts used to secure the banners and would require the buildings freeholders to give permission for the mechanisms to be installed.

In recent years the majority of applicants for banners have been independent and public schools outside of the Marlow Parish. Banner materials are in the main plastic, not recyclable or sustainable. Banners arguably detract from the appearance of a smart town centre.

Council does offer other advertising to local organisations through the Marlovian magazine and the town noticeboards.

RECOMMENDED

THAT COUNCIL CEASES TO OFFER BANNER ADVERTISING FROM NOVEMBER 1ST, 2022

YEAR END INTERNAL AUDIT REPORT

The Town Council's Internal Auditor completed the year end audit on 6 June 2022.

The Annual Internal Audit Report letter 2021/22 (appendix A) confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

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

RECOMMENDED:

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2021/22

The Clerk
Marlow Town Council
Court Garden
Pound Lane
Marlow
Buckinghamshire
SL7 2AG

27-May-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives K, and L and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,

Kevin Rose ACMA
Director

Appendix A

Marlow Town Council Financial Year 2021-22



Visit date: 27-May-2022

Year End Internal Audit Observations

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	Employees have contracts of employment with clear terms and conditions	The Council has significantly amended the terms of employment for staff in respect of the rates of pay and the application of national pay rates. It was noted that some staff were on old model contracts.	Council to review staff contracts of employment and confirm that they continue to be suitable under the revised remuneration arrangements the Council has introduced.	High	
2	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	It was noted that letters advising staff of changes to pay rates stated the increase in pay, but did not confirm what the new revised rate of pay is to be. This make it difficult to verify that staff are being paid at the correct pay rate.	When amending staff pay rates any contractual document issued should clearly state what the new revised pay rate is to be.	High	

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Cash floats & balances are supported with cashier's certificate (Year End)	Cash floats & balances are not supported with a cashier's certificate	A cashiers certificate, confirming the cash balance held as at 31st March 2022 to be provided to the Internal Auditor.	Medium	
2	There are no unexplained balancing entries in any reconciliation (Year End)	There is a small uncleared item of £27.50 appearing on the bank reconciliation which dates back to 2020.	Council to review and resolved this old uncleared item.	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	Council Minutes record the dates set for the Exercise of Public Rights	Council Minutes do not record the dates set for the Exercise of Public Rights.	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	

MARLOVIAN MAGAZINEProposal from the Community Committee for Marlovian Magazine

The supplier and distributor of the Marlovian magazine has advised Council of an increase in costs due to significant increase in costs of paper and fuel. Officers have worked with the supplier to try and reach a compromise on these costs; the recommendation is an agreed increase of £350 a quarter by slightly reducing the paper weight to 70 gsm but retaining the cover quality and maintaining the magazine at A4 size. This is an overall increase in the budget for the Marlovian of £1400, significantly less than Council was previously advised.

RECOMMENDED

THAT COUNCIL APPROVES THIS INCREASE OF £1400 PER ANNUM FOR THE MARLOVIAN MAGAZINE

REVISED FLOOD PLAN

Officers have been working with specialists at Buckinghamshire Council on flooding and community resilience and present to Council a revised Flood Plan for approval, further recruitment of flood wardens is required, recruitment will be advertised through the Marlovian magazine and the Council's social media channels.

Additional training for flood wardens will be offered in conjunction with Buckinghamshire Council in September. Council has also been offered a live training exercise to test the flood plan in November run by Buckinghamshire council more information will follow.

The revised Flood Plan is attached as appendix C.

RECOMMENDED

THAT COUNCIL APPROVES THE REVISED FLOOD PLAN

Marlow Community Flood Plan

Marlow Town council

2022 Version 12



Document Author and Owner:

Marlow Town Council
Court Garden, Pound Lane,
MARLOW
SL7 2AG

Telephone: 01628 484024 **Email:** office@marlow-tc.gov.uk

Appendix C

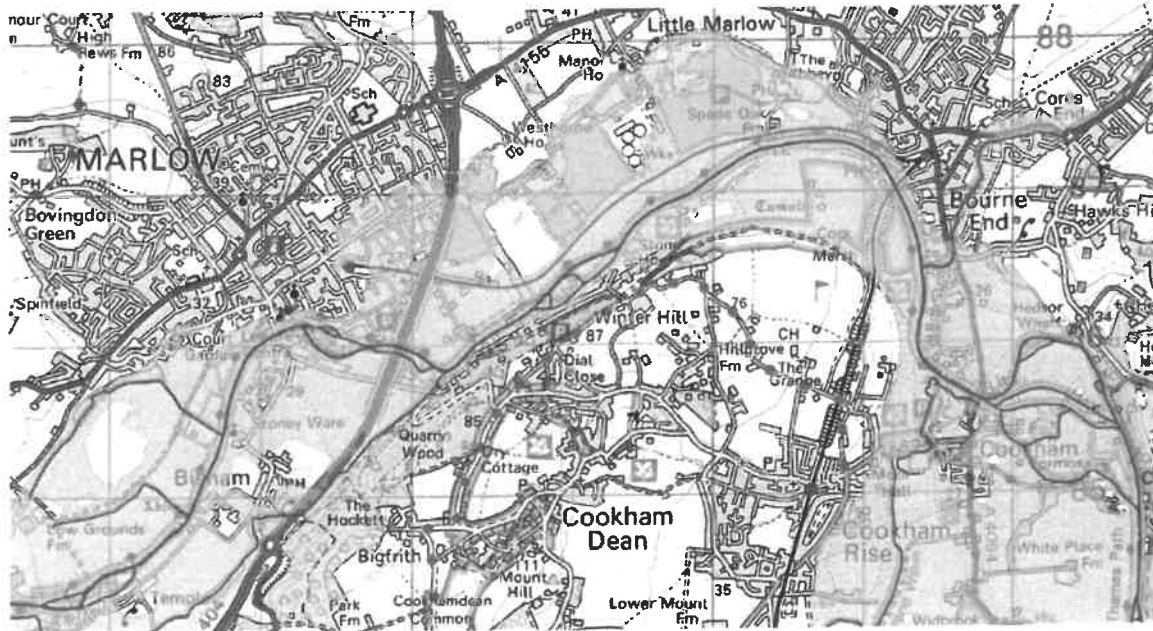
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SECTION 1 Introduction:

The River Thames is influenced by the amount of rain which has fallen on the tributaries and the impact of these rivers as they discharge into the Thames. The response of the River Thames to any rainfall is extremely complicated, reflecting many factors including the distribution of rainfall over the area, differing geology and soil saturation. Each tributary of the Thames responds in a different manner and over a different timescale. These factors result in peak levels occurring at different times along the Thames. Additionally, relatively small differences in the water levels along the Thames can result in considerably different impacts in terms of property flooding.

Extent of Flood warning area for Marlow



There are a number of weir structures on the Thames the majority of which are operated by the Environment Agency. Under normal flows/ conditions Environment Agency weirs are operated in accordance with legislation to ensure sufficient depth in each reach of the River, to maintain a navigable depth and abstraction for water supply purposes. During high flow conditions, the weir gates are systematically opened until 'fully drawn' (fully open) to allow passage of the increased flows and therefore allowing the river to act in a natural state.

Flooding Overview

A flooding event is one involving, or threatening to involve, any of the following:

- The flooding of a significant number of properties;
- A risk to the safety and/or welfare of the public;
- Disruption to critical infrastructure.

A flooding event can be caused in a variety of ways as follows:

- Surface water flooding - heavy rain falling where the drainage provision is insufficient to move all the water away quickly enough.

- River / Stream / Water-course flooding – where the watercourses cannot move the water away fast enough.
- Groundwater flooding – where the groundwater levels rise so high that they become springs. These will then flow into watercourses and will continue to flow regardless of weather conditions

Flooding can also be a combination of the above. The impacts of flooding include flooded residences/business premises, blocked roads, damage to infrastructure, spread of sewage as foul water pipes are overwhelmed, members of the community cut off and disruption to utilities. Depending on the scale of flooding, the response / recovery effort may last for weeks.

Flooding of property definition:

- **Internal property flooding:** Ground floor flooding, or higher, in residential or commercial buildings that are either occupied or in a suitable condition for occupation.
- **Basement flooding:** Basement flooding only in residential or commercial buildings (as above). This includes basement flats, as well as available basement storage space. It does not include the void beneath suspended floors.
- **Garages and outbuildings:** Ground floor flooding, or higher, in outbuildings on residential or commercial property. This includes domestic garages, sheds and buildings used solely for storage. These buildings have not been designated either for human habitation or as a workplace.
- **Gardens and grounds:** The flooding of gardens or grounds only.

Flooding can impinge on properties in a variety of ways. The definitions below may help to distinguish between these effects:

- ‘Flooded’ properties are those in which floodwater has entered the main interior of the home/business. This includes flooding of basements or sub-floors.
- ‘Affected’ properties are those which have had their exterior damaged by floodwater. Sheds, garages, outbuildings, gardens and walls are included in this category.
- ‘Impacted’ properties are those where floodwater has caused no actual damage to the interior or exterior but has had other consequences for the owner (e.g., difficulty in access/egress due to the highway being flooded).

Ownership:

This document is owned by Marlow Town Council.

Aims & Objectives:

Marlow Town Council plays a vital part in the multi-agency response to a flooding event. The aim of this document is to provide a structured approach to coordinate the community response to inform and support the residents of Marlow, before, during and after a flooding event.

Objectives:

1. To warn and inform the local community and other stakeholders before, during and after a flooding event. This will be implemented by phone cascades, text, social media, updates on Marlow Town Council's website and relevant third party websites, supported with face to face visits.
2. To provide support to all town residents, in particular those who are deemed vulnerable, during the three stages of a flood event. This will be implemented through the flood warden network and the Community Emergency Plan.
3. To work with Buckinghamshire Council and other agencies, to ensure that Marlow is represented in the wider multi-agency response to flooding.
4. To work in conjunction with other relevant services and partners. To provide signposting, advice and guidance to all residents and stakeholders in the case of flood events.
5. To evaluate our response and event outcomes as a learning curve, to ensure that we can improve future decisions and actions.

Scope:

This plan addresses the various scales of flooding from a flood alert, through to a severe flood warning where properties may need to be evacuated. The plan outlines the actions and procedures to be coordinated by Marlow Town Council (MTC) before, during and after any flood event. The plan will be maintained and updated by Marlow Town Council.

Review -The 2022 plan will be reviewed on an annual basis and after any incident or exercise.

Flexibility:

Due to the uncertainty of flooding and the availability of wardens at any one time, a high degree of flexibility and interchangeability of roles and responsibilities has been built into this plan. Community Flood Wardens are expected, where possible to cover any flood zones if required.

Limitations of the Community Flood Plan:

In the event of a flood, the Emergency Services are likely to take the lead for any response, especially where life is at risk. If residents are informed by the Police, Fire Services or any other responding agencies to stop their activity or evacuate the area, they should do as instructed. The actions and procedures defined in this plan are intended to be used as a guide, to coordinate the Marlow Town Council response to an event.

SECTION 2 Plan Activation:

This section outlines how the Marlow Community Flood Plan will be activated and identifies immediate response actions. See Appendix 1.

This plan will be activated by the **FLOOD COORDINATOR**, or their nominated deputy (See Section 3).

Activation Triggers:

This plan will be activated in any of the following scenarios:

- In the occurrence of a Flood Alert/Flood Warning or Severe Flood Warning from the Environment Agency, or an amber or red warning for rain from the UK Met Office.
- Notifications from a resident/flood warden to Marlow Town Council that signs of imminent flooding have been noticed.
- Notification from Buckinghamshire Council, or any other emergency service responder that flooding is imminent.
- Awareness of flooding in upstream communities, which is liable to lead to flooding in the Marlow area.

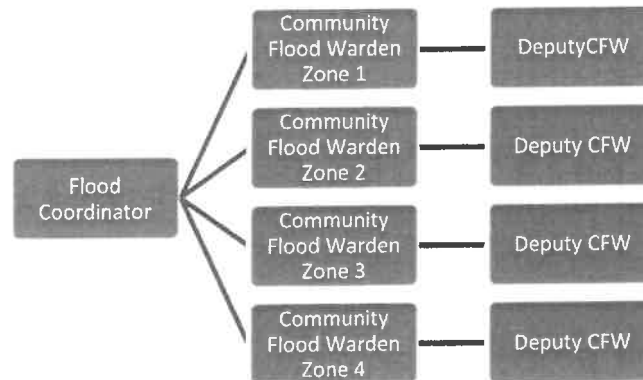
**Refer to Appendix 1 for the Roles and Responsibilities
at each Activation trigger stage**

Note: It is important to bear in mind that residents may take individual actions to prepare for and respond to flooding, outside of the community response.

SECTION 3: Community Flood Response Team and Immediate Response Actions:

Structure:

There are three distinct roles within the Community Flood Response team:



1. Flood Coordinator (FC)
2. Community Flood Wardens (CFW)
3. Deputy Community Flood Wardens (DCFW)

Summary of Responsibilities:

The Flood Coordinator has overall responsibility for leading the community flood response on behalf of Marlow Town Council; they will direct other Community Flood Response team members as appropriate. This role will be filled by the Marlow Town Council Clerk Hilary Martin, or in their absence the Deputy Town Clerk, Town Mayor or Deputy Mayor, in that descending order.

There are four high risk flood areas within the Marlow area. Each of these has been assigned a number of wardens, who also undertake a deputy role for each other. **(See Appendix 4 and 5)** The wardens are the primary channel of communication, for everybody within their designated area. If the flood warden is not available, the named Deputy on the list in the particular area will fulfil the role.

Flood wardens and Deputies are designated to specific areas but may be called upon to support other areas within the local community in Marlow.

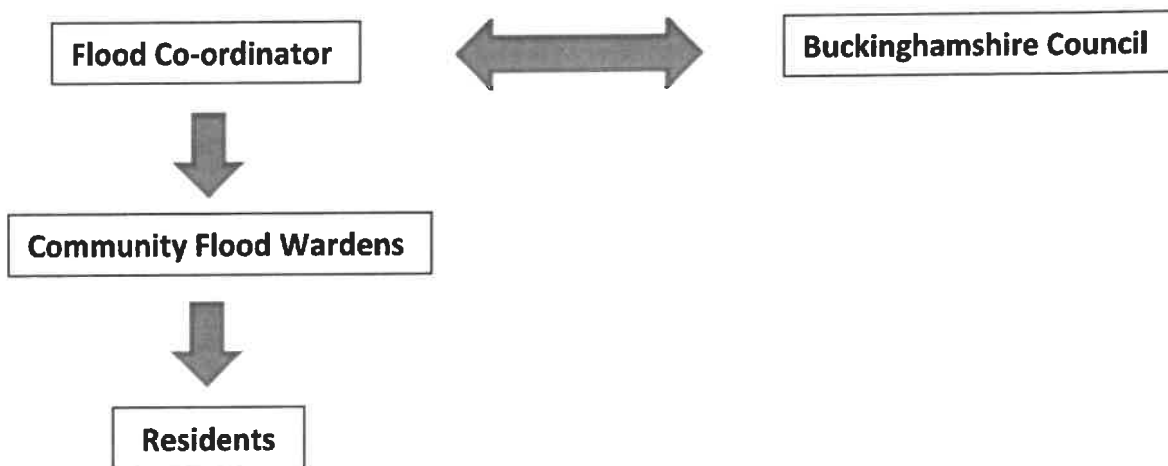
*For detailed information of the areas covered by each Community Flood Warden see **Appendix 4 and 5***

Section 4: Communication & Information Distribution

Members of the public should be provided with regular information on the situation through the news media, websites, and cascade information. Full and open communication with the public is paramount, and there is a consistent, coordinated, accurate and timely messages and guidance. Messages must be clear and comprehensible to the groups involved, and the purpose and meaning to the message(s) unambiguous.

Messages will need to be conveyed in a variety of formats, including a recognition of disability or where an area contains people from different cultures or languages.

Communication Structure



Methods of communication

will be:

- Phone Cascades
- Text Social media Website Face to face/Visits – all to be used as appropriate

Sources of information

or methods to disseminate information include:

- The Environment Agency's Flood Warning System (FWS) formerly known as Floodline Warnings Direct (FWD)
- Environment Agency website: <https://www.gov.uk/government/organisations/environment-agency>
- Met Office Website <http://www.metoffice.gov.uk/guide/weather/severe-weather-advice>
- Met Office / Government Weather Ready <https://www.metoffice.gov.uk/weather/warnings-and-advice/weatherready>
- Met Office Website and Advice <https://www.metoffice.gov.uk/>
<https://www.metoffice.gov.uk/weather/warnings-and-advice/seasonal-advice>
- Local authority and utilities websites.

- Contacting Environment Agency Floodline Service on 0345 988 11 88 – information is provided by recorded information and live call operators. (Minicom Textphone: 01904692 297).
- Thames Valley Police – Thames Valley Alert
- Via the media and social media
- During major events, regional or national television may broadcast information.
- Leaflets produced and distributed by the Environment Agency, which provide information and advice on flood warning arrangements
- Local radio stations (during a flooding incident) and their websites.
- Using contacts within community groups or parish councils

Pre-Determined Scripts

There are scripts for CFW's at Appendix 13. These are generic and can have additional information added to them as the scenario dictates.

Appendices:

Appendix1. Flood Alert - Immediate Response Actions



What it means: Flooding is possible. Be prepared

When it is used: When water levels reach trigger levels upstream and downstream at Marlow lock

A FLOOD ALERT will be issued by the Environment Agency (EA) where low impacts are likely such as:

- Some short-lived disruption to day-to-day routines in affected areas;
- Incidents dealt with under 'business as usual' response by emergency service;
- Some transport routes and travel services affected. Some journeys require longer travel times;
- Localised flooding affecting individual properties;
- Localised disruption to key sites on floodplains.

Likely Threats and Risks	
People (the public)	Could affect vulnerable service users, care homes in affected area, may be some disruption to travel/transport
Property (public, private and council)	May be some property flooding
Place (public realm/environment)	Low lying footpaths near local watercourses, driving routes near rivers may be flooded
Delivery of Town Council Services and Activities	May disrupt Council operations/activities where travel/vehicles required near to flood alert area
Other (anything else that is not covered above)	None

Flood Alert – Flood Plan Activity

Flood Coordinator (FC)	Community Flood Wardens (CFW)
<ol style="list-style-type: none"> 1. Send group message to: <ul style="list-style-type: none"> • Community Flood Wardens • Other Community Emergency Team members • Outline details of the flood alert and suggested actions to be taken "FLOOD ALERT. BE PREPARED ..." 2. Check sources of news, weather and flood information e.g. Met Office, Environment Agency, river levels. Manager to relay information to other Coordinators and Flood Wardens 3. Contact Buckinghamshire Emergency Planning Officer to receive any additional information and exchange local observations 4. Record activity in Flood Event Record, held at Marlow Town Council office. 	<ol style="list-style-type: none"> 1. Check Flood Warden Kit is available and complete 2. Charge mobile phone. Set ring tone to loud 3. Make an assessment of the likely impact in their specific area 4. Check drains and streams within area if safe to do so. Report any problems to FC or MTC office. 5. Monitor local news and weather forecasts 6. Alert community members as appropriate. Advise Flood Coordinator 7. Await further flood warnings and information

Appendix2. Flood Warning - Immediate Response Actions



When it is used: *Half an hour to one day in advance of flooding*

What it means: Flooding is expected. Immediate action is required

A FLOOD WARNING will be issued by the Environment Agency (EA) where medium/significant impacts are likely such as:

- Injuries with danger to life;
- Transport routes and travel services affected. Longer journey times expected. Some vehicles and passengers stranded;
- Disruption to some utilities, infrastructure and services;
- Damage to buildings, property and structures;
- Some rural communities temporarily inaccessible;
- Small-scale evacuation of properties may be required.

Likely Threats and Risks	
People (the public and staff)	Could affect vulnerable service users, care homes in affected area, may be some disruption to travel/transport
Property (public, private and council)	Property flooding likely
Place (public realm/environment)	Low lying footpaths near local watercourses, driving routes near rivers may be flooded, some rural communities inaccessible
Delivery of Town Council Services and Activities	May disrupt Council operations/activities where travel/vehicles required near to flood warning area
Other (anything else that is not covered above)	None

Flood Warning – Flood Plan Activity

Flood Coordinator (FC)

1. Send group message to:
Community Flood Wardens
Other CE Team Members
Elected Members - MTC
Officers – MTC
Outline details of the flood warning and suggested actions to be taken
2. Contact Buckinghamshire Emergency Planning Officer to receive additional information and exchange local observations
3. Record activity of each CFW in each area
4. Check sources of news, weather and flood information e.g. Met Office, EA, river levels. Relay information to all CE Team and FWs
5. Liaise with Buckinghamshire Council and CFW'S regarding sandbag distribution
6. Record events in Flood Event Record

Community Flood Wardens (CFW)

1. Assess the situation, extent of flooding (if any) and presence of emergency services.
2. Knock on doors of properties within CFW Area. Advise FC of any residents requiring assistance to evacuate.
3. If necessary, contact Deputy to provide support in area
4. Arrange sandbag distribution to individual houses for the vulnerable and distribution points for others.
5. If Emergency Services are present follow their guidance when appropriate.
6. Provide regular updates to FC.
7. Record events in Flood Incident Record. Take photos/video of the extent of the flooding if appropriate.

Prioritise your own safety at all times. Do not enter flood water.

Appendix3. Severe Flood Warning - Immediate Response Actions



What it means: Severe Flooding, Danger to life.

When it is used: *When flooding poses a serious threat to life*

A SEVERE FLOOD WARNING will be issued by the Environment Agency (EA) following the decision made at a multi-agency Strategic Coordinating Group (SCG) where high/significant impacts are likely such as:

- Danger to life;
- Transport routes and travel services affected for a prolonged period, long travel delays, vehicles and passengers stranded for long periods.
- Disruption to utilities and services for a prolonged period;
- Extensive damage to buildings.

Likely Threats and Risks	
People (the public and staff)	Could affect vulnerable service users, care homes in affected area, may be some disruption to travel and transport, threat to life.
Property (public, private and council)	Property flooding highly likely. Extensive damage to property
Place (public realm/environment)	Prolonged disruption to day-to-day activities, some communities inaccessible
Delivery of Council Services and Activities	May disrupt Council operations/activities where travel/vehicles required near to flood warning area, prolonged strain on Council responders
Other (anything else that is not covered above)	None

Severe Flood Warning – Flood Plan Activity

Flood Coordinator (FC)	Community Flood Wardens (CFW)
<ol style="list-style-type: none"> 1. Send group message to: <ul style="list-style-type: none"> • Community Flood Wardens • Other CE Team members • Outline details of the flood alert and suggested actions to be taken “SEVERE FLOOD WARNING. DANGER TO LIFE...” 2. Contact Duty Resilience Officer to receive additional information and exchange local observations and liaise on possible evacuation 3. Other members of CE team to provide support as necessary and directed by FC. 5. Record events in Flood Incident Record 	<ol style="list-style-type: none"> 1. Knock on doors of properties in CFW area if requested by Emergency Services. Prioritise vulnerable residents and properties with known risk of flooding. Provide guidance to members of the community as advised by Emergency Services 2. Follow guidance of the Emergency Services or hand over to Emergency Services when appropriate 3. Contact FC to report events Prepare to evacuate area/ homes as advised by Emergency Services and Buckinghamshire Council. 4. Advise individuals and households on designated evacuation destination and any hazards or routes to avoid. Assist individuals to designated destination if required in liaison with Buckinghamshire Council and Emergency Services. 5. Record events in Flood Incident Record. Take photos of the extent of the flooding if appropriate <p>Prioritise your own safety at all times. Do not enter flood water.</p>

Appendix 4: Be Prepared for a Flood

Preparing for a flood:

- Ensure that you know your property's risk to flooding and what type.
To assess your risk from river flooding visit:
<https://www.gov.uk/check-flood-risk> or call Floodline on 0345 988 1188.
- If you are at risk you may be able to register for the Environment Agency's free flood warnings service, via the website or by telephone. Ensure you keep the Floodline number and your quick dial code handy to get the latest information.
- Get to know the flood warning codes and what they mean from the
- Environment Agency's website.
- Check your buildings and contents insurance policy to confirm you are covered for flooding and to check you haven't underestimated the value of
- Know how to turn off your gas, electricity and water supplies. If you have any doubts you should ask your supplier for advice. Putting stickers on the taps and switches you need to turn off during a flood makes it easier to remember and quicker to do.
- Think about what you will do with pets, cars, furniture, electrical equipment and garden furniture should you be affected by flooding. You can download a template to produce a household flood plan from the flood pages of <https://www.gov.uk/check-flood-risk>.
- If your home is prone to flooding, buy flood protection equipment in advance. The National Flood Forum has information on flood protection equipment at <https://nationalfloodforum.org.uk/>.

Responding during a flood:

- Tune in to your local radio station, follow the news online, social media or call Floodline to get the latest information.
- Report property flooding or river blockages to the Environment Agency incident hotline on 0800 80 70 60.
- If safe to do so, turn off gas, electricity and water supplies before flood water enters your home.
- If your home has been flooded you are advised to move your family and pets upstairs, or to a high place with a means of escape - remember to take your emergency "grab bag" with you.
- Do not touch sources of electricity when standing in flood water.
- Never drive through flood water. Eighty per cent of flood deaths occur in vehicles.
- If there is raw sewage in your property you should not enter your property at all and you should seek alternative accommodation until it has been cleansed.
- If a flood is likely, put plugs in sinks and baths and weigh them down.

After a flood:

- Find out if it is safe to return to your property by monitoring the media and local authority website - check falling river levels via Floodline and the Environment Agency's website.
- Ring your insurance company as soon as possible and follow their advice. If you can access your property, take photographs for evidence.
- To protect against contamination always wear waterproof outerwear, wellingtons and gloves.
- Get your local electricity supply checked before switching back on and have your gas or oil central heating checked by a qualified person.
- Your local council may help provide skips for clearing flood-damaged household items.

Appendix 5: Contact details – Marlow Town Council, Members and Flood Wardens Community/Volunteers Flood Group

Contact:	Email details:
Peter Ashford	peter.ashford@gmail.com
Giles Armstrong	Giles_armstrong@gmail.com
Erica Barclay	Mobile: 07815 712872
Suzanne Brown	Mobile: 07984 929812 Home: 01628 475726
Terry Burke	Email: terry_burke@sky.com Home: 01628 473881
Jeremy Chinn	Email: jpchinn@gmail.com Mobile: 07973 141563
David Drever	Email: daviddrever@hotmail.com
Claire Harding	Email: claire-harding@hotmail.co.uk
Duncan Holmes Birtles	Lock Keeper Email: holmesbirtles@btinternet.com Home: 01628 482487
Trevor Kippax	Email: trevorkippax@yahoo.com
Rick Krajewski	Email: kraj.home@gmail.com
Carole Locke	Email: ccalocke@btinternet.com
Malcolm McDonald	Mobile: 07971 675681
Jocelyn Towns	Mobile: 07715 547251 Home: 01628 477914
Amanda Webb	Email: mandiclaire@hotmail.co.uk
Hilary Martin Duty Resilience Officer	Email: hilarymartin@marlow-tc.gov.uk Mobile: 07814 547184 Mobile: 07738 501318
Neil Landricombe	Environment Agency Email: neil.landricombe@environment-agency.co.uk
Hilary Martin	Town Clerk hilarymartin@marlow-tc.gov.uk Mobile: 07814 547184

Appendix 6 Summary of Responsibilities of wardens and areas

Key Points:

- Key role is to foster Community Resilience by:
 - Being familiar with area
 - Introduce to residents in area of responsibility
 - Have they signed up to EA flood alerts?
 - Do they have a Flood Plan and a Flood Bag/kit (see appendix 9)
 - Build relationship with vulnerable and identify their needs
- Flood wardens are not responsible for rescuing anyone or saving properties
- Wardens assist prior to flooding by relaying information to Marlow population and passing back to Officers and Councillors
- Assist in preparation for a flooding incident e.g., distributing sandbags
- Always follow instructions of emergency services.
- Ensure the warden flood kit is complete (see appendix 9)

Buckinghamshire Council and Emergency Services will:

- Arrange for sandbags to be delivered to distribution points
- Assist in evacuation, setting up a reception/rest centre if required
- Liaising with each other and MTC
- Deploying staff as required
- Rescues only to be made by trained personnel

Flood alert:

- Check each Flood Kit is complete and ready
- Assess impact in CFW Area and report back to FC
- Check Drains & Steams in CFW Area (Only if safe so to do)
- Monitor local news and weather forecasts.
- Alert Community Members and Deputy CFWs in the CFW Area.
- Contact vulnerable people in CFW Area.

Secondary assistance:

- Help to advise on property protective measures.
- Air brick covers, Pumps and Plastic sheeting for sandbags, start planning for distribution with FC.

Flood Warning:

- Assess situation and extent of flooding within CFW Area.
- Check presence of Emergency Services.
- Knock on doors of properties within CFW Area.
- Locate to a safe area within CFW Area.
- Arrange Sandbag Distribution.
- Arrange suitable drop-off points for sandbags for others within CFW Area.
- Contact FC to confirm arrival at safe area and location. Receive guidance and updates.

- If emergency services present, follow their guidance when appropriate.
- Record events in Flood incident record.

Secondary assistance:

- Advise on possible temporary parking for emergency vehicles and for sandbag delivery vehicles.

Severe flood warning:

- Knock on doors of properties within CFW Area.
- Pass on advice from Emergency Services.
- Contact FC to report events.
- Prepare to evacuate CFW Area and homes as advised by emergency services & Buckinghamshire Council
- If evacuation likely -advise on "Flood Bag".
- See Sheet "Flood Kit and Flood Bag" (Appendix 9)
- Advise residents on designated evacuation destination and any hazards or routes to be avoided.
- Assist individuals to designated destination if required but in liaison with Buckinghamshire Council and Emergency Services.

Secondary Assistance:

- Remind those evacuating about security.
- Ensure Police informed of which properties have been evacuated.

After the event:

- Contact vulnerable to identify what further assistance / support they may need.
- Contact those returning from evacuation to identify what assistance they may need.
- Identify suitable points for collection of unwanted sandbags.
- Inform FC of any clean-up required.
- Advise Police of evacuated homes, if known.

Secondary assistance:

- Contact relatives, friends and neighbours.

Appendix 7 Marlow Flood Areas

Warden

Area A		
	Dedmere Road	Suzanne Brown
	Fieldhouse Lane	Suzanne Brown
	Holland Road	Peter Ashford
	Quarrydale Drive	Peter Ashford
	Riverpark Drive	
	Meadow Close	Claire Harding
	Hyde Green	Claire Harding

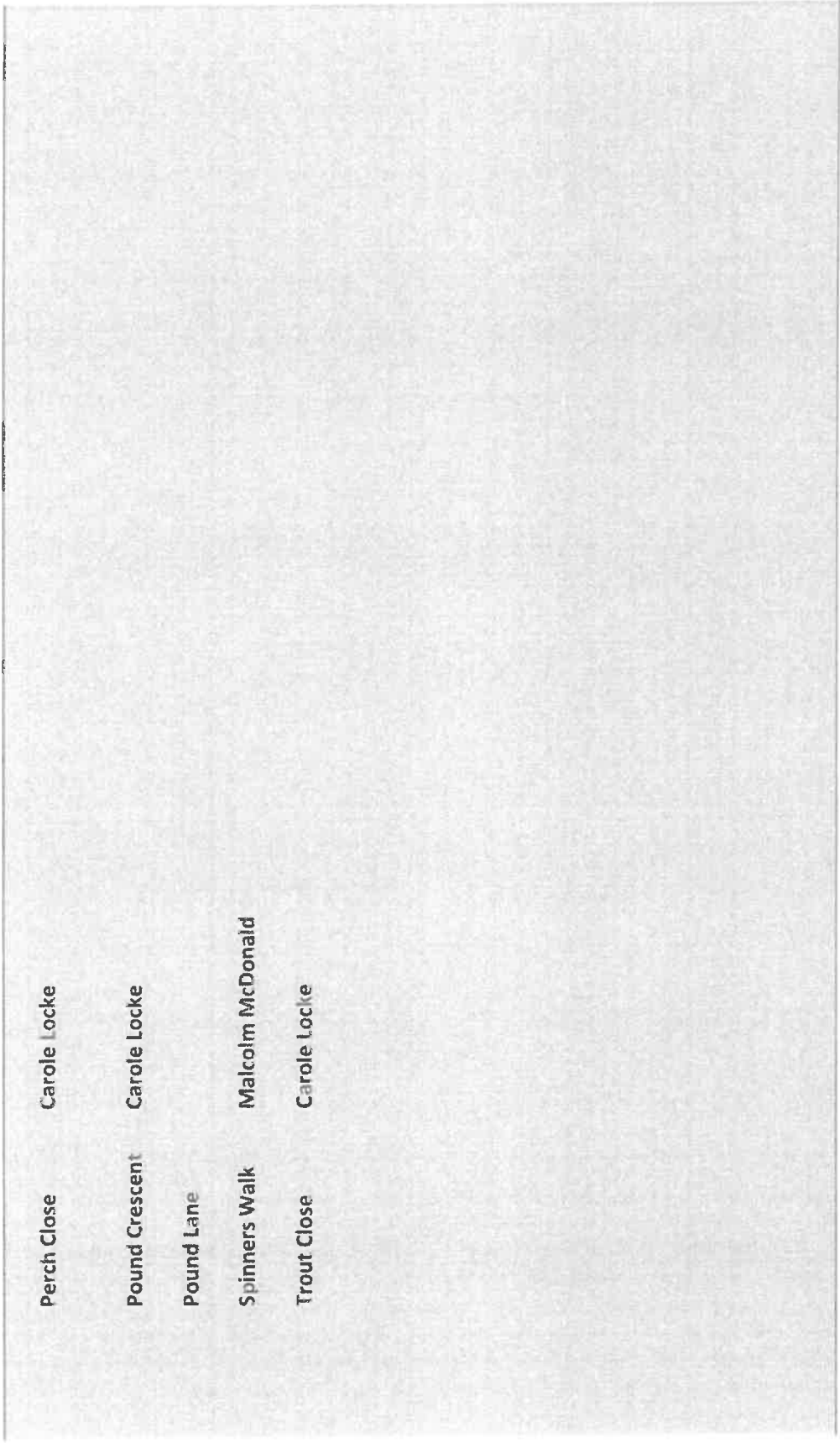
Area B		
	Firvie w Close	David Drever
	Gossmore Close	Amanda Webb
	Gossmore Lane	Trevor Kippax
	Gossmore Walk	Amanda Webb
	Riverwoods Drive	Trevor Kippax

Area C

Lock Island	Duncan Holmes
Lock Road	Jocelyn Towns
Mill Road	Jocelyn Towns
Fishermans Retreat	Giles Armstrong
St Peter Street	Giles Armstrong
Tierney Court	Bernie Oliver

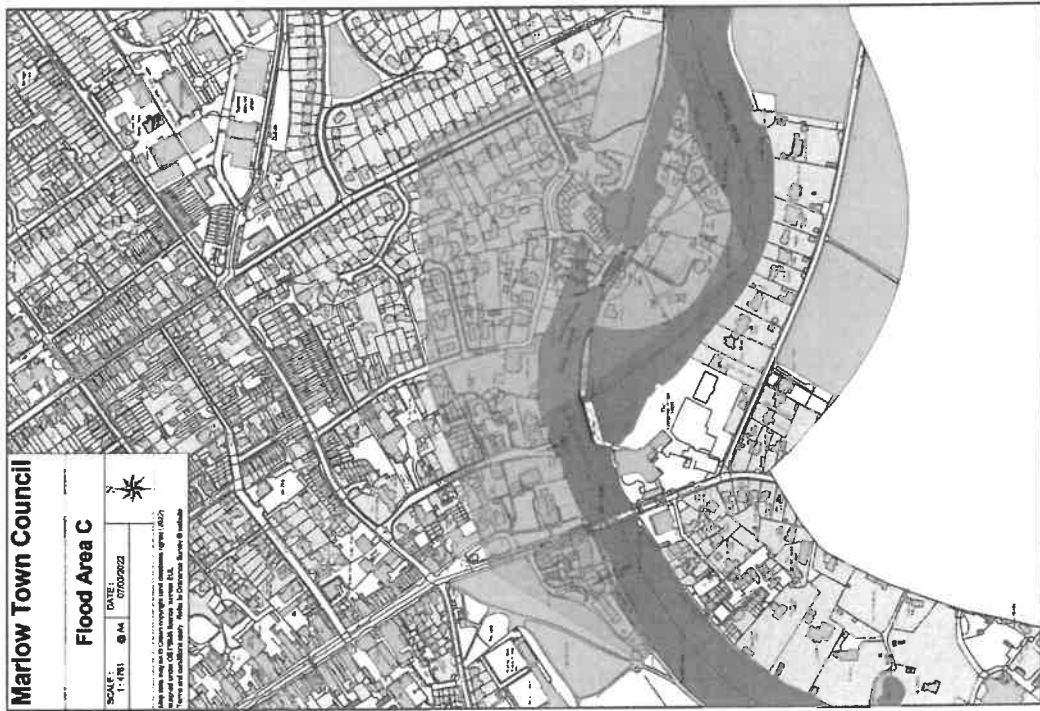
Area D

Wethered Park	Terry Burke
Bream Close	Carole Lotte
Garnet Court	Jeremy Chinn
Grayling Close	Erica Barclay
Harwood Road	Rick Krajewski
Lower Pound lane	Rick Krajewski
Marlin Court	Jeremy Chinn
Penwood Lane	Rick Krajewski



Appendix 8: Flood Area Maps









**Appendix 9: Volunteer/Community groups
(Confidential Information to be held by Marlow Town council)**

Appendix 10: Signposting for further information

Ventguard	Air brick covers	http://ventguard.org/
Crocodile Flood Solutions.	Various	http://www.crocodilefloodsolutions.co.uk/index.html?gclid=CJIDV-vCSosICFS_MtAodXFMAKg
Aggeres	Large Scale	http://www.aggeres.com/
Floodgates Ltd	Various	http://www.floodgate.ltd.uk/
Caro Flood Defence	Various	http://www.caro.co.uk/index.php?pageid=357
CSI Products	Various	http://www.flood-products.co.uk/
Floodark	Barriers	http://www.floodark.com/
AST Floodwall	Various	http://www.astfloodwall.com/
Flood Protection Solutions	Barriers	http://www.floodprotectionsolutions.co.uk/
UK Flood Barriers	Various	http://www.ukfloodbarriers.co.uk/Default.aspx
Lakeside Flood Solutions	Barriers	http://www.lakesidefloodsolutions.co.uk/
Fluvial Innovations	Barriers	http://www.fluvial-innovations.co.uk/
Stormguard	Various	http://stormguardfloodplan.com/
MultiFlood Solutions	Various	http://www.multifloodsolutions.co.uk/
Eco Coverage	AirBrick Covers	http://www.ecocoverage.co.uk/
Floodguards	Barriers	http://www.floodguards.com/
AET Flood Defence	Aquasac	http://www.flood-defence.co.uk/
Flood Management Company	AirBrick Covers, Flood bags, Toilet seals.	http://www.amazon.co.uk/s/ref=bl_sr_div?ie=UTF8&field-keywords=Flood+Management+Company&index=div
Bingo-UK	Dynamo Torch	http://www.amazon.co.uk/YKS-Dynamo-Flashlight-Torch-Camping/dp/B00D8WY4NQ/ref=pd_cp_light_0

Appendix 11: Flood Kit/Grab Bag

CFW Flood Kit

- Wellington Boots/Waders
- Waterproof and warm clothes.
- Torch
- Mobile, fully charged, LOUD ringtone, In plastic bag?
- High Vis vest
- Contact number list

Residents Flood Bag

- Medicines
- Warm clothes.
- Overnight wash bag.
- Telephone and Charger.
- Money and cards.

Appendix 12: Health and Safety

HEALTH AND SAFETY CONSIDERATIONS

Your personal health, safety and wellbeing are of paramount importance. Do not place yourself at risk of injury or harm while undertaking your role as a Community Flood Warden. This applies not only during a flood event, but any activities you may be involved in before and afterwards. Keep the following health and safety points in mind at all times:

Risk and guidance

Do not place yourself at unnecessary risk of injury or harm. Assess risk at all times

Always follow the advice and guidance of the Emergency Services

Always follow the advice and guidance set out in the Community Flood Plan and training documents

Personal safety and wellbeing

Do not enter flood water – it may be contaminated or hide unforeseen obstacles such as pits, holes, lifted drain covers etc.

Do not attempt to enter any areas that have been cordoned off by the Emergency Services

Do not attempt to drive on any roads that have been closed by the Emergency Services

Always wear a high visibility vest while carrying out flood warden activities

Always ensure you are visible. Use a torch if working at night or in low light conditions

Never work alone. Always work in pairs or small groups. Maintain visual contact with others at all times

Wash your hands after coming in to contact with flood water, especially before eating or drinking

Keep warm and watch out for signs of hypothermia in yourself and others

Take extra care when walking on wet, slippery or uneven ground

Do not enter into confrontational situations with others. Be polite when talking to other people

Be alert to the possibility of falling objects, especially in strong winds

Take care when crossing roads and be mindful of traffic and other vehicles at all times. Do not attempt to cross bridges or railways affected by flood water

Communications

Do not rely upon your mobile telephone as a means of communication.
Maintain visual contact with other Wardens at all times
Refer enquiries from the press or media to a Flood Group Emergency
Coordinator

Other activities

Do not operate any equipment or machinery unless you have been trained or
authorised to do so
Do not operate or install any individual property protection equipment, such as
flood gates or sand bags, unless you have been trained or authorised to do so
Do not attempt to unblock any drains, culverts or waterways yourself unless
trained or authorised to do so

Appendix 13 Flood Warden Scripts

Door Knocking

Hello,

I am a Flood Warden from Marlow Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.

Have you received the alert/warning and do you understand what it means?

Use the appropriate flood warning advice on pages 11-13 to explain what it means and how they should prepare.

Is anyone in the property vulnerable? *If yes take details and make the FC aware.*

Do you believe any of your neighbours to be vulnerable? *If yes take details and make the FC aware.*

Telephone Volunteer Script

Hello,

I am calling from Marlow Town Council. The Environment Agency has issued an alert/warning/severe warning of flooding in this area.

Have you received the alert/warning and do you understand what it means?

Use the appropriate flood advice on pages 11-13 to explain what it means and how they should prepare.

Is anyone in the property vulnerable? *If yes take details and make the FC aware.*

Do you believe any of your neighbours to be vulnerable? *If yes take details and make the FC aware.*

Appendix 14 - Flood Alert Advice



What to do if you get a flood alert

A flood alert means you need to prepare: **flooding is possible.**

If you haven't already done so, you should:

Check your flood risk and sign up for flood warnings - <https://flood-warning-information.service.gov.uk/long-term-flood-risk> OR call Floodline on 0345 988 1188.

Keep up to date with the latest situation - check Floodline on 0345 988 1188 or follow @EnvAgency and #floodaware on Twitter for the latest flood updates.

Read the EA's - What to do in a flood - guide at <https://tinyurl.com/crivf2a3>

Have a bag ready with vital items like insurance documents and medications in case you need to leave your home

Check you know how to turn off your gas, electricity and water mains supplies

Plan how you'll move family and pets to safety.

Appendix 15 – Flood Warning Advice



What to do if you get a flood warning

A flood warning means you need to act: **flooding is expected**. You should do all the actions for a flood alert but also:

Move vehicles to higher ground if it's safe to do so

Move family and pets to safety

Move important items upstairs or to a safe place in your property, starting with cherished items and valuables, then furniture and furnishings

Turn off gas, electricity and water supplies if it's safe to do so; never touch an electrical switch if you're standing in water

If you have property protection products such as flood barriers, or air brick covers, use them now

Keep track of the latest situation

Appendix 16 – Severe Flood Warning Advice



What to do if you get a severe flood warning

A severe flood warning means there is danger to life: you must act now.

Call 999 if you're in immediate danger

Follow advice from the emergency services and evacuate if you're told to do so

Make sure you have an emergency kit including a torch, spare batteries, mobile phone and charger, warm clothes, important numbers like your home insurance, water, food, first aid kit and any medicines and baby care items you may need

Alert neighbours and offer help if it's safe to do so

Avoid driving or walking through flood water: just 30cm (1 foot) of fast flowing water could move your car and even shallow moving water can knock you off your feet

Keep your family and pets away from floodwater – it may contain heavy debris, sharp objects, open manhole covers, sewage and chemicals

Wash your hands if you've been in contact with flood water which may contain toxic substances

MANAGEMENT ACCOUNTS

Attached as appendix D1 – 6 are the following schedules:

Balance sheet dated 30.04.22
Income and Expenditure schedule dated 30.04.22
Earmarked Reserves schedule dated 30.04.22
Grants schedule dated 30.04.22
Bank Reconciliation dated 30.04.22
Copy bank statements at 30.04.22

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.22 BE APPROVED AS RECOMMENDED BY THE
RESOURCES COMMITTEE MINUTES RC.06.22

05/07/22

April 2022

**OWTOWNCOUN**

Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>YTD Balance</u>
	<u>01.04.2022</u>	<u>Apr-22</u>	<u>Apr-22</u>
Investment Stock			
Investments	-	-	-
Current Assets			
Debtors & Prepayments	26,368.62	(4,918.83)	21,449.79
Bank, Cash & Cash Holding	445,442.61	164,325.36	609,767.97
VAT	22,844.04	3,989.10	26,833.14
	<u>494,655.27</u>	<u>163,395.63</u>	<u>658,050.90</u>
Current Liabilities			
Creditors, Accruals	(62,026.12)	3,904.98	(58,121.14)
Deferred Precept Income & WDC Council Tax Funding	(250.00)	(157,630.00)	(157,880.00)
Other Taxes & SS costs	(3,240.29)	(146.24)	(3,386.53)
	<u>(65,516.41)</u>	<u>(153,871.26)</u>	<u>(219,387.67)</u>
Current Assets Less Current Liabilities	429,138.86	9,524.37	438,663.23
Total Assets Less Liabilities	<u>429,138.86</u>	<u>9,524.37</u>	<u>438,663.23</u>
Capital & Reserves			
Earmarked Reserves	391,718.71	-	391,718.71
General Reserves	37,420.15	-	37,420.15
EMR Movement 2022/23	-	(4,609.85)	(4,609.85)
Current Year Surplus/(Deficit)	-	14,134.22	14,134.22
	<u>429,138.86</u>	<u>9,524.37</u>	<u>438,663.23</u>

Appendix D1



MARLOW TOWN COUNCIL

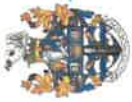
05/07/22

April 2022

Income & Expenditure Summary

	Actual Apr-22	Budget Apr-22	Variance Apr-22	YTD Apr-22	YTD Budget Apr-22	YTD Bud Var Apr-22	Full Year Budget
Precept Received	31,399.00	31,399.00	-	31,399.00	31,399.00	-	376,798.00
Bucks CC Devolved Services	17,377.10	17,376.00	1.10	17,377.10	17,376.00	1.10	17,376.00
WDC Devolved Services	-	48,119.00	(48,119.00)	-	48,119.00	(48,119.00)	48,119.00
Allotment Rents	27.50	-	27.50	27.50	-	27.50	14,100.00
Cemetery Fees	4,686.75	4,174.00	512.75	4,686.75	4,174.00	512.75	50,000.00
Gossmore Recreation Ground	-	700.00	(700.00)	-	700.00	(700.00)	1,200.00
Bus Shelter Advertising	-	50.00	(50.00)	-	50.00	(50.00)	600.00
Banner Administration	90.00	300.00	(210.00)	90.00	300.00	(210.00)	850.00
Markets	-	-	-	-	-	-	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	-
Dividend & Cash Holding Interest	83.55	519.00	(435.45)	83.55	519.00	(435.45)	6,231.00
Misc Income	62.50	-	62.50	62.50	-	62.50	-
	53,726.40	102,637.00	(48,910.60)	53,726.40	102,637.00	(48,910.60)	517,274.00
NB Income in Reserves	1,113.40	-	1,113.40	1,113.40	-	1,113.40	-
Salaries	16,894.75	17,200.00	305.25	16,894.75	17,200.00	305.25	211,132.00
Subcontractors	(9.88)	1,428.00	1,437.88	(9.88)	1,428.00	1,437.88	18,321.00
Administration	4,508.49	4,067.00	(441.49)	4,508.49	4,067.00	(441.49)	30,871.00
Waste Management	210.00	678.00	468.00	210.00	678.00	468.00	5,326.00
Health and Safety	205.24	466.00	260.76	205.24	466.00	260.76	3,810.00
Equipment, Operating and Maintenance	1,028.42	264.00	(764.42)	1,028.42	264.00	(764.42)	3,188.00
Community	5,400.86	4,405.00	(995.86)	5,400.86	4,405.00	(995.86)	128,740.00
Devolved	6,469.43	7,087.00	617.57	6,469.43	7,087.00	617.57	81,888.00
Utilities	731.35	662.00	(69.35)	731.35	662.00	(69.35)	8,609.00
Buildings	3,701.34	3,562.00	(139.34)	3,701.34	3,562.00	(139.34)	18,002.00
Insurance	-	-	-	-	-	-	3,787.00
Van	452.18	300.00	(152.18)	452.18	300.00	(152.18)	3,600.00
Investment	-	-	-	-	-	-	-
	39,592.18	40,119.00	526.82	39,592.18	40,119.00	526.82	517,274.00
NB Expenditure in Reserves	5,723.25	-	5,723.25	5,723.25	-	5,723.25	-
Surplus/(Deficit)	14,134.22	62,518.00	(48,383.78)	14,134.22	62,518.00	(48,383.78)	-

Appendix D2



April 2022

MARLOW TOWN COUNCIL

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2022	INCOME 2022/23	Transfer 2022/23	EXPENDITURE 2022/23	MVT TO DATE	BALANCE end April 2022
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organisations	Ongoing	7116	4,750.00	1,113.40			1,113.40	5,863.40
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	7,602.28				0.00	7,602.28
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	124,287.08				0.00	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		6,362.87				0.00	6,362.87
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	35,224.36				0.00	35,224.36
Triangle project	Hangling Hill project	Ongoing	7340	1,007.82				0.00	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		496.00				0.00	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)		0.00				0.00	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)		0.00				0.00	0.00
EXTERNAL FUNDING									
CIL 2020/21	CIL funding - subject to restricted use	Projects to be identified	4999	13,214.78			5,723.25	(5,723.25)	7,491.53
CIL 2021/22	CIL funding - subject to restricted use	Projects to be identified	4999	0.00				0.00	0.00
CIL 2022/23	CIL funding - subject to restricted use	Projects to be identified	4999	0.00				0.00	0.00
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	9,080.13				0.00	9,080.13
Equipment replacement	Future repairs and replacement	Ongoing		51,693.33				0.00	51,693.33
				391,718.71	1,113.40	0.00	5,723.25	(4,609.85)	387,108.86

APP
D3

05/07/22

April 2022



MARLOW TOWN COUNCIL

Grants and Donations

Actuals 2021/22	2022-23	MTC Grants	Date Paid	Permissive Legislation
	BUDGET FOR THE YEAR 2022/23	8000.00		
	RESERVES	5863.40		
		13863.40		
72.50	Royal British Legion			+
1000.00	Marlow Regatta Ltd			#
250.00	Marlow Camera Club			~
200.00	Marlow Cameo Club			#
500.00	Christ Church (United reformed)			+
500.00	Lighthouse Marlow			+
500.00	Marlow Museum Centre Project			#
500.00	Chiltern Arts			~
500.00	Rennie Grove Hospice Care			+
464.10	Wild Marlow			+
400.00	Marlow Energy Group			+
500.00	Dementia Action Marlow			+
1500.00	Marlow United Charities			+
	TOTAL APPLICATIONS	0.00		
	from reserves			
	BALANCE including reserves movement	0.00		
	+ LGA 1972 S.137	0.00		+
	S.137 cap for Marlow £96,227 (£8.41 x 11,442 electors (2021 ER))			
	# LGA 1972 S.144	0.00		#
	~ LGA 1972 S.145	0.00		~
	^ C and D Act 1998	0.00		^

APP D4

05/07/22

Bank Reconciliation 30.04.22



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>176,707.91</u>
Current Account	01581935	per statement	<u>227,660.55</u>
Cheque & Debit card Account	03049254 less unrepresented chqs	per statement	900.76
			<u>900.76</u>
Paypal			-
Petty Cash			<u>40.45</u>
			<u>40.45</u>
Total Bank and Cash			405,309.67
National Savings Investments	AG174600	per statement	-
Santander Business Account			-
CCLA - Public Sector Deposit Fund			<u>204,458.30</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			-
Short Term Cash Holdings			204,458.30
Total Bank and Short Term Cash Holdings			609,767.97

App D5

Marlow Town Council
 Court Garden
 Marlow
 SL7 2AG

Your Account

Sort Code
 Account Number

MARLOW TOWN COUNCIL

01 April 2022 to 30 April 2022

Money In	£229,339.74	Balance on 01 April 2022	£65,464.34
Money Out	£49,766.43	Balance on 30 April 2022	£227,660.55

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Apr 22					65,464.34
01 Apr 22					65,390.41
01 Apr 22					65,160.81
01 Apr 22					64,823.51
04 Apr 22					64,665.17
04 Apr 22					64,992.67
05 Apr 22					64,983.67
06 Apr 22					63,962.26
06 Apr 22					81,962.26
07 Apr 22					82,700.00
08 Apr 22					79,459.71
08 Apr 22					79,502.40
12 Apr 22					101,427.40
13 Apr 22					101,491.55
14 Apr 22					101,312.81
19 Apr 22					101,305.23
19 Apr 22					101,285.73

(Continued on next page)

APP D6

MARLOW TOWN COUNCIL

Sort Code
Account Number

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
19 Apr 22					101,118.71
19 Apr 22					100,735.28
21 Apr 22					102,615.28
22 Apr 22					102,690.28
22 Apr 22					101,360.28
22 Apr 22					101,070.49
22 Apr 22					90,391.57
25 Apr 22					90,458.07
25 Apr 22					86,713.55
25 Apr 22					87,455.61
25 Apr 22					87,284.61
27 Apr 22					83,684.61
27 Apr 22					83,237.19
29 Apr 22					250,341.19
29 Apr 22					226,662.55
29 Apr 22					227,660.55

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Marlow Town Council
Court Garden
Marlow
SL7 2AG

Your Account

Sort Code
Account Number

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

01 April 2022 to 30 April 2022

Money In	£2,250.84	Balance on 01 April 2022	-£21.41
Money Out	£1,328.67	Balance on 30 April 2022	£900.76

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Apr 22					1,000.00
11 Apr 22					884.50
12 Apr 22					933.34
12 Apr 22					925.53
12 Apr 22					876.60
13 Apr 22					872.11
13 Apr 22					866.22
13 Apr 22					821.26
14 Apr 22					1,000.00
14 Apr 22					990.65
14 Apr 22					716.52
19 Apr 22					616.57
19 Apr 22					1,000.00
21 Apr 22					841.00
22 Apr 22					829.00
25 Apr 22					1,000.00

(Continued on next page)

MARLOW TOWN COUNCIL - IMPREST ACCOUNT
 Sort Code
 Account Number

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Apr 22					986.79
27 Apr 22					1,434.21
28 Apr 22					1,434.01
28 Apr 22					1,426.26
28 Apr 22					1,000.00
29 Apr 22					970.00
29 Apr 22					900.76

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

MARLOW TOWN COUNCIL
MARLOW TOWN COUNCIL

£ 176,710.76 Balance

0.01 % gross Interest rate

£176,710.76 Available funds: ?

Payments and transfers >

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More actions >

Statement

Search your statement



< Previous

Next >

Latest

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
09 Jun 22					176,710.76
09 May 22					176,709.26
29 Apr 22					176,707.91
11 Apr 22					174,989.08
06 Apr 22					174,987.57
30 Mar 22					192,987.57

D6

INFORMATION REPORTS

A) Committee Minutes

Members are reminded that all minutes are posted to the Town Council website and all members are invited to review all Council and Committee minutes regularly.

B) Social Media Summary Report

Facebook

Facebook reach May 1st to July 15th 5.4k, down 11% on previous two months.

Highest reacting post had 637 likes and 28 shares, post on the success of Party Like the Queen on June 7th.

Instagram

Instagram reach May 1st to July 15th 360 up 18% on previous month.

Most engaging post was Party Like the Queen with 674 people reached.

Twitter

In 28 days prior to July 15th

Impressions 1,100 down 16% on previous month.

Profile visits 163 up 12% on previous month.

Mentions 7 down 12.5 % on previous month.

Top Tweet earning 436 impressions was the release on Party like the Queen.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

M.41.22

In pursuance of the Public Bodies (Admission to Meetings) Act 1960 the press and public are excluded for agenda item M.41.22

M.41.22 Contract Extension