

# MARLOW TOWN COUNCIL

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

## MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 2<sup>nd</sup> AUGUST 2022 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW

<b>Present</b>	<b>Town Mayor</b>	Cllr R Scott
	<b>Deputy Mayor</b>	Cllr J Towns
	<b>Leader</b>	Cllr C Funnell
	<b>Deputy Leader</b>	Cllr C Hoyle
	<b>Councillors</b>	D Brown R Cadman C Heap N Marshall R Wilson
	<b>Town Clerk</b>	Mrs H Martin
	<b>Deputy Clerk</b>	Mrs K Joy

The Town Mayor started the meeting by calling for a minute silence in memory of Past Town Mayor and Councillor Bob Johnson.

### **M.27.22 Apologies for absence**

Apologies for absence were received from Cllr T Avery, Cllr N Mityaeva and Cllr C Stapley.

### **M.28.22 Declarations of interest**

There were no declarations of interest.

### **M.29.22 Communications from Town Mayor**

#### **Mayoral engagements**

Since our last meeting, I have attended the following –

**26<sup>th</sup> 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)*

**28<sup>th</sup> & 29<sup>th</sup> June** Joined two classes of pupils from Sandygate School in May Balfour Gardens who were carrying out litter picking and being informed about plants and insects.

**28<sup>th</sup> June** With mayoress and Cllrs Heap and Towns, attended the annual general meeting of Dementia Action, Marlow.

**8<sup>th</sup> July** With mayoress, attended the opening of Scamp & Dude shop.  
*(Another new business welcomed to the town)*

**10<sup>th</sup> July** With mayoress, attended the British Legion Commemoration of 40th anniversary of the end of the Falklands conflict on The Causeway.

**13<sup>th</sup> July** With the deputy mayor, attended Great Marlow School Celebration of Success

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.

*(First time this event has been held for three years and demonstrates the successes of this secondary school and the abilities of its students)*

- 19<sup>th</sup> 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.
- 20<sup>th</sup> 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.
- 24<sup>th</sup> 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**

#### **M.30.22                      Report from Leader of the Council**

Cllr C Funnell sent condolences to the family of Mr Martin Blunkell, Chairman of the Marlow Society, and to the family of Mr Bob Johnson.

#### **M.31.22                      Town Council Minutes dated 14.06.22**

##### **RESOLVED:**

THAT THE MINUTES DATED 14.06.22 WERE AGREED AND SIGNED AS A TRUE RECORD

#### **M.32.22                      Banners**

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

Currently banners were available in the High Street from the end of January until October and Spittal Street all year round.

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

It was noted that the fee for erecting a banner is paid directly to the contractor and that the Town Council runs this service at a loss.

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.

Members discussed whether the service could be outsourced and whether to significantly increase the costs. Both of these ideas were dismissed.

**RESOLVED:**

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

**M.33.22 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 was circulated and confirmed 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 was circulated and Officers have noted the observations and appropriate action is being taken.

**RESOLVED:**

THAT MEMBERS APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2021/22

**M.34.22 Marlovian Magazine**

Proposal 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.

**RESOLVED:**

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

**M.35.22 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.

Of note was the need for further recruitment of flood wardens. 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 was circulated to all members.

**RESOLVED**

THAT COUNCIL APPROVED THE REVISED FLOOD PLAN

**M.36.22 Management Accounts**

**RESOLVED:**

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.22, AS PROPOSED BY THE RESOURCES COMMITTEE UNDER MINUTE RC.06.22, WERE APPROVED BY COUNCIL

**M.37.22 Information Reports**

A) Committee Minutes

Members were 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 NOTED THE REPORTS

**M.38.22 Reports from Outsides Bodies**

Cllr C Heap

Reported attending a Jubilee Tea event at Age Concern and an art event at the Ark Café. Would be visiting the Community Hub (previously the Cottage Hospital) next week.

Cllr R Wilson

Reported that the Marlow Forum would be convening meetings again.

Cllr N Marshall

Reported attending a meeting of the Marlow Society.

Cllr R Scott

Reported that the Marlow Society were still without a Chairman and Vice Chairman.

Cllr J Towns

Reported attending the Dementia Action AGM and a BidCo board meeting.

**M.39.22 Reports from Buckinghamshire Council**

Cllr J Towns

Reported that BC were still struggling with waste collections and that BC Councillors and cabinet members had been made aware of the situation.

Cllr C Heap

Reported that the Local Boundary Commission consultation had proposed changes to the ward boundaries affecting the election of Buckinghamshire Councillors.

Cllr Heap encouraged the public to report missed waste collections to Chiltern Waste and Cleansing and to contact the Town Council should they need further assistance.

For the reporting of other BC issues via Fix my Street, Cllr Heap asked residents to contact a Buckinghamshire Councillor if the issue was unresolved.

Cllr N Marshall

Reported that the Spinfield School solar installation was complete. The trial EV charging pilot scheme in Liston Road was not to be continued due to being financially unviable.

**M.40.22 Date of next meeting**

Tuesday 4<sup>th</sup> October 2022 at 7.00pm

*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**

**RESOLVED:**

THAT THE EXTENSION TO THE CONTRACT, AS RECOMMENDED IN THE REPORT, WAS AGREED BY COUNCIL

The meeting closed at 8pm

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