

# MARLOW TOWN COUNCIL

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

**TO:**

**MEMBERS OF THE RESOURCES COMMITTEE:**

**Councillor N Mityaeva- Chairman**

**Councillors D Brown, R Cadman, C Funnell, R Wilson**

A MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **TUESDAY 20<sup>th</sup> SEPTEMBER 2022 AT 7.30pm** IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

## **A G E N D A**

**Hilary Martin**  
Mrs Hilary Martin  
Town Clerk  
08.09.22

RC.08.22	Apologies for absence	
RC.09.22	Declarations of Interest	
RC.10.22	Minutes of the previous meeting dated 12.07.22	
RC.11.22	Information Reports	
	a) Accounts Paid	
RC.12.22	Grants	DECISION
RC.13.22	Management Accounts	DECISION
RC.14.22	Garage Door Repair	DECISION
RC.15.22	Date and time of next meeting: <b>Tuesday 8<sup>th</sup> November 2022 at 7.00pm</b>	

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.

## MARLOW TOWN COUNCIL

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

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON TUESDAY 12<sup>th</sup> JULY 2022 AT 7.00pm IN THE COUNCIL OFFICE, COURT GARDEN, MARLOW

**Present**

<b>Chairman</b>	<b>Cllr N Mityaeva</b>
<b>Town Mayor</b>	<b>Cllr R Scott</b>
<b>Leader</b>	<b>Cllr C Funnell</b>
<b>Councillors</b>	<b>D Brown</b>
	<b>R Cadman</b>
<b>Town Clerk</b>	<b>Mrs H Martin</b>
<b>Deputy Clerk</b>	<b>Mrs K Joy</b>

**Also present**

**Mrs J Bailey**  
**Cllr C Hoyle**  
**Cllr C Stapley**

**RC.01.22 Apologies for absence**

Apologies for absence were received from Cllr R Wilson.

**RC.02.22 Declarations of Interest**

There were no declarations of interest.

**RC.03.22 Minutes of the previous meeting dated 22.03.22**

**RESOLVED:**

THAT THE MINUTES DATED 22.03.22 WERE AGREED AND SIGNED AS A TRUE RECORD

**RC.04.22 Information Reports**

a) Accounts Paid since the last meeting

Circulated to all members were the lists of payments made since the last meeting.

b) Investments Reports and Statements

Circulated to all members were the CCLA Public Sector Deposit Fund Statements and CCLA Local Authorities Properties Fund Prices and Dividend Yields to date.

MEMBERS NOTED THE REPORTS

**RC.05.22**

**Grants**

Completed Grant application forms had been received from the following organisations. The full grant applications were available on request.

	Funding agreed
➤ Marlow Energy Group	£ 0*
➤ Marlow United Charities	£ 1,500
➤ Lighthouse Marlow	£ 1,000
➤ Riley Recreation Ground Trust	£ 0**
➤ Marlow Regatta Ltd	£ 0***
➤ Marlow Methodist Church and Ark Café	£ 500

The following reasons were noted for the decision not to award grants:-

\*The Council had previously awarded a grant for the project

\*\*Trust had evidenced enough reserves to meet the cost of the project

\*\*\*reserves should be utilised for the project

It was noted the applicants who had been declined funding would be able to re-submit an application should their financial status alter.

**RESOLVED:**

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

**RC.06.22**

**Management Accounts**

The management accounts dated 30.04.22 were presented by the Chairman. It was noted that the deficit against budget was attributable to an invoice not being issued by a supplier and was not a true reflection of the actual financial position.

**RESOLVED:**

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.22 BE RECOMMENDED TO FULL COUNCIL FOR APPROVAL

**RC.07.22**

**Date and time of next meeting**

Tuesday 13<sup>th</sup> September 2022 at 7.00pm

**Chairman** ..... **Date** .....

**INFORMATION REPORTS**

- a) Accounts Paid since the last meeting

Attached as appendix A1 – 3 are the lists of payments made since the last meeting.



<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
<b>CURRENT ACCOUNT</b>				
01/07/2022	BP1Jun22	4Front Security	security patrols May22 & lock Gossmore toilets	2910.00
01/07/2022	BP1Jun22	Acorn	air control units for murdock units	394.10
01/07/2022	BP1Jun22	Colour Solutions Ltd	parasol base, tear drop flag, foamex print	600.11
01/07/2022	BP1Jun22	Cooleraid	waterMay22	8.48
01/07/2022	BP1Jun22	Crown Plaza	meeting with Richard Scott	10.15
01/07/2022	BP1Jun22	D Abbott	exp microsft	59.99
01/07/2022	BP1Jun22	EF Clean	water wildflower beds	440.00
01/07/2022	BP1Jun22	Ellevate	Throne and deposit for Jubilee	1092.00
01/07/2022	BP1Jun22	Guardwell Security	alarm service 30.06.22-30.06.23	84.00
01/07/2022	BP1Jun22	IAC	internal audit	438.90
01/07/2022	BP1Jun22	J Hillsden	ashes grave dig May22	132.00
01/07/2022	BP1Jun22	John O'Connor	GM May22	7501.20
01/07/2022	BP1Jun22	Miniskip	skip hire	327.00
01/07/2022	BP1Jun22	Mustoo Brand	badgemaker	78.19
01/07/2022	BP1Jun22	OBS Medics	1 car 2 medics Jubilee	440.00
01/07/2022	BP1Jun22	Pink Affinity Ltd	May22 bookkeeping & payroll	415.01
01/07/2022	BP1Jun22	Places for People	hall hire 11am-5pm 03.06.22	270.00
01/07/2022	BP1Jun22	Platts	deisel van, equip fuel may22	109.84
01/07/2022	BP1Jun22	R Scott	exp air fair and taxis for town twinning	328.00
01/07/2022	BP1Jun22	RS Boiler	repair leak at Gossmore Rec Ground	201.60
01/07/2022	BP1Jun22	Strategic Alliance	Cracking IT - Antivirus software	201.60
01/07/2022	BP1Jun22	SWARCO	MVAS sign repair	722.28
01/07/2022	BP1Jun22	TBS Hygeine	dog bins 30.04.22-27.05.22	201.60
01/07/2022	BP1Jun22	Yorkshires	weekly cleaning apr&may, chapel & gossmore toilets, toilet roll hold	1050.25
01/07/2022	BP2Jun22	ARD	may&jun inspections	366.60
01/07/2022	BP2Jun22	Konica	copier usage 09.11.21-08.02.22	173.06
01/07/2022	BP2Jun22	Michaels	Funeral Badge Cover	20.40
01/07/2022	BP2Jun22	Screwfix	paint brush set, all coat white paint	68.33
01/07/2022	DD	Bucks CC	Cemetery Rates	334.00
01/07/2022	DD	ICO	data protection fee	35.00
01/07/2022	DD	Red Kite Housing	garage rent	73.93
01/07/2022	DD	Systems architecture	MS Office 365 subscription Apr22-Mar23 - monthly on account	229.60
05/07/2022	DD	BT	Phone, cloud voice, BB & mobile 01.07.22-16.07.22	168.32
07/07/2022	AT Chappell	AT Chappell	The Great Adamos, festival magician - Jubilee	400.00
08/07/2022	wildmarlow	Wildmarlow	Coloursolutions - EWG - foamex 2mx2m print	102.00
14/07/2022	BP	HMRC	PAYE&NI Jun22	3393.36
15/07/2022	DD	Crown Gas & Electric	office gas 30.06.22E	71.10
18/07/2022	DD	Crown Gas & Electric	cemetery gas 30.06.22E	5.36
22/07/2022	BP	N Rowcliffe	sustainability consultant 11.05.22-10.06.22	1287.00
22/07/2022	DD	Autolease	van rental 07.06.22-06.07.22	289.79
22/07/2022	DD	Various	netpay Jul22	11105.05
25/07/2022	BP	Bucks CC	Pension Jul22	3807.92
26/07/2022	BP1Jul22	Bucks CC	annual play inspections 2022	174.60
26/07/2022	BP1Jul22	Grassbox	hayter ranger 3 in 1 service x2	132.00
26/07/2022	BP1Jul22	Marlow Lighthouse	Grant	1000.00
26/07/2022	BP1Jul22	Marlow United Charities	Grant	1500.00
26/07/2022	BP1Jul22	Screwfix	book exchange refurb - clear silicon,brushes, outside tap pipes, was	318.26
26/07/2022	BP1Jul22	Townsite	social media, webhost jun&jul22	130.00
26/07/2022	BP1Jul22	Windowflowers	summer 2022 flowers	14412.00
27/07/2022	DD	Waterplus	water fountain	18.09
28/07/2022	BP2Jul22	4Front Security	Security patrols & gossmore toilet lock up jun22	2820.00
28/07/2022	BP2Jul22	Barriers Direct	equip maint barrier	1037.16
28/07/2022	BP2Jul22	BCA	4-6 July chainsaw hire 4 days	100.00
28/07/2022	BP2Jul22	Briant of Risboro	chainsaw gloves boots & grease, equip for training	1864.03
28/07/2022	BP2Jul22	Bucks CC	rent 01.07.22-30.09.22	3840.00
28/07/2022	BP2Jul22	Cooleraid	Cooleraid - water june22	29.70
28/07/2022	BP2Jul22	Court Garden House	room hire 14.06.22	90.00
28/07/2022	BP2Jul22	Enerco	Roller shutter door stuck open	642.60
28/07/2022	BP2Jul22	Enerveo	PAT testing	354.00
28/07/2022	BP2Jul22	Fluency	PR Fees Jul22	300.00
28/07/2022	BP2Jul22	Gravelmaster	green granite	115.00
28/07/2022	BP2Jul22	J Hillsden	Ashes grave dig Jun22	396.00
28/07/2022	BP2Jul22	John O'Connor	GM Jun22	7501.20
28/07/2022	BP2Jul22	Light Angels	bunting for roundabout	446.93
28/07/2022	BP2Jul22	Marlow Comm Assoc	hire of hall 22.11.22	49.00
28/07/2022	BP2Jul22	MD Corrick	equip main t for drinking fountain	312.00
28/07/2022	BP2Jul22	Miniskip	skip hire	327.00
28/07/2022	BP2Jul22	Mustoo Brand	paper	72.32
28/07/2022	BP2Jul22	Pink Affinity Ltd	bookkeeping & Payroll jun22	880.99
28/07/2022	BP2Jul22	Platts	van deisel, equip fuel jun22	99.97
28/07/2022	BP2Jul22	Right Signs	update honours board	153.60
28/07/2022	BP2Jul22	Strategic Alliance	D Brown email	24.00
29/07/2022	DD	Southern Electric	Gossmore elect 02.06.22-08.07.22	31.63
31/07/2022	stripe fee	Stripe	fees Jul22	14.29
				<b>79,133.49</b>
<b>IMPREST ACCOUNT</b>				
07/07/2022	debit card	Samsung UK	Tablet for banking	162.99
08/07/2022	debit card	Amazon	Sharpe Permanent markers, ID protection roller stamp	8.49
12/07/2022	debit card	AlzoNbel	Dulux colour samples for Toilets	4.32
14/07/2022	debit card	Glasdon	litter bin key	22.19
19/07/2022	debit card	Amazon	waterproof frames for allotments	37.50
20/07/2022	debit card	Two Brewers	Swan Upping refreshments	271.75
25/07/2022	debit card	Amazon	attendance logbook	4.99
				<b>512.23</b>
<b>PETTY CASH</b>				

Appendix A1



<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
<b>CURRENT ACCOUNT</b>				
01/06/2022	DD	Shire Leasing	Avaya SIP telephone system	129.37
08/06/2022	BPMay22	Gravelmaster	green granite	115.00
08/06/2022	BPMay22	Jacksons	fence materials and powder coating Seymour Court, Labour for link	24520.00
08/06/2022	BPMay22	SLCC	H Martin membership	110.00
06/06/2022	BPMay22	Jacksons	labourforSeymourCourt Fencing (11k TnImp bal CIL)	14555.70
01/06/2022	BP	PFP	electricity jan-mar22	675.74
22/06/2022	bulkpay	Various	netpay jun22	10744.19
10/06/2022	BP	HMRC	PAYE&NIC May22	3390.10
01/06/2022	DD	Red Kite Housing	garage rent	73.93
01/06/2022	DD	BCC	cemetery rates	334.00
24/06/2022	DD	Autolease	van rental 07.05.22-06.06.22	289.79
30/06/2022	DD	SSE	chapel elec 01.03.22-09.06.22	74.15
21/06/2022	DD	Thames Water	Chiltern water rates 27.02.22-26.05.22	5.07
25/06/2022	DD	SSE	Gossmore toilets electric 02.04.22-01.06.22	157.54
30/06/2022	stripe	Stripe	fees Jun22	24.52
01/06/2022	DD	Systems architecture	MS Office 365 subscription Apr22-Mar23 - monthly on account	229.60
17/06/2022	DD	Crown	Chapel gas 01.05.22-31.05.22	7.58
17/06/2022	DD	Crown	Office gas 01.05.22-31.05.22	147.12
28/06/2022	DD	Land Registry	fees	3.00
24/06/2022	BP	BCC	pension June22	3744.52
30/06/2022	SO	T Brindley	gates opening closing	155.00
22/06/2022	DD	N Rowcliffe	sustainability consultant 11.05.22-10.06.22	1330.00
14/06/2022	bulkpay	M Hartley productions	on site mgt Jubilee event	450.00
14/06/2022	bulkpay	Phoenix Productions	stage & AV for party like a queen	4398.00
14/06/2022	bulkpay	KJ Kolodziej	voucher for Ukranian Refugee support	220.00
14/06/2022	bulkpay	AT Chappell	parking	6.00
14/06/2022	bulkpay	P Centauro	vouchers for Ukrainian Refugee support	80.00
14/06/2022	bulkpay	Noodles tea shop	vouchers for Ukrainian Refugee support	40.00
14/06/2022	bulkpay	The Bachman Group	vouchers for Ukrainian Refugee support	1190.00
14/06/2022	bulkpay	Whisper Generators	Whisper generators - cable distribution for Jubilee	861.60
04/06/2022	DD	BT	phone cloudvoice BB mobile 01.05.22-16.06.22	168.68
				<b>68,230.20</b>
<b>IMPREST ACCOUNT</b>				
06/06/2022	debit card	Sainsburies	sundries for Jubilee	25.60
08/06/2022	debit card	Woo Events	event volunteers subsistence	283.35
10/06/2022	debit card	Amazon	floor scraper	34.40
13/06/2022	debit card	Amazon	ruler, wooden teaspoons	9.90
14/06/2022	debit card	Amazon	double sided sticky pads	3.89
17/06/2022	debit card	Amazon	summer bulbs	19.96
20/06/2022	debit card	Amazon	hand towels, dettol	18.99
24/06/2022	debit card	Amazon	pencils	5.81
27/06/2022	debit card	Sainsburies	Marlow CofE Act of Service	14.00
27/06/2022	debit card	Amazon	car wash sponges, annual prime membership	248.95
29/06/2022	debit card	Amazon	toilet tissue	19.49
08/06/2022	debit card	Castle Water	Hanging Hill Allotment water 01.02.22-30.09.22	319.80
13/06/2022	debit card	Amazon	barrier tape, scissors 3 pack	23.98
29/06/2022	debit card	Castle Water	dedmere rise water 01.03.22-30.09.22	52.20
10/06/2022	debit card	Papercups direct	cups	90.70
23/06/2022	debit card	Memoral Benches	Plaque Jo Driver	65.00
				<b>1,236.02</b>
<b>PETTY CASH</b>				
30/06/2022		PC 01.04.22-30.06.22	New Equipment	12.00
30/06/2022		PC 01.04.22-30.06.22	Meetings	11.45
30/06/2022		PC 01.04.22-30.06.22	Staff Welfare	3.00
30/06/2022		PC 01.04.22-30.06.22	Youth Engagement	13.46
30/06/2022		PC 01.04.22-30.06.22	Party Like a Queen	12.00

Appendix A2

**51.91**



<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
<b>CURRENT ACCOUNT</b>				
03/05/2022	DD	Bucks CC	Cemetery rates	334.00
03/05/2022	DD	Red Kite Housing	garage rent	73.93
03/05/2022	DD	Systems architecture	MS Office 365x8	229.60
03/05/2022	SO	T Brindley	gates opening closing	155.00
05/05/2022	DD	BT	phone, cloud voice, BB & Mobile to 16.05.22	168.68
06/05/2022	BP	Best Kept Village	entrance fee	25.00
06/05/2022	BP	HMRC	PAYE&NIC Apr22	3386.53
17/05/2022	DD	Waterplus	Water fountain water 01.02.22-01.04.22	21.92
19/05/2022	DD	Crown	office gas apr22	139.26
19/05/2022	DD	Crown	chapel gas apr22	7.33
20/05/2022	BP	N Rowcliffe	sustainability Consultant 11.04.22-10.05.22	1287.00
23/05/2022	DD	Various	Netpay May22	10693.73
24/05/2022	DD	HM Land Registry	fees	6.00
25/05/2022	BP	Bucks CC	pension May22	3744.52
27/05/2022	BP	Fluency	Payment made in error - to be invoiced Jun22	300.00
27/05/2022	BPMay22	4Front	security patrol & lock up toilets Gossmore Apr22	2832.00
27/05/2022	BPMay22	4Imprint	Sierra Grip Pen and engraving Minute ref: M.109.21	619.74
27/05/2022	BPMay22	Barrier Direct	replace lock on retractable billards	28.85
27/05/2022	BPMay22	Cooleraid	water apr22	8.48
27/05/2022	BPMay22	Court Garden	room hire for annual town council meeting 10.05.2	676.00
27/05/2022	BPMay22	Cracking IT	IT support	48.00
27/05/2022	BPMay22	D Burridge	large fan shaped award	41.88
27/05/2022	BPMay22	EF Clean	water wildflower beds	440.00
27/05/2022	BPMay22	Fluency	PR Fees May22	300.00
27/05/2022	BPMay22	Guardwell	toolstore & alarm 31.03.22-31.03.23	276.00
27/05/2022	BPMay22	Hilary Martin	Expenses - print cartridges	60.99
27/05/2022	BPMay22	J Hillsden	repair to memorial & ashes grave dig	468.00
27/05/2022	BPMay22	John O'Connor	april22 Grounds Maintenance	7501.20
27/05/2022	BPMay22	Konica	copier rental 22.04.22-21.07.22	186.44
27/05/2022	BPMay22	Light Angels	ex large bunting for Jubilee	2354.40
27/05/2022	BPMay22	Mark Hartley	prodn mgt jubilee event	200.00
27/05/2022	BPMay22	Pear	support updates	270.00
27/05/2022	BPMay22	Pink Affinity	bookkeeping & payroll Apr22	1629.79
27/05/2022	BPMay22	Platts	deisel for van, petrol for equip	267.45
27/05/2022	BPMay22	RS Boiler	fix leak on gossmore rec ground	175.80
27/05/2022	BPMay22	Screwfix	brush set	14.99
27/05/2022	BPMay22	TBS Hygeine	dog waste 26.03.22-29.04.22	252.00
27/05/2022	BPMay22	Townsites	hosting website	50.00
27/05/2022	DD	Autolease	van rental 07.04.22-06.05.22	289.79
30/05/2022	SO	T Brindley	gates opening closing	155.00
31/05/2022	BP		Insurance for Jubilee	178.01
31/05/2022	DD	BT	rental charges 01.04.22-31.07.22	64.42
31/05/2022	stripe fees	Stripe	stripe fees may22	49.92
				<b>40,011.65</b>

**IMPREST ACCOUNT**

03/05/2022	debit card	Amazon	timer socket for indoor charger	27.56
04/05/2022	debit card	Amazon	curtain tie backs, faux scarf - jubilee	16.97
04/05/2022	debit card	Amazon	Jubilee - full length hooded velvet cloak, crowns	77.01
05/05/2022	debit card	Amazon	inflatable crowns, soft toy corgi - Jubilee	41.54
05/05/2022	debit card	WH Smith	stamps	38.00
06/05/2022	debit card	Amazon	swirl colour wrist bands - Jubilee	12.48
17/05/2022	debit card	D&J News	newspapers	36.00
18/05/2022	debit card	Amazon	floor scraper, biscuits	85.71
20/05/2022	debit card	Amazon	batteries	7.54
24/05/2022	debit card	Lady Sew and Sew	material for Jubilee	17.98
24/05/2022	debit card	Timpson	cylinder & mort keys	9.00
25/05/2022	debit card	Amazon	floor scraper	19.99
26/05/2022	debit card	Amazon	limescale remover, ID bracelets	13.35
26/05/2022	debit card	Castle Water	Gossmore toilets - 01.03.22-31.08.22	18.77
26/05/2022	debit card	Castle Water	cemetery water - 01.03.22-31.08.22	80.12
27/05/2022	debit card	Amazon	black duck tape, tent pegs, toy corgi, sandpaper, waste bin clips, ph	193.58
30/05/2022	debit card	Amazon	red carpet for Jubilee, hi-vis vests blue x12	177.76

**873.36**

## GRANTS

RC.12.22

Completed Grant applications form have been received from the following organisations. The full grant applications are available on request.

Extracts are attached as appendix B

	Funding Request
➤ Dementia Action Marlow	£1,000+
➤ Marlow Camera Club	£500
➤ Marlow Museum Centre Project	£750
➤ Marlow Branch Royal British Legion	£860
➤ Citizens Advice Bureau	£1,396

### **RECOMMENDED:**

THAT MEMBERS DETERMINE THE GRANTS AS DETAILED ABOVE





**Annual Grant Application for 2022-23**

<b>NAME OF ORGANISATION</b>		<b>Membership</b>
Dementia Action Marlow		
<b>Official / Registered Address of the Organisation</b>		
[Redacted]		
<b>Address to which correspondence should be sent if different from above</b>		
[Redacted]		
<b>Contact details of the person completing this application</b>		
<b>Contact name</b>		
[Redacted]		
<b>Position held</b>		
[Redacted]		
<b>Daytime telephone number</b>		
[Redacted]		
<b>Email address</b>		
[Redacted]		
<b>When was your organisation established?</b> 2020/21		
<b>What is the legal status of your organisation?</b>		<b>please tick one of the following</b>
<ul style="list-style-type: none"> <li>a) unregistered voluntary or community organisation</li> <li>b) registered Charity in England or Wales</li> <li>c) waiting to be registered as a Charity</li> <li>d) charity recognised by HMRC in Scotland or Northern Ireland</li> <li>e) exempt / excepted Charity registered in England and Wales</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Registered Charity No (if applicable)</b>		
[Redacted]		
<b>PROJECT</b>		
<b>Project Description</b>		
<p>Dementia Action Marlow is a registered charity in Marlow. Our main project is to find permanent premises here in the Marlow area. We have over 120 people on our books at present and we are growing with new applicants each week thus the need of our own permanent premises.</p> <p>It is very difficult to price premises but feel that we need assistance with renting so are happy to share with another charity.</p> <p>We are also in need of transport and at present Age Concern is being generous in helping us out but are also in need of a new bus. Again we are happy to share with another local charity.</p>		

## Project Background

The need for permanent premises is due to the fact that we are growing so quickly and need to accommodate more people on more days also need wheelchair access and storage. Although we have been very lucky to share the Pugin Rooms one afternoon per week and Age Concern for one afternoon, we really need more flexibility and time at the premises and this is just not possible in our present situation. We are involved in various areas of helping our dementia friends and are now in need of our own premises.

## Project Benefits in relation to Marlow, it's residents and visitors

The majority of our dementia friends and their carers are Marlovians, some of them have lived here all their lives. We as Dementia Action Marlow have attended most of the Marlow events and are known and established as a Marlow group/charity to help the people of Marlow and surrounding areas. We work with the doctors surgery and carers within the community, we are working to bring in Admiral nurses to our town to help with dementia sufferers and their families. There are many empty premises in the town and on Globe Park which we could use and thus keep it looked after and useful.

Total cost of project	Unknown. An Approx estimate.	£ £50,000 per year. Unknown.
Grant request total	Annual help with rent and running cost.	£ 1,000 -10,000

## EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If yes, please enclose a copy.

Yes  No

## FINANCIAL INFORMATION

**You must include a copy / extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

Any surplus is spent on the running costs to keep the weekly gatherings consistent. Also on the excursions and costs of insurance etc..

If your organisation has financial reserves, for what purpose are they held?

Any surplus is spent on the running costs to keep the weekly gatherings consistent. Also on the excursions and costs of insurance etc..



# MARLOW TOWN COUNCIL

## Annual Grant Application for 2022/2023

<b>NAME OF ORGANISATION</b>	<b>Membership</b>
MARLOW CAMERA CLUB	
<b>Official / Registered Address of the Organisation</b>	
[Redacted Address]	
<b>Address to which correspondence should be sent if different from above</b>	
[Redacted Correspondence Address]	
<b>Contact details of the person completing this application</b>	
Contact name	Susan Mason
Position held	Treasurer
Daytime telephone number	07790 929255
Email address	hiddmoney@outlook.com
When was your organisation established 1966	
<b>What is the legal status of your organisation?</b> <span style="float: right;">please tick one of the following</span>	
a) unregistered voluntary or community organisation	<input checked="" type="checkbox"/>
b) registered Charity in England or Wales	<input type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No. (if applicable)	
<b>PROJECT</b>	
Project Description	
Camera Club for the benefit of local people. Encourages photography at all standards. Our membership covers a wide age range and includes several disabled people.	

## Project Background

Our aim is to grow and secure the future of the club. This means that we must make it appeal to the younger generations. The educational aspect of the club's programme continues to grow with practical sessions led by professional photographers. These cover all aspects of photography, using manipulative software, techniques with cameras, lighting, and composition.

## Project Benefits in relation to Marlow, it's residents and visitors

The club has several elderly and disabled members and provides an important social environment for them. The Methodist Hall is expensive but provides the necessary facilities and access for these members.

The club is active locally and can often be seen at events such as the Marlow Town Regatta and Carnival and exhibitions at the library. We also provide photographs of local events to the Council and other organisations and charities.

Total cost of project

**£500**

Grant request total

**£500**

## EQUAL OPPORTUNITIES

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Does your organisation have an equal opportunities policy?

Yes (Not in writing)

If yes, please enclose a copy.

## FINANCIAL INFORMATION

**You must include a copy / extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

Our annual accounts dated 25/04/2022 (attached) show savings of £6,739.03. The committee's policy is to hold a reserve of £5,000 for future equipment purchases (mainly the digital projector) and to hold in reserve six months expenses. The latest club forecast now that we are meeting face to face in the church hall shows a zero surplus, meaning that donations and fund raising is critical to the continued success of the club.

If your organisation has financial reserves, for what purpose are they held?

Please see above

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities

Please see above

# MARLOW TOWN COUNCIL

## Annual Grant Application for 2022-23

**NAME OF ORGANISATION: Marlow Museum Centre Project**

Membership: 48

Official / Registered Address of the Organisation: Court Garden, Pound Lane, Marlow SL7 2AE

Address to which correspondence should be sent if different from above: n/a

### Contact details of the person completing this application

Contact name: Della Fitzgerald  
Position held: Secretary  
Daytime telephone number: 01494 47860  
Email address: [della.fitzgerald@marlowmuseum.org](mailto:della.fitzgerald@marlowmuseum.org)

### When was your organisation established?

The museum opened in May 2009, but the organisation was set up some years before this.

**What is the legal status of your organisation?** please tick one of the following

- a) unregistered voluntary or community organisation
  - b) **registered Charity in England or Wales** ✓
  - c) waiting to be registered as a Charity
  - d) charity recognised by HMRC in Scotland or Northern Ireland
  - e) exempt / excepted Charity registered in England and Wales
- Registered Charity No** (if applicable) **1187853**

## PROJECT

### Project Description

#### *Publications and Publicity:*

Every year we need to print publicity leaflets and posters, both to attract visitors and also to recruit new volunteers.

We also need to reprint our own exhibition booklets, such as The Story of Marlow and Children's Stories of Marlow, which are a useful source of income for us, but the printing costs have to be paid up front before we can sell them.

During the two years of the pandemic our income from visitors' sales and donations fell substantially because the museum was closed for many months. Our visitor numbers have not yet returned to pre-Covid levels so publicity is more essential than ever. For the last few years we have had a growing operational deficit. We need to step up our advertising and publicity. The more visitors we have, the more donations and sales we attract.

### Project Background

Marlow Museum has been open since May 2009 and provides the only museum dedicated to the display and study of the history and heritage of Marlow and its five surrounding parishes. It is provided and staffed entirely by volunteers. Interestingly it is regarded by many visitors as being part of the Town Council's provision of services.

We highly value the support of the town council to enable us to provide this important service to the local community on their behalf and to be a key contributor to the tourist attractions of the town.

We are officially Working Towards Accreditation with Arts Council England, which means we will meet national quality standards for museums.

Our plan is to gain permission to enlarge our current building, or to find somewhere larger, to be able to display more of our collection and provide a better service, with an education room especially for school children and for older people to reminisce.

B3

### **Project Benefits in relation to Marlow, its residents and visitors**

The project will benefit Marlow's residents and visitors because we will be able to keep them more informed so that they can visit the museum. Some people still say they didn't know Marlow had a museum.

We can also give them a better range of information about Marlow's history to browse, buy, and take home to read if they wish. For example, we sold 25 copies of our small A4 book 'Children's Stories of Marlow' to the local Brownie pack. The book highlights the way life has changed in Marlow, from Neolithic times to the present, by short stories written by one of our members about children's lives at different times in the development of Marlow town.

This year we created an exhibition for the Platinum Jubilee of '70 years Ago: Marlow in the 1950s'. To do this, we consulted widely in the community, particularly amongst the older population who had lived here since before the 1950s. Their memories greatly enhanced the exhibition and the accompanying exhibition booklet, which has been very well received. In this way we brought a new audience into the museum: the opening day saw over 80 people visit us, including Miss Marlow 1953, who opened the exhibition, and her family.

We would very much like to continue providing these benefits for Marlow if we receive sufficient funding each year to make this possible.

In the longer term, a larger purpose-built building in a key spot such as adjacent to the café, playpark and toilets in Higginson Park would be an ideal Museum and Visitor Centre for the many thousands of visitors to our town each year. Many visitors complain about the lack of a Tourist Information Centre at weekends.

Total cost of project **£1000**

Grant request total **£750**

### **EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If **yes**, please enclose a copy. Yes / No

### **FINANCIAL INFORMATION**

**You must include a copy / extract of your organisation's latest annual accounts with this application.**

**If your accounts show a one-off or accumulated surplus, please state how much and what you plan to spend it on.**

Our accounts have been showing an operating loss for the last three years, because of loss of income from visitors' donations and sales and the loss of events and activities. We also lost our fundraising volunteer and are still seeking a replacement.

**If your organisation has financial reserves, for what purpose are they held?** If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities

We have a dwindling amount of reserves. These are held for the purposes of :

- (1) 1 year's operating and emergency closing down costs, as advised by the Charity Commission
- (2) an Acquisition Fund to expand our Collection and
- (3) an Expansion Fund, to help us plan for the future of the museum.

We have had to use up some of our reserves in recent years for the running costs of the museum, particularly for rent and insurance costs which continued when the museum was closed, or when visitor numbers were very low.



## Annual Grant Application for 2022/2023

<b>NAME OF ORGANISATION</b>	<b>Membership</b>
<b>MARLOW BRANCH OF THE ROYAL BRITISH LEGION</b>	342
<b>Official / Registered Address of the Organisation</b>	
Royal British Legion Station Approach Marlow Buckinghamshire SL7 1NT	
<b>Address to which correspondence should be sent if different from above</b>	
[Redacted]	
<b>Contact details of the person completing this application</b>	
Contact name	[Redacted]
Position held	[Redacted]
Daytime telephone	[Redacted]
Email address	[Redacted]
When was your organisation set up?	[Redacted]
<b>What is the legal status of your organisation?</b>	<b>please tick one of the following</b>
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
<b>Registered Charity No (if applicable)</b>	219279
<b>PROJECT</b>	
<b>Project Description</b>	
<b>MARLOW ANNUAL REMEMBRANCE DAY PARADE</b>	
Activities to include:	
<ul style="list-style-type: none"> <li>• Preparation for and execution of the Town's Annual Remembrance Parade.</li> <li>• Arranging for a marching band to accompany the parade and including the march past.</li> <li>• Providing Parade management and organisation.</li> <li>• Act of Remembrance for Marlow.</li> <li>• Hosting Lord Lieutenant, visiting dignitaries from the Twinned Towns, Council Officers and other visitors after the parade at the Royal British Legion, Marlow.</li> <li>• Fostering links between the Royal British Legion and Marlow residents.</li> </ul>	

**Project Background**

Remembrance Parades are organised throughout the United Kingdom to mark the Nation's remembrance of servicemen who have lost their lives in conflicts worldwide since the First World War, such acts are attended by the Lord Lieutenant or his deputy, local dignitaries, ex-servicemen and women as well as the Town's population. Assists in increasing the funds raised for the National Poppy Appeal run by the Town's branch of the Royal British Legion.

**Project Benefits in relation to Marlow, it's residents and visitors**

This is an annual event to mark Marlow Town's Act of Remembrance and is part of the National Act of Remembrance. The commemoration will raise the profile and debt of thanks that Marlovians owe to those that fell and the families who gave so much not only during the wars but in their aftermath. It not only fosters and raises the profile and work of the Royal British Legion in providing aid, support and welfare to beneficiaries as defined in the Royal Charter but also raises the profile of the Town during the Remembrance period.

Total cost of project

**£ 860.00**

Grant request total

**£ 860.00****EQUAL OPPORTUNITIES**

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Does your organisation have an equal opportunities policy?

Yes No 

If yes, please enclose a copy.

**FINANCIAL INFORMATION**

**You must include a copy / extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on.

Monies raised by the Royal British Legion are to be used for welfare benefits of ex-servicemen or women, the mercantile marine who have served in hostile waters; civil police entitled to campaign medals; Voluntary Aid Societies who have served in direct support of the armed forces; British Subjects who have served with an allied force or a resistance organisation; and their dependants. A small element of membership fees are used to defray administration and running costs otherwise all Branch funds are to be used for beneficial purposes.

If your organisation has financial reserves, for what purpose are they held?

The accumulated surplus forms the reserve and must be used for benevolent purposes as stipulated in the Royal Charter.





# MARLOW TOWN COUNCIL

## Annual Grant Application for 2022-23

NAME OF ORGANISATION	Membership
Citizens Advice Bucks	National Citizens Advice (copy of membership agreement attached)
Official ID [REDACTED]	
Address to which correspondence should be sent if different from above	
Contact details for person completing this application	
Contact name	[REDACTED]
Position held	[REDACTED]
Daytime telephone	[REDACTED]
Email address	[REDACTED]
When was your organisation established? 1 April 2021 Following the merger of 3 local Citizens Advice organisations operating in Buckinghamshire since 1939 Citizens Advice Aylesbury Vale (CAAV) Citizens Advice Chiltern (CAC) and Citizens Advice High Wycombe (CAHW)	
What is the legal status of your organisation? <span style="float: right;">please tick one of the following</span>	
<ul style="list-style-type: none"> <li>a) unregistered voluntary or community organisation</li> <li>b) registered Charity in England or Wales</li> <li>c) waiting to be registered as a Charity</li> <li>d) charity recognised by HMRC in Scotland or Northern Ireland</li> <li>e) exempt / excepted Charity registered in England and Wales</li> </ul>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable) 1126825	
<b>PROJECT</b>	
<b>Project Description</b> Citizens Advice Bucks is a charity providing free, confidential, independent, impartial and expert advice that empowers people facing challenges in their lives to help themselves and directly supports those that can't. At the same time, we work to improve the policies and practices that affect people's lives. Our advice service covers a range of issues, such as Benefits & tax credits, Debt, Employment, Housing and many other issues. We have helped people facing severe hardship and difficulties created by the pandemic, mental health issues, isolation and the cost-of-living crisis.	

We have a highly trained team of staff and volunteers operating across the county who are **professional, client-focused, friendly, respectful and kind** to our clients and to each other. We provide an accessible and a consistently high-quality service that focusses on resolving as many issues as possible for those who need us **most** and enabling those who can help themselves to do so with early advice or information.

We operate our advice services through the following channels

- **Online Advice** All advice is available online 24 hours a day, 7 days a week through our website
- **Adviceline**: Our Adviceline is open Mon. to Fri. 9.30am -5.30pm and takes calls throughout the year
- **Email**: advice is available and you will get the same tailored response - guaranteed within 5 days
- **Webchat**: Talk live 5 days a week - online through our webchat-live chat with a real adviser
- **Social Media** To find our latest consumer advice, scams awareness, as well as advice videos

For the vulnerable and those people least able we continue to see clients in our office locations - for example those who are homeless, hard of hearing, have severe disabilities affecting communication. We are offering Outreach Advice in selected locations which helps us to reach those in poverty and without transport, and those with communications difficulties and those who may be rurally isolated

It is often the case that many of clients who come to us are distressed and present with many and complex problems, our role is to try to help these clients solve as many problems as we can, as quickly as we can and as early as we can.

### Project Background

Citizens Advice Bucks has helped 96 clients in the Marlow area in the year 2021/22 with some 300+ issues, this number of clients represents 1.09% of the total number of clients that we helped last year across the county of Buckinghamshire. We will receive £520,000 of funding from Bucks Council this year and our total budgeted expenditure for our pan-county service is £1.732 million, we have secured funding from other funders for bespoke/ restricted funded projects – such as the *National Lottery* for our Money Matters Advice service and the *Money & Pension Service* for our Pensionwise advice service.

So every pound of extra funding that we receive is truly appreciated and helps to cover the unrestricted core costs of our General Advice service operations.

### Project Benefits in relation to Marlow, it's residents and visitors

The table below illustrates the breakdown of client issues that Citizens Advice Bucks has dealt with specifically for residents from the Marlow area in the past year.

<b>Advice Issues handled</b>	
<b>Marlow</b>	<b>No.</b>
Benefits & tax credits	92
Debt	30
Benefits Universal Credit	32
Other	14
Utilities & communications	3
Housing	24
Employment	34
Relationships & family	11
Legal	11
Consumer goods & services	4
Immigration & asylum	3
Financial services & capability	31
Travel & transport	7
GVA & Hate Crime	4
Education	4
Tax	4
Health & community care	1
<b>Grand Total</b>	<b>309</b>

As you can see from the data the predominant issues that we have helped Marlow residents with are benefits, debt, housing and employment advice. And the average number of issues dealt with per client is more than 3 to 1.

We know that additional revenue is brought into the county as a result of the client outcomes achieved following help from our advice services. Across the county there were £325k of debts written off in 2021/22 including £50k for clients unable to work due to being permanently sick/disabled. And there was £1.35m in income gains in 2021/22, £0.8m of this was in new benefit/tax credit awards, with a further £270k in new awards following an appeal. A proportion of these £ amounts would have positively affected residents of the Marlow area.

<b>Total cost of project.</b> 2021/22 Excluding all currently funded CA Bucks advice programmes and nominated / specific projects. The unrestricted expenditure costs for delivering a county-wide General Advice service is <b>£128,082</b>  The estimated unrestricted cost for maintaining a General Advice service for the specific benefit to residents of Marlow equates to 1.09% x £128,082 i.e. <b>£1,396</b>	<b>£ 1,396</b>
<b>Grant request total</b>	<b>£ 1,396</b>

### **EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

## MANAGEMENT ACCOUNTS

RC.13.22

Attached are the following schedules:-

- C1 Balance sheet dated 31.07.22
- C2 Income and Expenditure schedule dated 31.07.22
- C3 Earmarked Reserves schedule dated 31.07.22
- C4 Grants schedule dated 31.07.22
- C5 Bank Reconciliation dated 31.07.22
- C6 Copy bank statements at 31.07.22

### RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.07.22 BE RECOMMENDED TO FULL COUNCIL FOR APPROVAL

02/09/22

July 2022



# MARLOW TOWN COUNCIL

## Balance Sheet

	<u>Opening</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>YTD Balance</u>
	<u>01.04.2022</u>	<u>Apr-22</u>	<u>May-22</u>	<u>Jun-22</u>	<u>Jul-22</u>	<u>Jul-22</u>
<b>Investment Stock</b>						
Investments	-	-	-	-	-	-
<b>Current Assets</b>						
Debtors & Prepayments	26,368.62	(5,218.83)	(1,924.11)	1,836.16	(3,395.13)	17,666.71
Bank, Cash & Cash Holding	445,442.61	164,325.36	489.43	(64,446.52)	(75,261.37)	470,549.51
VAT	22,844.04	3,989.10	(20,087.12)	6,997.28	4,455.62	18,198.92
	<u>494,655.27</u>	<u>163,095.63</u>	<u>(21,521.80)</u>	<u>(55,613.08)</u>	<u>(74,200.88)</u>	<u>506,415.14</u>
<b>Current Liabilities</b>						
Creditors, Accruals	(62,026.12)	3,904.98	629.05	1,029.09	30,814.83	(25,648.17)
Deferred Precept Income & WDC Council Tax Funding	(250.00)	(157,630.00)	31,400.00	31,400.00	31,400.00	(63,680.00)
Other Taxes & SS costs	(3,240.29)	(146.24)	(3.57)	(3.26)	20.65	(3,372.71)
	<u>(65,516.41)</u>	<u>(153,871.26)</u>	<u>32,025.48</u>	<u>32,425.83</u>	<u>62,235.48</u>	<u>(92,700.88)</u>
<b>Current Assets Less Current Liabilities</b>	<u>429,138.86</u>	<u>9,224.37</u>	<u>10,503.68</u>	<u>(23,187.25)</u>	<u>(11,965.40)</u>	<u>413,714.26</u>
<b>Total Assets Less Liabilities</b>	<u>429,138.86</u>	<u>9,224.37</u>	<u>10,503.68</u>	<u>(23,187.25)</u>	<u>(11,965.40)</u>	<u>413,714.26</u>
<b>Capital &amp; Reserves</b>						
Earmarked Reserves	391,718.71	1,113.40	-	-	-	392,832.11
General Reserves	37,420.15	(1,113.40)	-	-	-	36,306.75
EMR Movement 2022/23	-	(5,723.25)	3,253.30	(1,330.00)	(1,287.00)	(5,086.95)
Current Year Surplus/(Deficit)	-	14,947.62	7,250.38	(21,857.25)	(10,678.40)	(10,337.65)
	<u>429,138.86</u>	<u>9,224.37</u>	<u>10,503.68</u>	<u>(23,187.25)</u>	<u>(11,965.40)</u>	<u>413,714.26</u>

Appendix C



# MARLOW TOWN COUNCIL

## Income & Expenditure Summary

02/09/22

July 2022

	Actual Apr-22	Actual May-22	Actual Jun-22	Actual Jul-22	Budget Jul-22	Variance Jul-22	YTD Jul-22	YTD Budget Jul-22	YTD Bud Var Jul-22	Full Year Budget
Precept Received	31,399.00	31,400.00	31,400.00	31,400.00	31,399.00	1.00	125,599.00	125,596.00	3.00	376,798.00
Bucks CC Devolved Services	17,377.10	-	-	-	-	-	17,377.10	17,376.00	1.10	17,376.00
WDC Devolved Services	-	1,981.83	-	-	-	-	1,981.83	48,119.00	(46,137.17)	48,119.00
Allotment Rents	27.50	57.00	58.75	157.75	-	157.75	301.00	-	301.00	14,100.00
Cemetary Fees	4,686.75	9,608.75	4,066.66	2,220.00	4,166.00	(1,946.00)	20,582.16	16,672.00	3,910.16	50,000.00
Gossmore Recreation Ground	-	-	-	-	-	-	-	700.00	(700.00)	1,200.00
Bus Shelter Advertising	-	-	187.50	-	50.00	(50.00)	187.50	200.00	(12.50)	600.00
Banner Administration	90.00	-	-	36.00	30.00	6.00	126.00	610.00	(484.00)	850.00
Markets	-	-	-	-	-	-	-	2,000.00	(2,000.00)	2,000.00
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-
Dividend & Cash Holding Interest	83.55	105.33	149.53	1,921.40	520.00	1,401.40	2,259.81	2,078.00	181.81	6,231.00
Misc Income	62.50	125.00	191.67	-	-	-	379.17	-	379.17	-
<b>NB Income in Reserves</b>	<b>53,726.40</b>	<b>43,277.91</b>	<b>36,054.11</b>	<b>35,735.15</b>	<b>36,165.00</b>	<b>(429.85)</b>	<b>168,793.57</b>	<b>213,351.00</b>	<b>(44,557.43)</b>	<b>517,274.00</b>
	1,113.40	4,540.30	-	-	-	-	5,653.70	-	-	-
<b>Salaries</b>	<b>16,894.75</b>	<b>16,895.58</b>	<b>16,897.95</b>	<b>17,281.41</b>	<b>17,148.00</b>	<b>(133.41)</b>	<b>67,969.69</b>	<b>68,748.00</b>	<b>778.31</b>	<b>211,132.00</b>
Subcontractors	(9.88)	1,148.45	483.21	559.25	1,423.00	863.75	2,181.03	5,687.00	3,505.97	18,321.00
Administration	4,808.49	1,768.62	3,523.77	2,332.08	2,772.00	439.92	12,432.96	12,165.00	(267.96)	30,871.00
Waste Management	210.00	465.78	272.50	650.50	678.00	27.50	1,598.78	2,232.00	633.22	5,326.00
Health and Safety	435.24	240.97	1,422.79	327.25	228.00	(99.25)	2,426.25	1,158.00	(1,268.25)	3,810.00
Equipment, Operating and Maintenance	1,028.42	942.55	1,088.17	934.30	264.00	(670.30)	3,993.44	1,056.00	(2,937.44)	3,188.00
Community	4,287.46	5,683.32	22,321.37	10,784.44	5,835.00	(4,949.44)	43,076.59	43,175.00	98.41	128,740.00
Devolved	6,469.43	7,654.37	6,989.33	6,849.95	6,860.00	10.05	27,963.08	27,475.00	(488.08)	81,888.00
Utilities	731.35	489.69	876.98	1,027.05	730.00	(297.05)	3,125.07	2,414.00	(711.07)	8,609.00
Buildings	3,471.34	241.83	371.22	5,325.70	3,562.00	(1,763.70)	9,410.09	8,218.00	(1,192.09)	18,002.00
Insurance	-	178.01	3,355.14	-	-	-	3,533.15	3,237.00	(296.15)	3,787.00
Van	452.18	318.36	308.93	341.62	300.00	(41.62)	1,421.09	1,200.00	(221.09)	3,600.00
Investment	-	-	-	-	-	-	-	-	-	-
<b>NB Expenditure in Reserves</b>	<b>38,778.78</b>	<b>36,027.53</b>	<b>57,911.36</b>	<b>46,413.55</b>	<b>39,800.00</b>	<b>(6,613.55)</b>	<b>179,131.22</b>	<b>176,765.00</b>	<b>(2,366.22)</b>	<b>517,274.00</b>
	5,723.25	1,287.00	1,330.00	1,287.00	-	-	9,627.25	-	-	-
<b>Surplus/(Deficit)</b>	<b>14,947.62</b>	<b>7,250.38</b>	<b>(21,857.25)</b>	<b>(10,678.40)</b>	<b>(3,635.00)</b>	<b>(7,043.40)</b>	<b>(10,337.65)</b>	<b>36,586.00</b>	<b>(46,923.65)</b>	<b>-</b>

Appendix C2



# MARLOW TOWN COUNCIL

July 2022

## Earmarked Reserves

02/09/22

including late prior year reserve invt

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2022	INCOME 2022/23	Transfer 2022/23	EXPENDITURE 2022/23	MVT TO DATE	BALANCE end July 2022
<b>ADMINISTRATION</b>									
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
<b>COMMUNITY</b>									
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	Events, 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	Hanging 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
20 mph zone	Creation of 20 mph zone	Details to be agreed with Bucks Council		25,000.00				0.00	25,000.00
<b>EXTERNAL FUNDING</b>									
CIL 2020/21	CIL funding - subject to restricted use	Projects to be identified	4999	13,214.78			9,627.25	(9,627.25)	3,587.53
CIL 2021/22	CIL funding - subject to restricted use	Projects to be identified	4999	0.00	4,540.30			4,540.30	4,540.30
CIL 2022/23	CIL funding - subject to restricted use	Projects to be identified	4999	0.00				0.00	0.00
<b>CAPITAL WORKS</b>									
Cemetery	Possible use of chapel as community space	Under consideration		31,306.00				0.00	31,306.00
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
<b>RECREATION GROUNDS</b>									
Gossmore Trust	Provision for future facilities	Ongoing	7506	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	5,653.70	0.00	9,627.25	(3,973.55)	387,745.16

APP C3

02/09/22

July 2022



# MARLOW TOWN COUNCIL

## Grants and Donations

Actuals 2021/22	2022-23	MTC Grants	Date Paid	Permissive Legislation
	<b>BUDGET FOR THE YEAR 2022/23</b>	<b>8000.00</b>		
	<b>RESERVES</b>	<b>5863.40</b>		
		<b>13863.40</b>		
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	1000.00	Jun-22	+
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	1500.00	Jun-22	+
	<b>TOTAL APPLICATIONS</b>	<b>2500.00</b>		
	from reserves			
	<b>BALANCE including reserves movement</b>	<b>2500.00</b>		
	+ LGA 1972 S.137	2500.00		+
	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		^

Appendix C4





MARLOW TOWN COUNCIL 30-95-36 07521063

MARLOW TOWN COUNCIL

£ 178,476.98 Balance

0.05 % gross Interest rate

£178,476.98 Available funds: ?

Payments and transfers >

More actions >

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## Statement

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Latest

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
09 Aug 22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	178,476.98
29 Jul 22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	178,471.09
11 Jul 22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	176,712.31
09 Jun 22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	176,710.76

Appendix C6

Marlow Town Council  
 Court Garden  
 Marlow  
 SL7 2AG

## Your Account

Sort Code 30-95-36  
 Account Number 01581935

MARLOW TOWN COUNCIL

01 July 2022 to 31 July 2022

<b>Money In</b>	£2,448.66	<b>Balance on 01 July 2022</b>	£163,385.76
<b>Money Out</b>	£79,795.93	<b>Balance on 31 July 2022</b>	£86,073.49

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Jul 22	...	DD			163,385.76
01 Jul 22	...	DD			163,311.83
01 Jul 22	...	DD			163,082.23
01 Jul 22	...	DD			162,748.23
01 Jul 22	...	DD			162,119.84
01 Jul 22	...	DD			144,103.54
05 Jul 22	...	DD			143,935.22
06 Jul 22	...	FPI			143,981.88
07 Jul 22	...	DD			143,581.88
07 Jul 22	...	FPI			143,605.21
08 Jul 22	...	DD			143,503.21
11 Jul 22	...	FPI			143,545.76
12 Jul 22	...	FPI			144,751.06
12 Jul 22	...	TFR			144,410.09
13 Jul 22	...	FPI			144,433.42
14 Jul 22	...	BP			141,040.06
14 Jul 22	...	FPI			141,063.39

(Continued on next page)

CG

MARLOW TOWN COUNCIL

Sort Code 30-95-36  
Account Number 01581935

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 Jul 22					140,992.29
18 Jul 22					140,986.93
19 Jul 22					141,779.15
19 Jul 22					141,905.15
20 Jul 22					141,928.48
22 Jul 22					141,638.69
22 Jul 22					140,351.69
22 Jul 22					129,246.64
22 Jul 22					128,910.88
25 Jul 22					125,102.96
26 Jul 22					107,436.10
26 Jul 22					107,562.10
27 Jul 22					107,544.01
27 Jul 22					107,560.62
28 Jul 22					86,105.12
29 Jul 22					86,073.49

## Transaction types

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

CG

Marlow Town Council  
 Court Garden  
 Marlow  
 SL7 2AG

## Your Account

**Sort Code** 30-95-36  
**Account Number** 03049254

## MARLOW TOWN COUNCIL - IMPREST ACCOUNT

01 July 2022 to 31 July 2022

<b>Money In</b>	£676.73	<b>Balance on 01 July 2022</b>	£830.51
<b>Money Out</b>	£512.23	<b>Balance on 31 July 2022</b>	£995.01

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Jul 22	[REDACTED]	DEB			667.52
08 Jul 22	[REDACTED]	DEB			664.02
08 Jul 22	[REDACTED]	DEB			659.03
12 Jul 22	[REDACTED]	TFR			1,000.00
12 Jul 22	[REDACTED]	DEB			995.68
14 Jul 22	[REDACTED]	DEB			973.49
19 Jul 22	[REDACTED]	DEB			935.99
21 Jul 22	[REDACTED]	DEB			664.24
22 Jul 22	[REDACTED]	TFR			1,000.00
25 Jul 22	Amazon.co.uk	DEB			995.01

## Transaction types

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

**GARAGE DOOR REPAIR**

Council has incurred unplanned expense outside of budget for the automatic secure metal garage door at the cemetery. The motor for the secure steel door was broken and required specialist repair by the manufacturer, the cost of the repair and new motor was £1763.69 including labour and parts.

Quotes for a new door were also sourced but were in the region of £4,000. Officers recommendation is to code this expense to Town Improvements.

**RECOMMENDED:**

**THAT MEMBERS APPROVE THE EXPENSE FOR THE REPAIR OF THE GARAGE DOOR TO BE CODED OUTSIDE OF BUDGET TO TOWN IMPROVEMENTS**