

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 4th OCTOBER 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 | 29.09.22

A two-minute silence will be held at the beginning of the meeting in memory of the late HM Queen Elizabeth II

M.42.22	Apologies for absence	
M.43.22	Declarations of interest	
M.44.22	Communications from Town Mayor	
M.45.22	Report from Leader of the Council	
M.46.22	Town Council Minutes dated 02.08.22	DECISION
M.47.22	Allotments Review	DECISION
M.48.22	Mayors Visit to Marly-le-Roi	DECISION
M.49.22	Shopmobility Scooters	DECISION
M.50.22	Management Accounts	DECISION
M.51.22	External Audit Report 2021-22	DECISION
M.52.22	Office Christmas Closure	DECISION
M.53.22	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Free Parking Days	
M.54.22	Reports from Outsides Bodies	INFORMATION
M.55.22	Reports from Buckinghamshire Council	INFORMATION
M.56.22	Date of next meeting: Tuesday 6 th December 2022 at 7.00pm	INFORMATION

PUBLIC QUESTIONS

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

Mayoral engagements

Since our last meeting, I have attended the following –

- | | |
|---------------------|--|
| 3 August | Attended Marlow Lighthouse |
| 10 August | Opened new business, The Mixing Jug, in Anglers Court |
| 19 August | Opened the Florence Nightingale Hospice charity shop in West Street |
| 1 September | With Cllr Funnell, attended the RAF High Wycombe base commander's annual reception at Naphill |
| 2 September | Visited an exhibition of paintings by Richard Grinter at Cedar House |
| 2 September | Visited barbeque for helpers and supporters of Age Concern, Marlow |
| 8 September | Attended the grand opening of The Mixing Jug, in Anglers Court |
| 15 September | On my behalf, the Deputy Mayor attended the annual Battle of Britain service at All Saints' Church, High Wycombe |

In relation to the death of Her Majesty, Queen Elizabeth II,

- | | |
|---------------------|---|
| 11 September | Attended the Proclamation ceremony for the accession of King Charles III to the throne held in Market Square, Aylesbury and received a copy of the proclamation to be read out in Marlow. |
| 11 September | Read the aforementioned Proclamation at the Causeway in Marlow |
| 17 September | Attended the Buckinghamshire Council memorial service for late HM Queen at St Mary's Church, Aylesbury |
| 18 September | Attended the High Wycombe Charter Trustees' memorial service for late HM Queen at All Saints' Church, High Wycombe |
| 18 September | With the mayoress and councillors, attended a special commemoration service marking the death of her late Majesty Queen Elizabeth II at All Saints' Church, Marlow |

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

Cllr Richard Scott
Town Mayor
October 4, 2022

REPORT FROM LEADER OF THE COUNCIL

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

MINUTES DATED 02.08.22

M.46.22

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 2nd AUGUST 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	D Brown
		R Cadman
		C Heap
		N Marshall
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	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 –

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 Sandygate 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

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 4th 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**

Allotments Review

The Council is required to give allotment tenants one years notice of any increase in rent. There was no increase in rent for the year 2021/22 for 2022/2023 there is an increase of 30 pence per pole to £7 per pole. Allotment year runs from November to November and after agreement with the allotment association working group council is proposing to move the allotment year to mirror the financial year from April 2023.

The Council has two allotment sites at Hanging Hill and Foxes Piece with plots of varying sizes, plots are measured in pole size and the minimum size plot offer is 5 poles. The sites are both currently fully tenanted, and a waiting list is operated.

Officers have extensively researched charges at other allotment sites and current prices in Buckinghamshire and neighbouring parishes in Berkshire and Oxfordshire range from £5.60 per pole without running water to £7.80 per pole with water available on tap.

Proposal

For 2023/24 a rent increase of 50 pence per pole to a fee of £7.50 per pole.

RECOMMENDED

THAT MEMBERS AGREE TO MOVE THE ALLOTMENT RENT YEAR TO MIRROR THE FINANCIAL YEAR FROM APRIL 2023 AND THAT THE RENT PAYABLE FROM NOVEMBER 2023 INCREASE TO £7.50 PER POLE

Mayor's Visit to Marly-le-Roi

As in previous years, Marly-le-Roi has invited the Town Mayor to participate in the town's Remembrance Day commemorations in November.

RECOMMENDED:

THAT MEMBERS AGREE THE TOWN MAYOR REPRESENT MARLOW IN MARLY-LE-ROI IN NOVEMBER 2022 AND APPROVE THIS VISIT AS A CIVIC DUTY

Shopmobility Scooters

Council is responsible for the Marlow Shopmobility Scheme, three electric scooters are housed by Places for People at Court Garden Leisure Centre. In May this year Places for People informed Council that they would no longer be able to house the scheme after a fire risk assessment. Officers arranged for a Buckinghamshire Council Fire Specialist to visit the site and assist, and it was agreed that the scooters could continued to be housed if electrical improvements were made.

The improvements required in order to reduce the risk as raised in the Fire Risk Assessment Audit in March 22 and agreed with Buckinghamshire Council are

- Individual sockets are installed for each scooter as a charge point
- RCD sockets with timer charging are installed to prevent over charging/continual charging
- Investigating into Distribution Board location, connection and loading to take the above alterations

Quotes have been sourced by Places for People and officers, the recommended contractor is local, independent and has produced excellent references, Places for People have approved the contractor through their own approval process. The costs of the required works is £1012.15

RECOMMENDED

THAT MEMBERS AGREE FOR THE WORKS TO PROCEED WITH THE RECOMMENDED CONTRACTOR, THE COST TO BE MET FROM SHOPMOBILITY RESERVES

Management Accounts

Attached as appendix C1 – 6 are the following schedules:

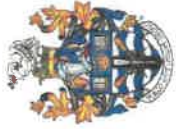
Balance sheet dated 31.07.22
Income and Expenditure schedule dated 31.07.22
Earmarked Reserves schedule dated 31.07.22
Grants schedule dated 31.07.22
Bank Reconciliation dated 31.07.22
Copy bank statements at 31.07.22

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.07.22 BE APPROVED AS RECOMMENDED BY THE
RESOURCES COMMITTEE MINUTE RC.13.22

02/09/22

July 2022

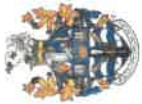


MARLOW TOWN COUNCIL

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>
Investment Stock						
Investments	-	-	-	-	-	-
Current Assets						
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>
Current Liabilities						
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>
Current Assets Less Current Liabilities	429,138.86	9,224.37	10,503.68	(23,187.25)	(11,965.40)	413,714.26
Total Assets Less Liabilities	429,138.86	9,224.37	10,503.68	(23,187.25)	(11,965.40)	413,714.26
Capital & Reserves						
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

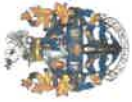
02/09/22

July 2022

Income & Expenditure Summary

	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
Cemetery 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	-
NB Income in Reserves	53,726.40	43,277.91	36,054.11	35,735.15	36,165.00	(429.85)	168,793.57	213,351.00	(44,557.43)	517,274.00
	1,113.40	4,540.30	-	-	-	-	5,653.70	-	-	-
Salaries	16,894.75	16,895.58	16,897.95	17,281.41	17,148.00	(133.41)	67,969.69	68,748.00	778.31	211,132.00
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	-	-	-	-	-	-	-	-	-	-
NB Expenditure in Reserves	38,778.78	36,027.53	57,911.36	46,413.55	39,800.00	(6,613.55)	179,131.22	176,765.00	(2,366.22)	517,274.00
	5,723.25	1,287.00	1,330.00	1,287.00	-	-	9,627.25	-	-	-
Surplus/(Deficit)	14,947.62	7,250.38	(21,857.25)	(10,678.40)	(3,635.00)	(7,043.40)	(10,337.65)	36,586.00	(46,923.65)	-

Appendix C2



MARLOW TOWN COUNCIL

July 2022

Earmarked Reserves

02/09/22

including late prior year reserve mvmt

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start April 2022	INCOME 2022/23	Transfer 2022/23	EXPENDITURE 2022/23	MVT TO DATE	BALANCE end July 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	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
EXTERNAL FUNDING									
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
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	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
	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	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	+
	TOTAL APPLICATIONS	2500.00		
	from reserves			
	BALANCE including reserves movement	2500.00		
	+ 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

02/09/22

Bank Reconciliation 31.07.22



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>178,471.09</u>
Current Account	01581935	per statement	<u>86,073.49</u>
Cheque & Debit card Account	03049254	per statement	995.01
	less unrepresented chqs		<u>995.01</u>
Paypal			<u>-</u>
Petty Cash			<u>138.54</u>
			<u>138.54</u>
Total Bank and Cash			265,678.13
National Savings Investments	AG174600	per statement	<u>-</u>
Santander Business Account			<u>-</u>
CCLA - Public Sector Deposit Fund			<u>204,871.38</u>
CCLA - Local Authority Property Fund	£200,000.00 included as Investments expenditure 2019/20		<u>-</u>
	NB mid market valuation at 30.06.22	223,962.55	
	quarterly net dividend yield to 30.05.22	1,758.78	
Short Term Cash Holdings			204,871.38
Total Bank and Short Term Cash Holdings			470,549.51

Appendix C5

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 >

[Trial our accounting software for free for 3 months](#)

Statement

Search your statement

+

< Previous

Next >

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

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

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Jul 22	BRITISH TELEPHONE SYSTEMS	DD			163,385.76
01 Jul 22	BUCKS COUNCIL	DD			163,311.83
01 Jul 22	BULKPAY 2022	DD			163,082.23
01 Jul 22	BULKPAY 2022	DD			162,748.23
01 Jul 22	BULKPAY 2022	DD			162,119.84
01 Jul 22	BULKPAY 2022	DD			144,103.54
05 Jul 22	BRITISH TELEPHONE SYSTEMS	DD			143,935.22
06 Jul 22	STRIPE PAYMENTS	FPI			143,981.88
07 Jul 22	BULKPAY 2022	DD			143,581.88
07 Jul 22	BULKPAY 2022	FPI			143,605.21
08 Jul 22	BULKPAY 2022	DD			143,503.21
11 Jul 22	BULKPAY 2022	FPI			143,545.76
12 Jul 22	BULKPAY 2022	FPI			144,751.06
12 Jul 22	MARLOW TOWN COUNCIL	TFR			144,410.09
13 Jul 22	BULKPAY 2022	FPI			144,433.42
14 Jul 22	HMRC - AGOODMHO	BP			141,040.06
14 Jul 22	STRIPE PAYMENTS	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

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 30-95-36
 Account Number 03049254

MARLOW TOWN COUNCIL - IMPREST ACCOUNT

01 July 2022 to 31 July 2022

Money In	£676.73	Balance on 01 July 2022	£830.51
Money Out	£512.23	Balance on 31 July 2022	£995.01

Your Transactions

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

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			

External Audit Report 2021-22

The External Auditor has returned the certificate confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2022, see appendix A.

RECOMMENDED:

THAT MEMBERS NOTE THE REPORT AND AGREE THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Marlow Town Council – BU0129**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.:

- The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent as they are 'N/A' and 'Yes' respectively. The smaller authority acts as a sole managing trustee and has met its responsibilities, therefore the response to Section 1, Box 9 should be 'Yes'.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Appendix A

Office Christmas Closure

Members are asked to approve the closure of the office from Friday 23rd December 2022 to Tuesday 3rd January 2023 inclusive.

As in previous years, it is recommended that the officers be granted two statutory days during the closure period and the remaining one working day will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact.

Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RECOMMENDED:

THAT COUNCIL APPROVE THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

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) Free Parking Days from Buckinghamshire Council

Buckinghamshire Council Car Parks in Marlow will be free to use for the first three Saturdays in December: 3rd, 10th and 17th.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS