

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 21st MARCH 2023 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
Councillors	T Avery
	D Brown
	R Cadman
	C Heap
	N Mityaeva
	C Stapley
	R Wilson

Town Clerk	Mrs H Martin
Admin	Mrs D Abbott

M.89.22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr C Hoyle, Cllr N Marshall.

M.90.22 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.91.22 COMMUNICATIONS FROM THE TOWN MAYOR

Since our last meeting, I have attended the following –

18 January - Visited 3rd Marlow Scout Troop to talk about the Mayor's role

28 January - With the Mayoress, attended a concert at All Saints Church, supporting Ukrainian guests.

3 February - Supported the grand opening of Logischool, an international coding school for kids and teens opened in a High Street premises.

5 February - Accompanied by Cllr Towns, attended High Wycombe Charter Trustees civic service at Wycombe Islamic Mission.

9 February - Attended a presentation of a Queen's Award for Enterprise – International Trade, presented to G & L, Old Barrel Store.

26 February - With the Mayoress and Cllr Heap, attended a Vigil for Ukraine at URC Church.

5 March - With the Mayoress, attended Gerrards Cross Town Council civic service.

11 March - With the Mayoress, attended Chiltern Music Academy concert in All Saints Church, hosted by Marlow Rotary Club.

12 March - Accompanied by Cllr Brown, attended Buckinghamshire Council Chairman's civic service in All Saints Church, High Wycombe

12 March - Hosted our Town Council Civic Celebration service at All Saints Church, Marlow
Full details of our Civic and Community events are always on the Town Council website.

M.92.22 REPORT FROM LEADER OF THE COUNCIL

The leader had nothing to report.

M.93.22 TOWN COUNCIL MINUTES

RESOLVED:

THAT THE MINUTES DATED 24.01.2023 WERE AGREED AND SIGNED AS A TRUE RECORD

M.94.22 INTERIM INTERNAL AUDIT REPORT

RESOLVED:

THAT MEMBERS REVIEWED AND APPROVED THE INTERIM INTERNAL AUDIT REPORT DATED 27.01.23

M.95.22 FINANCIAL REGULATIONS REVIEW

RESOLVED:

THAT MEMBERS AGREED TO ADOPT THE FINANCIAL REGULATIONS AS AMENDED

M.96.22 TREASURY MANAGEMENT POLICY

RESOLVED:

THAT MEMBERS REVIEWED AND AGREED TO ADOPT THE TREASURY MANAGEMENT POLICY AS AMENDED

M.97.22 BANK MANDATE REVIEW

RESOLVED:

THAT MEMBERS REVIEWED AND APPROVED THE LLOYDS BANK MANDATE

M.98.22 DIRECT DEBIT AND STANDING ORDER REVIEW

Schedule of Direct Debits (DD) and Standing Orders(SO) made by Marlow Town Council – February 2023

Supplier	Goods / Services	DD / SO	Frequency	Fixed / Variable
British Telecom	Telephone / Mobile / Broadband	DD	Monthly	Variable
BT	Telephone / Mobile / Broadband	DD	Quarterly	Variable
Buckinghamshire Council	Rates	DD	Monthly	Fixed
Crown Gas and Power	Gas and electricity supplies	DD	Monthly	Variable
Go Cardless	IT licences	DD	Monthly	Fixed
HM Land Registry	Subscription	DD	Monthly	Fixed
ICO	Data protection registration	DD	Annually	Fixed
Leaseplan	Vehicle lease	DD	Monthly	Fixed
Red Kite Housing	Garage rental	DD	Monthly	Fixed
Shire Leasing	Equipment hire	DD	Monthly	Fixed
Southern Electric	Gas and electricity supplies	DD	Monthly	Variable
Water Plus	Water charges	DD	Monthly	Variable
redacted	Cemetery gates opening / closing	SO	Monthly	Fixed

RESOLVED:

THAT MEMBERS APPROVED THE SCHEDULE OF DIRECT DEBIT AND STANDING ORDERS AS DETAILED ABOVE SUBJECT TO WATER PLUS BEING REMOVED FROM THE LIST

M.99.22 REGULAR PAYMENTS REVIEW

Under Financial Regulations 5.7 the Council must review and approve a list of payments that are made regularly via BACS. These include payments such as salaries, PAYE etc. The list of payment made regularly are shown below. It should be noted that all payments made by the Town Council require two signatories.

In addition to the authorisation protocol, there is a cap on the Lloyds bank accounts, whereby a maximum of £25k can be either transferred or paid out within a 48-hour period.

The Town Clerk and Deputy Clerk check the bank account a minimum of once per week, and in practice, more often than this.

Payments

Salaries	Town Council officers, Town Mayor Allowance, Leader's Expenses
Tax and NI contributions	HMRC
Pension contributions	Buckinghamshire Council

RESOLVED:

THAT MEMBERS APPROVED THE REGULAR PAYMENTS MADE BY MARLOW TOWN COUNCIL AS DETAILED ABOVE

M.100.22 CORONATION EVENT PROPOSAL

The Coronation of King Charles III will be held on Saturday 6th May. Marlow Round Table have booked Higginson Park for their annual May Fayre and Duck Race event. All funds that they raise at this popular event are donated to local good causes. The location for their event is in the section of Higginson Park closest to the children's play area. Higginson Park can only be booked for sole use – rather than partial or shared use, so Marlow Round Table will have the whole park available to their event.

Marlow Town Council is seeking to screen the Coronation event for the benefit of Marlow residents and visitors, and create an event along the lines of the successful "Party like a queen" event that was held in 2022 for the Jubilee of Queen Elizabeth II.

The working title for this coronation screening is "Party like a King", and the location for the event is Higginson Park, based around the Putting Green area – which is not being used by Marlow Round Table.

The drive for Marlow Town Council is to provide a positive experience to those attending the event, act in a complimentary way to the Marlow Round Table event, and ensure that the collaboration neither adds greater risk, or to drive incremental cost to the Marlow Round Table team.

RESOLVED:

THAT MEMBERS APPROVED THE PROPOSAL WITH A BUDGET OF £9,000 PLUS AN EXTRA £1,000 TO BE USED AS MEAL VOUCHERS FOR UKRANIAN FAMILIES, AND THOSE IN RECEIPT OF SUPPORT FROM ONE CAN TRUST AND MEALS FROM MARLOW. THE EXPENDTURE TO COME FROM THE COMMUNITY EVENTS RESERVES

M.101.22 CIVIC VISIT APPROVAL

The Town Mayor has been invited to visit Marly-le-Roi in May 2023.

RESOLVED:

THAT MEMBERS APPROVED THE TOWN MAYOR'S VISIT TO MARLY-LE-ROI IN MAY 2023 AS A CIVIC DUTY

M102.22 50TH TWINNING CIVIC VISIT PROPOSAL

Proposal for funding of a 50th Anniversary Celebration with Marly le Roi

Brief Background and History

The twinning with Marly le Roi began in 1970 with school exchanges including both SWBGS, And GMS, as well as sporting challenges in the key sports of rugby, rowing and other shared sports. Thanks to the enthusiasm of the participants on both sides the exchanges grew over a couple of years for the link to become official civic relationship on 16 June 1972 and the Twinning accord was signed in Marlow in 1972. The ceremony was repeated in Marly-le-Roi the following year beginning regular exchanges not only between interest groups and associations but also by the members of the Council.

In 2012 the 40th year of the Twinning was celebrated in Marly le Roi with the Marlow Mayor and Councillors were hosted in Marly. In May 2022 the 50th year of the Twinning was celebrated in Marly with Marlow Mayor and Councillors hosted in Marly. During the celebrations the initial twinning accord was renewed to reaffirm this important historical relationship.

Twinning between Marlow and Marly provides numerous benefits for Marlow residents now and in the future and as such this is an important relationship to maintain that encourages deeper and

more meaningful connections between our towns in the wider Marlow community for all age groups and particularly young people of both towns.

Proposal for Summer 2023 50th Anniversary Civic Visit in Marlow

The proposal is to host a Civic reception event in Marlow in Summer 2023 at the weekend of Marlow Regatta with an official invitation going to Marly Mayor and his deputies to visit Marlow, to recognise the achievements to date, to meet the wider Marlow community and to discuss further opportunities to strengthen the relationship.

Specifically, we propose to extend invitations to those councillors in the Marly council who oversee critical relationships as part of their Mayoral team:

- Deputy in Charge of Twinning
- Deputy of Education
- Deputy of Sport
- Deputy of Culture

We understand the Marly Twinning Association will be in Marlow during the same weekend and propose that the members of MMTA will join the celebration of our twinning community. Furthermore, a group of exchange students from Marly's Lycee ages 14-15 years old will be visiting SWBGS the same week, 5-11 June. SWBGS has confirmed that they would be happy to host the Civic delegation of Marly Mayor and his deputies the afternoon of the 9th of June. We are liaising to GMS to confirm their participation as well.

Proposed Schedule of Activities for the French TC Delegation:

- Friday – arrival, afternoon - tour of GMS and SWBGS
- Saturday morning – Regatta opening ceremony
- Saturday afternoon – Community Reception
- Sunday – free day for guests

RESOLVED:

THAT MEMBERS AGREED TO THE ABOVE PROPOSAL WITH A BUDGET OF £5000 TO BE TAKEN FROM PREDICTED UNDERSPEND IN 2022/23 AND GENERAL RESERVES AND THAT THE COMMUNITY COMMITTEE HAVE DELEGATED AUTHORITY TO PROCEED WITH THE PROPOSAL.

M.103.22

ELECTION OF THE INCOMING MAYOR AND DEPUTY MAYOR, 2023-24

Nominations will be called at your meeting for the Mayor and Deputy Mayor for the Mayoral year 2023-24. Votes will be taken, and voting will be recorded if required. Once agreed the approved nominees will be known as the Mayor Elect and Deputy Mayor Elect. Invitations for a Mayoral presence post the Annual Meeting to be held on 9th May 2023 will be forwarded where appropriate.

The Mayor Elect and Deputy Mayor Elect will take up office upon signing their declarations at the Town Council meeting held on 9th May 2023. The outgoing Mayor will initially chair the Annual Meeting, once the Mayor Elect signs his declaration of office he will then chair the remainder of the Annual Meeting.

The following nominations have been received: -

Town Mayor, Cllr David Brown

Deputy Mayor, Cllr Colleen Stapley

RESOLVED:

THAT MEMBERS AGREED TO ELECT THE MAYOR AND DEPUTY MAYOR, FOR THE MAYORAL YEAR 2023-24 AND THEY ARE TO BE MAYOR AND DEPUTY MAYOR ELECT UNTIL THEY TAKE UP THEIR OFFICE AT THE CLOSE OF THE TOWN COUNCIL MEETING TO BE HELD ON 9TH MAY 2023

M.104.22 COMMUNITY COMMITTEE RE VISIT BANNER POLICY

The Community Committee requested that Council permit them to re visit the Banner Policy and bring their recommendations back to Council.

RESOLVED:

THAT MEMBERS AGREED TO A REVIEW OF THE BANNER POLICY BY THE COMMUNITY COMMITTEE AND THAT THEY PROVIDE THEIR RECOMMENDATIONS TO COUNCIL

M.105.22 DEFIBRILATOR AT QUOITINGS SQUARE - PROPOSAL

Marlow Resident and South Central Ambulance Service volunteer Adam Taylor works as a Community First Responder for emergency calls within the Marlow Area. Adam has identified that whilst some areas of Marlow have close access to a Defibrillator, there is a scarcity on the West side of Marlow. Adam has further identified that there is a BT Phone Box outside Platts which could be adopted by MTC under the BT Phone Box Scheme and used to house a defibrillator.

RESOLVED:

THAT MEMBERS APPROVED THE PROPOSAL WITH A BUDGET OF £4,000 TO COME FROM THE TOWN IMPROVEMENT RESERVES

M.106.22 WILD VERGES PROJECT

The Environment committee are recommending that Marlow Town Council develop wildflower verges on some of the roads in Marlow this year. This will mean the chosen areas will be cut 3 times this year and the arisings will be collected at each cut. The majority of verges in Marlow, open spaces, parks and the town cemetery will remain on their usual cutting regime.

The purpose of this project is to provide sustenance to pollinating insects. The environment that insects need has decreased dramatically over the last 50 years and pollinators are vital to the whole planet ecosystem. There are approximately 1,500 pollinating insects in the UK of which there has been between a 20% and 50% decline in some species.

The drive for this comes from the UK government, Buckinghamshire County Council, the Environment Committee, and residents. The UK government is encouraging local authorities to develop more wild verges. Buckinghamshire County Council are leading a county wide initiative to leave grass verges uncut and develop wildflowers on them.

Marlow Town Council have devolved services from Buckinghamshire Council for the grass cutting and are proposing several areas to follow this three times a year cutting regime as a one year trial. This will allow the Council to monitor both the growth of the verges and how they respond to 3 cuts a year.

Note: We do not expect wildflowers to appear in abundance for the first couple of years so the appearance will be long grass for part of the growing season. Cutting the coarse grass and removing the cuttings will decrease the fertility of the soil therefore making it more difficult for coarse grass to grow and easier for fine grass and flowers to grow. It is fine grass and wildflowers that will increase biodiversity year on year. The project will be managed naturally which means allowing the flowers to seed naturally through cutting management.

Benefits

The town gains from this project by contributing enormously to the local and national environment. Plant life and insect life will benefit significantly from developing wildflower verges. The local Environmental groups are supportive of this project. Officers keep a log of all resident feedback on grounds maintenance and 2022 was the first year that the office had 5 calls recorded complaining about how much Council cuts the grass and that it should be left to develop wildflowers for the bees.

Below is a list of benefits to the wildflower project that Marlow Town Council is developing:

Supporting insect life and addressing the decline in biodiversity, one road at a time. One mile of flower rich verge can provide up to 20kg of flower nectar which can feed millions of pollinating insects.

There are health benefits to residents. More greenery on the roadside offers more counterbalance to the exhaust fumes. Along with Releaf Marlow's efforts to increase roadside trees, the greenery at the roadside will increase. This will in turn raise awareness amongst those residents whose focus may not be primarily on environmental change.

Greater collaboration and a stronger working relationship with our ground's maintenance contractor. We are working together to trial this as an experiment that both parties want to succeed.

The project is bringing together many community groups as this aim overlaps almost all the community groups. This project has served to highlight how important re wilding is to so many people in Marlow. While each community group has a slightly different focus and aim, all of them agree that not cutting the grass is a great idea.

Publicity and communication to residents

Council has already explained the rationale behind the project and the benefits to residents and the environment in the current edition of the Marlovian. In addition, signage will be placed in the verges to clearly explain that the grass is being left on purpose.

RESOLVED:

THAT MEMBERS AGREED THAT PROJECT PROCEEDS ON A ONE-YEAR TRIAL IN THE AREAS TO BE IDENTIFIED BY THE ENVIRONMENT COMMITTEE WORKING GROUP

M.107.22 ENVIRONMENT COMMITTEE ATTENDANCE AT THE WILD BEE FESTIVAL

Bee Festival – Saturday 15th July in Higginson Park

Environment committee recommendation for Council to attend with the TC Gazebo and pre prepared boards – officers to erect and dismantle the gazebo, source table and chairs.

Councillors to attend and man the stall

Display Boards to be designed and produced by officers to include the following

Board 1 – Bee Town Marlow, MTC's Pollinator Policy

Board 2 – Achievements

- Map of last year's wildflower areas
- Photos and supportive comments from residents
- What wildflowers were sown plus photos
- We have asked contractors not to work with glyphosate – update before printing

Board 3 – Our Plans for 2023

- Map of last year's plus this year's pollinator patches
- Info about all visiting pollinator's (bees, butterflies, moths, etc)
- Seeds that will be sown on the pollinator patches
- Highlight new areas that will be left unmown in public spaces
Board 4 – Our Five-year plan
- Map of last year, this year and possible future plan for pollinators
- Review mowing regimes – increase areas of wildflower road verges
- Review further unmown grass spaces in public places
- Support native flower/shrub planting schemes to support pollinators in public spaces

BUDGET

Cost for the production of display boards £250.00.

Give aways for residents for the stall - approx. budget £600.00, contingency £150.00 = total £1,000.00.

RESOLVED:

THAT MEMBERS APPROVED THE PROPOSAL FOR ATTENDANCE AT THE BEE FESTIVAL IN HIGGINSON PARK ON JULY 15TH WITH A BUDGET OF £1,000 TO BE TAKEN FROM THE ENVIRONMENT WORKING GROUP BUDGET

M.108.22 INFORMATION REPORT

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) Filming at The Causeway

The Town Council agreed to a film company using the grass on the Causeway for some last-minute filming. The Council has received a donation of £200.

c) Emergency repairs to football goalposts at Seymour Park Recreation Ground

Emergency repairs and strut replacements have taken place to the goalposts at Seymour Park Recreation ground at a cost of £1240, the goal posts were an original fitting in the park and were over 20 years old.

d) Social Media Report

Facebook

From December 2022 to February 2023

Facebook Reach 4.2k up 36% on previous quarter

Most engaging post Carols on the Causeway 750 reach, 175 shares.

Instagram

From December 2022 to February 2023

Instagram reach increased by 16% to 1,800 followers

Most engaging post Carols on the Causeway with 760 people reached

Twitter

December 2022 to February 2023

Top tweet Carols on the Causeway 3,334 impressions

Followers increased to 2,242 up 8% on previous quarter

Mentions 26 up 63 % on previous quarter

RESOLVED:
THAT MEMBERS NOTED THE REPORTS

M.109.22 **REPORTS FROM OUTSIDE BODIES**

Cllr R Wilson

Reported that The Community Forum had now been formally disbanded and that he thanked the chairman and secretary for all their work on the committee.

Cllr J Towns

Reported that she attended several BidCo meetings.

Cllr C Funnell

Reported that the arrangements for the Town Regatta and Festival were progressing.

M.110.22 **Reports from Buckinghamshire Council**

Cllr C Heap

Reported on the refurbishment of the play area for Higginson Park and that the Southwest Chilterns Community Board has a community engagement event in Higginson Park on the 22nd April in the afternoon, all members are encouraged to attend.

Cllr J Towns

Reported the on the change in Highway contractors for Buckinghamshire Council, that areas for ANPR can now be nominated excluding Marlow Bridge and that she and Cllr Heap had met with the residents of Fieldhouse Lane during the flooding.

M.111.22 **DATE OF NEXT MEETING**

Tuesday 18th April 2023 at 7.00pm

Town Mayor _____ Date _____

Meeting closed at 7.35pm

PUBLIC QUESTION TIME

There were no public present