

# MARLOW TOWN COUNCIL

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

**TO:** MEMBERS OF THE TOWN COUNCIL

**Town Mayor** | D Brown    **Deputy Mayor** | Cllr C Stapley

**Councillors:** T Avery, R Cadman, C Funnell, C Heap, C Hoyle, N Marshall, N Mityaeva, R Scott, J Towns, R Wilson

A MEETING OF THE **TOWN COUNCIL** WILL BE HELD ON **TUESDAY 13<sup>TH</sup> JUNE 2023** at **7.00pm** 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 H Martin | Town Clerk | 08.06.23

M.10.23	Apologies for absence	
M.11.23	Declarations of interest	
M.12.23	Communications from the Town Mayor	INFORMATION
M.13.23	Report from Leader of the Council	INFORMATION
M.14.23	Town Council Minutes – 18.04.23 & 09.05.23	DECISION
M.15.23	Asset Register	DECISION
M.16.23	Final Accounts 2022-23	DECISION
M.17.23	Annual Governance Statement 2022-23	DECISION
M.18.23	Annual Return Accounting Statements 2022-23	DECISION
M.19.23	Exercise of Public Rights	DECISION
M.20.23	Review of Effectiveness of Internal Audit	DECISION
M.21.23	Town Bus	DECISION
M.22.23	Information Reports	INFORMATION
	a) Committee Minutes	
M.23.23	Reports from Outside Bodies	INFORMATION
M.24.23	Reports from Buckinghamshire Council	INFORMATION
M.25.23	Date of next meeting: Tuesday 1 <sup>st</sup> August 2023 at 7.00pm	INFORMATION
	PUBLIC QUESTION TIME	

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.

## COMMUNICATIONS FROM THE TOWN MAYOR

**MARLOWTOWNCOUNCIL** | Mayoral Engagements

Cllr David Brown Town Mayor 2023-24	
09.05.2023	Annual Parish Meeting
15.05.2023	Mayor Making and Annual Meeting – Henley Town Council
18.05.2023	Opening of Pub in the Park, Marlow
19.05.2023	Inauguration of Town Mayor / Deputy Mayor – Aylesbury Town Council
26.05.2023	Telephone meeting with Nextstage Choir
27.05.2023	Exhibition – Marlow Arts and Crafts Society
06.06.2023	80 <sup>th</sup> Anniversary of the Dambuster's Raid – Royal Air Forces Association
06.06.2023	Annual Reception – Royal Air Force, High Wycombe
09.06.2023	Hosted Civic guests from Marly-le-Roi (throughout the weekend)
10-11.06.2023	Attended Marlow Town Regatta and Festival

## REPORT FROM LEADER OF THE COUNCIL

## MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 18<sup>TH</sup> APRIL 2023 AT 7pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

<b>Present</b>	<b>Town Mayor</b>	Cllr R Scott
	<b>Deputy Mayor</b>	Cllr J Towns
	<b>Leader</b>	Cllr C Funnell
	<b>Deputy Leader</b>	Cllr C Hoyle

<b>Councillors</b>	D Brown
	R Cadman
	C Heap
	N Marshall
	N Mityaeva
	C Stapley
	R Wilson

<b>Town Clerk</b>	Mrs H Martin
<b>Deputy Clerk</b>	Mrs K Joy

**M.112.22 Apologies**

Apologies for absence was received from Cllr T Avery.

**M.113.22 Declarations of interest**

There were no declarations of interest.

**M.114.22 Communications from the Town Mayor**

The Town Mayor presented the list of engagements undertaken since the last meeting.

**M.115.22 Report from Leader of the Council**

Nothing to report.

**M.116.22 Town Council Minutes – 21.03.23**

**RESOLVED:**

THAT THE MINUTES DATED 21.03.23 WERE APPROVED AND SIGNED AS A TRUE RECORD

**M.117.22 Risk Management Plan 2023**

In accordance with NALC guidelines the plan had been prepared by officers and was submitted to members for review and approval. The plan had also been approved by BALC (Bucks Association of Local Councils). Subject to the correction of the risk of loss of consequential income on page 2, box 2, the correct figure is £1million.

**RESOLVED:**

MANAGEMENT PLAN DATED 2023 WAS APPROVED

THAT THE RISK

**M.118.22      Review of the Effectiveness of Internal Control**

The Town Council is required to review the effectiveness of the Internal Audit process. It was proposed that a suitably experienced member of the Town Council not sitting on the Resources Committee to be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise is clearly set out in the practitioner’s guide which would be adhered to.

The findings of the review will be reported to the Town Council at a future meeting. In 2022/23 Cllr N Marshall conducted the review.

Cllr N Marshall was nominated and confirmed he would undertake the review.

**RESOLVED:**

THAT MEMBERS APPOINT CLLR N MARSHALL TO UNDERTAKE AN INTERNAL CONTROL REVIEW AS DETAILED ABOVE

**M.119.22      Replacement Handwashing and Drying Facilities - Gossmore Toilets**

The men's toilets at Gossmore are currently closed as the handwasher/dryer unit is beyond repair and needs to be replaced, it is over 25 years old. Quotes from four suppliers have been a minimum of £3,500 for a replacement unit including installation and a five-year guarantee, Officers have looked at other solutions and discussed the cost with Buckinghamshire Council as a bigger provider of toilet facilities. Council could go for a cheaper option of a sink and paper towels however these are not cost effective as they are too easily vandalised. The Wall gate unit quoted for is tamper proof and if it lasts as long as the previous unit could give 25 years of service.

**RESOLVED**

THAT MEMBERS AGREED A SPEND OF £3,500 FROM RECREATION GROUND RESERVES FOR THE REPLACEMENT OF THE UNIT SO THAT THE TOILETS CAN BE REOPENED

**M.120.22      Christmas Lights Infrastructure**

Members were reminded that the Council was not able to install the full complement of cross street Christmas lights in the High Street, due to fixing point permissions being withdrawn.

The meeting discussed various options to remedy this situation. In summary the Council in conjunction with their lighting contractor and property owners would see if securing a fixing on an existing building could be achieved. If this course of action was not possible, the Council agreed to spend up to £4,000 from earmarked reserves to install a column to secure a fixing point.

**RESOLVED:**

THAT MEMBERS APPROVE THE PROPOSALS AS DETAILED ABOVE

## **M.121.22 Management Accounts**

The Resources Committee had approved the accounts dated 28.02.23 for approval.

It was noted that an appeal had been lodged with Thames Water for water loss and they had until 30.04.23 to make a determination

### **RESOLVED:**

THAT THE MANAGEMENT ACCOUNTS DATED 28.02.23 BE APPROVED

## **M.122.22 Information Reports**

### **a) Committee Minutes**

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

### **b) Police Community Support Officer**

Following a request from Thames Valley Police funding is not required from the Council Budget 2023/24 for contribution to a PCSO. Council will be presented with a proposal for 2024 in Autumn 2023.

### **c) Party Like the King**

Confirmed Big Screen provided by the Town Council, in attendance would be Marlow FM, Round Table Bar, Tea Tent, Town Band, selfie stand, fish and chip truck and various other concessions and entertainments. Childrens crown competition, judging on the day will be managed by Town Councillors with prizes for winning and participation. A resource plan will be prepared soon. Marketing and posters are in production. It was going to be a busy day for the town with lots of events and activities.

Town Councillors may be required on the day to serve on the bar and / or for general light duties, (sign posting / information) and will be welcome on the day. Please wear your name badges.

### **d) Causeway Refurbishment**

#### **BACKGROUND**

At a full Council meeting held on 24 January 2023, the following proposal was agreed –

MEMBERS APPROVED OPTION 1 TO MAKE THE AREA AT THE CAUSEWAY AN OPEN SPACE THAT DRAWS THE PUBLIC IN TO ENJOY THE SIGHTS AND GREENERY OF THE CAUSEWAY. THE COST TO BE MET FROM EARMARKED RESERVES FOR THE CAUSEWAY.

The estimated cost was to be a maximum of £15k.

Extract from the minutes –

## **1. Executive Summary**

This report discusses the opportunity to make The Causeway a more usable space for the public. It has been proposed that The Causeway is not utilised to its maximum potential.

## **2. Introduction**

The Causeway has been the same configuration for many years and is a landmark of the town. However, there are not many seating areas, the tree branches use up space and the flagpole guy ropes extend over a large area, making it hazardous and limiting walking space. Recently the local market has been using more of the area and it has become apparent that people do enjoy this space but it is not easy to manoeuvre or to rest. The benches are all situated facing the road, rather than in towards to the memorial.

MTC would like to re purpose the land on The Causeway to make it more inviting to the community. The grass surface is currently uneven so we would like to resurface and level that out, but it would remain as grass. The flagpole will also be replaced to allow for greater enjoyment and utility of the grass area. The final plan agreed plan to subject to an informal consultation.

### **Informal consultation**

Following the Council's decision, an informal consultation was completed by the end of March and officers have summarised the responses from 90 members of the public. The two main issues emerging from the consultation were – waste of money; and misunderstanding or lack of clarity over specifics of the work.

Officers have listed the areas of apparent misunderstanding as follows

1. The public needed to be informed that the current flagpole is costly to maintain
2. The ground levelling is to even out divots and replace the holes left by the old flagpole and will not be a hard surface
3. The tree roots will not be touched or damaged
4. The crocuses will not be touched and if they are removed during works, they will be replaced.
5. The benches will be facing half inwards and half outwards as there is a split preference on this.

This matter was mentioned at an informal Community committee meeting on 14 April and whilst we are not able to change Council decision for a 6 month period, the following should be taken into account.

- Replace the flagpole, but leave in current location
- Leave electricity box in present location – saving of c £5k
- Levelling out is not be a major task, but repair and refill where appropriate
- Trim low hanging trees subject to any required permissions
- Be selective on which benches facing the park should be turned round, noting that 3 out of the current 4 have a donor plaque on them. One also appears in poor condition.
- Locate up to two additional benches on the south side of the Causeway, facing up the High Street. We already have possible sponsorship for one of them.
- Ensure crocus beds are maintained and/or enhanced.
- Carry out the work in late autumn 2023 after Remembrance weekend, which will be well outside the growing season and less used by public.

**M.123.22 Reports from Outside Bodies**

**Cllr C Heap**

Would be attended an opening of the Marlow Community Hub on 19.04.23. The Hub was aimed at the older population, who could turn up and get blood pressure taken, have fitness tests. Volunteers would be present 10-4pm.

**Cllr C Funnell**

Reported that arrangements for the Regatta were proceeding as normal.

**Cllr N Marshall**

Attended a meeting of the Marlow Society on 17.04.23.

**Cllr J Towns**

Will be attending a BidCo meeting next Friday. The car parking planning application for the business park has been withdrawn. A new full application will follow in due course.

**M.124.22 Reports from Buckinghamshire Council**

**Cllr J Towns**

Was meeting stakeholders regarding flooding in Fieldhouse Lane, Marlow, in the hope that this problem would be realised and resolved before the ditch is worked on.

There had been exceptionally bad flooding recently and rodent infestations. A tanker had been present with 26 000 gallons pumped out.

Replacement lighting work on A404 was starting from 24th April with additional closures in July to complete the works.

**Cllr N Marshall**

The air quality monitor at Holy Trinity school, the first one in the county, was now live sampling.

BC are monitoring air quality data and would decide on what action to take depending on the results.

The new Highways transport contract started in bucks. The structure looks better than previous one and looked like being more responsive with a central control point.

The Mayorfield garage site planning application had gone to appeal and had been refused.

Commented on the public backlash after Christmas in the Park event but stated that the restoration of the grass in Higginson Park was excellent.

Higginson Park Childrens Play areas was to be refurbished.

**M.125.22 Date of next meeting: Annual Meeting**

Tuesday 9<sup>th</sup> May 2023 at 7.15pm

Closed at 7.55pm

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



**MARLOWTOWNCOUNCIL**

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

MINUTES OF THE ANNUAL PARISH MEETING HELD ON TUESDAY 9<sup>th</sup> MAY 2023 AT 7.00pm IN THE HIGGINSON ROOM, COURT GARDEN, POUND LANE, MARLOW

**Present** **Town Mayor Cllr R Scott**

**Also present** **87 members of the public**

The Town Mayor presented the Annual Parish Report to the meeting. Activities during the past year were highlighted.

Questions were raised by members of the public concerning:

- Conditions of use for Higginson Park by hirers
- Repair works to Marlow Bridge
- Higginson Park Trust
- Traffic and visiting Marlow

The questions were fielded by the Town Mayor.

Presentations were made to a local resident soon to be 100 years old and to Jan Bailey who had retired from the Town Council after 22 years of service.

Meeting closed at 7.20pm

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





**M02.23 ELECTION OF DEPUTY MAYOR – for the Mayoral Year 2023-24**

Town Mayor called for nominations for the office of Deputy Mayor

Nominated: **Cllr C Stapley**

Agreed unanimously.

Cllr Stapley accepted the Chain of Office and read and signed the “Declaration of Acceptance of Office of Deputy Mayor”.

Deputy Mayor addressed the meeting and thanked Cllr J Towns for her service as outgoing Deputy Mayor.

**RESOLVED:**

THAT CLLR C STAPLEY BE ELECTED TO THE OFFICE OF DEPUTY MAYOR FOR 2023-24

**M03.23 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**M04.23 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**M05.23 TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES LISTED BELOW:**

- a) **Resources Committee** (6 members)  
Nominations  
Cllr R Cadman, Cllr C Funnell, Cllr N Mityaeva, Cllr R Wilson, Cllr R Scott, Cllr C Heap
- b) **Planning and Transport Committee** (5 members)  
Nominations  
Cllr R Scott, Cllr T Avery, Cllr N Marshall, Cllr J Towns, Cllr R Wilson
- c) **Environment, Sustainability and Wellbeing Committee** (4 members)  
Nominations  
Cllr C Hoyle, Cllr N Marshall, Cllr C Stapley, Cllr D Brown
- d) **Community Committee** (6 members)  
Nominations  
Town Mayor, Cllr C Hoyle, Cllr C Heap, Cllr C Stapley, Cllr R Cadman, Cllr J Towns
- e) **Staffing Committee** (5 members)  
Nominations  
Town Mayor, Deputy Mayor, Leader, Deputy Leader, Cllr R Scott

Agreed unanimously.

**RESOLVED:**

THAT THE COMMITTEES FOR THE YEAR 2023-24 BE AGREED AS DETAILED ABOVE

**M06.23 TO APPOINT THE CHAIRMAN OF:**

- a) **Resources Committee**  
Nomination: Cllr N Mityaeva
- b) **Planning and Transport Committee**  
Nomination: Cllr R Scott
- c) **Environment, Sustainability and Wellbeing Committee**  
Nomination: Cllr C Stapley
- d) **Community Committee**  
Nomination: Town Mayor
- e) **Staffing Committee**  
Nomination: Leader

Agreed unanimously.

**RESOLVED:**

THAT THE COMMITTEE CHAIRMAN BE AGREED AS DETAILED ABOVE

**M07.23 TO AGREE APPOINTMENTS TO THE FOLLOWING GROUPS**

- a) **Steering Group** (6 members)

Leader, Chairman of Committees, Town Clerk

Sub – Committees and Working Groups may be formed / disbanded throughout the year as and when necessary.

NOTE: the Town Mayor and Leader are an ex officio member of all committees and working groups

Agreed unanimously.

**RESOLVED:**

THAT THE STEERING GROUP MEMBERS BE AGREED AS DETAILED ABOVE

**M08.23 TO APPOINT REPRESENTATIVES TO OUTSIDE ORGANISATIONS**

Permanent Representation on Outside Bodies

Bid Co -Cllr J Towns

Marlow Age Concern- Cllr C Heap

Marlow Chamber of Trade and Commerce -Cllr Scott

Marlow Museum - Cllr N Mityaeva

Marlow International Regatta -Town Mayor

Marlow Society- Cllr N Marshall

Marlow Town Regatta and Festival -Leader of the council

Marlow Town Twinning Association (Marly-le-Roi)- Cllr Roy Cadman

SW Chiltern Area Community Board Cllr -Leader of the Council

Representatives to other outside organisations will be made on the request of organisation.

Agreed unanimously.

**RESOLVED:**

THAT REPRESENTATIVES TO OUTSIDE ORGANISATIONS BE AGREED AS DETAILED ABOVE

**M09.23**

**DATE AND TIME OF NEXT MEETING**

Town Council - Tuesday 13<sup>th</sup> June 2023 at 7.00pm

Meeting closed at 7.45pm

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

## ASSET REGISTER

M.15.23

Click [here](#) for the Town Council's Asset Register.

Please note it is a requirement to have an Asset Register set out in this format and that this document is not to be confused with any insurance valuation documents.

### RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE ASSET REGISTER DATED 20.03.23

## FINAL ACCOUNTS 2022-23

M.16.23

Click [here](#) for the final accounts for the year ending 31.03.23

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

### RECOMMENDED:

THAT MEMBERS APPROVE THE YEAR END ACCOUNTS DATED 31.03.23

**ANNUAL GOVERNANCE STATEMENT 2022-23**

M.17.23

Click [here](#) for the Annual Governance Statement 2022-23

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

**RECOMMENDED:**

THAT THE TOWN COUNCIL ACKNOWLEDGES THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND THAT IT BE APPROVED AND

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

M.18.23

**ANNUAL RETURN ACCOUNTING STATEMENTS 2022-23**

Click [here](#) for the Accounting Statements 2022-23

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

**RECOMMENDED:**

THAT THE ACCOUNTING STATEMENTS 2022-23 BE AGREED AND

THAT THE TOWN MAYOR SIGNS THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY MARLOW TOWN COUNCIL

M.19.23

**EXERCISE OF PUBLIC RIGHTS**

Council is asked to approve the dates of exercise of public rights which can be viewed [here](#).

**RECOMMENDED**

THAT COUNCIL APPROVE THE PERIOD OF EXERCISE OF PUBLIC RIGHTS FROM JUNE 27TH TO AUGUST 7TH

**REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

M.20.23

Please click [here](#) for the completed Review of Effectiveness of Internal Audit 2022-23

Cllr N Marshall undertook the review on 10.05.23 and recorded no areas for development.

**RECOMMENDED:**

THAT MEMBERS ACCEPT CLLR MARSHALLS REPORT

**TOWN BUS**

M.21.23

The Council contribution of £6300 to Buckinghamshire Council for the Town Bus was not included in the budget agreed by Council in January 2023. It is recommended that the cost is included whilst further discussions with Buckinghamshire Council continue. The cost can be met within the existing council budget.

**RECOMMENDED**

THAT MEMBERS AGREE TO A CONTRIBUTION OF £6300 TO BUCKINGHAMSHIRE COUNCIL FOR THE TOWN BUS 2023-24

**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.

**MEMBERS ARE REQUESTED TO NOTE THE REPORT**