

# 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 1<sup>st</sup> AUGUST 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 | 27.07.23

M.26.23	Apologies for absence	
M.27.23	Declarations of interest	
M.28.23	Communications from the Town Mayor	INFORMATION
M.29.23	Report from Leader of the Council	INFORMATION
M.30.23	Town Council Minutes – 13.06.2023	DECISION
M.31.23	Management Accounts	DECISION
M.32.23	Year End Internal Audit Report 2022-23	DECISION
M.33.23	Campbell Road Playground Mat Replacement	DECISION
M.34.23	Committee Name Change	DECISION
M.35.23	Changes to Leader / Mayor Model	DECISION
M.36.23	Town Bus	DECISION
M.37.23	Grant Application	DECISION
M.38.23	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Social Media Report	
M.39.23	Reports from Outside Bodies	INFORMATION
M.40.23	Reports from Buckinghamshire Council	INFORMATION
M.41.23	Date of next meeting: Tuesday 3 <sup>rd</sup> October 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

M.28.23

**MARLOWTOWNCOUNCIL** | Mayoral Engagements

**Cllr David Brown | Town Mayor 2023-24**

17.06.2023	Marlow Literary Festival – All Saints Church
19.06.2023	Chamber of Trade and Commerce Meeting
27.06.2023	Dementia Action Marlow AGM Cllr R Scott attended on behalf of the Town Mayor
20.06.2023	Acts of Service with Marlow C of E school pupils – Balfour Garden
21.06.2023	Acts of Service with Marlow C of E school pupils – Balfour Garden
06.07.2023	Church Project Meeting with Rev Dave Bull
13.07.2023	Celebration of Success – Great Marlow School
18.07.2023	Swan Upping – Cookham Marlow Reach of Thames Hosting Swan Uppers at The Two Brewers
19.07.2023	Swan Upping departure from the <u>Compleat</u> Angler Hotel, Marlow Cllr R Scott attended on behalf of the Town Mayor

REPORT FROM LEADER OF THE COUNCIL

M.29.23

## MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 13<sup>th</sup> JUNE 2023 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW

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

**Also present** one member of the public

### M.10.23 Apologies for absence

Apologies for absence were received from Cllr T Avery.

### M.11.23 Declarations of interest

There were no declarations of interest.

### M.12.23 Communications from the Town Mayor

## MARLOW TOWN COUNCIL | 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

## **M.13.23**

### **Report from Leader of the Council**

I am pleased to present this report highlighting key events and initiatives that have taken place in our town recently. It is with great pleasure that I share the positive developments, activities and community engagement activities that have strengthened our bond as a town. Here are the key points:

#### **Marlow Town Regatta:**

We are thrilled to acknowledge the success of the Marlow Town Regatta, which brought the community together once again. This event provided an opportunity for young individuals and schools to participate, fostering a sense of unity and camaraderie among residents. We extend our gratitude to Chairman Robin Atkinson and the entire Regatta Committee for their tireless efforts in organizing a fantastic community weekend.

#### **Community Day:**

The turnout for the Community Day on Sunday was remarkable, with various activities such as the dog show, performances by school and church choirs, and active community engagement. We are delighted to witness such enthusiasm and participation from our residents. This event showcased the collaborative spirit within our community and the generous support of local business sponsors.

#### **Refurbishment of Children's Play Area:**

Exciting news! The refurbishment of the children's play area in the park has commenced. The existing facilities will be replaced entirely with modern equipment, offering an enhanced experience for children. Bucks County Council are aiming to complete this project in time for the upcoming school holidays, providing a wonderful recreational space for families to enjoy after significant investment for this area.

#### **Twin Town Exchange with Marly-le-Roi:**

During the regatta, we had the pleasure of hosting Civic Cllr mayoral guests from our twin town, Marly-le-Roi. They were able to hold meetings and visit the Great Marlow School, facilitating language exchange and collaborative efforts to promote future activities for young individuals. We extend our gratitude to the heads and teachers at Great Marlow School and Sir William Borlase for their support in fostering a 50-year relationship between our twin towns and the future of our young people.

#### **Infrastructure Concerns and Coordination with Thames Water:**

We have been actively addressing infrastructure concerns since the Easter weekend, particularly regarding the recent catastrophic sewer collapse that affected access at the end of Goss More Lane. We have been working closely with Thames Water to hold them accountable and push forward with remedial works. Major sewerage diversion to the A404 has resulted in significant traffic issues for commuters and deliveries. We continue to coordinate with Thames Water daily to expedite the resolution of this issue. Additionally, we are actively ensuring input to find temporary access solutions for affected residential properties and minimizing inconvenience for road users and to find solutions to removing the traffic restrictions on the A404 as soon as possible and lobbying for

remediation works following sewerage spills at residential properties. We will continue to update via the town council website and residents should continue to contact us with issues .

The Council

We are delighted that our new team of mayor David Brown and Deputy Mayor Colleen Stapley who are now moving at a pace in their new roles and are investing valuable time in bringing us up to speed with new initiatives with local business and issues.

On behalf of the council, I would like to thank Richard Scott who stepped down from being Mayor this year after holding the helm for the last few years and has been instrumental in moving us forward into this period of change to continue our succession and strengthen our future council as, well as driving us through the very difficult covid period and continuing to support us as the new chair of the planning committee .

In conclusion, the past few weeks have been filled with successful events, infrastructure development, change and strengthening of relationships within our community and with our twin town.

Cllr Chris Funnell Town Council Leader

**M.14.23 Town Council Minutes**

**RESOLVED:**

THAT THE MINUTES DATED 18.04.23 AND 09.05.23 WERE AGREED AND SIGNED AS A TRUE RECORD

**M.15.23 Asset Register**

**RESOLVED:**

THAT THE ASSET REGISTER DATED MARCH 2023 WAS APPROVED

**M.16.23 Final Accounts 2022-23**

Cllr N Mityaeva, Chairman of the Resources Committee, presented the year end accounts and took questions from members.

**RESOLVED:**

THAT THE ACCOUNTS DATED 31.03.23 WERE APPROVED

**M.17.23 Annual Governance Statement 2022-23**

**RESOLVED:**

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

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

**M.18.23 Annual Return Accounting Statements 2022-23**

**RESOLVED:**

THAT THE ACCOUNTING STATEMENTS 2022-23 WERE AGREED AND THAT THE TOWN MAYOR SIGNED 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**

**RESOLVED:**

THAT COUNCIL APPROVED THE PERIOD OF EXERCISE OF PUBLIC RIGHTS FROM JUNE 27TH TO AUGUST 7<sup>TH</sup> 2023

**M.20.23 Review of Effectiveness of Internal Audit**

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

**RESOLVED:**

THAT MEMBERS ACCEPTED CLLR MARSHALL'S REPORT

**M.21.23 Town Bus**

This item was deferred until the next Town Council meeting.

**M.22.23 Information Reports**

a) Committee Minutes

MEMBERS NOTED THE REPORT

**M.23.23 Reports from Outside Bodies**

Cllr N Marshall

Attended a meeting of the Marlow Society.

Cllr R Scott

Attended a meeting of the Chamber of Trade and Commerce on 15.05.23.

**M.24.23 Reports from Buckinghamshire Council**

Cllr C Heap

Reported that work in the Higginson Park children's play area was underway.

BC were undertaking a large number of pothole repairs.

Cllr N Marshall

Reported he would be attending a meeting with Cllr Towns regarding the shutdown of the temporary parking provision in Globe Park.

**M.25.23 Date of next meeting**

Tuesday 1<sup>st</sup> August 2023 at 7.00pm

Meeting closed at 8.15pm

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

## Management Accounts

The Resources Committee recommended the accounts dated 31.05.2023 be approved by Council.

Click [here](#) for the following schedules:-

- A1 Commentary
- A2 Balance sheet dated 31.05.2023
- A3 Income and Expenditure schedule dated 31.05.2023
- A4 Earmarked Reserves schedule dated 31.05.2023
- A5 Reserves Income & Expenditure Movement Summary
- A6 Grants schedule dated 31.05.2023
- A7 Bank Reconciliation dated 31.05.2023
- A8 Expenditure Report 31.05.2023
- A9 Copy bank statements at 31.05.2023
- A10 Copy bank statements at 31.05.2023

### **RECOMMENDED**

THAT THE MANAGEMENT ACCOUNTS DATED 31.05.2023 BE APPROVED

**Year End Internal Audit Report 2022-23**

The Town Council's Internal Auditor completed the year end audit on 6 June 2023.

The [Annual Internal Audit Report letter](#) 2022/23 confirms 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](#) includes officers have noted the observations and indicated the actions required.

**RECOMMENDED:**

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2022-23



## Campbell Road Playground mat replacement

The matting under the swings at Campbell Road playground has worn away to the point that it offers no impact absorption. Recent playground inspections have identified it as a medium risk:

Matting tile surfaces have all sunk into the ground which negates the impact absorbency. Recommend installing alternative safer surfaces as the matting tiles no longer offer the correct impact absorbency. MED

Additionally, this year there has infestation of mining bees under the swings. An inspection by a pest control company, concluded that mining bees do not usually sting unless aggravated and the general policy is not to kill mining bee nests. However, as this nest is under swings Council must ensure that the nest is not inhabited again next year as children's feet are constantly scuffing back and forth over the nest entrance.

Campbell Road Playground has had no additional investment since it opened in 2014/15. This will be the first significant maintenance expenditure by the Council at Campbell Road.

### Costs

Please see quotes below for this work. Option 1 is the most thorough and is the officer's recommendation.

#### Option 1 (preferred method)

· To excavate and remove to tip the existing grass mat tiles and soils to a depth of 150mm x 45m<sup>2</sup>, supply and lay a compacted 100mm layer of DOT type 1 stone and a layer of 50mm thick bonded rubber mulch in a colour of your choice with the edges terminated below ground level.

Price £9497.50 + vat

#### Option 2

· To apply a weed killer to an area of 45m<sup>2</sup>, lay a weed suppressant membrane and supply and lay a 50mm thick bonded rubber mulch in a colour of your choice with the edges terminated below ground level.

Please note that this method cannot be guaranteed against any settlement or flooding

· Price £5626.25 + VAT

### **RECOMMENDED**

THAT MEMBERS AGREE TO PROCEEDING WITH OPTION 1 AT A COST OF £9,4497.50 FOR THE REPAIRS WITH THE COST COMING FROM RECREATION GROUND RESERVES

M.34.23

### **Committee Name Change**

The Environment Sustainability and Wellbeing Committee is requesting a name change to the

**Environment and Wellbeing Committee.**

#### **RECOMMENDED**

THAT MEMBERS AGREE TO THE NAME CHANGE TO ENVIRONMENT AND WELLBEING COMMITTEE

### **Changes to Leader / Mayor Model**

M.35.23

#### **Proposal from the Leader**

This proposes an amendment on communication protocol for the Town council to section 12 of the roles and responsibilities formulated in 2021 and reflected in standing orders in the relevant sections.

Section 12 is proposed for amendment as follows -

12.All external communications, press, social media

- Official communications when representing Marlow Town council are restricted to the Leader and Deputy Leader and the press officer (who may be the Clerk) or to other councillors specifically nominated to do so by the Leader or Deputy leader when specifically mandated.
- All press reports from the Town council, committees or working parties will be coordinated by the Town clerk or their Deputy and approved by the Leader or Deputy leader in their absence.
- If members are asked for comment by the press or members of the public, they should make sure that any views given are clearly reported as their own personal view unless they are certain they are reporting the view of the Town Council.

#### **RECOMMENDED**

THAT MEMBERS AGREE TO THE ABOVE CHANGE IN ROLES AND RESPONSIBILITIES

## Town Bus

M.36.23

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 now 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

M.37.23

## Grant Application

Completed Grant applications form has been received from Buckinghamshire Council. The full grant application can be viewed by clicking on the organisation name below.

[Buckinghamshire Council](#)

Funding request £1,000

## INFORMATION REPORTS

M.38.23

### 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) Social Media

Facebook

Facebook reach May 1st to July 15th 6.4k, up 7% on previous two months.

Highest reacting post had 462 likes and 118 shares, post and event for the Coronation

Instagram

Instagram reach May 1st to July 15th 527 up 9% on previous month.

Most engaging post was the Coronation with 654 people reached.

### **Twitter**

In 28 days prior to July 15th

Impressions 1,250 down 6% on previous month.

Profile visits 187 up 8% on previous month.

Mentions 7 down 3% on previous month.

Top Tweet earning 436 impressions was the release on the Coronation party

**MEMBERS ARE REQUESTED TO NOTE THE REPORTS**