

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 3rd OCTOBER 2023** at **7.00pm** IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

AGENDA

Hilary Martin

Mrs H Martin | Town Clerk | 28.09.23

M.42.23	Apologies for absence	
M.43.23	Declarations of interest	
M.44.23	Communications from the Town Mayor	INFORMATION
M.45.23	Report from Leader of the Council	INFORMATION
M.46.23	Town Council Minutes – 01.08.2023	DECISION
M.47.23	Management Accounts	DECISION
M.48.23	Frohman Statue Winter Cover	DECISION
M.49.23	Office Christmas Closure	DECISION
M.50.23	Appointment of Internal Auditor 2024-25	DECISION
M.51.23	Civic Visit Approval	DECISION
M.52.23	Ace Marlow Playing Cards	DECISION
M.53.23	Bleed Kit Installations	DECISION
M.54.23	Free Parking Days	DECISION
M.55.23	MAAFC Fees	DECISION
M.56.23	External Audit Report 2022-23	DECISION
M.57.23	Proposal for a Full Council Review from the Staffing Committee	DECISION
M.58.23	IT Review – Proposal from Cllr Funnell	DECISION
M.59.23	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Defibrillator in Quoiting Square Phone Box	
	c) Community Emergency Plan	
M.60.23	Reports from Outside Bodies	INFORMATION
M.61.23	Reports from Buckinghamshire Council	INFORMATION
M.62.23	Date of next meeting: Tuesday 5 th December 2023 at 7.00pm	INFORMATION
	PUBLIC QUESTION TIME	
	A meeting of the Gossmore Trust will be held at the close of this meeting	

COMMUNICATIONS FROM THE TOWN MAYOR**M.44.23**

21.07.2023	2023 Mayors Reception - Town Hall, Beaconsfield Town Council
11.09.2023	Licensing of Reverend Fiona Ellingham - St John the Baptist Church, Little Marlow – Attended by Deputy Mayor Cllr C Stapley
16.09.2023	Marlow Carnival Green Village – Attended by Mayor Cllr D Brown and Deputy Mayor Cllr C Stapley
17.09.2023	Battle of Britain Church Service - All Saints Parish Church High Wycombe – Attended by Mayor Cllr D Brown
26.09.2023	Army Cadets Open Evening - The Old Armoury, Marlow – Attended by Mayor Cllr D Brown

REPORT FROM LEADER OF THE COUNCIL**M.45.23**

MARLOW TOWN COUNCIL

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MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 1ST AUGUST 2023 IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

Present	Town Mayor	Cllr D Brown
	Deputy Mayor	Cllr C Stapley
	Leader	Cllr C Funnell
	Councillors	R Cadman
		N Marshall
		N Mityaeva
		Mrs H Martin
	Town Clerk	Mrs K Joy
	Deputy Clerk	

Also present 2 members of the press

M.26.23 Apologies for absence

Apologies for absence were received from Cllr T Avery, Cllr C Heap, Cllr C Hoyle, Cllr R Scott and Cllr J Towns.

M.27.23 Declarations of interest

There were no declarations of interest.

M.28.23 Communications from the Town Mayor

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 Compleat Angler Hotel, Marlow Cllr R Scott attended on behalf of the Town Mayor

M.29.23 Report from Leader of the Council

Refurbishment of Children's Play Area:

The refurbishment of the children's play area in the park is due for opening this week the 2nd of August, the modern equipment, offering an enhanced experience for children and we look forward to our young people being able to get access back to this to enjoy their summer vacations. Hopefully the bad weather will recede soon !

Infrastructure Concerns from residents

The Major sewerage works causing a subsequent diversion to the A404 as reported previously in June resulted in significant traffic issues for commuters and deliveries and the council has worked proactively with Thames and residents which finally saw a solution delivered. Whilst the original repair has been completed ground water continues to enter the system with high levels of rainfall for which Thames continue to work on a future solution. We continue to monitor the situation.

The council is aware that our streets have been severely disrupted over the last couple of months by ongoing roadworks for water and gas repairs and sometimes closures where activity is slow to commence or be cleared upon finishing. We continue to lobby BCC and providers on these matters.

We wish all residents a happy summer holidays.

Cllr Chris Funnell
Town Council Leader

M.30.23 Town Council Minutes

RESOLVED:

THAT THE MINUTES DATED 13.06.2023 WERE APPROVED AND SIGNED

M.31.23 Management Accounts

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.05.2023 WERE APPROVED

M.32.23 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 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](#) includes officers have noted the observations and indicated the actions required.

RESOLVED:

THAT MEMBERS APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2022-23

M.33.23 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:

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

Option 1 (recommended by officers)

· To excavate and remove to tip the existing grass mat tiles and soils to a depth of 150mm x 45m², 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 45m², 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

RESOLVED

THAT MEMBERS AGREED TO PROCEEDING WITH OPTION 1 AT A COST OF £9,497.50 FOR THE REPAIRS WITH THE COST COMING FROM RECREATION GROUND RESERVES

M.34.23 Committee Name Change

RESOLVED

THAT MEMBERS AGREED TO RE-NAME THE ENVIRONMENT SUSTAINABILITY AND WELLBEING COMMITTEE THE ENVIRONMENT AND WELLBEING COMMITTEE

M.35.23 Changes to Leader / Mayor Model

Proposal from the Leader

An amendment to the Town Council's Communications Protocol section 12

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.

RESOLVED

THAT MEMBERS AGREED TO THE CHANGES DETAILED ABOVE TO THE COMMUNICATIONS PROTOCOL

M.36.23 Town Bus

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.

RESOLVED

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

M.37.23 Grant Application

A completed grant application form had been received from Buckinghamshire Council to fund the Marlow Flood Fayre on 19th-20th September 2023.

RESOLVED:

THAT MARLOW TOWN COUNCIL GRANT THE MARLOW FLOOD FAYRE £500

M.38.23 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) 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 NOTED THE REPORTS

M.39.23 Reports from Outside Bodies

Cllr N Marshall

Reported that Cllr Scott attended a meeting of the Marlow Society in his absence.

Cllr C Funnell

Reported that the Town Regatta and Festival had made a profit this year.

Cllr N Mityaeva

Reported attending the Marlow Museum Project street collection, AGM and the museum’s One World Festival.

M.40.23 Reports from Buckinghamshire Council

Cllr N Marshall

Reported that air quality monitoring taking place at Holy Trinity school had revealed air quality was very good.

M.41.23 Date of next meeting

Tuesday 3rd October 2023 at 7.00pm

The meeting closed at 7.47pm

Town Mayor **Date**

The Resources Committee recommended the accounts dated 30.06.23 be approved by Council.

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

- A1 Commentary
- A2 Balance sheet dated 30.06.2023
- A3 Income and Expenditure schedule dated 30.06.2023
- A4 Earmarked Reserves schedule dated 30.06.2023
- A5 Reserves Income & Expenditure Movement Summary
- A6 Grants schedule dated 30.06.2023
- A7 Bank Reconciliation dated 30.06.2023
- A8 Expenditure Report 30.06.2023
- A9 Copy bank statements at 30.06.2023
- A10 Copy bank statements at 30.06.2023

RECOMMENDED

THAT THE MANAGEMENT ACCOUNTS DATED 30.06.2023 BE APPROVED

Frohman Statue Winter Cover

Members had a presentation from Chiltern Conservation in 2022 where several options to preserve the statue were discussed.

Whilst more options including possible re siting are explored it is recommended that a winter cover is purchased at a cost of £1840 to protect the statue during the winter.

Click [here](#) for the quotation.

RECOMMENDED:

THAT MEMBERS APPROVE EXPENDITURE OF £1840 FROM TOWN IMPROVEMENTS RESERVES FOR THE PURCHASE OF THE WINTER COVER FOR THE FROHMAN STATUE

Office Christmas Closure

Members are asked to approve the closure of the office from Friday 22nd December 2023 to Tuesday 2nd January 2024 inclusive.

As in previous years, it is recommended that the officers be granted the 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

Appointment of Internal Auditor 2024-25

M.50.23

The Internal Auditor appointed by the Town Council for the past financial year has indicated that he would be willing to carry out the audits again this year. The service received by the Town Council has been thorough and professional.

To undertake the interim audit and year-end audit at a fee of £790.00 plus VAT.

Members are asked to approve the [Internal Auditors Terms of Reference](#)

RECOMMENDED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2024-25 AND

APPROVE THE CURRENT SCALE OF FEES AND

APPROVE THE INTERNAL AUDITORS TERMS OF REFERENCE

Civic Visit Approval

M.51.23

An invitation will be forthcoming for the Town Mayor to attend this year's Remembrance commemorations in Marly-le-Roi, France. In order for expenses to be claimed the visit must be approved by Council.

RECOMMENDED:

THAT MEMBERS APPROVE THIS AS AN OFFICIAL CIVIC VISIT

Members are asked to consider sponsoring a playing card for the Ace Marlow Playing Card pack. The pack is expected to be launched in time for Christmas.

The aim of the pack is to promote Marlow, it's shops, restaurants, businesses, events, things to see and also hidden gems, Marlow's best kept secrets etc. Packs will be available to purchase in various locations.

Feedback from Members so far is that the Council could sponsor one card at a cost of £200 per year. It has been suggested that the playing card feature the Christmas Lights Switch On event. Expenditure could be funded from Town Improvement reserves.

The cards have already been launched in Henley. Please visit the [Ace Henley](#) website for more information.

RECOMMENDED:

THAT MEMBERS DETERMINE WHETHER TO SPONSOR A CARD AND WHAT THE CARD SHOULD PROMOTE

Bleed Kit Installations

Purchase of Bleed Kits to install in defibrillator boxes in Seymour Park Road, jct of Station Rise and Quoiting Square

Officers would like to recommend the purchase of bleed kits to go into the Councils three existing defibrillator cabinets and the one about to be installed in Quoiting Square. The packs can be included in the existing cabinets that house the defibs and additional signage can be placed indicating the presence of a bleed kit.

The kits can be accessed by dialling 999 and the call handler will give the access code to the box.

The kits cost £85 each and can ensure a life is saved.

More information on the kits is available: [controlthebleed](https://www.controlthebleed.org/)

RECOMMENDED

THAT MEMBERS APPROVE THE SPEND OF £255 FROM TOWN IMPROVEMENT RESERVES FOR THE PURCHASE OF THREE BLEED KITS AND ESTABLISH A NOMINAL BUDGET LINE OF £100 FOR THE 2024/25 BUDGET OF £100 FOR REPLACEMENT ITEMS

Free Parking Days Marlow

Buckinghamshire Council offer three free parking days in their Marlow car parks each year. In previous years these have been agreed as the first three Saturdays in December.

RECOMMENDED:

THAT BUCKINGHAMSHIRE COUNCIL OWNED MARLOW CAR PARKS WILL BE FREE ON THE FOLLOWING DATES: SATURDAY 2ND DECEMBER, SATURDAY 9TH DECEMBER AND SATURDAY 16TH DECEMBER 2023

MAAFC Fees

Council has had a request from the Marlow Amateur Association of Football Clubs (MAAFC) as follows:-

“The Association held a meeting this week to discuss amongst other things the state of the pitch at Gossmore.

Marlow Youth who presently have two sides using the main pitch are currently in discussions with the FA over grass pitches in the town and would like to include Gossmore in their talks with a view to receiving a grant to improve the main pitch which we agreed was the way forward.

This year Marlow United men's team are actively looking to find an alternative to playing at Gossmore because of its poor condition.

This would leave the youth section of the club, under 7 to under 10 sections, along with the two teams from Marlow Youth FC as the sole users of the pitches.

With this in mind we are asking if the Town Council would waive the fee for the new season.

If that were agreed that money could then be spent on improving the main pitch through the coming season.”

RECOMMENDED:

THAT COUNCIL AGREE TO WAIVE THE £700 MAAFC FEE FOR THE 2022/23 SEASON

External Audit Report 2022-23

The External Auditor has returned the [report and certificate](#) confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2023.

The one noted matter is administrative and a disagreement between the internal and external auditor on a tick box.

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'

Proposal for a Full Council Review from the Staffing Committee

Background

MTC has not undergone a systematic review of its organisation and legacy structure for over 20 years. A quotation has been sought from the consulting company “Council HR and Governance support” from a short list of candidates. The overall objective is to complete an organisational review which builds on previous work completed by LGRC and develops the detail required against the councils’ current requirements, objectives, and future aspirations and looks in detail at completing an overall review as follows.

- A training session with members
- A visioning exercise that develops a new strategic plan
- An organisational review and job evaluation exercise that defines current best practices and staffing levels
- Benchmarking other councils for comparable data
- A review and design of the pay and reward system for officers and staff

RECOMMENDED:

THAT MEMBERS APPROVE AND DELEGATE FULL RESPONSIBILITY BUDGET AND AUTHORITY TO PLACE A CONTRACT WITH HRGS TO THE STAFFING COMMITTEE FOR EXTERNAL CONSULTING EXPENDITURE OF £10,000 FROM THE REVENUE BUDGET IN ADDITION TO THE RESIDUAL EARMARKED RESERVE FROM 2020 FOR ORGANISATIONAL AND STAFFING REVIEW TO AIM TO COMPLETE THIS EXERCISE BY MARCH 31ST 2024

IT Review – Proposal from Cllr Funnell

Background

Security of information and documentation within Marlow Town Council is important to our operation in all areas from our sensitive data and information /networks and systems .

It is critical that our systems are audited and compliant to protect the above and that we are not subject to Cyber-attacks, compromise of sensitive information and compromise of e mail accounts .

The council is supported by the company Cracking IT under contract for this .

The council must ensure that we have the correct policies and systems /procedures in place .

The council is not internally supported by a qualified IT expert.

RECOMMENDED:

THAT MEMBERS APPROVE THE APPOINTMENT OF AN IT SECURITY EXPERT INDEPENDENT OF OUR CURRENT PROVIDER TO REVIEW AND MAKE RECOMMENDATIONS AS TO THE SUITABILITY OF OPERATION OF OUR IT SYSTEMS, AND TO CONDUCT AN AUDIT AND TO PROVIDE A REPORT TO THE COUNCIL. THAT THIS WORK BE DELEGATED TO THE CLERK, CLLR FUNNELL AND CLLR HOYLE AND A REPORT BE SUBMITTED TO FULL COUNCIL. BUDGET APPROVAL SOUGHT OF £3,000 TO BE TAKEN FROM RESERVES

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) Defibrillator in Quoiting Square Phone Box

The project to adopt the BT Phone Box and apply for LBC consent to install a defibrillator is complete. The defibrillator is live with the ambulance service.

c) Community Emergency Plan

Following the Flood Fayre Officers will be starting work on a draft Community Emergency plan with the support of the Buckinghamshire Council Community Resilience team. The plan will be presented to Council for approval in due course.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS