

# 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 5<sup>TH</sup> DECEMBER 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 | 30.11.23

M.67.23	Apologies for absence	
M.68.23	Declarations of interest	
M.69.23	Communications from the Town Mayor	INFORMATION
M.70.23	Report from Leader of the Council	INFORMATION
M.71.23	Town Council Minutes – 03.10.2023 & 24.10.2023	DECISION
M.72.23	Management Accounts	DECISION
M.73.23	Cemetery Fee Increase	DECISION
M.74.23	Breakthrough Communications Proposal	DECISION
M.75.23	Riley Park Rope Swing Replacement	DECISION
M.76.23	Community Speedwatch Funding	DECISION
M.77.23	Meetings Timetable 2024-2025	DECISION
M.78.23	Information Reports	INFORMATION
	a) Committee Minutes	
	b) Liston Court	
	c) FOI Information	
M.79.23	Reports from Outside Bodies	INFORMATION
M.80.23	Reports from Buckinghamshire Council	INFORMATION
M.81.23	Date of next meeting: Tuesday 23 <sup>rd</sup> January 2024 at 7.00pm	INFORMATION

PUBLIC QUESTION TIME

**A meeting of the Marlow Mayor's Charity will be held at the close of this meeting**

**COMMUNICATIONS FROM THE TOWN MAYOR**

**M.69.23**

07.10.23	All Saints Church Concert attended by Colleen Stapley
15.10.23	Chairman Of Buckinghamshire Council Civic Service attending Richard Scott
15.10.23	Celebration at Christ Church URC attended by Colleen Stapley
16.10.23	Marlow Chamber of Trade & Commerce AGM attended by Colleen Stapley
26.10.23	Amazing Therapy Centre grand launch attended by Colleen Stapley
29.10.23	Mayor of Beaconsfield Civic Service attended by David Brown
02.11.23	Allotment AGM attended by David Brown
11.11.23	Marly-le-Roi Remembrance Service attended by David Brown
12.11.23	Marlow Remembrance Service attended by David Brown
23.11.23	Marlow Christmas lights switch on attended by David Brown & Colleen Stapley
24.11.23	Marlow Playing Card Launch attended by Colleen Stapley
25.11.23	Royal Marines Reserves Open Day attended by David Brown

**REPORT FROM LEADER OF THE COUNCIL**

**M.70.23**

**MINUTES 03.10.2023 & 24.10.2023**

M.71.23

[Minutes dated 03.10.2023](#)

[Minutes dated 24.10.2023](#)

**RECOMMENDED:**

THAT THE MINUTES BE AGREED AND SIGNED

**Management Accounts**

M.72.23

The Resources Committee recommended the accounts dated 30.09.23 be approved by Council.

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

- A1 Commentary
- A2 Balance sheet dated 30.09.2023
- A3 Income and Expenditure schedule dated 30.09.2023
- A4 Earmarked Reserves schedule dated 30.09.2023
- A5 Reserves Income & Expenditure Movement Summary
- A6 Grants schedule dated 30.09.2023
- A7 Bank Reconciliation dated 30.09.2023
- A8 Expenditure Report 30.09.2023
- A9 Copy bank statements at 30.09.2023
- A10 Copy bank statements at 30.09.2023

**RECOMMENDED**

THAT THE MANAGEMENT ACCOUNTS DATED 30.09.2023 BE APPROVED

**Cemetery Fee Increase**

Proposal from Cllr Mityaeva Chairman of Resources

Cemetery and Memorial fees to be increased by 6% from January 1<sup>st</sup>, 2024.

**RECOMMENDED**

THAT MEMBERS APPROVE THE INCREASE OF 6% IN CEMETERY AND MEMORIAL FEES FROM JANUARY 1<sup>ST</sup>, 2024.

<b>Marlow Resident</b>				
		<b>2023</b>	<b>2024</b>	<b>Increase</b>
<b>Full Burial</b>	<b>Purchase</b>	£485.00	£515.00	£30.00
	<b>Interment</b>	£785.00	£835.00	£50.00
<b>Ashes Burial</b>	<b>Purchase</b>	£230.00	£245.00	£15.00
	<b>Interment</b>	£595.00	£630.00	£35.00

<b>Little Marlow / Marlow Bottom</b>				
		<b>2023</b>	<b>2024</b>	<b>Increase</b>
<b>Full Burial</b>	<b>Purchase</b>	£970.00	£1,030.00	£60.00
	<b>Interment</b>	£1,570.00	£1,670.00	£100.00
<b>Ashes Burial</b>	<b>Purchase</b>	£460.00	£490.00	£30.00
	<b>Interment</b>	£1,190.00	£1,260.00	£70.00

<b>Out of Marlow Area</b>				
		<b>2023</b>	<b>2024</b>	<b>Increase</b>
<b>Full Burial</b>	<b>Purchase</b>	£6,000.00	£6,360.00	£360.00
	<b>Interment</b>	£5,250.00	£5,565.00	£315.00
<b>Ashes Burial</b>	<b>Purchase</b>	£3,000.00	£3,180.00	£180.00
	<b>Interment</b>	£3,960.00	£4,200.00	£240.00

## **Breakthrough Communications Proposal**

Officers and BMKALC are recommending a subscription to [Council Hive](#) service. Council Hive is a subscription service for town and parish councils, that gives Clerks and Officers unlimited access to professional GDPR and FOI compliance advice, whenever required. This ensures that Officer's have expert advice on decision making on compliance matters and are kept up to date with best practice and legislative changes.

As well as advice on GDPR/FOI matters, the service also provide unlimited advice and support on community engagement and public communications / PR advice to councils - all within the single yearly cost.

Moreover, Council Hive gives you and staff colleagues access to a central Hub, which provides 24/7 access to comms and compliance on-demand training, resource packs, templates and guides.

Council Hive Premium, which includes the unlimited support option, is £1997 for a 12-month subscription.

### **RECOMMENDED**

THAT MEMBERS AGREE TO A ONE YEAR SUBSCRIPTION TO COUNCIL HIVE, THE COST OF £1997 TO BE TAKEN FROM THE PREDICTED UNDERSPEND IN THE 2023 BUDGET

### **Riley Park Rope Swing Replacement**

The rope swing at Riley Park playground has frayed significantly. The rope swing is over ten years old. The office requested quotes for repair, but we have been informed by three companies that it is not repairable and must be fully replaced.

Officers have been advised by our playground inspector that in addition that there is a potential finger entrapment. The rope has been temporarily taped up, but this is not an acceptable long term solution. The swing must be removed or replaced.

Quotations for replacement, including all transport and installation costs.

Contractor 1	£2,200
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Contractor 2	£2,205
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Officers recommend contractor 1, contractor 1 has repaired and replaced play equipment previously to a high standard.

### **RECOMMENDED**

THAT MEMBERS AGREE TO THE ROPE SWING REPLACEMENT BY CONTRACTOR 1 WITH THE COST OF £2,200 BEING TAKEN FROM RECREATION GROUND RESERVES

**Proposal for Match Funding of Community Speedwatch Project**

Community Speedwatch team in Marlow, is a newly established group, which consists of dedicated volunteers trained by the Police. Their goal is to address the growing concern of speeding drivers within our community and promote safer roads for all residents.

**Project Overview:**

The Community Speedwatch team in Marlow have successfully organized a group of volunteers trained by the Police to operate a sentinel speed gun at approved locations. This initiative aims to collect data on speeding drivers, leading to the issue of warning letters to enhance road safety in our community.

**Funding Request:**

To fully implement this project, Community Speedwatch are seeking financial support to cover the costs associated with its setup. The total estimated cost for the project, including signage and a Sentinel II camera kit with a carry case, is £4419. South West Chilterns Community Board have recommended that as the organisation is not an official charity that the group apply to the board through Council for a match funded project.

**Funding Breakdown:**

Sentinel II Camera Kit and Carry Case: £3695  
Signage: £723.20  
Training and Volunteer Support: FOC  
Total: £4418.20

**Funding Strategy:**

In accordance with the recommendation from the South West Chilterns Community Board, Community Speedwatch would like apply for match funding through Marlow Town Council. Specifically, they are seeking a match funding contribution of £2210 from Community Infrastructure Levy (CIL), these funds would only be released if South West Chilterns Community Board agree the project and agree to match fund.

The implementation of the Community Speedwatch project will have a direct and positive impact on road safety in Marlow. The collected data will assist law enforcement in addressing the issue of speeding drivers, making our streets safer for pedestrians, cyclists, and motorists alike.

The Community Speedwatch project aligns with the goals and priorities of the South West Chilterns Community Board. The board have indicated that a full application is likely to be accepted.

**RECOMMENDED**

THAT'S MEMBERS AGREE TO A MATCH FUNDING CONTRIBUTION OF £2210 TO BE TAKEN FROM CIL (COMMUNITY INFRASTRUCTURE LEVY) FUNDS AND COMPLETE THE APPLICATION TO SOUTH WEST CHILTERN COMMUNITY BOARD FOR MATCH FUNDING FOR THE PROJECT. SHOULD SOUTH WEST CHILTERN COMMUNITY BOARD NOT APPROVE THE PROJECT THE FUNDS WILL NOT BE RELEASED

**Meetings Timetable 2024-2025**

The proposed meetings timetable for 2024-2025 can be found [here](#).

**RECOMMENDED**

THAT MEMBERS APPROVE THE MEETINGS TIMETABLE FOR 2024-2025



## 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) Liston Court

[Report](#)

### c) FOI Request Report

The office has received two FOI requests

#### FOI request received on October 20<sup>th</sup> 2023

1. The proposal to convene the meeting on August 24<sup>th</sup>. No data held on the MTC system.
2. The meeting agenda. No data held on the MTC system.
3. List of councillors present, and apologies recorded. No data held on the MTC system.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest. No details held on the MTC system.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council. Emails included, dated by month.
6. Emails to and from the following addresses for the period of October 2021 to the present for cfunnell@marlow-tc.gov.uk and rscott@marlow-tc.gov.uk which contains the following words or phrases – Emails included, dated by month.

Dido	DPL
Film Studios	MFS
06443	Robert Laycock
RL	

#### FOI Request received on November 9<sup>th</sup> 2023

1. Emails to/from all members listed below for the following dates, and where those members names are detailed.
  - 2023 – 14<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup> & 20<sup>th</sup> September
  - 2021 – 6<sup>th</sup> & 17<sup>th</sup> September
  - 2021 – 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 27<sup>th</sup> & 29<sup>th</sup> October
2. Emails to/from Deputy Town Clerk for 6<sup>th</sup> September 2023

Cllr David Brown  
Cllr Roy Cadman  
Cllr Natalia Mityaeva  
Cllr Carol Heap  
Cllr Chris Hoyle  
Cllr Neil Marshall  
Cllr Roger Wilson

Cllr Richard Scott  
Cllr Jocelyn Towns  
Cllr Colleen Stapley  
Katherine Joy  
Cllr Tim Avery  
Cllr Chris Funnell

**MEMBERS ARE REQUESTED TO NOTE THE REPORTS**