

From: [REDACTED]
Cc: [Chris Funnell](#); [REDACTED]
Subject: Re: Marlow Bridge Lighting
Date: 17 September 2021 17:44:36
Attachments: [REDACTED]

Hi [REDACTED] –

Thanks for your email and my apologies for not replying to your previous message to [REDACTED] sooner.

It would be great if we could coordinate works with the planned closure however we are only at a developed concept stage awaiting the green light to proceed with detail drawings. Even once approved with planning and finance, the equipment is on a lead time of approx. 12-weeks. Having said this anything you're able to do with enabling works in advance can only be a good thing.

Without going into too much detail our scheme overview covers both visual effect lighting and roadway/walkway lighting. As such we have incorporated the existing lanterns (which I'm aware have been recently refurbished) where we propose to reduce the output to a modest glow (the new LED sources are very bright and will wash out any aesthetic lighting we install!).

In summary our power supply proposal would be as follows:

2no cabinets, located at either end of the bridge (size TBC) each fed by a 16A supply to house the lighting control system and drivers. From these cabinets specialist power and data cable is distributed to the various light fittings – most in a daisy chain configuration to minimise cable-runs.

Regarding the existing lanterns, as explained above our proposal is to significantly reduce the output and even replace the internal sources to achieve a low glow – the control of which should be from the new bridge lighting control system. This of course needs to be discussed with yourselves further but would ideally mean a relocation of power supply to these from each new cabinet as described above.

Let me know if you or ETL need more detailed information at this stage – in time we'll produce full drawings and specifications but hopefully this gives you an idea of our requirements.

Kind regards,

[REDACTED]





From: [REDACTED]

Date: Friday, 17 September 2021 at 15:45

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

Subject: RE: Marlow Bridge Lighting

[REDACTED]

We are currently working with [REDACTED] on the electrical maintenance work at Marlow Bridge (to get the street lighting back into operation). They are looking at re-cabling the lighting and they are proposing to tidy up the electrical equipment at this location too, which will include a review of the electrical cabinets / supplies etc.

As such, are you able to share your power supply proposals with us, which we would then share with [REDACTED]. Ideally we would undertake the enabling works for the proposed aesthetic lighting here to save the cost and nuisance in the future.

Regards,

[REDACTED]

From: [REDACTED]

Sent: 10 September 2021 14:48

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

Subject: RE: Marlow Bridge Lighting

Gents,

I have read this dialogue with interest. I am responsible for maintaining Marlow Suspension Bridge which is owned by Buckinghamshire Council. It sounds as if you are working / providing assistance to Marlow Town Council. Although they work closely

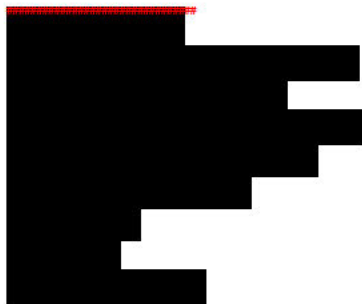
together, they are separate entities.

Our maintenance works on the bridge are expected to start in October 2021 and run until early February 2022 based on current arrangements. If things work out, we would like to complete the street lighting cable replacement work here during this visit, which had plagued the street lighting for the past 5+ years. We are meeting an electrical contractor on site next week to discuss the scope of work which will be required etc for the highway street lighting reinstatement, with the hope that work could be done in parallel with some painting works we have planned.

Given that work will need to take place to the control cabinet anyway, we would happily undertake any work in the control cabinet / to upgrade the control cabinet, if the particulars were well understood, which could then be used in the future to power the highway street lighting and the potential feature lighting over the bridge. Presumably there will be a need for these power supplies to be separated for various reasons.

If you could let us know what your power supply needs are for the proposed feature lighting we will happily discuss this with our electrical contractor. Likewise, if there are any other enabling works which you think could be done by our electrical contractor, to make your work easier in the future we would consider this work too. We are not in a position to commit to these works, and both Council's would clearly need to agree any such arrangements, but we know first hand how challenging it can be to work on this bridge.

Regards,

A large black rectangular redaction box covering the signature and name of the sender.

From: [REDACTED]

Sent: 10 September 2021 14:29

To: [REDACTED]

[REDACTED]

[REDACTED]

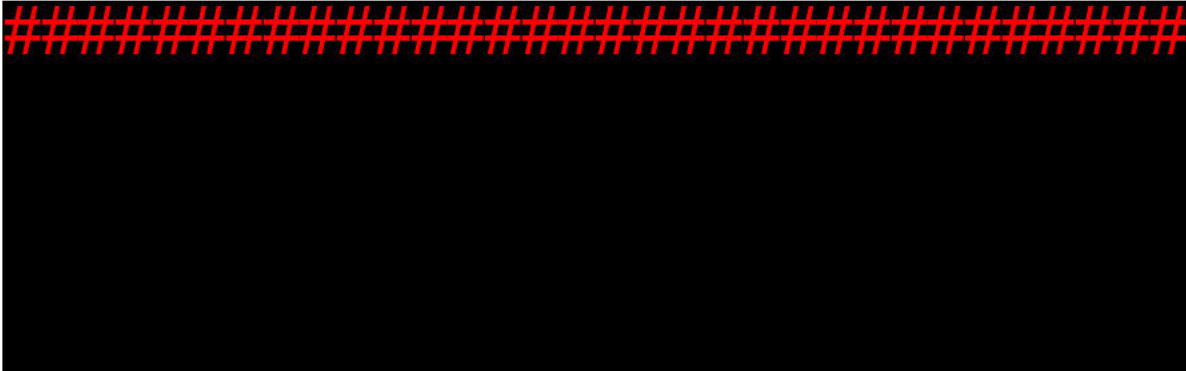
Subject: RE: Marlow Bridge Lighting

Hi [REDACTED] we presented to a select Marlow council planning group organised by Chris Funnel which included the mayor and about 8 others.

As much as using the time when the bridge is closed to install infrastructure cabling would be a good idea. I presume Marlow Council will need to have approved the design and spend along with both councils planners also agreeing to the scheme. I don't know when the planned closure

is, maybe there will be enough time to plan such things. I know we spoke with Chris a few weeks ago and it was still awaiting decisions.

Kind regards [REDACTED]

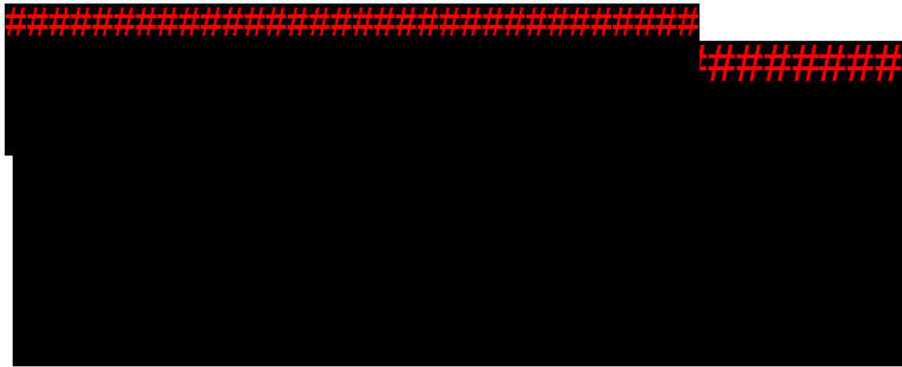


From: [REDACTED]
Sent: 10 September 2021 14:13
To: [REDACTED]
[REDACTED]
Subject: Marlow Bridge Lighting

Hi [REDACTED]

That's encouraging to hear ! May I ask who you presented to ? My colleagues in the structures team are planning future closures for work that we will be taking advantage of to provide new wiring etc. This may also be an opportunity to include any works in respect to your proposals

Thanks



From: [REDACTED]
Sent: 10 September 2021 10:00
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Marlow Bridge Lighting

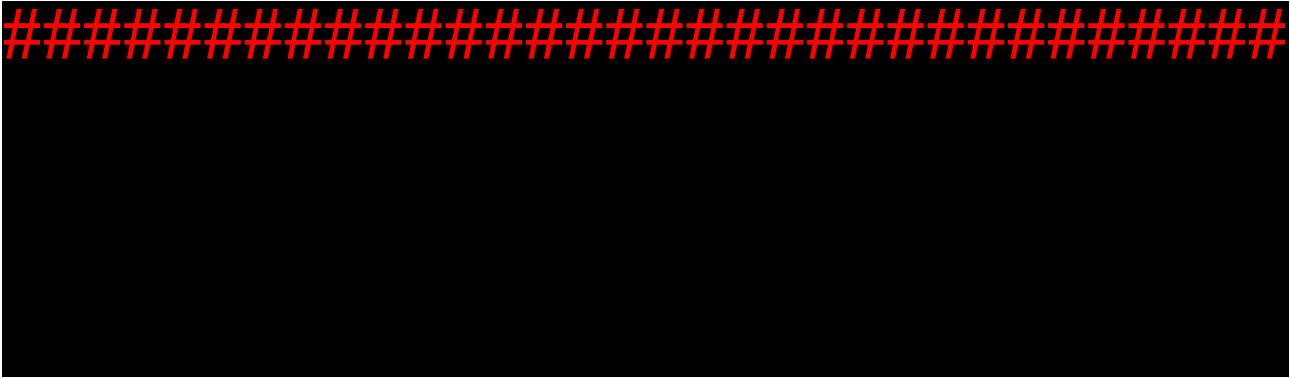
Hi [REDACTED] hope all good with you. We presented a concept to the council about 6 weeks ago and it

was well received apparently.

We have produced technical information and budget costs and I suppose its going to go into the slowly rotating mill that is the council decision making process!

I will keep you informed as and when anything changes, happy to have a chat if you wish.

Kind regards [REDACTED]



From: [REDACTED]
Sent: 07 September 2021 14:36
To: [REDACTED]
Subject: Marlow Bridge Lighting

Hi [REDACTED]

Hope you're well, just wondering if this ever progressed ?

Regards

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

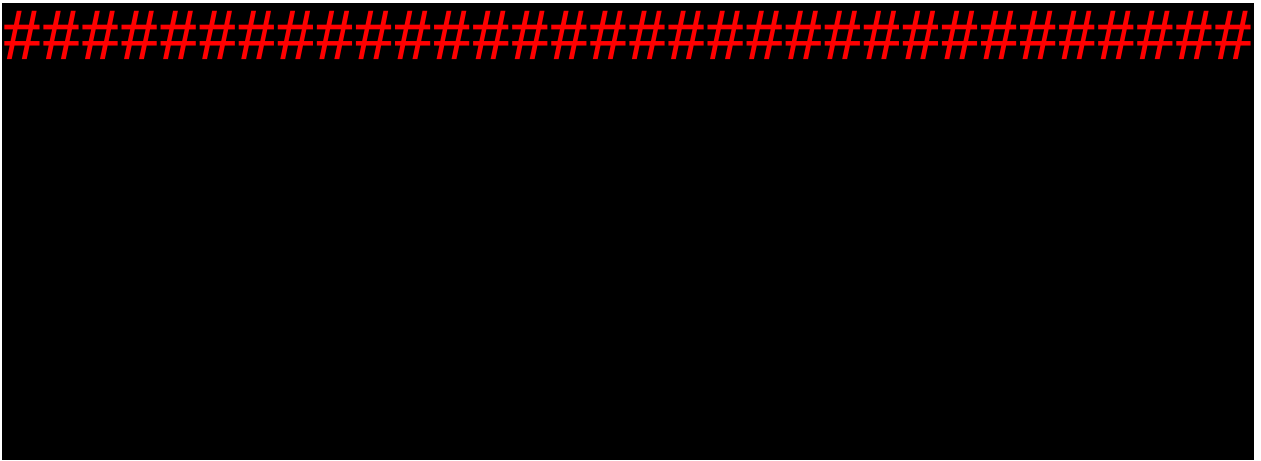
[REDACTED]

From: [REDACTED]
Sent: 06 April 2020 17:35
To: [REDACTED] >
Subject: RE: Marlow Bridge Lighting

Many thanks [REDACTED] I appreciate the lead.
Lets see where it goes, I will keep in touch if anything comes of it.

Best wishes

Kind regards [REDACTED]



[REDACTED]

From: [REDACTED]
Sent: 06 April 2020 17:31
To: [REDACTED]
Subject: Marlow Bridge Lighting

Hi [REDACTED]

Good talking to you, please see attached and below heads up FYI:-

Hope Chris makes contact !

Cheers

[REDACTED]

[REDACTED]

#####

From: [REDACTED]
Sent: 06 April 2020 17:28
To: 'Chris Funnell'
Subject: Marlow Bridge Lighting

Good afternoon Chris

Good talking to you too and I look forward to working together on this project

As discussed I think the best way forward would be to engage with an experienced independent Lighting Consultants who would be best placed to advise on the use of your budget as well as providing comprehensive information for planning purposes and on site liaison / project management during installation.

I would recommend approaching [REDACTED] as a good starting point

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

I look forward to being of further assistance

Best Regards

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

From: Chris Funnell [<mailto:cfunnell@marlow-tc.gov.uk>]
Sent: 06 April 2020 14:45

To: [REDACTED]
Subject: [EXTERNAL] bridge lighting
Importance: High



Thanks for connecting ...a breath of fresh air in that discussion and so pleased you reached back out to us thankyou !
As agreed lets stay in contact and if you would send me those designer details I will contact them
Kind regards

Chris

Cllr Chris Funnell

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024

cfunnell@marlow-tc.gov.uk

In order to send you emails, we will keep and process your contact information on a computer database held at Marlow Town Council. We will treat your information with respect and hold it in compliance with the General Data Protection Regulation. We will not share it with anyone without your consent.

You can ask us to stop sending you emails at any time, and you can also contact us at any time to update your contact information by emailing this address.

The information in this email, together with any attachments, is confidential. If you have received this message in error you must not print off, copy, use or disclose the contents. The information may be covered by legal and/or professional privilege. Please delete from your system and inform the sender of the error. As an email can be an informal method of communication, the views expressed may be personal to the sender and should not be taken as necessarily representing the views of Marlow Town Council. As emails are transmitted over a public network Marlow Town Council cannot accept responsibility for the accuracy or completeness of this message. It is your responsibility to carry out all necessary virus checks. You should be aware that all emails received and sent by this Council are subject to the Freedom of Information Act 2000 and therefore may be disclosed to other parties under that Act.

DISCLAIMER FOR BUCKINGHAMSHIRE COUNCIL

Any views expressed in this email are those of the individual sender and are not necessarily those of Buckinghamshire Council unless explicitly stated.

This email and any attachments may contain confidential or privileged information and is intended solely for the use of the individual or entity to whom it is addressed. Any confidential, sensitive or protectively marked material must be handled accordingly.

If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained in the email or attachments, and all copies must be deleted immediately. If you do receive this email in error please notify the

sender immediately and note that confidentiality or privilege is not waived or lost.

Buckinghamshire Council may monitor the contents of emails sent and received via its network for the purposes of ensuring compliance with relevant legislation and the Council's policies and procedures. All such monitoring will take place in accordance with relevant legislation including privacy and data protection legislation. For details of how Buckinghamshire Council uses personal information please see the Council's website.

Buckinghamshire Council has scanned this email and attachments for viruses but does not accept any responsibilities for viruses once this email has been transmitted. You should therefore carry out your own anti-virus checks before opening any documents.

From: [R Scott](#)
To: [REDACTED]
Subject: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 17:23:06
[REDACTED] [REDACTED] [REDACTED]

Dear [REDACTED]

Good to meet you and the team last weekend with our [REDACTED] [REDACTED] [REDACTED] and chat about matters of mutual interest. It struck me that [REDACTED] [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if [REDACTED] [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity. Btw, the lights are switched on from the top of a double decker bus opposite [REDACTED]

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind Regards,

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward
[REDACTED]

Debbie Abbott

From: Jocelyn Towns
Sent: 17 September 2021 16:55
To: [REDACTED] [REDACTED]
Subject: Accepted: Change in date for Environment & Sustainability meeting

From:

Subject:

Date:

Local Government Bulletin 17 September
17 September 2021 16:54:18



 Ministry of Housing, Communities & Local Government

Local Government Bulletin

17 September 2021

This is the regular bulletin MHCLG sends out, updating you on the latest government guidance, advice, communications products and other useful information about coronavirus (COVID-19), EU transition and other topics of interest for local government.

Subscribe or unsubscribe to this email here: <https://bit.ly/2Xz9fM3> Alternatively, you can email LGengagement@communities.gov.uk

MHCLG welcomes new Minister

Today (17 September), Neil O'Brien MP has been appointed as Parliamentary Under-secretary of State at the Ministry of Housing, Communities and Local Government.

Announcement:

<https://www.gov.uk/government/news/ministerial-appointments-september-2021>

Afghanistan

Afghanistan: Housing eligibility regulations and deadline for offers of support from councils

Earlier this week, MHCLG wrote to council chief executives in England to inform them of the changes to the housing eligibility regulations which came into effect yesterday (16 September).

The regulations will exempt those fleeing the crisis in Afghanistan, who are in the UK legally, from the requirement to meet the Habitual Residence Test. After coming into effect, the regulations give people immediate eligibility for social housing and homelessness assistance.

Councils will need to take account of these changes to the housing eligibility regulations when considering applications for social housing and homelessness assistance made on or after 16 September.

A reminder that the Home Office and MHCLG wrote to councils across the UK seeking urgent further offers of support from councils for Afghan families by 23 September. The letter confirms full details of the package, including a table showing the potential profile of the fund over three years.

Councils seeking to make a firm offer of support should first contact their own local Strategic Migration Partnership in the next ten days. Contact details for the 12 Strategic Migration Partnerships across the UK are included in the letter.

Correspondence:

<https://drive.google.com/file/d/1OrhxqK36L-Lzd3mSv2vFrEcZCnAVxGFk/view?usp=sharing>
(New regulations letter)

Regulations:

<https://www.legislation.gov.uk/uksi/2021/1045/contents/made>

Correspondence:

<https://drive.google.com/file/d/1HIJ0Eh2nXESaDwf12SR9dUi4fVSw8LEC/view?usp=sharing>
(Letter seeking urgent further offers of support from councils)

Guidance:

<https://www.gov.uk/guidance/afghan-citizens-resettlement-scheme>

<https://www.gov.uk/government/publications/afghan-relocations-and-assistance-policy/afghan-relocations-and-assistance-policy-information-and-guidance>

Housing portal:

<https://www.gov.uk/government/publications/afghanistan-housing-portal-offers-of-support>

Coronavirus updates

COVID-19 vaccination: resources for schools

Today (17 September), the UK Health Security Agency updated the COVID-19 vaccination guidance and resources for schools to include various formats of the consent form and a print version of the school guidance.

The guidance for schools has been produced to assist all school staff and headteachers with any questions about the COVID-19 vaccination programme.

The COVID-19 vaccination invitation letter template can be downloaded and adapted to suit the needs of local healthcare teams. It should be sent to parents of eligible children, along with an accompanying information leaflet and consent form.

Guidance:

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools>

Leaflet and form:

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-children-and-young-people>

Young people and vaccines toolkit

The Department of Health and Social Care (DHSC) has made available a toolkit to encourage COVID-19 vaccine uptake amongst young people.

The toolkit includes materials from Public Health England (PHE) to help councils promote the benefits of the vaccine.

Councils are encouraged to inform networks about the resources available, which includes a video explainer.

Toolkit:

https://drive.google.com/file/d/1Kz4ug5YXIKCMQbWtlZDrQYJw8PA3ECb_/view?usp=sharing

Materials:

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/young-people-vaccines/>

Video:

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/video-content-yewande/>

LGA webinar on the work of the JCVI and vaccination

The Local Government Association (LGA), in collaboration with the Association of Directors of Public Health (ADPH), is hosting a webinar on the work of the Joint Committee on Vaccination and Immunisation (JCVI) at 2:30 – 4:00pm on 28 September.

The webinar will also take a look towards autumn/winter with regards to vaccinations. Speakers will include representatives from the JCVI and British Society of Immunology.

Chief executives, councillors, directors of public health and public health teams, are all recommended to attend.

Sign-up:

<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=447844&eventID=1304&traceRedir=2>

Resources for raising awareness about COVID-19 pass fraud

Today (17 September), the Cabinet Office published resources to help councils raise awareness about how to get the free NHS COVID-19 pass and about pass fraud.

Criminals are using the pass as a way to target the public by convincing them to hand over money, financial details and personal information.

Both the NHS App and the NHS COVID-19 pass are free, and the NHS will never ask for payment or any financial details.

The resources the Cabinet Office have produced can be used by councils when communicating with citizens to raise awareness of scams and to guide people on how to get their pass.

Materials:

<https://www.gov.uk/government/publications/resources-for-raising-awareness-about-covid-pass-fraud>

COVID-19 vaccine surveillance report

Yesterday (16 September), Public Health England published its latest weekly COVID-19 vaccine surveillance report.

The latest PHE estimates suggest that 230,800 hospitalisations have been prevented in those aged 45 years and over in England as a result of the COVID-19 vaccination programme, up to 5 September.

The latest report included hospitalisations averted in those aged 45 to 64 years for the first time. Around 51,900 hospitalisations have been prevented in this age group, which includes healthy individuals and at-risk groups.

Approximately 46,500 admissions were prevented in those aged 65 to 74, 73,800 in those aged 75 to 84, and 58,600 in those aged 85 and over.

The indirect effects of the vaccination programme are not included in this analysis. There is evidence that vaccines prevent infection and transmission. Therefore, the figure of 230,800 hospitalisations prevented is likely to be an underestimate.

Announcement:

<https://www.gov.uk/government/news/covid-19-vaccine-surveillance-report-published>

Report:

<https://www.gov.uk/government/publications/covid-19-vaccine-surveillance-report>

Confirmed cases of COVID-19 variants identified in UK

Today (17 September), Public Health England released its weekly update on the number of confirmed new cases of variants of concern and variants under investigation identified in the UK.

The update shows that the Delta variant is still overwhelmingly dominant across the UK and that there are four current variants of concern (VOCs) and seven variants under investigation (VUIs).

Announcement:

<https://www.gov.uk/government/news/confirmed-cases-of-covid-19-variants-identified-in-uk>

Guidance:

<https://www.gov.uk/government/publications/sars-cov-2-variants-of-public-health-interest>

Analysis:

<https://www.gov.uk/government/publications/covid-19-variants-genomically-confirmed-case-numbers/variants-distribution-of-case-data-17-september-2021>

Guidance on working safely during coronavirus

On 15 September, the Department for Business, Energy and Industrial Strategy (BEIS) and the Department for Digital, Culture, Media and Sport (DCMS) updated the working safely guidance for several sectors.

The updates include changes to sections on face coverings and working from home, in line with the government's autumn and winter plan announced earlier this week.

Guidance:

<https://www.gov.uk/guidance/working-safely-during-covid-19/updates>

Plan:

<https://www.gov.uk/government/publications/covid-19-response-autumn-and-winter-plan-2021>

Information for eligible secondary schools on the summer schools claim form

Yesterday (16 September), the Department for Education (DfE) announced that COVID-19 summer schools claim form is now live.

Further information on how to complete the claim form, the summer schools programme and the conditions of funding can be found in DfE's COVID-19 summer schools programme funding guidance.

The deadline to submit a claim is 1 October.

Guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-summer-schools-programme-funding>

Form:

<https://form.education.gov.uk/service/summer-schools-programme>

Local government updates

Webinar on drug treatment and recovery

The Local Government Association (LGA), in partnership with the Association of Directors of Public Health (ADPH), is hosting a webinar on drug treatment and recovery from 10:00am – 12:00pm on 28 September.

The webinar, funded by government, will focus on the publication of Professor Dame Carol Mary Black's review of drug treatment and is intended for public health professionals, drug and alcohol commissioners and councillors who are safer communities leads.

The event will provide an opportunity to ask questions and share learning and experience.

Speakers include:

- Professor Dame Carol Mary Black, DBE, Independent review into the misuse of drugs
- Dot Smith, Chief Executive, Recovery Connections
- Dr Ed Day, Clinical Reader in Addiction Psychiatry, University of Birmingham and the Institute for Mental Health
- Lesley Graham, Public Health Locality Manager, Barrow-in-Furness

- Peter Burkinshaw, Alcohol and Drug Treatment and Recovery Lead, Public Health England

Sign-up:

<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=428446&eventID=1254&traceRedir=4>

Report:

<https://www.gov.uk/government/publications/review-of-drugs-phase-two-report>

Hong Kong British Nationals (Overseas) UK welcome programme – targeted support fund Q&A sessions

On 29 July, MHCLG issued guidance with details of the £30.7 million made available to councils in England in 2021/22 to provide support for Hong Kong British Nationals (Overseas) (BN(O)) status holders and their dependents to learn or improve their English or to support those who are destitute, or at risk of destitution.

MHCLG will be holding a Q&A session at 11:00am – 12:00pm on 20 September, ahead of the 11 October deadline for the first claims to be submitted.

The sessions will provide councils with the opportunity to learn more about the claims process and to ask questions about the funding.

Please contact MHCLG via hongkong@communities.gov.uk to book your place, including your name, contact details and the date you would like to attend.

More information:

<https://www.gov.uk/government/collections/hong-kong-uk-welcome-programme>

EU transition updates

EU Settlement Scheme statistics

Yesterday (16 September), the government published the latest EU Settlement Scheme (EUSS) monthly statistics report on applications made up to the end of August 2021.

The statistics show that over 6.16 million applications have now been made to the EUSS, of which 108,940 were received after 30 June 2021.

The latest EUSS quarterly statistics report was also published yesterday and takes an in-depth look at the total number of EUSS applications and their outcomes up to 30 June 2021. Application details published in this report include:

- Nationality
- Age
- Constituent parts of the UK

- Region
- Council area

The Home Office has also made available a dashboard overview which highlights key data from the latest quarterly statistics publication. Councils are welcome to share this information through their networks.

Guidance:

<https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

<https://www.gov.uk/guidance/coronavirus-covid-19-eu-settlement-scheme-guidance-for-applicants>

<https://www.gov.uk/apply-to-come-to-the-uk>

More information:

<https://www.gov.uk/help-eu-settlement-scheme>

<https://www.gov.uk/settled-status-eu-citizens-families/join-EU-EEA-Swiss-family-member>

<https://www.gov.uk/view-prove-immigration-status>

Statistics:

<https://www.gov.uk/government/collections/eu-settlement-scheme-statistics>

Dashboard:

<https://homeoffice.brandworkz.com/BMS/albums/?album=2143&lightboxAccessID=61937BA7-3E37-4A6F-9EF4D12C3B7CD05E>

Summary of coronavirus guidance this week

A list of the most pertinent new and updated coronavirus guidance and announcements made this week organised by theme.

Health

The government agreed to end the requirement for shielding guidance for people previously considered to be clinically extremely vulnerable. People previously considered to be clinically extremely vulnerable will not be advised to shield again, following expert clinical advice. The closure of the shielding programme follows a pause to shielding guidance in place since 1 April 2021.

Since 19 July, the guidance for clinically extremely vulnerable people has been to follow the same advice as the rest of the population, with the suggestion of additional precautions people may wish to take. Those previously on the Shielded Patient List will receive a letter from the government in the coming days to inform them of this decision.

<https://www.gov.uk/government/news/shielding-programme-ends-for-most-vulnerable>

The Health and Safety Executive (HSE) updated guidance to help councils and businesses identify poor ventilation in work areas and take practical steps to improve it as more people return to the workplace. Alongside cleaning, hygiene and handwashing, good ventilation is one of the best ways to reduce the spread of COVID-19 in the workplace. As COVID-19 spreads through the

air, the virus can build up in poorly ventilated areas, increasing the risk of infection. It is a legal requirement for employers to ensure an adequate supply of fresh air (ventilation) in enclosed areas of the workplace. HSE has also made available a video setting out the key advice and examples of how businesses have improved ventilation to reduce COVID-19 transmission in the workplace.

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/>

<https://www.hse.gov.uk/coronavirus/index.htm>

[https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=ventilation-video&utm_content=digest-28-jul-21#ventilation-video)

[utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=ventilation-video&utm_content=digest-28-jul-21#ventilation-video](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=ventilation-video&utm_content=digest-28-jul-21#ventilation-video)

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/how-you-can-improve-ventilation.htm>

Vaccines

The UK Chief Medical Officers (CMOs) wrote to the government and confirmed that, overall, the view of the UK CMOs is that the additional likely benefits of reducing educational disruption, and the consequent reduction in public health harm from educational disruption, on balance provide sufficient extra advantage in addition to the marginal advantage at an individual level identified by the Joint Committee on Vaccination and Immunisation (JCVI) in their advice. The UK CMOs therefore recommend on public health grounds that ministers extend the offer of universal vaccination with a first dose of Pfizer-BioNTech COVID-19 vaccine to all children and young people aged 12 to 15.

<https://www.gov.uk/government/publications/universal-vaccination-of-children-and-young-people-aged-12-to-15-years-against-covid-19>

<https://www.gov.uk/government/publications/jcvi-statement-september-2021-covid-19-vaccination-of-children-aged-12-to-15-years> (JCVI advice)

The UK Health Security Agency published easy-read guides providing information on COVID-19 and vaccination for at-risk children and young people aged 12 to 15 years. The easy-read resources are aimed at children and young people who have a learning disability. Print version copies of this leaflet are also available.

<https://www.gov.uk/government/publications/covid-19-vaccination-easy-read-resources-for-children-and-young-people>

The Joint Committee on Vaccination and Immunisation (JCVI) updated its advice on the COVID-19 vaccine booster programme. To maintain the high level of protection through the coming winter, the JCVI is advising that booster vaccines be offered to those more at risk from serious disease, and who were vaccinated during phase one of the vaccine programme (priority groups one to nine).

This includes:

- those living in residential care homes for older adults
- all adults aged 50 years or over
- frontline health and social care workers
- all those aged 16 to 49 years with underlying health conditions that put them at higher risk of severe COVID-19, and adult carers

- adult household contacts of immunosuppressed individuals

The JCVI advises that it would be appropriate for the booster vaccine programme to begin in September 2021, as soon as operationally practical. The JCVI advises a preference for the Pfizer-BioNTech vaccine for the booster programme, regardless of which vaccine brand someone received for their primary doses. This follows data from the COV-BOOST trial that indicates the Pfizer-BioNTech vaccine is well tolerated as a third dose and provides a strong booster response. Alternatively, a half dose of the Moderna vaccine may be offered. Where mRNA vaccines (Pfizer-BioNTech or Moderna) cannot be offered, for example due to allergies, the AstraZeneca vaccine may be considered for those who received it previously.

<https://www.gov.uk/government/news/jcvi-issues-updated-advice-on-covid-19-booster-vaccination>

<https://www.gov.uk/government/news/most-vulnerable-to-be-offered-covid-19-booster-vaccines-from-next-week>

The Health and Social Care Secretary, Rt Hon Sajid Javid MP, announced that people aged 12 to 15 in England will be offered one dose of the Pfizer/BioNTech COVID-19 vaccine, following advice from the four UK Chief Medical Officers (CMOs). The government has accepted the advice of the four UK CMOs and the NHS is preparing to deliver a schools-based vaccination programme. Invitations for vaccination will begin next week. Parental, guardian or carer consent will be sought by vaccination healthcare staff prior to vaccination in line with existing school vaccination programmes. School-aged children aged 12 to 15 will primarily receive their COVID-19 vaccination in their school with alternative provision for those who are home schooled, in secure services or specialist mental health settings. Public Health England has made available materials on COVID-19 vaccination for eligible children and young people aged 12 to 17.

<https://www.gov.uk/government/news/young-people-aged-12-to-15-to-be-offered-a-covid-19-vaccine>

<https://www.gov.uk/government/publications/universal-vaccination-of-children-and-young-people-aged-12-to-15-years-against-covid-19> (UK CMOs letter)

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-vaccination-easy-read-resources-for-children-and-young-people>

The Department of Health and Social Care (DHSC) published a letter from the Director of Adult Social Care Delivery to council chief executives, directors of adult social services, care home providers, care home managers and agencies, on temporary medical exemptions for COVID-19 vaccination of people working or deployed in care homes. The letter outlines how, on a temporary basis, people working or volunteering in care homes who have a medical reason why they are unable to have a COVID-19 vaccine, will be able to self-certify that they meet the medical exemption criteria. Care home workers who are exempt will need to sign the 'Self-certification form for people with medical exemptions' or the 'Self-certification form for people vaccinated abroad' and show this to their employer as proof of their temporary exemption status. This temporary self-certification process has been introduced for a short period prior to the launch of the new NHS COVID Pass system which will go live imminently.

<https://www.gov.uk/government/publications/temporary-medical-exemptions-for-covid-19-vaccination-of-people-working-or-deployed-in-care-homes>

The Medicines and Healthcare products Regulatory Agency (MHRA) confirmed that the COVID-19 vaccines made by Pfizer and AstraZeneca can be used as safe and effective booster doses. The

regulatory decision followed a careful review of available data on safety and effectiveness of booster or supplementary vaccine doses by the MHRA and the independent Commission on Human Medicines (CHM), which advises the government. The MHRA has also now looked at data for the Moderna vaccine to be used as a booster, and this has also been reviewed by the CHM experts who concluded that the Moderna vaccine can be used as a safe and effective booster dose, including in a half dose, which also gives an effective boost to antibodies. The CHM took into account data on waning vaccine effectiveness after the second dose, providing important insights into potentially waning immunity. The data reviewed showed that giving the booster jabs with flu vaccines at the same time is safe and does not affect an individual's immune response to either vaccine. Therefore COVID-19 booster doses may be given at the same time as flu vaccines.

<https://www.gov.uk/government/news/mhra-statement-on-covid-19-booster-vaccines>

<https://www.gov.uk/government/news/mhra-statement-on-booster-doses-of-pfizer-and-astrazeneca-covid-19-vaccines>

<https://www.gov.uk/government/organisations/commission-on-human-medicines>

The UK Health Security Agency published resources on the COVID-19 vaccination booster dose for eligible individuals. People aged 50 years and over, health and social care workers and younger people at risk are being offered a booster dose of COVID-19 vaccine. The NHS will contact individuals when it is their turn to have a booster. The booster is being offered at least six months after the last dose and it will either be a dose of Pfizer or Moderna vaccine. Print version copies of the leaflet are also available.

<https://www.gov.uk/government/publications/covid-19-vaccination-booster-dose-resources>

Testing

The government published this week's national influenza and coronavirus report, monitoring coronavirus activity, seasonal flu and other seasonal respiratory illnesses. Surveillance indicators suggest that at a national level COVID-19 activity has slightly decreased in week 36 of 2021, 5 September to 11 September 2021. Case rates were highest in those aged 10 to 19, with a seven-day rate of 597.4 per 100,000 population. The lowest case rates were in those aged 80 and above, with a seven-day rate of 105.1 per 100,000 population. Seven-day case rates per 100,000 population were highest in the North East at 369.6. Case rates per 100,000 were lowest in London with a seven-day rate of 211.7. The number of acute respiratory infection incidents (suspected outbreaks) in England was 541 in week 36, compared to 383 in the previous week.

The hospital admission rate for week 35 was 7.29 per 100,000 population, in the previous week it was 7.49 per 100,000 population. Hospital admission rates for COVID-19 were highest in the North East, with a rate of 9.73 per 100,000 population.

<https://www.gov.uk/government/news/weekly-national-flu-and-covid-19-surveillance-reports-published>

<https://www.gov.uk/government/statistics/national-flu-and-covid-19-surveillance-reports-2021-to-2022-season>

Education

The government produced new resources to support councils with their local communications. This includes new resources for schools, universities and enhanced response areas.

The Public Health England Campaign Resource Centre contains a variety of materials for councils to view and download including social media materials, leaflets and downloadable posters.

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/young-people-vaccines/>

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/video-content-yewande/>

https://drive.google.com/file/d/1Kz4ug5YXIKCMQbWtIZDrQYJw8PA3ECb_/view

<https://coronavirusresources.phe.gov.uk/schools/resources/>

<https://coronavirusresources.phe.gov.uk/university-students/resources/>

<https://coronavirusresources.phe.gov.uk/Community-Testing/resources/>

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/young-people-vaccines/>

<https://coronavirusresources.phe.gov.uk/spring-response/resources/>

<https://coronavirusresources.phe.gov.uk/enhanced-response-areas/resources/>

The Department for Education (DfE) announced that the educational setting status form will reopen for the autumn term. DfE is asking councils and schools to resume completing their attendance data daily throughout September, so DfE can monitor attendance in schools and colleges after the summer break.

<https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://onlinecollections.des.fasst.org.uk/fastform/educational-setting-status>

The UK Health Security Agency published COVID-19 vaccination guidance and resources for schools. The guidance for schools has been produced to assist all school staff and headteachers with any questions about the COVID-19 vaccination programme. The COVID-19 vaccination invitation letter template can be downloaded and adapted to suit the needs of local healthcare teams. It should be sent to parents of eligible children, along with an accompanying information leaflet and consent form.

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools>

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-children-and-young-people>

The government published guidance for schools on the COVID-19 vaccination programme for all children and young people aged 12 to 15. Like all school-based vaccination programmes, the vaccines will be administered by healthcare staff with appropriate qualifications who work to nationally agreed standards. Vaccines are offered in schools to ensure easy access for all children. Schools will have three primary roles which will be familiar to them from other vaccination programmes:

- to provide information to their School Age Immunisation Service (SAIS) on which children on their roll are eligible for the vaccine
- to share the information leaflet, consent form and invitation letter supplied by the SAIS team with parents and children
- to provide the space within school, and the time away from the timetable, to enable vaccinations to take place

<https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools>

Recovery

The Prime Minister set out the government's 'COVID-19 Response – Autumn and Winter Plan 2021' for managing COVID-19 at a press conference. This followed a statement from the Health and Social Care Secretary, Rt Hon Sajid Javid MP, to the House of Commons. The publication outlines the government's plans for autumn and winter 2021 for England. It includes the government's "Plan A" – a comprehensive approach designed to steer the country through autumn and winter 2021/22. It also outlines a "Plan B" which would only be enacted if the data suggests further measures are necessary to protect the NHS.

<https://www.gov.uk/government/speeches/pm-statement-at-coronavirus-press-conference-14-september-2021>

<https://www.gov.uk/government/publications/covid-19-response-autumn-and-winter-plan-2021>

<https://www.gov.uk/government/news/prime-minister-sets-out-autumn-and-winter-covid-plan>

The Local Government Association (LGA) is hosting a webinar on planning for post-COVID19 recovery from 2:00 – 3:30pm on 21 September. The webinar, funded by the government, will explore how councils are considering recovery in their towns and cities, to bring people back to the high street, culture and leisure venues and back into work.

Presentations and case studies will be provided by Manchester City Council, The Royal Borough of Kensington and Chelsea, The Royal Borough of Windsor and Maidenhead. Chief executives, councillors, directors of place and communication teams, are all recommended to attend.

<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=444074&eventID=1293&traceRedir=2>

The Cabinet Office and NHS Test and Trace are hosting a webinar at 3:00pm on 20 September to ensure community leaders and local business have the most up-to-date information on COVID-19 ahead of winter. The webinar will be an opportunity to hear updates on the latest guidance, vaccines, masks and ventilation, and testing. Attendees will be able to ask questions and discuss ideas for effective engagement, and to share with the government challenges and experiences in their local communities. You can submit questions in advance to community.resources@dhsc.gov.uk.

https://zoom.us/webinar/register/WN_uCNkVWdQTFurqqvrcn_UcA

Where to find the latest information and guidance

Coronavirus

- Guidance for councils and LRFs during the coronavirus outbreak: <https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government>
- Latest information on coronavirus: <https://www.gov.uk/coronavirus>
- Coronavirus communication materials: <https://coronavirusresources.phe.gov.uk/>
- FAQ from the Cabinet Office: <https://www.gov.uk/government/publications/coronavirus->

[outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do](#)

- National lockdown: what you need to know: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- Coronavirus cases: <https://coronavirus.data.gov.uk/>
- Previous MHCLG Coronavirus Bulletins: <https://bit.ly/3iC2Pnz>

EU transition

- Latest information on transition: <https://www.gov.uk/transition>
- Collection of guidance for local councils: <https://www.gov.uk/guidance/local-government-and-the-eu>
- To sign up to.GOV email updates: https://www.gov.uk/search/news-and-communications/email-signup?related_to_brexit

For information purposes, previous Local Government Bulletins are available to view and download. Please be aware that guidance is updated frequently. To view and download: <http://bit.ly/3kEdqPJ>

Subscribe or unsubscribe by emailing us at LGEengagement@communities.gov.uk

If you feel there is a gap in information that you want us to assist you with, or any other feedback please contact us at LGEengagement@communities.gov.uk.

Read our Privacy Notice here:

https://drive.google.com/file/d/1OFnC59BltrZQLxZ5xM6n8SrBC_7vY3Pa/view?usp=sharing

From: [Natalia Mityaeva](#)
To: [R.Scott](#)
Subject: FW: Resources - Council contracts etc
Date: 17 September 2021 16:41:45
Attachments: [REDACTED]

Richard

FYI

I will speak to [REDACTED] – we will schedule the follow up after the 4th when you get back

From: [REDACTED]
Date: Thursday, 16 September 2021 at 14:33
To: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Subject: Re: Resources - Council contracts etc

Thanks Natalia

I have answered for you below.

See you later.

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>

Sent: 16 September 2021 10:07

To: [REDACTED]

Subject: Resources - Council contracts etc

Good morning [REDACTED]

As you mentioned in the meeting on Tuesday, we are going to have follow up catch ups to discuss a couple of outstanding items and how to take them forward. So I just thought I would put a list together for us to work through.

I know you are going on holiday shortly so perhaps in your absence [REDACTED] [REDACTED] [REDACTED] can start pulling the info for us all:

1. Surplus funds – investment alternatives review *The resolution at July Resources was for you Richard and I to form a working group to discuss and set recommendations. I return from leave on the 30th so may I suggest the 1st for a meeting?*
2. Xero migration – set up call with [REDACTED] [REDACTED] (happy to pick it up in your absence to have a prelim call). Could I also see the current contract with [REDACTED] and the terms please? When is it due for tender? [REDACTED] *is happy to take your questions she is on leave until the 24th of September the Council's number is [REDACTED] [REDACTED] She works Monday's Wednesday's and Friday's. I have attached the original contract with [REDACTED] and the review in 2018. I review it annually and have never considered moving during the past three years. Accountants that understand Local Government Accounting for Town and Parish Councils are hard to find and we have been very satisfied with the service we have received. The value of the contract does not require it to be tendered, we would seek best price from at least three other suppliers. I would suggest that once you have spoken with [REDACTED] we then meet face to face with our accountants to discuss their proposal to move to xero.*
3. At some point we discussed a master tracking doc with all major contracts/suppliers, costs and expiration dates – could we please start putting that together? *This is the last task that I have outstanding from the recent management working group meeting ,it will be complete for the next management meeting.*
4. Cemetery – I am happy to meet with [REDACTED] in your absence to discuss the level of fees for non-res and take it forward. If she could email me her availability, we can agree a date. *I will ask [REDACTED] to get in touch.*

Thanks!

Hope to see you tonight

Natalia

From: [Natalia Mityaeva](#)
To: [R.Scott](#)
Subject: FW: Resources - Council contracts etc
Date: 17 September 2021 16:41:44
Attachments: [REDACTED]

Richard

FYI

I will speak to [REDACTED] – we will schedule the follow up after the 4th when you get back

From: [REDACTED]
Date: Thursday, 16 September 2021 at 14:33
To: Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>
Subject: Re: Resources - Council contracts etc

Thanks Natalia

I have answered for you below.

See you later.

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>

Sent: 16 September 2021 10:07

To: [REDACTED]

Subject: Resources - Council contracts etc

Good morning [REDACTED]

As you mentioned in the meeting on Tuesday, we are going to have follow up catch ups to discuss a couple of outstanding items and how to take them forward. So I just thought I would put a list together for us to work through.

I know you are going on holiday shortly so perhaps in your absence [REDACTED] [REDACTED] [REDACTED] can start pulling the info for us all:

1. Surplus funds – investment alternatives review *The resolution at July Resources was for you Richard and I to form a working group to discuss and set recommendations. I return from leave on the 30th so may I suggest the 1st for a meeting?*
2. Xero migration – set up call with [REDACTED] (happy to pick it up in your absence to have a prelim call). Could I also see the current contract with [REDACTED] and the terms please? When is it due for tender? [REDACTED] *is happy to take your questions she is on leave until the 24th of September the Council's number is [REDACTED] 982. She works Monday's Wednesday's and Friday's. I have attached the original contract with [REDACTED] and the review in 2018. I review it annually and have never considered moving during the past three years. Accountants that understand Local Government Accounting for Town and Parish Councils are hard to find and we have been very satisfied with the service we have received. The value of the contract does not require it to be tendered, we would seek best price from at least three other suppliers. I would suggest that once you have spoken with [REDACTED] we then meet face to face with our accountants to discuss their proposal to move to xero.*
3. At some point we discussed a master tracking doc with all major contracts/suppliers, costs and expiration dates – could we please start putting that together? *This is the last task that I have outstanding from the recent management working group meeting ,it will be complete for the next management meeting.*
4. Cemetery – I am happy to meet with [REDACTED] in your absence to discuss the level of fees for non-res and take it forward. If she could email me her availability, we can agree a date. *I will ask [REDACTED] to get in touch.*

Thanks!

Hope to see you tonight

Natalia

From: [Natalia Mityaeva](#)
To: [REDACTED]
Subject: Re: Cemetery Fees
Date: 17 September 2021 16:40:16

Great!

Thanks [REDACTED] See you then

From: [REDACTED]
Date: Friday, 17 September 2021 at 16:36
To: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Subject: RE: Cemetery Fees

Hi Natalia

Thursday at 4pm is fine, yes I will have a schedule of comparable fees that we can look at.

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Sent: 17 September 2021 16:32
To: [REDACTED] >
Subject: Re: Cemetery Fees

Hi [REDACTED]

Thanks for your email

Should we say Thursday afternoon -4pm?

Would you be able to put together a schedule of comparable fees in neighbouring towns (e.g. Henley, Maidenhead, Windsor)?

Thanks
Natalia

From: [REDACTED] >
Date: Friday, 17 September 2021 at 15:39
To: Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>
Subject: Cemetery Fees

Hi Natalia

[REDACTED] has asked me to touch base with you regarding cemetery fees. Please let me know when you have availability to meet up and discuss the fees. The only day during the week I am not available is on a Wednesday.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Natalia Mityaeva](#)
Subject: RE: Cemetery Fees
Date: 17 September 2021 16:36:15

Hi Natalia

Thursday at 4pm is fine, yes I will have a schedule of comparable fees that we can look at.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Sent: 17 September 2021 16:32
To: [REDACTED]
Subject: Re: Cemetery Fees

Hi [REDACTED]

Thanks for your email

Should we say Thursday afternoon -4pm?

Would you be able to put together a schedule of comparable fees in neighbouring towns (e.g. Henley, Maidenhead, Windsor)?

Thanks
Natalia

From: [REDACTED] >
Date: Friday, 17 September 2021 at 15:39
To: Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>
Subject: Cemetery Fees

Hi Natalia

[REDACTED] has asked me to touch base with your regarding cemetery fees. Please let me know when you have availability to meet up and discuss the fees. The only day during the week I am not available is on a Wednesday.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [Natalia Mityaeva](#)
To: [REDACTED]
Subject: FW: Resources - Council contracts etc
Date: 17 September 2021 16:33:59
Attachments: [REDACTED]

Thanks [REDACTED]

Have a good break and we speak when you return

Natalia

From: [REDACTED]
Date: Thursday, 16 September 2021 at 14:33
To: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Subject: Re: Resources - Council contracts etc

Thanks Natalia

I have answered for you below.

See you later.

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024

[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>

Sent: 16 September 2021 10:07

To: [REDACTED]

Subject: Resources - Council contracts etc

Good morning [REDACTED]

As you mentioned in the meeting on Tuesday, we are going to have follow up catch ups to discuss a couple of outstanding items and how to take them forward. So I just thought I would put a list together for us to work through.

I know you are going on holiday shortly so perhaps in your absence [REDACTED] [REDACTED] [REDACTED] can start pulling the info for us all:

1. Surplus funds – investment alternatives review *The resolution at July Resources was for you Richard and I to form a working group to discuss and set recommendations. I return from leave on the 30th so may I suggest the 1st for a meeting?*
2. Xero migration – set up call with [REDACTED] [REDACTED] (happy to pick it up in your absence to have a prelim call). Could I also see the current contract with [REDACTED] and the terms please? When is it due for tender? [REDACTED] *is happy to take your questions she is on leave until the 24th of September the Council's number is [REDACTED] 982. She works Monday's Wednesday's and Friday's. I have attached the original contract with Pink and the review in 2018. I review it annually and have never considered moving during the past three years. Accountants that understand Local Government Accounting for Town and Parish Councils are hard to find and we have been very satisfied with the service we have received. The value of the contract does not require it to be tendered, we would seek best price from at least three other suppliers. I would suggest that once you have spoken with [REDACTED] we then meet face to face with our accountants to discuss their proposal to move to xero.*
3. At some point we discussed a master tracking doc with all major contracts/suppliers, costs and expiration dates – could we please start putting that together? *This is the last task that I have outstanding from the recent management working group meeting ,it will be complete for the next management meeting.*
4. Cemetery – I am happy to meet with [REDACTED] in your absence to discuss the level of fees for non-res and take it forward. If she could email me her availability, we can agree a date. *I will ask [REDACTED] to get in touch.*

Thanks!

Hope to see you tonight

Natalia

From: [Natalia Mityaeva](#)
To: [REDACTED]
Subject: Re: Cemetery Fees
Date: 17 September 2021 16:32:26

Hi [REDACTED]

Thanks for your email

Should we say Thursday afternoon -4pm?

Would you be able to put together a schedule of comparable fees in neighbouring towns (e.g. Henley, Maidenhead, Windsor)?

Thanks
Natalia

From: [REDACTED]
Date: Friday, 17 September 2021 at 15:39
To: Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>
Subject: Cemetery Fees

Hi Natalia

[REDACTED] has asked me to touch base with you regarding cemetery fees. Please let me know when you have availability to meet up and discuss the fees. The only day during the week I am not available is on a Wednesday.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

████████████████████

From: Colleen Stapley - Marlow Town Council
Sent: 17 September 2021 16:07
To: ██████████ ██████████
Subject: Accepted: Change in date for Environment & Sustainability meeting

[Redacted]

From: Chris Hoyle
Sent: 17 September 2021 16:05
To: [Redacted]
Subject: Accepted: Change in date for Environment & Sustainability meeting

From: [R Scott](#)
To: [REDACTED]
Subject: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 15:58:55
Attachments: [REDACTED]

Dear [REDACTED]

Good to meet you at a great evening in the Marlow calendar and chat about mutual matters. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward
[REDACTED]

From: [R Scott](#)
To: [REDACTED]
Subject: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 15:58:55
Attachments: [REDACTED]

Dear [REDACTED]

Good to meet you at a great evening in the Marlow calendar and chat about mutual matters. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward
[REDACTED]

From: [REDACTED]
To: [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [Hilary Martin](#); [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)
Subject: Change in date for Environment & Sustainability meeting
Start: 02 November 2021 19:00:00
End: 02 November 2021 20:00:00
Location: Marlow Town Council (Court Garden, Pound Lane, Marlow, Buckinghamshire)
Attachments: [REDACTED]

Dear members

Please note the change in date for the next Environment & Sustainability meeting. The meeting has been moved from the 30th November to the 2nd November to enable any items that require TC approval to be included in the agenda for the TC meeting on the 16th November.

This change was too late to be included in the meetings timetable item at the TC meeting on 21st September 2021. A reminder will be sent out closer to the date.

Kind Regards

[REDACTED] A
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> <<https://www.marlow-tc.gov.uk/Council-Policies.aspx>> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [Hilary Martin](#); [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)
Subject: Change in date for Environment & Sustainability meeting
Start: 02 November 2021 19:00:00
End: 02 November 2021 20:00:00
Location: Marlow Town Council (Court Garden, Pound Lane, Marlow, Buckinghamshire)
Attachments: [REDACTED]

Dear members

Please note the change in date for the next Environment & Sustainability meeting. The meeting has been moved from the 30th November to the 2nd November to enable any items that require TC approval to be included in the agenda for the TC meeting on the 16th November.

This change was too late to be included in the meetings timetable item at the TC meeting on 21st September 2021. A reminder will be sent out closer to the date.

Kind Regards

[REDACTED]

Administrative Officer

MARLOWTOWNCOUNCIL

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> <<https://www.marlow-tc.gov.uk/Council-Policies.aspx>> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [Hilary Martin](#); [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)
Subject: Change in date for Environment & Sustainability meeting
Start: 02 November 2021 19:00:00
End: 02 November 2021 20:00:00
Location: Marlow Town Council (Court Garden, Pound Lane, Marlow, Buckinghamshire)
Attachments: [REDACTED]

Dear members

Please note the change in date for the next Environment & Sustainability meeting. The meeting has been moved from the 30th November to the 2nd November to enable any items that require TC approval to be included in the agenda for the TC meeting on the 16th November.

This change was too late to be included in the meetings timetable item at the TC meeting on 21st September 2021. A reminder will be sent out closer to the date.

Kind Regards

[REDACTED]

Administrative Officer

MARLOWTOWNCOUNCIL

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> <<https://www.marlow-tc.gov.uk/Council-Policies.aspx>> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Natalia Mityaeva](#)
Subject: Cemetery Fees
Date: 17 September 2021 15:39:49

Hi Natalia

[REDACTED] has asked me to touch base with you regarding cemetery fees. Please let me know when you have availability to meet up and discuss the fees. The only day during the week I am not available is on a Wednesday.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [REDACTED] [Jocelyn Towns](#)
Subject: Town centre and tourism suggestions
Date: 17 September 2021 15:31:48
Attachments: [Marlow town centre and tourism.docx](#)

Hi [REDACTED] and Jocelyn.

Right, I can't put it off any longer. Here are my thoughts on maintaining the vibrancy of Marlow town centre. I hope you find some of these useful. As discussed, I am expecting you not to adopt this in full.

[REDACTED]

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:32
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:32
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [Community Engagement Action Group notes 050821 weekly update.docx](#)
[Councillors Weekly Update September 18th.pdf](#)

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [Community Engagement Action Group notes 050821 weekly update.docx](#)
[Councillors Weekly Update September 18th.pdf](#)

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Weekly Update](#)
Subject: Weekly update for the week ending 18th September 2021
Date: 17 September 2021 14:29:31
Attachments: [REDACTED]

Dear Members and Officers

Please find attached the update for the week ending September 18th along with the Community Engagement Action group notes

Upcoming meetings & events:

Town Council Meeting – 21st September at 7pm in the Seymour Room, Court Garden House.

[REDACTED] will chat about Community Boards at 6.30pm.

Plans only Meeting – 28th September in the Town Council Office.

Full Planning and Transportation meeting – 19th October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Jocelyn Towns](#)
Subject: Minutes from the Environment & Sustainability meeting 14.09.2021
Date: 17 September 2021 13:57:42
Attachments: [14.09.2021 - Minutes.docx](#)

Hi Jocelyn

Please see the attached minutes from the Environment and Sustainability meeting held on the 14.09.2021. If there are any amendments please let me know so that I can make the changes before publishing them on the website.

Kind Regards

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Jocelyn Towns](#); [R. Scott](#); [Chris Funnell](#)
Subject: JD's
Date: 17 September 2021 13:55:23
Attachments: [REDACTED]

Dear Staffing Committee

Please find attached as requested, statutory items in blue.

Best wishes

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024

[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Jocelyn Towns](#); [R.Scott](#); [Chris Funnell](#)
Subject: JD's
Date: 17 September 2021 13:55:23
Attachments: [REDACTED]

Dear Staffing Committee

Please find attached as requested, statutory items in blue.

Best wishes

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [Jocelyn Towns](#); [R.Scott](#); [Chris Funnell](#)
Subject: JD's
Date: 17 September 2021 13:55:22
Attachments: [REDACTED]

Dear Staffing Committee

Please find attached as requested, statutory items in blue.

Best wishes

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

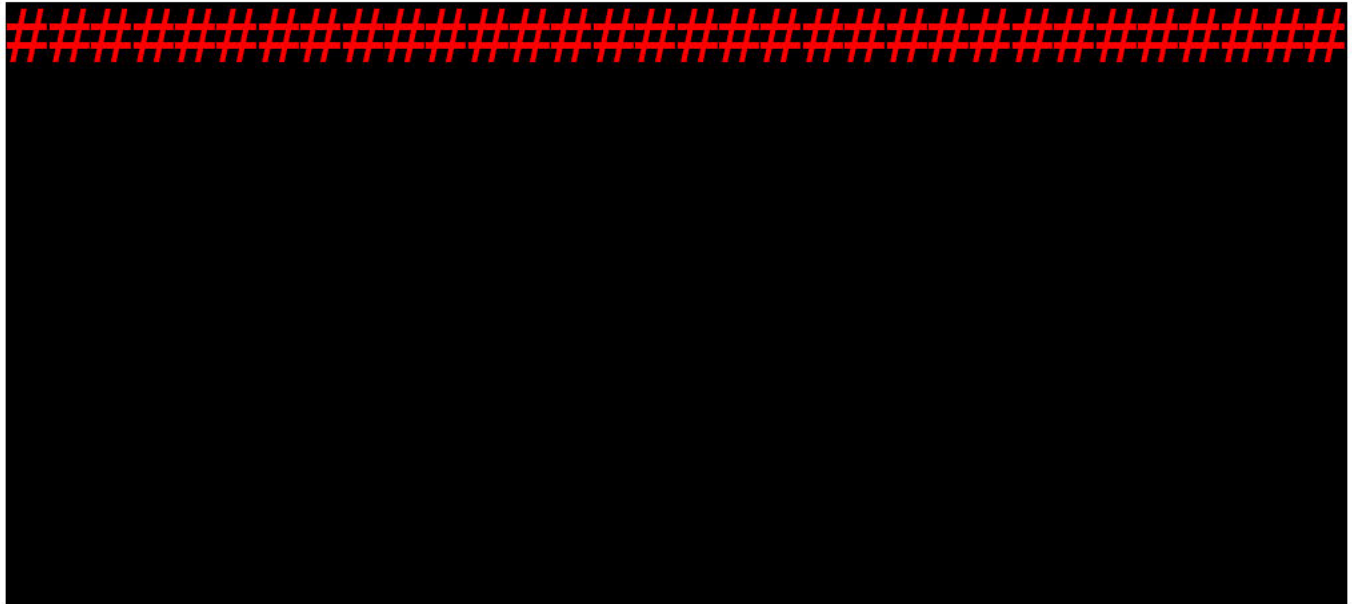
This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: [REDACTED]
To: [R Scott](#)
Subject: RE: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 13:40:20
Attachments: [REDACTED]

Many thanks Richard. I look forward to hearing from [REDACTED]

Kind regards,
[REDACTED]



From: R Scott <rscott@marlow-tc.gov.uk>
Sent: 17 September 2021 08:24
To: [REDACTED]
Subject: Fwd: Marlow Town Council Christmas lights sponsorship

[REDACTED]
FYI

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Begin forwarded message:

From: Marlow Town Council <rscott@marlow-tc.gov.uk>
Subject: Re: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 at 08:20:40 BST

To: #####

■

Many thanks for your support again. I have copied this email to ##### at the Town Council and have asked that she contact you next week with the further details. ##### can give you all the information about timings etc.

Very many thanks and I look forward to seeing you in November.

Kind regards

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

On 16 Sep 2021, at 17:31, ##### >
wrote:

Hi Richard

Many thanks for your email, and apologies for the tardy response.

You're quite right, I have recently taken over from ##### at ##### I'm now starting to get my feet under the table.

We would be delighted to continue our support of the Christmas Lights. By when do you need to know the amount of our contribution? I hope to be able to confirm this soon.

I look forward to meeting you in due course.

Kind regards,

#####

#####

#####

From: R Scott <rscott@marlow-tc.gov.uk>

Sent: 10 September 2021 08:16

To: [REDACTED]>

Subject: Marlow Town Council Christmas lights sponsorship

Dear [REDACTED]

I am contacting you in place of [REDACTED] who is no longer a town councillor. I have tried to contact [REDACTED], our previous contact, but I understand she has now left [REDACTED]

Last year [REDACTED] at [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and companies for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

From: [REDACTED]
To: [Jocelyn Towns](#)
Subject: Re: Area behind the canoe club
Date: 17 September 2021 12:14:09

Dear Jocelyn

They finally organised themselves to sort it out.

[REDACTED]#####

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024

#####

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Jocelyn Towns [REDACTED]
Sent: 17 September 2021 11:33
To: [REDACTED]
Subject: FW: Area behind the canoe club

Hi [REDACTED]

Did the [REDACTED] [REDACTED] come to us to have the cleared rubbish taken away, or did they dispose of it themselves? It is looking so much better now.

Thanks

Jocelyn

Jocelyn Towns

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

From: #####

Sent: 17 September 2021 10:05

To: Jocelyn Towns #####

Subject: Area behind the [Redacted] [Redacted]

Thanks so much for getting that cleared, Jocelyn. It's such a great improvement.

Kind regards from [Redacted]

By iPhone

From: [REDACTED]
To: [Jocelyn Towns](#)
Subject: Re: Welcome Back Fund
Date: 17 September 2021 12:13:22

Hi Jocelyn

Yes, we applied for the entertainment grant and were successful with the Circus happening on the Causeway. We also met with [REDACTED] [REDACTED] as requested to at the [REDACTED] [REDACTED] working group meeting and she is putting in a bid for benches, bins and possibly some art installations.

[REDACTED]

[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Jocelyn Towns [REDACTED]
Sent: 17 September 2021 12:01
To: [REDACTED]
Subject: Welcome Back Fund

Hi [REDACTED]

Are we applying for any of this money from Bucks for Marlow? Just wondered what the status was, and if we haven't applied yet, should we?

Thanks

Jocelyn

Jocelyn Towns

[REDACTED]

From: [REDACTED]
To: [R SCOTT](#)
Subject: Your Autumn edition of Thanks to you is here
Date: 17 September 2021 12:05:55

Can't read this email? [View online](#)



United Against Dementia

Dear Richard,

My name's [REDACTED] and I'm writing to say **thank you**. Supporters like you are the reason I've been able to support 20 new clients a month, that's four times the figure before the pandemic of people in urgent need of someone to turn to. You have helped me ensure people aren't hitting crisis point, where I'm able to offer them the knowledge and comfort they need to deal with a dementia diagnosis. I wouldn't be able to do this without your kind donations. Thank you for making such a huge impact.

I've attached your Autumn edition of the Thanks to you newsletter to browse at your pleasure. It's full of wonderful real-life stories of inspiring people, those that have benefited from your kind support. You can read about my story on page 6!

[Your newsletter](#)


It's been a crazy year for us all and this summer has made us feel a little more 'normal' again – whatever that means now – but many people living with dementia are still recovering from the challenges of Covid, making your support so important. Because of you, I have been able to help carers like Hazel overcome the worries of Covid while looking after her wonderful husband Robert, a couple you can read about in Thanks to you.

My role as a dementia expert relies on kind donations and it's the most wonderful feeling knowing that Alzheimer's Society has a community of supporters that make dementia care a priority. If you can, will you consider making a donation today by clicking the button below.

[Click to donate](#)

I can't thank you enough for helping me to deliver dementia services in my local community. People like you are the reason dementia advisers are able to support your family, friends, and neighbours coping with the challenges of dementia. No one should have to face a dementia diagnosis alone. With my warmest thanks and best wishes,
Eula

P.S If you didn't already know, it's World Alzheimer's Month this September! What a great opportunity to share stories from your TTY newsletter with your friends to raise awareness and unite against dementia!

 0330 333 0804

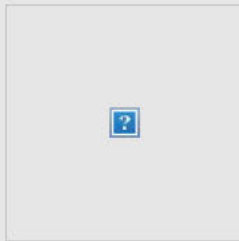
 Email us

Follow us on



All content © 2021 Alzheimer's Society. Registered office at Alzheimer's Society, 43-44 Crutched Friars, London, EC3N 2AE. Alzheimer's Society is a registered Charity No. 296645. Registered as a company limited by guarantee and registered in England No. 2115499

[To unsubscribe click here](#) | [Manage your email preferences](#)



From: [Jocelyn Towns](#)
To: [REDACTED]
Subject: Accepted: MTC website - Bee
Start: 20 September 2021 10:30:00
End: 20 September 2021 11:00:00
Location: zoom

From: [Carol Heap](#)
To: [REDACTED]
Subject: Age Concern - eligibility
Date: 17 September 2021 10:59:00

Hi [REDACTED]

I was asked a question yesterday at a Community Engagement meeting if residents from Little Marlow or Marlow Bottom would be able to come for lunch at Age Concern Marlow. Could you confirm please ?

Thanks Carol

Sent from [Mail](#) for Windows

From: [REDACTED]
To: [Jocelyn Towns](#)
Subject: MTC website - Bee
Start: 20 September 2021 10:30:00
End: 20 September 2021 11:00:00
Location: zoom

Hi Jocelyn

Please find the meeting link below to discuss the Bee information on the Marlow website.

Topic: Bee web page

Time: Sep 20, 2021 10:30 AM London

[REDACTED]#####

[REDACTED]

[REDACTED]

[REDACTED]

Kind Regards

[REDACTED]#####

From: [REDACTED]
To: [Jocelyn Towns](#)
Subject: RE: Environment and Sustainability
Date: 17 September 2021 09:57:43

Hi Jocelyn

We cannot add this change to the agenda for Tuesday's TC meeting as that has already been published but I will send out a calendar invite for the 2nd November with an explanation for the change in date.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Jocelyn Towns <jtowns@marlow-tc.gov.uk>
Sent: 16 September 2021 15:50
To: [REDACTED]
Subject: RE: Environment and Sustainability

Brilliant thanks [REDACTED] can that be put on the Calendar that is being approved at TC on Tuesday please?

Thanks
Jocelyn

Cllr Jocelyn Towns

MARLOWTOWNCOUNCIL

Court Garden

Pound Lane
Marlow
Bucks SL7 2AG

01628 484024
jtowns@marlow-tc.gov.uk

From: [REDACTED]
Sent: 16 September 2021 15:39
To: Jocelyn Towns <jtowns@marlow-tc.gov.uk>
Subject: RE: Environment and Sustainability

Hi Jocelyn

I will change it to the 2nd November at 7pm in the council office.

Kind Regards

[REDACTED]
[REDACTED]

MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks SL7 2AG

T: 01628 484024

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.

Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

From: Jocelyn Towns <jtowns@marlow-tc.gov.uk>
Sent: 16 September 2021 15:15
To: [REDACTED]
Cc: [REDACTED]
Subject: Environment and Sustainability

Hi [REDACTED]

Could you please move the next Environment and Sustainability meeting please, so that it falls two weeks before the TC meeting which is scheduled for the 16th November. It's just that most of the stuff we approve has to go to TC for ratification. If we don't get this to the November TC the next one isn't until the end of January.

Many thanks

Jocelyn

Cllr Jocelyn Towns

MARLOWTOWNCOUNCIL

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

jtowns@marlow-tc.gov.uk

From: [REDACTED]
To: [REDACTED]
Subject: Re: : FINAL REMINDER - Agenda for Marlow Chamber business meeting - Monday 20th September
Date: 17 September 2021 08:29:01
Attachments: [REDACTED]

Please find attached the agenda for our first face to face meeting with thanks to [REDACTED] for hosting.

Apologies for delay in sending this but would be grateful if you could let me know if you are able to attend by Friday am if possible.

Look forward to seeing you – be great to get together again

Kind regards

[REDACTED]
[REDACTED]

From: [R Scott](#)
To: [REDACTED]
Subject: Fwd: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 08:24:09

[REDACTED]

FYI

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Begin forwarded message:

From: Marlow Town Council <rscott@marlow-tc.gov.uk>
Subject: Re: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 at 08:20:40 BST
To: [REDACTED] >

[REDACTED]

Many thanks for your support again. I have copied this email to [REDACTED] [REDACTED] at the Town Council and have asked that she contact you next week with the further details. [REDACTED] can give you all the information about timings etc.

Very many thanks and I look forward to seeing you in November.

Kind regards

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

On 16 Sep 2021, at 17:31, [REDACTED] wrote:

Hi Richard

Many thanks for your email, and apologies for the tardy response.

You're quite right, I have recently taken over from [REDACTED] [REDACTED] at [REDACTED] [REDACTED] I'm now starting to get my feet under the table.

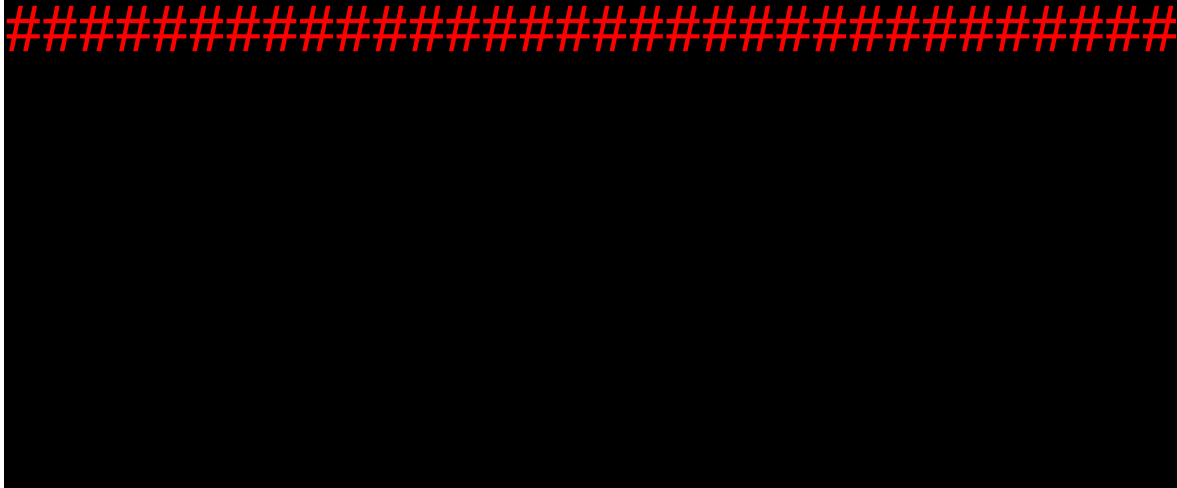
We would be delighted to continue our support of the Christmas

Lights. By when do you need to know the amount of our contribution?
I hope to be able to confirm this soon.

I look forward to meeting you in due course.

Kind regards,

[Redacted signature]



From: R Scott <rscott@marlow-tc.gov.uk>
Sent: 10 September 2021 08:16
To: [Redacted recipient list]
Subject: Marlow Town Council Christmas lights sponsorship

Dear [Redacted name]

I am contacting you in place of [Redacted] [Redacted] who is no longer a town councillor. I have tried to contact [Redacted] [Redacted] our previous contact, but I understand she has now left [Redacted]

Last year [Redacted] at [Redacted] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and companies for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

From: [R Scott](#)
To: [REDACTED]
Subject: Fwd: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 08:24:08

[REDACTED]

FYI

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Begin forwarded message:

From: Marlow Town Council <rscott@marlow-tc.gov.uk>
Subject: Re: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 at 08:20:40 BST
To: [REDACTED]

[REDACTED]

Many thanks for your support again. I have copied this email to [REDACTED] [REDACTED] at the Town Council and have asked that she contact you next week with the further details. [REDACTED] can give you all the information about timings etc.

Very many thanks and I look forward to seeing you in November.

Kind regards

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

On 16 Sep 2021, at 17:31, [REDACTED] > wrote:

Hi Richard

Many thanks for your email, and apologies for the tardy response.

You're quite right, I have recently taken over from [REDACTED] [REDACTED] at [REDACTED] [REDACTED] I'm now starting to get my feet under the table.

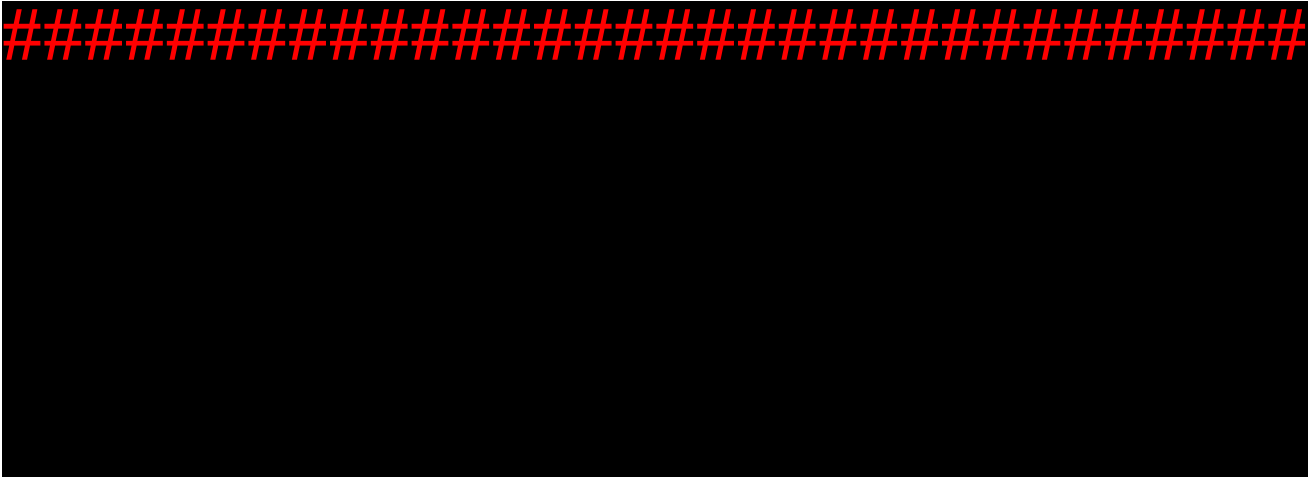
We would be delighted to continue our support of the Christmas

Lights. By when do you need to know the amount of our contribution?
I hope to be able to confirm this soon.

I look forward to meeting you in due course.

Kind regards,

[Redacted signature]



From: R Scott <rscott@marlow-tc.gov.uk>

Sent: 10 September 2021 08:16

To: [Redacted recipient list]

Subject: Marlow Town Council Christmas lights sponsorship

Dear [Redacted name],

I am contacting you in place of [Redacted name] who is no longer a town councillor. I have tried to contact [Redacted name] our previous contact, but I understand she has now left [Redacted name].

Last year [Redacted name] at [Redacted name] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and companies for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

From: [R Scott](#)
To: [REDACTED]
Subject: Re: Marlow Town Council Christmas lights sponsorship
Date: 17 September 2021 08:20:41

[REDACTED]

Many thanks for your support again. I have copied this email to [REDACTED] [REDACTED] at the Town Council and have asked that she contact you next week with the further details. [REDACTED] can give you all the information about timings etc.

Very many thanks and I look forward to seeing you in November.

Kind regards

Richard
Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

On 16 Sep 2021, at 17:31, [REDACTED] wrote:

Hi Richard

Many thanks for your email, and apologies for the tardy response.

You're quite right, I have recently taken over from [REDACTED] [REDACTED] at [REDACTED] [REDACTED] I'm now starting to get my feet under the table.

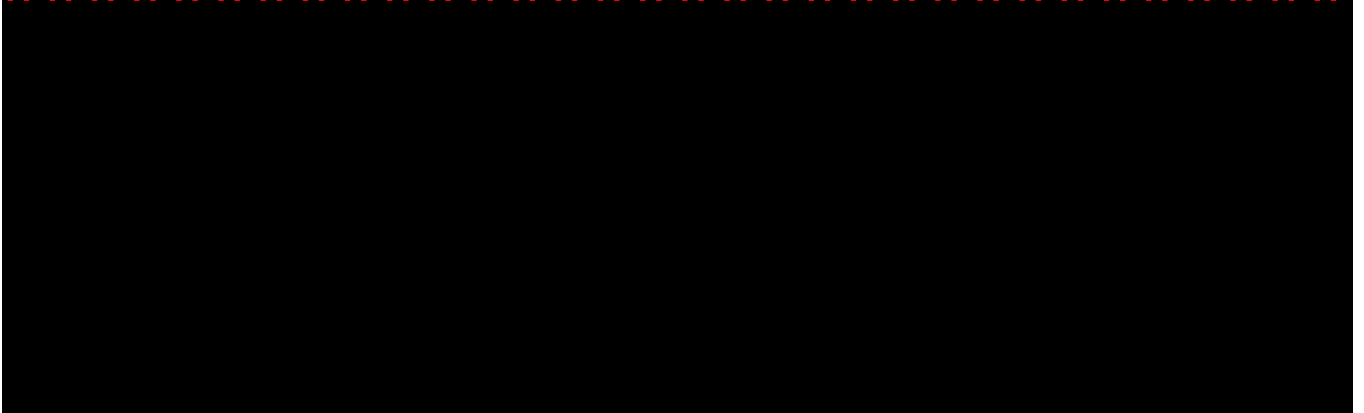
We would be delighted to continue our support of the Christmas Lights. By when do you need to know the amount of our contribution? I hope to be able to confirm this soon.

I look forward to meeting you in due course.

Kind regards,

[REDACTED]

#####



#####

From: R Scott <rscott@marlow-tc.gov.uk>

Sent: 10 September 2021 08:16

To: #####

Subject: Marlow Town Council Christmas lights sponsorship

Dear #

I am contacting you in place of # # who is no longer a town councillor. I have tried to contact # # our previous contact, but I understand she has now left #

Last year # at # kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and companies for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott
Cllr Richard Scott
Town Mayor 2019 - 22
Town Councillor for Marlow South Ward

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).