

MARLOW TOWN COUNCIL

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

TO: MEMBERS OF THE TOWN COUNCIL

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

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

A MEETING OF THE **TOWN COUNCIL** WILL BE HELD ON **TUESDAY 12th MARCH 2024** at **7.00pm** IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

A G E N D A

Hilary Martin

Mrs H Martin | Town Clerk | 07.03.2024

PUBLIC QUESTION TIME:

In accordance with the Town Council's Standing Orders, questions will be taken from residents on the following agenda items.

M.100.23	Apologies for absence	
M.101.23	Declarations of interest	
M.102.23	Communications from the Town Mayor	INFORMATION
M.103.23	Report from Leader of the Council	INFORMATION
M.104.23	Town Council Minutes date 23.01.24 and 30.01.24	DECISION
M.105.23	Interim Internal Audit Report	DECISION
M.106.23	Review of Internal Control Policy	DECISION
M.107.23	Financial Regulations Review	DECISION
M.108.23	Bank Mandate Review	DECISION
M.109.23	Direct Debit and Standing Order Review	DECISION
M.110.23	Regular Payments Review	DECISION
M.111.23	Treasury Management Policy	DECISION
M.112.23	Replacement Anchor Points	DECISION
M.113.23	Mayor and Deputy Mayor Elect 2024-25	DECISION
M.114.23	Committee Minutes	DECISION
M.115.23	Reports from Outside Bodies	INFORMATION
M.116.23	Reports from Buckinghamshire Council	INFORMATION
M.117.23	Date of next meeting: Tuesday 16.04.2024 at 7.00pm	INFORMATION

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

M.102.23

COMMUNICATIONS FROM THE TOWN MAYOR

18.02.24	Mayor of Henley Civic Service
05.03.24	Marlow Murder Club Preview
08.03.24	Majestic Wine Store Opening
08.03.24	Oyster Fish & Chips 15 th Anniversary

M.103.23

PORT FROM LEADER OF THE COUNCIL

M.104.23

MINUTES 23.01.24 and 30.01.24

[Minutes 23.01.2024](#)

[Minutes 30.01.2024](#)

RECOMMENDED:

THAT THE MINUTES BE AGREED AND SIGNED

M.105.23

INTERIM INTERNAL AUDIT REPORT

Click here for the [Interim Internal Audit Report](#) and [Auditors Letter](#) dated 22.01.2024.

Members are requested to review and approve the report.

RECOMMENDED:

THAT MEMBERS REVIEW AND APPROVE THE INTERIM INTERNAL AUDIT REPORT DATED 22.01.24

M.106.23

REVIEW OF INTERNAL CONTROL POLICY

The internal auditor has directed Council to approve a review of [Internal Control Policy](#). Members are asked to approve the policy drafted in accordance with the auditors recommendation.

RECOMMENDED:

THAT MEMBERS APPROVE THE POLICY DOCUMENT

M.107.23

FINANCIAL REGULATIONS REVIEW

Council is required to review its [Financial Regulations](#) documents; officers have conducted a review, and no changes are recommended.

RECOMMENDED

THAT MEMBERS AGREE THE FINANCIAL REGULATIONS FOR 2024/25

M.108.23

BANK MANDATE REVIEW

Financial Regulations 5.1 require the Council to review their bank mandate.

Details are as follows:-

Lloyds Bank Mandate

Online payment authorisation requirements:

2 full signatories are required for every payment.

Cheque authorisation requirements:

2 full signatories are required for any cheque payments.

Full Signatories:-

H Martin	Town Clerk
K Joy	Deputy Clerk
D Abbott	Administration Officer
R Scott	Town Councillor
J Towns	Town Councillor
N Mityaeva	Town Councillor

Delegated Users*

Pink Accounting	Management Accountant -specific to one named individual
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*delegated users may create payment lists and make transfers between accounts but are not authorised to sign off payments from any account, take out loans, credit / debit cards.

RECOMMENDED:

THAT MEMBERS APPROVE THE LLOYDS BANK MANDATE AS DETAILED ABOVE

M.109.23

DIRECT DEBIT AND STANDING ORDER REVIEW

Members are asked to review and approve the [schedule of Direct Debits and Standing Orders](#) made by the Town Council in compliance with audit requirements.

RECOMMENDED:

THAT MEMBERS APPROVE THE SCHEDULE OF DIRECT DEBIT AND STANDING ORDERS AS DETAILED ABOVE

M.110.23

REGULAR PAYMENTS REVIEW

Under Financial Regulations 5.7 the Council must review and approve a list of payments that are made regularly via BACS. These include payments such as salaries, PAYE etc. The list of payment made regularly are shown below. It should be noted that all payments made by the Town Council require two signatories. In addition to the authorisation protocol, there is a cap on the Lloyds bank accounts, whereby a maximum of £25k can be either transferred or paid out within a 48-hour period.

The Town Clerk and Deputy Clerk check the bank account a minimum of once per week, and in practice, more often than this.

Payments

Salaries	Town Council officers, Town Mayor Allowance, Leader's Expenses
Tax and NI contributions	HMRC
Pension contributions	Buckinghamshire Council

RECOMMENDED:

THAT MEMBERS APPROVE THE REGULAR PAYMENTS MADE BY MARLOW TOWN COUNCIL AS DETAILED ABOVE

M.111.23

TREASURY MANAGEMENT POLICY

[Treasury Management Policy](#) has been reviewed by Officers against current guidance.

No changes are recommended.

RECOMMENDED:

THAT MEMBERS AGREE THE TREASURY MANAGEMENT POLICY FOR 2024/25

M.112.23

REPLACEMENT ANCHOR POINTS

Pull testing has been carried out on the fixings for the Christmas Lights and Summer bunting and five 5 failures have been identified.

Replacement fixing points are £285.00 each, supplied and re-tested. Officers recommend a spend of £1,425 from Events, Christmas lights reserves to replace the fixings to the required safety standards and repeat pull testing.

RECOMMENDED

THAT MEMBERS AGREE TO A SPEND OF £1,425 FROM EVENTS, CHRISTMAS LIGHTS RESERVES TO REPLACE THE FIXINGS

M.113.23

MAYOR AND DEPUTY MAYOR ELECT 2024-25

Nominations will be called at your meeting for the Mayor and Deputy Mayor for the Mayoral year 2024-25. Votes will be taken, and voting will be recorded if required. Once agreed the approved nominees will be known as the Mayor Elect and Deputy Mayor Elect. Invitations for a Mayoral presence post the Annual Meeting to be held on 7th May 2024 will be forwarded where appropriate.

The Mayor Elect and Deputy Mayor Elect will take up office upon signing their declarations at the Town Council meeting held on 7th May 2024. The Mayor Elect will chair the Annual Meeting from the outset of the meeting.

The following nominations have been received: -

Town Mayor: Cllr D Brown
Deputy Mayor: Cllr C Stapley

RECOMMENDED:

THAT MEMBERS ELECT THE MAYOR AND DEPUTY MAYOR, FOR THE MAYORAL YEAR 2024-25 AND THEY WILL BE MAYOR AND DEPUTY MAYOR ELECT UNTIL THEY TAKE UP THEIR OFFICE AT THE CLOSE OF THE TOWN COUNCIL MEETING TO BE HELD ON 7TH MAY 2024

M.114.23

COMMITTEE MINUTES

RECOMMENDED:

THAT THE TOWN COUNCIL NOTES ALL THE COMMITTEE MINUTES PUBLISHED SINCE THE LAST MEETING