

# MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 12<sup>TH</sup> MARCH 2024 AT 7.00PM IN THE SEYMOUR ROOM, COURT GARDEN HOUSE, MARLOW

## Present

### Leader Councillors

Cllr C Funnell  
Cllr J Towns  
Cllr R Scott  
Cllr N Mityaeva  
Cllr N Marshall  
Cllr C Heap  
Cllr R Cadman  
Mrs K Joy  
Mrs L Anderson

### Deputy Team Clerk Administration Officer

## Also present

one member of the public

## Public Question Time:

### Marlow Resident:

Q: Asked for the Minutes of the meeting dated 23.01.24 to be amended to show that questions were submitted under 'Public Question Time' to the meeting but not raised or answered by those present. The resident asked if all members of the Council had made themselves aware of the content of the Parish Meeting (held on 17.10.23).

### Cllr C Funnell:

A: Responded that he had answered all questions addressed to him by the resident and that the content / details of the Parish Meeting (17.10.23) had been confirmed. Cllr Funnell stated that the recording and transcript of the meeting in question were posted on the Town Council's website.

In the absence of the Chairman Cllr D Brown, Cllr R Scott nominated Leader C Funnell to chair the meeting and all members present agreed.

Cllr C Funnell took the chair.

## M.100.23

### Apologies for absence

Apologies were received from Cllr T Avery, Cllr D Brown, Cllr C Stapley, Cllr C Hoyle and Cllr R Wilson.

## M.101.23

### Declarations of interest

There were no declarations of interest.

## M.102.23

### Communications from the Town Mayor

The Town Mayor presented the list of engagements that he had undertaken since the last meeting.

## M.103.23

### Report from Leader of the Council

#### Cllr C Funnell

On behalf of the Council, I am constantly aware and do appreciate the frustration of residents for the ongoing issues with flooding and sewage and I am putting pressure on Thames Water and the

Environmental Agency to address these issues. Road closures in and around Marlow are also having a detrimental effect on residents trying to go about their daily business.

The work on the bollards on Marlow Bridge has been completed and the bollards have now been reinstated to ensure that only vehicles that meet the weight and width restrictions can access the bridge. I am also awaiting an update on the bridgeworks that is expected imminently.

Buckinghamshire Council has pledged an extra £5 million of funding this coming year to boost investment in repairs to roads across the county, adding to the £105 million already committed to the road network over the next four years.

**M.104.23 Town Council Minutes date 23.01.24 and 30.01.24**

**RESOLVED:**

THAT THE MINUTES DATED 23.01.24 and 30.01.24 WERE AGREED AND SIGNED AS A TRUE RECORD

**M.105.23 Interim Internal Audit Report**

Members were provided with the Interim Internal Audit Report and Auditors Letter dated 22.01.2024.

Members were requested to review and approve the report.

**RESOLVED:**

THAT THE INTERIM INTERNAL AUDIT REPORT DATED 22.01.24 WAS REVIEWED AND APPROVED

**M.106.23 REVIEW OF INTERNAL CONTROL POLICY**

The internal auditor has directed Council to approve an Internal Control Policy. Members were asked to approve the policy drafted in accordance with the auditors recommendation.

**RESOLVED:**

THAT MEMBERS APPROVED THE INTERNAL CONTROL POLICY 2024

**M.107.23 Financial Regulations Review**

Council is required to review its Financial Regulations documents; officers had conducted a review, and no changes were recommended.

**RESOLVED:**

THAT MEMBERS AGREED THE FINANCIAL REGULATIONS FOR 2024/25

**M.108.23 Bank Mandate Review**

**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:-

Town Clerk  
Deputy Clerk  
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

\*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.

**RESOLVED:**

THAT MEMBERS APPROVED THE LLOYDS BANK MANDATE AS DETAILED ABOVE

**M.109.23           Direct Debit and Standing Order Review**

**RESOLVED:**

THAT MEMBERS APPROVED THE SCHEDULE OF DIRECT DEBIT AND STANDING ORDERS 2024

**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	<b>Town Council officers, Town Mayor Allowance, Leader's Expenses</b>
Tax and NI contributions	<b>HMRC</b>
Pension contributions	<b>Buckinghamshire Council</b>

**RESOLVED:**

THAT MEMBERS APPROVED 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.

**RESOLVED:**

THAT MEMBERS AGREED THE TREASURY MANAGEMENT POLICY FOR 2024/25

**M.112.23 Replacement Anchor Points**

Pull testing had 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.

**RESOLVED:**

THAT MEMBERS AGREED 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 were called for the Mayor and Deputy Mayor for the Mayoral year 2024-25. Once agreed the approved nominees will be known as the Mayor Elect and Deputy Mayor Elect.

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

**All agreed**

**RESOLVED:**

THAT MEMBERS ELECTED CLLR D BROWN AS MAYOR ELECT AND CLLR C STAPLEY AS DEPUTY MAYOR ELECT, FOR THE MAYORAL YEAR 2024-25 AND THEY WILL BE MAYOR AND DEPUTY MAYOR ELECT UNTIL VOTING TAKES PLACE AT THE ANNUAL MEETING TO BE HELD ON 7TH MAY 2024

**M.114.23 Committee Minutes**

**RESOLVED:**

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

**M.115.23 Reports from Outside Bodies**

**RESOLVED:**

Cllr J Towns

Reported on BidCo meeting (Bid Company) and a new bid manager would be appointed.

Cllr N Marshall

Reported on his attendance at the Marlow Society meeting on 11<sup>th</sup> March to which Cllr R Cadman also attended.

Cllr C Funnell

Reported that the Marlow Town Regatta and Festival tickets were now on sale from 12<sup>th</sup> March.

Cllr R Scott

Reported on his attendance at the Marlow Chamber of Trade and Commerce meeting on 19<sup>th</sup> February.

**M.116.23 Reports from Buckinghamshire Council**

**RESOLVED:**

Cllr J Towns

Women in Buckinghamshire are being encouraged to look after their heart health as part of a new campaign being run by Buckinghamshire Council.

Buckinghamshire Council have addressed four times as many road defects as previously achieved through the use of the Fixmystreet platform.

Flooding is occurring faster with the highest ever recorded rainfall for February being recorded in the February 2024 with residents suffering as a result.

The Great British Spring Clean takes place between the 15<sup>th</sup> and 31<sup>st</sup> March and the Marlow Wombles are out and about on the 23<sup>rd</sup> of March and invite everybody to help.

Cllr C Heap

Attended the Community Board Meeting for South West Chilterns for which there was good attendance.

The Spring budget has given Buckinghamshire Council more devolved powers for adult education, transport, trade and business and additional powers around houses and land.

**M.117.23 Date of next meeting: Tuesday 16.04.2024 at 7.00pm**

Meeting closed at 7.35pm

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