

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 16th APRIL 2024** at **7.00pm** IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

AGENDA

Hilary Martin

Mrs H Martin | Town Clerk | 11.04.2024

PUBLIC QUESTION TIME:

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

M.118.23	Apologies for absence	
M.119.23	Declarations of interest	
M.120.23	Communications from the Town Mayor	INFORMATION
M.121.23	Report from Leader of the Council	INFORMATION
M.122.23	Town Council Minutes date 12.03.2024	DECISION
M.123.23	Management Accounts	DECISION
M.124.23	Risk Management Plan	DECISION
M.125.23	Asset Register	DECISION
M.126.23	Review of the Effectiveness of Internal Control	DECISION
M.127.23	Standing Orders	DECISION
M.128.23	Civic Visit Approval	DECISION
M.129.23	Assistance Programme	DECISION
M.130.23	Footpath Widening	DECISION
M.131.23	Committee Minutes	DECISION
M.132.23	Information Reports	INFORMATION
	a) Insurance Policy and Fidelity Guarantee	
	b) Social Media Report	
	c) Parish Meeting Monday April 8th- Request from Cllr Heap	
M.133.23	Reports from Outside Bodies	INFORMATION
M.134.23	Reports from Buckinghamshire Council	INFORMATION
M.135.23	Date of next meeting: Tuesday 14 th May 2024 – Parish and Annual Meetings	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.120.23

COMMUNICATIONS FROM THE TOWN MAYOR 12.03.24 – 16.04.24

16th March – Mayor attended Specsavers 4th anniversary event

24th March – Mayor's Civic Celebration

M.121.23

REPORT FROM LEADER OF THE COUNCIL

M.122.23

MINUTES 12.03.2024

[Minutes 12.03.2024](#)

RECOMMENDED:

THAT THE MINUTES BE AGREED AND SIGNED

M.123.23

MANAGEMENT ACCOUNTS

[Click here for the following schedules dated 31.01.2024:-](#)

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

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.01.2024 BE RECOMMENDED TO FULL COUNCIL FOR APPROVAL HAVING BEEN APPROVED BY THE RESOURCES COMMITTEE

M.124.23

RISK MANAGEMENT PLAN

Click [here](#) access the Risk Management Plan 2024.

In accordance with NALC guidelines the plan has been prepared by officers and is submitted to members for review and approval. The plan has also been approved by BMKALC (Bucks and Milton Keynes Association of Local Councils).

RECOMMENDED:

THAT MEMBERS APPROVE THE RISK MANAGEMENT PLAN FOR 2024

M.125.23

ASSET REGISTER

Click [here](#) for the Town Council's Asset Register.

Please note it is a requirement to have an Asset Register set out in this format for the year end audit and that this document is not to be confused with any insurance valuation documents.

RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE ASSET REGISTER DATED 25.03.24

M.126.23

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

The Town Council is required to review the effectiveness of the Internal Audit process. It is proposed that two suitably experienced members of the Town Council not sitting on the Resources Committee to be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise is clearly set out in the practitioner's guide for 2024 which will be adhered to.

The findings of the review will be reported to the Town Council at a future meeting. In 2022/23 Cllr N Marshall conducted the review. Two members are required for 2023/24.

RECOMMENDED:

THAT MEMBERS APPOINT TWO MEMBERS OF THE TOWN COUNCIL, AS DETAILED ABOVE, TO UNDERTAKE AN INTERNAL CONTROL REVIEW

M.127.23

STANDING ORDERS

There have been no changes to NALC model standing orders since the last review in 2022. It is recommended that Standing Orders are reviewed every two years. There are no recommended changes to Standing Orders for 2024

Click [here](#) to view Standing Orders

RECOMMENDED

THAT MEMBERS APPROVE STANDING ORDERS FOR 2024

M.128.23

CIVIC VISIT APPROVAL

The Town Mayor has been invited to visit Marly-le-Roi in May 2024

RECOMMENDED:

THAT MEMBERS APPROVE THE TOWN MAYOR'S VISIT TO MARLY-LE-ROI IN MAY 2024 AS A CIVIC DUTY

ASSISTANCE PROGRAMME

Employee assistance scheme extended to include Councillors.

The scheme offered through (BKMLC Bucks and Milton Keynes Association of Local Councils) offers a range of support

- A totally confidential 24 hour/365 day phonenumber for employees and their immediate family living at the same address.
- Up to 6 counselling/support sessions are available for employees (not immediate family).
- A confidential 24 hour/365 day phone line for managers who want guidance on how to support their employees.
- A great website with resources, information and webchat functionality
- A pro-active app providing resources to help you with your specific health and well-being needs.
- Support covering the following topics:
 - Financial concerns, budgeting or debt issues
 - Workplace issues
 - Anxiety, stress or depression
 - Physical and mental health concerns
 - Emotional, relationships or family issues
 - Bereavement support
 - Legal issues – disputes with neighbours, retailers, energy suppliers etc

Further information is available here <https://bucksalc.gov.uk/benefits/eap-employment-assistance-programme-bmkalc/>

The Cost of the scheme is £8.10 per Councillor per annum.

RECOMMENDED

THAT MEMBERS AGREE TO JOIN THE EMPLOYEE ASSISTANCE SCHEME AT A COST OF £8.10 PER COUNCILLOR PER ANNUM

M.130.23

FOOTPATH WIDENING

Proposal from Cllr C Stapley

To widen the paved area of the public footpath between Wethered Road and Oak Tree Avenue, Marlow. The entire length of the footpath measures 260m; the section proposed for widening measures 136m; leaving two sections either side measuring 80m and 44m respectively which are not able to be widened due to existing fence lines.

Cllr Stapley will comment further at your meeting.

Having spoken informally to existing contractors, initial estimates put the cost upwards of £30,000 to have the metalled surface extended to incorporate the grass area along the proposed length.

Based on this the Council would need to go out to tender.

Members are asked to consider whether they wish to extend the footpath.

Officers need a clear direction from members that they agree to the project prior to starting the formal tender process.

Click [here](#) to view the images of the footpath and a site plan.

RECOMMENDED

THAT MEMBERS APPROVE THE WIDENING OF THE FOOTPATH AS DETAILED ABOVE

M.131.23

COMMITTEE MINUTES

RECOMMENDED:

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

INFORMATION REPORTS

a) Insurance Policy and Fidelity Guarantee

Insurance Policy has been renewed with Zurich for a three-year term with an option to renew for a further discount after two years at a cost of £3,850. Fidelity guarantee is £1m, Public Liability to £15m, Key Personnel accident cover 24/7 for all officers and business interruption cover in the event of the premises becoming unusable.

b) Social Media Report

Facebook

From January 2024 to March 2024

Facebook Reach 3.1K up 22% on previous quarter

Most engaging post February Flood Warning 860 reach, 37 shares

Instagram

From January 2024 to March 2024

Instagram reach increased by 3% to 1918 followers

Most engaging post Great British Spring Clean with 273 people reached

X (formerly Twitter)

December January 2024 to March 2024

Top tweet Mayor's Civic Celebration with 116 impressions

Followers increased to 2,963 up 3% on previous quarter

c) Parish Meeting Monday April 8th- Request from Cllr Heap

Please could the Town Clerk update Councillors on the Buckinghamshire Returning Officer's response to the Polls requested at the meeting and take any questions on the meeting from Councillors.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS