



# MARLOWTOWNCOUNCIL

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

## To Members of the Town Council:-

**Town Mayor:** Cllr D Brown  
**Deputy Mayor:** Cllr C Stapley  
**Leader:** Cllr C Funnell  
**Deputy Leader:** Cllr C Hoyle

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

A meeting of Marlow Town Council will be held on **Tuesday 11th June 2024** at 7.00pm in The Seymour Room, Court Garden, Marlow to consider the items set out below and you are hereby summoned to attend

Mrs Hilary Martin  
Town Clerk | 06.06.2024

### PUBLIC QUESTION TIME:

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

|         |   |             |
|---------|---|-------------|
| M.10.24 | Apologies for absence   |             |
| M.11.24 | Declarations of interest  |             |
| M.12.24 | Communications from the Town Mayor                                  | INFORMATION |
| M.13.24 | Report from Leader of the Council                                   | INFORMATION |
| M.14.24 | Town Council Minutes dated 16.04.24 and 14.05.24                    | DECISION    |
| M.15.24 | Final Accounts 2023-24  | DECISION    |
| M.16.24 | Annual Governance Statement 2023-24                                 | DECISION    |
| M.17.24 | Annual Return Accounting Statements 2023-24                         | DECISION    |
| M.18.24 | Exercise of Public Rights   | DECISION    |
| M.19.24 | Christmas Lighting – Scheme Expansion                               | DECISION    |
| M.20.24 | Christmas Lighting Contract   | DECISION    |
| M.21.24 | Review of Effectiveness of Internal Audit                           | DECISION    |
| M.22.24 | Committee Minutes   | DECISION    |
| M.23.24 | Mediation Services  | DECISION    |
| M.24.24 | Year End Internal Audit Report 2023-24                              | DECISION    |
| M.25.24 | Information Reports   | INFORMATION |
|         | a) Emergency Repairs at Gossmore Park                               |             |
|         | b) Freedom of Information Requests                                  |             |
| M.26.24 | Reports from Outside Bodies   | INFORMATION |
| M.27.24 | Reports from Buckinghamshire Council                                | INFORMATION |
| M.28.24 | Date of next meeting: Tuesday 6 <sup>th</sup> August 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.12.24

### Communications from the Town Mayor

|                      |  |
|----------------------|--|
| May 8 <sup>th</sup>  | Mayor & Deputy Mayor to Marly-le-Roi for VE Day Ceremony   |
| May 10 <sup>th</sup> | Deputy Mayor attended Marlow Energy Group prize presentation at Sir William Borlase Grammar School |
| May 11 <sup>th</sup> | Mayor attended Round Table May Fayre Duck Race   |
| May 14 <sup>th</sup> | Mayor Chaired Annual Parish Meeting  |
| May 16 <sup>th</sup> | Mayor attended opening of Pub In The Park  |
| May 24 <sup>th</sup> | Mayor attended Blanchard Law Office Opening  |
| May 26 <sup>th</sup> | Mayor attended opening of Marlow Art Trail   |
| June 6 <sup>th</sup> | Richard Scott attended D Day Wreath Laying at Memorial   |

**Clr D Brown** | Town Mayor

## M.13.24

### Report from the Leader of the Council

## M.14.24

### Town Council Minutes

[16.04.2024](#)

[14.05.2024](#)

#### **RECOMMENDED:**

THAT THE MINUTES DATED 16.04.24 AND 14.05.24 ARE AGREED AND SIGNED

## M.15.24

### Final Accounts 2023-24

Click [here](#) for the Final Accounts for the year ending 31.03.2024.

The Resources Committee has resolved to recommend the final accounts under minute reference RC.04.24.

### RECOMMENDED

THAT COUNCIL APPROVE THE FINAL ACCOUNTS DATED 31.03.2024

## M.16.24

### Annual Governance Statement 2023-24

Click [here](#) for the Annual Governance Statement 2023-24

Members are asked to review the document and give approval for the Town Mayor to sign the document.

### RECOMMENDED:

THAT THE TOWN COUNCIL ACKNOWLEDGES THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT 2023-24 AND THAT IT BE APPROVED AND

THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

## M.17.24

### Annual Return Accounting Statements 2023-24

Click [here](#) the Accounting Statements 2023-24

Members are asked to review the statement and agree that the Accounting Statements in the Annual Governance and Accountability Return present fairly the financial position of Marlow Town Council and its income and expenditure.

#### **RECOMMENDED:**

THAT THE ACCOUNTING STATEMENTS 2023-24 BE AGREED AND

THAT THE TOWN MAYOR SIGNS THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY MARLOW TOWN COUNCIL

## M.18.24

### Exercise of Public Rights

Council is asked to approve the dates of exercise of public rights which can be viewed [here](#).

#### RECOMMENDED

THAT COUNCIL APPROVE THE PERIOD OF EXERCISE OF PUBLIC RIGHTS FROM JULY 1st AUGUST 9TH

## M.19.24

### Christmas Lighting – Scheme Expansion

We have received a proposal from a Christmas Lighting sponsor to expand the Christmas lighting scheme and install festoon lighting in West and Spittal Streets. Please see the proposed [site plan](#), which is dependent on permissions received from relevant building owners and may need to be amended.

The proposed scheme replaces the festoon lighting that was installed last season in Market Square and is not in addition to it.

The sponsor has confirmed that they will fully fund the fixings, permissions, testing, lighting hire, maintenance, installation, removal and storage. The Town Council would commission the works with our existing supplier and take responsibility once the scheme was live. There are no cost implications to the Council with regard to the provision of the scheme, however the Council could potentially incur costs in the event of a call out due to vandalism or theft.

It is proposed that the expansion run for two seasons (24-25 and 25-26) to coincide with the Town Council's current lighting contract, at which time all parties would be reviewing the scheme town wide.

#### RECOMMENDED:

THAT COUNCIL APPROVE THE EXPANSION TO THE CHRISTMAS LIGHTING SCHEME AS DETAILED ABOVE FOR THE 2024-25 AND 2025-26 SEASONS

## M.20.24

### Christmas Lighting Contract

The Community Committee resolved to recommend that the Council extend their current Christmas Lighting Contract by another year. Our supplier has agreed to the extension at no additional cost, which, with approval, would now cease after the 2025-26 season.

No changes to the scheme are recommended with the exception of potentially redressing the large tree on the Causeway. The Community Committee will review proposals.

#### **RECOMMENDED:**

THAT COUNCIL AGREE TO EXTEND THE CURRENT CHRISTMAS LIGHTING CONTRACT BY ONE YEAR

## M.21.24

### Review of Effectiveness of Internal Audit

Please click [here](#) the completed Review of Effectiveness of Internal Audit 2023-24

Cllr N Marshall and Cllr Towns undertook the review on 29.05.24 and recorded no areas for development.

#### **RECOMMENDED:**

THAT MEMBERS ACCEPT CLLR MARSHALL'S AND CLLR TOWN'S REPORT

## M.22.24

### Committee Minutes

#### RECOMMENDED:

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

## M.23.24

### Mediation Services

Council are advised to appoint Council HR and Governance Support to provide mediation services to the Council.

#### RECOMMENDED

THAT MEMBERS APPOINT COUNCIL HR AND GOVERNANCE SUPPORT TO PROVIDE MEDIATION SERVICES

## M.24.24

### Year End Internal Audit Report 2023-24

The Town Council's Internal Auditor completed the [year end audit](#) on 6 June 2024.

The Annual Internal [report letter 2023/24](#) confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal [Observations Report](#) , officers have noted the observations and indicated the actions required.

#### RECOMMENDED:

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2023-24

## Information Reports

### A) Emergency Repairs at Gossmore Park

The timber gate posts for the pedestrian access at Gossmore Park have failed and needed emergency repairs to prevent unauthorised access to the park. The fence posts have been replaced and the chain link fencing re attached at a cost of £550, the cost will be met from Gossmore reserves.

### B) Freedom of Information Requests

The office has received and responded to the following Freedom of Information Requests.

#### FOI request received on April 16th 2024

1. Email from Councillor Heap to the Clerk requesting the adding of the agenda item concerning the Parish Meeting M132.23.c
2. Any communications between the Town Clerk and any councillor (and vice versa) relating to
  1. The agenda item M132.23.c above,
  2. References to Parish Meeting of 8th April 2024
  3. References to Buckinghamshire Council but limited to the Parish Meeting of 8th April 2024, the agenda item M132.23.c and,
  4. any communications referencing members of the public (whether generally or by name) and Marlow FM.

#### FOI request received on April 25th 2024

1. Email from Councillor Heap to the Clerk requesting the adding of the agenda item concerning the Parish Meeting M132.23.c
2. Any communications between the Town Clerk and any councillor (and vice versa) relating to
  1. The agenda item M132.23.c above,
  2. References to Parish Meeting of 8th April 2024
  3. References to Buckinghamshire Council but limited to the Parish Meeting of 8th April 2024, the agenda item M132.23.c and,
  4. any communications referencing members of the public (whether generally or by name) and Marlow FM.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS