



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 1st October 2024** at 7.00pm in The Pink Room, Court Garden, Marlow to consider the items set out below and you are hereby summoned to attend

Mrs Hilary Martin
Town Clerk | 26.09.2024

PUBLIC QUESTION TIME:

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

M.43.24	Apologies for absence	
M.44.24	Declarations of interest	
M.45.24	Communications from the Town Mayor	INFORMATION
M.46.24	Report from Leader of the Council	INFORMATION
M.47.24	Town Council Minutes dated 06.08.2024	DECISION
M.48.24	Management Accounts	DECISION
M.49.24	Office Christmas Closure	DECISION
M.50.24	External Audit Report 2023-24	DECISION
M.51.24	Appointment of Internal Auditor 2024-25	DECISION
M.52.24	Devolved Services Contract Extension	DECISION
M.53.24	Information Reports	INFORMATION
	a) Freedom of Information Request	
	b) Higginson Park Toilets	
M.54.24	Reports from Outside Bodies	INFORMATION
M.55.24	Reports from Buckinghamshire Council	INFORMATION
M.56.24	Date of next meeting: Tuesday 03.12.2024 at 7.00pm	INFORMATION
M.57.24	CONFIDENTIAL ITEM: Mediation Outcome	DECISION

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.45.24

Communications from the Town Mayor

Cllr D Brown | Town Mayor

09.08.24 Cliveden Manor Anniversary
09.08.24 Marlow Arts & Crafts Exhibition Preview
06.09.24 Cllr Mahboob Hussain OBE Gala Dinner
20.09.24 Oyster Fish and Chip Shop Cabin Official Opening
21.09.24 Best Kept Village Presentation
23.09.24 Marlow Art Charity Breakfast (attended by Deputy Mayor Cllr Colleen Stapley)
25.09.24 RAF Air Cadets Wash Up

M.46.24

Report from the Leader of the Council

Cllr C Funnell | Leader

M.47.24

Town Council Minutes

[Minutes 06.08.2024](#)

RECOMMENDED:
THAT THE MINUTES DATED 06.08.2024 ARE AGREED AND SIGNED

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M.48.24

Management Accounts

Click [here](#) for the Management Accounts dated 31.07.2024.

The Resources Committee has resolved to recommend the management accounts under minute reference RC.20.24

RECOMMENDED

THAT COUNCIL APPROVE THE FINAL ACCOUNTS DATED 31.07.2024

M.49.24

Office Christmas Closure

Members are asked to approve the closure of the office from Tuesday December 24th 2024 to Wednesday 1st January 2025 inclusive.

As in previous years, it is recommended that the officers be granted two statutory days during the closure period and the remaining two working day's will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact. Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RECOMMENDED:

THAT COUNCIL APPROVE THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

M.50.24

External Audit Report 2023-24

The External Auditor has returned the [report and certificate](#) confirming that Marlow Town Council has completed the audit of the annual return for the year ended 31 March 2024.

There are no matters to note.

RECOMMENDED:

THAT MEMBERS NOTE THE REPORT AND AGREE THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

M.51.24

Appointment of Internal Auditor 2024-25

The Internal Auditor appointed by the Town Council for the past financial year has indicated that he would be willing to carry out the audits again this year. The service received by the Town Council has been thorough and professional. The auditor's fees have increased to £830 however if Council would commit to a three year term the price can be held at £790, to undertake the interim audit and year-end audit

Members are asked to approve the [Internal Auditors Terms of Reference](#)

RECOMMENDED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2025-26 AND FOR THE FOLLOWING TWO YEARS

APPROVE THE CURRENT SCALE OF FEES AND

APPROVE THE INTERNAL AUDITORS TERMS OF REFERENCE

M.52.24

Devolved Services Contract Extension

As members are aware Council has two separate contracts for Buckinghamshire Council and the old WDC Council area's for grass cutting in Marlow.

Buckinghamshire Council has agreed an extension for their existing Grounds Maintenance contract for the Wycombe area for a period of 2 years, commencing 1st January 2025. Their intention is that the devolution of services reflect the terms of the new grounds maintenance contract. Therefore, Bucks are requesting that the Council be prepared to continue maintaining the sites listed below until 31st December 2026.

The proposal would include a 10% increase from January 2025 on the current rates paid for this service

The sites that would be covered by this proposal are as follows.

Balfour Gardens Liston Court/New Road

Rookery Gardens Spring Gardens/Herons Place

Oak Tree Avenue Ridgeway Close

Conniston Close/Terrington Hill Pergola Field

Gossmore Rec (exc the WCs) River Park Drive/Hyde Drive

Riverwoods Willowmead Square/Gardens

The Croft The Chase

Budget: £ 52931.12 pa (inc 10% increase)

RECOMMENDED

THAT MEMBERS AGREE TO THE EXTENSION FOR DEVOLVED SERVICES FOR THE AREAS DETAILED ABOVE UNTIL 31ST DECEMBER 2026.

M.53.24

Information Reports

A) Freedom on Information Request

The Council received the following FOI request on August 5th 2024:

"I would like some follow up information on a comment made by [redacted] at the MTC meeting on the 16 April under FOI. The relevant comment is as follows:

Consequently, we have also been advised that some comments made are potentially libellous and for that reason I will not report further at this point until we have concluded legal advice.

- 1. Please can you tell me who advised the MTC "that some comments made are potentially libellous"?*
- 2. Please can you advise me of what legal advice was taken, with whom and the conclusions?*
- 3. Please can you disclose any communications relating to this subject between councillors dated on, between April 1st and June 16th*
- 4. Please can you disclose any communications relating to this subject between any outside body or organisation between April 1st and June 16th."*

The request has been responded to and the data is available on the FOI page of the Council [website](#)

B) Higginson Park Toilets- report from Cllr Scott

At the recent Marlow Carnival organised by Marlow Community Association held on 14 September, it was reported to Cllr Scott that all public toilets in the park were unavailable for use (out of order), either by park or the café users.

Cllr Scott spoke to the owner of the Green Bottle Café who said that the toilets were out of use on Friday and he had reported this to Buckinghamshire Council. The response was that they would not be repaired until Monday 16 September. Cllr Scott immediately reported the closure to Cllr Clive Harris, Cabinet member for Culture & Leisure, who confirmed that he had now referred the matter to the Head of Service. It is understood that the toilets remained closed over the busy weekend and did not re-open until Tuesday. The operators of M Café in Court Garden House kindly allowed users of the park to use their facilities. Through this information item, could I ask our Buckinghamshire Councillors to investigate this lack of service on a weekend with thousands of people in the park and report back to the Town Council.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

Reports from Outside Bodies

M.54.24

Reports from Buckinghamshire Council

M.55.24

**Date and time of next meeting:
Tuesday 3rd December 2024**

M.56.24

CONFIDENTIAL ITEM

Press and Public will be excluded from this item

M.57.24

Mediation Outcome

RECOMMENDED

MEMBERS AGREE TO THE NALC PAY SCALES DETAILED IN THE REPORT TO BE IMPLEMENTED FROM JANUARY 22ND 2025 PAYROLL AND BACKDATED TO APRIL 1ST 2024