



# MARLOW TOWN COUNCIL

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

## MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 1<sup>ST</sup> OCTOBER 2024 AT 7.00pm IN THE PINK ROOM, COURT GARDEN, MARLOW

<b>Present</b>	<b>Town Mayor</b>	<b>Cllr D Brown</b>
	<b>Deputy Mayor</b>	<b>Cllr C Stapley</b>
	<b>Leader</b>	<b>Cllr C Funnell</b>
	<b>Councillors</b>	<b>C Heap</b>
		<b>N Mityaeva</b>
		<b>J Towns</b>
	<b>Town Clerk</b>	<b>Mrs H Martin</b>
	<b>Deputy Clerk</b>	<b>Mrs K Joy</b>

**M.43.24 Apologies for absence**  
Apologies were received from Cllrs Marshall, Wilson, Scott and Hoyle.

**M.44.24 Declarations of interest**  
There were no declarations of interest.

**M.45.24 Communications from the 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  
**Cllr D Brown | Town Mayor**

**M.46.24 Report from Leader of the Council**  
Cllr Funnell expressed his delight at Marlow winning the Michaelis Cup in the Best Kept Village Competition. He went on to thank Town Council staff, volunteers and residents who should all feel proud of the achievement.

It was noted that issues relating to flooding, sewage and utility works were ongoing. River levels were dropping however some areas still had issues with surface water flooding.

New businesses were opening and were to be welcomed and wished success.  
**Cllr C Funnell | Leader**

**M.47.24 Town Council Minutes**  
**RESOLVED:**  
THAT THE MINUTES DATED 06.08.2024 WERE AGREED AND SIGNED

**M.48.24 Management Accounts**

**RESOLVED**

THAT COUNCIL APPROVED THE ACCOUNTS DATED 31.07.2024

**M.49.24 Office Christmas Closure**

Members were asked to approve the closure of the office from Tuesday December 24<sup>th</sup> 2024 to Wednesday 1st January 2025 inclusive.

As in previous years, it was 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.

**RESOLVED:**

THAT COUNCIL APPROVED THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

**M.50.24 External Audit Report 2023-24**

The External Auditor had returned the report and certificate confirming that Marlow Town Council had completed the audit of the annual return for the year ended 31 March 2024.

There were no matters to note.

**RESOLVED:**

THAT MEMBERS NOTED THE REPORT AND AGREED THAT THE TOWN CLERK POST 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 had 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 had 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 were asked to approve the Internal Auditors Terms of Reference.

**RESOLVED:**

THAT MEMBERS APPOINTED THE SAME INTERNAL AUDITOR FOR THE YEAR 2024-25 AND FOR THE FOLLOWING TWO YEARS AND

APPROVED THE CURRENT SCALE OF FEES AND

APPROVED THE INTERNAL AUDITORS TERMS OF REFERENCE

**M.52.24 Devolved Services Contract Extension**

Buckinghamshire Council had 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)

**RESOLVED**

THAT MEMBERS AGREED TO THE EXTENSION FOR DEVOLVED SERVICES FOR THE AREAS DETAILED ABOVE UNTIL 31<sup>ST</sup> DECEMBER 2026

**M.53.24**

**Information Reports**

a) Freedom of Information Request

b) Higginson Park Toilets

MEMBERS NOTED THE REPORTS

**M.54.24**

**Reports from Outside Bodies**

Cllr N Mityaeva

Reported attending the RAF Cadet event.

Cllr J Towns

Reported that BID were installing waste bins in the Business Park.

**M.55.24**

**Reports from Buckinghamshire Council**

Cllr J Towns

Reported that flood resilience projects were to receive funding and the Newt Ditch and Pound Lane area were on the list. The barriers at Fieldhouse Lane had been replaced.

Cllr C Heap

Reported that work had started on the pavements in West Street and were expected to last 6 weeks. Parking restrictions were in place as were traffic management measures between 9am – 3.30pm.

**M.56.24**

**Date of next meeting**

Tuesday 03.12.2024 at 7.00pm.

**M.57.24**

**Mediation Outcome**

No press or public were present

**RESOLVED**

MEMBERS AGREED TO THE NALC PAY SCALES DETAILED IN THE REPORT TO BE IMPLEMENTED FOR ALL STAFF FROM THE JANUARY 22<sup>ND</sup> 2025 PAYROLL AND BACKDATED TO APRIL 1<sup>ST</sup> 2024

Meeting closed 7.45pm

**Town Mayor** ..... **Date** .....