



# 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:** 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 3<sup>rd</sup> December 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 | 28.11.2024

## PUBLIC QUESTION TIME:

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

M.58.24	Apologies for absence	
M.59.24	Declarations of interest	
M.60.24	Communications from the Town Mayor	INFORMATION
M.61.24	Report from Leader of the Council	INFORMATION
M.62.24	Town Council Minutes dated 01.10.2024	DECISION
M.63.24	Management Accounts	DECISION
M.64.24	John O'Conner Contract Extension	DECISION
M.65.24	Financial Regulations 2024	DECISION
M.66.24	Meetings Timetable 2025-26	DECISION
M.67.24	Riley Park Surface	DECISION
M.68.24	Committee Minutes	DECISION
M.69.24	Information Reports	INFORMATION
	a) Freedom of Information Request	
	b) Councillor Resignation	
M.70.24	Reports from Outside Bodies	INFORMATION
M.71.24	Reports from Buckinghamshire Council	INFORMATION
M.72.24	Date of next meeting: Tuesday 21.01.2025 at 7.00pm	INFORMATION

**A meeting of the Gossmore Trust will be held at the close of this meeting**

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.60.24

### Communications from the Town Mayor

October 16<sup>th</sup> – Restart a Heart

October 17<sup>th</sup> – R.M.Williams store opening

November 7<sup>th</sup> – Allotment AGM

November 10<sup>th</sup> – Marlow Remembrance service and parade

November 11<sup>th</sup> – Marly-le-Roi service

November 21<sup>st</sup> – Christmas lights switch on

**Cllr D Brown** | Town Mayor

## M.61.24

### Report from the Leader of the Council

To follow

**Cllr C Funnell** | Leader

## M.62.24

### Town Council Minutes

[Minutes dated 01.10.2024](#)

#### **RECOMMENDED:**

THAT THE MINUTES DATED 06.08.2024 ARE AGREED AND SIGNED

## M.63.24

### Management Accounts

Click [here](#) for the Management Accounts dated 30.09.2024.

The Resources Committee has resolved to recommend the management accounts under minute reference RC.27.24.

#### **RECOMMENDED**

THAT COUNCIL APPROVE THE MANAGEMENT ACCOUNTS DATED 30.09.2024

Members please note that this minute ref will be actioned in the October 2024 account:.

#### **Budget to Reserves Movement**

##### **RESOLVED:**

MEMBERS AGREED TO MOVE THE £20,000 BUDGET FOR STAFFING REORGANSIATION TO EARMARKED RESERVES

## M.64.24

### John O'Conner Contract Extension

The current grounds maintenance contractor has indicated that they will extend the existing contract for a period of one year until 31st January 2026 for an increase of £390 per month, total increase of £4,680. This will include returning to 8 verge cuts from March to October.

#### **RECOMMENDED:**

THAT MEMBERS AGREE TO THE ON A ONE-YEAR CONTRACT EXTENSION TO 31ST JANUARY 2026 AT AN INCREASED COST OF £4,680

## M.65.24

### Financial Regulations 2024

Attached are the draft [Financial Regulations](#) 2024 which Council are asked to review and adopt. There are no significant changes and the regulations are based on the new model released by NALC this year.

#### **RECOMMENDED:**

THAT THE FINANCIAL REGULATIONS 2024 ARE ADOPTED

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.66.24

### Meetings Timetable 2025-26

#### RECOMMENDED:

THAT THE MEETINGS [TIMETABLE](#) BE APPROVED

## M.67.24

### Riley Park Surface

The play area at Riley Park has been assessed for essential improvements. Whilst the play equipment is in good order and meets all safety requirements, the surface with the exception of the area under the swings is in urgent need of repair. Patch repairs are now causing trip hazards. In addition, a section of external fencing has been damaged and also needs repair. Council has a contractual lease on the play area that concludes in December 2031.

Officers recommend that the play area is completely resurfaced rather than a patch repair which will be guaranteed by the installing contractor for a period of ten years from installation. Several specialist contractors have been approached and two have responded with quotes, all quotes meet the ROSPA guidelines for play surfaces.

#### Contractor 1

To replace 4 wooden fence posts, removing the wire, concrete in new posts and then re attach all the wire.

PLANT & MATERIALS: £462.50

LABOUR : £600.00 Sub Total : £1062.50

To remove all existing rubber from the play surface, 28 x 8m. To lay a consolidated layer of 10mm open texture macadam to existing levels and falls, as a sub base. To hand lay black EPDM rubber surface, 30-35mm thick over the entire playground area, approx. 224sqm.

PLANT & MATERIALS: £16,642.80 LABOUR : £8400.00 Sub Total

Total cost £25,042.80 including VAT

Total including replacing broken fencing £26,105.30

## Contractor 2

Contractor 2 has quoted to replace all of the fencing which is not necessary as the remainder of the fencing is in good order.

1	Erection of Heras safety fencing and welfare facilities for the duration of the project		1,140.00
2	Removal of 219m <sup>2</sup> top layer of existing EPDM rubber to an approved tip (leaving existing tiles in place if possible)		8,985.60
3	Break out and remove existing 95 l/m timber fencing and 1no double gate to an approved tip		3,600.00
4	Supply and install 105 l/m of new PCC edges to the perimeter of the entire play area and linking up the existing PCC edges to the Swing bases to form a hard line for the new surfacing.		5,460.00
5	Supply and install 95 l/m of new 1.0m high steel playspec bow top fencing and 1no new Prosafe combination (Vehicle & pedestrian) access gate, all galvanised and PPC		11,617.48
6	Supply and lay in situ up to new PCC edges a maximum of 219m <sup>2</sup> base rubber and 310m <sup>2</sup> top layer EPDM black rubber.		24,806.40

<b>Sub Net</b>	<b>55,609.48</b>
<b>Vat @ 20%</b>	<b>11,121.90</b>
<b>Total Net</b>	<b>66,731.38</b>

### RECOMMENDED:

TO PROCEED WITH CONTRACTOR 1

**M.68.24**

### Committee Minutes

### RECOMMENDED:

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

## M.69.24

### Information Reports

#### A) Freedom of Information Request

The office has received the following FOI on November 11th.

*“Under the provisions of the FOI act, and for the dates 12 September 2024 to present, we’d like to request all communications to/from all councillors, officers and outside bodies relating to the Christmas Light Switch On and the decision to remove Mr Ashburner.*

*We also respectfully request that the identity of this request be kept confidential, but you have permission to publicly reproduce the above.”*

The request will be responded to within the required 20 working days.

#### B) Resignation of Cllr Tim Avery message from David Brown Mayor

It’s with great sadness that we accept Tim’s decision to resign from Marlow Town Council. We would like to thank Tim for three terms of office and for all of his time and support within the council. His input will be sadly missed. We wish Tim and his family well and all the best for the future.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

## M.70.24

### Reports from Outside Bodies

## M.71.24

### Reports from Buckinghamshire Council

## M.72.24

**Date and time of next meeting:  
Tuesday 21<sup>st</sup> January 2025**