



MARLOW

TOWN COUNCIL

Marlow Town Council
Court Garden, Pound Lane
Marlow, Bucks SL7 2AG
office@marlow-tc.gov.uk

To Members of the Town Council:-

Town Mayor Cllr M Boulay, Cllr P Burden, Cllr O Elliott, Cllr E Hawkins, Cllr G Nuttall, Cllr L Riches, Cllr F Schoofs, Deputy Mayor Cllr J Simnett, Cllr M Skoyles, Cllr K Thomson, Cllr J Towns, Cllr J Whelan

AGENDA

A meeting of Marlow Town Council will be held on **Tuesday 10th June 2025 at 7.00pm** in the Higginson Room, Court Garden, Marlow to consider the items set out below and you are hereby summoned to attend

Mrs Hilary Martin | Town Clerk
05.06.2025

AGENDA

| | | |
|---------|---|-------------|
| M.09.25 | Apologies for absence | Information |
| M.10.25 | Declarations of interest | Information |
| M.11.25 | Communications from the Town Mayor | Information |
| M.12.25 | Town Council minutes | Decision |
| M.13.25 | Committee minutes | Decision |
| M.14.25 | Final accounts 2024-25 | Decision |
| M.15.25 | Annual Internal Audit Report 2024-25 | Decision |
| M.16.25 | Annual governance statement 2024-25 | Decision |
| M.17.25 | Annual return accounting statements 2024-25 | Decision |
| M.18.25 | Exercise of public rights | Decision |
| M.19.25 | Standing Orders review | Decision |
| M.20.25 | Policies review | Decision |
| M.21.25 | Internal control effectiveness review | Decision |
| M.22.25 | Bank signatories | Decision |
| | Public Question Time | |
| M.23.25 | Path of Positivity | Decision |
| M.24.25 | Appoint representatives to outside organisations | Decision |
| M.25.25 | Appointment of Committee Chairs | Decision |
| M.26.25 | Seymour Park recreation ground grass mats | Decision |
| M.27.25 | Reports from Buckinghamshire Councillors | Information |
| M.28.25 | Date and time of next meeting | Information |
| | A meeting of the Marlow Mayor's Charity will follow | |

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.12.25 Town Council minutes

RECOMMENDED:

THAT THE MINUTES DATED [29.04.25](#), [30.04.25](#) AND [13.05.25](#) BE AGREED AND SIGNED

M.13.25 Committee minutes

RECOMMENDED:

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

M.14.25 Final accounts 2024-25

Click here for the [Final Accounts](#) for the year ending 31.03.2025.

The Resources Committee has resolved to recommend the final accounts under minute reference RC.05.25.

RECOMMENDED:

THAT COUNCIL APPROVE THE FINAL ACCOUNTS DATED 31.03.2025

M.15.25 Annual Internal Audit Report 2024-25

The internal audit was completed on 20th May 2025. The completed [report](#) together with the [covering letter](#) are attached.

RECOMMENDED:

THAT MEMBERS APPROVE THE ANNUAL INTERNAL AUDIT REPORT 2024-25

M.16.25 Annual governance statement 2024-25

[Click here](#) for the Annual Governance Statement 2024-25

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 2024-25 AND THAT IT BE APPROVED AND THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

M.17.25 Annual return accounting statements 2024-25

Click [here for](#) the Accounting Statements 2024-25

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 2024-25 BE AGREED AND
THAT THE TOWN MAYOR SIGNS THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
2024-25 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY
MARLOW TOWN COUNCIL

M.18.25 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 2025
AUGUST 11th 2025

M.19.25 Standing Orders review

NALC model Standing Orders for 2025 have been reviewed against Council's current model and all members were invited to submit comments / proposals.

Click [here](#) to view Standing Orders

RECOMMENDED:

THAT MEMBERS APPROVE STANDING ORDERS FOR 2025

M.20.25 Policies review

The following policies have been reviewed or are now required by law. Click on the policy to view:

[Vexatious Complaints Policy](#)

[Councillor Email Policy](#)

[Sexual Harassment Policy](#)

[Equality Policy](#)

[Sustainable Procurement Policy](#)

[Environment Policy](#)

RECOMMENDED:

THAT MEMBERS APPROVE THE ABOVE POLICIES

M.21.25 Internal control effectiveness review

The Town Council is required to review the effectiveness of the Internal Audit process. It is proposed that two 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 2025 which will be adhered to.

The findings of the review will be reported to the Town Council at a future meeting. In 2023/24 Cllr N Marshall and Cllr Towns conducted the review. Two members are required for 2025/6.

RECOMMENDED:

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

M.22.25 Bank signatories

The Town Council operates a Lloyds bank account requiring two signatories to authorise payments. These signatories must be prepared to authorise payments pending online within a tight timeframe, usually 2 – 3 days. Cllr J Town is currently on the mandate.

RECOMMENDED:

THAT A MINIMUM OF THREE ADDITIONAL COUNCILLORS ARE NOMINATED AS BANK SIGNATORIES

M.23.25 Path of Positivity

RECOMMENDED:

THAT COUNCIL DETERMINES WHETHER THE PROJECT PROCEEDS

M.24.25 Appoint representatives to outside organisations 2025-26

To avoid any potential conflict of interests, no Marlow Town Council representative will be appointed to an outside organisation, on which they hold office or title on the Governing Body or Committee of that organisation.

Representation on Outside Bodies

Bid Co
Marlow Age Concern
Marlow Chamber of Trade and Commerce
Marlow Museum
Marlow International Regatta
Marlow Society

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Marlow Town Regatta and Festival
Marlow Town Twinning Association (Marly-le-Roi
SW Chiltern Area Community Board

RECOMMENDED:

THAT MEMBERS APPOINT REPRESENTATIVES TO THE ORGANISATIONS NAMED ABOVE

M.25.25 Appointment of Committee Chairs 2025-26

a) Resources Committee (minute reference RC.01.25)

Nomination: Cllr Frank Schoofs

b) Planning and Transport Committee

Nomination: Cllr O Elliott

RECOMMENDED:

THAT MEMBERS ELECT THE COMMITTEE CHAIRS AS DETAILED ABOVE

M.26.25 Seymour Park recreation ground - grass mats

Council is incurring extra cost for the current play bark under the swings at the play area in Seymour Park Recreation area, the bark has to be continually replaced to ensure that it meets the minimum standard for safety at height for play equipment. The cost of play bark has increased and the bark is having to be added to several times a year.

A more practical long term solution has been sourced to install grass mats under the swings which would be guaranteed for 10 years, this solution has been successfully deployed by Council at Campbell Park Recreation ground.

Three specialist play providers were approached but only one was able to quote to complete the required works this summer. The contractor has been successfully used by the Council in the past.

Proposal is to redistribute the existing bark from underneath the flat seat swing and the single point swing and redistribute it evenly underneath the multi play unit then we can surface this area for £13,747.50 + vat. Please click here for the marked up screen shot of the overhead view showing how the surface would be laid.

Works include:-

- Redistribution of existing bark to the multi unit play area and spread evenly
- Supply and compact a 100mm thick layer of MOT type 1 stone covering an area of approx 100m² underneath the single point swing and the flat seats swing, joining to the two bases at the corner.
- Supply and lay a geo-textile membrane.
- Supply and lay bonder rubber mulch over the stone sub base with all edges ramped down and terminated below ground level in a thickness according the required fall height requirements.
- Heras security fencing and welfare.

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RECOMMENDED:

THAT MEMBERS AGREE TO INSTRUCT THE CONTRACTOR TO PROCEED WITH THE WORKS AT A COST OF £13,747.50 WITH THE COSTS BEING TAKEN FROM RECREATION GROUND RESERVES.

M.27.25 **Reports from Buckinghamshire Councillors**

M.28.25 **Date and time of next meeting**

Town Council - Tuesday 5th August 2025 at 7.00pm