**A logo with a white background

AI-generated content may be incorrect.**

**Marlow Town Council**

Court Garden, Pound Lane

Marlow, Bucks SL7 2AG

office@marlow-tc.gov.uk

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th JUNE 2025 AT 7.00pm IN THE PINK ROOM, COURT GARDEN, MARLOW

**Present: Town Mayor Cllr M Boulay**

**Deputy Mayor Cllr J Simnett**

**Councillors P Burden**

**O Elliott**

**E Hawkins**

**L Riches**

**G Nuttall**

**F Schoofs**

**M Skoyles**

**J Towns**

**J Whelan**

**Town Clerk Mrs H Martin**

**Deputy Clerk Mrs K Joy**

**Also preset 15 members of the public**

**M.09.25 Apologies for absence**

Apologies were received from Cllr K Thomson and accepted.

**M.10.25 Declarations of interest**

There were no declarations of interest.

**M.11.25 Communications from the Town Mayor**

Town Mayor addressed members and the public and reported on engagements since the last meeting.

**M.12.25 Town Council minutes**

The meeting agreed to amend the minutes of 30.04.2025 to include the wording “…to be funded from CIL” in the resolution under minute M.123.24

**RESOLVED:**

THAT THE MINUTES, SUBJECT TO THE ABOVE AMENDMENT, DATED 29.04.25, 30.04.25 AND 13.05.25 WERE AGREED AND SIGNED

**M.13.25 Committee minutes**

It was noted that in future the dates of the committee minutes for noting would be listed.

**RESOLVED:**

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](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/05/Marlow-Town-Council-March-2025-Accounts.pdf) for the year ending 31.03.2025.

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

**RESOLVED:**

THAT COUNCIL APPROVED 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](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/2024-25-Internal-Audit-Report.pdf) together with the [covering letter](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/2024-25-Internal-Audit-Cover-Letter-1.pdf) are attached.

**RESOLVED:**

THAT MEMBERS APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2024-25

**M.16.25 Annual governance statement 2024-25**

[Click here](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/05/Annual-Governance-Statement-2024-to-2025.pdf) for the Annual Governance Statement 2024-25

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

**RESOLVED**:

THAT THE TOWN COUNCIL ACKNOWLEDGED THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT 2024-25 AND APPROVED IT AND APPROVED

THE TOWN MAYOR SIGNING THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

**M.17.25 Annual return accounting statements 2024-25**

Click [here for](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Accounting-Statements-2024-to-2025.pdf) the Accounting Statements 2024-25

Members were 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.

**RESOLVED**:

THAT THE ACCOUNTING STATEMENTS 2024-25 WERE 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 was asked to approve the dates of exercise of public rights which can be viewed [here](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/05/19-Confirmation-of-the-dates-of-the-period-for-the-exercise-of-public-rights-2024-25.pdf).

**RESOLVED:**

THAT COUNCIL APPROVED 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](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Model-Standing-Orders-PROPOSED-2025.pdf) to view Standing Orders

**RESOLVED:**

THAT MEMBERS APPROVED STANDING ORDERS FOR 2025

**M.20.25 Policies review**

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

[Vexatious Complaints Policy](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Vexatious-Complainant-Policy-2025.pdf) – approved

[Councillor Email Policy](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Councillor-Email-Policy-2025.pdf) – approved subject to email address amendment page 2 (4)

[Sexual Harassment Policy](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Sexual-Harassment-Policy-2025.pdf) – approved subject to deletion of Chairman / insertion of Chair page 4 (3)

[Equality Policy](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/Equality-Policy-MTC-2025.pdf) - approved

Sustainable Procurement Policy - deferred

Environment Policy - deferred

**RESOLVED:**

THAT MEMBERS APPROVED THE ABOVE POLICIES AS DETAILED ABOVE

**M.21.25 Internal control effectiveness review**

The Town Council is required to review the effectiveness of the internal audit process. It was proposed that two members of the Town Council not sitting on the Resources Committee 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.

**RESOLVED:**

THAT MEMBERS APPOINTED CLLR O ELLIOTT AND CLLR M SKOYLES 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 authorised payments pending online within a tight timeframe, usually 2 – 3 days. Cllr J Towns is currently on the mandate.

**RESOLVED:**

THAT THE TOWN COUNCIL APPROVE CLLR O ELLIOTT, CLLR F SCHOOFS AND CLLR E HAWKINS TO THE LLOYDS BANK ACCOUNT MANDATE AS NOMINATED SIGNATORIES

Public Question Time

Q: Will comments from the public be taken throughout future meetings?

A: Yes, at the discretion of the Chair.

Q: Will the Town Council(MTC) robustly advocate for Higginson Park with Buckinghamshire Council(BC) / Higginson Park Trust.

A: The Council will continue to lobby as it had done extensively in the past.

Q: Had any information regarding MTC liaising with BC about the park been lost?

A: No information has been lost.

**M.23.25 Path of Positivity**

Town Mayor proposed that Standing Orders be suspended for this item as it held a resolution within a six month period. Members voted by majority to suspend Standing Orders.

Members debated the positives and negatives of this project and considered all available information.

**RESOLVED:**

THAT THE TOWN COUNCIL AGREED NOT TO PROCEED WITH THE PATH OF POSITIVITY AND TO SET UP A WORKING GROUP COMPRISING CLLR E HAWKINS, CLLR J TOWNS AND THE DEPUTY CLERK TO ENSURE THAT THE WORK THAT THE YOUNG PEOPLE HAD CONTRIBUTED WOULD BE SHARED WIDELY WITHIN THE COMMUNITY

Cllr P Burden wished to be recorded as abstaining from the vote.

Standing Orders were reinstated.

**M.24.25 Appoint representatives to outside organisations**

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 – Cllr J Towns and Cllr O Elliott

Marlow Chamber of Trade and Commerce – Cllr J Towns

Marlow Society – Cllr E Hawkins and Cllr G Nuttall

**RESOLVED:**

THAT THE COUNCIL APPOINTED REPRESENTATIVES TO THE ORGANISATIONS NAMED ABOVE AND

THAT THE COUNCIL AGREED TO HAVE COMMUNITY ORGANISATION CLINICS INVITING HEADS OF ORGANISATIONS AND

THAT IF AN ORGANISATION REQUIRES A SPECIFIC COUNCILLOR REPRESENTATIVE, THEY FORMALLY APPROACH THE COUNCIL WITH THE REQUEST

**M.25.25 Appointment of Committee Chairs**

**a) Resources Committee (minute reference RC.01.25)**

Nomination: Cllr Frank Schoofs

**b) Planning and Transport Committee**

Nomination: Cllr O Elliott

**RESOLVED:**

THAT THE COUNCIL ELECTED THE COMMITTEE CHAIRS AS DETAILED ABOVE

**M.26.25 Seymour Park recreation ground grass mats**

This item was deferred for more information.

**M.27.25 Reports from Buckinghamshire Councillors**

Reports can be found [here](https://www.marlow-tc.gov.uk/wp-content/uploads/2025/06/M.27.25-Reports-from-Buckinghamshire-Council-10.06.25.pdf).

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

Tuesday 5th August 2025 at 7.00pm

Town Mayor……………………………………………………………………….. Date …………………………………..