



Marlow Town Council
Court Garden
Pound Lane
Marlow
SL7 2AG

E: office:marlow-tc.gov.uk
T: 01628 484 024

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

A meeting of the Town Council will be held on **Tuesday 7th October 2025 at 7.00pm** in **The Higginson Room**, Court Garden House, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: *Hilary Martin*

Town Clerk | Date 02.10.2025

Public forum: Questions, statements and concerns are invited

Agenda

M.47.25	Apologies for absence	Information
M.48.25	Declarations of interest	Information
M.49.25	Communications from the Town Mayor	Information
M.50.25	Town Council minutes	Decision
M.51.25	Committee minutes	Decision
M.52.25	Management accounts	Decision
M.53.25	Representatives on outside organisations	Decision
M.54.25	Dignity at Work Policy	Decision
M.55.25	IT Policy	Decision
M.56.25	Planning and Transport Committee TOR	Decision
M.57.25	Community Forum 16.10.2025	Decision
M.58.25	Public Engagement – Local Plan	Decision
M.59.25	Communications Working Group	Decision
M.60.25	Office Christmas closure	Decision
M.61.25	Meetings timetable 2025-26	Decision
M.62.25	Review of effectiveness of Internal Audit	Decision
M.63.25	Community Fund and Celebration Event Proposal	Decision
M.64.25	Information reports	Information
M.65.25	Date and time of next meeting	Information
M.66.25	Confidential report	Information

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.

Public forum:

This Council is committed to engaging with the public at their Town Council meetings. The positioning of the public forum on the agenda is based on the meeting content; to allow informed debate and to expediate the business to be transacted. It will be decided on a meeting by meeting basis.

M.47.25 Apologies for absence

M.48.25 Declarations of interest

M.49.25 Communications from the Town Mayor

Date	Event
07.08.25	Meeting with the Mayor of High Wycombe
08.08.25	Meeting with Canon Father Udris, St Peters Church
08.08.25	Meeting with Wild Marlow
12.08.25	Meeting with Brighter Futures Together
12.08.25	Follow The Donkey Launch
15.08.25	VJ Day 80 th Anniversary
05.09.25	Meeting with Cllr Mark Turner – River Partnership of Councils
13.09.25	Green Village, Marlow Carnival
14.09.25	Mayor of Henley's Civic Service
17.09.25	Hanging Hill Allotment visit
18.09.25	Meeting with Marlow Energy Group
19.09.25	Meeting with Rev Strange, Marlow Methodist Church
20.09.25	URC New Minister Induction Service
26.09.25	The Britannia McMillan Coffee Morning
29.09.25	Meeting with Brighter Futures Together
03.10.25	High Sheriff of Buckinghamshire's Justice Service – Deputy Mayor scheduled to attended

M.50.25 Town Council minutes

Recommended:

That members agree the minutes dated [05.08.2025](#) are a true record.

M.51.25 Committee minutes

[09.09.2025](#)

[26.08.2025](#)

Recommended:

That the Town Council notes all the committee minutes published since the last meeting.

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M.52.25**Management accounts**

The Resources committee under minute RC.20.25

Recommended:

That the [management accounts](#) for the period ending 31st July 2025 be recommended to Full Council for approval.

M.53.25**Representatives on outside organisations**

Members are requested to agree representatives for these organisations

- West Chilterns Community Board (can be more than one Councillor)
- Marlow Regatta and Festival Committee.

Recommended:

That members agree representatives to the above named organisations.

M.54.25**Dignity at Work Policy**

Members are asked to approve the [Dignity at Work Policy](#) which replaces the Bullying and Harassment Policy.

Recommended:

That members approve the Dignity at Work Policy.

M.55.25**IT Policy**

To comply with assertion 10 of the Practitioners Guide 2025, council is now required to have an [IT policy](#).

Recommended:

That members approve the IT Policy.

M.56.25**Planning and Transport Committee Terms of Reference**

Members are asked to approve the revised [Terms of Reference for the Planning and Transport Committee](#)

Recommended:

That members approve the revised Terms of Reference for the Planning and Transport Committee.

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M.57.25**Community Forum 16th October 2025**

Members are asked to approve a budget of up to £200 for refreshments for the Community Forum to be taken from the administration budget.

Recommended:

That members agree on the £200 spend for refreshments.

M.58.25**Public Engagement on the Buckinghamshire Council Local Plan**

Members are requested to approve an open public meeting from 6pm to 8pm on Thursday October 23rd in the Higginson Room at Court Garden House to engage with residents over the consultation on the local plan, which can be viewed here:

<https://www.buckinghamshire.gov.uk/planning-and-building-control/planning-policy/local-planning/buckinghamshire-local-plan/>

Members are also requested to agree a spend of up to £300 for room hire and light refreshments be taken from the administration budget.

Recommended:

That members agree to the public meeting on 23rd October 2025 and a spend of up to £300 on room hire and refreshments from the administration budget.

M.59.25**Communications Working Group**

Members are requested to approve the membership of the Communications Working Group.

Recommended:

That members agree membership of the Communications Working Group.

M.60.25**Office Christmas closure**

Members are asked to approve the closure of the office from December 24th, 2025, to 1st January 2026 inclusive.

As in previous years, it is recommended that the officers be granted the two statutory days during the closure period, and the remaining one working day 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, official noticeboards, social media and office answerphone.

Recommended:

That members approve the office closure as detailed above.

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M.61.25 Meetings timetable 2025-26

Revised [meetings timetable 2025-26](#)

Recommended:

That members agree the revised 2025-26 meetings timetable.

M.62.25 Review of effectiveness of Internal Audit

Cllr Elliott and Cllr Skoyles undertook the [Review of Effectiveness of Internal Audit](#) on 28.08.25 and recorded some areas for the auditor's development.

Recommended:

That members accept Cllr Elliott's and Cllr Skoyles report.

M.63.25 Community Fund and Celebration Event Proposal from the Resources Committee

The [Community Fund proposal](#) aims to introduce a more structured, consistent, and transparent Community Grant process to ensure a greater and more measurable impact within the Marlow community. As part of this initiative, an annual event will be held each March to bring together representatives from all community organisations and charities that serve Marlow. This event will not only serve as a platform to thank them for their invaluable contributions but also to strengthen relationships, share updates, and promote collaboration across the community.

The Resources Committee are recommending that £30,000 be earmarked for the new Community Fund with a Celebration Event which will be proposed to Council with the associated costs to be considered at budget setting.

Recommended:

That members agree to the new proposal and spend of £30,000.

M.64.25 Information reports

- a) Buckinghamshire Councillors
- b) Outside representatives
- c) [External Auditors Report and Certificate 2024-25](#)
The external audit is complete and in accordance with the regulations the notice of completion has been posted on the Town Council website.

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d) Marlow Film Studio

The ruling on the appeal against the planning refusal that was originally expected by October 2nd, will now be made no later than November 27th this was announced by Central Government on September 24th.

e) Internal Audit Observations

Members are requested to note the [Internal Auditors Observations and Officer comments](#).

f) Outstanding resolutions

Members are requested to note that items already resolved by Council cannot be reopened for debate, any proposal to change or rescind a previous decision must follow the formal procedure in Standing Orders.

1. M.36.25 Events working group, suggested uses for adopted phone boxes in the High Street
2. M.40.25 Spend of up to £6,000 for Visioning and Strategy
3. M.41.25 Winter planting – floral dressing review

Members are requested to note the reports.

M.65.25

Date and time of next meeting: Tuesday 2nd December 2025 at 7pm

Confidential Information report

That under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

M.66.25

NALC pay award 2025

Pay award for 2025 has been paid and backdated to 1st April 2025.

Members are requested to note the report.

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