



**Marlow Town Council**  
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**Minutes of the Town Council meeting held on Tuesday 7<sup>th</sup> October 2025 at 7.00pm in the Higginson Room, Court Garden House, Pound Lane Marlow**

**Present:** 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 Whelan, Mrs H Martin Town Clerk, Mrs K Joy Deputy Clerk, 2 Buckinghamshire Councillors, 2 members of the public.

**Public forum:**

Cllr A Collingwood, Buckinghamshire Councillor, gave an update on the works to Marlow Bridge and the impact to parking / suspensions. Statements issued by Buckinghamshire Council will be published on the Town Council website.

Cllr A Crabtree gave an update on housing and the closure of St Peter's School, Marlow. The public were invited to nominate roads in Marlow that are in need of road surface repairs.

Q: How are Town Council meetings advertised?

A: Via notice boards, website and social media sites. The soon to be formed Communications Working Group will be looking at advertising as part of their remit.

**M.47.25 Apologies for absence**

**Resolved:**

That the Council accepted apologies for absence from Cllr J Towns.

**M.48.25 Declarations of interest**

There were no 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 <sup>th</sup> 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 attend |

#### **M.50.25      Town Council minutes**

**Resolved:**

That the Town Council minutes dated 05.08.2025 were agreed and signed as a true record.

#### **M.51.25      Committee minutes**

[09.09.2025](#)

[26.08.2025](#)

**Resolved:**

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

#### **M.52.25      Management accounts**

**Resolved:**

That the [management accounts](#) for the period ending 31st July 2025 were approved by Council.

**M.53.25 Representatives on outside organisations**

West Chilterns Community Board:  
Cllr O Elliott, Cllr G Nuttall and Cllr L Riches

Marlow Regatta and Festival Committee:  
Cllr M Skoyles

**Resolved:**

That members agreed representatives to organisations detailed above.

**M.54.25 Dignity at Work Policy**

**Resolved:**

That members approved and adopted the [Dignity at Work Policy](#).

**M.55.25 IT Policy**

**Resolved:**

That members approved and adopted the [IT policy](#).

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

**Resolved:**

That members approved the revised [Terms of Reference for the Planning and Transport Committee](#).

**M.57.25 Community Forum 16<sup>th</sup> October 2025**

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

**Resolved:**

That members agreed on the £200 spend for refreshments.

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

Members were requested to approve an open public meeting from 6pm to 8pm on Thursday October 23<sup>rd</sup> in the Higginson Room at Court Garden House to engage with residents over the consultation on the local plan.

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

The Chair of the Planning and Transport Committee would summarise the timeline for the event and ensuing consultation / resolution.

**Resolved:**

That members agreed to the public meeting on 23<sup>rd</sup> 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 were requested to approve the membership of the Communications Working Group as:

Cllr L Riches, Cllr G Nuttall, Cllr J Simnett, Cllr M Boulay and one MTC officer.

**Resolved:**

That members agreed membership of the Communications Working Group as detailed above.

**M.60.25      Office Christmas closure**

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

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.

**Resolved:**

That members approved the office closure as detailed above.

**M.61.25      Meetings timetable 2025-26**

**Resolved:**

That the revised [meetings timetable 2025-26](#) was agreed.

**M.62.25      Review of effectiveness of Internal Audit**

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

**Resolved:**

That members accepted 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 were 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.

Concerns were voiced about the criteria being biased towards larger charities with broader reach and smaller charities being put off by the process, timings and limited chance of success.

It was agreed that the implementation and criteria would be reviewed. It was noted that conducting a “test project” would be beneficial.

Cllr G Nuttall requested that a recorded vote be taken:

For

Cllr J Whelan, Cllr M Skoyles, Cllr F Schoofs, Cllr J Sinnett, Cllr M Boulay, Cllr E Hawkins, Cllr O Elliott, Cllr P Burden.

Against

Cllr G Nuttall, Cllr L Riches, Cllr K Thomson

**Resolved:**

That members agreed the proposal and spend of up to £30,000 to be included in the 2026-27 budget or taken from reserves subject to:

The implementation plan and selection criteria being reviewed and represented to Council for approval.

**M.64.25 Information reports**

a) Buckinghamshire Councillors

Written reports from Cllr A Collingwood and Cllr A Crabtree were submitted to the meeting.

b) Outside representatives

Cllr E Hawkins

Reported that there were ongoing discussions with the Marlow Society regarding bins.

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.

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 24<sup>th</sup>.

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 noted the reports.

**M.65.25 Date and time of next meeting**

Tuesday 2<sup>nd</sup> December 2025 at 7pm

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.

The public left the meeting.

**Confidential Information report**

**M.66.25 NALC pay award 2025**

Pay award for 2025 had been paid and backdated to 1<sup>st</sup> April 2025.

Members noted the report.

The meeting closed at 8.15pm

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