



MARLOW
TOWN COUNCIL

Marlow Town Council

Court Garden
Pound Lane
Marlow
SL7 2AG

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

To Members of the Resources Committee:

Cllr F Schoofs (Chair), Cllr E Hawkins, Cllr G Nuttall, Cllr L Riches, Cllr J Simnett, Cllr K Thomson, Cllr J Towns, Cllr J Whelan, Cllr M Boulay (Town Mayor)

A meeting of the Resources Committee will be held on Tuesday 13th January at 7.00pm in The Town Council Office Court Garden, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: [Hilary Martin](#) – Town Clerk

| Date 08.01.2026

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.

Agenda

RC.36.25	Apologies for absence	
RC.37.25	Declarations of interest	
RC.38.25	Minutes of the previous meeting dated 04.11.2025	
RC.39.25	Management Accounts	Decision
RC.40.25	Grants	Decision
RC.41.25	Review of Accountancy & Payroll Services	Decision
RC.42.25	Banking Options Briefing	Decision
RC.43.25	Marlow Cemetery Chapel Refurbishment	Decision
RC.44.25	Cemetery Capacity for Burials	Decision
Rc.45.25	Cemetery Fee Review	Decision
RC.46.25	Information Reports	Information
	• Accounts paid	
	• Investments	
RC.47.25	Date and time of next meeting	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.

RC.36.25 Apologies for Absence

RC.37.25 Declarations of Interest

RC.38.25 Minutes of the previous meeting dated 04.11.2025

RC.39.25 Management Accounts – 30th November 2025

Commentary

Income and Expenditure

Grants schedule

Bank Reconciliation

Copy bank statements – Treasury Account

Copy bank statements – Imprest Account

Recommended

That the management accounts dated 30.11.2025 be recommended to full council for approval

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.

RC.40.25 Grants

Completed Grant application forms have been received from the following organisations. The full grant applications can be viewed by clicking on the organisations name below. As at today's meeting date the balance available in Grants stands at £0 (Excluding Reserves of £7,463-40)

Funding Request

Bucksmind £500-00

Grants awarded year to date

Date	Description	Reference	Debit
KK - Grants & Donations			
30 May 2025	Lighthouse Marlow - Grant Application - Lighthouse Marlow LGA 1972 S.145	RC.06.25 - 20.05.2025	500.00
30 May 2025	Marlow Town Regatta & Festival - Grant Application - Marlow Town regatta & Festival LGA 1972 S.145	RC.06.26 - 20.05.2025	750.00
10 Jul 2025	Marlow United Charities - Grant - Marlow United Charities Min Ref: RC.13.25-a (14.07.2025) LGA 1972 S.137	RC.13.25-14.07.2025	750.00
10 Nov 2025	Chiltern Arts - Grant - Chiltern Arts - 4.11.2025 - LGA 1972 S.145 - (Money to be transferred from Earmarked Reserves- Administration - Grants & Donations)	Grant - Min Ref:30.25	500.00
Total KK - Grants & Donations			2,500.00
Total			2,500.00

Recommended

That members determine the grants as detailed above.

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.

RC.41.25 Review of Accountancy & Payroll Services

The Resources Committee members would like a review of the current accountancy and payroll services currently supplied by Pink Affinity Ltd.

Recommended

That Resources Committee members request Officers to confirm the scope for accountancy and payroll services as currently fulfilled by Pink Affinity Ltd; obtain four quotes from local providers (including [Pink Affinity Ltd) for provision of the same services; and provide the comparable results to Resources Committee for consideration.

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.

RC42.25 Banking Options Briefing

Officers were asked to arrange a demonstration of the Insignis Platform to be able to inform councillors of options for managing council banking and surplus cash balances, comparing the current relationship with Lloyds Bank against adopting or supplementing it with Insignis, a deposit management platform. The relevant reports are attached below.

[Comparison Report](#)

[Insignis Cash Template Treasury Policy](#)

[Insignis NFP Brochure Apr 25](#)

Recommended

That the Council retains Lloyds Bank as its primary transactional banking provider and authorises a pilot (up to 10–15% of surplus cash) with Insignis, subject to:

- Legal and procurement due diligence and auditor approval.
- Confirmation of FSCS coverage and account structure.
- Full Council approval.

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.

RC43.25 Marlow Cemetery Chapel Refurbishment

The Council wishes to explore the costs and feasibility of either refurbishing or rebuilding the chapel at Marlow Cemetery to enable its use for burial services and as a community facility. The chapel is currently used for equipment and document storage and is not in active use for services.

[Marlow Cemetery Chapel](#) - Report and Proposal by Cllr J Simnett

Recommended

- That Resources Committee approve the further investigation of the refurbishment work by Officers obtaining three quotes from three different contractors for all the refurbishment work and report back to the Resources Committee.
- That Resources Committee approve the obtaining of three quotes for the complete demolition of the existing chapel building and three quotes for approximate cost indications for a redesign and rebuild project to create a contemporary chapel of the same size, footprint and layout and report back to the Resources Committee.
- That Resources Committee approve for Officers to obtain three quotes for the document scanning and archiving project and report back to the Resources Committee.
- That Resources Committee approve the Officers investigating the available grants and whether our level of reserves would be an obstacle to our applications and re-port back to the Resources Committee.

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.

RC.44.25 Cemetery Capacity for Burials

Marlow cemetery currently has 29 identified burial plots available for use. While this sounds plentiful in the light of the popularity of cremations, it is inherently difficult to forecast how quickly these could become fully utilised. The estimate of how long the existing capacity could last is anything from six months up to ten years, depending on demand.

Approximately 12 years ago, Marlow Town Council employed a consultant to investigate other possible sites for a new cemetery but they were unable to find any land that met the ICCM (<https://www.iccm-uk.com/iccm/>) regulations for burial sites.

Once the cemetery is full for new burial plots, it becomes a cemetery for 're-openers' for example, adding family members to the existing burial site, and ashes-only internments. Reuse of graves is a very sensitive matter and is not recommended outside of London by the ICCM regulations.

The lack of available burial plots is a Resources Committee issue which comes with reputational risk and significant impact on local residents, funeral directors and other local suppliers.

Trade professionals familiar with the cemetery site claim that there could be a further 30-50 possible burial sites if hedges were cut back and a few individual trees were removed.

Officers have already identified with the specialist full grave diggers that we may be able to increase cemetery capacity for full burials. However, this will require extensive test digging. This work is estimated to cost under £1,000 by the Town Clerk.

Proposal by Cllr J Simnett

Recommended

That the Resources Committee approve the request for Officers to cost and commission the necessary test digging to ascertain what potential additional capacity could be realised in Marlow Cemetery. This work to be undertaken at a maximum cost of £1,000.

RC.45.25 Cemetery Fee Review

It is recommended that Council increase cemetery and memorial fees by 3% effective February 2026 in line with the Consumer Price Index (CPI) and Consumer Price Index including Housing (CPIH).

Recommended

That members agree the 3% increase in cemetery and memorial fees effective February 2026

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.

RC.46.25 Information Reports

Accounts Paid - this is the list of payments made since the last meeting.

Investments – Public Sector Deposit Fund & Local Authorities Property Fund Statement as of 30th November 2025

Members are requested to note the reports.

RC.47.25 Date and time of next meeting - Tuesday 17th March 2026 at 7.00pm

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.