



Marlow Town Council

Court Garden

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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 17th March 2026 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 12.03.2026

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.48.25	Apologies for absence	
RC.49.25	Declarations of interest	
RC.50.25	Minutes of the previous meeting dated 13.01.2026	Decision
RC.51.25	Management Accounts	Decision
RC.52.25	Grant Applications	Decision
RC.53.25	Community Fund Applications	Decision
RC.54.25	Allotment Rental Review	Decision
RC.55.25	Information Reports	Information
	<ul style="list-style-type: none">• Accounts paid• Investments	
RC.56.25	Water at Foxes Piece Allotment	Information
RC.57.25	Review of Accountancy & Payroll Service Provider	Decision
RC.58.25	Marlow Cemetery Chapel Refurbishment Update	Information
RC.59.25	4Front Security Report	Information
RC.60.25	Town Bus	Information
RC.61.25	Outstanding items for information only	Information

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RC.62.25 Date and time of next meeting

Information

RC.48.25 Apologies for Absence

RC.49.25 Declarations of Interest

RC.50.25 Minutes of the previous meeting dated [13.01.2026](#)

RC.51.25 Management Accounts – 31st January 2026

[Financial Commentary](#)

[Income and Expenditure](#)

[Grants schedule](#)

[Bank Reconciliation](#)

[Earmarked Reserves](#)

[Copy bank statements – Treasury Account & Imprest Account](#)

Recommended

That the management accounts dated 31.01.2026 be recommended to full council for approval

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RC.52.25 Grants

A grant application from Bucksmind was considered at the Resources meeting on 13.01.2026; the decision was deferred pending further information, which has now been provided. The full grant application 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](#) [Additional Information Requested](#)

£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 grant as detailed above.

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RC.53.25 Community Fund Applications

Community Fund applications have been received from the following organisations. The applications have been scored according to the published criteria, and the council must consider the ranked applications and determine the allocation of grant funding, having regard to the available budget and the objectives of the Community Fund.

	Funding Request
Parkrun UK	£1,000-00
Friends of Burford Application	£ 500-00
Marlow Community Association	£1,500-00
Citizens Advice Buckinghamshire LTD	£1,500-00
The Marlow Players	£ 300-00
Pour – Short Community Films	£1,500-00
Spinfield School Parents Association	£ 650-00
Marlow Town Regatta and Festival	£1,500-00
Marlow Museum	£1,250-00
Lighthouse Marlow	£ 750-00
Marlow Town Band	£1,500-00

Recommended

That members agree the allocation of grant funding as detailed above.

RC.54.25 Allotment Rental Review

The Town Council is required to provide tenants with a minimum of one year's notice of any proposed rent increase. It is recommended that the Council agree, to increase allotment fees for 2027/2028 in line with the Consumer Price Index (CPI). This would equate to an increase of 25 pence per pole, resulting in an annual rental charge of £43.75 for a five-pole plot.

Recommended

That members consider and approve the proposed allotment rent increase of 25 pence to £8-75 per pole for 2027/2028

RC.55.25 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 31st January 2026

Members are requested to note the reports

RC.56.25 Water Leak at Foxes Piece Allotment

Officers were made aware of a water leak at the Foxes Piece allotments site on December 17th, 2026, and attended immediately, the water had already been turned off for the winter, it was apparent that the water stopcock had been tampered with and was turned off. The incident was reported to the Police and a report reference given, in addition the Councils insurers were notified of a potential claim. The invoice from the water provider has now been received and is £1014 a claim has been made the Councils insurers and members will be kept informed of progress.

Members are requested to note the report

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RC.57.25 Accountancy & Payroll Services Update

Committee members requested 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. Only two of the four suppliers approached for quotation responded and the report is linked below.

[Review of Accountancy and Payroll Services Provider](#)

Recommended

That members agree to instruct contractor 1 to provide accountancy and payroll services from April 1st, 2026.

RC.58.25 Marlow Cemetery Chapel Refurbishment

The Council approved further investigation of the refurbishment works by officers, including obtaining three quotations from three different contractors for the full refurbishment, as well as three quotations for the document scanning and archiving project. Officers were also tasked with investigating available grants and assessing whether the Council's level of reserves might present an obstacle to any applications, and to report back to the Resources Committee. The relevant reports are linked below.

[Scanning Report & Quotes](#)

[Possible Sources of Funding for Chapel Refurbishment](#)

[Quotes for Chapel Refurbishment](#)

Members are requested to note the report

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RC.59.25 4Front Security Report

[January Incident Report](#)

Members are requested to note the report

RC.60.25 Town Bus

Verbal update from the Chair.

RC.61.25 Outstanding items for information only

RC.44.25- Test digging at the Cemetery

RC.62.25 Date and time of next meeting - Tuesday 28th July 2026 at 7.00pm