



**Marlow Town Council**  
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To members of the 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 28<sup>th</sup> April 2026 at 7.00pm** in **The Higginson Room**, Court Garden House, Pound Lane, Marlow, and you are hereby summoned to attend:

Signed: *Katherine Joy* Deputy Clerk | Date 23.04.26

**Public forum:** Questions, statements and concerns are invited

## Agenda

M.100.25	Apologies for absence	Decision
M.101.25	Declarations of interest	Information
M.102.25	Communications from the Town Mayor	Information
M.103.25	Town Council minutes	Decision
M.104.25	Committee minutes	Decision
M.105.25	Management accounts	Decision
M.106.25	Mayor and Deputy Mayor elect 2026-27	Decision
M.107.25	People and Planet committee proposal	Decision
M.108.25	Marlow Town Council Strategy 2026-29	Decision
M.109.25	Risk Management Plan 2026	Decision
M.110.25	Asset Register 2026	Decision
M.111.25	Policy reviews	Decision
M.112.25	Interim Audit report	Decision
M.113.25	Resources Committee Terms of Reference	Decision
M.114.25	Insignis	Decision
M.115.25	Asset and Investments working group	Decision
M.116.25	Direct debit and standing order review	Decision
M.117.25	Regular payments review	Decision
M.118.25	Representation on outside bodies	Decision
M.119.25	Response to Water White Paper	Decision
M.120.25	Meetings timetable 2026-27	Decision
M.121.25	Email signatures	Decision
M.122.25	Information reports	Information
	a) Buckinghamshire Councillor reports	
	b) AQMA update	
	c) Reports from outside representatives	
M.123.25	Date and time of next meeting	Information
M.124.25	Exclusion of press and public	Decision
M.125.25	Clerks terms and conditions	Decision

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## 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.100.25 Apologies for absence**

### **M.101.25 Declarations of interest**

### **M.102.25 Communications from the Town Mayor**

06.02.2026	Meeting with Marlow Society
08.02.2026	Mayor of High Wycombe's Civic Service
13.02.2026	Meeting with Tom Kerridge
20.02.2026	Banking Hub Launch
23.02.2026	Water Testing Meeting
06.03.2026	Oysters Fish and Chips Anniversary event
10.03.2026	Bucks Business First International Women's Day event
13.03.2026	Meeting with Chiltern Rangers
13.03.2026	Brighter Futures Together Young Mental Health event
14.03.2026	Marlow Town Band Concert
16.03.2026	Buckinghamshire High Streets Convention
25.03.2026	Marlow FM Networking event
26.03.2026	Shout Volunteering event
28.03.2026	Great British Spring Clean
29.03.2026	Civic Celebration
11.04.2026	Marlow Players Twelfth Night
16.04.2026	Local Artists Expo
18.04.2026	Marlow Writers Society Reflections Launch
24.04.2026	Chair of Buckinghamshire Council's Reception
25.04.2026	Gunthorpe Estate Residents Surgery
27.04.2026	Bucks Music Trust Schools Concert

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### **M.103.25 Town Council minutes**

**Recommended:**

That Town Council agree the minutes dated [27.01.2026](#) and [16.03.2026](#) as a true record

### **M.104.25 Committee minutes**

[17.03.2026](#) – Resources Committee

[03.02.2026](#) & [17.03.2026](#) – Planning and Transport Committee

**Recommended:**

That the Town Council note all the committee minutes published since the last meeting

### **M.105.25 Management accounts**

The Resources committee under minute RC.51.25: recommended that the management accounts dated 31.01.2026 be approved.

**Recommended:**

That the management accounts dated [31.01.2026](#) be approved by Council

### **M.106.25 Mayor and Deputy Mayor elect 2026-27**

Nominations will be called at your meeting for the Mayor and Deputy Mayor for the Mayoral year 2026-27. Votes will be taken, and voting will be recorded if required. Once agreed the approved nominees will be known as the Mayor Elect and Deputy Mayor Elect. Invitations for a Mayoral presence post the Annual Meeting to be held on 12<sup>th</sup> May 2026 will be forwarded where appropriate.

**Recommended:**

That members elect the Mayor and Deputy Mayor, for the Mayoral year 2026-27 and they will be Mayor elect and Deputy Mayor elect until they are voted into the offices of Mayor and Deputy Mayor at the Annual Meeting on 12<sup>th</sup> May 2026

### **M.107.25 People and Planet committee proposal**

Town Mayor proposes forming a People and Planet Committee.

Click [here](#) for the Terms of Reference.

**Recommended:**

That Council:

1. Approve the formation of a People and Planet Committee
2. Approve the Terms of Reference
3. Appoint members to the People and Planet committee
4. Elect the Committee Chair at the Annual Meeting on 12<sup>th</sup> May 2026

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### **M.108.25 Marlow Town Council Strategy 2026-29**

The Town Mayor will present the Strategy to the meeting.

Please click [here](#) to view the draft [Residents Summary](#) and [here](#) for the draft [Marlow Town Council Strategy 2026-29](#).

#### **Recommended:**

That Council:

1. Adopt the Marlow Town Council Strategy 2026-29
2. Approve the formation of project working groups with the membership as listed in the Strategy document

Please note that once adopted the document will be branded to align with other policies.

### **M.109.25 Risk Management Plan 2026**

Click [here](#) to access the Risk Management Plan 2026

In accordance with NALC guidelines the plan has been prepared by officers and is submitted to members for review and approval. The plan has also been approved by BMKALC (Bucks and Milton Keynes Association of Local Councils).

#### **Recommended:**

That Council approve the Risk Management plan for 2026

### **M.110.25 Asset Register 2026**

Click [here](#) the Town Council's Asset Register.

Please note it is a requirement to have an Asset Register set out in this format for the year end audit and that this document is not to be confused with any insurance valuation documents.

#### **Recommended:**

That Council review and adopt the Asset Register dated 31.03.2026

### **M.111.25 Policy reviews**

The following policies have been reviewed and amended to align with other relevant Council policies, are compliant with audit regulations and were issued as recommended model publications produced by the National Association of Local Councils in collaboration with Buckinghamshire and Milton Keynes Association of Local Councils:

#### **[Standing Orders](#)** **[Model Publication Scheme](#)**

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[Internal Control Policy](#)  
[Email Policy](#)

Publication Scheme Guidance can be found [here](#).

**Recommended:**

That Council adopt the policies listed above

Please note that once adopted the documents will be branded to align with existing policy documents.

**M.112.25 Interim Audit report**

The internal auditor has completed his interim audit, and the report can be viewed [here](#) with the officer comments.

**Recommended:**

That Council approve the interim audit report and note the comments

**M.113.25 Resources Committee Terms of Reference**

Members are asked to approve the [Terms of Reference](#) for the Resources Committee.

**Recommended:**

That Council approve the Terms of Reference for the Resources Committee

**M.114.25 Insignis**

The working group of Cllr Schoofs, Cllr Simnett, and Cllr Nuttall along with the Clerk have updated the Financial Regulations and Treasury Management policies for investment with Insignis. The working group recommends investing £20,000 for a trial period of one year with the working group reviewing the performance of the investment bi-monthly.

**Recommended:**

That members approve the revised [Treasury Management Policy](#) and [Financial Regulations](#) and approve £20,000 investment for a pilot of one year

**M.115.25 Asset and Investments working group**

The strategic theme of Optimising Assets and Investments(OIA) requires the governance structure of a working group to discuss, explore and make recommendations on this theme's key projects.

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It is proposed that this working group reports to the Resources Committee and has as its members: Cllr Simnett, Cllr Towns, Cllr Nuttall, and Cllr Elliott.

All Marlow Town Council owned telephone boxes are part of the new OAI strategic theme. The High Street telephone boxes have to date been managed by the Events Working Group as a means of getting them launched as per resolution M.80.25.

It is proposed that the High Street telephone boxes are transferred into the newly formed Assets and Investments Working Group for management going forward. The Events Working Group can then focus on decisions pertaining to Marlow town events.

**Recommended:**

That Council:

1. Approve the formation of an Assets and Investments Working Group
2. Agree the Assets and Investments Working Group comprise: Cllr Simnett, Cllr Towns, Cllr Nuttall, and Cllr Elliott
3. Delegate authority to the Assets and Investments Working Group to approve or refuse requests for displays, pop-up events, business use and out of area hire on a case-by-case basis
4. Delegate authority to the Assets and Investments Working Group to determine any nominal kiosk hire fees (where appropriate) on a case by case basis

**M.116.25 Direct debit and standing order review**

Members are asked to review and approve the direct debits and standing orders paid by Marlow Town Council. The schedule can be viewed [here](#).

**Recommended:**

That Council approve the Direct Debits and Standing Orders as listed on the schedule

**M.117.25 Regular payments review**

Under Financial Regulations 5.7 the Council must review and approve a list of payments that are made regularly via BACS. These include payments such as salaries, PAYE etc. The list of payments made regularly are shown below. It should be noted that all payments made by the Town Council require two signatories.

In addition to the authorisation protocol, there is a cap on the Lloyds bank accounts, whereby a maximum of £25k can be either transferred or paid out within a 48-hour period. The Town Clerk and Deputy Clerk check the bank account a minimum of once per week, and in practice, more often than this.

**Payments**

Salaries

Tax and NI contributions

Pension contributions

**Town Council officers, Town Mayor Allowance**

**HMRC**

**Buckinghamshire Council**

**Recommended:**

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That Council approve the regular payments made by Marlow Town Council as detailed above

#### **M.118.25 Representation on outside bodies**

Outside bodies that request Councillor representation will be included in the Annual meeting in May. Everyone is reminded that Councillors are all volunteers and need to use their time appropriately. Council wishes to ensure that there is a fair representation on all outside bodies. It is recommended that Council decide which Councillor is appointed as the representative and that requests for specific Councillors will not be considered.

#### **Recommended:**

That Council appoint representatives of their choosing to outside bodies

#### **M.119.25 Response to Water White Paper**

##### **Proposal from Cllr Skoyles:**

##### **Response to Water White Paper – Public Interest**

This Council welcomes the Government's White Paper "*A New Vision for Water*" and its proposals for broad reform of the water industry, particularly the commitment to end "operator self-monitoring" of pollution incidents.

The Council notes ongoing concerns regarding environmental pollution of our waterways and coastlines, chronic underinvestment in infrastructure, and the growing national debate around public trust and the future ownership and governance of water utilities, particularly Thames Water.

Marlow Town Council further affirms its commitment under Section 4 of its Environmental Policy, including supporting a clean River Thames free from sewage and pollution, protecting, and enhancing riverside habitats and biodiversity, and promoting increased recreational use of a healthy river environment.

#### **This Council believes:**

- That the White Paper does not go far enough to address the underlying structural issues within the water industry;
- That water is a fundamental public good and should be managed in the long-term public interest;
- That the privatisation and commodification of water utilities represent an inherent and irreconcilable conflict of interest, undermining the long-term stewardship of essential public infrastructure in the interests of our local residents and environment;
- That stronger intervention, including the potential use of Special Administration ("special measures") for failing companies, should be actively considered;
- That returning water utilities to public ownership should be assessed as a credible option where financial resilience and environmental performance are in question.

Recommend that

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1. Express concern that current reforms do not go far enough to prioritise the public interest;
2. Advocate for stronger, more decisive, and timely action to secure cleaner rivers and waterways nationwide;
3. Request that the Council writes to Joy Morrissey MP and the Secretary of State for Environment, Food & Rural Affairs to:
  - Call for a transparent assessment of public ownership options for water utilities;
  - Support consideration of placing Thames Water into Special Administration where necessary to protect the public and the environment;
  - Seek clarity on the valuation and financial position of Thames Water, including the realistic cost of potential public acquisition.

**Recommended:**

That Council agree to actions 1,2 and 3 above

**M.120.25 Meetings timetable 2026-27**

**Recommended:**

That Council agree to the [meetings timetable 2026/27](#)

**M.121.25 Email signatures**

The Communications working group recommends one consistent format as the email footer for all Marlow Town Councillors based on the template below. This includes a privacy policy (Aptos font size 10 black), name in black bold, text in black Aptos 12, one line spacing between role and MTC logo as shown, address and office phone number in black Aptos 12, all left-justified as shown:

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**Muryel Boulay**

Town Mayor



Marlow Town Council

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Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent. This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error, please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited. Every reasonable precaution has been taken to minimise the risk of computer software viruses, but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).

**Recommended:**

That Council agree to the email footer for all Councillors and Officers

**M.122.25 Information reports**

a) Buckinghamshire Councillors

Report – Cllr A Collingwood

[Report](#) – Cllr A Crabtree

Report – Cllr C Heap

b) AQMA update

**Update from Buckinghamshire Council**

I am writing to you as either a ward member, parish/town council or community board where there the contents of this email applies or your area are an interested party to inform you that Air Quality Management Area (AQMA) No.2 (High Wycombe) and Air Quality Management Area (AQMA) No.3 (Marlow) will be formally revoked.

As you may be aware Buckinghamshire Council currently has an Air Quality Management Area (AQMA) declared in High Wycombe and Marlow for exceedances of the annual average nitrogen dioxide (NO<sub>2</sub>) air quality objective of 40 µg/m<sup>3</sup>, and because there are residential receptors present with relevant exposure next to the busy roads.

Air quality monitoring conducted by the council shows there has been a significant improvement in concentrations of NO<sub>2</sub> within the AQMAs and that they have been

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consistently below the air quality objective for five or more years. A map showing the location of the AQMAs in addition to a graph showing the air quality monitoring results for the last five years is attached for information. The red line on the graph shows the annual average nitrogen dioxide air quality objective of 40 µg/m<sup>3</sup> and as can be clearly seen all monitoring results are significantly below this value. Further information on the air quality monitoring undertaken can be found in our Annual Status Reports (ASR) which are published on the [air quality pages of our website](#).

The improvement in air quality can be attributed to the improved technology especially the introduction of the Euro 6/VI engine and electric vehicles. The monitoring data also clearly shows that the Covid-19 pandemic had a significant impact on air quality and concentrations are yet to return to pre-pandemic levels. This is likely due to a change in the public's working patterns and increased levels of working from home. Projects implemented by the Council that will have had an impact are also included in the Annual Status Reports. Guidance published by the Department of Environment, Food & Rural Affairs (Defra) states that the revocation of an AQMA should be considered following three consecutive years of compliance with the relevant objective as evidenced through monitoring. Where there have been no exceedances for the past five years, local authorities must proceed with plans to revoke the AQMA. This guidance takes into consideration the impact the Covid-19 pandemic had on emission levels.

Based on this guidance, we are writing to inform you that AQMA No.2 (High Wycombe) and AQMA No. 3 (Marlow) will be revoked as these areas are now compliant, are significantly below the annual average air quality objective for nitrogen dioxide and no longer meet the threshold for AQMA designation. The proposal to revoke the AQMAs has also been supported by Defra.

It should be noted that revocation of the AQMAs does not mean that air quality monitoring will stop in these areas. Although the number of monitoring sites per area may be reduced, air quality monitoring will continue to ensure ongoing compliance with national air quality objectives. In addition, the adopted Climate Change and Air Quality Strategy will ensure that air quality remains a high priority for the council.

Click [here](#) to view the AQMA data for Marlow

Members are requested to note the reports.

**M.123.25 Date and time of next meeting:** Tuesday 12<sup>th</sup> May 2026 at 7pm

#### PRIVATE AND CONFIDENTIAL ITEM

Press and public excluded:

**M.124.25 Exclusion of press and public**

#### **Recommended:**

Council agree 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.124.25 Clerks terms and conditions**

#### **Recommended:**

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That Council determine any amendments to the Clerks terms and conditions

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