



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

The Annual Meeting of Marlow Town Council will be held on **Tuesday 12th May 2026** at **7.15pm**, or at the close of the Parish Meeting preceding it, whichever is the later, in **The Higginson Room**, Court Garden House, Pound Lane, Marlow, and you are hereby summoned to attend:

Signed: *Katherine Joy* Deputy Clerk | Date 07.05.26

AGENDA

M.01.26	Election of the Town Mayor 2026-27	Decision
M.02.26	Election of the Deputy Mayor 2026-27	Decision
M.03.26	Apologies for absence	Decision
M.04.26	Declarations of interest	Information
M.05.26	Standing Orders review	Decision
M.06.26	Resources committee	Decision
M.07.26	Planning & Transport committee	Decision
M.08.26	Staffing committee	Decision
M.09.26	Environment & Community committee	Decision
M.10.26	Working groups	Decision
M.11.26	Representation on outside bodies	Decision
M.12.26	Insurance	Decision
M.13.26	Date and time of next meeting	Information

All are welcome to join councillors at the end of the meeting for light refreshments

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.

M.01.26 Election of Town Mayor for the mayoral year 2026-27

Nominations for the office of Town Mayor: Cllr J Simnett
Members vote

Incoming Town Mayor reads aloud and signs the “Declaration of Acceptance of Office of Town Mayor,” accepts the chain of office, takes the Chair, and addresses the council

M.02.26 Election of Deputy Mayor for the mayoral year 2026-27

Nominations for the office of Deputy Mayor: Cllr O Elliott
Members vote

Incoming Deputy Mayor reads aloud and signs the “Declaration of Acceptance of Office of Deputy Mayor,” accepts the chain of office and addresses the council

M.03.26 Apologies for absence

M.04.26 Declarations of interest

As per the Code of Conduct members are responsible for disclosing any personal or prejudicial interest in any item to be discussed at any meeting.

M.05.26 Standing Orders review

Click here for proposed [Standing Orders 2026](#)

It is proposed that all reference to council delegating authority to any committee to spend on individually approved projects, up to £5,000 per year be removed.

The Chair of the Resources committee will work with officers and the Mayor to bring a recommendation to a future council meeting regarding committee spend.

There are no other amendments and members are asked to review and adopt the Standing Orders.

Recommended:

That council adopt the Standing Orders dated 2026

M.06.26 Resources committee

Recommended:

That council

1. Appoint members to serve on the Resources committee
2. Appoint a committee Chair

M.07.26 Planning & Transport committee

Recommended:

That council:

1. Appoint members to serve on the Planning & Transport committee
2. Appoint a committee Chair

M.08.26 Staffing committee

Recommended:

That council:

1. Appoint all twelve members of the council to serve on the Staffing committee
2. Appoint a committee Chair

M.09.26 Environment & Community committee

The formation of this committee met with approval from council on 28.04.26. The Environment & Community working group formed at that meeting are proposing the following terms of reference for the committee:

[Terms of reference](#)

Recommended:

That council:

1. Approve terms of reference for the Environment & Community committee
2. Appoint members to serve on the Environment and Community committee
3. Appoint a committee Chair

NOTE: the Town Mayor is an ex officio member of all committees and working groups. Sub-committees and Working Groups may be formed / disbanded throughout the year as and when necessary.

M.10.26 Working groups

Click [here](#) for the list of current working groups and their membership.

Recommended:

That council approve the list of working groups and their members

M.11.26 Representation on outside bodies

Click [here](#) for current representation on outside bodies.

Recommended:

That council appoint representatives of their choosing to outside bodies

M.12.26 Insurance

The council's insurance policy was renewed with Zurich for a three-year term in 2023 for a further discount after two years at a cost of £3,850. Fidelity guarantee is £1m, public liability cover to £15m, key personnel accident cover 24/7 for all officers and business interruption cover in the event of the premises becoming unusable.

The long term agreement (LTA) has now come to an end; Zurich are offering a further three-year LTA for £5,636 (break clause at annual renewal). As per council Standing Orders quotes have been sourced through two specialist brokers to ensure competitive pricing and Zurich still represent the best value for cover despite the market wide increase in insurance premiums.

Recommended

That members agree to renewal of the council insurance policy and fidelity guarantee for a three year long term agreement (with a break clause at annual renewal) at an annual cost of £5,636

M.13.26 Date and time of next meeting

Tuesday 9th June 2026 at 7pm