



Marlow Town Council  
Court Garden  
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**Minutes of the Resources Committee meeting held on 17th March 2026 at 7pm in The Town Council Office, Court Garden, Pound Lane, Marlow**

**Present:** Cllr F Schoofs (Chair), Cllr M Boulay (Mayor), Cllr E Hawkins, Cllr G Nuttall, Cllr J Simnett, Cllr J Whelan Cllr J Towns, Cllr K Thomson, Mrs H Martin (Town Clerk)

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**RC.48.25 Apologies for Absence**

**Resolved:**

Apologies from Cllr L Riches were accepted

**RC.49.25 Declarations of Interest**

Cllr Schoofs declared an interest in the Allotment Rent Review

**RC.50.25 Minutes of the previous meeting dated 13.01.2026**

**Resolved:**

That the minutes dated 13.01.26 were agreed as a true record

**RC.51.25 Management Accounts**

Financial Commentary  
Income and Expenditure  
Grants schedule  
Bank Reconciliation  
Earmarked Reserves  
Copy bank statements – Treasury Account & Imprest Account

*Note: Balance Sheet  
to be included  
from next financial year*

**Resolved:**

That the Management Accounts for the period ending 31<sup>st</sup> January 2026 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.52.25 Grants**  
Completed Grant application forms were received from the following organisations.

Funding Agreed

[Bucksmind](#)

£0 -00

**Resolved:**  
Grant not awarded.

**RC.53.25 Community Fund Applications**  
Park Run Uk £1,000 - under LGA 1972 S.145  
Marlow Town Regatta and Festival £1,000 - under LGA 1972 S.145  
Lighthouse Marlow £750 - under LGA 1972 S.137  
Marlow Museum £1,000 - under LGA 1972 S.144

**Resolved:**  
Members agreed to the awards 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.

**Resolved:**  
Members agreed allotment rent of £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 31<sup>st</sup> January 2026

**Resolved:**  
Members noted the reports

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**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 17<sup>th</sup>, 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 to the Councils insurers and members will be kept informed of progress.

**Resolved:**

Members noted the report

**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](#)

**Resolved:**

Members agreed to instruct contractor 1 to provide accountancy and payroll services from April 1<sup>st</sup>, 2026, for the financial year.

Cllr Simnett abstained from the vote

**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](#)

**Resolved:**

Members noted the reports

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**RC.59.25**      **4Front Security Report**  
January Incident Report

**Resolved:**  
Members noted 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 19<sup>th</sup> May 2026 at 7.00pm**

Signed.......... Date.....19/5/2026.....  
(Chair)

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