



Marlow Town Council
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Minutes of the Marlow Town Council meeting held on Tuesday 28th April 2026 at 7.00pm in the Pink Room, Court Garden, Pound Lane, Marlow

Present:

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, four members of the public, Deputy RFO Mrs D Abbott, Deputy Clerk Mrs K Joy

Public forum:

Cllr A Collingwood commented on the draft terms of reference for the proposed People and Planet committee.

M.100.25 Apologies for absence

There were no apologies for absence.

M.101.25 Declarations of interest

There were no declarations of interest.

M.102.25 Communications from the Town Mayor

The list of mayoral engagements since the last meeting was presented by the Town Mayor.

M.103.25 Town Council minutes

Resolved:

That council agreed 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

Resolved:

That the council noted all the committee minutes published since the last meeting

M.105.25 Management accounts

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

Resolved:

That the management accounts dated [31.01.2026](#) were approved by council

M.106.25 Mayor and Deputy Mayor elect 2026-27

Town Mayor called for nominations for the Mayor elect and Deputy Mayor elect. These positions would be voted into the office of Mayor and Deputy Mayor at the Annual Meeting being held on 12th May 2026.

Mayor elect nomination:	Cllr J Simnett
Deputy Mayor elect nomination	Cllr O Elliott

The meeting agreed.

Resolved:

That members elected Cllr J Simnett as Mayor elect and Cllr O Elliott as Deputy Mayor elect 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 12th May 2026

M.107.25 People and Planet committee proposal

The meeting agreed to rename the proposed committee as “ Environment & Community(E & C) committee,” however agreement could not be reached regarding the terms of reference.

Members voted by majority to form an E & C committee. Voting was recorded as follows:-

Forming a E & C committee:-

For: Cllr Boulay, Cllr Elliott, Cllr Hawkins, Cllr Schoofs, Cllr Skoyles, Cllr Whelan

Against: Cllr Nuttall, Cllr Riches, Cllr Simnett, Cllr Thomson, Cllr Towns

Abstentions: Cllr Burden

It was noted that the proposed committee could not function without terms of reference.

The meeting failed to agree the terms of reference, instead agreeing form a E & C working group to amend terms of reference and re-present these to council for approval at the next council meeting.

Resolved:

That council

1. Agreed to the formation of an E & C committee subject to council approving terms of reference
2. Appoint the following members to an E & C working group:

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Cllr Boulay, Cllr Burden, Cllr Elliott, Cllr Hawkins, Cllr Nuttall, Cllr Riches, Cllr Schoofs, Cllr Simnett, Cllr Skoyles, Cllr Thomson, Cllr Towns

3. Delegate authority to the E & C working group to present revised committee terms of reference to council for approval

M.108.25 Marlow Town Council Strategy 2026-29

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

The Town Mayor presented the Strategy to the meeting and questions were answered. Subject to the following amendments the Summary and Strategy were agreed:-

Residents Summary:

- Water testing and Litter management in “Care of Town”

Strategy 2026-29

- “Shared Mobility” add Cllr Schoofs
- “Volunteering Hub” add Cllr Schoofs
- “Cemetery Chapel refurbishment” remove Cllr Riches, add Cllr Elliott
- “Strip of land near the Doctor’s Surgery” remove Cllr Riches, add Cllr Elliott
- “Telephone Boxes” remove Cllr Riches

Resolved:

That council:

1. Adopted the Marlow Town Council Strategy 2026-29 and the Residents Summary, subject to the amendments detailed above
2. Approved the formation of project working groups with the membership as listed in the Strategy document

M.109.25 Risk Management Plan 2026

Resolved:

That council approved the Risk Management Plan 2026

M.110.25 Asset Register 2026

Information regarding why the High Street kiosks were included in the register would be provided to members outside the meeting. It was confirmed that the council owned two kiosks in Marlow High Street.

Resolved:

That council approved the Asset Register 2026

M.111.25 Policy reviews

Standing Orders – deferred to a future meeting
Model Publication Scheme
Internal Control policy

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Email policy – deferred to item M.121.25

Resolved:

That council approved and adopted the Internal Control policy and Model Publication Scheme

M.112.25 Interim Audit report

Resolved:

That council approved the Interim Audit report dated 19.01.2026

M.113.25 Resources Committee Terms of Reference

Resolved:

That council approved the Resources Committee terms of reference

M.114.25 Insignis

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

The following amendment to the Financial Regulations was agreed:

Remove “5.21 Any ordering system can be misused and access to them shall be controlled by the RFO.”

Replace with “5.21 Access to any ordering system shall be controlled by the RFO.”

Resolved:

That council approved the revised Treasury Management Policy and Financial Regulations (subject to the amendment above) and approved £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.

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.

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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.

Resolved:

That council:

1. Approved the formation of an Assets and Investments Working Group
2. Agreed the Assets and Investments Working Group comprise: Cllr Simnett, Cllr Towns, Cllr Nuttall, Cllr Elliott and Cllr Schoofs
3. Delegated 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. Delegated 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

Resolved:

That council approved 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 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

Resolved:

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

M.118.25 Representation on outside bodies

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Outside bodies that had requested councillor representation will be included in the Annual meeting in May. Council wishes to ensure that there is a fair representation on all outside bodies and recommended that council decide which councillor is appointed as the representative.

Resolved:

That council will appoint representatives of their choosing to outside bodies

Cllr J Towns left the meeting at 8.13pm.

M.119.25 Response to Water White Paper

Deferred.

Cllr P Burden left the meeting at 8.18pm

M.120.25 Meetings timetable 2026-27

Resolved:

That council agreed to the [meetings timetable 2026/27](#)

M.121.25 Email signatures and email policy

The Communications working group recommended one consistent format as the email footer for all councillors and officers based on a set template as detailed:-

- privacy policy (Aptos font size 10 black)
- name in black bold, text in black Aptos 12, one line spacing between role and MTC logo
- address and office phone number in black Aptos 12
- all left-justified

Members reviewed the email policy and agreed it subject to the above inclusion.

Resolved:

That council agreed to the email footer for all councillors and officers and approved the [email policy](#)

M.122.25 Information reports

a) Buckinghamshire Councillor reports

Report – Cllr A Collingwood

[Report](#) – Cllr A Crabtree

Report – Cllr C Heap

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b) AQMA update

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

c) Reports from outside representative

The Mayor asked councillors to submit their reports to the office via email.

Members noted the reports.

M.123.25 Date and time of next meeting

Tuesday 12th May 2026 at 7pm

Council officers, Mrs Abbott and Mrs Joy left the meeting at 8.40pm

M.124.25 Exclusion of press and public

Resolved:

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

Resolved:

That council determined any amendments to the Clerks terms and conditions as outlined in their private and confidential report

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