



Marlow Town Council
Court Garden
Pound Lane
Marlow
SL7 2AG

E: office:marlow-tc.gov.uk
T: 01628 484 024

To members of the Council:

**Cllr M Boulay, Deputy Mayor Cllr O Elliott, Cllr E Hawkins, Cllr G Nuttall,
Cllr L Riches, Cllr F Schoofs, 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 9th June 2026** at **7.00pm** in **The Higginson Room**, Court Garden House, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: *Hilary Martin* Town Clerk | Date 04.06.2026

Public forum: Questions, statements and concerns are invited

Agenda

M.14.26	Apologies for absence	Decision
M.15.26	Information reports	Information
	a) Buckinghamshire Councillor reports	
	b) Representation on outside organisations	
	c) Strategic theme Updates	
	d) Councillor Resignation	
M.16.26	Declarations of interest	Information
M.17.26	Communications from the Mayor	Information
M.18.26	Town Council minutes	Decision
M.19.26	Committee minutes	Decision
M.20.26	Final accounts 2025-26	Decision
M.21.26	Annual Internal Audit Report 2025-26	Decision
M.22.26	Annual Governance Statement 2025-26	Decision
M.23.26	Annual Return Accounting Statements 2025-26	Decision
M.24.26	Exercise of public rights	Decision
M.25.26	Water White Paper	Decision
M.26.26	Residents Meetings	Decision
M.27.26	Marlow Ukraine Collective twinning proposal	Decision
M28.26	Office lease	Decision
M.28.27	Date and time of next meeting	Information

Public forum: Questions, statements and concerns are invited

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.

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.14.26 Apologies for absence

M.15.26 Information reports

a) Buckinghamshire Councillors

Report – [Cllr A Collingwood](#)

Report – [Cllr A Crabtree](#)

Report – [Cllr C Heap](#)

b) Reports from representatives to outside organisations

c) Reports from members on strategic themes

- Care of Town
- A Connected Community
- Moving Around Marlow
- Optimising Assets and Investments

d) Councillor Paul Burden resigned from the Council on May 11th, 2026

Members are requested to note the reports.

M.16.26 Declarations of interest

M.17.26 Communications from the Mayor

Tuesday 12 th May	Annual Parish Meeting & Annual Meeting
Thursday 14 th May	Pub In The Park Opening
Friday 15 th May	Mayor of Beaconsfield's Reception
Saturday 23 rd May	Mayor of High Wycombe Weighing in Ceremony

M.18.26 Town Council minutes

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.

Recommended:

That Council agree the minutes dated [28.04.2026](#) and [12.05.2026](#) as a true record

M.19.26 Committee minutes

[19.05.2026](#) – Resources Committee

[26.05.2026](#) – Planning and Transport Committee

Recommended:

That Council notes all the committee minutes published since the last meeting

M.20.26 Final accounts 2025-26

Click [here](#) for the final accounts 2025-26.

(Please note that the only change to the year end accounts from the 31st of March 2026 accounts that the Resources Committee approved, minute ref RC4.26 is £560 invoice for room hire for Visioning and Strategy which has now been coded to training cost centre)

Recommended:

That Council approve the final accounts dated 31.03.2026

M.21.26 Annual Internal Audit Report 2025-26

The internal audit was completed on 29th May 2026. The completed report together with the covering letter can be viewed [here](#).

Recommended:

That Council approve the annual internal audit report 2025-26

M.22.26 Annual Governance Statement 2025-26

Click [here](#) for the Annual Governance Statement 2025-26

Members are asked to review the document and give approval for the Mayor to sign the document.

Recommended:

That Council:

1. Acknowledges the responsibilities outlined in the Annual Governance Statement 2025-26 and that it be approved
2. Agree the Mayor sign the Annual Governance Statement on behalf of Marlow Town Council

M.23.26 Annual Return Accounting Statements 2025-26

Click [here](#) for the Accounting Statements 2025-26

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.

Members are asked to review the statements and agree that the Accounting Statements in the Annual Governance and Accountability Return present fairly the financial position of Marlow Town Council and its income and expenditure.

Recommended:

That Council:

1. Agree the Accounting Statements 2025-26
2. Agree the Mayor signs the Annual Governance and Accountability Return 2025-26 in confirmation that these accounting statements were approved by Marlow Town Council

M.24.26 Exercise of public rights

Council is asked to approve the dates of exercise of public rights which can be viewed [here](#).

Recommended:

That Council approve the period of exercise of public rights from 01.07.2026 to 11.08.2026

M.25.26 Water White Paper response

Proposal from Cllr M Skoyles, instruction to write to MP's

Background

To seek Council approval to instruct the Town Clerk to write to our MP Joy Morrissey MP and the Secretary of State for Environment, Food & Rural Affairs, Emma Reynolds MP, regarding Marlow Town Council's response to the Government's Water White Paper.

Following consideration of the Government's "A New Vision for Water" White Paper, members request that formal communication be sent setting out the Council's concerns and seeking responses on specific Thames Water matters.

Proposal

That the Town Clerk be instructed to send the attached letter ([Appendix A](#)) to Joy Morrissey MP and Rt Hon Emma Reynolds MP, on behalf of Marlow Town Council.

Recommended:

That Council:

1. Approves the content of the letter Appendix A
2. Instructs the Town Clerk to issue the letter to the named recipients
3. Requests that any responses received be reported back to a future meeting of the Council

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.26.26 Proposal from Cllr Elliott: Residents' Meetings on various plans.

Cllr Elliott requests approval for members of the Planning & Transport Committee to have expenditure of up to £1,000 to facilitate and host one or more residents' meetings regarding the draft publication version of the Buckinghamshire Local Plan (Regulation 19 consultation), the LCWIP project and the potential for a Neighbourhood Plan.

The purposes of the meeting(s) are to:

- Inform residents about the draft publication version of the Local Plan and its potential impact on the community and provide an opportunity for residents to ask questions and discuss key planning and transport issues;
- Support community engagement and gather local feedback to help inform development of the LCWIP (Local Cycling and Walking Infrastructure Plan – which will also include Wheeling)
- Gauge community interest in the creation of a Neighbourhood Plan, to inform Council decisions on the development of such a plan.

The requested budget would cover venue hire and associated meeting costs.

Recommended:

That the Council approves expenditure of up to £1,000 from the appropriate budget to enable members of the Planning & Transport Committee to organise and facilitate one or more residents' meetings on the draft publication version of the Buckinghamshire Local Plan, the LCWIP project and the potential for a Neighbourhood Plan.

M.27.26 Marlow Ukraine Collective twinning proposal

Marlow Ukraine Collective have proposed that Marlow Town Council twin with Trostyanets, Ukraine.

Following the presentation on the twinning proposal on April 28th members are requested to vote on the proposal.

Recommended:

That members vote on the proposal to twin with Trostyanets in Ukraine.

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.28.26 Office Lease

Office lease

Bucks Council has issued a notice for a rent increase for the MTC office premises. The new terms proposed would come into force in November 2026 with no actual increase in payments until the new financial year, to allow for the increase to be included in budget setting. Rent for this period during the 2026-27 financial year would be paid in arrears. The current terms are £12,800 per annum and the proposed new rent would be £20,000 per annum.

The recommendation is to ask officers to:

1. Draft a list of requirements necessary in a potential new office premises and assess the cost of an office move with a breakdown of key items.
2. Revisit the negotiation with Bucks Council for the existing premises in the light of outstanding repair work.
3. Obtain an independent valuation of the rental from a local estate agent.
4. Obtain a comparative quote from Marlow Library and any other available/suitable town premises.
5. Obtain three comprehensive quotes for refurbishment of the cemetery chapel with a view to creating office premises.

Recommended:

That members agree to the 5 recommendations above with Officers to bring a report back to Council.

M.29.26 Date and time of next meeting

Tuesday 4th August 2026 at 7pm

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.

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.