



Marlow Town Council

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To Members of the Resources Committee:

Cllr F Schoofs (Chair), Cllr E Hawkins, Cllr G Nuttall, Cllr L Riches, Cllr J Simnett (Town Mayor), Cllr K Thomson, Cllr D Drever, Cllr J Whelan, Cllr M Boulay

A meeting of the Resources Committee will be held on Tuesday 29th September 2026 at 7.00pm in The Pink Room, Court Garden House, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: Hilary Martin – Town Clerk

| Date 24.09.2026

Public Forum: Questions, statements and concerns are invited.

Agenda

RC.33.26	Apologies for absence	
RC.34.26	Declarations of interest	
RC.35.26	Minutes of the previous meeting dated 28.07.2026	Decision
RC.36.26	Management Accounts	Decision
RC.37.26	Allocation of Funds to New Earmarked Reserves	Decision
RC.38.26	Community Fund Applications & Evaluation Report	Decision
RC.39.26	Cemetery Track Repairs	Decision
RC.40.26	Allotment Rules & Regulations	Decision
RC.41.26	Dedmere Rise Playground Land	Decision
RC.42.26	Dedmere Rise Playground Surveyor Instruction	Decision
RC.43.26	Service Terms and Conditions T's and C's	Decision
RC.44.26	Cemetery Railings	Information
RC.45.26	Information Reports	Information
	• Accounts paid • Investments • Allotments • 4Front Security	
RC.46.26	Date and time of next meeting	Information

Public forum: Questions, statements and concerns are invited.

RC.33.26 Apologies for Absence

RC.34.26 Declarations of Interest

RC.35.26 Minutes of the previous meeting

Recommended

That members agree the minutes dated [28.07.2026](#) as a true record

RC.36.26 Management Accounts – 31st July 2026

- [Financial Commentary](#)
- [Income and Expenditure](#)
- [Balance Sheet](#)
- [Bank Reconciliation](#)
- [Copy bank statements – Treasury Account & Imprest Account](#)

Recommended

That the management accounts dated 31.07.2026 be recommended to full council for approval

RC.37.26 Allocation of Funds to New Earmarked Reserves

The Chair would like to propose an alternative earmarked reserves allocation (as attached), based on the discussion last time. This version strips out any theme or committee allocations and moves that amount to General Reserves. The rest is as it was in the discussion in the previous Resources Committee meeting.

[Earmarked Reserves Schedule 30.04.2026](#)

[Proposed Earmarked Reserves Schedule](#)

Recommended

That the committee consider and approve a revised Earmarked Reserves Schedule; and recommend the amended Earmarked Reserves Schedule to Council for approval.

RC.38.26 Community Fund Applications & Evaluation Report

Community Fund applications have been received from the following organisations. The application has been scored according to the published criteria, and the council must consider the application and determine the allocation of grant funding, having regard to the available budget and the objectives of the Community Fund.

Funding Request

Creating Memories

£1,500-00

Successful grant applicants are required to submit an evaluation report upon completion of the event for which they received funding. The attached report has been received from Marlow United Charities. - [Evaluation report](#)

Recommended

That members agree the allocation of grant funding as detailed above.
That members note the Evaluation report

RC.39.26 Cemetery Track Repairs

A section of the existing tarmac surfacing within the cemetery has been damaged by tree roots, resulting in an uneven section of pathway. Remedial works are required to remove the damaged surfacing and provide a suitable replacement which will withstand movement caused by the tree roots. Three quotations have been obtained for the works (report attached) and following consideration of the quotations, officers recommend Contractor 1, the quote represents good value for money is a guaranteed repair and is from a contractor that has completed successful works for Council in the past.

[Cemetery Track Repair Report](#)**Recommended**

That Members recommend to Full Council that officers instruct Contractor 1, at a cost of £6,450 plus VAT, to proceed with the repair, as the quotation represents good value for money, includes a guarantee for the repair, and is from a contractor that has successfully completed works for the Council in the past.

RC.40.26 Allotment Rules & Regulations

Members are asked to consider and approve the proposed Allotment Rules and Regulations, which will replace the existing rules.

[Existing Allotment Rules and Regulations](#)[Proposed Allotment Rules & regulations](#)**Recommended**

That members approve the proposed Allotment Rules & Regulations

RC.41.26 Land at Entrance to Foxes Piece – Dedmere Rise

The Horticultural Society has had the use of two wooden sheds located at the entrance to Foxes Piece Allotments for approximately 60 years. This has been an informal, rent-free arrangement with Marlow Town Council. Meeting notes from August 2006 which was attended by Society's current Chair confirm that the sheds are owned by the Horticultural Society. The sheds are now beyond their useful life, with one potentially presenting a safety concern and no longer being used. It is proposed that the Council write to the Chair of the Horticultural Society requesting that both sheds be dismantled and removed at the Society's expense by mid-December 2026. The Allotments Association has agreed that the area of MTC-owned land currently occupied by the sheds may be incorporated into the strategic project to utilise the strip of land alongside the path from the Doctor's Surgery to Dedmere Rise.

Recommended

That members agree for the office to write to the Horticultural Society requesting the dismantling and removal of the two sheds at their expense by mid-December 2026

RC.42.26 Dedmere Rise playground surveyor instruction

As part of the Optimising Assets and Investments strategic pillar, a project has been initiated to explore options for the land which has lain empty and unutilised for several years. In order to determine a valuation for the site the Council should appoint a suitably qualified RICS regulated commercial property consultant or Chartered Surveyor with expertise in development consultancy, valuation, planning and land strategy to either:

- a) Determine the current market value of the land, or
- b) Provide an evidence-based assessment of its highest and best use in line with the Council's objectives.

Indicative costs for the options are £750 - £2,000 for (a) and £3,000 - £8,000 for (b)

Recommended

That the committee agrees to:

1. Recommend to Full Council to approve spend of up to £2,000 (to be allocated from Earmarked Reserves) for a market valuation (option a) to be produced;
2. To request officers to obtain quotations from three suitably experienced RICS regulated firms for a land valuation (option a) based on a clear project brief, to be provided by the working group (Cllrs Elliott, Nuttall, Schoofs, Simnett and Towns);
3. To delegate the choice of firm to be appointed, based on quotations provided to undertake a valuation, to the working group to be taken to Full Council for approval.

RC.43.26 Service Terms and Conditions T's and C's

Marlow Town Council currently has no standard set of services terms and conditions (T's and C's) to go along contracts for services. The grounds maintenance contract has its own dedicated service agreement. However, it would be useful for the Council to have a standard set of T's and C's to form the starting point for service contracts, like many other councils around the country do.

Recommended

That members agree to instruct Officers to draw up a legally sound standard set of service contract terms and conditions for the Town Council.

RC.44.26 Cemetery Railings

Several sections of the Cemetery railings are in a poor state of repair, and officers were instructed to gather quotes for repair where possible and replacement if not.

[Information Report – cemetery Railings](#)

Members are requested to note the quotations obtained for the repair or replacement of the Cemetery railings.

RC.45.26 Information Reports

[Accounts Paid](#) - List of payments made since the last meeting.

[Investments](#) – Public Sector Deposit Fund & Local Authorities Property Fund Statement and Insignis Report as of 31st August 2026

[Allotments](#) - Occupancy Update

[4Front Security](#) - Logged incidents report

Members are requested to note the reports

RC.46.26 **Date and time of next meeting -** Tuesday 24th November 2026 at 7.00pm