



# MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks SL7 2AG

## MINUTES OF THE TOWN COUNCIL MEETING HELD AT 7.00pm ON TUESDAY 11<sup>th</sup> JUNE 2024 IN THE SEYMOUR ROOM, COURT GARDE, MARLOW

<b>Present:</b>	<b>Town Mayor</b>	<b>Cllr D Brown</b>
	<b>Deputy Mayor</b>	<b>Cllr C Stapley</b>
	<b>Leader</b>	<b>Cllr C Funnell</b>
	<b>Councillors</b>	<b>R Cadman</b>
		<b>C Heap</b>
		<b>N Marshall</b>
		<b>N Mityaeva</b>
		<b>Cllr R Scott</b>
		<b>Cllr J Towns</b>
		<b>Mrs H Martin</b>
<b>Town Clerk</b>	<b>Mrs K Joy</b>	
<b>Deputy Clerk</b>		

**Also present:** one member of the public

### PUBLIC QUESTION TIME:

There were no questions.

**M.10.24 Apologies for absence**  
Apologies for absence were received from Cllr C Hoyle and Cllr R Wilson.

**M.11.24 Declarations of interest**  
There were no declarations of interest.

**M.12.24 Communications from the Town Mayor**

May 8 <sup>th</sup>	Mayor & Deputy Mayor to Marly-le-Roi for VE Day Ceremony
May 10 <sup>th</sup>	Deputy Mayor attended Marlow Energy Group prize presentation at Sir William Borlase Grammar School
May 11 <sup>th</sup>	Mayor attended Round Table May Fayre Duck Race
May 14 <sup>th</sup>	Mayor Chaired Annual Parish Meeting
May 16 <sup>th</sup>	Mayor attended opening of Pub In The Park
May 24 <sup>th</sup>	Mayor attended Blanchard Law Office Opening
May 26 <sup>th</sup>	Mayor attended opening of Marlow Art Trail
June 6 <sup>th</sup>	Richard Scott attended D Day Wreath Laying at Memorial

**Cllr D Brown | Town Mayor**

**M.13.24 Report from Leader of the Council**  
Roadworks and road closures were ongoing in the town. Tankers and tanker transfers continued to operate in various locations. Ground water levels are still high and were compromising the sewage system in some areas. The new sewage pipe, when installed, would alleviate the situation.

Sir William Borlase's Grammar School is celebrating its 400<sup>th</sup> year with summer celebrations planned.

Congratulations to Kevin Ford, Executive Head Teacher at Great Marlow School, who has been appointed Chief Executive of the Academy Trust.

The Marlow Town Regatta and Festival is being held this weekend.

**Cllr C Funnell** | Leader

**M.14.24 Town Council Minutes**

**RESOLVED:**

THAT THE MINUTES DATED 16.04.24 and 14.05.24 WERE APPROVED AND SIGNED AS A TRUE RECORD

**M.15.24 Final Accounts 2023-24**

**RESOLVED**

THAT COUNCIL APPROVED THE FINAL ACCOUNTS DATED 31.03.2024

**M.16.24 Annual Governance Statement 2023-24**

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

**RESOLVED:**

THAT THE TOWN COUNCIL ACKNOWLEDGED THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT 2023-24 AND THAT IT BE APPROVED AND THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

**M.17.24 Annual Return Accounting Statements 2023-24**

Members were asked to review the statement 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.

**RESOLVED:**

THAT THE ACCOUNTING STATEMENTS 2023-24 WERE AGREED AND THAT THE TOWN MAYOR SIGNED THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24 IN CONFIRMATION THAT THESE ACCOUNTING STATEMENTS WERE APPROVED BY MARLOW TOWN COUNCIL

**M.18.24 Exercise of Public Rights**

Council is asked to approve the dates of exercise of public rights.

**RESOLVED**

THAT COUNCIL APPROVED THE PERIOD OF EXERCISE OF PUBLIC RIGHTS FROM JULY 1st AUGUST 9<sup>TH</sup> 2024

**M.19.24 Christmas Lighting – Scheme Expansion**

The Council had received a proposal from a Christmas Lighting sponsor to expand the Christmas lighting scheme and install festoon lighting in West and Spittal Streets. The site

plan is dependent on permissions received from relevant building owners and may need to be amended.

The proposed scheme replaces the festoon lighting that was installed last season in Market Square and is not in addition to it.

The sponsor has confirmed that they will fully fund the fixings, permissions, testing, lighting hire, maintenance, installation, removal and storage. The Town Council would commission the works with our existing supplier and take responsibility once the scheme was live. There are no cost implications to the Council with regard to the provision of the scheme, however the Council could potentially incur costs in the event of a call out due to vandalism or theft.

It is proposed that the expansion run for two seasons (24-25 and 25-26) to coincide with the Town Council's current lighting contract, at which time all parties would be reviewing the scheme town wide.

**RESOLVED:**

THAT COUNCIL APPROVED THE EXPANSION TO THE CHRISTMAS LIGHTING SCHEME AS DETAILED ABOVE FOR THE 2024-25 AND 2025-26 SEASONS

**M.20.24**

**Christmas Lighting Contract**

The Community Committee resolved to recommend that the Council extend their current Christmas Lighting Contract by another year. Our supplier has agreed to the extension at no additional cost, which, with approval, would now cease after the 2025-26 season.

No changes to the scheme are recommended with the exception of potentially redressing the large tree on the Causeway. The Community Committee will review proposals.

**RESOLVED:**

THAT COUNCIL AGREED TO EXTEND THE CURRENT CHRISTMAS LIGHTING CONTRACT BY ONE YEAR

**M.21.24**

**Review of Effectiveness of Internal Audit**

Cllr N Marshall and Cllr Towns undertook the review on 29.05.24 and recorded no areas for development.

**RESOLVED:**

THAT MEMBERS ACCEPTED CLLR MARSHALL'S AND CLLR TOWN'S REPORT

**M.22.24**

**Committee Minutes**

**RESOLVED:**

THAT THE TOWN COUNCIL NOTED ALL THE COMMITTEE MINUTES PUBLISHED SINCE THE LAST MEETING

**M.23.24**

**Mediation Services**

Council are advised to appoint Council HR and Governance Support to provide mediation services to the Council.

**RESOLVED**

THAT MEMBERS APPOINTED COUNCIL HR AND GOVERNANCE SUPPORT TO PROVIDE MEDIATION SERVICES

#### **M.24.24 Year End Internal Audit Report 2023-24**

The Town Council's Internal Auditor completed the year end audit on 6 June 2024. The Annual Internal report letter 2023/24 confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

Officers have noted the observations and indicated the actions required.

#### **RESOLVED:**

THAT MEMBERS APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2023-24

#### **M.25.24 Information Reports**

##### **A) Emergency Repairs at Gossmore Park**

The timber gate posts for the pedestrian access at Gossmore Park have failed and needed emergency repairs to prevent unauthorised access to the park. The fence posts have been replaced and the chain link fencing re attached at a cost of £550, the cost will be met from Gossmore reserves.

##### **B) Freedom of Information Requests**

The office has received and responded to the following Freedom of Information Requests.

##### **FOI request received on April 16th 2024**

1. Email from Councillor Heap to the Clerk requesting the adding of the agenda item concerning the Parish Meeting M132.23.c
2. Any communications between the Town Clerk and any councillor (and vice versa) relating to
  1. The agenda item M132.23.c above,
  2. References to Parish Meeting of 8th April 2024
  3. References to Buckinghamshire Council but limited to the Parish Meeting of 8th April 2024, the agenda item M132.23.c and,
  4. any communications referencing members of the public (whether generally or by name) and Marlow FM.

##### **FOI request received on April 25th 2024**

1. Email from Councillor Heap to the Clerk requesting the adding of the agenda item concerning the Parish Meeting M132.23.c
2. Any communications between the Town Clerk and any councillor (and vice versa) relating to
  1. The agenda item M132.23.c above,
  2. References to Parish Meeting of 8th April 2024
  3. References to Buckinghamshire Council but limited to the Parish Meeting of 8th April 2024, the agenda item M132.23.c and,
  4. any communications referencing members of the public (whether generally or by name) and Marlow FM.

MEMBERS NOTED THE REPORTS

#### **M.26.24 Reports from Outside Bodies**

Cllr N Mityaeva

Reported

attending the opening of the refurbished Marlow Museum, which was very well attended. The next step for the museum is achieving accreditation.

Cllr R Scott

Reported attending meetings of the Marlow Chamber of Trade and Commerce.

Cllr N Marshall

Reported sending written reports to the Marlow Society.

Cllr J Towns

Reported on the planning application by Bid Board. Globe Park businesses were setting up a Sustainability Group for net zero accreditation.

**M.27.24 Reports from Buckinghamshire Council**

Cllr N Marshall

Reported the refusal of the Marlow Film Studio planning application. Buckinghamshire Councillors were lobbying against the proposed changes to the parking proposals for Quoitings Square, Marlow.

Cllr C Heap

Attended the Buckinghamshire Council AGM and confirmed that all Marlow representatives have retained their positions in the Council.

**M.28.24 Date of next meeting**

Tuesday 6<sup>th</sup> August 2024 at 7.00pm

Meeting closed at 7.30pm

Town Mayor ..... Date .....