

MARLOW TOWN COUNCIL

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

MINUTES OF THE FINANCE SERVICES AND ADMINISTRATION COMMITTEE MEETING HELD ON TUESDAY 20TH OCTOBER 2009 AT 7.00PM IN THE TOWN COUNCIL OFFICE, COURT GARDEN, POUND LANE, MARLOW, BUCKS

Present	Chairman	Cllr Mrs J Towns
	Vice Chairman	Cllr R J Scott
	Town Mayor	Cllr N B Marshall
	Councillors	Mrs J Braybrooke Ms B M Lowe M B Oram F V Sweatman
	Town Clerk	Mr H B Bellairs
	Deputy Clerk	Mrs K E Joy

FS26.09 APOLOGIES

There were no apologies for absence.

FS27.09 DECLARATIONS OF INTEREST

There were no declarations of interest.

FS28.09 MINUTES

The minutes of the previous meeting held on 11th August 09 were presented by the Chairman and agreed and signed as a true record.

FS29.09 INFORMATION REPORTS

Seymour Play Equipment

Following the completion of the tender process and a contractor being appointed, works to install the new play equipment starts on Monday 26th October 09. A plan of the proposed equipment was shown to members. The current inspection regime would continue and include the new equipment.

Gossmore Recreation Ground Flood Prevention

Members were advised that the Flood Prevention Scheme would be reviewed by the Planning Environment and Transportation committee on 3rd November 09. Agents working on behalf of the Town Council had confirmed that compensation payable to the Town Council by the Environment Agency would not exceed £500. The Town Clerk would be meeting with the Marlow Amateur Association of Football Clubs to discuss arrangements and implications for the forthcoming season/s.

MEMBERS NOTED THE REPORTS

FS30.09 THE MARLOVIAN

A review on the Marlovian had taken place and the notes from the review were circulated to members for their information. It was noted that the next edition would be edited and advertising

supplied by the Flying Pigs Consultancy. A further review would be conducted post the December 09 edition.

Members commented that they would like to see more Town Council news feature in future editions in a more prominent position in the publication.

RESOLVED:

THAT THE ACTION TAKEN TO DATE BE APPROVED

FS31.09

RED TELEPHONE BOXES

Members received a comprehensive report detailing proposals from BT regarding the removal of telephony from 4 red telephone boxes in Marlow. BT were offering the Town Council the opportunity to adopt the boxes listed below at a cost of £1.00 per box.

- Junction Seymour Park Road / Oaktree Road – total calls in a 12 month period 41
- The Bridge / The Causeway – total calls in a 12 month period 127
- Junction Berwick Road / Seymour Court Road – total calls in a 12 month period 2
- Junction Spinfield Lane / West Street – total calls in a 12 month period 98

It was noted that there was no valid commercial reason for BT to maintain these boxes in working order due to the very low usage during the past 12 months.

Members were reminded that the red telephone box at the Causeway was already listed.

RESOLVED:

THAT THE RED TELEPHONE BOXES LISTED ABOVE WOULD NOT BE ADOPTED BY THE TOWN COUNCIL

FS32.09

INVESTMENTS

Members were asked to and adopt a Treasury Management Policy (TMP) to be reviewed annually. The TMP was circulated to all members and discussed.

The TMP would enable the appropriate officer to manage surplus funds within a Council approved framework to maximise income for the Council. Members approved the TMP.

In adopting the TMP it was recommended that Financial Regulation 11 “Loans and Investments” be amended as detailed below:-

“All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with the Town Councils Treasury Management Policy.

The Town Council’s Investment Policy should be reviewed on a regular basis (at least annually) or at such other time as the Responsible Finance Officer recommends having due regard to existing market conditions and rates of return.

All investments of money under the control of the Town Council shall be in the name of the Town Council.

All borrowings shall be effected in the name of the Town Council after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by the Town Council as to terms and purpose.

All investment certificates and other documents relating thereto shall be retained securely in the custody of the Town Council.”

RESOLVED:

A) THAT MEMBERS APPROVED AND ADOPTED THE TREASURY MANAGEMENT POLICY WITH IMMEDIATE EFFECT AND

B) THAT THE TOWN CLERK / RESPONSIBLE FINANCE OFFICER BE AUTHORISED TO MAKE INVESTMENTS ON BEHALF OF THE TOWN COUNCIL IN CONSULTATION WITH THE CHAIRMAN AND VICE CHAIRMAN AND IN LINE WITH THE TREASURY MANAGEMENT POLICY AND

C) THAT THE FINANCIAL REGULATIONS BE AMENDED AS DETAILED ABOVE

FS33.09

SHOPMOBILITY MARLOW

Shopmobility High Wycombe (SHW) had advised the Town Council that due to manpower and financial constraints they would be withdrawing the Shopmobility Service in Marlow and had asked whether the Town Council would consider taking over the running of the scheme.

Estimated costs regarding servicing, insurance and scheme membership were given to members. Accurate repair costs were not available. SHW would donate all existing equipment to the new scheme operator.

Members commented that this was a very worthwhile scheme and would not want to see it stop. Members agreed to run the scheme from capital reserves until 31 March 2011 when a review would take place.

It was hoped that through promotional advertising the Town Council would generate increased usage.

RESOLVED:

THAT THE TOWN COUNCIL RUN A SHOPMOBILITY SCHEME IN MARLOW UNTIL 2011 WHEN A REVIEW WOULD TAKE PLACE

FS34.09

OFFICE CLOSURE

Members approved the closure of the Town Council office from 24th December 09 to 1st January 10 inclusive. Staff would be granted two concessionary days, 24th and 31st December 09. Other working days within the closure would be met by annual leave. Arrangements for funerals would be maintained as in previous years.

RESOLVED:

THAT THE OFFICE CLOSURE BE APPROVED AS DETAILED ABOVE

FS35.09

ALLOTMENT TENANCIES / FENCING / CONDITIONS

Members were reminded that it was a statutory requirement of the Town Council to give allotment tenants one year's notice on any rental increases. Tenancies were due for renewal at the end of October. Notice must be given for the rental for the tenancy year 2010/11.

In view of ongoing expenditure for water charges a 2% increase was recommended for 2010/11 taking the price per pole from £3.60 (2009/10) to £3.67 (2010/11).

It was agreed to complete the final stretch of fencing needed at the Foxes Piece site. This item had been deferred from a previous meeting until the accounts at 30.09.09 had been prepared.

The Allotment Association Secretary had recommended the following amendments to the Tenancy Conditions:-

Condition 4. in view of the increasingly long waiting list for allotment plots the Allotment Association have requested that all future tenancies be restricted to Marlow Town Council residents only. Your officers have considered this request and are in agreement with the AA and recommend that the conditions be amended accordingly

Condition 5 that the price for a padlock key be amended to £7 each

Condition 11e the AA have requested that the condition relating to bonfires at Foxes Piece during the period 15th May to 15th September be relaxed. Currently no bonfires are permitted during this period which falls when there is in fact a greater demand. Your officers have suggested to the AA secretary that bonfires be restricted to weekdays only between 6pm and 8pm.

RECOMMENDED:

- A) THAT MEMBERS AGREED A 2% INCREASE ON ALLOTMENT TENANCY CHARGES FOR 2010/11 AND
- B) THAT MEMBERS AGREED TO COMPLETE THE FINAL STRETCH OF FENCING WORKS AT FOXES PIECE ALLOTMENT SITE AND
- C) THAT MEMBERS APPROVED THE TENANCY CONDITIONS AMENDMENTS AS DETAILED ABOVE

FS36.09

GRANTS

Completed application forms had been received from the following organisations and grants agreed as listed below:-

➤ SSAFA Forces Help	Town Council Grant	£100
➤ High Wycombe Central Aid Society	Town Council Grant	£150
➤ Marlow Music Festival	Town Council Grant	£500
➤ Marlow Camera Club	Town Council Grant	£500

Full applications were available for viewing.

RESOLVED:

THAT MEMBERS AGREED THE GRANTS AS DETAILED ABOVE

FS37.09

DEBIT CARD APPROVAL

Members were requested to approve the acquisition of a Town Council debit card to make payments on line or when other payment methods were not accepted. The debit card would operate on the Imprest Account with a maximum spend of £500.00 as per with cheques on the same account. Financial Regulations would be amended accordingly.

RESOLVED:

THAT MEMBERS APPROVE THE ACQUISITION OF A TOWN COUNCIL DEBIT CARD ON THE IMPREST ACCOUNT WITH A MAXIMUM SPEND OF £500.00 PER TRANSACTION

FS38.09

CIVIC VISIT APPROVAL

Marly-le-Roi had invited the Town Mayor to take part in Remembrance activities in Marly in November 09. Should the Town Mayor not be able to attend he would appoint a Town Councillor to attend on his behalf. Members were asked to approve this visit as a civic duty.

RESOLVED:

THAT MEMBERS APPROVED THE VISIT TO MARLY-LE-ROI IN NOVEMBER 09 AS A CIVIC DUTY

FS39.09

MONTHLY ACCOUNTS

Circulated to all members prior to the meeting were the following reports giving a breakdown on income and expenditure at 30th September 2009:-

- Income and Expenditure
- Balance Sheet
- Grants and Donations
- Earmarked Reserves
- Cost Centre Schedules

The need to accrue some of the larger expenditure items was noted and would be implemented. The reports would be re-issued once the accruals completed.

RESOLVED:

THAT THE ACCOUNTS DATED 30TH SEPTEMBER 2009 BE APPROVED

FS40.09

ACCOUNTS PAID SINCE THE LAST MEETING

RESOLVED:

THAT THE LIST OF BANK PAYMENTS FOR JULY 09 IN THE SUM OF £34,081.82 AND IMPREST £323.14 AND FOR AUGUST 09 IN THE SUM OF £26,438.79 AND FOR SEPTEMBER 09 IN THE SUM OF £22,009.86 AND IMPREST £1,413.84

FS41.09

DATE AND TIME OF NEXT MEETING

Date and time of next meeting: 15th December 09 at 7.00pm

Chairman.....

Date.....