



redefining / standards

Date of this letter
6th June 2017

Quote number
5263012

 **01483 462860**

 **local.councils@came
andcompany.co.uk**

Your policy schedule

Your Council Commercial Combined Insurance policy

Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

Your details

Shipbourne Parish Council
Gable Cottage
Ismays Road
Ingtham
Kent
TN15 9BE

Parish Council

Your premium

Premium: £298.88

Insurance Premium Tax (IPT) at the current rate: £35.87

Total amount payable: £334.75

Your 3 Year Long Term Agreement Premium

Premium: £283.94

Insurance Premium Tax (IPT) at the current rate: £34.07

Total amount payable: £318.01

Endorsements that apply to this section

Long term agreement

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st June
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on the renewal of the policy and ending 3 years later, provided that:
 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

Your period of insurance

Date this cover starts: 1st June 2017

Date this cover expires: 31st May 2018

Renewal date: 1st June 2018

Your cover summary

Section	
Property Damage	✓ Insured
Business Interruption	✓ Insured
Money and Personal Accident Assault	✓ Insured
Group Personal Accident	✓ Insured
Employers Liability	✓ Insured
Public and Products Liability	✓ Insured
Selected all risks	✓ Not Insured
Officers Liability	✓ Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	✓ Insured
Terrorism	✓ Not Insured
Equipment Breakdown	✓ Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
All risks including/excluding theft and subsidence	
Specified perils – list the ones quoted for	
Buildings	£0.00
General Contents	£0.00
Gates & Fences	£0.00
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£0.00
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£0.00
Sports Equipment	£0.00
Street Furniture	£26,101.00
War Memorials	£0.00
Additional covers	
Cover	Limits
Bequeathed property	Buildings 100K/10%. Contents £10k any one item £25k in total
Capital additions	10% of building sum insured or £100K whichever lower
Contents kept at home	£25K or 10% of contents whichever lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the less
Council Equipment kept in the EU	£5,000
Discharger of oil	£10K aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25K or 10% of contents whichever is less
Fire extinguishing expenses	£10k
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000

Further investigation expenses	10% of the sum insured or £100,000 whichever is the less
Inadvertent omission	£500k
Landscaped gardens	£15k
Locks and keys	£10k
Loss reduction expenses	£2.5K aggregate
Metered water or gas	£25k aggregate
Motor vehicles (stationary risk)	Not included
Natural sports surfaces	Included
Outworkers	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1500 total, £500 any one item
Sprinkler upgrade costs	10% of the sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	Limits
Personal effects including pedal cycles	£10k
Rare books	£2.5k, item limit £10k total
Outdoor furniture etc	£5,000
Marquees and associated lighting	£10k
Defibrillators	£5,000
Excesses	
Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake	£250
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250
Subsidence excess	£1000

Contract works	£250
All other damage	£250

Endorsements that apply to this section

CC01 Floating amount insured (Contents)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. **Our** liability will not exceed the **sum insured** shown in **your policy schedule** for **damage to your contents** however many locations are affected.

CC03 Flat roof condition

Any flat portions of the roof of the **buildings** are to be inspected once every two years by a competent roofing contractor and any recommendations implemented.

CC05 Contents temporarily elsewhere

We will not make any payment when such property is temporarily outside the UK unless it is in **your care**, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

CC07 Floating amount insured (Buildings)

The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War Memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. **Our** liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

- 1 Day one average cover
- 2 Stock declaration condition
- 3 Subsidence cover
- 4 Deep fat frying condition
- 5 No smoking
- 6 Hot work permit system condition
- 7 Waste condition
- 8 Alarm condition
- 9 Loss of excess/No Claims Discount

Business interruption section

Included

Cover

Perils as per the Property damage section

Loss of revenue

£10,000 12 months indemnity period

Increase cost of working

£10,000 12 months indemnity period

Additional covers

Cover

Contract sites

£10,000 any one contract site

Limits

Denial of access			100% of the sum insured
Denial of access non damage			not included
Exhibition			£10,000 any one claim
Exhibition expenses			£10,000 any one claim
Failure of public utilities			Included
	Public electricity supply	8 hours	100% of the sum insured
	Public gas supply	8 hours	100% of the sum insured
	Public water supply	8 hours	100% of the sum insured
	Public telecommunications services	8 hours	100% of the sum insured
Failure of utilities 'terminal ends'			not included
Fines, penalties and damages			£2,500 any one claim
			£2,500 any one period of insurance
Key person cover			Weekly benefit £250
Loss of attraction			not included
Loss reduction expenses			£2,500 any one period of insurance
Patterns			£10,000 any one claim
Theft of buildings fabric			100% of the sum insured
Transit			£10,000 any one claim
Unspecified customers			£100,000 any one claim
Unspecified suppliers and storage sites			£100,000 any one claim

Endorsements that apply to this section

CC02 Floating amount insured (Business interruption)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

- 1 Deposit premium condition
- 2 Declaration linked cover
- 3 Subsidence

Money and personal accident assault section

Included

Cover details	Limits
Negotiable money in transit or in a safe	£2,500
Negotiable money on premises during Contractors hours	£2,500
Safe limit	£10,000
Maximum amount of negotiable money carried by any one person	£2,500
Maximum amount of negotiable money at the residence of any insured person	£2,500

Amount of coins and notes in transit	£2,500
Non-negotiable money limit	£250,000
Fraudulent use of credit cards limit	£500 per card
Personal accident assault	£15,000
Excess	
Each and every claim	£250
Endorsements that apply to this section	
n/a	
Specific section conditions that apply to this section	
1 Alarm condition	
2 Minimum security standards condition	

Group personal accident section

Included

Insured Person(s)	Employees councillors & volunteers
Operative Time	Whilst undertaking business activities
	Benefit payable
Benefits	
Injury resulting in;	
1. Death	£100,000
2. Loss of limb	£100,000
4. Permanent total disablement	£100,000
5. Temporary total disablement	£500 payable for up to 104 weeks excluding the first 2 days of disablement
6. Temporary partial disablement	£250 payable for up to 104 weeks excluding the first 2 days of disablement

Additional benefit

Medical expenses

In addition to the benefits specified above, **we** will refund **medical expenses** paid by the **insured person** due to **injury** and for which a claim is payable under this section. The maximum we will pay is 10% of the amount paid under Items 1, 2, 3 or 4 of the benefits table or 25% of the total amounts paid under Items 5 or 6, whichever is the greater, but subject to a maximum of £10,000.

Special conditions relating to payment of benefit:

Maximum benefit limit

- a) The maximum amount of benefit **we** will pay in total
for any one **insured person** is £1,000,000
- b) The maximum amount of benefit in total **we** will pay
in respect of any one **accident** is £1,000,000

Employers liability section

Included

Cover details	Limit of indemnity
Employers Liability	£10,000,000 any one occurrence
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£5,000,000 any one occurrence

Endorsements that apply to this section

CC06 Employers Liability Tracing Office (ELTO) – mandatory information required

You must provide **us** with the following information for each entity insured under this section of the **policy**:

1. Employer name; and
2. Full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, **you** must provide **us** with one of the following reasons:

- a. The entity has no employees; or
- b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or
- c. The entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform **us** immediately of any changes to the above information. This information is required by **us** to enable compliance with mandatory regulatory requirements for Employers' liability insurance.

Public and products liability section

Included

Cover details	Limit of indemnity
Public Liability	£10,000,000 any one event
Hirers Indemnity	£5,000,000
Products Liability	£10,000,000 any one period of insurance
Clean up costs	£100,000 any one period of insurance
Data protection	£250,000 any one period of insurance
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£2,000,000 any one period of insurance
Loss of third-party keys	£2,500 any one period of insurance
Unauthorised use of third-party telephones by your	£2,500

employees any one period of insurance

Excesses

Property damage	£250
Clean up costs	£250
All other claims	£250

Endorsements that apply to this section

n/a

Selected all risks section – cover for specific items

Not Included

Item	Location	Sum insured
n/a	Europe	£NIL
Excess		£250

Endorsements that apply to this section

n/a

Specific section conditions that apply to this section

- 1 Alarm condition
- 2 Minimum security standards condition

Officers liability section

Included

Section Limit of Liability	Excess
Officers Liability ✓ covered £500,000	£Nil

Council legal liability and legal expenses section (including Employee Dishonesty)

Included

Section Limit of Liability	Excess
Council Legal Liability and Legal Expenses ✓ covered £500,000	£Nil
Internet & email ✓ covered £500,000	
Employee Dishonesty ✓ covered £150,000	£2,500

Endorsements that apply to this section

CC0015 Council legal liability excess amendment

You will not need to pay the Company legal liability **excess** shown on **your** policy schedule other than in respect of Employee Dishonesty cover and Third Party electronic funds transfer cover.

Terrorism section

Not Included

Cover details

As per Property damage and Business interruption section

Equipment breakdown section**Not included****Cover details**

Equipment	£0.00
Hazardous substances	£5,000 total amount insured across all Property sections combined
Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000



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CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

POLICY No RGBDX6962034

NAME OF POLICYHOLDER Shipbourne Parish Council

DATE OF COMMENCEMENT OF INSURANCE POLICY 1st June 2017

DATE OF EXPIRY OF INSURANCE POLICY 31st May 2018

We hereby certify that subject to paragraph 2: -

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain **(b)** Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney; and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**

Signed on behalf of AXA Insurance UK plc
(Authorised Insurer)

Amanda Blanc

CEO - AXA Commercial Lines and Personal Intermediary

Notes

- (a)** *Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b)** *Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c)** *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

TO WHOM IT MAY CONCERN

Date: 6th June 2017

Dear Sirs,

Our Client: Shipbourne Parish Council

We are the Risk and Insurance Brokers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:

Business Description Parish Council

Employers' Liability Insurance

Insurer AXA Insurance UK PLC

Policy Number RGBDX6962034

Expiry Date 31st May 2018

Limit of Indemnity any one occurrence £10,000,000

Public/Products Liability Insurance

Insurer AXA Insurance UK PLC

Policy Number RGBDX6962034

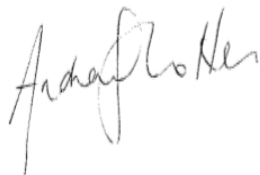
Expiry Date 31st May 2018

Limit of Indemnity any one occurrence and in the aggregate for the Policy period £10,000,000

This statement of cover extract has been prepared purely as confirmation of the insurance in force at the date of this letter which is subject to the terms and conditions of the insurance policy. We accept no responsibility for the inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given. We remain solely the agent of our Client and owe no legal duty or otherwise to any third party.

Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,



Andy Cotter Cert CII

Scheme Manager

Came & Company Local Council Insurance (a trading style of Stackhouse Poland Limited)