

Policy Number - 1891378/15328488

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INSURANCE DETAILS

Period of insurance: Continuous cover from 1st June 2021 until the policy is cancelled

Date issued to insured: 20th May 2021

Underwritten by: Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy

Payment method: Payment by Broker's Account

INSURED DETAILS

Insured: Woodnewton Parish Council

Address: 25 Main Street

Woodnewton Peterborough Northamptonshire

PE8 5EB

Additional insureds: There are no Additional Insureds on this policy

Business: Parish Council

General terms and 11604 WD-HSP-UK-PAC-GTC(4)

conditions wording: The General terms and conditions applyto this policy in conjunction with the specific

wording detailed in each section below

PREMIUM DETAILS

Annual premium: £755.76 Annual Tax: £90.69 Total: £846.45





Local councils & not-for profit organisations scheme

PROPERTY - BUILDINGS

Section wording Insurer

11600 WD-HSP-UK-PAC-PYB(5) HiscoxInsurance CompanyLimited

Premises:

Item description	Excess	Amount Insured
Total Buildings	£250	£0.00
Gates and fences	£250	£0.03
Fixed outside equipment	£250	£0.03
Street furniture	£250	£6,220.81
War memorials	£250	£0.00
Playground equipment	£250	£61,406.33
Sports surfaces	£250	£0.03
Other surfaces	£250	£0.03
Rent receivable	£250	£0.00

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover	(in addition to the overall limit/amount insured above)
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Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000

£10,000 in total during any one period of insurance, across all Discharge of oil

Property sections combined

Contract works and site materials £75,000

Endorsements

6351.0 Floating amount insured (Buildings)



PROPERTY - CONTENTS

Section wording 11602 WD-HSP-UK-PAC-PYC(6) Insurer HiscoxInsurance CompanyLimited

Premises:

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£0.00
Gardening equipment, plant and machinery	£250	£0.00
Sports equipment	£250	£0.00
Rent payable	£250	£0.00

Excess applies to Each and every loss Geographical limits: United Kingdom

Additional cover	(in addition to the overall limit/amount insured above)
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Costs following glass breakage £10,000

Additions to contents £10,000 or 10% of the amount insured for contents,

whichever is the greater

£10,000

Money in the insured location while open for business or £1,000

in a locked safe

Money in transit or at the home of any councillor,

£1,000 trustee, employee or volunteer Money at all other times £1,000 Money - non-negotiable instruments £250,000 Identity fraud £5,000 Personal effects £5,000 Reconstitution of electronic data £5,000 Reconstitution of other business documents £5,000 £10,000 Lock replacement

Personal assault - death £10,000 per person Personal assault - total loss or permanent £10,000 per person

and total loss of use of one or more limbs Personal assault - total and irrecoverable £10,000 per person

Building damage by theft

loss of sight in one or both eyes Personal assault - disablement which totally

prevents the injured person from carrying

out all parts of their usual occupation

£5,000 Metered water and fuel £5,000 **Outdoor items** £10,000 Marquees £2,500 Refrigerated stock £5.000 Undamaged tenant's improvements

Contents temporarily elsewhere including whilst in £25,000 or 10% of the amount insured for contents,

whichever is the less

£25,000 or 10% of the amount insured for contents, Exhibitions stands and equipment temporarily elsewhere

whichever is the less

£100 per week up to a maximum of 104 weeks

£5.000 **Defibrillators** £5.000 Bequeathed property £5.000 Fund raising events

Contents kept at home £25,000 or 10% of the amount insured for contents,

whichever is the less

Fraud and dishonesty £150,000 in the aggregate per period of insurance



Endorsements

6222.0Amendment of cover (Fidelity guarantee)6349.1Floating amount insured (Contents)6226.0Addition of Cover (Travel expenses)

PROPERTY AWAY FROM THE PREMISES

Wording 11602 WD-HSP-UK-PAC-PYC(6) Insurer HiscoxInsurance CompanyLimited

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to: Each and every loss

Geographical limits: European Union, United Kingdom of Great Britain and Northern Ireland, Channel

Islands, Isle of Man and Gibraltar

Endorsements

65.0 Contents temporarily elsewhere

PROPERTY - BUSINESS INTERRUPTION

Section wording 11601 WD-HSP-UK-PAC-PYI(6) Insurer HiscoxInsurance CompanyLimited

Premises:

Item description	Amount Insured
Loss of income	£10,000
Additional increased costs of working	£10,000

Indemnity period 12 Months

Additional cover (in addition to the overall limit/amount insured above)

Key person £250 per week up to a maximum of £2,500 per period of

insurance

Unauthorised use of public utilities £100,000 or the total amount insured for Business

interruption, whichever is less

Special limits (included within and not in addition to the overall limit/amount insured above)

£100,000 or the total amount insured for Business

interruption, whichever is less

£100,000 or the total amount insured for Business

interruption, whichever is less

Denial of access



Bomb threat £100,000 or the total amount insured for Business

interruption, whichever is less

Suppliers £100,000 or the total amount insured for Business

interruption, whichever is less

Public utilities £100,000 or the total amount insured for Business

interruption, whichever is less

Public authority £100,000 or the total amount insured for Business

interruption, whichever is less

Failure of safety equipment £100,000 or the total amount insured for Business

interruption, whichever is less

Loss of attraction £100,000 or the total amount insured for Business

interruption, whichever is less

Alternative hire costs £5,000
Equipment breakdown Not Insured

Endorsements

6350.1 Floating amount insured – (Business interruption)

EQUIPMENT BREAKDOWN

Section wording 11609 WD-HSP-UK-PAC-EQB(3) Insurer HiscoxInsurance CompanyLimited

Amount insured £0.00

Limit applies to Total amount insured across all property sections combined

Excess £250

Excess applies to Each and every loss

Special Limits (included within and not in addition to the overall limit/amount insured above)

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

EMPLOYERS' LIABILITY

Section wording 11603 WD-HSP-UK-PAC-EL(4) Insurer HiscoxInsurance CompanyLimited

Limit of indemnity £10,000,000

Limit applies to Each and every occurrence including costs

Geographical limits Worldwide
Applicable courts United Kingdom

Special Limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs Terrorism£100,000 in the aggregate
£5,000,000 in the aggregate

Endorsements

3121.0 Employers Liability Tracing Office (ELTO) – mandatory information required

PUBLIC AND PRODUCTS LIABILITY



Section wording 11607 WD-HSP-UK-PAC-GL(4)
Insurer HiscoxInsurance CompanyLimited

Limit of indemnity £10,000,000

Limit applies to Each and every occurrence, defence costs in addition, other than for pollution or for

products to which a single aggregate policylimit including defence costs applies

Excess £250

Excess applies to Each and every claim for property damage only

Geographical limits Applicable courtsUnited Kingdom
United Kingdom

Additional cover (in addition to the overall limit/amount insured above)

Unauthorised use of third party telephones by your £2,500 any one period of insurance

employees

Loss of excess or no claims discount

£250 any one period of insurance
£2,500 any one period of insurance

Defamation and intellectual property rights £500,000 any one period of insurance

Special Limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs
Pollution defence costs
Hirer liability
£100,000 in the aggregate
£100,000 in the aggregate
£5,000,000 in the aggregate

Endorsements

6080.0 Firework/bonfire condition endors ement

INTERNET AND EMAIL

Section wording 11605 WD-HSP-UK-PAC-IE(4)
Insurer HiscoxInsurance CompanyLimited

Limit of indemnity £50,000

Limit applies to In the aggregate including costs

Excess £500

Excess applies to Each claim or loss excluding defence costs

Geographical limits Worldwide

Applicable courts Worldwide excluding claims brought in USA or Canada

Endorsements

257.0 Business performed in the past for IE

OFFICIALS' AND TRUSTEES' INDEMNITY

Section wording 11614 WD-HSP-UK-PAC-DO(5)
Insurer HiscoxInsurance CompanyLimited

Policy limit £500,000

Limit applies to In the aggregate including costs

Legal representation costs £15,000

Legal representation basis In the aggregate any one period of insurance

Geographical limits United Kingdom Applicable courts United Kingdom

Endorsements



705.4 Prior & pending litigation date

COMMERCIAL LEGAL PROTECTION (DAS)

Section wording 9927 WD-HSP-UK-CHR-DAS(3)

Insurer DAS Legal Expenses Insurance Company Limited

Section limit £100,000

Limit applies to All claims resulting from one or more event arising at the same time or from the same

originating cause

Excess £200

Excess applies to Each and every claim arising from aspect enquiries only

Geographical limits For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury. The

European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel

Islands

Endorsements

524.0 Commercial legal protection

PERSONAL ACCIDENT

Section wording 11608 WD-HSP-UK-PAC-PA(4) Insurer HiscoxInsurance CompanyLimited

Personal accident

Capital benefit£100,000Temporary benefit£500 per weekMedical expenses£10,000

Insured persons Councillors, trustees, volunteers and employees of the insured

Operative time While working for you or on your behalf

Geographical limits United Kingdom

Special limits (included within and not in addition to the overall limit/amount insured above)

Death100% capital benefit amount per personLoss of one limb100% capital benefit amount per personLoss of one eye100% capital benefit amount per personLoss of two limbs100% capital benefit amount per personLoss of two eyes100% capital benefit amount per personLoss of one limb and one100% capital benefit amount per person

eye

Loss of hearing100% capital benefit amount per personLoss of100% capital benefit amount per person

speech

Permanent total disablement

Temporary total disablement

Temporary partial disablement

100% capital benefit amount per person

£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies

Maximum accumulation £1,000,000 any one loss in the aggregate



CRISIS CONTAINMENT

Wording 15369 WD-HSP-UK-PAC-CRI(1) Insurer HiscoxInsurance CompanyLimited

Limit of indemnity £25,000

Limit applies to Per crisis and in the aggregate during any one period of insurance

Geographical limits

The United Kingdom of Great Britain and Northern Island, the Isle of Man and the

Channel Islands.

Special limits (included within and not in addition to the amount insured above)

Outside working hours discretionary crisis

mitigation costs

£2,000

Endorsements

9003.0 Crisis containment provider: Hill & Knowlton

Business Travel - NOT COVERED

Section wording 9522 TRA Portfolio

Insurer HiscoxInsurance CompanyLimited
Insured persons Councillors and employees of the insured

Operative Times While on a business trip in the insured person's usual country of residence involving a

pre-booked overnight stay away from home or a flight in a commercial aircraft, and business travel outside the **insured person's** usual country of residence, starting from the time of leaving the **insured person's** home or place of work whichever is later, until return

to the insured person's home or place of work, whichever is first.

Excess £150

Excess applies to Each and every loss

Benefits

Medical expenses, emergency travel and repatriation £2,000,000 any one claim

expenses

Hospital benefit £30 for each complete 24 hour period, up to a maximum

Funeral expenses of £2,400 in all £5,000 any one claim

Cancellation and curtailment£5,000 any one claimReplacement staff£5,000 any one claimMissed departure£1,000 any one claim

Travel delay £30 per hour after the first 8 hours delay, up to a

Personal property
E1,000 any one claim
Temporary loss of baggage
Money
E2500 any one claim
£750 any one claim
£225 any one claim
£225 any one claim

Extra costs to replace travel documents £225 any one claim £750 any one claim

Hi-jack and kidnap £250 per day, up to a maximum of £10,000 in all

Personal liability£2,000,000 any one claimLegal expenses£25,000 any one claim

PROPERTY- TERRORISM

Section wording 6243 WD-PIP-UK-PRE(3)



Insurer	HiscoxInsurance CompanyLimited		
Material damage			
Material damage			
Amount insured		Excess	
£0.00		£250	
Businessinterruption			
Amount insured		Excess	
£0.00		£250	



The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endors ement except as modified below:

Property - buildings clauses in full

Clause 6351.0 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 activities** within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The **amount insured** is the most **we** will pay in total for **damage** to such items however manylocations are affected.

Clause 308.0 Flat roof condition

We will not make any payment for **damage** arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.

Property - contents clauses in full

Clause 6222.0 Amendment of cover: fidelity guarantee

What is not covered, 9 is amended to read as follows:

g. loss by fraud or dishonesty of a **councillor** or any other person working under a contract of service with **you**, other than where cover is provided under Additional cover, Fidelity guarantee.

How much we will pay, Fraud and Dishonestyis deleted.

The following is added to **What is covered**, Additional cover:

Fidelity guarantee

- 23. **your** financial loss resulting solely and directly from fraud or dishonesty of a **councillor** or any other person working under a contract of service with **you**, discovered by **you** during the **period of insurance** provided that:
- a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and
- b. **you** were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such **councillor** or any other person working under a contract of service with **you**; and
- c. there was a clear intention to cause **you** financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and
- d. **your** financial loss was wholly sustained within the 12 month period prior to its discovery; and
- e. the loss is notified to us within ten working days of its discovery by you; and
- f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with **you** are obtained from:
- i. a previous employer; or
- ii. an accountant and one other customer in respect of any periods of self employment; or



iii. the school or college in respect of any full-time education.

The following is added to **How much we will pay**:

Fidelity guarantee

The most we will pay for all financial losses covered under What is covered, Additional cover, Fidelity guarantee, including the reasonable charges you must pay to your professional accountant for producing information we require in support for a request for settlement under this section, is £150,000.

Clause 6349.1

6349.1 Floating amount insured (Contents)

The cover under this section applies to all locations occupied by **you** in connection with **your activities** within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The **amount insured** is the most **we** will pay in total for **damage** to **your contents** however many locations are affected.

Clause 6226.0

Addition of cover - travel expenses

The following is added to What is covered, Additional cover:

Travel expenses

23. We will also pay for:

the unused travel, accommodation and pre-booked conference or excursion expenses which **you** have paid or legally have to pay and which cannot be recovered; and

the necessary and reasonable additional travel and accommodation expenses for **your** member of staff, **councillor** or trustee to return home:

as a result of a pre-arranged business trip being cancelled or cut short, during the **period of insurance**, for one of the following reasons:

the death, accidental injury or illness of a member of staff, ${\it councillor}$ or trustee; or

the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, **councillor** or trustee; or the death, accidental injury or illness of any person with whom a member of staff, **councillor** or trustee is planning to stay or conduct business; or a member of staff, **councillor** or trustee being called for jury service or as a court witness; or

damage to a member of staff or councillor's or trustee's pre-booked accommodation making it impossible for the member of staff or councillor or trustee to stay there.

damage to the scheduled means of transport or any strike, riot, civil commotion or terrorism which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or councillor or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the **period of insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

Property away from the premises clauses in full

65.0

Clause

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.



Business interruption clauses in full

Clause

6350.1

6350.1 Floating amount insured (Business interruption)

The cover under this section applies to all locations occupied by **you** in connection with **your activities** within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The **amount insured** is the most **we** will pay in total for each interruption to **your activities** however manylocations are affected.

Employers' liability clauses in full

Clause

3121.0

Employers Liability Tracing Office (ELTO) — mandatory information required **You** must provide **us** with the following information for this section of the **policy** 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.

Public and products liability clauses in full

Clause

6080.0

Firework and bonfire condition endorsement

The following applies to the whole of this **policy** and is a condition precedent to **our** liability.

We will not make any payment under this insurance unless **you** comply with all of the requirements below.

Whenever you are responsible for any firework or bonfire displays at the **insured location**, you must ensure that:

- 1. there is a written risk assessment in place for the proposed event; and
- 2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and
- the relevant local authorities have been notified and permission for the event granted and you must also ensure that any requirements from the authorities are fully complied with; and
- 4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and
- 5. fireworks are purchased from a reputable supplier and are not modified in any way; and
- 6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and
- 7. there is appropriate first aid presence on site, in line with the risk assessment document; and
- 8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and
- 9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safetyfencing; and
- any bonfire is kept at least 25 metres away from the firework displayarea and is not located within five metres of any trees, fencing or other combustible material; and
- 11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and
- 12. there will be no use of accelerants or other flammables on any bonfire; and



- an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
- 14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

Internet and email clauses in full

Clause 257.0 Business performed in the past IE

We will not make any payment for any claim or loss which arises from any of **your activities** performed or any dishonesty committed, or if applicable any document, information or data lost, damaged or destroyed, before 01/06/2015

Officials indemnity clauses in Full

Clause 705.4 Prior & pending litigation date

Prior & pending litigation date 01/06/2015

Commercial legal protection (DAS) clauses in full

Clause 524.0 Commercial legal protection

Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626

Please quote policy reference TS5/5997087 in all correspondence

For the purpose of Commercial Legal Protection, **We/Our** means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all

claims under that section.

Crisis containment: endorsements

9003.0 Crisis containment provider: Hill & Knowlton

Crisis line contact number (24 hours): +44(0)800 8402783/+44 (0)1206 711796

Crisis containment provider: Hill & Knowlton

This contact number will go through to **us** during **working hours**, and will go directly to Hill & Knowlton outside of these hours.

If you first become aware of a **crisis** outside of **working hours**, you must notify **us** of the **crisis** as soon as possible within **working hours** by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

Business travel clauses in full

Clause 131.2 Travel country exclusions

We will not make any payment under this section for any trip to or in the following

countries:

Afghanistan Chad Chechnya

Congo (Democratic Republic)

Iraq Israel Ivory Coast Somalia

Sudan (South of latitude 10 degrees North & Darfur)



Clauses- applicable to the whole policy

Clause

603.0

Commercial assistance & legal advice helpline

Your Hiscoxpolicy gives you access to a general business advice line.

For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call **+44** (0)870 050 3030.

Using your personal information

Hiscoxis a trading name of a number of Hiscoxcompanies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at dataprotectionofficer@hiscox.com

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide.

For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy.



INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name Hiscox Underwriting Limited

Registered address 1 Great St. Helens

London EC3A 6HX United Kingdom

Company registration Registered in England number 02372789

Status Authorised and regulated by the Financial Conduct Authority

Insurers

These insurers provide cover as specified in each section of the schedule.

Name Hiscox Insurance Company Limited

Registered address 1 Great St. Helens

London EC3A 6HX United Kingdom

Company registration Registered in England number 00070234

Status Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct

Authority and Prudential Regulation Authority

Name DAS Legal Expenses Insurance Company Limited

Registered address DAS House, Quay Side, Temple Back

Bristol BS1 6NH United Kingdom

Company registration Registered in England number 00103274

Status Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct

Authority and the Prudential Regulation Authority

Broker Name Came & Company Local Council Insurance is a trading name of Arthur J. Gallagher

Insurance Brokers Limited

Registered address Spectrum Building

7th Floor

55 Blyths wood Street

Glasgow G2 7AT

Company registration Registered in Scotland. Company Number SC108909

Status Authorised and regulated by the Financial Conduct Authority



Additional Endorsements