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## NASH MILLS PARISH COUNCIL GRANT & DONATION APPLICATION FORM

Should you require this document in a different format (such as large-print) or require assistance to complete it then please contact the clerk.

|   |
|---|
| <b>APPLICANT'S DETAILS</b>  |
| Name of Applicant Organisation i.e. who are you applying on behalf of?<br>The Willows Residents' Association Nash Mills (WRA)   |
| Who will be our main contact for correspondence about this application?<br>Ms Jennifer Percival   |
| Address for all correspondence<br>REDACTED  |
| Email address<br><a href="#">REDACTED</a>   |
| Can we contact you by telephone?<br>REDACTED  |
| (Daytime) Yes   |
| (Evening/Weekend) Yes   |
| What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).<br>Application is made by Jennifer Percival, Membership secretary on behalf of the Willows Residents Association. Application was discussed and agreed during the 11 March 2021 WRA meeting. |
| What type of organisation would you describe the Applicant as?<br>A Local Residents Association   |
| Approximately how long has the Organisation been in existence?<br>10 Years  |
| Are you a Registered Charity? YES / NO (If YES, state your Charity No)<br>No  |
| Are you affiliated to a Governing Body? YES / NO<br>No  |
| Which one(s)?   |

## **2 DETAILS OF YOUR APPLICATION**

### **Application to fund emergency repairs to the canal side fence on the Willows residential estate.**

The wooden fencing between the Willows residential estate and the canal has become highly unstable and needs urgent repairs. This fence was erected by the builders 25 years ago to provide a safe boundary alongside the canal. It was not adopted when the Estates communal grounds passed from Fairclough Homes (the builders) to DBC.

This Nash Mills estate has become a well-used neighbourhood walkway and children's play area. The central green is frequently used by families during the day and by after school children. We are genuinely concerned that this area is no longer safe for the public. Entire sections of the fence rails have fallen off leaving wide gaps by the water's edge, making it especially dangerous for young children.

The Willows Residents' Association (WRA) are coordinating a 'Your Fence Needs You' campaign to raise awareness and monies towards the £10,000 quote to completely replace the fence and work towards adoption by DBC.

In the meantime, we ask the NMPC to consider funding £300 of materials to allow us to carry out immediate repairs to the fence to make the area safe. We have identified a team of skilled local volunteers able to undertake the work.

In summary, the canal side fence is an integral part of the Willows estate in Nash Mills. A £300 grant from NMPC will enable us to make the canal side area safe for the public while the WRA continues to seek a long-term solution.

|  |
|--|
| <b>USAGE</b>   |
| Approximately how many people are currently regular, active participants in your Organisation?<br>We have 84 people registered from households across the estate   |
| How many of them are resident in the Parish of Nash Mills?<br>All of them  |
| <b>FUNDING</b>   |
| How much are you applying for?<br>£300   |
| What other grants have you applied for or obtained recently<br>None  |
| Have you applied elsewhere for equivalent funding (if so please can you advise us of the outcome?)<br>We have set up a JustGiving page to encourage residents of the areas to donate money to completely replace the fence. We understand this is a long-term goal as the amount required is in the thousands, but one that we, as a committee, are behind and will continue to promote. |
| Is this part funding of a bigger project? if so please give further details.<br>Our plan is to work with NMPC to encourage DBC to formally adopt the fence and undertake the long term maintenance required or to collect the sums required from the local community to replace the fence in the future.   |

Please confirm the following documents are enclosed in support of this application?

Constitution Latest Annual Accounts and Balance Sheet

SIGNED Jennifer Percival

DATE 26/04/2021

Please return this form to

Nikki Bugden [Clerk@nashmillsparishcouncil.gov.uk](mailto:Clerk@nashmillsparishcouncil.gov.uk)

NMPC PO Box 1602, Hemel Hempstead, Herts HP1 9ST

**Please note that by completing this form you are giving consent for your details to be shared for consideration of this application and (if successful) for publication as evidence of our grants/donations given. You consent for your details to be retained on file in line with our retention policy.**

## NASH MILLS PARISH COUNCIL GRANT & DONATION APPLICATION FORM

Should you require this document in a different format (such as large print) or require assistance to complete it then please contact the clerk.

|  |
|--|
| <b>APPLICANT'S DETAILS</b>   |
| Name of Applicant Organisation i.e. who are you applying on behalf of?<br>The Willows Residents Association Nash Mills (WRA)   |
| Who will be our main contact for correspondence about this application?<br>redacted  |
| Address for all correspondence<br>redacted   |
| Email address<br>redacted  |
| Can we contact you by telephone?<br>redacted   |
| (Daytime)<br>No  |
| (Evening/Weekend)<br>Yes   |
| What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).<br>Application is made by Paul Stafford -General Secretary of the Willows Residents Association. This was discussed at the 08 April 2021 WRA meeting. |
| What type of organisation would you describe the Applicant as?<br>Local Residents Association  |
| Approximately how long has the Organisation been in existence?<br>10 Years   |
| Are you a Registered Charity? YES / NO (If YES, state your Charity No)<br>No   |
| Are you affiliated to a Governing Body? YES / NO<br>No   |
| Which one(s)?  |

## 2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

The Willows Resents Association and the Nash Mills Parish Council funded the purchase and installation of a Community Notice board in 2015. It soon became a focal spot for people to share ideas and receive local information. This was especially apparent during lockdown when many people put up messages of hope and cheer.

Sadly, in March 2021, the Notice board was vandalised beyond repair, the acrylic front broken and the frame behind bent. This matter was reported to the Police crime no **redacted**

We are appealing for Funds for a new Community Notice board to be instated in keeping with others across the Parish. Hundreds of people walk past this area each week and it is a wonderful way to keep them informed of local issues and events. A new neighbourhood Notice board would benefit the Nash Mills community and be in keeping with other Notice boards in the area.

|  |
|--|
| <b>USAGE</b>   |
| Approximately how many people are currently regular, active participants in your Organisation?<br>We have 84 members across the Estate |
| How many of them are resident in the Parish of Nash Mills?<br>All  |
| <b>FUNDING</b>   |
| How much are you applying for?<br>£750-£1000   |
| What other grants have you applied for or obtained recently<br>None  |
| Have you applied elsewhere for equivalent funding (if so, please can you advise us of the outcome?)<br>No                              |
| Is this part funding of a bigger project? if so, please give further details.<br>No  |

Please confirm the following documents are enclosed in support of this application. YES

Constitution    Latest Annual Accounts and Balance Sheet

SIGNED redacted    DATE 26/04/2021

Please return this form to

Nikki Bugden [Clerk@nashmillsparishcouncil.gov.uk](mailto:Clerk@nashmillsparishcouncil.gov.uk)

NMPC PO Box 1602, Hemel Hempstead, Herts HP1 9ST

Please note that by completing this form you are giving consent for your details to be shared for consideration of this application and (if successful) for publication as evidence of our

grants/donations given. You consent for your details to be retained on file in line with our retention policy.

[Noticeboard Company](#) Size A0

## Working Groups & Committees Review May 2021

### Working Groups

| Group                     | Responsibilities / investigations  | Members  | Lead    | Any changes May 2021  |                           |                          |
|---------------------------|--|--|---------|---|---------------------------|--------------------------|
| Communications            | Keep group temporarily to complete outstanding short-term tasks<br>Annual Parish Meeting (ideas for the Annual Parish meeting in May)  | All  | Nicola  |   |                           |                          |
| Defibrillator             | <ul style="list-style-type: none"> <li>▪ Investigate locations, equipment suitability, implementation, ongoing budgetary matters</li> </ul>  | Alan, Lisa, Jan, Steve Guest (resident)                                      | Alan    |   | <b>Resolved</b>           |                          |
| Assets of Community Value | <ul style="list-style-type: none"> <li>▪ Investigate the Three Tuns ACV and other sites within parish</li> <li>▪ Create a contingency plan should the ACV be activated.</li> </ul>   | Alan, Nicola, Darren (landlord)  | Jan     |   | <b>Resolved</b>           | <b>CONTINGENCY PLAN?</b> |
| Heritage                  | <ul style="list-style-type: none"> <li>▪ War memorial</li> <li>▪ Local listing</li> </ul>  | Alan, Jan, Michele, Nicola   | Alan    | <b>NLR?</b>   | <b>Resolved</b>           | <b>NLR?</b>              |
| Policies & Procedures     | <ul style="list-style-type: none"> <li>▪ Reviewing existing policies</li> <li>▪ Creating missing policies (based on existing templates)</li> </ul>   | Nikki, Nicola, Michele, Steve<br>Note: Councillor quorum = 2                 | Nikki   | <b>NLR as all in place?<br/>Personnel committee responsible for staffing policies</b> | <b>Resolved</b>           | <b>NLR?</b>              |
| Grass verges              | <ul style="list-style-type: none"> <li>▪ Establish ownership, options for verge protection and parking issues</li> <li>▪ Work with County Councillor to prioritise options</li> </ul>  | Michele, Alan, Mandy + Jan   | Michele |   | <b>Resolved</b>           |                          |
| Play park                 | <ul style="list-style-type: none"> <li>▪ Crossing options, lease, grass cutting, tree surgery, equipment repairs</li> </ul>  | Michele, Alan, Mandy + Jan   | Michele |   | <b>Resolved</b>           |                          |
| Denes makeover            | <ul style="list-style-type: none"> <li>▪ Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks</li> </ul>   | As existing (currently all)  | Nicola  |   | <b>Resolved</b>           |                          |
| Christmas lights          | <ul style="list-style-type: none"> <li>▪ Contact suppliers, establish power source, license required – link to Events to switching on, carol singing options?</li> </ul>   | Emily, Nicola, Jan TBC   | n/a     | <b>End Feb 2021</b>   | <b>Not required</b>       | <b>End Feb 2021</b>      |
| Website enhancements      | <ul style="list-style-type: none"> <li>▪ Review calendar options</li> <li>▪ Documents library for useful information (for councillors?)</li> <li>▪ Other visual improvements?</li> <li>▪ Councillor working documents area (could be Google Drive, OneDrive or similar)</li> </ul> | Nikki, Alan (technical) + 2? - TBC<br>All to input<br>Councillor quorum = 2? | TBC     |   | <b>Defer to late 2020</b> |                          |
| Local Plan Consult        | <ul style="list-style-type: none"> <li>▪ Formulate response for pc to consider/sign off</li> </ul>   | Nicola Steve Emily -only 3 due to timescales                                 |         | <b>End Feb 2021</b>   | <b>Resolved</b>           | <b>End Feb 2021</b>      |



## Established tasks and responsible parties.

| Task            | Responsibilities  | Involvement                               | Co-Ordinator                    |
|-----------------|---|---|---------------------------------|
| Denes Saturdays | <ul style="list-style-type: none"> <li>Attendance rota, purchase promotional material, ideas for discussion / input</li> </ul>  | All, subject to availability              | Michele                         |
| Parish Magazine | <ul style="list-style-type: none"> <li>Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions</li> </ul> | Nicola, Jan, Nikki<br>(All to contribute) | Nicola/Jan<br>Clerk to sign off |
| Social media    | <ul style="list-style-type: none"> <li>Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options</li> </ul>                         | Mandy, Jan, Nicola, Nikki<br>(admins)     | Mandy/Jan<br>Clerk Admin        |

## Committees

| Name      | Responsibilities  | Chairman | Vice-Chairman | Members |
|-----------|---|----------|---------------|---------|
| Personnel | All staffing matters, appraisals, salary reviews,policies |          |               |         |

**Development Management Committee Nominated Attendees Updated May 21-Jan 2022**

| <b>Development Management Meetings 7pm</b> | <b>Attendees</b> |
|--|------------------|
| 7 Jan 2021                                 | Nicola/Michele   |
| 28 Jan 2021                                | Alan/Lisa        |
| 18 Feb 2021                                | Alan/Michele     |
| 11 Mar 2021                                | Alan/Nicola      |
| 01 Apr 2021                                | Alan/Michele     |
| 22 Apr 2021                                | Alan/Nicola      |
| 20 May 2021                                | Alan/Nicola      |
| 27 May 2021                                | Alan/Michele     |
| 10 Jun 2021                                | Alan/            |
| 8 July 2021                                | Alan/Michele     |
| 5 Aug 2021                                 | Alan/Nicola      |
| 2 Sept 2021                                | Alan/Michele     |
| 21 Oct 2021                                | Alan/            |
| 11 Nov 2021                                | Alan/Nicola      |
| 16 Dec 2021                                | Alan/Michele     |
| 13 Jan 2022                                | Alan/ Nicola     |
|  |                  |

**Nash Mills Parish Council  
FINANCIAL SCHEDULE  
May-21**

| <b>Payee</b>            | <b>Method</b> | <b>Description</b>    | <b>Amount</b>      | <b>Vat</b>        | <b>Amount</b>      | <b>Minutes ref</b> | <b>Inv No</b> |
|-------------------------|---------------|-----------------------|--------------------|-------------------|--------------------|--------------------|---------------|
| NET STAFF SALARIES/HMRC | SO            | May Salaries and HMRC | £ 1,883.56         | £                 | 1,883.56           |                    |               |
| LGPA                    | online        | pension               | £ 360.60           | £                 | 360.60             |                    |               |
| Vodaphone               | DD            | Clerk's Mobile        | £ 14.06            | £ 2.82            | £ 16.88            |                    | B2-438415536  |
| NMVHA                   | SO            | Hall Hire             | 0                  |                   | 0                  |                    |               |
| DBC                     | DD            | Garage Rental         | £ 52.60            | £ 10.52           | £ 63.12            |                    |               |
| Paybureau               | SO            | Monthly Wages Fee     | £ 18.00            | £ 3.60            | £ 21.60            |                    | nm0521        |
| clerk expenses          | Online        | Zoom May              | £ 11.99            | £                 | 11.99              |                    |               |
| AIS                     | online        | Deposit CCTV          | £ 8,389.55         | £ 1,677.91        | £ 10,067.46        | 21052fpc           | 1855          |
| Office depot            | online        | Ink/Paper             | £ 19.26            | £ 3.85            | £ 23.11            |                    | 978035998     |
| MC                      | online        | Magazine Delivery     | £ 120.00           | £ -               | £ 120.00           |                    | inv 3         |
| Came & Co               | Online        | Insurance Renewal     | £ 736.21           | £                 | £ 736.21           | 21016apm           | 1617799       |
| <b>Total</b>            |               |                       | <b>£ 11,605.83</b> | <b>£ 1,698.70</b> | <b>£ 13,304.53</b> |                    |               |

| Asset Register  | Column1           | Column2           | Column3   | Column4                       |
|---|-------------------|-------------------|---|-------------------------------|
| ASSET   | DATE ACQUIRED     | COST (NET)        | LOCATION  | ATED REPLACEMENT VALUE        |
| Play Equipment  |                   | £1.00             |   | £ 40,000.00                   |
| Grit Bins   |                   | £1,263.00         | SEE LIST on separate tab  | £1,263.00                     |
| Office Equipment (old laptop/printer)   |                   | £759.00           | in clerk garage   | £ 750.00                      |
| Notice Board  |                   | £500.00           | disposed of Feb 2020  | £ 1,500.00                    |
| Telephone (Landline)  |                   | £90.00            | clerk garage  | £90.00                        |
| Boundary Signs (4)  |                   | £4,500.00         |   | £ 4,500.00                    |
| Warden's Equipment  |                   | £150.00           | parish Garage   | £ 150.00                      |
| Waste Bin   |                   | £452.00           |   | £452.00                       |
| 16m fencing,rail guard,gate   |                   | £5,109.00         |   | £5,109.00                     |
| Wooden Bench  |                   | £1.00             |   | £ 250.00                      |
| 7 Additional benches (see attached tab)   |                   | £1.00             |   | £ 1,750.00                    |
| Projector   |                   | £1.00             | in NMVHA locked cupboard  | £ 300.00                      |
| Laptop  |                   | £1.00             | clerk's home  | £600.00                       |
| Wifi Booster  |                   | £33.00            | as above  | £33.00                        |
| filing cabinet  | Dec-18            | £93.33            | as above  | £93.33                        |
| phone   | Dec-18            | £112.00           | as above  | £112.00                       |
| Defibrillator ZOLL AED  | Jun-18            | £999.00           | as above  | £999.00                       |
| Aivia lockable cabinet item number H31010   | Jun-18            | £495.00           | as above  | £495.00                       |
| Tommies   | Jun-18            | £1,250.00         | parish garage   | £1,250.00                     |
| <b>Total current value 31/3/2019</b>  |                   | <b>£15,810.33</b> |   | <b>£ 59,696.33</b>            |
| projector leads   | Apr-19            | £ 13.68           | locked cupboard at village hall   | £ 13.68                       |
| Masterplug reel Extension Lead, 10 Metres, Blue ASIN: B001D4PSU                               | Mar-20            | £ 10.41           | locked cupboard at village hall   | £ 10.41                       |
|   |                   | £15,834.42        |   |                               |
|   |                   | -£ 500.00         | noticeboard removed and destroyed   | -£ 1,500.00                   |
|   |                   | <b>£15,334.42</b> | <b>Adopted Sept 2019</b>  |                               |
|   |                   |                   | <b>agenda ref 19/104/FPC (j)</b>  |                               |
| New Laptop Dell (keyboard& Mouse)   | Mar-20            | £ 728.09          | Clerk home  | £ 728.09                      |
|   | <b>31/03/2020</b> | <b>£16,062.51</b> |   | <b>31/03/2020 £ 58,948.51</b> |
| Warden PPE  | Nov-20            | £ 65.58           | Warden Home   | £ 65.58                       |
| Speed Indicator Devices   | Mar-21            | £ -               | proxy (£1) value not included as not an NMPC asset as HCC retain asset but we may have to pay future renewals | £ 10,200.00                   |
|   | <b>31/03/2021</b> | <b>£16,128.09</b> |   | <b>£ 69,214.09</b>            |
| Asset Value calculated on a cost basis  |                   |                   |   |                               |
| Items marked as £1 (proxy value) have been donated to NMPC or funded by principle authorities |                   |                   | cf  | £ 69,214.09                   |
| SIDS included as we could be liable for future replacement                                    |                   |                   |   |                               |
| Approved by Council 9/11/2020 20/176/FPC  |                   |                   |   |                               |
| Approved by Council 12th April 2021 21/066/FPC (h)  |                   |                   |   |                               |
|   | c.f               | £ 16,128.09       |   |                               |
| Warden Phone  | Apr-21            | £ 44.99           | with Warden   | £ 44.99                       |
| Magazine Trolley  | Apr-21            | £ 58.91           | with delivery person (signed usage agreement in place)  | £ 58.91                       |
| as at 22nd April 2021   |                   | £ 16,231.99       |   | £ 69,317.99                   |

| <u>Account</u>                     | <u>Opening Balance</u>   | <u>Net Transfers</u> | <u>Closing Balance</u>   |
|------------------------------------|--------------------------|----------------------|--------------------------|
| 320 EMR - Business Expenses        | 17,000.00                |                      | 17,000.00                |
| 321 EMR - Playpark                 | 5,500.00                 |                      | 5,500.00                 |
| 322 EMR - Bench and plaque         | 2,500.00                 |                      | 2,500.00                 |
| 323 EMR - Election Costs 2023      | 3,000.00                 |                      | 3,000.00                 |
| 324 EMR - Election Costs 2027      | 3,000.00                 |                      | 3,000.00                 |
| 325 EMR - Election Costs 2030      | 3,000.00                 |                      | 3,000.00                 |
| 326 EMR - Community Support        | 10,000.00                |                      | 10,000.00                |
| 327 EMR - Village Hall Support     | 1,021.60                 | -1,000.00            | 21.60                    |
| 328 EMR - Verges                   | 25,000.00                | -15,000.00           | 10,000.00                |
| 329 EMR - Community Events         | 1,000.00                 |                      | 1,000.00                 |
| 330 EMR - Projects ,Denes, Defib   | 10,000.00                | -1,800.00            | 8,200.00                 |
| 331 EMR - CIL (Conditional spend)  | 18,021.26                |                      | 18,021.26                |
| 332 EMR - Groundworks/ DBC Grant R | 1,600.00                 |                      | 1,600.00                 |
| 333 EMR - Elections 2019 owed      | 0.00                     |                      | 0.00                     |
| 336 EMR - The Denes CCTV           | 0.00                     | 17,800.00            | 17,800.00                |
|                                    | <b><u>100,642.86</u></b> | <b><u>0.00</u></b>   | <b><u>100,642.86</u></b> |



redefining / standards

Date of this letter  
**26th April 2021**

Master policy number  
**RGBDX6962034**

Quote number  
**1617799**

 **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.

## Data Protection Notice

You may be aware that the European Union has introduced a new Regulation, known as the General Data Protection Regulation (GDPR), which applies to every organisation handling personal data.

**Under the new regulation, your rights as a customer have been updated and expanded. We have updated our privacy policy to explain these rights as well as other changes required by the regulation.**

**View our privacy policy online at [www.axa.co.uk/privacy-policy](http://www.axa.co.uk/privacy-policy) to find all about your rights, the information we collect on you and why. If you do not have access to the internet please contact us and we will send you a printed copy**

## Policyholder details

Nash Mills Parish Council  
Nash Mills Parish Council  
PO Box 1602  
Hemel Hempstead  
Hertfordshire  
HP1 9ST

## Business description

Parish Council

## Population

5000

## Your period of insurance

Date this cover starts: 1st June 2021

Date this cover expires: 31st May 2022

Renewal date: 1st June 2022

## Your 3 Year Long Term Agreement Premium

Premium: £612.69

Insurance Premium Tax (IPT) at the current rate: £73.52

---

Total amount payable: £686.21

## 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 earned during the period of the agreement. 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
- e. This long term agreement will expire on: 31st May 2023





## Your cover summary

| Section  |                    |
|--|--------------------|
| Property Damage  | <b>Insured</b>     |
| Business Interruption  | <b>Insured</b>     |
| Money and Personal Accident Assault  | <b>Insured</b>     |
| Group Personal Accident  | <b>Insured</b>     |
| Employers Liability  | <b>Insured</b>     |
| Public and Products Liability  | <b>Insured</b>     |
| Selected all risks   | <b>Insured</b>     |
| Officers Liability (Officials Indemnity)                                   | <b>Insured</b>     |
| Employment Practices Liability   | <b>Insured</b>     |
| Council Legal Liability and Legal Expenses (including Employee Dishonesty) | <b>Insured</b>     |
| Terrorism  | <b>Not Insured</b> |
| Equipment Breakdown  | <b>Not Insured</b> |

## Quote covers

| <b>Property damage section</b>                              | <b>Included</b>   |
|---|---|
| <b>Property insured</b>                                     | <b>Sum insured</b>  |
| All risks including theft                                   |   |
| Buildings including subsidence (unless otherwise specified) | £0.00   |
| General Contents  | £0.00   |
| Gates & Fences  | £6,037.73   |
| Mowers & Machinery  | £1,521.72   |
| Natural Surfaces  | £0.00   |
| Other Surfaces  | £0.00   |
| Office Contents   | £2,719.93   |
| Outside Equipment   | £0.00   |
| Playground Equipment  | £59,554.40  |
| Sports Equipment  | £0.00   |
| Street Furniture  | £13,418.73  |
| War Memorials   | £0.00   |
| <b>Additional covers</b>                                    |   |
| <b>Cover</b>  | <b>Limits</b>   |
| Bequeathed property   | Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower.<br>Contents: £10,000 any one item<br>£25,000 in total |
| Capital additions   | 10% of building sum insured or £500,000 whichever is the lower  |
| Contents kept at home                                       | £25,000 or 10% of contents whichever is the lower   |
| Contract works  | 10% of the buildings sum insured or £100,000 whichever is the lower   |
| Discharge of oil  | £10,000 aggregate   |
| Drains clearance  | £5,000  |
| Environmental protection                                    | 10% of sum insured  |
| Exhibitions   | £25,000 or 10% of contents whichever is the lower   |
| Fire extinguishing expenses                                 | £10,000   |
| Freezer contents  | £5,000  |
| Fund raising cover  | £5,000  |
| Fund raising and catering cover                             | £5,000  |

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|   |  |
|---|--|
| Further investigation expenses  | 10% of the sum insured or £100,000<br>whichever is the lower |
| Glass breakage  | £10,000  |
| Inadvertent omission  | £500,000   |
| Landscaped gardens  | £15,000  |
| Locks and keys  | £10,000  |
| Loss reduction expenses   | £2,500 aggregate   |
| Metered water or gas  | £25,000 aggregate  |
| Motor vehicles (stationary risk)  | Not insured  |
| Patterns  | £2,500 any one claim   |
| Public relations expenses   | Not insured  |
| Raffle prizes and donations   | £1,500 total, £500 any one item                              |
| Sprinkler upgrade costs   | 10% of the building sum insured any<br>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   |
| <b>Contents definition automatically includes</b>   | <b>Limits</b>  |
| Personal effects including pedal cycles   | £10,000  |
| Rare books  | £2,500 item limit, £10,000 total                             |
| Outdoor furniture, heaters, ornaments and statues located<br>outside and within the confines of <b>your premises</b>  | £5,000   |
| Marquees and associated lighting  | £10,000  |
| Defibrillators  | £5,000   |
| <b>Excesses</b>   |  |
| Damage by fire, lightning, explosion, aircraft, riot, civil<br>commotion, strikers, locked out workers, persons taking part<br>in labour disturbances or earthquake | £nil   |
| Flood damage  | £250   |
| Theft or attempted theft  | £250   |
| Theft of building fabric  | £250   |
| Subsidence excess   | £1,000   |
| Contract works  | £250   |

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All other damage £250

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**Endorsements that apply to this section**

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**“Excess Amendments**

The excesses under the **Property damage section** are restated as follows:

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

Malicious damage, theft or attempted theft: £400

Theft of building fabric: £400

Impact damage: £400

Subsidence excess: £1,000

Contract works: £250

All other damage: £400”

**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.

**Minimum security standards condition**

**You** must comply with the **Minimum security standards condition – Level 1**, stated under the **Section conditions** within **your policy**.

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**Specific section conditions that apply to this section**

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3 Subsidence cover

4 Deep fat frying condition

7 Loss of excess/No Claims Discount

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**Business interruption section**

**Included**

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**Cover Sum insured**

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Perils as per the Property damage section

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|   |  |
|---|--|
| Gross revenue   | £10,000 12 months indemnity period   |
| Increase cost of working                                    | £10,000 12 months indemnity period   |
| Gross rentals   | £0.00 12 months indemnity period   |
| <b>Additional covers</b>                                    |  |
| <b>Cover</b>  | <b>Limits</b>  |
| Contract sites  | £10,000 any one contract site  |
| Denial of access (damage)                                   | Indemnity period of 12 weeks or 25% of the annual sum insured or £1,000,000 in any one period of insurance whichever is lower              |
| Denial of access (non damage)                               | not insured  |
| Exhibition  | £10,000 any one claim  |
| Exhibition expenses   | £10,000 any one claim  |
| Failure of selected public supplies                         | Insured  |
| Public electricity supply                                   | 8 hours Franchise  |
| Public gas supply   | Indemnity period of 12 weeks or 25% of the annual sum insured or £1,000,000 in total in any one period of insurance whichever is the lower |
| Public water supply   |  |
| Public telecommunications services                          |  |
| Failure of selected public supplies 'terminal ends'         | not insured  |
| Fines, penalties and damages                                | £2,500 any one claim   |
| Key person cover  | £2,500 any one period of insurance<br>Weekly benefit £250  |
| Loss of attraction (damage)                                 | not insured  |
| Loss reduction expenses                                     | £2,500 any one period of insurance   |
| Patterns  | £10,000 any one claim  |
| Murder suicide or disease                                   | Indemnity period of 12 weeks or £25,000 or 25% of the annual sum insured in any one period of insurance whichever is the lower             |
| Research and development expenses                           | not insured  |
| 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   |
| <b>Endorsements that apply to this section</b>              |  |
| <b>CC02 Floating amount insured (Business interruption)</b> |  |

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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  | £2,500   |
| Negotiable money on premises during business hours                           | £10,000  |
| Locked safe limit  | £10,000  |
| Negotiable money on premises and not in a locked safe outside business hours | £2,500   |
| 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   |
| Non-negotiable money limit   | £250,000 |
| <b>Excess</b>  |          |
| Each and every claim   | £250     |
| <b>Endorsements that apply to this section</b>                               |          |
| n/a  |          |
| <b>Specific section conditions that apply to this section</b>                |          |
| 2 Minimum security standards condition – Level 1                             |          |

**Group personal accident section Included**

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

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**6. Temporary partial disablement**

£500 payable for up to 104 weeks excluding the first 2 weeks of disablement

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**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

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**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          |

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**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.

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**Public and products liability section****Included****Cover details****Limit of indemnity**

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|  |  |
|--|--|
| Public Liability   | £10,000,000<br>any one event               |
| Hirers Indemnity   | £5,000,000                                 |
| Libel and slander  | £500,000<br>any one period of insurance    |
| Products Liability   | £10,000,000<br>any one period of insurance |
| Clean up costs   | £1,000,000<br>any one period of insurance  |
| Data protection  | £1,000,000<br>any one period of insurance  |
| Manslaughter costs   | £1,000,000<br>any one period of insurance  |
| Safety legislation costs                                     | £1,000,000<br>any one period of insurance  |
| Terrorist Act  | £2,000,000<br>any one period of insurance  |
| Loss of third-party keys                                     | £2,500<br>any one period of insurance      |
| Unauthorised use of third-party telephones by your employees | £2,500<br>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

**Included**

| Item                            | Location              | Sum insured  |
|---------------------------------|-----------------------|--------------|
| Civic Regalia                   | European Union        | £0.00        |
| Artwork                         | European Union        | £0.00        |
| Museum Articles                 | European Union        | £0.00        |
| <b>Total Selected All Risks</b> | <b>European Union</b> | <b>£0.00</b> |
| Business Equipment              | European Union        | £5,000       |
| <b>Excess</b>                   |                       | <b>£250</b>  |

#### Endorsements that apply to this section

n/a

#### Specific section conditions that apply to this section

2 Minimum security standards condition – Level 1

#### Officers liability section (Officials Indemnity)

**Included**

| Section Limit of Liability | Excess |
|----------------------------|--------|
|----------------------------|--------|

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|                                       |      |
|---------------------------------------|------|
| Officers Liability ✓ covered £500,000 | £nil |
|---------------------------------------|------|

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|   |                 |
|---|-----------------|
| <b>Employment practices liability section</b> | <b>Included</b> |
|---|-----------------|

---

|                                   |               |
|-----------------------------------|---------------|
| <b>Section Limit of Liability</b> | <b>Excess</b> |
|-----------------------------------|---------------|

---

|   |      |
|---|------|
| Employment practices Liability ✓ covered £500,000 | £nil |
|---|------|

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**CC182 Employment practices liability excess amendment**

Under the Employment practices liability section of **your policy**, the **excess** shown in the Schedule is increased to £10,000. This **excess** however, will be reduced to £1,000 where **you** have registered with radar, activated **your** account (set Password) and sought and followed the advice of radar's legal advice line service in relation to any grievance or dispute, disciplinary action, proposed dismissal, redundancy or any other matter that may trigger an **Employment practice claim** under the **Policy**. This Endorsement will only apply to policies incepted or renewed on or after 01/06/2021, and not currently under an existing Long Term Agreement incepted before 01/06/2021.

---

|   |                 |
|---|-----------------|
| <b>Council legal liability and legal expenses section (including Employee Dishonesty)</b> | <b>Included</b> |
|---|-----------------|

---

|                                   |               |
|-----------------------------------|---------------|
| <b>Section Limit of Liability</b> | <b>Excess</b> |
|-----------------------------------|---------------|

---

|   |      |
|---|------|
| Council Legal Liability and Legal Expenses ✓ covered £500,000 | £nil |
|---|------|

---

|                                     |  |
|-------------------------------------|--|
| Internet & email ✓ covered £500,000 |  |
|-------------------------------------|--|

---

|   |             |
|---|-------------|
| <b>Employee Dishonesty ✓ covered £200,000</b> | <b>£250</b> |
|---|-------------|

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**Endorsements that apply to this section**

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**Employee dishonesty cover amendment**

The limit under this cover is as stated in the **schedule** and not as otherwise stated in the **policy**.

**CC183 Council legal liability and Legal Expenses (including Pursuit cover) excess amendment**

Under the Council legal liability and legal expenses section of **your policy**, the **excess** is increased to £5,000. Furthermore, under the Section extensions, Legal pursuit cover, the **excess** shown is amended to £2,500. This Endorsement will only apply to policies incepted or renewed on or after 01/06/2021, and not currently under an existing Long Term Agreement incepted before 01/06/2021.

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|                          |                    |
|--------------------------|--------------------|
| <b>Terrorism section</b> | <b>Not Insured</b> |
|--------------------------|--------------------|

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**Cover details**

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As per Property damage and Business interruption section

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|                                    |                    |
|------------------------------------|--------------------|
| <b>Equipment breakdown section</b> | <b>Not Insured</b> |
|------------------------------------|--------------------|

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**Cover details**

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|                                   |   |
|-----------------------------------|---|
| 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  |

## Additional Endorsements

The following amendment applies to **your policy**.

### Disease exclusion

The following exclusion is added to the Property damage section – All risks, Business interruption section – All risks, Money and personal accident assault section, Selected all risks section – cover for specified items and Equipment breakdown section of **your policy** where these sections are shown as operative on **your** schedule.

### **Disease Exclusion**

1. Notwithstanding any provision to the contrary within this **policy** except for any cover provided under Public and products liability section, Employers liability section, Group personal accident section, Officers' liability section, Employment practice liability section, Council legal liability and legal expenses section and Terrorism section, this **policy** excludes any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with a **communicable disease** or the fear or threat (whether actual or perceived) of a **communicable disease** regardless of any other cause or event contributing concurrently or in any other sequence thereto.
2. Subject to the other terms, conditions and exclusions contained in this **policy**, these sections will cover physical damage to property insured and any **time element loss** directly resulting therefrom where such physical damage is covered by the **policy** and is directly caused by or arising from any of the following perils: fire, lightning, explosion, aircraft or other aerial devices or articles dropped from them or impact by any road vehicle or animal, storm, earthquake, **flood**, subsidence, landslip, landslide, riot, riot attending a strike, civil commotion, vandalism and malicious persons, theft, escape of water from any tank apparatus or pipe, leakage of oil from any fixed heating installation.

### Meanings of defined terms

**Communicable disease** means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- a. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
- b. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and

- c. the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

**Time element loss** means business interruption, contingent business interruption or any other consequential losses.

### **Section amendments**

#### **Business Interruption Section – All risks**

The following amendments apply to the Business Interruption section – All risks of **your policy** where the Business interruption section – All risks is shown as operative on **your** schedule.

#### **Denial of access (damage) cover**

This endorsement deletes and replaces the Denial of access cover detailed in the Business interruption section – All risks of **your policy**.

#### **Denial of access (damage) cover**

**We** will cover **you** for any loss covered by this section, resulting from interruption of or interference with **your business** caused by **damage** by the **insured perils** to property within a 1 mile radius of **your premises** which prevents or hinders the use of **your premises**, or access to it, regardless of whether **your premises** is damaged or not.

Provided that

1. these **insured perils** would be covered under the Property damage section – all risks if **we** insured **your premises** under this section.
2. the insurance provided by this cover in any one **period of insurance** shall only apply for the period starting with the prevention of access or hinderance of use and ending after 12 weeks during which time the results of the **business** are affected.
3. **our** liability for any one claim and in any one **period of insurance** will not exceed the limit shown in **your** schedule, irrespective of the number of **premises** insured. The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.
4. this does not include any damage to property from which you obtain electricity, gas, water or telecommunications services which prevent or hinder the supply of these services.
5. **we** will not cover any incident involving interference or interruption with the **business** that is less than 8 hours.

For the purposes of the cover provided under this **Denial of access (damage) cover**, **insured perils** means

fire, lightning, explosion, aircraft or other aerial devices or articles dropped from them, theft, earthquake, storm, **flood**, escape of water from any tank apparatus or pipe, leakage of oil from any fixed heating installation, impact by any road vehicle or animal.

#### **Denial of access (non damage) cover**

This endorsement deletes the Denial of access (non damage) cover detailed in the Business interruption section – All risks of **your policy** where shown as operative on **your** schedule.

#### **Denial of access (non damage) cover**

**We** will cover **you** for any loss resulting from interruption of or interference with the **business** where access to, exit from or use of **your premises** is impaired, prevented or restricted for more than 8 hours being the franchise period arising directly from

1. the compulsory actions taken by the police, competent authority or any other statutory authority in response to an emergency incident occurring at **your premises** or within a 1 mile radius of **your premises**
2. the unlawful occupation of **your premises** by third parties.

Provided that

1. the maximum **indemnity period** shall be 12 weeks in any one **period of insurance**
2. **our** liability for any one claim will not exceed the limit shown in **your** schedule, irrespective of the number of **premises** insured. The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.

**We** will not cover **you** where access to, exit from or use of **your premises** is impaired, prevented or restricted as a result of

1. physical damage to property at **your premises** or elsewhere
2. strikes, picketing, labour disturbances or trade disputes
3. the condition of or the **business** conducted within **your premises** or any other **premises** owned or occupied by **you**
4. murder, suicide, illness, disease or pathogens capable of causing disease or illness or any other hazards to health
5. actions where **you** have been given prior notice
6. any advice given or actions taken in controlling, preventing or suppressing the spread of any disease or illness
7. any change in law or the enactment of new legislation (including statutory regulations)

For the purposes of the cover provided under this cover clause, any references to **damage** or **incident** within the meaning of the defined terms (including the notes thereto), the basis of claim settlement provisions, section or general exclusions, conditions and Policy conditions shall be read as if they were references to the prevention, impairment or restriction of access.

#### **Failure of selected public supplies cover**

This endorsement deletes and replaces the Failure of selected public supplies cover detailed in the Business interruption section – All risks of **your policy**.

#### **Failure of selected public supplies cover**

**We** will cover **you** for any loss resulting from interruption or interference with **your business** caused by the accidental failure of

1. the public electricity supply at **your** supplier's generating station or sub station
2. the public gas supply at **your** supplier's land based premises
3. the public water supply at **your** supplier's waterworks or pumping station
4. the public telecommunications services at **your** supplier's land based premises

from which **you** obtain electricity, gas, water or telecommunications services within the **policy territories** where such accidental failure is a direct result of **damage** caused by an **insured peril**.

Provided that after the application of all other terms and conditions of this section, the most **we** will pay is the limit shown in **your** schedule irrespective of the number of **premises** insured and regardless of the number of suppliers affected during any one **period of insurance**.

The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.

The insurance provided by this cover in any one **period of insurance** shall only apply for the period starting with the accidental failure(s) of supply or service at **your premises** and ending after 12 weeks in total during which time the results of the **business** are affected regardless of the number of **your** suppliers affected during the **period of insurance** or the number of **premises** insured.

**We** will not cover

a. any failure

- i. which does not involve cessation of supply, for at least 8 hours
- ii. due to an excluded cause

b. loss resulting from failure caused by

- i. the deliberate act of any supplier or by them using their power to withhold or restrict supply or services
- ii. solar flare or other atmospheric or weather conditions, but **we** will cover failure due to **damage** to equipment caused by these conditions

For the purposes of the cover provided under this **Failure of selected public supplies cover insured peril** means

Fire, lightning, explosion, aircraft or other aerial devices or articles dropped from them, theft, malicious persons, accidental damage, earthquake, storm, **flood**, escape of water from any tank apparatus or pipe, leakage of oil from any fixed heating installation, impact by any road vehicle or animal.

#### **Failure of selected public supplies terminal ends cover**

This endorsement deletes the Failure of selected public supplies terminal ends cover detailed in the Business interruption section – All risks of **your policy**.

#### **Failure of selected public supplies terminal ends cover**

**We** will cover **you** for any loss resulting from interruption or interference with **your business** caused by the accidental failure of

1. the public electricity supply at the 'terminal ends' of **your** supplier's service feeds to the **premises** within the **policy territories**
2. the public gas supply at **your** supplier's meters to the **premises** within the **policy territories**
3. the public water supply at **your** supplier's main stop cock serving the **premises** (other than by drought) within the **policy territories**
4. the public telecommunications services supply (other than satellite services) at the incoming line, terminals or receivers to the **premises** within the **policy territories**

where such accidental failure(s) is a direct result of **damage** caused by an **insured peril**.

Provided that after the application of all other terms and conditions of the section, **our** liability will not exceed limit shown in **your** schedule irrespective of the number of **premises** insured and regardless of the number of suppliers affected during any one **period of insurance**.

The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.

The insurance provided by this cover in any one **period of insurance** shall only apply for the period starting with the accidental failure(s) of supply or service at **your premises** and ending after 12 weeks in total during which time the results of the **business** are affected regardless of the number of **your** suppliers affected during the **period of insurance** or the number of **premises** insured

but **we** will not cover

a any failure

- i. which does not involve cessation of supply, for at least the franchise period of time of 24 hours
- ii. due to an excluded cause

b loss resulting from failure caused by

- i. the deliberate act of any supplier or by them using their power to withhold or restrict supply or services
- ii. strikes or any labour or trade disputes
- iii. solar flare or other atmospheric or weather conditions, but **we** will cover failure due to **damage** to equipment caused by these conditions

If an incident occurs resulting in a claim under this extension **you** cannot claim under the Failure of selected public supplies cover extension for the same incident.

For the purposes of the cover provided under this **Failure of selected public supplies terminal ends cover insured peril** means

Fire, lightning, explosion, aircraft or other aerial devices or articles dropped from them, theft, malicious persons, accidental damage, earthquake, storm, **flood**, escape of water from any tank apparatus or pipe, leakage of oil from any fixed heating installation, impact by any road vehicle or animal.

In any action, lawsuit or other proceedings or where **we** allege that any loss resulting from **damage** is not covered by this section, it will be **your** responsibility to prove that they are covered.

### **Key Person cover**

This endorsement deletes and replaces the Key person cover detailed in the Business interruption section – All risks of **your policy**

### **Key person cover**

**We** will cover **you** for the expense **you** incur in replacing a **key person** less any savings **you** are able to make in order to avoid or reduce the loss as a result of

1. a) the death of a **key person** except due to illness
- b) the accidental bodily injury lasting more than 14 days to a **key person** which in the opinion of an independent medical officer will in all likelihood prevent them from carrying out their usual employment or usual occupation

But **we** will not make any payment where the accidental bodily injury to the **key person** is directly or indirectly caused by or results from

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Member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

- a) any emotional or psychiatric disorder or condition;
- b) the **key person** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the **key person**);
- c) the **key person** committing suicide or deliberately injuring themselves or putting themselves in unnecessary danger (unless trying to save a human life);
- d) any criminal act by **you** or the **key person**;
- e) pregnancy or any condition connected with pregnancy or childbirth;
- f) any physical defect, infirmity or medical condition .

If a **key person** is suffering from temporary disablement, **we** will pay only for the period of that **key person** is disablement and **we** will consider the **key person** to have made a recovery when they are able to engage in and perform the major duties of their role in **your** activities.

The cover will only apply from the date of the death or the date of the accidental bodily injury lasting more than 14 days occurring to a **key person** and end a maximum of 12 weeks after this date.

**Our** liability will not exceed the lower of the limit shown in **your** schedule or the amount of loss resulting from interference or interruption to with the **business** for up to a maximum of 12 weeks in any one **period of insurance**.

#### **Loss of Attraction (damage) cover**

This endorsement deletes and replaces the Loss of attraction cover detailed in the Business interruption section – All risks of **your policy**.

#### **Loss of attraction (damage) cover**

**We** will cover **you** for any loss covered by this section, resulting from interruption of or interference with **your business** caused by **damage** by the **insured perils** to property within a 1 mile radius of **your premises** which cause **you** to lose custom, whether **your premises** or property are damaged or not.

Provided that

1. these **insured perils would be covered** under the Property damage section – all risks if we insured **your premises** under this section.
2. the maximum **indemnity period** shall be 12 weeks in any one **period of insurance**

The most **we** will pay for this cover in any one **period of insurance** is the limit shown in **your** schedule irrespective of the number of **premises** insured. The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.

For the purposes of the cover provided under this **Loss of attraction (damage) cover insured perils** means

Fire, lightning, explosion, aircraft or other aerial devices or articles dropped from them, theft, earthquake, storm, **flood**, escape of water from any tank apparatus or pipe, leakage of oil from any fixed heating installation, impact by any road vehicle or animal.

#### **Murder suicide or disease cover**

This endorsement deletes and replaces the Murder, suicide or disease cover detailed in the Business interruption section – All risks of **your policy**

#### **Murder suicide or disease cover**

**We** will cover **you** for any loss insured by this section resulting from interruption of or interference with the **business** conducted by **you** at **your premises** during the **period of insurance** as a result of

1 the occurrence of any of the following specified human infectious or specified human contagious diseases

- i. Acute Encephalitis
- ii. Acute Poliomyelitis
- iii. Anthrax
- iv. Chicken Pox
- v. Diphtheria
- vi. Dysentery caused by Shigella
- vii. Legionellosis
- viii. Legionnaires' Disease
- ix. Malaria
- x. Measles
- xi. Meningococcal Infection
- xii. Mumps
- xiii. Ophthalmia Neonatorum
- xiv. Paratyphoid fever
- xv. Bubonic, Septicemia and Pneumonic Plague
- xvi. Rabies
- xvii. Rubella
- xviii. Tetanus
- xix. Tuberculosis
- xx. Typhoid Fever
- xxi. Whooping Cough
- xxii. Yellow Fever

manifested by any person whilst at **your premises** which directly results in the compulsory closing of the whole or part of **your premises** by order of a public authority authorised to prevent or restrict access to **your premises**

2 murder or suicide at **your premises**

3 bodily injury (excluding illness, disease and psychiatric injury) or bacterial food poisoning sustained by any person arising from or traceable to foreign or injurious matter in food or drink provided at **your premises**

4 the discovery of vermin or pests in the building(s) at **your premises** that prevents the use of or part use of the building(s) by order of a public authority



5 the compulsory closing of the whole or part of **your premises** by order of a public authority as a result of an accident causing a defect in the drains, toilets or sinks at **your premises**

**We** will not cover:

- a. any costs incurred in the cleaning, repair, replacement, recall or checking of the property insured;
- b. any loss to the extent that it would have been caused in any event by disease occurring in a wider geographical area extending beyond **your premises**, or by vermin or pests being discovered in a wider geographical area beyond the building(s) at **your premises**.
- c. any incident involving interference or interruption to the **business** that is less than 8 hours

Any Disease or Coronavirus exclusion shall apply to this Murder, suicide or disease cover, except that **communicable disease** shall not include the specified human infectious or specified human contagious diseases listed under clause 1 of this cover, the pathogens which cause them, or bacterial food poisoning, provided that such diseases listed under clause 1 have not been declared by the World Health Organisation to be a public health emergency of international concern or a pandemic.

The maximum **indemnity period** under this cover shall be 12 weeks in any one **period of insurance** commencing from the date of

1. the compulsory closing of the whole or part of **your premises** (in relation to clauses 1 and 5 of this cover)
2. the discovery of murder or suicide (in relation to clause 2 of this cover)
3. the occurrence of injury or illness (in relation to clause 3 of this cover) or, where there is a series of related injuries or illness, the first occurrence of injury or illness in that series
4. the order of the public authority (in relation to clause 4 of this cover).

**Our** liability will not exceed the lower of the maximum **indemnity period** or limit shown in **your** schedule, irrespective of the number of **premises** insured. The 'Reinstatement of sum insured after loss condition' shall not apply in respect of this endorsement.

For the purposes of the cover provided under this cover clause, any references to **damage** or **incident** within the meaning of the defined terms (including the notes thereto), the basis of claim settlement provisions, section or general exclusions, conditions and Policy conditions shall be read as if they were references to the cover provided under clauses 1 to 5 above.

CIL and S106 UPDATE May 2021

| Community Infrastructure Levy                                    | ( Conditional spend within 5 years) | Column3         | Column1               | Column2                                      |
|--|-------------------------------------|-----------------|-----------------------|--|
| Cil 17/18  |                                     | 150             |                       |  |
| Cil 18/19  |                                     | 3218.92         | Received April 2019   |  |
| Cil 19/20  |                                     | 6132.36         | Received October 2019 |  |
| <b>SUBTOTAL</b>  |                                     |                 | <b>9501.28</b>        | <b>SPENT MARCH 2021 PLUS ADDITIONAL £500</b> |
| Cil 20/21  |                                     | 6009.51         | Received April 2020   | 5509.51 Must be spent by 2025                |
| Cil 20/21  |                                     | 12721.26        | Received October 2020 | Must be spent by 2025                        |
| <b>TOTAL</b>   |                                     | <b>28232.05</b> |                       |  |
| S106 Noticeboard   |                                     | 600             | Received October 2020 | Must be spent by 2023                        |
|  |                                     | <b>28832.05</b> |                       |  |
| updated CIL figure-reported Cil OCT 2020 had a subtotal included |                                     |                 |                       |  |
| Feb 2021 reported  | £                                   | 28,232.05       |                       |  |
|  | £                                   | 600.00          | grant                 |  |
|  | £                                   | 28,832.05       |                       |  |
| Spend March 2021   | -£                                  | 10,200.00       | SIDS March 2020       |  |
| Cil & S106 Balance 2020/21 c/fwd                                 | £                                   | 18,632.05       |                       |  |
| Cil 2021/22  | £                                   | 2,621.18        | Received April 2021   | Must be spent by 2026                        |
| <b>Subtotal Cil &amp; S106 May 2021</b>                          |                                     |                 | <b>£</b>              | <b>21,253.23</b>                             |

Clerk report in March 2021 explained this process/CLr audit responsibilities.

Updates in yellow



**NASH MILLS**  
PARISH COUNCIL

## Nash Mills Parish Council

# Review of Effectiveness of Internal Audit and Auditor v4

Last adopted.

Adopted

Agenda Reference

### **Introduction**

In association with the monitoring and approval of the system of internal control, Nash Mills Parish Council must also review the effectiveness of the internal audit and auditor each financial year.

***The Account and Audit Regulations 2015*** require councils to ensure that an effective system of internal control and audit is in place and is reviewed to enable Nash Mills Parish Council to positively answer all assertions in the AGAR (Annual Governance and Accountability Return).

### **Assertion 6 Internal Audit**

***We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.***

### **Assertion 7 Reports from Auditors**

***We took appropriate action on all matters raised in reports from internal and external audit.***

Last Year NMPC appointed Philip Rhoden of Etaerio as Internal Auditor.

The external Auditor is appointed centrally.

| Meeting the standards           |   |  |
|---------------------------------|---|--|
| Expected Standard               | Evidence of Achievement   | Is this standard achieved/needs  |
| 1. Scope of internal audit      | Scope of audit work considers risk management processes and wider internal control.<br>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.<br>NMPC appointed Phillip Roden @ Etaerio for 2021/22 audit Minute ref 21/014/FPC  | Need to approve auditor for 2021/22 later in 2021  |
| 2. Independence                 | Internal Auditor has direct access to RFO.<br>Reports are made in own name to management.<br>Auditor does not have any other role within the council.   | yes  |
| 3. Competence                   | No evidence that internal work has not been carried out ethically, with integrity and objectivity.<br>Internal auditor familiar with governance processes and accounting regulations for parish councils<br>Qualification: ICAEW  | Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded).<br>Has been NMPC auditor for a number of years.   |
| 4. Relationships                | Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.<br>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.<br>The responsibilities of council members are understood, and training carried out as necessary. | Yes, during review of internal control audit plan is discussed.<br>Clerk and the majority of Cllrs have attended training  |
| 5. Audit Planning and reporting | The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and Monthly reports and strong internal control procedures embed this approach within NMPC.  | An annual audit plan is now in place<br>The review of Internal control is now in place every 6 months, a rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current. |

| <b>Characteristics of Effectiveness</b>                           |  |  |
|---|--|--|
| <b>Expected Standard</b>  | <b>Evidence of Achievement</b>   | <b>Is this standard achieved/needs</b>   |
| Internal audit work is planned                                    | Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.  | Yes, plan in place and terms of reference/ letter of engagement to be agreed by council.   |
| Understanding the whole organisation its needs and objectives     | The annual review demonstrates how audit work will provide assurance in relation to the body's annual governance statement.  | yes  |
| Be seen as a catalyst for change                                  | Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.   | yes  |
| Add value and assist the organisation in achieving its objectives | Demonstrated through positive management responses to recommendations and follow up action where called for.   | Yes. Copy of report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed.<br>Circulated regularly. Last circulation April 2021 |
| Be forward looking  | When identifying risks and in formulating the annual internal control plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. | Yes, Clerk regularly receives updates from advisory services regarding changes to procedural templates or regulations.   |
| Be challenging  | Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.           | yes  |
| Ensure the right resources are available                          | Adequate resource is made available for internal audit to complete its work.<br>Internal auditor understands the body and the legal and corporate framework in which it operates.  | Rigorous systems have now been implemented in line with auditors' recommendations. Parish specific accounting package purchased April 2020.  |

|    | A  | B        | C             | D        | E                   | F             | G  |
|----|--|----------|---------------|----------|---------------------|---------------|--|
| 1  | Nash Mills Parish Council Document Register                            | Version  | Adopted       | Website  | Review period       | Review Date   | Applicable Statute   |
| 2  |  |          |               |          |                     |               |  |
| 3  | <b>GOVERNANCE</b>  |          |               |          |                     |               |  |
| 4  | Standing Orders  | 5        | Apr-21        | y        | 2 years             | Apr-23        | Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015  |
| 5  | Code of Conduct  | 2        | Apr-21        | y        | 2 years             | Apr-23        | Localism Act 2011,s27  |
| 6  | ICO Publication Scheme   | 4        | Mar-21        | y        | Annually            | Feb-22        | Freedom of Information Act 2000  |
| 7  | <b>SCHEME OF DELEGATION (INCORPORATES BELOW)</b>                       |          |               |          |                     |               |  |
| 8  | Scheme of Delegation (inc Working Groups)                              | 4        | Apr-21        | y        | 2 years             | Apr-23        | Local Govt Act 1972 s101,117 Lga 1972 s.12a (part1), LGA 1972 s.102 DPA 1998, Public Bodies(admission to meetings Act) 1960s2            |
| 9  | Personnel TOR  | 4        | Apr-21        | Jan-00   | 2 years             | Apr-23        | Local Govt Act 1972 s101,s117  |
| 10 | <b>POLICIES &amp; PROCEDURES</b>                                       |          |               |          |                     |               |  |
| 11 | Complaints Policy  | 4        | Feb-21        | y        | Annually            | Feb-22        | Freedom of Information Act 2000 Section 14, Health and safety at Work Act 1974,Data Protection Act 1998/2018,GDPR 2018                   |
| 12 | Social Media & Electronic Communications Policy                        | 4        | Apr-21        | y        | 2 years             | Apr-23        | Data Protection Act 1998,2018, Local Govt Act 1972, GDPR 2018  |
| 13 | Grant & Donation Policy & Application                                  | 2        | Apr-19        | y        | 2 years             | Jan-23        | Local Govt Act 1972 & Local Govt Act 1972 s137   |
| 14 | Planning Code of Practice  | 1        | Apr-19        | y        | when required       |               | Local Govt Act 2000/ Localism act 2011   |
| 15 | Community Engagement Stmtnt of Intent                                  | 3        | Nov-19        | y        | when required       |               |  |
| 16 | Press and Media Policy   | 4        | Apr-21        | y        | 2 years             | Apr-23        |  |
| 17 | Accessibility stmtnt for website                                       | 1        | 01-Mar-20     | y        | as req              |               | clerk added to website no need for formal adoption   |
| 18 | Privacy Stmtnt (for website)   | 1        |               | y        |                     |               |  |
| 19 | Virtual Meeting Procedure  | 1        | 01-Jun-20     | y        | as req              |               | Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)Regs 2020 |
| 20 | <b>Health &amp; Safety Policy Stmtnt (we are under threshold)</b>      |          |               |          |                     |               | Health And Safety At Work Act 1974   |
| 21 | Vexatious Complaints Policy  | 2        | Feb-21        | y        | annually            | Feb-22        | FOI Act 2000/ Data Protection Act 1998   |
| 22 | Photographing and Recording of Meetings Policy                         | 1        | Aug-20        | y        | 3 years             | Sep-23        | DPA 1998   |
| 23 | <b>Remote Meeting Protocol</b>   | <b>1</b> | <b>Oct-20</b> | <b>y</b> | <b>2 years</b>      | <b>Oct-22</b> |  |
| 24 | <b>(GDPR-Needs review)</b>   |          |               |          |                     |               |  |
| 25 | <b>Information &amp; Data Protection Policy</b>                        |          |               |          |                     |               | Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018   |
| 26 | <b>Freedom of Information Policy</b>                                   |          |               | y        |                     |               |  |
| 27 | <b>Subject Access Request Policy</b>                                   |          |               | y        |                     |               |  |
| 28 | <b>GDPR Data Audit</b>   |          |               | y        |                     |               |  |
| 29 | <b>GDPR Guidance and Action Plan</b>                                   |          |               | y        |                     |               |  |
| 30 | <b>GDPR Consent and Privacy Notices</b>                                |          |               | y        |                     |               |  |
| 31 | <b>General Privacy Notice</b>  |          |               | y        |                     |               |  |
| 32 | <b>General Contacts Consent</b>  |          |               | y        |                     |               |  |
| 33 | <b>STAFFING</b>  |          |               |          |                     |               |  |
| 34 | Equality & Diversity Policy  | 1        | Aug-20        | y        | 3 years             | Aug-23        | Equality Act 2010  |
| 35 | <b>Bullying and Harrassment Policy</b>                                 |          |               |          |                     |               |  |
| 36 | Disciplinary Procedure   | 1        | Oct-20        | n        | 3 yrs               | Oct-23        | NALC model doc amended   |
| 37 | Grievance Policy   | 1        | Aug-20        | y        | 3 years             | Sep-23        | GDPR   |
| 38 | <b>Violence and Aggression at work policy (or similar)</b>             |          |               |          |                     |               |  |
| 39 | <b>Training &amp; Development policy/Appraisal</b>                     |          |               |          |                     |               |  |
| 40 | <b>Lone working Policy</b>   |          |               |          |                     |               |  |
| 41 | <b>Recruitment Policy</b>  |          |               |          |                     |               |  |
| 42 | <b>Member/Officer Protocol</b>   |          |               |          |                     |               |  |
| 43 | <b>Others (needed)</b>   |          |               |          |                     |               |  |
| 44 | <b>Co-option Procedure</b>   |          |               |          |                     |               |  |
| 45 | <b>Covid Contingency Plan</b>  |          | Mar-20        |          | as required         |               |  |
| 46 | <b>Retention and Disposal Policy</b>                                   | 1        | Aug-20        | y        | 3 years             | Sep-23        | Data Protection Act 1998/GDPR 2018 FOI Act 2000  |
| 47 | <b>Retention and Disposal Policy Appendix A</b>                        | 1        | 01-Aug-20     | y        | 3 years             | Sep-23        | Limitation Act 1980/Employers Liability (compulsory ins) Regs 1998   |
| 48 | <b>RISK</b>  |          |               |          |                     |               |  |
| 49 | <b>Risk Management (&amp; Financial) Scheme</b>                        | 4        | Jan-21        | y        | 6 mnthly Jan & June | Jun-21        | <b>Nalc Model Doc-nikki check doc as new non eu stuff</b>  |
| 50 | Warden Risk Assessment   | 2        | Jan-21        | N        | annually            | Jan-22        | Health And Safety At Work Act 1974   |
| 51 | Event Risk Assessment  |          | Nov-20        |          | as and when         |               | review with any new event or Govt guidance/working document  |
| 52 | Warden Covid-19 Risk Assessment  | 1        | Jun-20        | N        | as and when         |               | HSE/ Government advice notes   |
| 53 | <b>Covid-19 Risk Assessment</b>  |          |               |          |                     |               |  |
| 54 | Christmas Lights Risk Assessment                                       | 1        | Oct-20        | N        | annually            | Oct-21        | Health And Safety At Work Act 1974   |
| 55 | H&S Risk Assessment Play Area  | 2        | Nov-20        | N        | annually            | Nov-21        |  |
| 56 | <b>FINANCIAL</b>   |          |               |          |                     |               |  |
| 57 | <b>Financial Regulations v2</b>  | 2        | Dec-20        | y        | annually            | Jun-21        | <b>Nalc Model Doc-nikki check doc as new non eu stuff</b>  |
| 58 | Asset Register   | 4        | Oct/Nov 21    | y        | 6 monthly           | Apr-21        | Updated March 2021   |
| 59 | <b>Review of the Effectiveness of the Internal Auditor &amp; Audit</b> | 3        | Nov-20        | y        | 6 Monthly Dec/May   | May/June 21   |  |
| 60 | Audit Plan   | 2        | Jan-21        |          | Annually            | Jan-22        |  |
| 61 | Reserves Policy  | 2        | Jun-20        | y        | Annually            | Jun-21        | Local Govt Finance Act 1992  |
| 62 | <b>Earmarked Reserves (appendix to above policy)</b>                   | 2        | Oct-20        | y        | October and May     | May-21        | Local Govt Finance Act 1992 s32,s43  |
| 63 | <b>Internal Control Review</b>   | 3        | Nov-20        | y        | 6 monthly Dec/May   | May/June 21   |  |
| 64 | Investment Strategy  | 2        | Mar-21        | y        | Annually            | Mar-22        | Local Govt Act 2003  |
| 65 | <b>Budget Setting Process</b>  |          |               |          |                     |               |  |
| 66 | <b>STRATEGY</b>  |          |               |          |                     |               |  |
| 67 | Business Plan  |          |               |          |                     |               |  |
| 68 | Annual Report  |          |               | y        |                     |               |  |
| 69 | <b>OTHER</b>   |          |               |          |                     |               |  |
| 70 | Good Councillors Guide   |          |               |          |                     |               |  |
| 71 | Arnold Baker   |          | 10th edition  |          |                     |               |  |
| 72 | Local Councils Explained   |          | NALC 2013     |          |                     |               |  |
| 73 | <b>KEY</b>   |          |               |          |                     |               |  |
| 74 | <b>Items in black have been adopted</b>                                |          |               |          |                     |               |  |
| 75 | Items in blue (bold) are still needed or historic docs need reviewing. |          |               |          |                     |               | Please note that council adopted all existing policies and procedures in June 2020 ref 20/086/FPC  |
| 76 | Items in red have been drafted   |          |               |          |                     |               |  |
| 77 | <b>Notes</b>   |          |               |          |                     |               |  |



## MEETING DATES FOR 2021

| <b>Date of Meeting</b>                      | <b>Start Time</b>  | <b>Venue</b>       |
|---|--------------------|--------------------|
| <b>Monday 11<sup>th</sup> January 2021</b>  | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 8<sup>th</sup> February 2021</b>  | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 8<sup>th</sup> March 2021</b>     | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 12<sup>th</sup> April 2021</b>    | <b>8pm</b>         | <b>Online</b>      |
| <b>Tuesday 4<sup>th</sup> May 2021</b>      | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 14<sup>th</sup> June 2021</b>     | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 12<sup>th</sup> July 2021</b>     | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 9<sup>th</sup> August 2021</b>    | <b>If required</b> | <b>If required</b> |
| <b>Monday 13<sup>th</sup> Sept 2021</b>     | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 11<sup>th</sup> October 2021</b>  | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 15<sup>th</sup> November 2021</b> | <b>8pm</b>         | <b>Online</b>      |
| <b>Monday 13<sup>th</sup> December 2021</b> | <b>8pm</b>         | <b>Online</b>      |

\*\*\*Please note that during the current Covid-19 crisis all council meetings will be held online via Zoom. Agendas may not be posted on the noticeboard but can be found on our website.

The links will be on the agenda on our website to enable public access. This arrangement is subject to change in line with Government regulations so please check the website or contact the clerk for further information.

Supporting documents are available on our website.

[www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

Agendas are advertised on the website

NB: During the winter months it is advisable to contact the Parish Clerk and check for cancellations.

[clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)



## 2021/22 ROAD SAFETY FUND APPLICATION FORM

If you require any advice or assistance in completing this form or in relation to the fund please contact the Office of the Police & Crime Commissioner via e-mail at [grants@herts.pcc.pnn.gov.uk](mailto:grants@herts.pcc.pnn.gov.uk). An incomplete application form may be rejected.

### Privacy Statement

Please see the [Privacy Policy](#) on the Commissioner's webpage for further information.

### Guidance and eligibility

We are looking for innovative and imaginative ideas that will help to solve local road safety problems in Hertfordshire across the whole range of road users, including pedestrians. Your bids could be targeted towards a specific group or issue, or seek to cover a range of groups and interlinking issues. You may want to run an educational project with children or other vulnerable road user group, start a local volunteer group, develop ways to stop antisocial driving or riding, or trial something completely new as a pilot project.

If your bid involves a requirement for speed related interventions, please talk to us first about how we can help you set up a **DriveSafe volunteer group** in your area. A DriveSafe scheme, in operation for a period of time in order to monitor and assess traffic, may help to inform any future bid. Find more information about Drive Safe here: <http://www.hertscommissioner.org/community-drivesafe-scheme-hertfordshire>. Speed Indication Devices (SIDs), or alternative hardware, will only be considered if evidence of need is apparent. We are taking this phased approach in order to ensure that speed interventions are necessary, effective, fit for purpose and provide good value for money.

The Road Safety Fund is open to any organisation that can contribute to improving road safety across the county. Public sector, voluntary sector, community groups and businesses can apply. Bids reflecting a partnership ethos are particularly sought. For bids to be successful, please consider how they address the strategic priorities of Hertfordshire's Police and Crime Commissioner (<http://www.hertscommissioner.org/police-and-crime-plan-herts-pcc>) and The Hertfordshire Road Safety Partnership (<https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/partnerships/hertfordshire-road-safety-partnership/hertfordshire-road-safety-partnership.aspx>).



Please note that where a successful bid involves any works to the Highways (including installation of Speed Indicator Devices) funding will **always** be paid directly to the Highways authority, Hertfordshire County Council. Organisations are not allowed to commission their own research with grants from the Fund. Grants for initiatives that involve no changes to the highway can only be paid to an organisation – either a limited company, a registered charity, an organisation with a recognised legal status or an unincorporated association with its own bank account. **Grants cannot be paid to individuals.**

The Hertfordshire Road Safety Partnership will assess the bids for viability on behalf of the Police and Crime Commissioner. The partnership reserves the right to adapt bids or to commission an independent evaluation, in order to determine the most sustainable solution. **When bids are successful, we will work with you to refine them and find the most appropriate solution to your problem.**

**Funding is available to support bids that:**

- are located within Hertfordshire
- put forward an innovative road safety idea, even if you are not sure of the potential cost
- support preventative, educational and early intervention road safety activity
- help to change perceptions, attitudes and behaviour on the road
- support solutions and interventions around identified need that lead to social, environmental and / or behaviour change
- support **new** activity to address a persistent problem or an emerging issue
- have identified a local need and have support from other organisations / community groups / local councillors / schools
- have the explicit support of the local HCC Councillor for bids that may involve works to, or on the public highway
- are evidenced based, or you may want to develop pilot work / research to establish an evidence base

**The Road Safety Fund will not commit funding for initiatives that:**

- duplicate or replace existing activity or are considered Hertfordshire County Council Highways responsibility including signs, traffic calming, crossings and proposed changes to speed limits
- are not based on evidence of need, or do not include a research element in order to build an evidence base
- are already subject to Hertfordshire Highways work planning / schedule
- are subject to an existing petition submission to Hertfordshire Highways
- will not lead to sustainable outcomes and solutions
- require long term maintenance / contracts or continuing costs outside of the project timescales.

**Checks and due diligence**

All bids will be subject to due diligence checks and verification before funding is provided. Any intervention or solution developed may be subject to feasibility checks in the local area, to ensure that the project is in the community's interest.

Please fill out the form below with relevant details about your bid. If you require any advice or assistance in completing this form or in relation to the fund please contact the Office of the Police & Crime Commissioner via e-mail at [grants@herts.pcc.pnn.gov.uk](mailto:grants@herts.pcc.pnn.gov.uk). An incomplete application form will be rejected.

| <b>Part One: About You / Your Organisation</b>  |   |
|---|---|
| <b>Name of your organisation</b>  |   |
| <b>Bid title</b>  |   |
| <b>Your title</b>   |   |
| <b>Your forename</b>  |   |
| <b>Your surname</b>   |   |
| <b>Your role within the organisation</b>  |   |
| <b>Full postal address of your organisation (including postcode)</b>  |   |
| <b>Organisation website address</b>   |   |
| <b>Organisation email address</b>   |   |
| <b>Organisation telephone number</b>  |   |
| <b>How would you best describe your organisation?</b> (Please cross at least one option – only organisations can apply for a grant) | <input type="checkbox"/> Registered Charity <input type="checkbox"/> Community/ Voluntary Sector <input type="checkbox"/> Neighbourhood Group <input type="checkbox"/> Community Safety Partnership <input type="checkbox"/> Local Authority <input type="checkbox"/> Police / Criminal Justice agency <input type="checkbox"/> Other, please specify |
| <b>If applicable, company VAT reg. number or registered charity number</b>  |   |
| <b>Is your bid for a specific amount? If so insert the total amount along with a breakdown of costs</b>                             |   |
| <b>Part Two: About your proposal</b>  |   |
| <b>To help us assess your proposals, please cross all of the following criteria that apply to your bid?</b>                         | <input type="checkbox"/> located in Herts<br><input type="checkbox"/> prevention<br><input type="checkbox"/> education<br><input type="checkbox"/> early intervention<br><input type="checkbox"/> behaviour change<br><input type="checkbox"/> social change<br><input type="checkbox"/> environmental change   |

|   |   |
|---|---|
|   | <input type="checkbox"/> new activity<br><input type="checkbox"/> evidence of local need<br><input type="checkbox"/> pilot development / research<br><input type="checkbox"/> short term initiative (up to 1 year)<br><input type="checkbox"/> long term initiative (2-3 years)<br><input type="checkbox"/> likely to involve work on highways – support / match funding from county councillor established   |
| <b>Does your bid address any of the Road Safety Partnership or Police and Crime Commissioner’s strategic priorities? Please cross all that apply.</b>   | Road safety priorities include the following vulnerable groups:<br><input type="checkbox"/> Pedestrians<br><input type="checkbox"/> Cyclists<br><input type="checkbox"/> Motorcycles/mopeds<br><input type="checkbox"/> Older road users<br><input type="checkbox"/> Young road users<br>And the following issues:<br><input type="checkbox"/> Inappropriate or excess Speed<br><input type="checkbox"/> Distractions<br><input type="checkbox"/> Seatbelts<br><input type="checkbox"/> Drink and Drugs / impairment<br><input type="checkbox"/> Risky behaviour / manoeuvres |
| <b>What is the road safety problem that the funding will seek to address?</b>   |   |
| <b>How was the problem identified as a concern and a priority for action?</b>   |   |
| <b>Do you think your bid will involve any potential works on or to the public highway? (e.g. Speed Indicator Devices)</b><br><br><b>If so has the local Hertfordshire County Councillor agreed to support the bid?</b><br><br><b>Insert name of relevant Councillor and signature</b> | County Councillor Name: _____<br>Signature: _____   |
| <b>Do you have any evidence to demonstrate why your application should be considered e.g. data, analysis, witnesses, photos etc.?</b>   |   |

|  |  |
|--|--|
| If not, are you proposing a research project or pilot?   |  |
| <b>In your opinion what are the underlying causes of the problem?</b>  |  |
| <b>Please provide a brief description of the proposed intervention or project.</b>   |  |
| <b>In your opinion how will the proposed ideas help to solve the problem?</b><br><br><b>What do you think the outcomes will be?</b><br>(e.g. to reduce the likelihood of ____)<br><br><b>What would success look like to you?</b><br>(e.g. less comments, complaints by community) |  |
| <b>Are there examples of this type of intervention working elsewhere?</b> If so, please provide examples   |  |
| <b>Are there any other organisations involved in delivery of the project?</b> Please let us know who   |  |
| <b>Have you applied for funding elsewhere?</b> If so, please tell us where and if you were successful or not.  |  |
| <b>Does your application have the support of local community, partners, groups or other councillors?</b> If so, please provide details of these with any evidence of support   |  |

|  |   |
|--|---|
| <b>What geographical area does your bid relate to? (Please cross all that apply)</b>   | <input type="checkbox"/> Across Hertfordshire <input type="checkbox"/> Broxbourne <input type="checkbox"/> Dacorum <input type="checkbox"/> East Herts <input type="checkbox"/> Hertsmere <input type="checkbox"/> North Herts<br><input type="checkbox"/> St Albans <input type="checkbox"/> Stevenage <input type="checkbox"/> Three Rivers <input type="checkbox"/> Watford <input type="checkbox"/> Welwyn Hatfield |
| <b>Please specify in more detail the location of where your proposal refers to? E.g. road name, junction, town, school, etc.</b>   |   |
| <b>How will the project benefit the wider community?</b>   |   |
| <b>Part Three: Monitoring &amp; Evaluation</b>   |   |
| <b>If your project is for educational or positive behavioural change objectives, please tell us how you intend to monitor and evaluate it</b>  |   |
| <b>Using bullet points, what risks do you consider your initiative might face that would prevent it from being successful, and how would you propose to prevent risk?</b>  |   |
| <b>Tell us how you plan to demonstrate that the funding has provided value for money, community benefit or reassurance?</b>  |   |
| <b>Part Four: Declaration</b>  |   |
| <b>By submitting this form, I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of my organisation</b><br><br><b>Please note: should the information provided be untrue or inaccurate, then your bid may be withdrawn from the selection process.</b> | <input type="checkbox"/> I confirm<br><br>Name:<br>Job title:<br><br>Signature:<br><br>Date:  |

Please send your completed form to [grants@herts.pcc.pnn.gov.uk](mailto:grants@herts.pcc.pnn.gov.uk) by the agreed date