



## GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the **Policy and Resources Committee** meeting held on **Monday, 16<sup>th</sup> July 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

**Present:** Cllr Mrs S Hunt (Chairman)  
Cllr P Harris (Deputy Chairman),  
Cllr Mrs S Cullingford, Cllr R Evill,  
Cllr A Frith, Cllr M Hill, Cllr Mrs D Toye,  
Cllr Mrs B Ridout and Cllr B Von Clemens.

**Members of the Public and Press:** There was three member of the public present.  
There was one member of the press present.

**In attendance:** Mrs S Dobie, Town Clerk  
and Mrs C Ratcliffe, Office Manager/Deputy Clerk.

Prior to the start of the meeting the Chairman informed members that agenda item no. 8 recommended by the Staff and Salaries Committee at their meeting held on the 18<sup>th</sup> June 2018 has been adopted at the Full Council meeting held on the 25<sup>th</sup> June 2018. No further action needs to be taken, therefore, it has been removed from the agenda.

### **371. Apologies.**

Apologies were received from: Cllr Monksummers due to illness and Cllr Joyce who had a close friend undergoing an operation.

### **372. To approve the minutes of the last meeting held on Monday, 18<sup>th</sup> June 2018.**

Cllr Mrs Toye proposed “**that the minutes of the Policy and Resources Committee meeting held on Monday, 18<sup>th</sup> June 2018, should be approved as a correct record of that meeting**”. Cllr Hill seconded and the vote was unanimous. **RESOLVED**. The Chairman duly signed the minutes.

**373. Questions.** There were no questions.

## **Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> July 2018 (continued):**

### **374. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.**

There were no declarations of disclosable pecuniary interests. The Town Clerk informed members that she would leave the meeting during the discussion of agenda item no. 10 as she would be a recipient of a long term service award.

### **375. Finance:**

#### **a) To approve cheques for payment for July 2018.**

The Town Clerk informed members that included within the cheques for payment for July are the insurance premiums totalling £20,620.52, which are £1,379.48 under budget. However, with the claim for the recent burglary and the purchase of a new Kubota tractor, gross value of £21,594.00, this surplus may be required.

Cllr Mrs Ridout proposed **“that the cheques for payment for the month of July 2018 to the gross value of £57,313.52 should be approved for payment”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

#### **b) To receive the 1<sup>st</sup> Quarter Accounts for the FY 2018-19.**

The 1<sup>st</sup> Quarter Accounts for FY 2018-19 were circulated prior to the meeting. Please refer to Appendix A.

Cllr Von Clemens proposed that the **“the 1<sup>st</sup> Quarter accounts for FY 2018-19 should be approved”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

#### **c) To receive the 1<sup>st</sup> Quarter Internal Auditors Report for the FY 2018-19.**

The Town Clerk informed members that an internal audit had been conducted on the 6<sup>th</sup> July 2018. There were no non-conformist errors.

Cllr Von Clemens proposed that **“the 1<sup>st</sup> Quarter Internal Auditors Report FY 2018-19 should be approved”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

### **376. To receive working party reports for consideration and approval, if available:**

#### **a) Cycle Link**

The Town Clerk reported her concerns that this working party had not met for over a year as they have been awaiting a response from a landowner. Two of the members of the working party are currently very busy with the White Hart Link and the Gillingham Walking Festival to be held in September. The Town Clerk was not sure if the representative of the District Council was still available to work with this group. There is a substantial amount of s106 monies linked to this project.

Cllr Von Clemens proposed that **“the working party should report back to the Policy and Resources Committee at their next meeting to be held on the 20<sup>th</sup> August 2018 so that a way forward may be established”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

### **377. To consider and agree the recommendation from the General Purposes Committee held on Monday, 8<sup>th</sup> May 2018 “that Contractor A is instructed to carry out the refurbishment of the driveway and turning area at the Garden of Remembrance for a cost of £11,970 to be taken from budget no. 6.07 - £6,000 and budget no. 6.08 - £6,000.**

Cllr Von Clemens proposed that **“that Contractor A is instructed to carry out the refurbishment of the driveway and turning area at the Garden of Remembrance for a cost of £11,970 to be taken from budget no. 6.07- £6,000 and budget no. 6.08 - £6,000”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> July 2018 (continued):**

**378. To receive and consider a grant application from the Evolution trampolining academy based at RiversMeet leisure centre.**

The Town Clerk informed members that the applicant is now applying for a £1,000 grant for the Evolution Academy.

Cllr Harris stated that the Town council has heard twice about this organisation and following their last presentation to the Full Council he believed it to be a good one. They are looking for £11,280 for a trampoline and looking to others to assist with this expenditure. It is understood that Evolution Academy have approached the Round Table and are hoping to receive a donation of £1,000. If the Town Council is minded to grant £1,000, perhaps they should consider doing this 'in principle' as it is not known how long it will take for Evolution Academy to raise the full amount.

Cllr Evill concurred with Cllr Harris.

Cllr Harris asked the Town Clerk to clarify the current balance of the contingency fund for one-off grants.

The Town Clerk informed members that £2,000 had been set aside in the precept. An amount of £500 was set aside in March 2018 and has been held in the General Reserve in respect of the grant to St. Mary Gillingham Scout Group, which has been released this evening. If £1,000 is awarded to Evolution Academy there will be a balance of £1,000 in the contingency budget.

Cllr Harris proposed that **“£1,000 is earmarked within the grants contingency budget no. 2.26 on condition that it is only released once the balance of £10,280 has been achieved by the Evolution Trampolining Academy”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

**379. To consider and agree releasing money for a Freedom of the Town and a Staff Award Ceremony.**

**a) Freedom Ceremony**

The Town Clerk informed members that a formal church service, where everyone will be invited to attend, will be held at St. Simon and St. Jude's Church at Milton-on-Stour followed by a small cream tea for close family and friends at Milton School. There are six recipients of the Freedom of the Town and five badges of office need to be purchased at £111 each as there is one held in stock. Certificates and framing will also need to be covered. Funding for the ceremony has been earmarked within the Functions Fund - budget no. 3.21 and funding for the badges and certificate from General Payments -budget no. 3.25 – General Payments.

Following discussion Cllr Harris proposed **“that a budget not to accede £600 for the Freedom ceremony should be taken from budget no. 3.21 – Functions Fund and that a budget not to accede £600.00 for the Freedom badges and certificates should be taken from budget no. 3.25 – General Payments”**. Cllr Von Clemens seconded and it was unanimously agreed. **RESOLVED.**

**The Town Clerk left the room prior to the following agenda item:**

**b) Staff Award Ceremony**

A policy for long service awards has been agreed. The amount of financial remuneration now needs to be established.

Cllr Frith reminded members that the Long Service Award had been agreed for 25 and 40 years of continuous long service, which is in line with other authorities including Dorset County Council. The policy refers to a financial award but the amount was not specified. An amount now needs to be agreed. One employee has reached 25 years long service. In five years' time there is the possibility that a further award for 25 years' service will need to be made. There is no requirement to make an award for 40 years continuous service in the foreseeable future.

**Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> July 2018 (continued):**

**379. To consider and agree releasing money for a Freedom of the Town and a Staff Award Ceremony (continued):**

Cllr Frith suggested that a financial award of £100 should be made to those who reach 25 years of continuous long service.

Cllr Harris proposed that **“a remuneration of £100 is awarded to those employees who complete 25 years of continuous service with Gillingham Town Council”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Cllr Frith stated that the Town Clerk will be retiring at the end of August and has already completed 29 years of service to the Town Council. A Long Service Policy was not in place when the Town Clerk completed 25 years of service but did not agree that this should be awarded retrospectively; however, this long service should be recognised. A mechanism to reward this achievement needs to be decided along with a financial award for 40 years of continuous service.

Cllr Frith suggested that in the future the remuneration of 25 or 40 years continuous service should be reviewed in the year of the award.

Cllr Von Clemens suggested that the policy was reviewed, as appropriate.

Cllr Mrs Hunt proposed that **“the Long Service Award is reviewed every five years”**. Cllr Mrs Ridout seconded and the majority were in favour. **RESOLVED.** Cllr Harris did not agree with the proposal and considered that the policy should be reviewed annually in line with other policies.

After a discussion about how to reward an employee who has exceeded 25 years' long service but may not reach 40 years long years, Cllr Mrs Toye suggested a 'Special Recognition Award'; this would keep things separate from the Long Service Award.

Cllr Frith proposed that **“a Special Recognition Award is awarded to the Town Clerk for long service to Gillingham Town Council”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris proposed that **“an award of £120 is made in recognition of long service.”** Cllr Mrs Toye seconded.

Cllr Von Clemens commented that the Town Clerk had achieved a considerable amount over the years, especially during her time as Town Clerk and made an amended proposal that **“that the Town Clerk received an award of £200”**. This proposal was defeated as there was no seconder.

Cllr Harris concurred and reminded members that she had been runner up as Clerk of the Year in 2017, which was an incredible achievement.

Cllr Hill made an amended proposal that **“a Special Recognition Award for long service and a cheque for £150 should be awarded to the Town Clerk”**. Cllr Mrs Cullingford seconded. Members voted on the amended proposal: five votes in favour and 3 against. **RESOLVED.**

The Town Clerk returned to the meeting.

**380. To receive and consider quotations for the purchase of a new Honours Board for the Civic Hall.**

The Town Clerk informed members that no money had been set aside in the precept for a new honours board. Three companies had been sent a photograph of the current honours boards with measurements and quotations have been received as follows: Company A - £1,050 plus additional £700 for a second board, Company B - £1,695 plus additional £1,195, Company C £1,695 plus additional £1,195.

## **Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> July 2018 (continued):**

### **380. To receive and consider quotations for the purchase of a new Honours Board for the Civic Hall.**

The Works Manager informed the Town Clerk that one of the grounds staff had trained as a carpenter and would be happy to make a new honours board in house at only the cost of the materials.

Cllr Harris was concerned that the honours boards would not match the existing boards. The Town Clerk stated that the Freeman honours board is stained in a darker oak shade to those of the Mayor's honours board. A match could be achieved in house.

Cllr Von Clemens proposed that **“a Freeman Honours Board to match the existing is carried out in-house and funding taken from the Town Hall Office Furniture/Equipment budget – 5.01”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

### **381. To consider and agree a report on the review of the Local Councils Risk Assessment for 2018/19.**

The Town Clerk referred to a report that had been circulated with the agenda prior to the meeting. Please refer to Appendix B.

Cllr Mrs Cullingford proposed that **“the Local Council Risk Assessment reviewed in July 2018 and presented to the Policy and Resources Committee at their meeting held on the 16<sup>th</sup> July 2018 is agreed and recommended to Full Council for adoption”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

### **382. To receive and agree a report on the review of the Assets Register and the insurance renewal premium.**

The Town Clerk referred to a report that had been circulated with the agenda prior to the meeting. Please refer to Appendix C.

Cllr Von Clemens proposed that **“following the review of the Assets Register for FY 2018/19 the insurance renewal premium for the Commercial Combined Insurance Policy with Aviva is agreed for a sum of £17,216.48 and the Motor Insurance with ERS is agreed for a sum of £3,404.04 (a total of £20,620.52) and funded from budget no. 3.11 - Insurance FY 2018/19”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clements thanked the Office Manager for all her hard work in making sure the council was fully covered by both insurance and management risk assessments.

### **383. Matters Pertinent.**

- a) The Chairman thanked the Town Clerk for her support as Clerk to the Policy and Resources Committee as this was her last meeting prior to retiring.
- b) The Office Manager informed members that the results of the Green Flag Award has been received and the sites at all three sites put forward have been awarded the Green Flag. The Horticultural Staff will attend the award ceremony on Wednesday 18<sup>th</sup> July 2018.
- c) Cllr Mrs Ridout informed members that South West in Bloom will be judging the various sites during this week as follows:
  - Tuesday, 17<sup>th</sup> July at 5.45pm** Gillingham Youth Centre to judge the Brownie garden and HiPP!!Bones garden.
  - Thursday, 19<sup>th</sup> July starting at 12 noon** to judge the 'It's Your Neighbourhood' gardens at: Town Meadow, Gillingham Primary School, Gillingham School, Wyke Primary School, Rawson Court and the Methodist Church.
  - Friday, 20<sup>th</sup> July starting at 10.30am** – Town Hall Hanging Baskets, Railway Station, 'D' Bed and 'Long Bed', Town Meadow, St. Mary's Church, Wesley Gardens, Garden of Remembrance, Thorngrove Garden Centre, Rolls Bridge and Milton On Stour Primary School.

The meeting closed at 8.40pm.

Minute no. 375(a)

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**Gillingham Town Council**

**1<sup>st</sup> Quarter Financial Statement**

**Author: Mrs S Dobie, Town Clerk and Responsible Financial Officer**

Transactions in the first quarter are in line with the budget.

**INCOME**

- The first half of the Precept has been received totalling £409244.27.
- Interest remains low as envisaged.
- Civil Marriages – Three ceremonies held this quarter, payments pending of £400.00 and will be received in July 2018.
- The Stours Parish Council has paid the first half of revenue support to the Town Centre Public Conveniences - £213.00.
- VAT has been claimed back in the first quarter totalling - £9,204.67 VAT due at the last quarter for the FY 2018-19 has been received totalling £8,962.04.
- NDDC statutory payment of £9K has been received in respect of Street Cleaning.
- Burial Income in the first quarter is £2,130.00.

**EXPENDITURE**

**Running Costs:** In line with the budget figures.

**Staff and Salaries:** In line with the budget figures.

**Major Projects:**

- The Sponsored flower bed scheme – all areas are now planted and all signage in place.
- The Heritage Lighting has been paid and hopefully installation will begin in July 2018.

**Non- Precept – Monies held within the General Reserve and NS&I Account:**

- £35K has been earmarked towards refurbishment of the Public Toilets within the High Street
- £102,589.70 Estate Management.
- £135,500.00 Works Depot

Minute no. 381

## Gillingham Town Council

### Local Councils Risk Assessment

**Author: Mrs C Ratcliffe, Deputy Town Clerk**

A full Risk Assessment has now been carried out covering all aspects of the Town Council's responsibility. The full Risk Assessment document is available on request. A summary is attached to this report.

The areas identified for the Risk Assessment are as follows:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1. Agency Agreements                 | 15. Litter                           |
| 2. Allotments                        | 16. Meetings of the Council          |
| 3. Bus Shelters                      | 17. Newsletters                      |
| 4. Cemetery / Garden of Remembrance  | 18. Office Accommodation             |
| 5. Code of Conduct                   | 19. Public Conveniences              |
| 6. Computing                         | 20. Play Areas/Outdoor Gym Equipment |
| 7. Council Meetings                  | 21. Public Open Spaces               |
| 8. Council Property and Documents    | 22. Public seating                   |
| 9. Crime Prevention / CCTV           | 23. Sub-contractors                  |
| 10. Data Protection                  | 24. Volunteers                       |
| 11. Employment of Staff              | 25. War Memorials                    |
| 12. Financial Management/Investments | 26. Web site/internet access         |
| 13. Health and Safety                | 27. Web sites – GTC web site         |
| 14. Land                             | 28. Work shop                        |

## 1 Identified Risks

Scores were allocated to a total of 28 functions of the Town Council. A new function has been added this year: Health and Safety. A total of 196 risks have been identified. The average score for all the risks has remained the same from last year at 3.2. The number of uncontrolled risks has reduced from 18 to 10, as follows:

### 1.1 Employment of Staff – 2 risks greater than a score of 3 identified.

Loss of key staff – This remains a risk following the recent staff changes.

Staff training – It is very important that there is opportunity and provision for adequate staff training following a period of staff changes.

### 1.2 Health and Safety – 2 risks greater than a score of 3 identified.

Failure to keep up to date with new legislation – There is currently no mechanism to ensure that our health and safety management system is up-to-date with new legislation.

Ensuring adequate risk assessment are completed – Risk assessments have been carried out and a review needs to be made.

**1.3 Land** – 1 risk greater than a score of 3 identified.

Vandalism – The sites are public open spaces and occasions of low level vandalism occur.

**1.4 Public Conveniences** – 3 risks greater than a score of 3 identified.

Vandalism – This is a constant problem. The remaining toilet in the High Street car park is open 24 hours a day. Low level vandalism is constant.

Maintenance – The toilet requires more maintenance now it is unlocked.

Security – This proves to be difficult without further expense. A working party is looking at an alternative use for the building whilst still providing a public toilet that will be less vulnerable to vandalism.

**1.5 Play Areas** - 1 risk greater than 3 identified.

Vandalism – Instances of low level vandalism occurs from time to time.

**1.5 Work Shop** – 1 risk greater than a score of 3 identified.

Site Security – Despite improvements to site security the facility is still at risk from opportunists.

**2. What works can be done to reduce risks during 2018-19?**

**2.1** The Staff and Salaries Committee should be aware that the risk due to loss of staff is still recorded as a high risk and that a regular review of staff training is necessary to maintain a high calibre of staff, especially during a period of change. For example: a Business Continuity Policy should be considered and staff appraisals reviewed.

**2.2** The General Purposes Committee will need to review Health and Safety procedures to ensure the Town Council is compliant with current legislation. For example: there is now a requirement for policy on mental health and wellbeing in the workplace to be included in our health and safety documentation.

**2.3** The General Purposes Committee will monitor the use of land and, where possible, mitigates against possible vandalism. For example: by protecting newly planted trees with guards in areas where vandalism is likely to occur.

**2.4** The General Purposes Committee is aware of the need to improve security of the public conveniences in the High Street. A working party is currently in the process of instructing a building contractor to refurbish the building. This will improve the security of the facility in the future.

**2.5** The General Purposes Committee will need to review the security of the workshop following a recent burglary.

**3. Recommendation**

**3.1 That the Local Council Risk Assessment reviewed in July 2018 and presented to the Policy and Resources Committee in July 2018 is agreed and recommended to Full Council for adoption.**

## Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> July 2018 (continued):

### 378. To receive and consider a grant application from the Evolution trampolining academy based at RiversMeet leisure centre.

The Town Clerk informed members that the applicant is now applying for a £1,000 grant for the Evolution Academy.

Cllr Harris stated that the Town council has heard twice about this organisation and following their last presentation to the Full Council he believed it to be a good one. They are looking for £11,280 for a trampoline and looking to others to assist with this expenditure. It is understood that Evolution Academy have approached the Round Table and are hoping to receive a donation of £1,000. If the Town Council is minded to grant £1,000, perhaps they should consider doing this 'in principle' as it is not known how long it will take for Evolution Academy to raise the full amount.

Cllr Evill concurred with Cllr Harris.

Cllr Harris asked the Town Clerk to clarify the current balance of the contingency fund for one-off grants.

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Following discussion Cllr Harris proposed **“that a budget not to accede £600 for the Freedom ceremony should be taken from budget no. 3.21 – Functions Fund and that a budget not to accede £600.00 for the Freedom badges and certificates should be taken from budget no. 3.25 – General Payments”**. Cllr Von Clemens seconded and it was unanimously agreed. **RESOLVED.**

The Town Clerk left the room prior to the following agenda item:

#### b) Staff Award Ceremony

A policy for long service awards has been agreed and a recommendation to the Full Council is now required regarding the amount of remuneration for the staff awards.

Cllr Frith reminded members that the Long Service Award had been agreed for 25 and 40 years of continuous long service, which is in line with other authorities including Dorset County Council. The policy refers to a financial award but the amount was not specified. An amount now needs to be agreed. One employee has reached 25 years long service. In five years' time there is the possibility that a further award for 25 years' service will need to be made. There is no requirement to make an award for 40 years continuous service in the foreseeable future.

## Local Councils Risk Assessment (LCRS)

Date: June 2018

No.	Area Identified for Risk	Number of Identified Risks	Average Score for Risks	Number of Risks greater score of 3	Remarks/High Risks
1	Agency Agreements	8	2.4	0	Number of risks in the category has increased from last year following annual review.
2	Allotments	18	1.9	0	
3	Bus Shelter(s)	4	2.0	0	
4	Cemeteries/ Churchyards	19	1.8	0	
5	Code of Conduct	1	3.0	0	
6	Computing	3	2.3	0	
7	Council Meetings	5	1.8	0	
8	Council Property and Documents	5	2.8	0	
9	Crime Prevention and CCTV	9	2.1	0	
10	Data Protection	1	1.0	0	
11	Employment of Staff	8	3.6	2	High risk: loss of key staff and training.
12	Financial Management/ Investments	14	2.2	0	
13	Health and Safety	5	3.4	2	High risk: failure of keep up to date with new regulations; ensuring adequate risk assessments.
14	Land	12	2.1	1	High risk: vandalism.
15	Litter	6	1.6	0	
16	Meetings of the Council	5	2.0	0	
17	Newsletters	2	2.5	0	
18	Office Accommodation	6	3.0	0	
19	Public Conveniences	9	2.4	3	High risk: vandalism; maintenance; security.
20	Play Areas/Outdoor gym equipment	7	3.1	1	High risk: vandalism.
21	Public Open Spaces	7	1.7	0	
22	Public Seating	5	1.6	0	
23	Sub Contractors	4	1.5	0	
24	Volunteers	4	1.75	0	
25	War Memorials	3	1.6	0	
26	Web Site / Internet Access	2	1.5	0	
27	Web Sites	16	1.0	0	
28	Work shop	8	2.7	1	High risk: site security.
<b>TOTALS</b>		<b>196</b>	<b>60.4</b>	<b>10</b>	
<b>Overall average risk</b>			<b>3.24</b>		

Minute no. 382

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**GILLINGHAM TOWN COUNCIL**
**Review of Assets Register and Insurance Cover****Author: Mrs Clare Ratcliffe, Deputy Town Clerk****1. Assets Register**

The Assets Register has been reviewed and is used to ascertain the level of insurance that the Town Council requires each year. Below is a summary of the Assets Register and the level of insurance required:

	<b>Summary</b>	<b>Insured Values £</b>
1	Material Damage -Buildings	2,415,842.00
2	Material Damage - Buildings Contents	42,985.00
3	Material Damage - Street Furniture	938,179.00
4	Business - All Risks	107,245.00
5	POS - Community Areas	6.00
6	POS - 0.2 hectare plus	15.00
7	POS - 0.19 hectare and under	18.00
8	POS - Playing Spaces	12.00
9	Motor Insurance	176,827.00
		<b>3,681,129.00</b>

**2. Main Policy – Commercial Combined - Aviva Insurance**

A representative from WPS Insurance Brokers visited the Town Council on Tuesday, 19<sup>th</sup> June 2018 to review the Town Council's insurance requirements, based on the summary above. The insurance policy runs starts on 16<sup>th</sup> July each year. A three-year fixed term deal was agreed with WPS Insurance Brokers last year and is due to expire in June 2020. This deal included a free full valuation of all the Town Council properties, which will be undertaken in this coming year.

Three insurance claims were made by the Town Council this year. Two for stolen horticultural equipment and the other for damage to the war memorial in the High Street. Consequently, there will be no 'no claims' rebate this year.

There remains an outstanding claim resulting from an alleged injury following the Christmas Festive Lights Parade in 2016.

The claim by a motorist that his vehicle was damaged at Rolls Bridge Way by a gully cover that had been incorrectly put back following gully emptying works, has been passed directly on to the contractor who carried out the work. The gully emptying work had been carried out under the instruction of the Town Council as part of an Agency Agreement with Dorset County Council. The Town Council's insurance broker is aware of the matter.

The insurance renewal premium this year totals £17,216.48 and includes the following items:

<b>Insurance cover to include:</b>
Terrorism
Business Interruption: Rent Receivable per annum £5,000
Fidelity Guarantee £580k
Annual Income including Precept £854,273
Clerical wage-roll including number of staff £143,808
Manual wage-roll include number of staff £208,670 (8 staff plus p/t cleaner)
Employers' Liability £10m. Public Liability £10m
Maintenance of Riverbanks £4,869
Legal Protection £100k
Management Liability £250k
Travel - any authorised journey in connection with the business including any ancillary holiday.
Officials Indemnity £250k
Money and Assault
Glass £2k
Products liability £10m.
Engineering - sudden breach and unforeseen damage.
Data Security Breach (not required).

### **3. Motor Insurance – ERS (Equality Syndicate Management Ltd)**

For the first time in many years, there will be a rate increase of 8% on the motor insurance policy this year. The cost of the motor insurance for this year is £3,404.04. The policy excess for damage, fire and theft is £100; windscreen or window damage is included. Only persons over 25 years old are permitted to drive the two Peugeot Partner vans. There is no restriction on the tractors or utility vehicles. All grounds staff are over 25 years of age.

### **4. Recommendation**

- **That following the review of the Assets Register for FY 2018/19 the insurance renewal premium for the Commercial Combined Insurance Policy with Aviva is agreed for a sum of £17,216.48 and the Motor Insurance with ERS is agreed for a sum of £3,404.04 (a total of £20,620.52) and funded from monies allocated in the precept FY 2018/19.**