

Report to: Finance and General Purposes Committee

Date: Monday 17th July 2017

By: Julie Pilbeam, Town Clerk & Responsible Financial Officer

Subject: Responsible Financial Officer Update

Summary: To note the update from the Responsible Financial Officer and consider decisions required.

1. Councillor Training

Cllr Cornford has attended the Kent Association of Local Councils Annual Councillor Conference. The training budget remains at:

Budget	£ 1,200.00
<i>Cllr Page</i>	£ 72.00
<i>Cllr Cornford</i>	£ 72.00
	<u>£ 1,056.00</u>

2. Town Council Insurance

The Town Council's insurance is due for renewal on 20th August 2017. Came and Company Local Insurance Brokers have sourced three quotes for insurance based on the town council's specification.

A review of the specification has identified several areas that the council does not currently have cover for that is required:

Cover	Current Provider	Came & Company
Public Liability	£5 Million	£10 Million (inc Volunteers)
Personal Accident	None	£100,000 (inc Volunteers)
Key Person Cover	None	£250 per week up to a max £2,500 in one year
Fidelity Guarantee	None	£150,000
Administration Charge	Unknown	None - We don't charge administration

Core Covers

With Came & Company Local Council Insurance you automatically receive the following:

Public Liability - Any socially responsible Council should have this indemnity during times of increasing litigation. This will provide protection against your legal liability for

bodily injury to third parties or property damage occurring on property for which the Council is legally responsible - as a direct result of the Council's negligence.

Employers' Liability - This covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers' Liability is a legal requirement.

Hirers' Indemnity - If the Council insures a building this covers legal liability for hirers (small groups or individuals - non-commercial) of Council premises, should injury or damage to the property occur during the period of the hire.

Officials' Indemnity - This provides cover for legal liability claims arising from any negligent act, error or omission committed in good faith by any employee or official of the Council.

Libel and Slander - This cover provides protection against a verbal or written comment, made by the Council, which a member of the public considers to be incorrect or damaging and as a result seeks financial compensation.

Fidelity Guarantee - This provides cover against acts of fraud or dishonesty by any official of the Council, or a number of officials in collusion, and any subsequent loss of property.

Personal Accident - The Personal Accident section covers Employees, Councillors and Volunteers up to the age of 90 as standard.

Money cover is included - Money cover provides for loss of money up to £1,000 to the Council when carried by Employees, for example to and from the bank, together with personal accident assault cover for persons aged between 16-90.

Property is covered on an all-risks basis. Theft and Accidental Damage is included as standard.

Increased Cost of Working - We automatically provide cover up to £10,000 for a period of 12 months, reducing the financial impact for the Council, should the Council incur additional expenditure as the result of an insured event.

Loss of Revenue - We automatically provide cover up to £10,000 a period of 12 months, reducing the financial impact for the Council, should the Council incur a Loss of Revenue as the result of an insured event.

Commercial Legal Expenses - This cover provides protection for the Councillors and Clerk acting in their capacity as officials for the Council, against the cost of potential commercial legal disputes, legal advice and representation; including employment, tax and contract disputes.

Westgate-on-Sea Town Council Quotations

In addition to the above core covers the insurer panel can provide enhanced levels of protection and additional covers where appropriate.

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Business travel, cancellation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,111.75 inclusive of insurance premium tax (at the prevailing rate).

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £100,000
- Equipment breakdown cover

This quotation is £1,414.74 inclusive of insurance premium tax (at the prevailing rate).

Inspire

Inspire enters the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,347.54 inclusive of insurance premium tax (at the prevailing rate).

Decision Required:

The Council is asked to select the preferred insurance policy for cover to commence on 20th August 2017.

3. New Premises

Following the decision to rent both premises in Ethelbert Square at a total annual rent of £10,800 per annum the landlord of the property has approached the council to advise that the office and kitchen area adjacent has also become available. This area consists of an additional office and fully fitted kitchen which could be used as a staff rest area and a space for office use. The landlord has asked that the committee consider his offer of this additional area at a 25% discount of £300 per month.

Decision required: To consider that the Council lease an extension to the agreed property at a cost of £300 per month.

4. Chains of Office

The committee is asked to consider instructing the Clerk to investigate the purchase of a set of chains to be worn as an insignia of Westgate-on Sea Town Council. The chains traditionally represent the responsibility and dignity which are attached to the office of the chair and are to be worn on official duties representing the council.

Julie Pilbeam
Town Clerk
Westgate-on-Sea Town Council