

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE COMMITTEE HELD AT UNITED REFORM CHURCH HALL ON MONDAY 9 FEBRUARY 2026 AT 6.00 PM**

**Present:** Councillor M Lithgow (Chair)  
Councillors J Cole, A Govier, J Lloyd, S Pringle-Kosikowski, J Thorne and K Wheatley

**In attendance:** Dave Farrow – Town Clerk/Chief Executive  
Wasif Choudhury – Democratic Services & Finance Officer  
One member of the press

**443 APOLOGIES**

Apologies were received from Councillors C Booth & C Penk

**444 DECLARATIONS OF INTEREST**

Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a friend of the company owner. Also, in relation to any payments to Tindle Newspapers as an employee of the company.

**445 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**446 MINUTES**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 January 2026.

**447 ACCOUNTING STATEMENTS**

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 JANUARY 2026**

**RESOLVED** to approve the bank reconciliation.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 6 – 31 JANUARY 2026**

**RESOLVED** to approve the expenditure.

At this juncture, Councillor A Govier joined the meeting.

**(c) TO NOTE AND APPROVE INCOME RECEIVED 6 – 31 JANUARY 2026**

**RESOLVED** to approve income.

**(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2025-26 YEAR AS AT 31 JANUARY 2026**

**RESOLVED** to note and approve the budget report.

**(e) TO NOTE RESERVE BALANCES AS AT 31 JANUARY 2026**

The reserve balances were noted.

**448 ACCOUNTING REPORTING**

It was **AGREED** to change the reporting for each Policy and Finance Committee to include the following:

- Bank Reconciliation
- Expenditure items over £250
- Cumulative supplier report where multiple payments total more than £500
- Income received
- Budget spending report to date
- Reserve balance report to date

**449 STATEMENT OF INTERNAL CONTROL**

It was **RESOLVED** to approve the statement of internal control with the amendment that expenditure items over £250 are reviewed by the Policy and Finance Committee.

**450 ANNUAL REVIEW OF RISK**

It was **RESOLVED** to approve the risk management scheme with the amendment that expenditure items over £250 are reviewed by the Policy and Finance Committee.

The document will also be amended to ensure that all references to the Chief Executive and the Policy and Finance Committee and consistent and correct.

Councillors discussed how they could increase scrutiny of salary expenditure by occasionally reviewing payments in detail.

**451 INVESTMENT STRATEGY**

It was **RESOLVED** to approve the Investment Strategy.

**452 TOILET AND PAVILLION UPGRADES**

**Wellington Park Toilets**

It was **RESOLVED** to approve a programme of improvements for the Wellington Park Toilets with Option 2 as the chosen design with work to be undertaken in the financial year 2026/7

**North Street Toilets**

Councillors **AGREED** that council officers should explore further options regarding the future of the North Street Toilets. Councillor A Govier noted that he had spoken with the Chairman from Wellington Football Club regarding the possibility of an extension to the toilets to include additional changing room facilities to open into the Playing Field.

**Recreation Ground Pavilion**

It was **AGREED** that council officers should explore other options for use and that a roof survey should be undertaken to establish whether remedial work was required before any refurbishment work was undertaken

**There being no further business the meeting closed at 18:52pm**

Signed .....

Date .....



# Wellington Town Council

03 March 2026 (2025 - 2026)

## PAYMENTS LIST

Agenda Item 5b

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1346	Clocks	02/02/2026		Lloyds Current Accou	BACS	Town Centre Clock	Smith of Derby	S	321.00	64.20	385.20
1351	Servicing	02/02/2026		Lloyds Current Accou	BACS	Van Service	South Street Motors	S	607.52	121.50	729.02
1354	Longforth Rd Toilet Refurb	02/02/2026		Lloyds Current Accou	BACS	Project Management - Ravensl	Ravenslade	S	2,601.30	520.26	3,121.56
1356	Professional Fees	02/02/2026		Lloyds Current Accou	BACS	Health & Safety Advisor	WT Consultancy	S	350.00	70.00	420.00
1357	Pavilion Utilities	02/02/2026		Lloyds Current Accou	BACS	Electrical Installation Condition	R.E.F Electrics LTD Taunto	S	275.00	55.00	330.00
1358	Pavilion Utilities	02/02/2026		Lloyds Current Accou	BACS	Electrical Works	R.E.F Electrics LTD Taunto	S	360.00	72.00	432.00
1361	Community Development & Su	05/02/2026		Lloyds Current Accou	BACS	Work at Kings Arms Kitchen	M J Fletcher Property Main	E	1,837.39		1,837.39
1362	Sundries	05/02/2026		Lloyds Current Accou	BACS	Rock Salt and shovels	Tudor Environmental	S	285.00	57.00	342.00
1375	Grants	06/02/2026		Lloyds Current Accou	BACS	Grant	Wellington Tennis Club	X	5,000.00		5,000.00
1375	C.I.L	06/02/2026		Lloyds Current Accou	BACS	Grant	Wellington Tennis Club	X	5,000.00		5,000.00
1378	Youth Services	09/02/2026		Lloyds Current Accou	BACS	Cradle to Career training/mater	Blackdown Education Partr	Z	1,000.00		1,000.00
1384	Utilities	09/02/2026		Lloyds Current Accou	BACS	North St Toilet Water Bill	Water2Business	S	310.73	31.36	342.09
1385	Bus Shelters	09/02/2026		Lloyds Current Accou	BACS	New Bus Shelter	G W Shelter Solutions Ltd	S	2,708.00	541.60	3,249.60
1385	Town Centre Projects	09/02/2026		Lloyds Current Accou	BACS	New Bus Shelter	G W Shelter Solutions Ltd	S	5,000.00	1,000.00	6,000.00
1388	Servicing	11/02/2026		Lloyds Current Accou	BACS	Mower Parts	Willis and Grabham	S	786.51	157.32	943.83
1392	Town Centre Projects	11/02/2026		Lloyds Current Accou	BACS	TTRO Application for Christmas	Somerset Council	Z	348.50		348.50
1392	Switch on Event	11/02/2026		Lloyds Current Accou	BACS	TTRO Application for Christmas	Somerset Council	Z	348.50		348.50
1399	Green Corridor	12/02/2026		Lloyds Current Accou	BACS	Filming of Green Corridor	Reflexeye Photography Filr	X	850.00		850.00
1403	Pavilion Utilities	13/02/2026		Lloyds Current Accou	DD	Electricity Dobree Park Pavillior	British Gas	L	251.34	12.56	263.90
1413	Parish Online	16/02/2026		Lloyds Current Accou	BACS	Parish Online Subscription	Parish Online	S	405.00	81.00	486.00
1415	Green Corridor	16/02/2026		Lloyds Current Accou	BACS	Green Corridor Supplies	Buildbase	S	408.65	81.73	490.38
1419	Pitch Marking	16/02/2026		Lloyds Current Accou	BACS	White lining paint	Fleet Line Marker	S	424.96	84.99	509.95
1420	Staffing	16/02/2026		Lloyds Current Accou	BACS	Together in Tone Project Co-or	Caroline Besterman	X	1,000.00		1,000.00
1422	Pavilion Utilities	16/02/2026		Lloyds Current Accou	BACS	Fob System - Maintenance	TLS Security Systems	S	309.00	61.80	370.80
1424	Gas	18/02/2026		Lloyds Current Accou	DD	Fore Street Gas Bill	British Gas	S	564.10	112.82	676.92
1428	Clothing & PPE	18/02/2026		Lloyds Current Accou	BACS	uniform	Shirt Attack	S	356.91	71.39	428.30
1432	Community Development & Su	19/02/2026		Lloyds Current Accou	BACS	Crossing Patrol Donation	St John's C of E Primary Sc	Z	460.00		460.00
1435	Mower Leases	20/02/2026		Lloyds Current Accou	DD	Mower Lease	BNP Paribas Leasing Soluti	S	501.49	100.30	601.79
1436	Rent	20/02/2026		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,191.15	238.23	1,429.38
1437	Rent	20/02/2026		Lloyds Current Accou	SO	Pop Up Shop Rent	H T Perry & Son	Z	500.00		500.00
1441	Cleaning	23/02/2026		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	800.00	160.00	960.00
1442	Office Cleaning & Maintenance	23/02/2026		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	382.40	76.48	458.88
1448	Green Corridor	24/02/2026		Lloyds Current Accou	BACS	Fencing on the Green Corridor	M J Fletcher Property Main	E	1,350.00		1,350.00
1449	Routine Maintenance	24/02/2026		Lloyds Current Accou	BACS	Cleaning	Star Shine Cleaning Compa	X	350.00		350.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1451	Bus Shelters	24/02/2026		Lloyds Current Accou	BACS	Bus Shelter Maintenance	Panel Warehouse	S	581.88	116.38	698.26
1452	Elections	24/02/2026		Lloyds Current Accou	BACS	South Ward Election Costs	Somerset Council	Z	6,227.87		6,227.87
1453	Elections	24/02/2026		Lloyds Current Accou	BACS	Rockwell Green Election Cost	Somerset Council	Z	4,726.00		4,726.00
1454	Salaries	25/02/2026		Lloyds Current Accou	BACS	Net Salaries	Various	X	46,109.60		46,109.60
1468	Salaries	27/02/2026		Lloyds Current Accou	BACS	Deductions - Feb	HMRC	X	11,932.45		11,932.45
1469	Salaries	27/02/2026		Lloyds Current Accou	BACS	Superann - Feb	Somerset County Council	X	14,795.25		14,795.25
1478	Professional Fees	02/03/2026		Lloyds Current Accou	BACS	Health & Safety Advisor	WT Consultancy	S	350.00	70.00	420.00
1479	Promotion of Wellington	02/03/2026		Lloyds Current Accou	BACS	Microsite	Visit Somerset	S	1,775.00	355.00	2,130.00
1481	Responsive Maintenance	02/03/2026		Lloyds Current Accou	BACS	Electrical Works	Arc Electrical	S	612.82	122.56	735.38
<b>Total</b>									<b>124,355.32</b>	<b>4,435.48</b>	<b>128,790.80</b>

WELLINGTON TOWN COUNCIL  
Cumulative Supplier Report

03/03/2026

Agenda Item 5c

Sum of Net		
Supplier	Net	Total
AIS Cleaners	382.4	382.4
	800	800
AIS Cleaners Total		1182.4
Arc Electrical	76.57	76.57
	166	166
	612.82	612.82
Arc Electrical Total		855.39
Blackdown Education Partnership	1000	1000
Blackdown Education Partnership Total		1000
BNP Paribas Leasing Solutions Ltd	501.49	501.49
BNP Paribas Leasing Solutions Ltd Total		501.49
British Gas	3.23	3.23
	14.28	14.28
	26.97	26.97
	30.21	30.21
	50.81	50.81
	62.14	62.14
	106.37	106.37
	176.17	176.17
	224.57	224.57
	251.34	251.34
	564.1	564.1
British Gas Total		1510.19
Buildbase	20.28	20.28
	53.92	53.92
	67.95	67.95
	141.05	141.05
	408.65	408.65
Buildbase Total		691.85
Caroline Besterman	1000	1000
Caroline Besterman Total		1000
G W Shelter Solutions Ltd	2708	2708
	5000	5000
G W Shelter Solutions Ltd Total		7708
H T Perry & Son	1.67	1.67
	1.98	1.98
	3.15	3.15
	6.57	6.57
	18.98	18.98
	42.05	42.05
	47.81	47.81
	500	500
H T Perry & Son Total		622.21
HMRC	11932.45	11932.45
HMRC Total		11932.45
Indigenous Lettings	1191.15	1191.15
Indigenous Lettings Total		1191.15
M J Fletcher Property Maintenance	1350	1350
	1837.39	1837.39
M J Fletcher Property Maintenance Total		3187.39
Panel Warehouse	581.88	581.88

WELLINGTON TOWN COUNCIL  
Cumulative Supplier Report

03/03/2026

Panel Warehouse Total		581.88
R.E.F Electrics LTD Taunton	275	275
	360	360
R.E.F Electrics LTD Taunton Total		635
Ravenslade	2601.3	2601.3
Ravenslade Total		2601.3
Reflexeye Photography Film Aerial	850	850
Reflexeye Photography Film Aerial Total		850
Somerset Council	145	290
	348.5	697
	4726	4726
	6227.87	6227.87
Somerset Council Total		11940.87
Somerset County Council	14795.25	14795.25
Somerset County Council Total		14795.25
South Street Motors	4	4
	607.52	607.52
South Street Motors Total		611.52
Various	46109.6	46109.6
Various Total		46109.6
Visit Somerset	1775	1775
Visit Somerset Total		1775
Water2Business	90.57	90.57
	100.22	100.22
	310.73	310.73
Water2Business Total		501.52
Wellington Tennis Club	5000	10000
Wellington Tennis Club Total		10000
Willis and Grabham	786.51	786.51
Willis and Grabham Total		786.51
WT Consultancy	350	700
WT Consultancy Total		700

## Wellington Town Council

03 March 2026 (2025 - 2026)

## RECEIPTS LIST

Agenda Item 5d

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
274	Bank Interest	09/02/2026		Nationwide 0134355		Interest	Nationwide	X	632.67		632.67
275	Deposits	11/02/2026		Lloyds Current Accou		Pop-Up Shop	National Trust	X	-80.08		-80.08
276	Pitch/Pavilion Hire	17/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
276	Pitch/Pavilion Hire	17/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
277	Rent	17/02/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	150.00		150.00
278	Deposits	18/02/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	-71.92		-71.92
279	Leases Income	20/02/2026		Lloyds Current Accou		Rent	Wellington Tennis Club	X	713.37		713.37
279	Leases Income	20/02/2026		Lloyds Current Accou		Rent	Wellington Tennis Club	X	713.37		713.37
280	VAT Refund	20/02/2026		Lloyds Current Accou		VAT Refund	HMRC	R		9,620.70	9,620.70
281	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	57.57		57.57
281	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	57.57		57.57
281	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	57.57		57.57
281	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	57.57		57.57
282	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
283	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
284	Pitch/Pavilion Hire	20/02/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
285	Deposits	25/02/2026		Lloyds Current Accou	005531	Pop Up Shop Refund	National Trust	Z	-80.08		-80.08
286	Bank Interest	02/03/2026		Cambridge & Countie		Interest	Cambridge & Counties	X	715.89		715.89
287	Bank Interest	02/03/2026		Redwood		Interest	Redwood Bank	X	719.70		719.70
288	Leases Income	02/03/2026		Lloyds Current Accou		Rent	Wellington Association Foo	X	899.00		899.00
289	Pitch/Pavilion Hire	02/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
290	Jumble Trail	02/03/2026		Lloyds Current Accou	500318	Jumble Trail	Various	X	4.00		4.00
291	Bank Interest	02/03/2026		Lloyds Deposit Accou		Interest	Lloyds Bank	X	81.50		81.50
<b>Total</b>									<b>4,814.12</b>	<b>9,620.70</b>	<b>14,434.82</b>

## Wellington Town Council

## Agenda Item 5e

**Summary of Income & Expenditure 2025 - 2026**  
**All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)**

**Accelerating Reform Fund (AF)**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
266	Grant Income		25,000.00	25,000.00				25,000.00 (N/A)
267	Staffing							(N/A)
268	Directory							(N/A)
269	Volunteer Support							(N/A)
270	Carer Campaign							(N/A)
<b>SUB TOTAL</b>			<b>25,000.00</b>	<b>25,000.00</b>				<b>25,000.00 (N/A)</b>

**Administration**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier	70.00	10.00	-60.00	1,350.00	1,200.44	149.56	89.56 (6%)
34	Insurances				10,000.00	4,071.20	5,928.80	5,928.80 (59%)
35	Stationery & Postage				1,250.00	1,109.18	140.82	140.82 (11%)
36	Audit Fees				2,470.00	2,890.00	-420.00	-420.00 (-17%)
40	Hire of Hall				1,860.00	1,870.00	-10.00	-10.00 (-0%)
54	Professional Fees				20,000.00	11,932.66	8,067.34	8,067.34 (40%)
<b>SUB TOTAL</b>		<b>70.00</b>	<b>10.00</b>	<b>-60.00</b>	<b>36,930.00</b>	<b>23,073.48</b>	<b>13,856.52</b>	<b>13,796.52 (6%)</b>

**Affiliation Fees**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				2,700.00	2,693.67	6.33	6.33 (0%)
99	SLCC				420.00		420.00	420.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>3,220.00</b>	<b>2,693.67</b>	<b>526.33</b>	<b>526.33 (100%)</b>

**Allotments**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Basins	3,040.00	3,451.00	411.00	2,500.00	821.74	1,678.26	2,089.26 (37%)
92	Longforth	3,000.00		-3,000.00	2,500.00	425.00	2,075.00	-925.00 (-16%)
148	Allotment Deposits		414.00	414.00		250.00	-250.00	164.00 (N/A)
190	Longforth Allotments CIL							(N/A)
194	Management Software				500.00	864.00	-364.00	-364.00 (-72%)
251	Basins Allotment C.I.L					4,196.86	-4,196.86	-4,196.86 (N/A)
<b>SUB TOTAL</b>		<b>6,040.00</b>	<b>3,865.00</b>	<b>-2,175.00</b>	<b>5,500.00</b>	<b>6,557.60</b>	<b>-1,057.60</b>	<b>-3,232.60 (N/A)</b>

**Christmas**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				13,000.00	3,066.28	9,933.72	9,933.72 (76%)
116	Switch on Event	1,320.00	951.75	-368.25	7,500.00	6,281.60	1,218.40	850.15 (9%)
123	Stall Deposits		45.00	45.00				45.00 (N/A)

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
**All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)**

136 Electricity				500.00		500.00	500.00 (100%)
137 Additional Lights & Install							(N/A)
160 Free Parking				4,750.00	4,435.00	315.00	315.00 (6%)
195 Smaller Trees				400.00	400.00		(0%)
<b>SUB TOTAL</b>	<b>1,320.00</b>	<b>996.75</b>	<b>-323.25</b>	<b>36,150.00</b>	<b>14,182.88</b>	<b>21,967.12</b>	<b>21,643.87 (N/A)</b>

**CIL**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	C.I.L					5,000.00	-5,000.00	-5,000.00 (N/A)
181	Committed CIL							(N/A)
<b>SUB TOTAL</b>						<b>5,000.00</b>	<b>-5,000.00</b>	<b>-5,000.00 (N/A)</b>

**Community Services**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Other Payments				300.00		300.00	300.00 (100%)
67	Youth Services		2,500.00	2,500.00		1,344.34	-1,344.34	1,155.66 (N/A)
97	Cades Farm Community Hall							(N/A)
139	Cost of Living Crisis							(N/A)
153	Charity Fundraising		42.11	42.11		42.11	-42.11	(N/A)
196	Community Development & Suppo		119.00	119.00	11,000.00	4,429.43	6,570.57	6,689.57 (60%)
279	Help Through Winter		12,000.00	12,000.00		595.64	-595.64	11,404.36 (N/A)
<b>SUB TOTAL</b>			<b>14,661.11</b>	<b>14,661.11</b>	<b>11,300.00</b>	<b>6,411.52</b>	<b>4,888.48</b>	<b>19,549.59 (N/A)</b>

**Community Warden**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging							(N/A)
162	Van Maintenance							(N/A)
163	Storage Unit Rental							(N/A)
164	Tools							(N/A)
165	Equip. Maintenance							(N/A)
166	Clothing/PPE							(N/A)
167	Sundries							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**Cost of Democracy**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				387.50	387.40	0.10	0.10 (0%)
21	Councillors Allowance				11,625.00	8,797.25	2,827.75	2,827.75 (24%)
22	Members Training				250.00	25.00	225.00	225.00 (90%)
23	Members Travelling				200.00	313.35	-113.35	-113.35 (-56%)
24	Hospitality				600.00	393.33	206.67	206.67 (34%)
25	Elections					11,252.87	-11,252.87	-11,252.87 (N/A)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
132	Councillor Tablets				850.00	790.20	59.80	59.80 (7%)

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

197	Mayoral Events	136.79	136.79	2,500.00	989.09	1,510.91	1,647.70 (65%)
198	Cllr 365			975.00		975.00	975.00 (100%)
<b>SUB TOTAL</b>		<b>136.79</b>	<b>136.79</b>	<b>17,587.50</b>	<b>22,948.49</b>	<b>-5,360.99</b>	<b>-5,224.20 (N/A)</b>

**Economic Development**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Promotion of Wellington				10,000.00	8,089.72	1,910.28	1,910.28 (19%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects					8,091.75	-8,091.75	-8,091.75 (N/A)
135	Town Centre Projects				20,000.00	6,989.32	13,010.68	13,010.68 (65%)
170	Heritage	500.00		-500.00	5,400.00		5,400.00	4,900.00 (83%)
171	Clocks				750.00	391.84	358.16	358.16 (47%)
176	CCTV				18,500.00	8,394.50	10,105.50	10,105.50 (54%)
177	Bus Shelters				7,500.00	4,289.88	3,210.12	3,210.12 (42%)
<b>SUB TOTAL</b>		<b>500.00</b>		<b>-500.00</b>	<b>63,150.00</b>	<b>36,247.01</b>	<b>26,902.99</b>	<b>26,402.99 (N/A)</b>

**Environment**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00	121.86	378.14	378.14 (75%)
49	Emptying Dog Bins							(N/A)
51	Planning Administration							(N/A)
52	Environmental Improvements				30,000.00	4,044.81	25,955.19	25,955.19 (86%)
113	Electricity for Street Light				1,500.00	450.17	1,049.83	1,049.83 (69%)
129	Additional Street Lighting				10,000.00		10,000.00	10,000.00 (100%)
168	Cycle Route Cont.				4,000.00	3,900.00	100.00	100.00 (2%)
<b>SUB TOTAL</b>					<b>46,000.00</b>	<b>8,516.84</b>	<b>37,483.16</b>	<b>37,483.16 (N/A)</b>

**Events**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Film Festival				10,000.00	10,000.00		(0%)
138	Carnival				1,000.00	1,000.00		(0%)
147	Remembrance & AFD				1,000.00	614.70	385.30	385.30 (38%)
179	Annual Fireworks							(N/A)
199	VE Day 80th An	280.00		-280.00	4,250.00	1,257.63	2,992.37	2,712.37 (59%)
200	Garden of Light		488.70	488.70	8,000.00	8,188.70	-188.70	300.00 (3%)
201	VJ Day 80th An	280.00		-280.00	4,250.00	934.40	3,315.60	3,035.60 (67%)
282	Jumble Trail		4.00	4.00				4.00 (N/A)
<b>SUB TOTAL</b>		<b>560.00</b>	<b>492.70</b>	<b>-67.30</b>	<b>28,500.00</b>	<b>21,995.43</b>	<b>6,504.57</b>	<b>6,437.27 (N/A)</b>

**Fore Street**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	250.00					(0%)
28	Electricity				6,000.00	3,994.06	2,005.94	2,005.94 (33%)

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
**All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)**

32 Office Equipment	2,000.00	1,461.45	538.55	538.55 (26%)		
37 Office Cleaning & Maintenance	4,000.00	4,867.71	-867.71	-867.71 (-21%)		
95 Office Furniture Replacement	2,000.00	535.00	1,465.00	1,465.00 (73%)		
143 Internal Office Re-Decoration				(N/A)		
156 Gas	3,000.00	1,543.27	1,456.73	1,456.73 (48%)		
157 Business Rates	11,000.00	10,853.25	146.75	146.75 (1%)		
158 Responsive Maintenance	5,000.00	4,531.12	468.88	468.88 (9%)		
159 IT Upgrades	5,000.00	3,290.00	1,710.00	1,710.00 (34%)		
191 Community Office		1,872.04	-1,872.04	-1,872.04 (N/A)		
192 Water	350.00	294.56	55.44	55.44 (15%)		
193 Planned	20,000.00	7,108.78	12,891.22	12,891.22 (64%)		
<b>SUB TOTAL</b>	<b>250.00</b>	<b>250.00</b>	<b>58,350.00</b>	<b>40,351.24</b>	<b>17,998.76</b>	<b>17,998.76 (N/A)</b>

**Grants**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	12,670.00	2,330.00	2,330.00 (15%)
152	Green Grants							(N/A)
169	Service Level Agreements				49,045.00	43,480.00	5,565.00	5,565.00 (11%)
202	Beech Grove Funding				4,000.00	4,000.00		(0%)
<b>SUB TOTAL</b>					<b>68,045.00</b>	<b>60,150.00</b>	<b>7,895.00</b>	<b>7,895.00 (N/A)</b>

**Income**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	1,234,120.00	1,234,120.00			10.57	-10.57	-10.57 (0%)
2	Bank Interest	25,000.00	30,268.81	5,268.81		185.03	-185.03	5,083.78 (20%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income							(N/A)
<b>SUB TOTAL</b>		<b>1,260,120.00</b>	<b>1,264,438.81</b>	<b>4,318.81</b>		<b>195.60</b>	<b>-195.60</b>	<b>4,123.21 (N/A)</b>

**IT, Website & Internet**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,550.00	4,210.98	-660.98	-660.98 (-18%)
30	IT Equipment				2,000.00	2,870.19	-870.19	-870.19 (-43%)
31	IT Support & Email Hosting				4,250.00	6,103.00	-1,853.00	-1,853.00 (-43%)
94	IT for New Staff				2,500.00	2,443.90	56.10	56.10 (2%)
101	Telephone System				3,500.00	2,395.50	1,104.50	1,104.50 (31%)
103	Security Software				650.00	310.50	339.50	339.50 (52%)
104	Office 365				1,850.00	230.40	1,619.60	1,619.60 (87%)
105	Parish Online				450.00	405.00	45.00	45.00 (10%)
107	Scribe Accounting System				2,000.00	1,800.00	200.00	200.00 (10%)
108	Sage Payroll & HR				2,750.00	2,534.70	215.30	215.30 (7%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
178	IT Impact							(N/A)
203	Other IT Licences				1,750.00	1,755.85	-5.85	-5.85 (-0%)

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
**All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)**

SUB TOTAL					27,250.00	25,060.02	2,189.98	2,189.98 (N/A)
<b>Kings Arms</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)
189	Kings Arms CIL		1,600.00	1,600.00		67,203.36	-67,203.36	-65,603.36 (N/A)
255	Staffing							(N/A)
256	Rent					10,000.00	-10,000.00	-10,000.00 (N/A)
257	Service Charge					1,856.79	-1,856.79	-1,856.79 (N/A)
258	Routine Maintenance					2,890.75	-2,890.75	-2,890.75 (N/A)
259	Utilities					2,555.42	-2,555.42	-2,555.42 (N/A)
260	Broadband					1,200.00	-1,200.00	-1,200.00 (N/A)
261	Responsive Maintenance					1,152.41	-1,152.41	-1,152.41 (N/A)
262	IT					5,429.07	-5,429.07	-5,429.07 (N/A)
263	Promotion							(N/A)
264	Room Hire							(N/A)
265	Accessibility Improvement							(N/A)
278	PRS Music					690.35	-690.35	-690.35 (N/A)
<b>SUB TOTAL</b>			<b>1,600.00</b>	<b>1,600.00</b>	<b>18,000.00</b>	<b>92,978.15</b>	<b>-74,978.15</b>	<b>-73,378.15 (N/A)</b>
<b>Open Spaces Development</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Machinery Purchase					166.64	-166.64	-166.64 (N/A)
183	Mower Lease (3 Month)							(N/A)
184	Depot Set Up					-683.10	683.10	683.10 (N/A)
185	Depot Costs (5 Months)					521.00	-521.00	-521.00 (N/A)
186	People (excl. Salaries)							(N/A)
187	Insurance							(N/A)
188	Contingency							(N/A)
<b>SUB TOTAL</b>						<b>4.54</b>	<b>-4.54</b>	<b>-4.54 (N/A)</b>
<b>OS Depot</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
204	Rent				15,000.00	13,102.65	1,897.35	1,897.35 (12%)
205	Rates				10,000.00	4,178.50	5,821.50	5,821.50 (58%)
206	Broadband				1,200.00	441.65	758.35	758.35 (63%)
207	Electric				2,000.00	678.53	1,321.47	1,321.47 (66%)
208	Water				500.00	596.71	-96.71	-96.71 (-19%)
209	Cleaning/Sundries				2,500.00	382.00	2,118.00	2,118.00 (84%)
210	Alarm & CCTV Service				1,250.00	345.00	905.00	905.00 (72%)
211	Bin Collections				1,000.00	1,000.00	1,000.00	1,000.00 (100%)
212	Responsive Maintenance				1,000.00	667.87	332.13	332.13 (33%)
<b>SUB TOTAL</b>					<b>34,450.00</b>	<b>20,392.91</b>	<b>14,057.09</b>	<b>14,057.09 (84%)</b>

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

**OS Overheads**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
174	TC Planting							(N/A)
175	Park Planting & Security					30.00	-30.00	-30.00 (N/A)
213	Bin Emptying				32,000.00	23,577.12	8,422.88	8,422.88 (26%)
214	Bulbs				3,000.00	3,053.50	-53.50	-53.50 (-1%)
215	Clothing & PPE				2,500.00	2,183.09	316.91	316.91 (12%)
216	Fuel & Consumables				10,000.00	7,007.46	2,992.54	2,992.54 (29%)
217	Green Waste				1,000.00	1,644.62	-644.62	-644.62 (-64%)
218	In Bloom & Green Flag				1,250.00	939.75	310.25	310.25 (24%)
219	Inspections				3,000.00	1,389.00	1,611.00	1,611.00 (53%)
220	Insurance				5,000.00	2,951.20	2,048.80	2,048.80 (40%)
221	IT				3,000.00	1,507.14	1,492.86	1,492.86 (49%)
222	Locking Park				30,000.00	13,625.00	16,375.00	16,375.00 (54%)
223	Mower Leases				6,050.00	5,516.39	533.61	533.61 (8%)
224	OS Responsive Maintenance				5,000.00	7,046.65	-2,046.65	-2,046.65 (-40%)
225	PA Responsive Maintenance				5,000.00	1,089.70	3,910.30	3,910.30 (78%)
226	Park Water Bill				2,500.00	1,338.00	1,162.00	1,162.00 (46%)
227	Phone Contracts				1,400.00	264.00	1,136.00	1,136.00 (81%)
228	Pitch Marking				2,500.00	1,986.25	513.75	513.75 (20%)
229	Plants				15,000.00	14,385.57	614.43	614.43 (4%)
230	Servicing				5,000.00	5,149.31	-149.31	-149.31 (-2%)
231	Software				4,000.00	529.50	3,470.50	3,470.50 (86%)
232	Sundries				2,000.00	1,093.69	906.31	906.31 (45%)
233	Tool Hire				1,500.00	1,496.66	3.34	3.34 (0%)
234	Tractor Flailing				3,000.00	1,050.00	1,950.00	1,950.00 (65%)
235	Training				2,500.00	1,935.00	565.00	565.00 (22%)
236	Tree Inspections				5,750.00	1,425.00	4,325.00	4,325.00 (75%)
237	Tree Works				5,000.00	3,235.20	1,764.80	1,764.80 (35%)
238	Vehicle Sundries				1,000.00	26.11	973.89	973.89 (97%)
239	Watering				15,000.00	11,114.47	3,885.53	3,885.53 (25%)
240	Pavilion Utilities				3,500.00	11,404.90	-7,904.90	-7,904.90 (-225%)
250	Leases Income		6,348.44	6,348.44				6,348.44 (N/A)
252	Pitch/Pavilion Hire		3,387.52	3,387.52				3,387.52 (N/A)
254	OS Sponsorship							(N/A)
<b>SUB TOTAL</b>			<b>9,735.96</b>	<b>9,735.96</b>	<b>176,450.00</b>	<b>127,994.28</b>	<b>48,455.72</b>	<b>58,191.68 (N/A)</b>

**OS Projects**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Provision of Benches & Litter/Dog				2,500.00	628.21	1,871.79	1,871.79 (74%)
77	Playing Pitch Strategy							(N/A)
131	Green Corridor				15,000.00	9,085.90	5,914.10	5,914.10 (39%)
172	Play Area Reserve							(N/A)
241	Signage				2,000.00	2,048.30	-48.30	-48.30 (-2%)
242	PA Planned Maintenance				10,000.00	7,108.67	2,891.33	2,891.33 (28%)
243	Weed Management				5,000.00	3,600.00	1,400.00	1,400.00 (28%)
244	Wellington Park				20,000.00	15,435.45	4,564.55	4,564.55 (22%)
280	Pump Track							(N/A)
281	Playing Field Path							(N/A)

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL					54,500.00	37,906.53	16,593.47	16,593.47 (N/A)
<b>Pop Up Shop</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	3,500.00	3,600.00	100.00	6,000.00	5,500.00	500.00	600.00 (6%)
118	Rates				2,000.00	2,425.32	-425.32	-425.32 (-21%)
119	Responsive Maintenance				1,000.00	30.54	969.46	969.46 (96%)
149	Deposits		901.60	901.60		5.92	-5.92	895.68 (N/A)
253	Utilities					1,045.34	-1,045.34	-1,045.34 (N/A)
<b>SUB TOTAL</b>		<b>3,500.00</b>	<b>4,501.60</b>	<b>1,001.60</b>	<b>9,000.00</b>	<b>9,007.12</b>	<b>-7.12</b>	<b>994.48 (N/A)</b>
<b>Public Toilets</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets							(N/A)
133	Longforth Rd Toilet Refurb		19,110.68	19,110.68		21,415.81	-21,415.81	-2,305.13 (N/A)
173	Toilets					90.57	-90.57	-90.57 (N/A)
245	Cleaning				30,000.00	17,200.00	12,800.00	12,800.00 (42%)
246	Sundires				1,500.00	356.27	1,143.73	1,143.73 (76%)
247	Utilities				4,000.00	4,691.74	-691.74	-691.74 (-17%)
248	Responsive Maintenance				5,000.00	2,139.83	2,860.17	2,860.17 (57%)
249	Loan				20,000.00		20,000.00	20,000.00 (100%)
<b>SUB TOTAL</b>			<b>19,110.68</b>	<b>19,110.68</b>	<b>60,500.00</b>	<b>45,894.22</b>	<b>14,605.78</b>	<b>33,716.46 (N/A)</b>
<b>Staff Costs &amp; Expenses</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				699,000.00	645,651.08	53,348.92	53,348.92 (7%)
17	Staff Training				2,000.00	599.18	1,400.82	1,400.82 (70%)
18	Staff Travelling				250.00	423.99	-173.99	-173.99 (-69%)
19	Staff Recruitment	30,000.00	54,441.34	24,441.34	3,000.00		3,000.00	27,441.34 (83%)
87	Home Working Allowances							(N/A)
<b>SUB TOTAL</b>		<b>30,000.00</b>	<b>54,441.34</b>	<b>24,441.34</b>	<b>704,250.00</b>	<b>646,674.25</b>	<b>57,575.75</b>	<b>82,017.09 (N/A)</b>
<b>Together in Tone</b>		<b>Income</b>			<b>Expenditure</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
271	Grant Income		10,000.00	10,000.00				10,000.00 (N/A)
272	Staffing					1,000.00	-1,000.00	-1,000.00 (N/A)
273	Artist							(N/A)
274	Digital Content							(N/A)
275	Events							(N/A)
276	Marketing							(N/A)
277	Volunteer Support							(N/A)
<b>SUB TOTAL</b>			<b>10,000.00</b>	<b>10,000.00</b>		<b>1,000.00</b>	<b>-1,000.00</b>	<b>9,000.00 (N/A)</b>

**Wellington Town Council**  
**Summary of Income & Expenditure 2025 - 2026**  
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

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Restated

(N/A)

<b>NET TOTAL</b>	<b>1,302,360.00</b>	<b>1,409,240.74</b>	<b>106,880.74</b>	<b>1,459,132.50</b>	<b>1,255,235.78</b>	<b>203,896.72</b>	<b>310,777.46</b>
<b>V.A.T.</b>		96,928.83			77,110.91		
<b>GROSS TOTAL</b>		<b>1,506,169.57</b>			<b>1,332,346.69</b>		

**Wellington Town Council**  
**Reserves Balance**  
**2025 - 2026**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Elections	5,000.00	1,500.00	11,252.87		-4,752.87
C.I.L	17,084.78	-6,500.00	5,000.00		5,584.78
Railway Station	22,500.00	7,500.00			30,000.00
Capital Projects	45,000.00		8,091.75		36,908.25
Playing Pitch Strategy	4,650.00	4,350.00			9,000.00
Cades Farm Community Hall	6,900.00				6,900.00
Youth Services	26,000.00	24,000.00	1,344.34	2,500.00	51,155.66
Cost Of Living Funding	8,072.50	11,927.50			20,000.00
Green Grants	7,000.00				7,000.00
Committed C.I.L	67,200.00				67,200.00
Van Replacement	6,500.00	12,000.00			18,500.00
Kings Arms CIL	74,158.62		67,203.36	1,600.00	8,555.26
Longforth Allotments CIL	62,300.00				62,300.00
Play Areas	10,500.00	10,000.00			20,500.00
Bridges		20,000.00			20,000.00
Basins Allotments C.I.L		6,500.00	4,196.86		2,303.14
Pump Track					0.00
<b>Total Earmarked</b>	<b>362,865.90</b>	<b>91,277.50</b>	<b>97,089.18</b>	<b>4,100.00</b>	<b>361,154.22</b>
<b>TOTAL RESERVE</b>	<b>362,865.90</b>	<b>91,277.50</b>	<b>97,089.18</b>	<b>4,100.00</b>	<b>361,154.22</b>
<b>GENERAL FUND</b>					601,230.41
<b>TOTAL FUNDS</b>					962,384.63



Title	Asset Register & Review of Insurance
Meeting	Policy & Finance
Date of meeting	9 <sup>th</sup> March 2026
Action Required	Resolution to note & adopt
Report Author and email address	Alice Kendall – Democratic Services & Finance Manager <a href="mailto:alice@wellingtontowncouncil.co.uk">alice@wellingtontowncouncil.co.uk</a>

## 1. Introduction

- 1.1. The purpose of this paper is to present the 2025/26 asset register in readiness for year end reporting, and the review of insurance cover.

## 2. Background

- 2.1. This report and the Fixed Asset Register it contains was written in accordance with the Practitioners Guide 2025<sup>1</sup> which is jointly published by the Smaller Authorities Proper Practices Panel with the National Association of Local Councils and Society of Local Council Clerks.
- 2.2. 'Fixed asset' means property, plant, and equipment with a useful life of more than one year used by the Council to deliver its services. Items are added to the register at time of purchase and can also be disposed of at time of review.
- 2.3. To avoid improper management of its assets, the Council is required to review the register each year. To maintain the correct level of management, the review of insurance is also essential.

<sup>1</sup> <https://www.slcc.co.uk/site/wp-content/uploads/2025/04/Practitioners-Guide-2025.pdf>

## 2.4. Valuations

2.4.1. Items purchased by the Council are added to the register at their purchase price. These items should be insured for the current replacement value which may be different.

2.4.2. Items, such as land, transferred to the Council at zero cost are given a nominal value of £1.

2.5. The revised asset register total is reported in the Accounting Statements on the Annual Governance and Accountability Return

## 3. Financial Implications

3.1. Insurance renewal costs are currently awaited. Insurance budgets are held within Officer delegated budgets.

## 4. Risks

4.1. Under insurance - The council risks not having adequate insurance coverage for its assets if the register or valuations are incomplete, inaccurate, or not regularly updated.

Mitigation:

- Pre-renewal review by Councillors and Officers in conjunction with a representative from the Insurance Broker (James Hallam).
- Declared values are automatically increased based on Index Lining in line with inflation.
- All buildings have been subject to an insurance re-instatement report by a qualified surveyor to inform the initial declared value. All reports are under three years old and will be renewed after three years.
- Other items are reviewed by Officers for a complete replacement value. This was last done in 2023/24 and will be refreshed for the review in 2026/27
- Items are added to the insurance policy as required throughout the year.

## 5. Considerations

The Committee is asked to:

- 5.1. Note and adopt the 2025/26 Asset Register
- 5.2. Note the Pre-renewal Review document

6. Background Papers

6.1. Appendix A – Asset Register 2025/26

6.2. Appendix B – Pre-renewal insurance review

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
1									
2									
3	<b>Outdoor Property / Street Furniture</b>								
4	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
5	Bench	High Street	Promotional Space	08/04/2020	£496.25		£496.25	£830.00	
6	Bench	Fore Street	Entrance to North Street Car Park RHS	11/10/2017	£472.50		£472.50	£830.00	
7	Bench	Longforth Road	Junction with High St	11/10/2017	£472.50		£472.50	£830.00	
8	Bench	North Street	WHERE Centre	11/10/2017	£472.50		£472.50	£830.00	
9	Bench	Mantle Street	Medical Centre	19/11/2003	£1.00		£1.00	£830.00	
10	Bench	Poole Corner	Roundabout	04/09/2000	£1.00		£1.00	£830.00	
11	Bench	Basins	Basins	08/04/2020	£496.25		£496.25	£830.00	
12	Bench	Brookalnds Drive	Brookalnds Drive	08/04/2020	£496.25		£496.25	£830.00	
13	Bench	Tonedale	One Stop Car Park	08/04/2020	£496.25		£496.25	£830.00	
14	Bench	3x Monmouth Gardens	North Street	14/01/2022	£3.00		£3.00	£2,490.00	
15	Bench	Fore Street	Entrance to North Street Car Park LHS	14/01/2022	£1.00		£1.00	£830.00	
16	Bench	4x United Reformed Church	Fore Street	14/01/2022	£4.00		£4.00	£2,800.00	
17	Bench	Mantle Street Planter	Mantle Street	14/01/2022	£1.00		£1.00	£830.00	
18	Bench	2x Community Hospital	Bulford	14/01/2022	£2.00		£2.00	£1,660.00	
19	Bench	Picnic Bench Roly Poly Green	Longforth Road	14/01/2022	£1.00		£1.00	£1,300.00	
20	Bench	Curved Bench	Outside Co-Op	23/02/2022	£2,880.00		£2,880.00	£5,000.00	
21	Bench		Lodge Close	21/07/2023	£706.38		£706.38	£830.00	
22	Bench		Wellington Playing Field	21/07/2023	£706.38		£706.38	£830.00	
23			<b>Bench Total</b>		<b>£7,709.26</b>	<b>£0.00</b>	<b>£7,709.26</b>	<b>£24,040.00</b>	
24									
25	Bus Shelter	Coach Park	Longforth Road	17/01/2022	£3,854.00		£3,854.00	£10,000.00	
26	Bus Shelter	Old Post Office	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
27	Bus Shelter	Casey Warren Hair	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
28	Bus Shelter	St Johns Curch	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
29	Bus Shelter	Work House Gates	North Street	01/04/2025		£1.00	£1.00	£10,000.00	
30	Bus Shelter	Swallowfield	Station Road	01/04/2025		£1.00	£1.00	£10,000.00	
31	Bus Shelter	Villa Verde	Rockwell Green	04/02/2026		£7,433.00	£7,433.00	£10,000.00	
32	Bus Shelter	Post Office	Rockwell Green	01/04/2026		£1.00	£1.00	£10,000.00	
33	Bus Shelter	Millstream Gdns	Milverton Road	01/04/2026		£1.00	£1.00	£10,000.00	
34	Bus Shelter	Lidl	Taunton Road	01/04/2026		£1.00	£1.00	£10,000.00	
35	Bus Shelter	Cades	Taunton Road	01/04/2026		£1.00	£1.00	£10,000.00	
36	Bus Shelter	Tonedale Industrial	Milverton Road	01/04/2026		£1.00	£1.00	£10,000.00	
37			<b>Bus Shelter Total</b>		<b>£3,854.00</b>	<b>£7,443.00</b>	<b>£11,297.00</b>	<b>£120,000.00</b>	
38									
39	Planter	Shoreline Planter	Outside Co-Op	23/02/2022	£2,100.00		£2,100.00	£3,307.50	
40	Planter	6x Wooden Planters		03/05/2022	£12,324.00		£12,324.00	£19,845.00	
41	Planter	6x Tree Planters		03/05/2022	£6.00		£6.00	£16,537.50	
42			<b>Planter Total</b>		<b>£14,430.00</b>	<b>£0.00</b>	<b>£14,430.00</b>	<b>£39,690.00</b>	
43									
44	Cycle Racks	10x Cycle racks	High St, White Hart Lane & Fore St	23/02/2022	£1,050.00		£1,050.00	£2,205.00	
45			<b>Cycle Total</b>		<b>£1,050.00</b>	<b>£0.00</b>	<b>£1,050.00</b>	<b>£2,205.00</b>	
46									
47	Dog Waste Bin	Jurston Lane	On grass verge by stream	10/03/2011	£1.00		£1.00	£538.27	
48	Dog Waste Bin	Cades Mead	Nr Play Area	10/03/2011	£1.00		£1.00	£538.27	
49	Dog Waste Bin	Weavers Reach	By Bridge & Play Area	10/03/2011	£1.00		£1.00	£538.27	
50	Dog Waste Bin	Millstream Gardens	Outside One Stop	10/03/2011	£1.00		£1.00	£538.27	
51	Dog Waste Bin	Bovet Street	In Car Park	10/03/2011	£1.00		£1.00	£538.27	
52	Dog Waste Bin	Exeter Road	Nr Bungalows	10/03/2011	£1.00	-£1.00	£0.00	£538.27	Disposed and replaced

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
53	Dog Waste Bin	Exeter Road	Nr Bungalows	19/11/2025		£268.21	£268.21	£538.27	
54	Dog Waste Bin	Swains Lane	On bypass	10/03/2011	£1.00		£1.00	£538.27	
55	Dog Waste Bin	Torres Vedras Drive	Nr Path entrance to Open Space	16/03/2021	£376.00		£376.00	£538.27	
56	Dog Waste Bin	Longforth Farm	Nr Farmhouse	20/04/2021	£388.00		£388.00	£538.27	
57	Dog Waste Bin	Palmers Mead	Nr Pond	09/08/2021	£102.00		£102.00	£538.27	
58	Dog Waste Bin	Linden Meadow	Westford Field	30/11/2022	£375.00		£375.00	£538.27	
59	Dog Waste Bin	Sewage Works	Sewage Works	30/11/2022	£350.00		£350.00	£538.27	
60	Dog Waste Bin	Aspin Close	Aspin Close	30/11/2022	£342.00		£342.00	£538.27	
61	Litter Bins	Bensham Bins	Wellington Park	17/06/2025		£1,844.00	£1,844.00	£2,000.00	
62			<b>Bins Total</b>		<b>£1,940.00</b>	<b>£2,111.21</b>	<b>£4,051.21</b>	<b>£9,535.78</b>	
63									
64	Grit Bin	St John's School		10/03/2011	£250.00		£250.00	£340.67	
65	Grit Bin	Hoyles Road		10/03/2011	£250.00		£250.00	£340.67	
66	Grit Bin	Popes Lane		10/03/2011	£250.00		£250.00	£340.67	
67	Grit Bin	Oaken Ground		10/03/2011	£250.00		£250.00	£340.67	
68	Grit Bin	Mill Stream Gardens		10/03/2011	£250.00		£250.00	£340.67	
69	Grit Bin	Swains Lane		10/03/2011	£250.00		£250.00	£340.67	
70	Grit Bin	Howard Rd / Brendon Rd		10/03/2011	£250.00		£250.00	£340.67	
71	Grit Bin	Springfield Road		07/03/2022	£1.00		£1.00	£340.67	
72	Grit Bin	Cornhill		07/03/2022	£1.00		£1.00	£340.67	
73			<b>Grit Bin Total</b>		<b>£1,752.00</b>	<b>£0.00</b>	<b>£1,752.00</b>	<b>£3,066.03</b>	
74									
75	Noticeboard	Rockwell Green	Oaken Ground Junction	27/02/2023	£1,581.00		£1,581.00	£2,294.30	
76	Noticeboard	Town Centre	Outside Co-Op	02/09/2002	£1.00		£1.00	£4,134.37	
77	Noticeboard	Burrough Way	Burrough Way	29/06/2020	£1,255.00		£1,255.00	£1,984.50	
78	Noticeboard	Basins	Basins	27/02/2023	£4,384.00		£4,384.00	£5,384.61	
79	Noticeboard	Priory	Priory	27/02/2023	£1,524.00		£1,524.00	£2,231.46	
80	Noticeboard	Tonedale	One Stop	27/02/2023	£1,540.00		£1,540.00	£2,249.10	
81			<b>Notice Board Total</b>		<b>£10,285.00</b>	<b>£0.00</b>	<b>£10,285.00</b>	<b>£18,278.34</b>	
82									
83	Sign	Twinning Sign	Exeter Rd	13/11/2025	£304.40		£304.40	£680.00	
84	Sign	Twinning Sign	Tonedale	13/11/2025	£304.40		£304.40	£680.00	
85	Sign	Twinning Sign	Taunton Road	13/11/2025	£304.40		£304.40	£680.00	
86	Sign	Twinning Sign	Pyles Thorne Road	13/11/2025	£304.40		£304.40	£680.00	
87	Sign	Welcome Sign	Rockwell Gr & Cemetery	13/11/2025	£119.03		£119.03	£450.00	
88	Sign	Welcome Sign	Rockwell Gr (Caravan)	13/11/2025	£81.00		£81.00	£400.00	
89	Sign	Popham Historical Sign	Playing field	02/09/2002	£1.00		£1.00	£2,205.00	Very poor condition
90	Sign	Map Board	Longforth Rd Car Park	26/01/2022	£685.23		£685.23	£992.25	
91	Sign	Map Board	South Street Car Park	26/01/2022	£685.23		£685.23	£992.25	
92	Sign	Map Board	North Street Car Park	26/01/2022	£685.23		£685.23	£992.25	
93	Sign	Map Board	Waitrose Carpark	26/01/2022	£685.23		£685.23	£992.25	
94	Sign	Finger Posts	Various	11/10/2022	£14,826.00		£14,826.00	£27,562.50	
95			<b>Signs Total</b>		<b>£18,985.55</b>	<b>£0.00</b>	<b>£18,985.55</b>	<b>£37,306.50</b>	
96									
97	Street Light / Lamp Post	Rackfield	Junction with Payton Road	04/09/2000	£1.00		£1.00	£1,022.02	
98			<b>Street Light Total</b>		<b>£1.00</b>	<b>£0.00</b>	<b>£1.00</b>	<b>£1,022.02</b>	
99									
100	Defibrillator	Longforth Road	Public Conveniences	06/07/2015	£2,000.00		£2,000.00	£3,614.20	
101	Defibrillator	Rockwell Green	Christian Fellowship Centre	20/11/2018	£2,450.00		£2,450.00	£3,614.20	
102			<b>Defibrillator Total</b>		<b>£4,450.00</b>	<b>£0.00</b>	<b>£4,450.00</b>	<b>£7,228.40</b>	
103									
104	Electrical Supply	Wellington Weekly News	26 High Street	2020	£1.00		£1.00	£681.35	
105	Electrical Supply	Stags	7 High Street	2021	£1.00		£1.00	£681.35	

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
106	Electrical Supply	Cheese & Wine Shop	11 South Street	2021	£1.00		£1.00	£681.35	*check - plug seems to be at bakery?
107	Electrical Supply	Cards & Co	17 South Street	2020	£1.00		£1.00	£681.35	
108	Electrical Supply	Wellington Prep School	South Street	2020	£1.00		£1.00	£681.35	
109	Electrical Supply	Vape Shop	4 Fore Street	2021	£1.00		£1.00	£681.35	
110	Electrical Supply	Iron Duke	1 North Street	2021	£1.00		£1.00	£681.35	
111	Electrical Supply	Burgage	13/13a North Street	2020	£1.00		£1.00	£681.35	
112	Electrical Supply	Library	16 Fore Street	2021	£1.00		£1.00	£681.35	
113	Electrical Supply	Council Offices	28 Fore Street	2020	£1.00		£1.00	£681.35	
114	Electrical Supply	H T Perry & Son & Granddaugh	33 Fore Street	2020	£1.00		£1.00	£681.35	
115	Electrical Supply	URC Church	Fore Street	2020	£1.00		£1.00	£681.35	
116	Electrical Supply	Luson Surgery	35 Fore Street	2020	£1.00		£1.00	£681.35	
117	Electrical Supply	Victoria Arms	43 North Street	2020	£1.00		£1.00	£681.35	*check - plug also at no 25?
118	Electrical Supply	Village Hill	Rockwell Green	2020	£1.00		£1.00	£681.35	
119	Electrical Supply	Hair by Davinia	125 Rockwell Green	2020	£1.00		£1.00	£681.35	
120	Electrical Supply	Brock's	106-108 Rockwell Green	2020	£1.00		£1.00	£681.35	
121	Electrical Supply	Christian Fellowship Church	Rockwell Green	2020	£1.00		£1.00	£681.35	
122			<b>Electrical Suply Total</b>		<b>£18.00</b>	<b>£0.00</b>	<b>£18.00</b>	<b>£12,264.30</b>	
123									
124	Life Buoy	Basins	Basins, Corams Lane	14/08/2023	£197.50		£197.50		
125	Life Buoy	Green Corridor		23/02/2026		£235.49	£235.49		
126				<b>Life Buoy Total</b>	<b>£197.50</b>	<b>£235.49</b>	<b>£432.99</b>	<b>£0.00</b>	
127									
128			<b>Outdoor Property / Street Furniture Total</b>		<b>£64,672.31</b>	<b>£9,789.70</b>	<b>£74,462.01</b>	<b>£274,636.37</b>	
129									
130	<b>Buildings &amp; Contents</b>								
131	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
132	Public Convenience	Longforth Road Toilets		01/02/2017	£1.00	-£1.00	£0.00		Building demolished, line to be replaced once re-build complete.
133	Contents	Longforth Road Toilets		01/02/2017	£0.00		£0.00		
134	Public Convenience	Wellington Park Toilets		01/04/2025		£1.00	£1.00	£240,000.00	
135	Public Convenience	Replacement Basin	Wellington Park	02/12/2025		£389.00	£389.00		
136	Public Convenience	North Street Toilets		01/04/2025		£1.00	£1.00	£288,000.00	
137				<b>PC Total</b>	<b>£1.00</b>	<b>£390.00</b>	<b>£391.00</b>	<b>£528,000.00</b>	
138									
139	Shed	Metal Shed	28 Fore Street	10/03/2011		£1.00	£1.00	N/A	Not purchased in 2025/26 but formula error omitted the line from previous register. Using change column to accommodate.
140				<b>Shed Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1.00</b>	<b>£0.00</b>	
141									
142	Container	Comm. Farm	Green Corridor	08/06/2023	£2,599.00		£2,599.00	£3,417.75	
143	Container	Fox's Field	Green Corridor	17/11/2023	£3,220.00		£3,220.00	£4,046.18	
144				<b>Containers Total</b>	<b>£5,819.00</b>	<b>£0.00</b>	<b>£5,819.00</b>	<b>£7,463.93</b>	
145									
146	Pavilions	Recreation Ground	Beech Grove	01/04/2025		£1.00	£1.00	£240,000.00	
147	Pavilions	Dobree Park	Rockwell Green	01/04/2025		£1.00	£1.00	£480,000.00	
148	Pavilions	Cricket Club	Playing Field	01/04/2025		£1.00	£1.00	£950,000.00	
149				<b>Total</b>	<b>£0.00</b>	<b>£2.00</b>	<b>£2.00</b>	<b>£1,670,000.00</b>	
150									
151	Buildings	Council Offices	28-30 Fore Street	28/03/2024	£130,000.00		£130,000.00	£1,785,000.00	
152	Contents	Council Offices	28-30 Fore Street					£160,000.00	
153	Contents	Depot	Unit 4, Monument View					£45,000.00	
154				<b>Total</b>	<b>£130,000.00</b>	<b>£0.00</b>	<b>£130,000.00</b>	<b>£1,990,000.00</b>	

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
155									
156	<b>Buildings Total</b>				<b>£135,820.00</b>	<b>£392.00</b>	<b>£136,213.00</b>	<b>£3,990,463.93</b>	
157									
158	<b>Land</b>								
159	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
160	Allotment	Basins		01/04/1974	£1.00		£1.00		
161	Allotment	Accessible Plot	Basins	Various		£565.62	£565.62		
162	Public Space	Linden Meadow	Westford	14/02/2022	£55,000.00		£55,000.00		
163	Fencing	Longforth Allotments	Off Lillebonne Way	17/05/2024	£4,650.00		£4,650.00		
164	Fencing	Green Corridor	Foxes, Hilly Head & Basins	01/07/2024	£3,602.00		£3,602.00		
165	Fencing	Green Corridor	Weavers PA & Basins	10/12/2024	£3,103.77		£3,103.77		
166									
167	<b>Land Total</b>				<b>£66,356.77</b>	<b>£565.62</b>	<b>£66,922.39</b>	<b>£0.00</b>	
168									
169	<b>Play</b>								
170	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
171	Play Area Land	Tonedale	Richards Close	12/08/1985	£1.00		£1.00	N/A	
172	Play Equipment	Multi use Area (inc. Fence, goals & surface)	Richards Close	12/08/1985	£18,000.00		£18,000.00	£110,250.00	
173	Play Equipment	All equipment, Surfacing & Path	Richards Close	23/01/2023	£84,145.00		£84,145.00	£110,250.00	
174	Other	Bench, Bin & Metal Sign	Richards Close	12/08/1985	£500.00		£500.00	£1,022.02	
175	Play Area Land	Weavers Reach		08/12/2023	£5,000.00		£5,000.00		
176	Play Equipment	Weavers Reach		08/12/2023	£1.00		£1.00	£88,200.00	
177	Play Equipment	Wellington Rec	Beech Grove	01/04/2025		£1.00	£1.00	£125,000.00	
178	Play Equipment	Skate Park	Corams Lane	01/04/2025		£1.00	£1.00	£125,000.00	
179	Play Equipment	Warren Street		01/04/2025		£1.00	£1.00	£40,000.00	
180	Play Equipment	Gillards Close		01/04/2025		£1.00	£1.00	£35,000.00	
181	Play Equipment	Chestnut Close		01/04/2025		£1.00	£1.00	£30,000.00	
182	Play Equipment	Walkers Gate		01/04/2025		£1.00	£1.00	£50,000.00	
183	Play Equipment	Corner Close		01/04/2025		£1.00	£1.00	£80,000.00	
184	Play Equipment	Dobree Park		01/04/2025		£1.00	£1.00	£50,000.00	
185	Play Equipment	Andrew Allen Road		01/04/2025		£1.00	£1.00	£40,000.00	
186	Play Equipment	Barrington Way		01/04/2025		£1.00	£1.00	£40,000.00	
187	Play Equipment	Westford Grange		01/04/2025		£1.00	£1.00	£35,000.00	
188	Play Equipment	Rope Walk		01/04/2025		£1.00	£1.00	£50,000.00	
189	Play Equipment	Jurston Lane		01/04/2025		£1.00	£1.00	£40,000.00	
190	Play Equipment	Burrough Way		01/04/2025		£1.00	£1.00	£70,000.00	
191	Play Equipment	Thomas Place	Longforth	01/03/2026		£1.00	£1.00	£70,000.00	
192	Play Equipment	Tredwin Close	Longforth	01/03/2026		£1.00	£1.00	£230,000.00	
193									
194	<b>Play Total</b>				<b>£107,647.00</b>	<b>£16.00</b>	<b>£107,663.00</b>	<b>£1,419,722.02</b>	
195									
196	<b>Regalia</b>								
197	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
198	Insignia	Chain & Collar	With Mayor	01/04/1974	£1.00		£1.00		All civic regalia insured as one amount. Valuation required.
199	Robes	Mayoral Robes	With Mayor	06/04/2009	£1.00		£1.00	£16,537.50	
200	Case	Chain Case	With Mayor	05/01/2015	£1.00		£1.00		
201	Outfit	Town Crier	With Crier	17/03/2023	£546.00		£546.00	£826.88	
202	Bugle	Silver Riffles Bugle	28 Fore St		£1.00		£1.00	£661.50	
203	<b>Regalia Total</b>				<b>£550.00</b>	<b>£0.00</b>	<b>£550.00</b>	<b>£18,025.88</b>	
204									
205	<b>Office Equipment &amp; Furniture</b>								

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I	
	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes	
206										
207	Chamber Furniture	Meeting Tables	28 Fore Street	27/01/2025	£2,134.00		£2,134.00			
208	Chamber Furniture	3 ornate Wooden Chairs	28 Fore Street	01/04/1974	£1.00		£1.00			
209	Office Furniture	Chairs (x 12)	28 Fore Street	Unknown	£1.00		£1.00		Some inherited, some bought 2nd hand pre 2019. 24/25: 2x Pedestal Drawers	
210	Office Furniture	Desks	28 Fore Street	Various	£61.00		£61.00			
211	Office Furniture	Desk Chairs (x 5)	28 Fore Street	Unknown	£1.00		£1.00			
212	Office Furniture	Receptionist Chairs	28 Fore Street	05/11/2025		£300.00	£300.00			
213	Office Furniture	Desk Chairs (x 3)	28 Fore Street	06/06/2025		£450.00	£450.00			
214	Office Furniture	Misc. Furniture	28 Fore Street	Unknown	£136.00		£136.00		Filing Cabinets x3, Bookshelves x2, 4x tables, 4x white boards 24/25: Filing cabinets & bookshelves disposed. Replaced with 2x new bookshelves and 1x 2 door cabinet	
215	Office Furniture	New Furniture (25/26)	28 Fore Street	Various		£212.51	£212.51			
216	Office Furniture	Blinds	28 Fore Street	02/05/2025		£848.67	£848.67			
217				<b>Furniture Total</b>	<b>£2,334.00</b>	<b>£1,811.18</b>	<b>£4,145.18</b>	<b>£0.00</b>		
218										
219	Office Equipment	Misc.	28 Fore Street	Various	£150.00		£150.00		Laminator, guillotine, shredder, 4x fans (some inherited)	
220	IT Equipment	PC Towers (x4)	28 Fore Street	Various	£931.50	-£931.50	£0.00		25/26: All old PCs noew replaced	
221	IT Equipment	Monitors	28 Fore Street	Various	£2,080.00	£790.00	£2,870.00			
222	IT Equipment	Desk Phone (24/25)	28 Fore Street	30/04/2024	£534.82		£534.82		All covered until 28 Fore Street's Contents Cover	
223	IT Equipment	Computer Periphirals	28 Fore Street	Various	£500.00	£1,579.00	£2,079.00			Mice, keyboards, webcams etc.
224	IT Equipment	AV System	28 Fore Street		£2,100.00		£2,100.00			
225	IT Equipment	Replacement PC Towers (24/25)	28 Fore Street	Various	£1,626.97		£1,626.97			
226	IT Equipment	Reception IT Equipment	28 Fore Street	21/03/2025		£1,897.98	£1,897.98			
227	IT Equipment	Reception Desk Phone	28 Fore Street	14/03/2025		£465.84	£465.84			
228	IT Equipment	Networking	28 Fore Street	13/02/2025		£4,000.00	£4,000.00			
229	IT Equipment	PC Tower	28 Fore Street	10/10/2025		£529.00	£529.00			
230				<b>Equipment Total</b>	<b>£7,923.29</b>	<b>£8,330.32</b>	<b>£16,253.61</b>	<b>£0.00</b>		
231										
232	Portable Equipment	Microphone & Cables	28 Fore Street	02/06/2021	£119.00		£119.00	£165.38		
233	Portable Equipment	Projector & Screen	28 Fore Street	18/08/2021	£570.00		£570.00	£776.73		
234	Portable Equipment	Mobile Phones (x 5)	With Staff	10/12/2022	£1,872.00	-£1,602.00	£270.00	£400.00	25/26: 4x Disposed and replaced	
235	Portable Equipment	Mobile Phones (24/25)	With Staff	Various	£584.17		£584.17	£600.00		
236	Portable Equipment	Mobile Phones (OS)	With Staff	10/12/2024	£899.50		£899.50	£900.00		
237	Portable Equipment	Mobile Phones (25/26)	With Staff	Various		£2,493.00	£2,493.00			
238	Portable Equipment	Laptops (x 4)	With Staff	2019 & 2020	£1,000.00		£1,000.00	£1,400.00		
239	Portable Equipment	Laptops (24/25)	With Staff	Various	£2,096.00		£2,096.00	£2,100.00		
240	Portable Equipment	Laptops (25/26)	With Staff	Various		£3,831.00	£3,831.00	£4,000.00		
241	Portable Equipment	iPads (x16)	With Cllrs / Staff	18/11/2022	£3,014.00		£3,014.00	£3,858.75		
242	Portable Equipment	Thermal Imaging Cameras x3	Library	23/09/2024	£661.50		£661.50	£700.00		
243	Portable Equipment	Microphone for Videos	28 Fore Street	08/11/2024	£338.00		£338.00	£400.00		
244	Portable Equipment	Larger Projector Screen	URC	29/07/2024	£174.99		£174.99	£200.00		
245	Portable Equipment	Thermal Imaging Camera	Library	20/01/2025	£144.00		£144.00	£150.00		
246				<b>Portable Total</b>	<b>£11,473.16</b>	<b>£4,722.00</b>	<b>£16,195.16</b>	<b>£15,650.86</b>		
247										
248	Portable Furniture	Gazebo & Flags	Storage Unit	14/11/2022	£1,664.00		£1,664.00	£2,205.00		
249	Portable Furniture	Tables	Storage Unit	14/11/2022	£466.96		£466.96	£606.38		
250	Portable Furniture	Gas Beacon	Depot	07/05/2024	£557.00		£557.00	£600.00		
251				<b>Portable Furniture Total</b>	<b>£2,687.96</b>	<b>£0.00</b>	<b>£2,687.96</b>	<b>£3,411.38</b>		
252										

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
253	<b>Office Equipment &amp; Furniture Total</b>				<b>£24,418.41</b>	<b>£14,863.50</b>	<b>£39,281.91</b>	<b>£19,062.24</b>	
254									
255	<b>Kings Arms Office Equipment &amp; Furniture</b>								
256	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
257	Furniture	Desk Chairs (x 2)	Kings Arms Community Hub	05/11/2025		£300.00	£300.00		
258	Furniture	Crockery	Kings Arms Community Hub	29/05/2025		£535.73	£535.73		
259	Furniture	Kitchen Equipment	Kings Arms Community Hub	24/06/2025		£5,156.00	£5,156.00		
260	Furniture	Tables, Chairs, Stools & Desk	Kings Arms Community Hub	24/06/2025		£1,160.00	£1,160.00		
261	Furniture	Fire Extinguishers	Kings Arms Community Hub	08/08/2025		£357.09	£357.09		
262	Furniture	Acoustic Clouds	Kings Arms Community Hub	06/11/2025		£1,850.00	£1,850.00		
263				<b>Furniture Total</b>	<b>£0.00</b>	<b>£9,358.82</b>	<b>£9,358.82</b>		
264									
265	Fittings	Internal Doors & Ironmogery	Kings Arms Community Hub	12/04/2025		£36,527.90	£36,527.90		
266	Fittings	Kitchen	Kings Arms Community Hub	12/04/2025		£1,501.08	£1,501.08		
267	Fittings	Flooring	Kings Arms Community Hub	30/06/2025		£13,600.00	£13,600.00		
268	Fittings	Handrail	Kings Arms Community Hub	11/08/2025		£623.00	£623.00		
269				<b>Fittings Total</b>	<b>£0.00</b>	<b>£52,251.98</b>	<b>£52,251.98</b>		
270									
271									
272	IT Equipment	Printer	Kings Arms Community Hub	18/03/2025		£500.00	£500.00		
273	IT Equipment	Networking	Kings Arms Community Hub	04/09/2025		£8,500.00	£8,500.00		
274	IT Equipment	Monitors	Kings Arms Community Hub	Various		£298.00	£298.00		
275	IT Equipment	Computer Periphirals	Kings Arms Community Hub	Various		£86.00	£86.00		
276	IT Equipment	Volunteer Laptop	Kings Arms Community Hub	Various		£364.00	£364.00		
277				<b>Portable Total</b>	<b>£0.00</b>	<b>£9,748.00</b>	<b>£9,748.00</b>		
278									
279	<b>Kings Arms Office Equipment &amp; Furniture Total</b>				<b>£0.00</b>	<b>£71,358.80</b>	<b>£71,358.80</b>		
280									
281	<b>Open Spaces</b>								
282	<b>Category</b>	<b>Name / Description</b>	<b>Location</b>	<b>Date Purchased</b>	<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>	<b>Replacement / Insurance Value</b>	<b>Notes</b>
283	Vehicle	Nissan Town Star Van	Overnight - Office CP	01/09/2023	£31,290.60		£31,290.60		
284	Vehicle	Ford Tipper Van	Depot	09/09/2024	£14,990.00		£14,990.00		
285	Vehicle	Renault Traffic	Depot	03/02/2025	£16,999.00		£16,999.00		
286	Vehicle	Towbar (Renault)	Depot	28/02/2025	£467.50		£467.50		
287	Vehicle	2x Trailers	Depot	10/03/2025	£7,500.00		£7,500.00		
288				<b>Vehicle Total</b>	<b>£71,247.10</b>	<b>£0.00</b>	<b>£71,247.10</b>	<b>£0.00</b>	
289									
290	Large Machinery	Trimax Flail	Depot	13/02/2025	£5,789.00		£5,789.00	£7,000.00	
291	Large Machinery	Danarm Kaaz 19" Mower x2	Depot	10/12/2024	£1,500.00		£1,500.00		
292	Large Machinery	Danarm Kaaz 19" Mower Roller	Depot	10/12/2024	£933.33		£933.33	£4,000.00	
293	Large Machinery	Stiga Mower	Depot	06/09/2024	£1,200.00		£1,200.00	£5,250.00	
294	Large Machinery	Countax Ride On	Depot	24/02/2025	£2,200.00		£2,200.00	£7,000.00	
295	Large Machinery	Outfront Cutting Deck	Depot	26/02/2025	£2,850.00		£2,850.00	£4,000.00	
296	Large Machinery	Kubota Mower	Depot					£40,000.00	NB: No asset amount as leased. Insurance covered by Fleet
297				<b>Vehicle Total</b>	<b>£14,472.33</b>	<b>£0.00</b>	<b>£14,472.33</b>	<b>£67,250.00</b>	
298									
299	Tools	Brushcutter, Hedge Trimmer (inc batteries, charger & Box)	Storage Unit	05/10/2023	£1,611.82		£1,611.82	£2,205.00	
300	Tools	Mower	Comm. Farm Container	17/08/2023	£2,741.67		£2,741.67	£4,410.00	New line, already added to insurance.

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
301	Tools	Polesaw, Batteries, Strimmer & Blower	Depot	10/05/2024	£1,522.22		£1,522.22	£1,578.33	
302	Tools	Fuel Storage Box	Depot	28/05/2024	£625.40		£625.40	£656.67	
303	Tools	Angle Grinder	Depot	22/10/2024	£206.98		£206.98		
304		Pressure Washer	Depot	22/11/2024	£239.10	-£239.10	£0.00		
305	Tools	Pressure Washer	Depot	27/10/2025		£199.98	£199.98		
306	Tools	Chemical Store Box	Depot	25/11/2024	£255.50		£255.50		
307	Tools	SDS Drill & Bits	Depot	18/10/2024	£166.38		£166.38		
308	Tools	Backpack Sprayer	Depot	10/12/2024	£107.50		£107.50		
309	Tools	Chainsaw	Depot	10/12/2024	£314.64		£314.64		
310	Tools	Petrol Blower x3	Depot	10/12/2024	£766.68		£766.68		
311	Tools	Petrol Long Hedge Cutter x2	Depot	10/12/2024	£1,266.00		£1,266.00		
312	Tools	Petrol Brushcutter x2	Depot	10/12/2024	£1,416.66		£1,416.66		
313	Tools	Long Handled Heavy Duty Leaf Grabbers	Depot	21/10/2025		£122.94	£122.94		
314	Tools	Petrol Hedge Cutter	Depot	10/12/2024	£461.06		£461.06		
315	Tools	Fuel Storage Box	Depot	02/05/2025		£511.00	£511.00		
316	Tools	Leaf Grabbers	Depot	21/10/2025		£102.45	£102.45		
317	Tools	Watering Equipment	Depot	13/05/2025		£659.92	£659.92		
318				<b>Tools Total</b>	<b>£11,701.61</b>	<b>£1,357.19</b>	<b>£13,058.80</b>	<b>£8,850.00</b>	
319									
320	Security Equipment	Heras Fencing		19/04/2024	£551.45		£551.45	£650.00	
321	Security Equipment	Event/Traffic Barriers		08/11/2024	£211.96		£211.96		
322	Security Equipment	CCTV	Wellington Park	09/01/2026		£7,063.00	£7,063.00	£8,000.00	
323				<b>Security Eq Total</b>	<b>£763.41</b>	<b>£7,063.00</b>	<b>£7,826.41</b>	<b>£8,650.00</b>	
324									
325	Depot Furniture	Fridge, Radio, Kettle, Microwave & Heater	Depot	08/11/2024	£235.82		£235.82		
326	Depot Furniture	Bookshelves & Lockers		19/11/2024	£100.00		£100.00		
327	Depot Furniture	Fire Extinguisher		30/05/2025		£521.00	£521.00		
328	Depot Furniture	CCTV System		06/05/2025		£2,170.00	£2,170.00		
329				<b>Furniture Total</b>	<b>£335.82</b>	<b>£2,691.00</b>	<b>£3,026.82</b>	<b>£0.00</b>	
330									
331				<b>Open Spaces Total</b>	<b>£98,520.27</b>	<b>£11,111.19</b>	<b>£109,631.46</b>	<b>£84,750.00</b>	
332									
333					<b>Asset Value</b>	<b>25/26 Change</b>	<b>25/26 Total</b>		
334				<b>Asset Register Total</b>	<b>£497,984.76</b>	<b>£36,738.01</b>	<b>£534,723.77</b>	<b>£5,806,660.44</b>	

james hallam

Council Guard

Pre-Renewal Review

# Wellington Town Council (Somerset)

James Hallam Council Guard is a trading name of James Hallam Limited who are authorised and regulated by the Financial Conduct Authority. Registered Number 134435



Chartered

## Client Details and General Information

**Full Client Name:** Wellington Town Council (Somerset)

**Address:** 28 Fore Street  
Wellington  
Somerset  
TA21 8AQ  
United Kingdom

**Primary Contact Person:** Ms Alice Kendall

**Contact Telephone Number:** 01823 662855 Ext 202

**Mobile Number:** 07591 819989

**Business Description:** Town Council

## Declarations

**(where any of the listed circumstances apply please place X against the appropriate section and provide full and complete details of the circumstances)**

The Policyholder or any partner or any director involved with the business must specifically disclose if they have;

Been the subject of a County Court Judgement, an Individual Voluntary Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree

Been convicted of or charged with (but not yet tried for) or been given an Official Police Caution in respect of any criminal offence (other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.

Been declared bankrupt or insolvent or have been or are currently the subject of any bankruptcy or insolvency proceedings.

Been involved as owner partner or director of any business which has gone or is currently going into receivership, liquidation or administration

Been disqualified from being a company director

Been subject to an investigation by HM Revenue and Customs, which has resulted in a prosecution.

Are aware of any incidents that may give rise to a claim, but have not yet been notified to insurers.

Details.

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## Commercial Combined

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<b>POLICYHOLDER</b>	Wellington Town Council
<b>INSURER</b>	Aviva Insurance Limited
<b>POLICY NUMBER</b>	100812952CCI
<b>PERIOD OF INSURANCE</b>	01/04/2025 to 31/03/2026

### GENERAL CLAUSES/INFORMATION

**Client name (to appear on policy documents, incl. subsidiary names):** Wellington Town Council

### Activities

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**Business description:** Local Government Authority

**MATERIAL DAMAGE - LOCATION 001: 28-30 FORE STREET, WELLINGTON, SOMERSET, TA21 8AQ**

**Details**

		<b>Revision Required</b> (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p> <p>Premises are in an area susceptible to flooding <input type="checkbox"/></p> <p>Premises are not in a good state of repair <input type="checkbox"/></p> <p>Premises are not self contained <input type="checkbox"/></p> <p>Premises detached <input type="checkbox"/></p> <p>Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/></p> <p>Property is built on made up ground <input type="checkbox"/></p>	
<b>Details of other:</b>	Occupied as Council Chamber & Offices, CAB offices & Museum	

### Risk Management

		Revision Required (Please specify)
<b>Risk management features:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>None <input checked="" type="checkbox"/></p> <p>CCTV <input type="checkbox"/></p> <p>Extinguishers to LPC scale <input type="checkbox"/></p> <p>Fire Alarm <input type="checkbox"/></p> <p>Intruder Alarm <input type="checkbox"/></p> <p>Sprinklers <input type="checkbox"/></p>	Add Fire Extinguishers & Fire Alarm

### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	

		<b>Revision Required</b> (Please specify)
<b>Excess (GBP):</b>	500	

#### Buildings

Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Building including landlords fixtures and fittings	Reinstatement	As per section	Index Linking, 20%	1,785,000	2,142,000	

#### Contents

##### Contents Items

Item description, Contents item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
General Contents, Machinery, Plant & All Other Contents	Reinstatement	As per section	Day 1, 20%	90,000	108,000	
Silver Bugle held in museum	Reinstatement	As per section	Day 1, 20%	662	794	

**MATERIAL DAMAGE - LOCATION 002: 31 FORE STREET, WELLINGTON, SOMERSET, TA21 8AG**

**Details**

		<b>Revision Required</b> (Please specify)																								
<b>Specified or floating location:</b>	Specified Location																									
<b>Nature of premises and surrounding area:</b>	<table border="0"> <tr> <td></td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td>ATM on premises</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Building shows visible signs of cracking</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>No adverse features</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Parts of premises are partly unused/unfurnished/unoccupied</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Premises are adjoined</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Premises are in an area susceptible to flooding</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Premises are not in a good state of repair</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Premises are not self contained</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Premises detached</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Properties and/or adjacent properties have had previous subsidence damage</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Property is built on made up ground</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>		<b>Yes</b>	ATM on premises	<input type="checkbox"/>	Building shows visible signs of cracking	<input type="checkbox"/>	No adverse features	<input type="checkbox"/>	Parts of premises are partly unused/unfurnished/unoccupied	<input type="checkbox"/>	Premises are adjoined	<input type="checkbox"/>	Premises are in an area susceptible to flooding	<input type="checkbox"/>	Premises are not in a good state of repair	<input type="checkbox"/>	Premises are not self contained	<input type="checkbox"/>	Premises detached	<input type="checkbox"/>	Properties and/or adjacent properties have had previous subsidence damage	<input type="checkbox"/>	Property is built on made up ground	<input type="checkbox"/>	
	<b>Yes</b>																									
ATM on premises	<input type="checkbox"/>																									
Building shows visible signs of cracking	<input type="checkbox"/>																									
No adverse features	<input type="checkbox"/>																									
Parts of premises are partly unused/unfurnished/unoccupied	<input type="checkbox"/>																									
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Premises detached	<input type="checkbox"/>																									
Properties and/or adjacent properties have had previous subsidence damage	<input type="checkbox"/>																									
Property is built on made up ground	<input type="checkbox"/>																									
<b>Details of other:</b>	Occupied as Pop Up Shop for exhibition																									

### Risk Management

		Revision Required (Please specify)
<b>Risk management features:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>None <input checked="" type="checkbox"/></p> <p>CCTV <input type="checkbox"/></p> <p>Extinguishers to LPC scale <input type="checkbox"/></p> <p>Fire Alarm <input type="checkbox"/></p> <p>Intruder Alarm <input type="checkbox"/></p> <p>Sprinklers <input type="checkbox"/></p>	Add Fire Extinguishers

### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	

		Revision Required (Please specify)
Excess (GBP):	500	

#### Buildings

Building name/ description	Cover basis	Contingencies	Method of adjustment	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Not Insured	Reinstatement	As per section	Index Linking	0	0	Should be Shop Front £6,500

#### MATERIAL DAMAGE - LOCATION 003 - UNIT 4, MONUMENT VIEW, SUMMERFIELD AVENUE, CHELSTON BUSINESS PARK, WELLINGTON, SOMERSET, TA21 9ND

#### Details

		Revision Required (Please specify)
Specified or floating location:	Specified Location	
Nature of premises and surrounding area:	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p>	

		Revision Required (Please specify)
	Premises are in an area susceptible to flooding <input type="checkbox"/> Premises are not in a good state of repair <input type="checkbox"/> Premises are not self contained <input type="checkbox"/> Premises detached <input type="checkbox"/> Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/> Property is built on made up ground <input type="checkbox"/>	
<b>Details of other:</b>	Occupied as Open Spaces Garage & Depot Workshop	

**Risk Management**

		Revision Required (Please specify)
<b>Risk management features:</b>	Yes None <input checked="" type="checkbox"/> CCTV <input type="checkbox"/> Extinguishers to LPC scale <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Intruder Alarm <input type="checkbox"/> Sprinklers <input type="checkbox"/>	Add CCTV, Fire Extinguishers, Fire Alarm & Intruder Alarm

### Construction and Exposure

		Revision Required (Please specify)
Building of standard construction (i.e. brick/stone/concrete(floor & roof)/slates/tiles and pitched roof):	Yes	

### Covers Requested

		Revision Required (Please specify)
Contingencies:	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
Excess (subsidence) (GBP):	2,500	
Excess (GBP):	500	

### Contents

#### Contents Items

Item description	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	Reinstatement	As per section	Day 1, 20%	45,000	54,000	

**MATERIAL DAMAGE - LOCATION 004: PARK LODGE, 1 BEECH GROVE, WELLINGTON, SOMERSET, TA21 8NG**

**Details**

		<b>Revision Required</b> (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Premises name:</b>	Public conveniences, Bandstand & Pavilion	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p> <p>Premises are in an area susceptible to flooding <input type="checkbox"/></p> <p>Premises are not in a good state of repair <input type="checkbox"/></p> <p>Premises are not self contained <input type="checkbox"/></p> <p>Premises detached <input type="checkbox"/></p> <p>Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/></p> <p>Property is built on made up ground <input type="checkbox"/></p>	

		Revision Required (Please specify)
<b>Details of other:</b>	Occupied as Park Buildings	

### Risk Management

		Revision Required (Please specify)														
<b>Risk management features:</b>	<table border="0"> <tr> <td></td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td>None</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>CCTV</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Extinguishers to LPC scale</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Fire Alarm</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Intruder Alarm</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Sprinklers</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>		<b>Yes</b>	None	<input checked="" type="checkbox"/>	CCTV	<input type="checkbox"/>	Extinguishers to LPC scale	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Intruder Alarm	<input type="checkbox"/>	Sprinklers	<input type="checkbox"/>	
	<b>Yes</b>															
None	<input checked="" type="checkbox"/>															
CCTV	<input type="checkbox"/>															
Extinguishers to LPC scale	<input type="checkbox"/>															
Fire Alarm	<input type="checkbox"/>															
Intruder Alarm	<input type="checkbox"/>															
Sprinklers	<input type="checkbox"/>															

### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

**Covers Requested**

		<b>Revision Required (Please specify)</b>
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	
<b>Excess (GBP):</b>	500	

**Buildings**

<b>Building name/ description, Building item type</b>	<b>Cover basis</b>	<b>Contingencies</b>	<b>Method of adjustment, Day 1 percentage</b>	<b>Declared value (GBP)</b>	<b>Sum insured (GBP)</b>	<b>Revision Required (Please specify)</b>
Public Conveniences, Building including landlords fixtures and fittings	Reinstatement	As per section	Day 1, 20%	240,000	288,000	
Bandstand, Building including landlords fixtures and fittings	Reinstatement	As per section	Day 1, 20%	100,000	120,000	

Building name/ description, Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Pavilion, Building including landlords fixtures and fittings	Reinstatement	As per section	Day 1, 20%	240,000	288,000	

**MATERIAL DAMAGE - LOCATION 005: NORTH STREET PUBLIC CONVENIENCES,, NORTH STREET, WELLINGTON, SOMERSET, TA21 8LZ**

**Details**

		Revision Required (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p>	

		Revision Required (Please specify)
	Premises are in an area susceptible to flooding <input type="checkbox"/> Premises are not in a good state of repair <input type="checkbox"/> Premises are not self contained <input type="checkbox"/> Premises detached <input type="checkbox"/> Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/> Property is built on made up ground <input type="checkbox"/>	
<b>Details of other:</b>	Occupied as Public Conveniences	

### Risk Management

		Revision Required (Please specify)
<b>Risk management features:</b>	Yes None <input checked="" type="checkbox"/> CCTV <input type="checkbox"/> Extinguishers to LPC scale <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Intruder Alarm <input type="checkbox"/> Sprinklers <input type="checkbox"/>	

### Construction and Exposure

		Revision Required (Please specify)
Building of standard construction (i.e. brick/stone/concrete(floor & roof)/slates/tiles and pitched roof):	Yes	

### Covers Requested

		Revision Required (Please specify)
Contingencies:	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
Excess (subsidence) (GBP):	2,500	
Excess (GBP):	500	

### Buildings

Building name/ description, Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Public Conveniences, Building including landlords fixtures and fittings	Reinstatement	As per section	Day 1, 20%	288,000	345,600	

**MATERIAL DAMAGE - LOCATION 006: FOOTBALL PAVILLION, DOBREE PARK PLAYING FIELD, DOBREE PARK, ROCKWELL GREEN, WELLINGTON, SOMERSET, TA21 9RX**

**Details**

		<b>Revision Required</b> (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p> <p>Premises are in an area susceptible to flooding <input type="checkbox"/></p> <p>Premises are not in a good state of repair <input type="checkbox"/></p> <p>Premises are not self contained <input type="checkbox"/></p> <p>Premises detached <input type="checkbox"/></p> <p>Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/></p> <p>Property is built on made up ground <input type="checkbox"/></p>	
<b>Details of other:</b>	Occupied as Sports Pavilion	

### Risk Management

		Revision Required (Please specify)
<b>Risk management features:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>None <input checked="" type="checkbox"/></p> <p>CCTV <input type="checkbox"/></p> <p>Extinguishers to LPC scale <input type="checkbox"/></p> <p>Fire Alarm <input type="checkbox"/></p> <p>Intruder Alarm <input type="checkbox"/></p> <p>Sprinklers <input type="checkbox"/></p>	

### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	

		<b>Revision Required</b> (Please specify)
<b>Excess (GBP):</b>	500	

**Buildings**

<b>Building name/ description, Building item type</b>	<b>Cover basis</b>	<b>Contingencies</b>	<b>Method of adjustment, Day 1 percentage</b>	<b>Declared value (GBP)</b>	<b>Sum insured (GBP)</b>	<b>Revision Required</b> (Please specify)
Football Pavillion, Building including landlords fixtures and fittings	Reinstatement	As per section	Day 1, 20%	480,000	576,000	

**MATERIAL DAMAGE - LOCATION 007: ANYWHERE IN WELLINGTON**

**Details**

		<b>Revision Required</b> (Please specify)
<b>Specified or floating location:</b>	Floating Location	

### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	
<b>Excess (GBP):</b>	500	

### Buildings

Building name/ description	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Street Furniture	Reinstatement	As per section	Index Linking, 20%	77,000	92,400	Increase to £79,000
Notice Boards	Reinstatement	As per section	Index Linking, 20%	18,278	21,934	
Signs	Reinstatement	As per section	Index Linking, 20%	37,307	44,768	
Electrical boxes on Third Party premises	Reinstatement	As per section	Index Linking, 20%	12,264	14,717	
Playground Equipment & Surfaces inc bins, benches & MUGAs	Reinstatement	As per section	Index Linking, 20%	984,000	1,180,800	Increase to £1,295,000

Building name/ description	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Skate Park & BMX Track	Reinstatement	As per section	Index Linking, 20%	125,000	150,000	
Bus Shelters	Reinstatement	As per section	Index Linking, 20%	129,731	155,677	
2 Steel Storage Containers	Reinstatement	As per section	Index Linking, 20%	7,500	9,000	
CCTV – Wellington Park						New CCTV in Wellington Park declared value £8,000

### MATERIAL DAMAGE - LOCATION 008: THE KINGS ARMS HOTEL, 4 HIGH STREET, WELLINGTON, SOMERSET, TA21 8RA

#### Details

		Revision Required (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Premises name:</b>	The Kings Arms (community hub)	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p>	

		Revision Required (Please specify)
	Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/> Premises are adjoined <input type="checkbox"/> Premises are in an area susceptible to flooding <input type="checkbox"/> Premises are not in a good state of repair <input type="checkbox"/> Premises are not self contained <input type="checkbox"/> Premises detached <input type="checkbox"/> Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/> Property is built on made up ground <input type="checkbox"/>	
<b>Details of other:</b>	Occupied as Community Hub	
<b>Occupancy:</b>	Business Hours	

**Risk Management**

		Revision Required (Please specify)
<b>Risk management features:</b>	Yes None <input checked="" type="checkbox"/> CCTV <input type="checkbox"/> Extinguishers to LPC scale <input type="checkbox"/>	Add CCTV, Fire Extinguishers & Fire Alarm

		Revision Required (Please specify)
	Fire Alarm <input type="checkbox"/>	
	Intruder Alarm <input type="checkbox"/>	
	Sprinklers <input type="checkbox"/>	

#### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

#### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	
<b>Excess (GBP):</b>	500	

## Contents

### Contents Items

Item description	Cover basis	Contingencies	Day 1 percentage	Declared value (GBP)	Excess (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	Reinstatement	As per section	20%	35,000	500	42,000	Increase to £50,000

### Conditions Precedent

#### Cooking Equipment

If in relation to any claim for Damage to the Property Insured caused by or resulting from fire or explosion, You have failed to fulfil any of the following conditions, We will not pay that claim.

Where Cooking Equipment is located within The Premises

- (1) all Deep Frying Equipment must be fitted with a thermostat which prevents the temperature of fat or oil exceeding 205 degrees Centigrade (401 degrees Fahrenheit). Where a separate high temperature safety thermostat is fitted, this must be set to a temperature of no greater than 230 degrees Centigrade (450 degrees Fahrenheit).
- (2) all extract hoods, canopies, canopy exhaust plenums, filters and grease traps must be thoroughly cleaned over their entire internal and external areas by the removal of all greasy and oily deposits and other waste materials at least every month
- (3) the entire internal area of all flues and extract system ducting, including extraction motors and fans must be thoroughly cleaned by a competent person, with the removal of all greasy and oily deposits and other waste materials, at least every 6 months
- (4) if the entire internal area of all flues and extract system ducting, including extraction motors and fans, have not been so cleaned within 6 months prior to the inception of this insurance or the addition of this condition, then they must be so cleaned within 30 days of the inception of this insurance or the addition of this condition, and at least every 6 months after that
- (5) suitable fire extinguishers and/or blankets must be kept in the frying and cooking area and staff are fully trained how to use them
- (6) no Cooking Equipment using fats, oils or coals must be left Unattended while the heat source is operating
- (7) all Cooking Equipment including flues and extract system ducting, must be kept from contact with and not in close proximity to combustible material including any such material within or forming part of the building.

The following definitions apply to this condition.

**Cooking Equipment**

All cooking and frying equipment including Deep Frying Equipment.

**Deep Frying Equipment**

Equipment used for frying by immersing in fat or oil.

**Unattended**

Without a competent person remaining continuously near the Cooking Equipment, either in full view of it or positioned where they are able to take action to prevent, extinguish or control a fire starting from such equipment.

**Premises Inspection – Can this be deleted as only occupied Monday-Friday**

If in relation to any claim for Damage to the Property Insured by fire You have failed to fulfil any of the following conditions, We will not pay that claim.

You must

- (1) examine all buildings for which You are responsible and any designated smoking area within The Premises for any smoking/smouldering materials at least once every 24 hours or at each close of any working day if sooner
- (2) extinguish any smoking/smouldering materials found and place them in non-combustible receptacles and remove the contents at the end of the working day or at least once every 24 hours and dispose of safely.

**MATERIAL DAMAGE - BUSINESS ALL RISKS (UK)**

**Details**

		Revision Required (Please specify)
<b>Specified or floating location:</b>	Floating Location	

**Covers Requested**

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks	
<b>Excess (GBP):</b>	100	

## Contents

### Contents Items

Item description	Cover basis	Contingencies	Method of adjustment	Sum insured (GBP)	Revision Required (Please specify)
REGALIA	Reinstatement	As per section	Index Linking	17,364	
Garden/maintenance machinery & tools - UK cover	Reinstatement	As per section	Index Linking	25,340	
Portable electronic and photographic equipment including portable computer equipment, digital and non digital cameras, mobile telephones, television, DVD and audio equipment designed to be carried by hand, EXCLUDING portable hand tools, portable office equipment, specialist trade equipment and all personal effects.	Reinstatement	As per section	Index Linking	14,251	Increase to £16,000
Event Equipment	Reinstatement	As per section	Index Linking	3,411	
Defibrillators	Reinstatement	As per section	Index Linking	7,228	

### **Inner Limits**

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Regalia: Inner limit of £17,364 any one item

### **Territorial Limits**

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Regalia : Anywhere in the United Kingdom including Transit and whilst temporarily removed anywhere in the world for up to 90 days.

All other items: Anywhere in the United Kingdom including Transit

### **Conditions Precedent**

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#### **Portable Computer Equipment**

If in relation to any claim for Damage by theft or attempted theft of Portable Computer Equipment You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that where Portable Computer Equipment is

- (a) left in any Unattended Vehicle, it is concealed from view in a storage compartment, and the vehicle is securely locked and all security devices set in operation and, between the hours of 9.00pm and 6.00am, the vehicle is kept either in a locked building of substantial construction or guarded security park
- (b) in transit by air it is carried as hand luggage unless instructed otherwise by airline staff
- (c) in transit by ship or ferry it is stored in a securely locked cabin or road vehicle aboard such vessel or kept with You
- (d) in transit by railway or underground it is carried as hand luggage and kept with You.

The maximum We will pay for any one or all claims arising out of one cause is

- (a) £2,500 in respect of theft or attempted theft from an Unattended Vehicle
- (b) £10,000 in respect of any other theft or attempted theft
- (c) £50,000 in respect of any other Damage.

The following definition applies to this condition

Portable Computer Equipment

Personal computers, small microcomputers and similar equipment used by You for processing, communicating and storing electronic data and which are designed to be carried by hand.

**MATERIAL DAMAGE - LOCATION 009: WELLINGTON PLAYING FIELDS PAVILION, COURTLAND ROAD, WELLINGTON, SOMERSET, TA21 8NE**

**Details**

		<b>Revision Required</b> (Please specify)
<b>Specified or floating location:</b>	Specified Location	
<b>Nature of premises and surrounding area:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>ATM on premises <input type="checkbox"/></p> <p>Building shows visible signs of cracking <input type="checkbox"/></p> <p>No adverse features <input type="checkbox"/></p> <p>Parts of premises are partly unused/unfurnished/unoccupied <input type="checkbox"/></p> <p>Premises are adjoined <input type="checkbox"/></p> <p>Premises are in an area susceptible to flooding <input type="checkbox"/></p> <p>Premises are not in a good state of repair <input type="checkbox"/></p> <p>Premises are not self contained <input type="checkbox"/></p> <p>Premises detached <input type="checkbox"/></p> <p>Properties and/or adjacent properties have had previous subsidence damage <input type="checkbox"/></p> <p>Property is built on made up ground <input type="checkbox"/></p>	
<b>Details of other:</b>	Occupied as changing rooms, plant room, kitchenette, bar and dining area	
<b>Occupancy:</b>	Business Hours	

### Risk Management

		Revision Required (Please specify)
<b>Risk management features:</b>	<p style="text-align: right;"><b>Yes</b></p> <p>None <input checked="" type="checkbox"/></p> <p>CCTV <input type="checkbox"/></p> <p>Extinguishers to LPC scale <input type="checkbox"/></p> <p>Fire Alarm <input type="checkbox"/></p> <p>Intruder Alarm <input type="checkbox"/></p> <p>Sprinklers <input type="checkbox"/></p>	Add Fire Extinguishers

### Construction and Exposure

		Revision Required (Please specify)
<b>Building of standard construction (i.e. brick/stone/concrete(floor &amp; roof)/slates/tiles and pitched roof):</b>	Yes	

### Covers Requested

		Revision Required (Please specify)
<b>Contingencies:</b>	All Risks Subsidence Ground Heave Landslip Theft Or Attempted Theft	
<b>Excess (subsidence) (GBP):</b>	2,500	

		<b>Revision Required</b> (Please specify)
<b>Excess (GBP):</b>	500	

### Buildings

Building item type	Cover basis	Contingencies	Method of adjustment, Day 1 percentage	Declared value (GBP)	Sum insured (GBP)	Revision Required (Please specify)
Building including landlords fixtures and fittings	Reinstatement	As per section	Index Linking, 20%	950,000	1,140,000	

### Conditions Precedent

#### Cooking Equipment

If in relation to any claim for Damage to the Property Insured caused by or resulting from fire or explosion, You have failed to fulfil any of the following conditions, We will not pay that claim.

Where Cooking Equipment is located within The Premises

- (1) all Deep Frying Equipment must be fitted with a thermostat which prevents the temperature of fat or oil exceeding 205 degrees Centigrade (401 degrees Fahrenheit). Where a separate high temperature safety thermostat is fitted, this must be set to a temperature of no greater than 230 degrees Centigrade (450 degrees Fahrenheit).
- (2) all extract hoods, canopies, canopy exhaust plenums, filters and grease traps must be thoroughly cleaned over their entire internal and external areas by the removal of all greasy and oily deposits and other waste materials at least every month
- (3) the entire internal area of all flues and extract system ducting, including extraction motors and fans must be thoroughly cleaned by a competent person, with the removal of all greasy and oily deposits and other waste materials, at least every 6 months
- (4) if the entire internal area of all flues and extract system ducting, including extraction motors and fans, have not been so cleaned within 6 months prior to the inception of this insurance or the addition of this condition, then they must be so cleaned within 30 days of the inception of this insurance or the addition of this condition, and at least every 6 months after that
- (5) suitable fire extinguishers and/or blankets must be kept in the frying and cooking area and staff are fully trained how to use them
- (6) no Cooking Equipment using fats, oils or coals must be left Unattended while the heat source is operating
- (7) all Cooking Equipment including flues and extract system ducting, must be kept from contact with and not in close proximity to combustible material including any such material within or forming part of the building.

The following definitions apply to this condition.

**Cooking Equipment**

All cooking and frying equipment including Deep Frying Equipment.

**Deep Frying Equipment**

Equipment used for frying by immersing in fat or oil.

**Unattended**

Without a competent person remaining continuously near the Cooking Equipment, either in full view of it or positioned where they are able to take action to prevent, extinguish or control a fire starting from such equipment.

**Additional Information**

There is no deep fat frying equipment on premises

**BUSINESS INTERRUPTION**

**Covers Requested**

Cover basis	Indemnity period (months)	Contingencies	Business interruption sum insured (GBP)	Revision Required (Please specify)
Increased Cost of Working Only	24	As Material Damage section	50,000	
Add Loss of Gross Revenue	24	As Material Damage section	£50,000	

## MONEY & ASSAULT

### Money

		Revision Required (Please specify)
Excess (GBP):	0	

### Cover

			Revision Required (Please specify)
Money at home of authorised person	Limit (GBP):	500	
Money during hours	Limit (GBP):	5,000	
Money outside business hours, not in safe	Limit (GBP):	250	
Own Carrying	Estimated own annual carryings (GBP):	250,000	
Any Other Loss of Money	Any other loss of money (GBP):	5,000	

### Money in Safe Out of Business Hours

Location	Description of safe	Limit of cash in locked safe (GBP)	Revision Required (Please specify)
At an Insured Premise	Unspecified safes	2,500	

### Personal Accident Assault

### Benefits

Benefits payable	Benefit amount (GBP)	Revision Required (Please specify)
Death and other capital benefits	50,000	

Benefits payable	Benefit amount (GBP)	Revision Required (Please specify)
Permanent Total Disablement	50,000	
Temporary Total Disablement	500	
Temporary Partial Disablement	250	

### Conditions Precedent

#### Medical Evidence

In respect of Assault, We will, at Our option, arrange for the Insured Person to undergo a medical examination or, in the event of death, a post mortem examination. You, or Your personal representatives, will supply to Us, at Your expense, any certificates, information or evidence in the format We require to support a claim.

#### Money In Transit

If in relation to any claim for loss of Money in transit (other than Money described in Item 1 of The Schedule), You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure

- (1) that Money in transit is accompanied by the number of persons stated below, who must be either You and/or any director, partner or Employee
  - (a) over £2,500 up to £5,000 by at least 2 persons
  - (b) over £5,000 up to £8,000 by at least 3 persons
  - (c) over £8,000 up to £12,000 by at least 4 persons
  - (d) over £12,000 by an approved Security Company
- (2) private transport is used for amounts of Money in transit greater than £2,500 where the distance exceeds half a mile.

The maximum We will pay for any one claim will not exceed the Limit Any One Loss stated in The Schedule.

#### Records and Key Security

If in relation to any claim for loss of Money You have failed to fulfil any of the following condition, You will lose Your right to payment for that claim.

You must

- (1) keep a complete record of Money in a secure place other than in a safe or strongroom containing Money
- (2) ensure that outside of Business Hours, all safes and/or strongrooms are kept locked and the keys removed from The Premises unless The Premises are occupied by You or any director, partner or authorised Employee of Yours, in which case the keys must be kept in a secure place away from any safe or strongroom

(3) ensure that whenever The Premises are closed for business or left unattended, all security devices to protect The Premises are properly fitted and put into full operation.

Any Intruder Alarm Condition and/or Minimum Security Condition that applies to a Premises under the Property Damage section also applies in respect of that Premises under the Money & Assault section

## EMPLOYERS LIABILITY

### Annual Wage Estimates

Description of activity	Number of employees	Wageroll employees only (next 12 months) (GBP)	Revision Required (Please specify)
Clerical	12	521,564	Update: Number = 15 Wageroll = £663,000
Manual	4	171,895	Update: Number = 5 Wageroll = £213,000
Pruning, lopping and thinning		2,000	Update to £3,500
Councillors (note: wageroll figure shown on the schedule is an estimate of the equivalent total annual wages, the insurer is aware that the actual wageroll is Nil)	15	0	
Volunteers	0	0	Increase to 5

### Additional Information

Note: The 'wageroll' figure shown on the insurance documents against the categories of Council Members & Volunteers is purely an internal rating factor used by Aviva.

## PUBLIC LIABILITY

### Covers Requested

		Revision Required (Please specify)
Indemnity limit (GBP):	10,000,000	
Excess (GBP):	500	

### Annual Turnover Estimates

Description of activity	Turnover (next 12 months) (GBP)	Revision Required (Please specify)
Annual Income including Precept	1,295,000	Increase to £1,569,759

### Main Exclusions

#### Activities and Events Exceptions

We will not provide cover for

- (1) sponsored walks, rides, marathons or similar events
- (2) fireworks displays or bonfires
- (3) bouncy castles and other inflatable devices other than where hired in, and operated by the supplier
- (4) Bodily Injury or Damage to Property arising from
  1. go-karting, quad biking or motor sports
  2. parachute jumping, paragliding or parascending
  3. bungee jumping or abseiling
  4. ballooning or other flying activities
  5. weapons
  6. passenger carrying amusement devices
  7. remote controlled model aircraft
  8. animal rides
  9. pyrotechnics.
- (5) events where combined numbers of participants and spectators on site exceed **2,000** at any one time

## **ACTIONS YOU MUST TAKE**

**The following Condition applies in addition to any Conditions stated in Your policy wording.**

### **Inflatable Devices Condition**

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that, in connection with inflatable devices that

1. a) You have in place a system of check to ensure that the supplier(s) of the inflatable device(s) has Public and Products Liability insurance and that You keep a written record of their insurer and policy number, and
- b) the limit of indemnity under such policy is at least equivalent to the limit of indemnity under the Public and Products Liability Section of this policy.
2. the supplier must have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices.
3. the maximum number of persons allowed in or on such devices at any time will not exceed the number outlined in the manufacturers' guidelines or recommendations and such devices are supervised at all times by the supplier
4. all outdoor devices have adequate anchorage points which must be used at all times.
5. all devices are inspected:
  - a. daily prior to use, and
  - b. at least annually by a competent person and the records of such inspections checked by You and any defects or risks to health & safety have been rectified

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## **Main Extensions**

**The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:**

Data Protection Act 1998: Maximum payable any one Period of Insurance £1,000,000

Environmental Statutory Clean-Up Costs: Maximum payable £2,000,000

Hired or Rented Premises (Excess £250)

Libel and Slander: Maximum payable £1,000,000

Payment for Court Attendance Limit per day

(You/director/partner): £500

Limit per day (Employee): £250

## Comments

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### **Note: Rating information showing on schedule**

Aviva rate the Public Liability premium using a number of factors, some of which may look confusing on the schedule:

- There may be a wageroll figure - this relates to work on third party premises (such as any work that you do for another Council on their land or the local church's land)
- Population figure - Aviva obtain this from publicly available records
- Playgrounds - number of equipment: Aviva assume that there is on average approx 7 items of play equipment at most play areas, therefore if you have 2 play areas the schedule will have the number 14 showing against this heading under the Public Liability section
- Skateparks, bmx and rollers skating parks: to generate a premium to reflect the risk associated with these Aviva need to input a monetary value, which they have set at £1500 per location (this does not mean you are charged £1500 premium per location, it is merely a allocation of turnover in order to generate a premium)

## Conditions Precedent

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### **Playgrounds and Amusement Devices Condition and Exception**

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that in connection with playground and amusement devices

(1) all equipment, devices and facilities, including sand pits and paddling pools

(a) are manufactured and installed to the appropriate standard and maintained in good condition

(b) are inspected, by a competent person, at least weekly and all defects or risks to health or safety immediately rectified or the equipment, device or facility taken out of use

(2) suitable signs are clearly displayed to customers stating any information, restrictions or limitations for the safe use of the equipment device or facility

(3) they are risk assessed to determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facility is in use.

We will not provide cover for the operation of mechanically powered passenger carrying amusement devices, skateboard parks or inflatable devices.

### **Skateboard Parks**

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that, in connection with skateboard parks

(1) all structures including the skating surfaces

(a) are manufactured and installed to the appropriate standard and maintained in good condition

(b) are inspected by a competent person at least weekly and

(i) all defects or risks to health or safety immediately rectified or

(ii) the structure taken out of use

- (2) You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
  - (3) You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.
- We will not provide cover for Bodily Injury to persons taking part in activities in the skateboard park unless caused by defects in the structure.

### **Inflatable Devices Condition**

Refer to 'Activities and Events Exceptions' for details

#### Tree Felling - Foresters and Site Clearance Conditions and Exceptions

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that in connection with the felling, lopping or haulage of trees

- (1) tree felling or lopping is not carried out within 30 metres of any
  - (a) building, railway or overhead lines or cables
  - (b) public highway, unless warning notices have been posted or the road closed. If it is necessary to close any road You must
    - (i) advise the police and comply with their recommendations
    - (ii) remove all timber and debris before it is reopened
- (2) if a fire is lit
  - (a) it is not left unattended
  - (b) it is extinguished at least 60 minutes before leaving the area
  - (c) adequate and suitable equipment must be kept in readiness at all times to control or extinguish the fire.

We will not provide cover for

- (1) the use of explosives or defoliant chemicals
- (2) the breach of any restrictive covenant or preservation order unless such liability would have arisen in the absence of the restrictive covenant or preservation order.

## PRODUCTS LIABILITY

### Covers Requested

		Revision Required (Please specify)
Indemnity limit (GBP):	10,000,000	
Excess (GBP):	500	

### Annual Turnover Estimates

Description of activity	Turnover (next 12 months) (GBP)	Revision Required (Please specify)
Aviva automatically include cover for up to £10,000 income generated from the sale of food or drink, and sale or lending of books, guides, gifts from museums, art galleries or tourist/town information centres. (this figure is included within the overall Turnover/Income figure showing under the Public Liability section). If you provide other products or if the estimate of £10,000 is insufficient please let us know.	10,000	

### Main Exclusions

#### North American Products Supplied Exception

We will not provide cover for Products Supplied which The Insured know, could be expected to know or knew would be used within the United States of America or Canada.

### Conditions Precedent

#### See Public Liability section

Conditions, Exclusions etc that apply to the Public Liability section also apply to the Products Liability cover

## FIDELITY GUARANTEE

### Additional Covers

	Limit of indemnity (GBP)	Excess (GBP)	Revision Required (Please specify)
Cover limit for any one loss	2,000,000	10,000	

### Specified Cover

#### Limits of Liability:

Internal Crime (Fidelity Guarantee): As per main limit

Outsource Service Provider Crime: £100,000

Corporate Identity Fraud: 10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser

Electronic Transfer of Money Made in Error: 10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser

Public Utilities Fraud: 5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser

Telecommunication Fraud: 5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser

Cheques Fraud: £50,000

Third Party Computer and Funds Transfer Fraud: £100,000

#### Main Exclusions

##### Inadvertent non-compliance with the Obligations stated in The Schedule

We will not be liable to pay any claim if You have not complied with and operated any one or more of the Obligations which is material to any part of that claim unless You can conclusively demonstrate that this non-compliance was an Inadvertent Breach of the Obligations. This Endorsement does not apply for the References Obligation.

For the purposes of this Endorsement an Inadvertent Breach of the Obligations means any failure by any Employee to comply with any part of the Obligations stated in The

Schedule which was without the knowledge or consent of any director, partner, Member, trustee, officer, department director, senior manager or equivalent of Yours, but only if You can conclusively demonstrate that You

(1) had communicated the relevant Obligation(s) in writing to all Employees with responsibility for Money, stock and/or accounts

(2) instructed all Employees of their duty to comply with and ensure compliance with the Obligations.

If We pay or agree to pay any claim or part of any claim where You did not comply with or operate the obligations the amount of The Excess will be increased by £5,000.

### **Retroactive Date**

We will not provide cover for loss resulting from any act, event or matter committed prior to

(1) the date this Section was first incepted, or

(2) where equivalent cover to that provided under this Section has been continuously maintained in full force and effect prior to inception of this Section, the date which first applied to such equivalent cover.

## **Conditions Precedent**

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### **The following Conditions apply:**

#### **Audit**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim. Independent professional accountants or auditors will examine Your accounts at least every 12 months.

#### **Bank Account Reconciliation**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

All cash book entries will be checked by someone other than the Employees responsible at least once in every 30 days against bank statements, receipts and other supporting documentation and the balance tested against cash and un-presented cheques

#### **Cash Balances, Floats and Petty Cash**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The amount of cash balances, floats and petty cash will be laid down and will be subject to a physical check against supporting documents by someone other than the Employees responsible at least every 30 days.

#### **Cheque Issue**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) Cheques will only be signed after they have been fully completed.

(2) All manually prepared cheques with a value over £5,000 will be signed by at least two authorised signatories.

(3) If cheques are prepared and signed by computer or machine

(a) dual control will be exercised over the operation

(b) at least one further manual signature will be applied where the value of the cheque exceeds £15,000

(c) supporting documentation will be examined and authorised prior to signing by computer or machine

(4) All signatories, will examine the supporting documentation against the cheque prior to signing.

### **Computer Security**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) All update and amendment access to computer systems and programs containing accounting, stock and other valuable records will be protected by passwords.

Passwords will be chosen by and confidential to the user and will be changed at least every 90 days

(2) If You allow dial-up, internet or other external access to Your computer systems You will protect them with firewalls and anti-virus software which You will update regularly.

### **Debtors**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) Where You allow credit, statements of account will be issued at least once in every 30 days. If the issue of statements involves any Employees who receive payments then all accounts including all suppressed and suspense accounts will be reviewed by someone other than the Employees responsible at least once in every 90 days

(2) Management action will be taken before an account becomes 90 days overdue

### **Funds Transfer Controls**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) In respect of funds transfers involving electronic instructions

(a) at least dual control will be imposed to ensure that no one Employee can complete a funds transfer payment from beginning to end

(b) all Employees involved will require unique passwords to access the terminal, computer or system. Passwords will be confidential to the user

(2) In respect of all telephone and facsimile instructions the bank or financial institution will be instructed to telephone an Employee other than the person who sent, issued, gave or transmitted, or purported to send, issue, give or transmit, the instructions to check that they are valid prior to transferring the funds

(3) You will comply with all process and security controls agreed with the bank or other financial institution, through which Your transfers are made.

### **Investments, Funds Management, Dealing and Trading**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) You will exercise dual control over

(a) all investments and investment documents

(b) the management of funds including but not limited to pension funds, unit trusts, investment trusts and private client portfolios

(c) all dealing and trading operations including but not limited to securities, commodities, currency involving deals, trades, swaps, options, futures and other derivative deals and trades

to ensure that no one Employee can complete a transaction from beginning to end

2) A detailed list of all dealing and trading transactions will be prepared daily and submitted to the Treasurer or equivalent. You will entirely separate the back office administration and settlements from any Employee involved in any dealing or trading

(3) All deals, trades, investment and other instructions will be confirmed in writing to the other party within 24 hours of the agreement independently of the investment manager, dealer or trader.

### **Money Received and Banking**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

(1) Any Employee who receives or collects money and/or cheques in the course of their duties away from The Premises will be required to remit them to You at least 1 time(s) per week

(2) All money and cheques received by Employees at The Premises, including that remitted in (1) above, will be banked at least 2 time(s) per week.

### **Payroll**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The cast of the payroll will be examined at least once in every 90 days by someone other than the Employees responsible to check that the total amount drawn is correct and that there are no past or fictitious Employees included.

### **References**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

For all Employees engaged in any role

(1) that involves handling Money, payments, orders, statements of account, stock

(2) that involves having update and amendment access to accounting and stock recording systems

(3) in Your accounts, information technology, information systems or computer departments

(4) with a supervisory, management or directorial content

on or after the date this Section was first incepted, satisfactory written or fully documented verbal references will be obtained directly from former employers.

Such references must cover the preceding 2 year(s) of employment and must be provided in the event of a claim.

Any gaps in the preceding 2 year(s) of employment must be accounted for.

References need not be obtained in respect of Employees who have satisfactorily and continuously been employed by You for at least 12 months in any capacity other than stated in (1) to (4) above.

In respect of Employees joining directly from school or Government sponsored youth training schemes at least one character reference will be obtained.

## LEGAL EXPENSES

### Standard Cover

#### Covers Requested

		Revision Required (Please specify)
Limit of indemnity (GBP):	100,000	Include Quote to increase to £250k

### Specified Cover

#### Contingency Operative

- Employment Disputes
- Employment Compensation Awards
- Service Occupancy
- Legal Defence
- Property Protection
- Bodily Injury
- Tax Protection

### Main Exclusions

#### Abuse and Molestation Exception

We will not provide indemnity in respect of bodily injury including death, illness, disease or nervous shock, wrongful arrest, detention, imprisonment, eviction and accusation of shoplifting arising out of

(1) the alleged, actual or threatened abuse or molestation of any person

(a) in the care of

(b) under the protection of

You or anyone working for or on behalf of You

(2) the negligent

(a) employment

(b) investigation

(c) supervision

(d) reporting to the proper authorities or the failure to report

(e) retention

of any person for whom You are or ever were legally responsible and whose conduct is excluded by (a) above.

## DIRECTORS & OFFICERS

		<b>Revision Required</b> (Please specify)
<b>Cover type:</b>	Directors & Officers	

### Covers Requested

			<b>Revision Required</b> (Please specify)
<b>Geographical limit:</b>	Europe		
<b>Description of insured risk/property</b>	<b>Geographical limit</b>	<b>Sum insured/limit of indemnity (GBP)</b>	<b>Revision Required</b> (Please specify)
Directors & Officers	As per section	500,000	
Corporate Legal Liability	As per section	500,000	

### Specified Cover

#### **Directors & Officers**

Limit of Indemnity: **£500,000**  
 Basis of Indemnity: Any One Claim  
 Excess for Insured Person: £0  
 Excess for Company Reimbursement: £5,000  
 Prior/Pending Date: **01/04/2025**

#### **Corporate Liability**

Limit of Indemnity: **£500,000**  
 Basis of Indemnity: Any One Claim  
 Excess: £5,000

Prior/Pending Date: **01/04/2025**

**Main Exclusions**

**Absolute Breach of Contract Exception**

The following is added to the Exceptions to Corporate Legal Liability Cover any Claim arising directly or indirectly from or in consequence of or in any way relating to any actual or alleged breach of contractual obligation.

**Bribery and Commissions Exception**

The following is added to the Exceptions to Directors & Officers Cover and the Corporate Legal Liability Cover any Claim arising directly or indirectly from or in consequence of or in any way relating to any payment, gift, fee, reward, advantage, donation, contribution or other consideration provided to

(1) any person in return for

(a) their undertaking or not undertaking any action or

(b) their showing of any favour or disfavour

on behalf of such person or on behalf of any principal for whom such person acts as an agent or

(2) any employee, member, officer, servant or agent of any public body in return for such public body undertaking or not undertaking any action or showing any favour or disfavour or

(3) any charitable, political or governmental organisation anywhere in the world

**Absolute Bodily Injury Exception**

The following is added to the Exceptions to Directors & Officers Cover and Corporate Legal Liability Cover any Claim arising directly or indirectly from or in consequence of or in any way relating to Bodily Injury.

**TERRORISM**

		Revision Required (Please specify)
Terrorism cover required:	Yes	

## GENERAL CLAUSES

### Inner Limits

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#### All Other Contents (General Contents)

The following inner limits apply

Documents, manuscripts, business books, plans and designs £250,000

Data Storage Materials £25,000

Any one person's property in total for any one claim - Pedal cycles, tools and other personal items £1,000

Any one item - Rare books, antiques, paintings or other works of art £10,000

Any one claim - Rare books, antiques, paintings or other works of art £25,000

Any one claim - Wines, spirits, cigarettes and tobacco £1,000

***If anything factored into your general contents sum insured exceeds the above inner limits it should be extracted from the sum insured and listed as a specific item***

### Subject To

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#### The provision of this Aviva cover is subject to the following:

You must allow Us access to any of Your Premises, contract sites and/or The Business to carry out survey(s). You must complete any actions identified by Us by the required date(s).

*Please note that cover and terms may be altered depending upon the findings from the survey(s)*

### Comments

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#### Statement of Fact

The policy documents include a Statement of Fact, please check this document carefully to ensure that the information contained therein is accurate, as failure to do so may invalidate your insurance.

### Benefits

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#### Services

As an Aviva customer, You can access additional services to help You keep Your business running smoothly.

For Our joint protection telephone calls may be recorded and/or monitored.

Claims Service: 0800 015 1498

A 24 hour, 365 days a year claims line providing You with emergency assistance whenever it is required. When We know about Your problem, We will start to put the solutions in place.

#### Legal and Tax Helpline 0345 300 1899

Call this helpline anytime, day or night, for advice on legal or tax matters in the United Kingdom. This service, given in confidence, is included as part of your insurance policy.

#### Commercial Legal Protection 0345 300 1899

If you have Commercial Legal Protection cover, please call the helpline for legal advice as soon as you are aware of an incident. Please have your policy number to hand. If You think that You might need to claim please contact the helpline on 0345 300 1899 and obtain a reference number. A claim form is also available to download at [www.aviva.co.uk/legalprotection](http://www.aviva.co.uk/legalprotection).

#### Risk Solutions Helpline 0345 366 6666

Call for advice on safety, fire, security and other issues that can affect Your business. Most enquiries can be dealt with over the telephone, but if We can't give you an immediate answer, We will deal with your enquiry within one working day.

This service is available during office hours with an answering service outside these times.

#### Counselling Service Helpline 0117 934 0105

This is a confidential service available to Your staff to help deal with personal issues such as bereavement, divorce, the threat of violence in the workplace and bullying at work.

#### Website - <https://avivabusinesslaw.farill.io/>

This service (provided by DAS Businesslaw and powered by Farillio) is built specifically to help businesses manage a wide range of business and legal issues. You'll get access to:

- unlimited legal advice via the legal advice helpline
- a range of regularly updated business and legal guides, document builders, interactive checklists and videos that can help you with the day-to-day running of your business, as well as helping you to manage your exposure to legal risk
- easy to use templates to build legal documents including employee contracts, health and safety policies, dismissal letters
- topics range from branding, crowdfunding, financial and tax planning, to marketing strategy to help build and grow your business
- email alerts on changes in law, legislation and regulation

To register

1. Visit <https://avivabusinesslaw.farill.io/>
2. Enter the voucher code DASBAVI100 into the 'First time using Aviva Businesslaw?' box and click 'Validate Voucher'
3. Fill out your name, email address, and create a password
4. Validate your email address by pressing the link in the confirmation email that you receive.

### **Conditions Precedent**

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#### **Claims Procedure**

If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must

- (1) tell Us immediately of any event or occurrence which may result in a claim
- (2) notify the police immediately of loss, destruction or damage caused by malicious persons or thieves
- (3) at Your expense, provide Us with a written claim containing as much information as possible of the loss, liability, destruction, damage, accident or injury, including the amount of the claim within
  - (a) 30 days, or
  - (b) seven days in the case of loss, destruction or damage caused by riot, civil commotion, strikers, locked-out workers, persons taking part in labour disturbances or malicious persons of You becoming aware of the event or occurrence, or such further time that We may allow
- (4) provide Us with all information and help We require in respect of the claim
- (5) pass to Us unanswered, immediately, all communications from third parties in relation to any event which may result in a claim under this policy
- (6) not admit or repudiate liability, nor offer to settle, compromise, make payment which may result in a claim or pay any claim under this policy without Our written agreement
- (7) allow Us to take over and conduct in Your name the defence or settlement of any claim. You will also allow Us to prosecute at Our own expense and for Our own benefit, any claim for indemnity or compensation against any other person and You must give Us all information and assistance required.

#### **Reasonable Precautions and Maintenance of Property**

You must

- (1) maintain all premises and equipment, including fire extinguishing and security equipment, in a continuous satisfactory state of repair and in full working order in accordance with the manufacturers instructions and servicing requirements.
- (2) take all reasonable precautions to prevent loss, destruction or damage to the property insured and accident or injury to any person or loss, destruction or damage to their property.
- (3) conduct The Business in a lawful manner, complying with all legal requirements and safety regulations.
- (4) keep a record of purchases and sales.

#### **Change of Occupancy**

You must tell Us immediately if

- (a) any building at The Premises becomes Unoccupied
- (b) if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes
- (c) any Unoccupied building at The Premises becomes occupied or used.

#### **Protections**

If in relation to any claim for Damage caused by theft or attempted theft, You have failed to fulfil the following condition, We will not pay that claim.

Whenever The Premises are closed for business or left unattended, You must ensure that all security devices provided to protect The Premises are properly fitted and put into full operation.

#### **Unoccupied Premises**

If in relation to any claim for Damage while The Premises are Unoccupied, You have failed to fulfil any of the following conditions, We will not pay that claim.

You must

- (1) carry out internal and external inspections of the buildings at least every 7 day(s) days, maintaining a log of such inspections and, as soon as possible, repair, or

arrange to repair, any damage or defects found including the removal of graffiti

(2) remove all waste, unfixable combustible materials and gas bottles, either within or outside the buildings, from The Premises

(3) securely lock and close all external doors, and windows, and secure and seal all letter boxes and openings

(4) wherever possible, turn off all sources of power, fuel and water at the mains, chain and padlock the isolation valves, drain all water and fuel supply tanks, apparatus and pipes

However, where the buildings are protected by an

(a) Intruder Alarm, CCTV or Fire Detection System or sprinkler installation, You must provide sufficient power, heat or water supplies for their effective operation.

(b) security patrols, You must provide sufficient power for safe and effective internal inspection

(5) tell Us immediately if any building at The Premises becomes Unoccupied, if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes or if the buildings are to become occupied or used.

Where The Premises are empty, vacant or disused but are tenanted, (1), (2), (3) and (4) above apply to the extent that they may be reasonably and practically implemented without frustrating or invalidating the lease, unless We agree otherwise in writing.

### **Rating Stability Agreement with Premium Escalator**

Applicable Sections IBNR Factor

Property Damage 5%

Money and Assault 5%

Business All Risks 5%

Business Interruption 5%

Public and Products Liability 25%

Employers' Liability 33%

Period of Agreement

From 01 April 2025 Expiring on 31 March 2028

Period of Insurance

Each 12 months period within the Agreement commencing from the inception date of this Agreement.

Premium Adjustment

No premium adjustment has been applied to Your Property Damage, Money and Assault, Business All Risks, Business Interruption, Employers' Liability, Public and Products Liability, Commercial Legal Protection, Commercial Crime, Management Liability Section(s).

You have agreed, with effect from the date stated above, to offer annually for the period of this Agreement, the insurance under the Applicable Sections of this policy

(1) at the Premium Rates at the inception of this Agreement

(2) at the terms and conditions at the inception of this Agreement

and subject to:

(1) You paying the premiums annually in advance

(2) the terms of the Premium Escalator provision below.

We agree to accept such an offer made in accordance with this Agreement provided that:

(1) We may amend such rates, terms and conditions, restrict or vary cover, terminate or re-negotiate this Agreement if:

(a) the cumulative total Loss Ratio for the period commencing from the inception date of this Agreement until the Annual Renewal Date stated in The Schedule exceeds 50.00% under the Applicable Sections of this policy.

(b) there is any change in legislation or legal practise, taxes, the cost or availability of reinsurance, insurance industry market practice, or legal precedent established in any court of law which has a material effect upon any one of the Applicable Sections.

(c) You acquire, set up, dispose of or discontinue any:

(i) business or business activity

(ii) company or other entity carrying on such a business or business activity

(iii) Premises or interest in The Premises

which has any material effect on Your Business.

(d) there is any material alteration in The Premises or the nature of Your Business.

(2) We also retain the right to terminate or re-negotiate this Agreement if You and Us fail to agree on the completion of any Subjectivities detailed under the terms of the Subjectivity Condition.

If We make any such amendments, then You have the right to terminate this agreement. However, You will be deemed to have agreed to continue with the Agreement on the basis of the revised terms and conditions for the remainder of the Period of Agreement, unless We receive notification from You to the contrary within 30 days of Us sending You notice of the amendments.

(3) The Sums Insured or limits of liability may be increased or reduced at any time to reflect the acquisition or disposal of property or businesses or to correspond with any increase or reduction in values or increase or reduction in The Business. The premium will be adjusted to account for such alterations.

(4) This Agreement will apply to any policy or policies which may be issued by Us within the above period in substitution for this policy.

(5) In respect of any Section(s) of this policy to which this Agreement does not apply, if any adjustments are made to the rates, terms and/or conditions of such Section(s), which results in such Section(s) being lapsed or cancelled, then if both We and You agree that this Agreement shall terminate.

(6) This Agreement does not apply to the imposition of or increase in Insurance Premium Tax.

For the purpose of this Agreement, the following definitions apply:

#### Loss Ratio

The annual Incurred Claims Cost expressed as a percentage of the annual Premiums Paid (to the nearest 1%).

Where the Incurred Claims Cost has been calculated prior to the expiry of the Period of Insurance, an adjustment will be made for the expiring months to represent a full year, enabling a 12 month Loss Ratio to be calculated.

#### Incurred Claims Cost

The total of claims paid and outstanding reserves accruing to the Period of Insurance being adjusted, plus an IBNR factor in respect of claims incurred but not yet reported to Us.

#### IBNR Factor

The factor detailed above which is applied to the relevant section specified in the Applicable Sections in respect of claims incurred but not yet reported to Us.

#### Premiums Paid

The total Gross, premiums paid in respect of the Applicable Sections for the period commencing at the inception of this Agreement, up to each subsequent Annual Renewal Date (annual renewal premium and any mid-term or end of year adjustments) but excluding any IPT or taxes.

#### Premium Escalator

- (1) First Period of Insurance - the premium rates accepted by You at the inception of this agreement
- (2) Second Period of Insurance - Expiring premium rates for the first Period of Insurance + 5.0%
- (3) Third Period of Insurance - Expiring premium rates for the second Period of Insurance + 5.0%

This Agreement is subject to all other terms and conditions of the Policy.

#### **Subjectivity Condition**

The insurance cover provided by Aviva may be subject to You or Us carrying out certain actions. We will clearly state below if the insurance provided by Us is subject to You

- (1) providing Us with any additional information requested by the required date(s)
- (2) allowing Us access to The Premises, Your Contract Sites, and/or The Business to carry out surveys
- (3) completing any actions agreed between You and Us by the required date(s)
- (4) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option

- (1) modify the premium
- (2) make amendments to the terms and conditions of the insurance cover
- (3) require You to make alterations to The Premises for which We have provided an insurance cover by the required date(s)
- (4) withdraw any insurance cover provided
- (5) leave the terms and conditions of the insurance cover and the premium, unaltered.

We will contact You with our decision and where applicable, specify the date(s) by which any action(s) agreed need to be completed by You and/or any decision by Us will take effect.

Our requirements and decisions will take effect from the date(s) specified unless and until We agree otherwise in writing. If You disagree with Our requirements and/or decisions, We will consider Your comments and where We consider appropriate, will continue to negotiate with You to resolve the matter to Your and Our satisfaction. In the event that the matter cannot be resolved We will withdraw the insurance cover.

The above conditions do not affect Our right to withdraw any insurance cover if We discover information material

to Our acceptance of the risk that was not disclosed when requesting the original quotation.

**The provision of this Aviva cover is subject to the following:**

**(a) You must provide a copy of the previous Insurers confirmed claims experience within 30 days of commencement of cover**

## Aviva GPA/Sickness/Business Travel

<b>POLICYHOLDER</b>	Wellington Town Council (Somerset)
<b>INSURER</b>	Aviva Insurance Limited
<b>POLICY NUMBER</b>	86425027ECA
<b>PERIOD OF INSURANCE</b>	01/04/2025 to 31/03/2026

### GENERAL CLAUSES/INFORMATION

**Current insurer:** Zurich

**Are you the holding broker:** No

**Assumptions:**

None

Claims have been made in the last 3 years

Employees are undertaking these trades: Charities or Aid Relief Workers, Construction - Roofing, Scaffolding, Steeplejacks, Entertainment - Actors, Musicians, Singers, Emergency Services - Ambulance, Fire, Search & Rescue, Professional/Semi

If Sickness cover is required, cover would be for manual workers only.

If Sickness cover is required, this is the first time a Sickness policy has been taken out.

If Travel cover is required, it is expected that cover will be required for travel to areas where war or major disturbances are in progress or reported to be imminent.

**Yes**

- In the last ten years, the insured has been declared bankrupt or insolvent or been the subject of bankruptcy proceedings or insolvency proceedings
- In the last ten years, the insured has been disqualified from being a company director
- In the last ten years, the insured has been subject to an investigation by HM Revenue and Customs which resulted in a prosecution
- In the last ten years, the insured has been the subject of a County Court Judgement, an Individual Voluntary Arrangement or a Sheriff Court Decree
- The insured has been convicted of or charged (but not yet tried) or been given an Official Police Caution in respect of any criminal offence other than a motoring offence which are not spent under the Rehabilitation of Offenders Act.
- The insured has had a business insurance proposal declined, renewal refused, insurance cancelled or special terms applied.
- The maximum duration of Travel exceeds 60 days in any one trip.
- There are subsidiary companies residing outside the UK
- Work is undertaken offshore e.g. ships not docked and offshore installations such as oil rigs.

## Activities

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**Business description:** Town Council

**Trade:** Local Government Authority

## GROUP PERSONAL ACCIDENT & SICKNESS

### Accidental Death/PTD/Capital Benefit

		Revision Required (Please specify)
<b>Benefit Required:</b>	Fixed	
<b>Insured Persons:</b>	Clerical	
<b>Total number of insured persons within this category:</b>	12	
<b>Operative Time:</b>	24 hour	
<b>Detailed Benefit Breakdown:</b>	Grouped Benefits	
<b>Accidental Death/PTD/Capital Benefit Required:</b>	£25,000	

### Temporary Total Disablement Cover

		Revision Required (Please specify)
<b>Benefit Required:</b>	Fixed	
<b>Total Number of Employees:</b>	12	
<b>Fixed Weekly Benefit:</b>	£500	
<b>Deferment Period:</b>	0 days	
<b>Benefit Period:</b>	104 weeks	

**Accidental Death/PTD/Capital Benefit**

		<b>Revision Required (Please specify)</b>
<b>Benefit Required:</b>	Fixed	
<b>Insured Persons:</b>	Manual	
<b>Total number of insured persons within this category:</b>	4	
<b>Operative Time:</b>	24 hour	
<b>Detailed Benefit Breakdown:</b>	Grouped Benefits	
<b>Accidental Death/PTD/Capital Benefit Required:</b>	£25,000	

**Temporary Total Disablement Cover**

		<b>Revision Required (Please specify)</b>
<b>Benefit Required:</b>	Fixed	
<b>Total Number of Employees:</b>	4	
<b>Fixed Weekly Benefit:</b>	£500	
<b>Deferment Period:</b>	0 days	
<b>Benefit Period:</b>	104 weeks	

**Accidental Death/PTD/Capital Benefit**

		<b>Revision Required (Please specify)</b>
<b>Benefit Required:</b>	Fixed	
<b>Insured Persons:</b>	Other	
<b>Total number of insured persons within this category:</b>	15	
<b>Description of other persons:</b>	Council Members	
<b>Operative Time:</b>	Occupational + Commuting	
<b>Detailed Benefit Breakdown:</b>	Grouped Benefits	
<b>Accidental Death/PTD/Capital Benefit Required:</b>	£25,000	

**Temporary Total Disablement Cover**

		<b>Revision Required (Please specify)</b>
<b>Benefit Required:</b>	Fixed	
<b>Total Number of Employees:</b>	15	
<b>Fixed Weekly Benefit:</b>	£100	
<b>Deferment Period:</b>	0 days	
<b>Benefit Period:</b>	104 weeks	

## MAXIMUM BENEFITS

		Revision Required (Please specify)
<b>Maximum Benefit, any one insured person: Death &amp; Capital Benefit (GBP):</b>	500,000	
<b>Maximum Benefit, any one insured person: Temporary Total Disablement (GBP):</b>	1,000	
<b>Maximum Benefit, any one insured person: Temporary Partial Disablement (GBP):</b>	500	
<b>Maximum Accumulation Limit: Any one accident (GBP):</b>	15,000,000	
<b>Maximum Accumulation Limit: Multi-engine aircraft (GBP):</b>	10,000,000	
<b>Maximum Accumulation Limit: Single-engine aircraft (GBP):</b>	3,000,000	

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## Fleet

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<b>POLICYHOLDER</b>	Wellington Town Council
<b>INSURER</b>	ERS
<b>POLICY NUMBER</b>	50971260
<b>PERIOD OF INSURANCE</b>	01/04/2025 to 31/03/2026

### GENERAL CLAUSES/INFORMATION

#### Company Details

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<b>Status of entity</b>	Private Unlimited Company
<b>Company name or limited liability partnership, charity, trust or association name</b>	Wellington Town Council
<b>Correspondence address</b>	28-30 Fore Street Wellington Somerset TA21 8AQ
<b>Business operating address</b>	28-30 Fore Street Wellington Somerset TA21 8AQ
<b>Business description</b>	Town Council

## Legal Information

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### Convictions

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), either personally or in any business capacity, ever been charged with (but not yet tried) or convicted of any criminal offences excluding motoring offences or offences that are spent under the Rehabilitation of Offenders Act 1974 and subsequent amendments to that Act?

### Bankruptcy

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), either personally or in any business capacity, in the last 5 years been declared bankrupt or been the subject of bankruptcy proceedings, an Administrative Receivership, a Company or Partnership or Individual Voluntary Arrangement, a Debt Relief Order, an Administration Order, a Compulsory Liquidation, a Creditors' Voluntary Liquidation, a Winding Up Order or any equivalents in Scotland or Northern Ireland?

### Disqualification

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), for any period in the last 5 years been the subject of a disqualification order under the Company Directors Disqualification Act 1986 and subsequent amendments or under a Charity Commission Order or barred from membership of a Limited Liability Partnership or any equivalents in Scotland or Northern Ireland?

### Insurance Declined

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), either personally or in any business capacity, in the last 5 years had a policy voided, renewal declined, cancelled where a cancellation clause has been invoked or had special terms imposed by an insurer?

**Health and Safety**

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), in any business capacity, in the last 5 years been served with a prohibition or improvement notice, convicted of, charged with (but not yet tried) or officially cautioned for a breach of any Health and Safety, Welfare or Environmental Protection legislation?

**HM Revenue & Customs Action**

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), either personally or in any business capacity, in the last 5 years been the subject of a recovery action by HM Revenue and Customs?

**County Court Judgement**

No

Based on the knowledge of any senior management and anyone involved in arranging the insurance after making a reasonable search, has any proposer (as a company or individual including any decision makers involved in how the business's activities are to be managed or organised), director or partner of the business (or of its subsidiary companies not otherwise excluded), either personally or in any business capacity, in the last 5 years had a county court judgment or Scottish equivalent awarded against them?

## VEHICLE GROUP - COMMERCIAL VEHICLES

		<b>Revision Required</b> (Please specify)
<b>Cover basis</b>	Comprehensive	
<b>Class of use</b>	Business Use Of The Insured Social, Domestic And Pleasure	
<b>Geographical limit</b>	On Premises UK Republic of Ireland EU	
<b>Permitted drivers</b>	Any Driver - Excluding Drivers Under 25	
<b>Accidental damage excess (GBP)</b>	250	
<b>Fire &amp; theft excess (GBP)</b>	250	
<b>Windscreen excess (GBP)</b>	75	

### Vehicles

#### Main Details

Registration / serial / chassis number	Registration status	Vehicle type	Make / model	Body type	Year of manufacture	Engine size / battery capacity	Gross plated weight (kg)	Fuel type	Transmission type	Revision Required (Please specify)
WJ73 OJG	UK Road Registered	Commercial Vehicle	NISSAN TOWNSTAR EV L2 ACENTA 45 KWH	Van	2023		2,485	Electricity	Automatic	

Registration / serial / chassis number	Registration status	Vehicle type	Make / model	Body type	Year of manufacture	Engine size / battery capacity	Gross plated weight (kg)	Fuel type	Transmission type	Revision Required (Please specify)
CF19 ZFL	UK Road Registered	Commercial Vehicle	FORD TRANSIT 350 L3 TDCI	Van	2019	1,996 cc	3,500	Diesel	Manual	
WP23 YWS	UK Road Registered	Commercial Vehicle	RENAULT TRAFIC SL28 BUSINESS+ BLUE DCI	Van	2023	1,997 cc	2,800	Diesel	Manual	

#### Additional Details

Registration / serial / chassis number	Number of seats	Owned by or leased to the company	Temporary vehicle	Revision Required (Please specify)
WJ73 OJG	5		No	
CF19 ZFL	3	Yes	No	
WP23 YWS	3		No	

#### Cover Details

Registration / serial / chassis number	Storage location	Cover and excess defined at group level	Revision Required (Please specify)
WJ73 OJG	TA21 8AQ	Yes	

Registration / serial / chassis number	Storage location	Cover and excess defined at group level	Revision Required (Please specify)
CF19 ZFL	TA21 8AQ	Yes	
WP23 YWS	TA21 8AQ	Yes	

## VEHICLE GROUP - AGRICULTURAL VEHICLES

		Revision Required (Please specify)
<b>Cover basis</b>	Comprehensive	
<b>Class of use</b>	Business Use Of The Insured Social, Domestic And Pleasure	
<b>Permitted drivers</b>	Any Authorised Licensed Driver	
<b>Accidental damage excess (GBP)</b>	250	
<b>Fire &amp; theft excess (GBP)</b>	250	
<b>Windscreen excess (GBP)</b>	50	

### Vehicles

#### Main Details

Registration / serial / chassis number	Registration status	Vehicle type	Make / model	Body type	Fuel type	Current value (£)	Revision Required (Please specify)
WK25 MBV	UK Road Registered	Agricultural Vehicle	KUBOTA	Lawn Mower	Unknown	40,000	

#### Cover Details

Registration / serial / chassis number	Storage location	Cover and excess defined at group level	Revision Required (Please specify)
WK25 MBV	TA21 8AQ	Yes	

## VEHICLE GROUP - OCCASIONAL BUSINESS USE

		Revision Required (Please specify)
<b>Class of use</b>	Business Use Of The Insured	
<b>Permitted drivers</b>	Any Driver - Excluding Drivers Under 25	
<b>Accidental damage excess (GBP)</b>	250	
<b>Fire &amp; theft excess (GBP)</b>	250	
<b>Windscreen excess (GBP)</b>	75	

### Vehicles

#### Main Details

Registration status	Vehicle type	Make / model	Revision Required (Please specify)
UK Road Registered	Car	OCCASIONAL BUSINESS USE - up to 20 people	

#### Additional Details

Temporary vehicle	Revision Required (Please specify)
No	

### Endorsements

#### 125 - Occasional business use

On payment of an additional premium (if required), we will extend cover to apply to any private motor car not belonging to, hired or lent to you whilst being used with your permission by any person in your employment. This cover will only apply while such vehicle is being used in connection with your business.

## GENERAL CLAUSES

### Excess

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#### Windscreen Excess

Repair by ERS approved supplier - £10

Replacement by ERS approved supplier - £75

Use of non-approved ERS supplier - £125

Agricultural vehicles - £50 regardless of which company carries out the repair or replacement

#### Additional excesses for young or inexperienced drivers

If your vehicle is damaged while a young or inexperienced person (including yourself) is driving, you will have to pay the first amount of any claim as shown below. This is on top of any other excess that you may have to pay.

#### Drivers

Under 21

£300

Aged 21 to 24

£200

25 or over who has a provisional driving licence or has not held, for 12 months or more, a full driving licence issued by the UK or any country which is a member of the European Union

£200

These amounts do not apply if the loss or damage is caused by fire or theft.

## Endorsements

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### **001 - Damage, fire and theft excess**

We will not pay the first amount shown in the schedule for any claim under section 2 of your policy document.

This endorsement will not apply to claims made for windscreen damage only, and the amount shown is on top of any other amount which you may have to pay under this insurance.

### **012 - Driving exclusion - 25**

We will not provide any cover while your commercial vehicle is being driven by, or is in the charge of, any person under the age of 25

### **037 - No claims bonus removed**

The "no claim bonus" section of your policy document does not apply to this insurance.

### **525 - Trailer limit amended**

Within section 2 of your policy document, the £50,000 value in the sub-section "Agricultural trailers (agricultural vehicles only)" is amended to the amount shown against this endorsement number in your schedule.

### **530 - Legal expenses insurance**

This insurance is extended to cover legal costs and expenses incurred in the recovery of uninsured losses or compensation for death or personal injuries, arising from an occurrence covered under this insurance.

*Please refer to the policy documents for full details*

### **D77 - Trailer cover attached or detached**

Sections 1 and 2 of your policy document (Liability to others and Loss of or damage to your vehicle) are extended to apply to any trailer which is attached to or detached from your vehicle, provided that the value of the trailer does not exceed £5,000.

If the trailer is detached from your vehicle, cover will only apply if,

- the trailer is fitted with a security device which is operation when the trailer is not in use; and
- the trailer is securely parked with the brakes on.

We are not liable for the loss of or damage to any contents in or on the trailer.

## Cyber Package

<b>POLICYHOLDER</b>	Wellington Town Council (Somerset)
<b>INSURER</b>	Allianz Global Corporate & Specialty SE, Underwriters at Lloyds, The Hartford Insurance Company placed through the agency of Coalition Risk Solutions Ltd
<b>POLICY NUMBER</b>	C-4X6F-069076-CYBER-2025
<b>PERIOD OF INSURANCE</b>	01/04/2025 to 31/03/2026

### GENERAL CLAUSES/INFORMATION

<b>Status of entity:</b>	Government
<b>Registered at Companies House in the UK:</b>	No
<b>Registered address:</b>	28 Fore Street Wellington Somerset TA21 8AQ
<b>Year business established (yyyy):</b>	1974
<b>Trade:</b>	Local Authority - Town Council
<b>Business description:</b>	Town Council & Property Owner
<b>Turnover (last completed financial year) (GBP):</b>	1,295,000
<b>Percentage turnover from UK:</b>	100%

Number of employees:

31

Wageroll (GBP):

695,459

## CYBER

		Revision Required (Please specify)
Limit of indemnity (GBP):	1,000,000	
Excess (GBP):	2,500	

### Specified Cover

## THIRD PARTY LIABILITY COVERAGES:

### THIRD PARTY SECURITY AND PRIVACY

Insuring Agreement	Limit/Sub-Limit	Retention/Sub-Retention
A. NETWORK AND INFORMATION SECURITY LIABILITY	£1,000,000	£2,500
B. REGULATORY DEFENCE AND PENALTIES	As per main limit of indemnity	As per main excess
C. PCI FINES AND ASSESSMENTS	As per main limit of indemnity	As per main excess
D. FUNDS TRANSFER LIABILITY	As per main limit of indemnity	As per main excess

### TECHNOLOGY AND MEDIA PROFESSIONAL

Insuring Agreement	Limit/Sub-Limit	Retention/Sub-Retention
E. TECHNOLOGY ERRORS & OMISSIONS	n/a	n/a
F. MULTIMEDIA CONTENT LIABILITY	As per main limit of indemnity	As per main excess

## FIRST PARTY COVERAGES:

### EVENT RESPONSE

Insuring Agreement	Limit/Sub-Limit	Retention/Sub-Retention
G. BREACH RESPONSE SERVICES	Limited to 72 hours following notification to the Breach Response Services Advisor	£0
H. BREACH RESPONSE COSTS	As per main limit of indemnity	As per main excess
I. CRISIS MANAGEMENT AND PUBLIC RELATIONS	As per main limit of indemnity	As per main excess
J. RANSOMWARE AND CYBER EXTORTION	As per main limit of indemnity	As per main excess
K. DIRECT AND CONTINGENT BUSINESS INTERRUPTION, AND EXTRA EXPENSES FROM SECURITY FAILURE AND SYSTEMS FAILURE	As per main limit of indemnity	As per main excess(i) waiting period 8 hours (ii) enhanced waiting period 1 hour
L. PROOF OF LOSS PREPARATIONEXPENSES	£50,000	As per main excess
M. DIGITAL ASSET RESTORATION	As per main limit of indemnity	As per main excess
N. COMPUTER REPLACEMENT AND BRICKING	As per main limit of indemnity	As per main excess
O. REPUTATIONAL HARM LOSS	As per main limit of indemnity	Reputational waiting period 14 days
P. COURT ATTENDANCE	(i) per day/per person limit £250 (ii) Limit £50,000	n/a
Q. CRIMINAL REWARD	£50,000	£0

### CYBER CRIME

Insuring Agreement	Limit / Sub-Limit	Retention / Sub-Retention
R. FUNDS TRANSFER FRAUD, PERSONAL FUNDS FRAUD, AND SOCIAL ENGINEERING	25% of Main limit of indemnity	As per main excess
S. SERVICE FRAUD INCLUDING CRYPTOJACKING	£100,000	As per main excess
T. IMPERSONATION REPAIR COSTS	£50,000	As per main excess
U. INVOICE MANIPULATION	As per main limit of indemnity	As per main excess

## Inner Limits

**LIMITS OF LIABILITY:** Aggregate policy limit of liability and limits of liability for all insuring agreements other than Breach Response Services

## Excess

**Aggregate Retention:** £6,250

## Endorsements

**Additional coverages by Endorsement** (not included if shown as n/a)

Coverages by Endorsement	Limit / Sub-Limit	Retention / Sub-Retention
BODILY INJURY AND PROPERTY DAMAGE –3RD PARTY	n/a	n/a
BODILY INJURY AND PROPERTY DAMAGE –1ST PARTY	n/a	n/a
POLLUTION	n/a	n/a
REPUTATION REPAIR	n/a	n/a

## Pre-Claim Assistance

Limit: £190

Pre-claim assistance is a benefit included as part of the premium.

See Section V, CLAIMS PROCESS, PRE-CLAIM ASSISTANCE of the Policy for more details.

**Retroactive Date:** Full Prior Acts Coverage

**Continuity Date:** April 1st 2025

## PREMIUM PAYMENT ENDORSEMENT (30 DAYS)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

COALITION CYBER AND TECHNOLOGY POLICY 3.0

The named insured undertakes that premium will be paid in full to us within 60 days of inception of this Policy. If the premium due under this Policy has not been paid to us

by the 30th day from the inception of this Policy, then we shall have the right to cancel this Policy in accordance with SECTION VII, CANCELLATION AND OPTIONAL EXTENDED REPORTING PERIOD, CANCELLATION.

#### AFFIRMATIVE AI ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

#### COALITION CYBER AND TECHNOLOGY POLICY 3.0

In consideration of the premium charged for this Policy, it is hereby understood and agreed that:

1. The following is added to the definition of “security failure” in SECTION IX, DEFINITIONS:

Security failure includes an AI security event, which results in:

- 1. loss, alteration, corruption, or damage to software, applications, or electronic data existing in computer systems;
- 2. transmission of malicious code from computer systems to third party computer systems that are not owned, operated, or controlled by the named insured or subsidiary; or
- 3. a denial of service attack on the named insured's or subsidiary's computer systems; or
- 4. access to or use of computer systems in a manner that is not authorised by you, including when resulting from the theft of a password.

2. The following definition is added to SECTION IX, DEFINITIONS:

#### **AI Security Event**

means the failure of security of computer systems caused by any artificial intelligence technology, including through the use of machine learning or prompt injection exploits.

3. The following is added to the definition of “data breach” in SECTION IX, DEFINITIONS:

Data breach includes the acquisition, access, theft, or disclosure of personally identifiable information or third party corporate information, that is unauthorised by you, resulting from an AI security event.

4. The following is added to the definition of “funds transfer fraud” in SECTION IX, DEFINITIONS:

In addition and subject to the terms above, a “fraudulent instruction transmitted by electronic means” as used in this definition, includes a fraudulent instruction transmitted through the use of deepfakes or any other artificial intelligence technology.

All other terms and conditions of this Policy remain unchanged.

This endorsement forms a part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein.

## **BREACH RESPONSE SEPARATE LIMIT ENDORSEMENT**

### COALITION CYBER AND TECHNOLOGY POLICY 3.0

In consideration of the premium charged for this Policy, it is hereby understood and agreed that:

1. Section VI, *LIMITS OF LIABILITY AND RETENTION, LIMITS OF LIABILITY* is deleted and replaced by the following:

#### *LIMITS OF LIABILITY*

##### *Aggregate Policy Limit of Liability and Limits of Liability for All Insuring Agreements Other Than Breach Response Services and Breach Response Costs*

*The Aggregate Policy Limit of Liability set forth in Item 4. of the Declarations is the maximum amount we will be liable to pay for all claim expenses, damages, funds transfer liability loss, loss, PCI fines and assessments, regulatory penalties, and other amounts under this Policy, regardless of the number of claims, events, or insureds. The reference to Aggregate Policy Limit of Liability herein also refers to each participating Insurer's individual Quota Share Limit of Liability as stated in Item 8. of the Declarations.*

*The Per Event Limit of Liability set forth in Item 4. of the Declarations is the maximum amount we will be liable to pay for all claim expenses, damages, funds transfer liability loss, loss, PCI fines and assessments, regulatory penalties, and other amounts arising from a single event under all Insuring Agreements, regardless of the number of Insuring Agreements triggered, claims, or insureds. Such Limits of Liability are part of, and not in addition to, the Aggregate Policy Limit of Liability.*

*The Limit stated in Item 5. of the Declarations with respect to an Insuring Agreement is the maximum amount we will be liable to pay for all claim expenses, damages, funds transfer liability loss, loss, PCI fines and assessments, regulatory penalties, and other amounts arising from a single event and in aggregate for all events under that Insuring Agreement. Such Limits of Liability are part of, and not in addition to, the Aggregate Policy Limit of Liability.*

*Our Limits of Liability for an Optional Extended Reporting Period, if applicable, will be part of, and not in addition to the Aggregate Policy Limit of Liability set forth in Item 4. of the Declarations.*

##### *Limits of Liability for Breach Response Services and Breach Response Costs*

*Breach response services will be provided for a maximum of 72 hours following your notification to the breach response services advisor.*

*Breach response services will be provided in addition to and will not erode the Aggregate Policy Limit of Liability.*

*The limit set forth in Item 5.H. of the Declarations is the maximum amount we will be liable to pay for all breach response costs, regardless of the number of security failures, data breaches, or insureds. This Limit is in addition to the Aggregate Policy Limit of Liability. Upon exhaustion of the breach response costs Limit, there will be no further coverage under this Policy for any breach response costs.*

All other terms and conditions of this Policy remain unchanged.

This endorsement forms a part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein.

## QUOTA SHARE ENDORSEMENT

### COALITION CYBER AND TECHNOLOGY POLICY 3.0

This Policy is issued on a quota share basis. Each insurer will be responsible for payment of a certain percentage share of the Limits of Liability as specified in the Declarations for this Policy as follows:

Quota Share Percentage of each insurer - Insurer	Quota Share Percentage
Allianz Global Corporate & Specialty SE	50%
Certain Underwriters at Lloyd's, London (under Binding Authority UMR: B133823COA0004)	30%
Navigators Insurance Company UK Branch trading as The Hartford	20%

Each quota share insurers' obligations to you under this Policy are several and not joint and are limited solely to the extent of their individual quota share percentage. The quota share insurers are not responsible for the obligations of any quota share insurer who for any reason does not satisfy all or part of its obligations. None of the quota share insurers has a duty to pay before any of the other quota share insurers.

Claim expenses are part of and not in addition to the Limits of Liability.

Provided that:

1. The collective liability of the insurers shall not exceed the Aggregate Policy Limit of Liability as specified in Item 4. of the Declarations.
2. The Limit of Liability of each of the insurers individually shall be limited to the pro rata percentage of liability set opposite its name.

All other terms and conditions of this Policy remain unchanged.

This endorsement forms a part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein.

## REPUTATION REPAIR ENDORSEMENT

### COALITION CYBER AND TECHNOLOGY POLICY 3.0

In consideration of the premium charged for this Policy, it is hereby understood and agreed that:

1. The definition of "Crisis management costs" under Section IX, DEFINITIONS is deleted and replaced with the following:

#### **CRISIS MANAGEMENT COSTS**

*Means the following reasonable fees or expenses agreed to in advance by us, in our discretion (such agreement not to be unreasonably withheld) to mitigate harm to your reputation or to a covered damages, loss, claim expenses, breach response costs, or breach response services due to a public relations event:*

1. a public relations or crisis management consultant;
2. media purchasing or for printing or mailing materials intended to inform the general public about the public relations event;

3. providing notifications to individuals where such notifications are not required by breach notice law, including notices to your non-affected customers, employees, or clients; and

4. other costs approved in advance by us;

Provided that any crisis management costs to mitigate harm to your reputation must be incurred within twelve months after the first publication of such public relations event.

All other terms and conditions of this Policy remain unchanged.

This endorsement forms a part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein.

#### **UK – WAR EXCLUSION – AMENDED V2**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

COALITION CYBER AND TECHNOLOGY POLICY 3.0

In consideration of the premium charged for this Policy, it is hereby understood and agreed that:

1. Section III, EXCLUSIONS - WHAT IS NOT COVERED, Paragraph W. WAR AND TERRORISM is deleted and replaced with the following exclusion:

W. WAR - AMENDED

1. war;
2. a cyber operation that is carried out as part of a war; or
3. a cyber operation that causes a sovereign state to become an impacted state.

Provided, however, item three (3) above shall not apply to the direct or indirect effect of a cyber operation on a computer system used by the insured or its third party service providers that is not

2. For the purposes of applying this exclusion, the following definitions apply:

#### Computer system

means any computers and related peripheral components (including Internet of Things (IoT) devices), systems and applications software, terminal devices, related communications networks, mobile devices (handheld and other wireless computing devices), and storage and back-up devices.

#### Cyber operation

means the use of a computer system by, at the direction of, or under the control of a sovereign state to disrupt, deny, degrade, manipulate or destroy information in a computer system of or in another sovereign state.

#### Essential service

Means a service that is essential for the maintenance of vital functions of a sovereign state including but not limited to financial institutions and associated financial market infrastructure, health services or utility services.

#### Impacted state

means a sovereign state where a cyber operation has had a major detrimental impact on:

1. the functioning of that sovereign state due to disruption to the availability, integrity or delivery of an essential service in that sovereign state; and/or
2. the security or defence of that sovereign state.

#### War

means the use of physical force by a sovereign state against another sovereign state, or as part of a civil war, rebellion, revolution, insurrection, or military or usurped power, whether war be declared or not.

#### 3. Attribution of a cyber operation to a sovereign state:

Notwithstanding our burden of proof, which shall remain unchanged by this clause, in determining attribution of a cyber operation to a sovereign state, the insured and us will consider such objectively reasonable evidence that is available to them. This may include formal or official attribution by the government of the sovereign state in which the computer system affected by the cyber operation is physically located to another sovereign state or those acting at its direction or under its control.

This exclusion applies notwithstanding any provision to the contrary in this Policy or any endorsement added thereto.

This endorsement forms a part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein.

#### Comments

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##### **How do I cancel the contract?**

You can cancel this insurance at any time by surrendering this Policy to us or mailing a written notice stating when such cancellation will be effective. The earned premium will be computed pro rata but the premium will be deemed fully earned if any claim, event, or any circumstance that could reasonably be expected to give rise to a claim or event, is reported to us on or before the date of cancellation.

#### Conditions Precedent

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##### **DECLARATIONS**

The declarations submitted on your application form must be correct.

Any inaccuracies may invalidate the insurance.



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10 Budshead Way  
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**[www.jameshallam.co.uk](http://www.jameshallam.co.uk)**



Title	North Street Car Park Toilet Refurbishment
Meeting	Policy and Finance Committee
Date of meeting	9 March 2026
Action Required	Decision
Report Author and email address	Dave Farrow CEO/Town Clerk townclerk@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 The purpose of this paper is to update councillors on the proposed refurbishment of the North Street Toilets following a site visit by the Buildings Project Officer with the Chairman of Wellington Football Club.

## 2. Background

2.1 At its meeting on the 9 February the committee considered proposals for a programme of refurbishment for amongst other buildings the toilet block in North Street Car Park.

2.2 Councillor A Govier asked that following discussions he had had with the Chairman of the football club consideration be given to whether the block could be extended in to the Playing Field to provide additional changing room space for the club.

2.3 On the 17 February the Council's Building Projects Officer met with the Chairman of the club to review the site. Her conclusion is as follows:

*'Unfortunately, the land behind the toilets is densely populated with established trees, some of which may have a TPO. Also the roots of the nearby trees would be problematic for any build in that area in terms of the drainage and foundations.'*

*There is the issue of it being close to the entrance gate, which could cause congestion on match days. Also it would need to be very close to the toilet block and could be used to access the roof of the toilets and vice versa.*

*To the other side of the club house there is a much better space with drainage nearby (would need to verify it was foul drainage). The trees in this area are set much further back and with a small amount of lower limb pruning the area under would be clear enough to site a modular changing room.'*

2.4 On that basis this option is not feasible and so the Committee is being asked to approve the original proposal for the refurbishment of the toilets namely:

The proposal is to change the doors to allow for a timed access locking system and also improve the appearance of the block.

To line the internal walls with a washable material to allow easy cleaning

To remove the wash hand units and replace with basins and hand dryers.

The works could proceed as one project, taking the whole block out of use or one or two toilets at a times phased over 2-3 years thus leaving a working toilet at all times.

### 3 Links to Council Vision and Place Plan

#### Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with a diverse, thriving, and resilient local economy
- A town with vibrant cultural, sporting, and social communities
- Proud and protective of our heritage, green spaces, and biodiversity
- Committed to becoming a net carbon neutral town
- A destination of choice for people to live and work and for businesses to be located.
- Connected with the Blackdown Hills National Landscape and surrounding communities

#### Wellington Place Plan

- Inclusive Access and Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety
- Enterprise, Skills & Local Economies

#### 4 Financial Implications

##### 4.1 North Street Toilets

Per cubicle - £6,650.00

All toilets - £39,900.00

All toilets including fob access to service room £42,650.00.

#### 5 Risks

5.1 If the decision is taken not to proceed with any works some of the toilets may have to remain closed at times to address the vandalism

#### 6 Considerations

The Committee is asked to consider agreeing that in line with the original proposal the work should be budgeted for and carried out in 2028/9 as part of a three year programme of upgrading toilet facilities around the town



Title	Proposed Letter to Somerset Council Planning Department
Meeting	Policy and Finance Committee
Date of meeting	9 March 2026
Action Required	Decision
Report Author and email address	Dave Farrow, CEO/Town Clerk townclerk@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 The purpose of this paper is to seek the Committee's views on a proposed letter to Somerset Council's Planning Department regarding the apparent lack of a strategic approach to assessing the town's infrastructure needs in the context of planned growth in the coming years.

## 2. Background

2.1 Councillors will be well aware of the number and scale of proposed developments in and around the town in coming years.

2.2 Councillors have on many occasions in recent years when discussing individual planning applications for developments expressed concern and frustration at the apparent piecemeal approach to the assessment of the town's infrastructure needs rather than there being a strategic long-term approach.

2.3 The proposal is that the letter attached as an appendix to this letter is sent to Somerset Council setting out those concerns in the context of the National Planning Framework to put some legal framework around the concerns which may form the basis of a more formal challenge to the approach being taken by Somerset at some stage in the future.

## 3 Links to Council Vision and Place Plan

## Vision

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- Enterprise, Skills & Local Economies

## 4 Financial Implications

None at this stage

## 5 Risks

5.1 Not raising the Council's concerns formally will result in a continued fragmented approach to infrastructure development

## 6 Considerations

6.1 The Committee is asked to consider whether it wishes the attached letter to be sent to Somerset Council

# WELLINGTON TOWN COUNCIL

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Alison Blom-Cooper  
Head of Planning  
Somerset Council

Dear Alison

## **Concern Regarding Fragmented Consideration of Major Housing Growth in Wellington**

I am writing to express significant concern about the way Somerset Council is currently assessing the numerous housing developments proposed in and around Wellington. As of this date, there are eight separate developments at various stages of the planning process, amounting collectively to approximately 1,900 new dwellings.

Despite the scale of this combined growth, the Council appears to be considering each application in isolation, rather than assessing their cumulative impact on Wellington's infrastructure, services, environment, and overall spatial strategy. This fragmented approach is inconsistent with both the statutory plan-led system and the principles set out in the Wellington Place Plan.

### **1. Statutory Duty to Determine Applications in Accordance with the Development Plan**

Under section 38(6) of the Planning and Compulsory Purchase Act 2004, planning decisions must be made in accordance with the development plan unless material considerations indicate otherwise.

The development plan for Wellington includes:

- The adopted Local Plan
- The Wellington Place Plan, which sets out a shared vision for the town's future
- Relevant neighbourhood-level policies

The Place Plan is explicitly intended to guide coordinated, sustainable growth, ensuring that new development supports the town's long-term needs, identity, and infrastructure capacity.

By treating each application as a standalone proposal, the Council risks undermining the strategic objectives of the Place Plan, which emphasises:

- integrated planning
- infrastructure-led growth
- protection of town character
- balanced distribution of development
- sustainable transport and movement patterns

None of these aims can be achieved if major schemes are assessed independently of one another.

## **2. Duty to Consider All Material Considerations, Including Cumulative Impacts**

Planning authorities must consider all material considerations, a principle established through long-standing case law. Material considerations include:

- cumulative traffic and transport impacts
- combined pressure on schools, healthcare, and utilities
- overall effect on Wellington's settlement pattern
- environmental impacts when developments are taken together
- infrastructure delivery and viability

The courts have repeatedly held that failure to consider cumulative impacts is unlawful, including in cases such as *Bromley LBC v Secretary of State for Communities and Local Government*. Given the scale of development proposed around Wellington, cumulative impact is not a peripheral issue—it is central to lawful decision-making.

## **3. Environmental Impact Assessment Regulations**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 require authorities to consider:

- “the cumulation with other existing and/or approved projects”

Even where individual applications fall below EIA thresholds, the principle of cumulative assessment remains a material consideration.

With approximately 1,900 dwellings proposed across multiple sites, it is difficult to see how the Council can meet its obligations without a coordinated, town-wide assessment.

## **4. The Wellington Place Plan Requires a Joined-Up Approach**

The Wellington Place Plan was developed precisely to avoid the kind of piecemeal, uncoordinated growth that now appears to be occurring. It emphasises:

- a holistic vision for the town
- infrastructure planning aligned with growth
- safeguarding the town's identity and character
- ensuring development supports community needs
- coherent movement and transport strategies

Yet there is currently no published evidence that the Council is using the Place Plan as a framework for assessing the combined impact of the eight major developments now in the pipeline.

This risks undermining the purpose of the Place Plan and eroding public confidence in the planning process.

## **Request for Action**

I respectfully request that Somerset Council:

1. Explain how it is assessing the cumulative impact of all current housing proposals in Wellington.
2. Clarify how these developments align with the Wellington Place Plan and the wider Local Plan strategy.
3. Publish or commission a cumulative impact assessment covering transport, education, healthcare, utilities, and environmental effects.
4. Demonstrate how future decisions will reflect the statutory duties outlined above, particularly the need to consider Wellington as a whole rather than as a collection of isolated sites.

Wellington is facing a level of growth unprecedented in its recent history. It is essential that this growth is managed in a way that is strategic, lawful, and aligned with the Wellington Place Plan.

The current piecemeal approach does not appear to meet those standards.

I look forward to your response and to understanding how the Council intends to address these concerns.

Yours sincerely

Dave Farrow  
Chief Executive Officer/Town Clerk  
Wellington Town Council

DRAFT