

# Forest Row Parish Council

Clerk: Mr David o'Driscoll  
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Hill,  
R Lewin, T Lewin, McNally, Miller, Moore, Pritchitt,  
Spackman, Summers, Waters, Williams, Withers  
and Wogan

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel: 01342 822661  
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Website: www.forestrow.gov.uk

Dear Sir/Madam,

Your attendance is required at the Annual Meeting of  
the FOREST ROW PARISH COUNCIL to be held on  
**TUESDAY 11<sup>th</sup> MAY 2021** in the Garden Room of the

Date: 05 May 2021

Community Centre at **7.30PM.**

A handwritten signature in black ink, appearing to be 'D O Driscoll'.

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND  
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY  
AND OBSERVE THE REST OF THE MEETING.

## AGENDA

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)
2. TO RECEIVE APOLOGIES FOR ABSENCE
3. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS
4. RECORDS OF THE PREVIOUS MEETINGS OF FULL COUNCIL  
To resolve to postpone consideration to the next meeting of full council:
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION  
To resolve to postpone consideration to the next meeting of Council
6. CLARIFICATION OF ACTIONS FROM LAST MEETING  
To resolve to postpone consideration to the next meeting of Council
7. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
8. TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION
9. TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR:
  - Property & Assets
  - Amenities & Services
  - Community Services
  - Planning
  - Finance & Policy (non-*ex officio* members: postponed until after items 10 & 11 are dealt with)
10. TO APPOINT THE CHAIRMEN OF COMMITTEES
11. TO APPOINT THE VICE CHAIRMEN OF COMMITTEES
12. TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE & POLICY COMMITTEE

13. TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE FROM FINANCE & POLICY
14. TO CONSIDER & RESOLVE UPON A PROPOSAL FOR THE INTERIM CONDUCT OF COMMITTEE BUSINESS (PENDING FURTHER GOVERNMENT LEGISLATION) AND TO RESOLVE UPON ANY CONSEQUENTIAL AMENDMENTS TO STANDING ORDERS AND THE SCHEME OF DELEGATION
15. TO APPROVE STANDING ORDERS
16. TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK ASSESSMENT
17. TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING RISK ASSESSMENTS
18. TO REAFFIRM ADOPTION OF THE GENERAL POWER OF COMPETENCE
19. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES
20. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER
21. TO APPOINT THE INTERNAL AUDITOR
22. TO APPROVE THE ASSET REGISTER
23. TO APPROVE THE INSURANCE SCHEDULE
24. TO APPROVE THE DRAFT SCHEDULE OF MEETINGS FOR THE COMING YEAR
25. TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR
26. TO CONFIRM SUBSCRIPTIONS
27. TO APPROVE THE SCHEDULE OF DIRECT DEBITS
28. TO CONFIRM THE MILEAGE ALLOWANCE
29. TO CONFIRM BANK ACCOUNT SIGNATORIES
30. TO NOTE AND APPROVE THE RESERVES BUDGET FOR 2021-22

*If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.*

31. TO CONFIRM STAFF TERMS AND CONDITIONS (AS SUPPLIED CONFIDENTIALLY TO MEMBERS)
32. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**ANNUAL MEETING OF COUNCIL**  
**BACKING PAPERS FOR 11th MAY 2021**

<b>Agenda item</b>	<b>Description</b>	<b>Bundle Page nos</b>
	Councillors' briefing	1-3
17	Current list of standing policies	4-5
17	Current list of standing risk assessments	6
19	Current list of representatives to outside bodies	7
22	Current summary schedule of assets	8
23	Current insurance schedule	9-24
24	Schedule of meetings 2021-22	25-26
26	List of subscriptions	27
27	List of current direct debits	28
29	Current list bank signatories	29
30	Reserves budget for 2021-22 with explanatory note/policy	30-31
31	<i>Confidential note of staff terms &amp; conditions</i>	C1

**COUNCILLORS' BRIEFING FOR THE  
ANNUAL MEETING OF THE COUNCIL**

**11<sup>th</sup> MAY 2021**

<p><b>1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)</b> The Chairman must be an elected (not co-opted) member. If there is an equality of votes, the person presiding has the casting vote</p>	<p>Local Government Act (LGA) 1972, sect 15</p>
<p><b>2. APOLOGIES FOR ABSENCE</b> <b>3. TO RECEIVE ANY DECLARATIONS OF INTEREST &amp; WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS</b> <b>4. RECORDS OF PREVIOUS MEETINGS OF FULL COUNCIL</b></p>	<p>LGA 1972, sect 117</p>
<p>It is proposed this item be postponed to the next meeting of Full Council scheduled for 18/05/2021.</p>	
<p><b>5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION</b> It is proposed this item be postponed to the next meeting of Full Council scheduled for 18/05/2021.</p>	
<p><b>6. CLARIFICATION OF ACTIONS FROM LAST MEETING</b> It is proposed this item be postponed to the next meeting of Full Council scheduled for 18/05/2021.</p>	
<p><b>7. TO ELECT THE VICE-CHAIRMAN OF COUNCIL FOR THE COMING YEAR</b></p>	
<p><b>8. TO CONFIRM THE COMMITTEE STRUCTURE &amp; SCHEME OF DELEGATION</b> Note that this item refers to the existing provisions of the Scheme (the text of which is available on the website): some consequential amendments may be required subject to the outcome of item 14 of this agenda.</p>	<p>Standing Orders (S/O) 4(d)</p>
<p><b>9. TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR:</b></p> <ul style="list-style-type: none"> <li>• Property &amp; Assets: 9 members (to include Council Chair &amp; Vice-Chair)</li> <li>• Amenities &amp; Services: 8 members (to include Council Chair &amp; Vice-Chair)</li> <li>• Community Services: 10 members (to include Council Chair &amp; Vice-Chair)</li> <li>• Planning: 10 members (to include Council Chair &amp; Vice-Chair)</li> <li>• Finance &amp; Policy: 10 members – postponed to conclusion of item 9: the Chairs &amp; Vice-chairs of the Council and the other committees are members <i>ex officio</i>; if the latter are represented in another capacity then a maximum of two other councillors shall be elected.</li> </ul>	<p>S/O 4(d)(viii)</p>
<p><b>10. TO APPOINT THE CHAIRMEN OF COMMITTEES</b></p>	
<p><b>11. TO APPOINT THE VICE-CHAIRMEN OF COMMITTEES</b> Following AM19/14 both the above shall be by vote of Council.</p>	<p>Scheme of Delegation 4.4 S/D 5.1</p>
<p><b>12. TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE &amp; POLICY COMMITTEE</b></p>	
<p><b>13. TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE FROM FINANCE &amp; POLICY</b></p>	<p>S/D 5.1.1</p>

**14. TO CONSIDER AND RESOLVE UPON A PROPOSAL FOR THE INTERIM CONDUCT OF COMMITTEE BUSINESS (PENDING FURTHER GOVERNMENT LEGISLATION), AND TO RESOLVE UPON ANY CONSEQUENTIAL AMENDMENTS TO STANDING ORDERS & THE SCHEME OF DELEGATION**

As Members will be aware, a recent application to the Court to continue with 'virtual' meetings of Council (and any Committees with decision-making powers) was rejected, the Court stating that parliamentary legislation would be required. Intensive lobbying to this end is now in progress, but pending such legislation, only face-to-face meetings open to the public are legal. As an interim alternative, many larger councils are now adopting the expedient of 'converting' their Committees into 'working groups' meeting via digital platforms and open to public observation, but with an advisory remit only, making recommendations for decisions which are then taken/ratified by the next physical meeting of Full Council, or if urgent dealt with by delegated powers.

It is proposed that this Council should afford this interim option to its Standing Committees, but that each Committee should decide for itself whether to proceed in this manner, or to maintain its decision-making powers but with the commitment to physical meetings which that implies. It would be helpful if all Members could have considered where they stand personally on the issue before this Annual Meeting so that the matter can be resolved immediately, while all Members are present to take the necessary decision.

**15. TO APPROVE STANDING ORDERS**

This will be subject to any consequential amendments required by decisions taken under item 14 above, but not otherwise amended.

**16. TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK ASSESSMENT**

Text as last year.

**17. TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING RISK ASSESSMENTS**

The policies are all now accessible on the website. The Environmental & Social Media policies were update during the past year. Certain additional risk assessments are still in preparation following the recent health & safety audit.

**18. TO REAFFIRM ADOPTION OF THE GENERAL POWER OF COMPETENCE**

The Council re-adopted the General Power of Competence at the 'relevant meeting' in May 2019 (minute no. AM19/22)

Reaffirmation is not strictly necessary, since the GPC only has to be formally re-adopted in election year, but an annual restatement of commitment is nevertheless helpful.

**19. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES - current list attached.**

**20. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER - this has customarily been the Clerk.**

SI 2012/965 reg 1(2)

Children Act 2004 sect. 11

**21. TO APPOINT THE INTERNAL AUDITOR** - Mark Mulberry has now discharged this function for six years and his firm remains extremely effective: it is proposed that his appointment be confirmed.

**22. TO APPROVE THE ASSET REGISTER** – summary schedule attached: note this incorporates the 2017 revaluation of the estate buildings

**23. TO APPROVE THE INSURANCE SCHEDULE** – current schedule attached.

**24. TO APPROVE THE DRAFT SCHEDULE OF MEETINGS FOR THE COMING YEAR**

The schedule for the coming year is attached.

**25. TO CONFIRM MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR**

In 2020 Council resolved to continue with allowances “at the current level” (ie from 2017-18). These were £387 for Councillors and £608 for the Chairman. The new allocations for 2020-21 are £421 (Members) & £662 (Chairman). Only three Members currently take their allowance.

**26. TO CONFIRM SUBSCRIPTIONS** – current schedule attached.

**27. TO APPROVE THE SCHEDULE OF DIRECT DEBITS** - schedule attached.

**28. TO CONFIRM THE MILEAGE ALLOWANCE** - HMRC continue to fix the non-taxable rate at 45p/mile.

**29. TO CONFIRM BANK ACCOUNT SIGNATORIES** (current list attached)

Members of the Finance Committee, who are willing to be signatories should be ready to sign the mandates.

**30. TO NOTE AND APPROVE THE RESERVES BUDGET FOR 2020-21.**

The year-end figures for 2020-21 have allowed us to finalise the draft reserves budget provided to Council in December. The formal schedule is attached, together with the appendix commentary.

**31. TO CONFIRM STAFF TERMS & CONDITIONS** - A confidential summary will be emailed separately to Members. If this requires any discussion, the confidential exclusion of the public & press will need to be agreed.

**32. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE**



## LIST OF STANDING POLICIES FOR ANNUAL MEETING 2021

- 01.1AB Standing Orders
- 01.2A Scheme of Delegation
- 01.3 Code of Conduct
- 01.4 Co-option policy
- 01.5 Representation on outside bodies
  
- 02.1A Financial Regulations (revised 2019)
- 02.2A&B Authority to spend
- 02.3 Reserves policy
- 02.3A Reserves supplement for 2020-21
- 02.4 Financial risk assessment
- 02.5 Investment policy
- 02.6 Grant allocation policy
  
- 03.1 Adult safeguarding policy
- 03.2 Community engagement policy
- 03.3 Complaints policy & procedure
- 03.4 Health & Safety policy
- 03.5 Press & media relations policy
- 03.6 Training policy
- 03.7 Equality policy
  
- 04.1 Youth Service policy & delivery plan 2020
- 04.1A Appendix: youth service legal issues
- 04.2 Child protection policy
- 04.2A Appendix: guidelines for employees & volunteers
  
- 05.1 CCTV policy
- 05.2 Communications policy
- 05.3A Data Protection policy
- 05.3B Freedom of Information policy
- 05.4 Document retention scheme
- 05.5 IT policy
- 05.6 Recording equipment & cameras policy
- 05.7 Social media policy
  
- 06.1 Environmental policy (new)
- 06.2 Policy on drones
- 06.3 Newlands Place policy
- 06.4 Streetlighting policy

06.5	Tree policy
06.6	Village green signage policy
07.1	Equal opportunities policy
07.2	Equal pay policy
07.3	Dignity at work policy
07.4	Harassment policy
07.5	Relationships at work policy
07.6	Disciplinary policy
07.7	Poor performance policy
07.8	Alcohol & drug abuse policy
07.9	Grievance policy
07.10	Sickness absence policy
07.11	Flexible working policy
07.12	Maternity policy
07.13	Paternity leave policy
07.14	Adoption leave policy
07.15	Parental leave policy
07.16	Time off for dependants policy
07.17	Bereavement policy
07.18	Employee health & safety policy
07.19	Employee data protection policy
07.20	Vehicle policy
07.21	Whistleblowing policy
07.22	Lone working policy
07.23	Anti-bribery policy





## LIST OF STANDING RISK ASSESSMENTS FOR ANNUAL MEETING 2021

[These are general risk assessments applicable to the premises & activities of the Council. Risk assessments applicable to individual events are drafted on an 'as required' basis]

01. Risk Assessment Community Centre
02. Risk Assessment Community Centre Kitchen
03. Risk Assessment Community Centre water supply
04. Risk Assessment VENUe on the Green
05. Risk Assessment Allotments
06. Risk Assessment Cemetery
07. Risk Assessment play areas & skatepark
08. Risk Assessment village greens & open spaces
09. Risk Assessment wooded areas
10. Risk Assessment war memorial (& Christmas tree)
11. Risk Assessment public seats & shelters
12. Risk Assessment Market
13. Risk Assessment 'Gages' lunch facility
14. Risk Assessment youth activities
15. Risk Assessment Thursday Club
16. Risk Assessment grounds maintenance (general)
17. Risk Assessment chainsaw use
18. Risk Assessment council vehicle use
19. Risk Assessment public village cleaning
20. Risk Assessment outdoor events

## **FOREST ROW PARISH COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

<b>Organisation</b>	<b>Current Representatives</b>
Ashdown Forest Liaison Committee	Cllrs. Hill & T Lewin
Commoner of Ashdown Forest	Chairman of the Council
CPRE	Cllr Moore
New Forest Row Business Group	Cllr. Josephson & Sara Smart
Forest Row Flood Network	Cllr Miller
Forest Row Sports Ground Assn.	Cllrs. Pritchitt & Williams
North Wealden Community Transport Partnership	<b>vacant</b>
Parish Tree Warden	Mr N Raeside
Sussex Association of Local Councils	Cllr. Pritchitt
Twinning Association	Cllr. Summers
Village Hall Management Committee	Cllr. Josephson
Wealden District Association of Local Councils	<b>vacant</b>
Forest Row Festival Committee	Cllrs R Lewin, T Lewin & Mc Nally

as at May 2021

**FOREST ROW PARISH COUNCIL**

**SUMMARY OF ASSETS AS AT 31 MARCH 2020**

During the year, the Council acquired:  
The VENUe on the GREEN building & contents

**AS AT 31 MARCH 2020 THE FOLLOWING ASSETS WERE HELD BY THE COUNCIL**

**ASSETS AT NOMINAL VALUE OF £1**

Cemetery - Priory Road	£1.00	£1.00	
Allotments - Medway Drive	£1.00	£1.00	
Village greens & amenity land	£1.00	£1.00	
Gilham Bank & Spring	£1.00	£1.00	
Newlands Place	£1.00	£1.00	
Land at Stone Park Drive	£1.00	£1.00	
Solar Panel installation	£1.00	£1.00	£7.00

**BUILDINGS AND CONTENTS AT PROXY COST 31/03/2020**

Old Venu building	£22,279.00	£22,279.00	
Community Centre	£1,451,754.00	£1,451,754.00	
Jubilee garden sheds	£4,416.00	£4,416.00	
Groundsman sheds	£4,689.00	£4,689.00	
VENUe on the GREEN building (new from June 2019)		£450,000.00	£1,933,138.00
Office equipment	£14,555.00	£14,555.00	
CC furniture & fittings	£57,594.00	£57,594.00	
VENUe furniture & fittings (new from June 2019)		£3,500.00	
Street furniture	£93,084.00	£93,084.00	
War memorial	£22,772.00	£22,772.00	
Play equipment	£35,608.00	£35,608.00	
Safety surfaces (replaced November 2019)	£28,913.00	£10,000.00	
Green gym installation	£5,591.00	£5,591.00	
Skatepark	£61,901.00	£61,901.00	
Gates & fences	£18,641.00	£18,641.00	
Maintenance equipment	£26,726.00	£26,726.00	£349,972.00
<b>TOTAL</b>	<b>£1,848,530.00</b>		<b>£2,283,117.00</b>

## SCHEDULE

Policy Number - 1891378/1463324

The information contained on this page is confidential and should not be sent to third parties

### INSURANCE DETAILS

Period of insurance : Continuous cover from **1st August 2020** until the policy is cancelled  
Date issued to insured: 6th July 2020  
Underwritten by : Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy  
Payment method : Payment by Broker's Account

### INSURED DETAILS

Insured : Forest Row Parish Council  
Address : The Community Centre  
Hartfield Road  
Forest Row  
Sussex  
RH18 5DZ  
Additional insureds : There are no Additional Insureds on this policy  
Business : Parish Council  
General terms and conditions wording : 11604 WD-HSP-UK-PAC-GTC(4)  
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

### PREMIUM DETAILS

Annual premium :	£6,330.90	Annual Tax :	£759.71	Total :	£7,090.61
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# SCHEDULE

Local councils & not-for profit organisations scheme

## PROPERTY – BUILDINGS

**Section wording** 11600 WD-HSP-UK-PAC-PYB(5)  
**Insurer** Hiscox Insurance Company Limited

**Premises :** 'Groundsman's Compound Shed' - £15,073.18  
 'Timber Shed - Memorial Garden' - £12,345.38  
 'Community Centre' - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ  
 £2,038,753.01  
 'Timber Youth Building' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £123,735.04  
 'Hambro Hall' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £393,702.40  
 'The Venue on The Green' - Foresters' Green, Hartfield Road, Forest Row, East Sussex, RH18 5DR  
 £540,800.00

Item description	Excess	Amount Insured
Total Buildings	£250.00	£3,124,409.01
Gates and fences	£250.00	£23,833.85
Fixed outside equipment	£250.00	£5,901.16
Street furniture	£250.00	£119,015.40
War memorials	£250.00	£29,115.80
Playground equipment	£250.00	£40,905.79
Sports surfaces	£250.00	£0.00
Other surfaces	£250.00	£25,383.25
Rent receivable	£250.00	£0.00

**Excess applies to:** Each and every loss

## Special excesses

**Losses from subsidence** £1,000 each and every loss

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

**Trace and access** £5,000  
**Emergency services** £5,000  
**Loss prevention costs** £25,000  
**Additions to buildings** £50,000  
**Inadvertent omissions** £500,000  
**Trees, shrubs and plants** £25,000  
**Bequeathed buildings** £50,000  
**Discharge of oil** £10,000 in total during any one period of insurance, across all Property sections combined

## SCHEDULE

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**Contract works and site materials**

£75,000

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**Endorsements**

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**6351.0**

Floating amount insured (Buildings)

# SCHEDULE

## PROPERTY – CONTENTS

**Section wording Insurer** 11602WD-HSP-UK-PAC-PYC(6)  
Hiscox Insurance Company Limited

<b>Premises :</b>	'Groundsman's Compound Shed' -£15,073.18
	'Timber Shed - Memorial Garden' - £12,345.38
	'Community Centre' - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ £2,038,753.01
	'Timber Youth Building' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £123,735.04
	'Hambro Hall' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £393,702.40
	'The Venue on The Green' - Foresters' Green, Hartfield Road, Forest Row, East Sussex, RH18 5DR £540,800.00

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250.00	£105,506.91
Gardening equipment, plant and machinery	£250.00	£13,726.40
Sports equipment	£250.00	£0.00
Rent payable	£250.00	£0.00

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

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

<b>Costs following glass breakage</b>	£10,000
<b>Additions to contents</b>	£10,000 or 10% of the amount insured for contents, whichever is the greater
<b>Money in the insured location while open for business or in a locked safe</b>	£1,000
<b>Money in transit or at the home of any councillor, trustee, employee or volunteer</b>	£1,000
<b>Money at all other times</b>	£1,000
<b>Money - non-negotiable instruments</b>	£250,000
<b>Identity fraud</b>	£5,000
<b>Personal effects</b>	£5,000
<b>Reconstitution of electronic data</b>	£5,000
<b>Reconstitution of other business documents</b>	£5,000
<b>Lock replacement</b>	£10,000
<b>Building damage by theft</b>	£10,000
<b>Personal assault - death</b>	£10,000 per person
<b>Personal assault - total loss or permanent and total loss of use of one or more limbs</b>	£10,000 per person
<b>Personal assault - total and irrecoverable loss of sight in one or both eyes</b>	£10,000 per person
<b>Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation</b>	£100 per week up to a maximum of 104 weeks
<b>Metered water and fuel</b>	£5,000
<b>Outdoor items</b>	£5,000

## SCHEDULE

<b>Marquees</b>	£10,000
<b>Refrigerated stock</b>	£2,500
<b>Undamaged tenant's improvements</b>	£5,000
<b>Contents temporarily elsewhere including whilst in transit</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Exhibitions stands and equipment temporarily elsewhere</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Defibrillators</b>	£5,000
<b>Bequeathed property</b>	£5,000
<b>Fund raising events</b>	£5,000
<b>Contents kept at home</b>	£25,000 or 10% of the amount insured for contents, whichever is the less
<b>Fraud and dishonesty</b>	£150,000 in the aggregate per period of insurance

### Endorsements

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

### PROPERTY AWAY FROM THE PREMISES

<b>Wording Insurer</b>	11602 WD-HSP-UK-PAC-PYC(6) Hiscox Insurance Company Limited
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Item description	Excess	Amount Insured
All business equipment	£250.00	£5,000

<b>Excess applies to:</b>	Each and every loss
<b>Geographical limits:</b>	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

### Endorsements

<b>65.0</b>	Contents temporarily elsewhere
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### PROPERTY – BUSINESS INTERRUPTION

<b>Section wording Insurer</b>	11601 WD-HSP-UK-PAC-PYI(6) Hiscox Insurance Company Limited
<b>Premises :</b>	'Groundsman's Compound Shed' - £15,073.18 'Timber Shed - Memorial Garden' - £12,345.38 'Community Centre' - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ £2,038,753.01 'Timber Youth Building' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £123,735.04 'Hambro Hall' - Hartfield Road, Forest Row, East Sussex, RH18 5DZ £393,702.40



# SCHEDULE

'The Venue on The Green' - Foresters' Green, Hartfield Road, Forest Row, East Sussex, RH18 5DR £540,800.00

Item description	Amount Insured
Loss of income	£96,000
Additional increased costs of working	£10,000

**Indemnity period** 12 Months

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

**Key person** £250 per week up to a maximum of £2,500 per period of insurance  
**Unauthorised use of public utilities** £100,000 or the total amount insured for Business interruption, whichever is less

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

**Denial of access** £100,000 or the total amount insured for Business interruption, whichever is less  
**Non-damage denial of access** £100,000 or the total amount insured for Business interruption, whichever is less  
**Bomb threat** £100,000 or the total amount insured for Business interruption, whichever is less  
**Suppliers** £100,000 or the total amount insured for Business interruption, whichever is less  
**Public utilities** £100,000 or the total amount insured for Business interruption, whichever is less  
**Public authority** £100,000 or the total amount insured for Business interruption, whichever is less  
**Failure of safety equipment** £100,000 or the total amount insured for Business interruption, whichever is less  
**Loss of attraction** £100,000 or the total amount insured for Business interruption, whichever is less  
**Alternative hire costs** £5,000  
**Equipment breakdown** Not Insured

**Endorsements**

6350.1 Floating amount insured – (Business interruption)

**EQUIPMENT BREAKDOWN**

**Section wording** 11609 WD-HSP-UK-PAC-EQB(3)  
**Insurer** Hiscox Insurance Company Limited  
**Amount insured** £0.00  
**Limit applies to** Total amount insured across all property sections combined  
**Excess** £250.00  
**Excess applies to** Each and every loss

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

**Hazardous substances** £5,000 total amount insured across all Property sections combined  
**Reconstitution of electronic data** £5,000

## SCHEDULE

Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

### EMPLOYERS' LIABILITY

Section wording	11603 WD-HSP-UK-PAC-EL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
Geographical limits	Worldwide
Applicable courts	United Kingdom

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

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

### Endorsements

3121.0	Employers Liability Tracing Office (ELTO) – mandatory information required
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### PUBLIC AND PRODUCTS LIABILITY

Section wording	11607 WD-HSP-UK-PAC-GL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess	£250
Excess applies to	Each and every claim for property damage only
Geographical limits	United Kingdom
Applicable courts	United Kingdom

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

Unauthorised use of third party telephones by your employees	£2,500 any one period of insurance
Loss of excess or no claims discount	£250 any one period of insurance
Loss of third party keys	£2,500 any one period of insurance
Defamation and intellectual property rights	£500,000 any one period of insurance

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

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

### Endorsements

6080.0	Firework/bonfire condition endorsement
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### INTERNET AND EMAIL

## SCHEDULE

<b>Section wording</b>	11605 WD-HSP-UK-PAC-IE(4)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£50,000
<b>Limit applies to</b>	In the aggregate including costs
<b>Excess</b>	£500
<b>Excess applies to</b>	Each claim or loss excluding defence costs
<b>Geographical limits</b>	Worldwide
<b>Applicable courts</b>	Worldwide excluding claims brought in USA or Canada

### Endorsements

<b>257.0</b>	Business performed in the past for IE
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### OFFICIALS' AND TRUSTEES' INDEMNITY

<b>Section wording</b>	11614 WD-HSP-UK-PAC-DO(5)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Policy limit</b>	£500,000
<b>Limit applies to</b>	In the aggregate including costs
<b>Legal representation costs</b>	£15,000
<b>Legal representation basis</b>	In the aggregate any one period of insurance
<b>Geographical limits</b>	United Kingdom
<b>Applicable courts</b>	United Kingdom

### Endorsements

<b>705.4</b>	Prior & pending litigation date
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### COMMERCIAL LEGAL PROTECTION (DAS)

<b>Section wording</b>	9927 WD-HSP-UK-CHR-DAS(3)
<b>Insurer</b>	DAS Legal Expenses Insurance Company Limited
<b>Section limit</b>	£100,000
<b>Limit applies to</b>	All claims resulting from one or more event arising at the same time or from the same originating cause
<b>Excess</b>	£200
<b>Excess applies to</b>	Each and every claim arising from aspect enquiries only
<b>Geographical limits</b>	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

### Endorsements

<b>524.0</b>	Commercial legal protection
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### PERSONAL ACCIDENT

<b>Section wording</b>	11608 WD-HSP-UK-PAC-PA(4)
<b>Insurer</b>	Hiscox Insurance Company Limited

### Personal accident

## SCHEDULE

<b>Capital benefit</b>	£100,000
<b>Temporary benefit</b>	£500 per week
<b>Medical expenses</b>	£10,000
<b>Insured persons</b>	Councillors, trustees, volunteers and employees of the insured
<b>Operative time</b>	While working for you or on your behalf
<b>Geographical limits</b>	United Kingdom

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

<b>Death</b>	100% capital benefit amount per person
<b>Loss of one limb</b>	100% capital benefit amount per person
<b>Loss of one eye</b>	100% capital benefit amount per person
<b>Loss of two limbs</b>	100% capital benefit amount per person
<b>Loss of two eyes</b>	100% capital benefit amount per person
<b>Loss of one limb and one eye</b>	100% capital benefit amount per person
<b>Loss of hearing</b>	100% capital benefit amount per person
<b>Loss of speech</b>	100% capital benefit amount per person
<b>Permanent total disablement</b>	100% capital benefit amount per person
<b>Temporary total disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Temporary partial disablement</b>	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
<b>Maximum accumulation</b>	£1,000,000 any one loss in the aggregate

### CRISIS CONTAINMENT

<b>Wording</b>	15369 WD-HSP-UK-PAC-CRI(1)
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Limit of indemnity</b>	£25,000
<b>Limit applies to</b>	Per crisis and in the aggregate during any one period of insurance
<b>Geographical limits</b>	The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

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

Outside working hours discretionary crisis mitigation costs	£2,000
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### Endorsements

<b>9003.0</b>	Crisis containment provider: Hill & Knowlton
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### Business Travel – NOT COVERED

<b>Section wording</b>	9522 TRA Portfolio
<b>Insurer</b>	Hiscox Insurance Company Limited
<b>Insured persons</b>	Councillors and employees of the insured
<b>Operative Times</b>	While on a business trip in the <b>insured person's</b> usual country of residence involving a pre-booked overnight stay away from home or a flight in a commercial aircraft, and business travel outside the <b>insured person's</b> usual country of residence, starting from the time of leaving the <b>insured person's</b> home or place of work whichever is later, until return to the <b>insured person's</b> home or place of work, whichever is first.
<b>Excess</b>	£150
<b>Excess applies to</b>	Each and every loss

## SCHEDULE

### Benefits

<b>Medical expenses, emergency travel and repatriation expenses</b>	£2,000,000 any one claim
<b>Hospital benefit</b>	£30 for each complete 24 hour period, up to a maximum of £2,400 in all
<b>Funeral expenses</b>	£5,000 any one claim
<b>Cancellation and curtailment</b>	£5,000 any one claim
<b>Replacement staff</b>	£5,000 any one claim
<b>Missed departure</b>	£1,000 any one claim
<b>Travel delay</b>	£30 per hour after the first 8 hours delay, up to a maximum of £240 in all
<b>Personal property</b>	£1,000 any one claim
<b>Temporary loss of baggage</b>	£500 any one claim
<b>Money</b>	£750 any one claim
<b>Business travel documents</b>	£225 any one claim
<b>Extra costs to replace travel documents</b>	£750 any one claim
<b>Hi-jack and kidnap</b>	£250 per day, up to a maximum of £10,000 in all
<b>Personal liability</b>	£2,000,000 any one claim
<b>Legal expenses</b>	£25,000 any one claim

### PROPERTY- TERRORISM

<b>Section wording</b>	6243 WD-PIP-UK-PRE(3)
<b>Insurer</b>	Hiscox Insurance Company Limited

### Material damage

Amount insured	Excess
£0.00	£250.00

### Business interruption

Amount insured	Excess
£0.00	£250.00

## SCHEDULE

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

### Property – buildings clauses in full

<b>Clause</b>	<b>6351.0</b>	<p>Floating amount insured (Buildings)</p> <p>The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for <b>damage</b> to such items however many locations are affected.</p>
<b>Clause</b>	<b>308.0</b>	<p>Flat roof condition</p> <p><b>We</b> will not make any payment for <b>damage</b> arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.</p>

### Property – contents clauses in full

<b>Clause</b>	<b>6222.0</b>	<p>Amendment of cover: fidelity guarantee</p> <p><b>What is not covered</b> , 9 is amended to read as follows:</p> <p style="padding-left: 20px;">g. loss by fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p><b>How much we will pay</b>, Fraud and Dishonesty is deleted.</p> <p>The following is added to <b>What is covered</b>, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. <b>your</b> financial loss resulting solely and directly from fraud or dishonesty of a <b>councillor</b> or any other person working under a contract of service with <b>you</b>, discovered by <b>you</b> during the <b>period of insurance</b> provided that:</p> <p style="padding-left: 20px;">a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and</p> <p style="padding-left: 20px;">b. <b>you</b> were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such <b>councillor</b> or any other person working under a contract of service with <b>you</b>; and</p> <p style="padding-left: 20px;">c. there was a clear intention to cause <b>you</b> financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and</p> <p style="padding-left: 20px;">d. <b>your</b> financial loss was wholly sustained within the 12 month period prior to its discovery; and</p> <p style="padding-left: 20px;">e. the loss is notified to <b>us</b> within ten working days of its discovery by <b>you</b>; and</p> <p style="padding-left: 20px;">f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with <b>you</b> are obtained from:</p> <p style="padding-left: 40px;">i. a previous employer; or</p> <p style="padding-left: 40px;">ii. an accountant and one other customer in respect of any periods of self employment; or</p>
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## SCHEDULE

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

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

Fidelity guarantee

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

<b>Clause</b>	<b>6349.1</b>	<p>6349.1 Floating amount insured (Contents)</p> <p>The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most <b>we</b> will pay in total for <b>damage to your contents</b> however many locations are affected.</p>
<b>Clause</b>	<b>6226.0</b>	<p>Addition of cover - travel expenses</p> <p>The following is added to <b>What is covered</b>, Additional cover:</p> <p>Travel expenses</p> <p>23. <b>We</b> will also pay for:</p> <ul style="list-style-type: none"> <li>the unused travel, accommodation and pre-booked conference or excursion expenses which <b>you</b> have paid or legally have to pay and which cannot be recovered; and</li> <li>the necessary and reasonable additional travel and accommodation expenses for <b>your</b> member of staff, <b>councillor</b> or trustee to return home;</li> <li>as a result of a pre-arranged business trip being cancelled or cut short, during the <b>period of insurance</b>, for one of the following reasons:             <ul style="list-style-type: none"> <li>the death, accidental injury or illness of a member of staff, <b>councillor</b> or trustee;</li> <li>or</li> <li>the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, <b>councillor</b> or trustee; or</li> <li>the death, accidental injury or illness of any person with whom a member of staff, <b>councillor</b> or trustee is planning to stay or conduct business; or</li> <li>a member of staff, <b>councillor</b> or trustee being called for jury service or as a court witness; or</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li><b>damage</b> to a member of staff or <b>councillor's</b> or trustee's pre-booked accommodation making it impossible for the member of staff or <b>councillor</b> or trustee to stay there.</li> <li><b>damage</b> to the scheduled means of transport or any strike, riot, civil commotion or <b>terrorism</b> which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or <b>councillor</b> or trustee is booked to travel on their outward or return journey.</li> </ul> <p>The most <b>we</b> will pay during the <b>period of insurance</b> under this additional cover is £750. The <b>excess</b> which applies to this additional cover is £75.</p>

**Property away from the premises clauses in full**

<b>Clause</b>	<b>65.0</b>	<p>Contents temporarily elsewhere</p> <p><b>We</b> will not make any payment when such property is temporarily outside the UK unless it is in <b>your</b> care, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.</p>
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## SCHEDULE

### Business interruption clauses in full

<b>Clause</b>	<b>6350.1</b>	<p><b>6350.1 Floating amount insured (Business interruption)</b>                      The cover under this section applies to all locations occupied by <b>you</b> in connection with <b>your activities</b> within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The <b>amount insured</b> is the most we will pay in total for each interruption to <b>your activities</b> however many locations are affected.</p>
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### Employers' liability clauses in full

<b>Clause</b>	<b>3121.0</b>	<p><b>Employers Liability Tracing Office (ELTO) – mandatory information required</b>  <b>You</b> must provide <b>us</b> with the following information for this section of the <b>policy</b> for each entity insured under this section of the <b>policy</b>:</p> <ol style="list-style-type: none"> <li>1. Employer name; and</li> <li>2. Full address of employer including postcode; and</li> <li>3. HMRC Employer Reference Number (ERN).</li> </ol> <p>If any insured entity does not have an ERN, <b>you</b> must provide <b>us</b> with one of the following reasons:</p> <ol style="list-style-type: none"> <li>a. The entity has no employees; or</li> <li>b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or</li> <li>c. The entity is not registered in England, Wales, Scotland or Northern Ireland.</li> </ol>
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**You** must inform **us** immediately of any changes to the above information.

### Public and products liability clauses in full

<b>Clause</b>	<b>6080.0</b>	<p><b>Firework and bonfire condition endorsement</b>                      The following applies to the whole of this <b>policy</b> and is a condition precedent to our liability.  <b>We</b> will not make any payment under this insurance unless <b>you</b> comply with all of the requirements below.                      Whenever <b>you</b> are responsible for any firework or bonfire displays at the <b>insured location</b>, <b>you</b> must ensure that:</p> <ol style="list-style-type: none"> <li>1. there is a written risk assessment in place for the proposed event; and</li> <li>2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and</li> <li>3. the relevant local authorities have been notified and permission for the event granted and <b>you</b> must also ensure that any requirements from the authorities are fully complied with; and</li> <li>4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and</li> <li>5. fireworks are purchased from a reputable supplier and are not modified in any way; and</li> <li>6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and</li> <li>7. there is appropriate first aid presence on site, in line with the risk assessment document; and</li> <li>8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and</li> <li>9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and</li> <li>10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and</li> <li>11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and</li> <li>12. there will be no use of accelerants or other flammables on any bonfire; and</li> </ol>
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## SCHEDULE

13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.
- We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.**

### Internet and email clauses in full

Clause	257.0	Business performed in the past IE <b>We will not make any payment for any claim or loss which arises from any of your activities performed or any dishonesty committed, or if applicable any document, information or data lost, damaged or destroyed, before 01/08/2020</b>
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### Officials indemnity clauses in Full

Clause	705.4	Prior & pending litigation date Prior & pending litigation date 01/08/2020
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### Commercial legal protection (DAS) clauses in full

Clause	524.0	Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/5997087 in all correspondence For the purpose of Commercial Legal Protection, <b>We/Our</b> means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.
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### Crisis containment: endorsements

9003.0	Crisis containment provider: Hill & Knowlton Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796  Crisis containment provider: Hill & Knowlton
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This contact number will go through to **us** during **working hours**, and will go directly to Hill & Knowlton outside of these hours.

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

### Business travel clauses in full

Clause	131.2	Travel country exclusions <b>We will not make any payment under this section for any trip to or in the following countries:</b>  Afghanistan Chad Chechnya Congo (Democratic Republic) Iraq Israel Ivory Coast Somalia Sudan (South of latitude 10 degrees North & Darfur)
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## SCHEDULE

### Clauses- applicable to the whole policy

<b>Clause</b>	<b>603.0</b>	<p>Commercial assistance &amp; legal advice helpline Your Hiscox policy gives you access to a general business advice line.</p> <p>For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call <b>+44 (0)870 050 3030</b>.</p> <p><b>Using your personal information</b></p> <p>Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681 198 or by emailing us at <a href="mailto:dataprotectionofficer@hiscox.com">dataprotectionofficer@hiscox.com</a></p> <p>We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.</p> <p>We may record telephone calls to help us monitor and improve the service we provide.</p> <p>For further information on how your information is used and your rights in relation to your information please see our privacy policy at <a href="http://www.hiscox.co.uk/cookies-privacy">www.hiscox.co.uk/cookies-privacy</a>.</p>
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## SCHEDULE

### INFORMATION ABOUT US

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

<b>Name</b>	<b>Hiscox Underwriting Limited</b>
<b>Registered address</b>	1 Great St. Helens London EC3A 6HX United Kingdom
<b>Company registration</b>	Registered in England number 02372789
<b>Status</b>	Authorised and regulated by the Financial Conduct Authority

### Insurers

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

<b>Name</b>	<b>Hiscox Insurance Company Limited</b>
<b>Registered address</b>	1 Great St. Helens London EC3A 6HX United Kingdom
<b>Company registration</b>	Registered in England number 00070234
<b>Status</b>	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

<b>Name</b>	<b>DAS Legal Expenses Insurance Company Limited</b>
<b>Registered address</b>	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
<b>Company registration</b>	Registered in England number 00103274
<b>Status</b>	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

<b>Broker Name</b>	<b>Came &amp; Company Local Council Insurance is a trading name of Arthur J. Gallagher Insurance Brokers Limited</b>
<b>Registered address</b>	<b>Spectrum Building</b> 7 <sup>th</sup> Floor 55 Blythswood Street Glasgow G2 7AT
<b>Company registration</b>	Registered in Scotland. Company Number SC108909
<b>Status</b>	Authorised and regulated by the Financial Conduct Authority

# FOREST ROW PARISH COUNCIL

## DATES OF MEETINGS 2021/22

All meetings held on Tuesday at 7.30pm except Planning that is normally on Mondays at 7.00pm.

Please ensure that the following dates are in your diaries.

<p><b>FULL COUNCIL</b></p> <p>18 MAY 2021</p> <p>29 JUNE 2021</p> <p>21 SEPT 2021</p> <p>14 DEC 2021</p> <p>11 JAN 2022</p> <p>5 APRIL 2022</p>	<p><b>FINANCE &amp; POLICY</b></p> <p>27 JULY 2021</p> <p>23 NOVEMBER 2021</p> <p>25 JANUARY 2022</p> <p>15 MARCH 2022</p>	<p><b>AMENITIES &amp; SERVICES</b></p> <p>8 JUNE 2021</p> <p>28 SEPT 2021</p> <p>9 NOV 2021</p> <p>29 MAR 2022</p>	<p><b>PROPERTY &amp; ASSETS</b></p> <p>22 JUNE 2021</p> <p>16 NOV 2021</p> <p>22 MAR 2022</p>	<p><b>PLANNING</b></p> <p>17 MAY 2021</p> <p>7 &amp; 28 JUNE 2021</p> <p>19 JULY 2021</p> <p>9 &amp; 31 AUG 2021</p> <p>20 SEPT 2021</p> <p>11 OCT 2021</p> <p>1 &amp; 22 NOV 2021</p> <p>13 DEC 2021</p> <p>10 &amp; 31 JAN 2022</p> <p>21 FEB 2022</p> <p>14 MAR 2022</p> <p>4 APR 2022</p>
<p><b>PERSONNEL</b></p>		<p><b>COMMUNITY SERVICES</b></p> <p>15 JUNE 2021</p> <p>14 SEPT 2021</p> <p>30 NOV 2021</p> <p>15 FEB 2022</p>		
<p><b>ANNUAL GENERAL MEETING</b></p> <p>TBA</p>		<p><b>ANNUAL PARISH MEETING</b></p> <p>TBA</p>		

05 MAY 2021

# Forest Row Parish Council – DATES OF MEETINGS 2021/2022

All meetings held on Tuesday at 7.30pm except Planning that is normally on Mondays at 7.00pm

2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
May											AGM							PL	FC															
June							PL	A&S							CS							P&A						FC			X			
July																		PL																
Aug									PL																								PL	
Sep													CS								PL												X	
Oct											PL																							
Nov	PL															P&A																		
Dec													PL	FC																				

2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Jan																																					
Feb									PL		FC																										PL
Mar														PL																							X
Apr																																					
May																																					

**KEY**

- Full Council    Planning    Finance & Policy    Environment & Services    Community Services    Property & Assets

Please ensure that the above dates are in your diaries.

3 Mar 2021

### ANNUAL SUBSCRIPTIONS

Action in Rural Sussex (AIRS)	£50
Ashdown Forest Tourist Association (AFTA)	£130
Institute of Cemetery & Crematorium Management (ICCM)	£ 95
Gatwick Area Conservation Campaign (GACC)	£ 10
National Association of British Market Authorities (NABMA)	£ 369
National Association of Local Councils (NALC)	£ 290.57
East Sussex Assoc of Local Councils (ESALC)	£ 1331.83
Society of Local Council Clerks (SLCC)	£ 317.0
Wealden Association of Local Councils (WealdAC)	£ 30.00

LIST OF DIRECT DEBIT INSTRUCTIONS AS AT 11<sup>TH</sup> MAY 2021

LEASEPLAN

O2

BARCLAYCARD

ALLSTAR BUSINESS SOLUTIONS

BT PAYMENT SERVICES

BIFFA WASTE SERVICES LTD

BARCLAYCARD

FOCUS

EFD ENERGY

TELECOMS WORLD PLC

CORONA ENERGY RETAIL

BRITISH GAS LITE

UK CRBS

SIEMENS FINANCIAL SERVICES

BNP PARIBAS

DIRECT TEC

VAN LEASE

COMMUNITY WARDEN PHONE

TERMINAL RENT

OUTDOOR MAINTENANCE FUEL

TELECOMMUNICATIONS

WASTE DISPOSAL

CHARGES

VIRUS HELPLINE

STREELIGHT POWER

0800 NUMBER

COMMUNITY CENTRE GAS

COMMUNITY CENTRE ELECTRICITY

SECURITY CHECKS

DRINKS MACHINE LEASE

PRINTER LEASE

PRINTER SUPPORT/SUPPLIES

## **BANK SIGNATORIES AS AT APRIL 2021**

### **UNITY TRUST BANK SIGNATORIES**

Cllr. E Davies	Cllr. T Lewin
Cllr. V Hill	Cllr. M McNally
Cllr. J Josephson	Cllr. J Wogan
Cllr. R Lewin	
Mr D O'Driscoll	Mrs C Coomber

### **UNITY TRUST INTERNET BANKING**

Cllr. V Hill	Cllr. R Lewin
Cllr. T Lewin	Cllr. M McNally
Mr D O'Driscoll	Mrs C Coomber



**FRPC RESERVES FOR  
2021-22**

	<b>Required 2020-21</b>	<b>Actual 2020-21</b>	<b>Projected 2021-2022</b>	<b>Actual 2021-2022</b>
<b>General:</b>	165,000	180,000	180,000	202,000
<b>Nominated:</b>				
Car club	2,500	2,500	0	n/a
Cycle hire	-	-		
Playground	15,000	18,000	20,000	20,000
Highway match	2,000	2,000	2,000	2,000
Elections	1,000	1,000	1,000	1,000
Cemetery land	25,000	28,000	30,000	30,000
CC refurb	3,000	3,000	3,000	3,000
<del>Voting non-youth</del>	-	-		n/a
Website	3,000	3,000	0	n/a
Devolved services	5,000	5,000	5,000	5,000
<b>sub-total nominated</b>	<b>56,500</b>	<b>62,500</b>	<b>61,000</b>	<b>61,000</b>
<b>TOTAL</b>	<b>221,500</b>	<b>242,500</b>	<b>241,000</b>	<b>263,000</b>

Notes: CIL monies carried over (currently £13,319) are additional to the above  
 [There is also approximately £5,000 remaining of a ring-fenced grant from 'Locality']

## APPENDIX: NOMINATED RESERVES FOR 2021-22

Name of reserve	Purpose	How/when used	Management	Review
Car hire club	Ring-fenced operating 'float'	Now spent		
Playpark equipment	Play equipment replacement	Playpark renewal in ±2025	Monitored by Clerk/ A&S	Annually – to add incrementally
Highway match fund	Yellow line project contribution	Payment on completion	Not required	Not required
Election fund	Funding for 'ad hoc' by-elections	Payment on demand by WDC	Not required	Annually
Cemetery land purchase	Purchase of extra cemetery land	Payment on completion	Monitored by Clerk	Annually – to add incrementally
Community Centre renewal	CC refurbishment costs	As items fall due	Monitored by Clerk/ P&A	After each spend
VotG 'non-youth'	Equipment etc not assigned to youth budget	No longer required		
Website	To fund replacement website	Now spent		
Devolved services	Reserve against unfunded costs of devolved services	As items fall due	Monitored by Clerk	After each spend