

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, Hopkins,
R Lewin, T Lewin, Moore, Pritchitt, Spackman,
Summers, Waters, Williams, Withers and Wogan

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

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Dear Sir/Madam,
Your attendance is required at the Annual Meeting of
the FOREST ROW PARISH COUNCIL to be held on
TUESDAY 10th MAY 2022 in the Garden Room of the
Community Centre at **7.30PM.**

Date: 04 May 2022

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.

A G E N D A

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. CLARIFICATION OF ACTIONS FROM LAST MEETING
To resolve to postpone consideration to the next meeting of Council
6. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
7. 7.1 TO CONSIDER THE RECOMMENDATIONS OF THE 'COMMITTEE STRUCTURE WORKING GROUP' AND CONFIRM THE COMMITTEE STRUCTURE
7.2 TO CONFIRM THE SCHEME OF DELEGATION (INCLUDING ANY AMENDMENTS CONSEQUENTIAL ON 7.1 ABOVE)
8. TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP (not including any additional members to the Finance Committee)
9. TO APPOINT THE CHAIRMEN OF COMMITTEES & THE PLANNING GROUP
10. TO APPOINT THE VICE CHAIRMEN OF COMMITTEES & THE PLANNING GROUP
11. TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE COMMITTEE
12. TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE FROM FINANCE COMMITTEE
13. TO APPROVE STANDING ORDERS
14. TO APPROVE FINANCIAL REGULATIONS
15. TO CONSIDER & RESOLVE ON ADOPTION OF THE NEW MODEL CODE OF CONDUCT

16. TO APPROVE STANDING POLICIES (as per list supplied)
17. TO REAFFIRM THE GENERAL POWER OF COMPETENCE
18. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES
19. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER
20. TO APPOINT THE INTERNAL AUDITOR
21. TO APPROVE THE ASSET REGISTER
22. TO APPROVE THE INSURANCE SCHEDULE
23. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR
24. TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR
25. TO CONFIRM SUBSCRIPTIONS
26. TO CONFIRM THE SCHEDULE OF DIRECT DEBITS
27. TO CONFIRM THE MILEAGE ALLOWANCE
28. TO CONFIRM BANK ACCOUNT SIGNATORIES
29. TO NOTE AND APPROVE THE RESERVES BUDGET FOR 2022-23

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.

30. TO CONFIRM STAFF COSTS SCHEDULE FOR 2021-22 AND TO CONFIRM STAFF TERMS AND CONDITIONS (AS SUPPLIED CONFIDENTIALLY TO MEMBERS)
31. TO CONSIDER AND RESOLVE ON A CAPITAL ISSUE
32. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

ANNUAL MEETING OF COUNCIL
BACKING PAPERS FOR 10th MAY 2022

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

10th MAY 2022

<p>1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE) This must be the first business of the meeting. The stipulation of an 'elected' member in sect 15(1) has been superseded. If there is an equality of votes, the person presiding has the casting vote.</p> <p>2. APOLOGIES FOR ABSENCE</p> <p>3. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>4. RECORDS OF PREVIOUS MEETINGS OF FULL COUNCIL It is proposed this item be postponed to the next meeting of Full Council scheduled for 17/05/2022.</p> <p>5. CLARIFICATION OF ACTIONS FROM LAST MEETING It is proposed this item be postponed to the next meeting of Full Council scheduled for 17/05/2022.</p> <p>6. TO ELECT THE VICE-CHAIRMAN OF COUNCIL FOR THE COMING YEAR</p> <p>7.1 TO CONSIDER THE RECOMMENDATIONS OF THE 'COMMITTEE STRUCTURE WORKING GROUP' & CONFIRM THE COMMITTEE STRUCTURE Council set up a working group in May/ June 2021 to review the Committee structure and report back to Full Council with 'options'. A report of the group's meeting in February was circulated with the advance backing papers. In the event, the group felt that the present structure continued to serve the Council well, and recommended that it be retained, with some minor tidying-up. For Council to decide. Note: if Council's decision differs significantly from the recommendations of the group, it may be necessary to postpone agenda items 7.2 – 12.</p> <p>7.2 TO CONFIRM THE SCHEME OF DELEGATION (INCLUDING ANY AMENDMENTS CONSEQUENTIAL ON 7.1 ABOVE) A number of proposed amendments to the Scheme of Delegation were circulated to Members with the advance backing papers. If the working group recommendations are accepted, all the proposals fall to be decided on, otherwise only those in red.</p> <p>8. TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP FOR THE COMING YEAR</p> <p>9. TO APPOINT THE CHAIRMEN OF COMMITTEES & THE PLANNING GROUP</p> <p>10. TO APPOINT THE VICE CHAIRMEN OF COMMITTEES & THE PLANNING GROUP</p> <p>11. TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE COMMITTEE</p>	<p>Local Government Act (LGA) 1972, sect 15</p> <p>LGA 1972, sect 117</p> <p>Standing Orders (S/O 4 a-d)</p> <p>Scheme of Delegation 4</p>
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24. TO CONFIRM ALLOWANCES FOR THE COMING YEAR

In 2021 Council resolved that allowances should be increased to the 2021/22 figures (£ 421 for Members and £ 662 for the Chairman).

The new allocations for 2020-21 (see attached remuneration report) are £434 (Members) & £682 (Chairman). Only three Members currently take their allowance.

25. TO CONFIRM SUBSCRIPTIONS – current schedule attached.

26. TO APPROVE THE SCHEDULE OF DIRECT DEBITS - schedule attached.

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

28. 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.

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

As part of the advance backing papers, Members were sent a briefing note on the reserves position and a schedule showing the movement of reserves since 2021-22. That note contains proposals for the year 2022-23, and to date no alternative proposals have been received. I will update the position at the meeting

[A separate briefing note is supplied to Members covering the confidential items of business 30 & 31]

32. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

NOTES OF MEETING OF COMMITTEE RESTRUCTURING WORKING GROUP

TUESDAY 1ST FEBRUARY 2022 AT 4PM

PRESENT: Cllrs. Spackman, Williams & Wogan. The Clerk and Asst Clerk

APOLOGIES: Cllr. Davies

The following issues were discussed:

- What were the perceived problems behind the review of the committee structure? (Noted that the previous restructure was caused partly by an imbalance of workloads).
- Was it the right time to change the Committee Structure – bearing in mind there would be an election in 2023?
- The current composition and number/ membership of Committees
- Whether the Chairman and Vice Chairman of Council needed to be ex officio members of each committee and if so, if they should be required to attend every meeting
- The following options were looked at:
 - To leave things as they are currently
 - To amalgamate A & S and P & A committees as a single 'Facilities' Committee
 - To dispense with standing Committees altogether and leave all decisions to Full Council which would meet more regularly – either with or without advisory/ working groups for prior discussion

After discussion, the favoured options of the working group were:

- **To retain the current Committee structure and remits** (as covering the work of the Council in a reasonably balanced fashion).
- **But to move Streetlights from the Amenities & Services Committee to Property & Assets Committee** (to align it with other 'street furniture' dealt with already by that committee).
- **To have 8 members on all Committees** (excluding Personnel).
- **Finance & Policy Committee to consist of Chairs and Vice Chairs of all 3 budget- holding Committees plus Chair and Vice Chair of Council** (membership of 8).
- The Chairman and Vice Chairman of Council **entitled** to be voting members of Committees but not be **required** to attend all meetings.
- **Quora** of Committees to remain.
- Standing Orders and the Scheme of Delegation to be amended accordingly.

The above options to be proposed and the Standing Orders and Scheme of Delegation to be approved at the Annual Meeting of Council in May (date to be advised).

ANNUAL MEETING OF COUNCIL 2022

NOTE ON COUNCIL POLICIES

The council policies have been reviewed, and where necessary amended in preparation for the Annual Meeting of Council for 2022.

A schedule follows, showing all the amendments and their rationale. Some are obviously technical corrections of typing or numbering errors, or updates of financial limits. I have made every effort to capture and check all errors of this type, but if you notice any that have slipped under the wire, please let me know.

Some amendments are more substantial, and I would draw attention to the following:

- In Standing Orders, there are amendments to cover urgent business, the status of the Planning Group and certain other elements of Committee structure. These have emerged as a result of discussions and/or resolutions over the past year.
- In the Scheme of Delegation, there are some tidying-up provisions, but the main amendments follow on from the recommendations of the 'Committee Structure working group' ('COMSTRUCT'), which was set up last September. **These modifications are not yet agreed**, and that is a decision which will have to be taken by this Annual Meeting before the amendments are adopted. A copy of the recommendations of the working group (which are quite limited in scope) is attached for Members' consideration.
- The Code of Conduct is an entirely new document. It replaces a template which dates back ten years and the rationale for the new text is spelled out in the schedule of updates.
- The Financial Regulations are practically unaltered, but the 'Authority to Spend' which forms the appendix to the Regulations has been updated to align with actual practice and provide an updated set of financial limits.

Members are asked to go through these policy documents and satisfy themselves as to their content and the appropriateness or otherwise of the amendments made, with a view to voting through agreed texts at the Annual Meeting.

This documentation forms part of the backing papers for the Meeting, but is being supplied in advance so that there is sufficient time for the necessary scrutiny. Any clarifications, queries or objections should be submitted to the Office as soon as possible, and in any event *before* the meeting itself: the meeting is not the appropriate forum for lengthy discussions of novel points of content or wording.

The policy documents are available in three ways:

- In digital format: following this transmission you will receive several 'packets' of the current & proposed policy documents in Word (or occasionally pdf) format. Ideally if you need hard copy, you can print out what you need for yourselves.
- As a master hard copy. This is held in the office and can be consulted on request.
- The office will print off selected documents for any Member on request. However, I regret it is no longer economical to provide a printed copy of all the policies for every Member.

Once the policies have been voted on, a clean complete copy will be available in the office and on the website

**FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022
UPDATES TO POLICIES / 1**

CORE MEMBER POLICIES

STANDING ORDERS

Old page	New page	S/O number	Amendment
1	1	Title	Amend to current date
3	3	Contents	Amend pagination
5	5	1c	Proviso added to allow for urgent business procedure
8	8	3f	Amend public question time to 15 minutes
10	10	3x	Reformulation of urgent business procedure (<i>to clarify following resolution C77/22 of 05/04/22</i>)
10-11	10-11	4	Re-ordering of clauses a-d (d becomes a) (<i>to improve logical order</i>)
11	10	new 4a/vi	Amended to “rounded up to the nearest whole number” (<i>original phrase illogical</i>)
11	10	new 4a/vii	Amend to “entitled but not obliged” (<i>following recommendation</i>)
11	11	new 4f	Add provision for working groups (<i>for clarity</i>)
12	12	5	Change ‘Committee’ to ‘Group’ throughout (<i>to clarify status</i>)
12	12	new 5a	Add new sub para a (<i>to clarify status & procedure of group</i>)
14	14	6j/xvii	Amend S/O references
15	15	8a& b	Amend S/O references
17	17	12	Amend S/O reference
19	19	14e	Remove redundant alternative wording
19	19	14g & h	Amend S/O references
20	20	15b	Amend S/O references
20	20	16a	Add “shall normally be...” (<i>for the avoidance of doubt</i>)
21	21	16b/ii & xii	Amend S/O references
22	22	16b/xv	Amend “Committee” to “Group” (<i>per S/O 5 above</i>)
22	22	16b/xvii	Amend S/O reference
22	22	17b	Add “shall normally be...” (<i>for the avoidance of doubt</i>)
24	24	19e	Amend S/O reference
24	24	19h	Update Public Contracts financial limits
25	25	19i	Update Public Contracts financial limits
26	26	22	Amend S/O reference
27	27	24	Amend S/O reference
27	27	25	Delete references to “Unitary Council”
28	28	28 & 29b	Amend S/O references
29-30		30	Delete S/O 30 (<i>urgent provisions belong in Scheme of Delegation</i>)

**FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022
UPDATES TO POLICIES / 2**

SCHEME OF DELEGATION

[Note: these proposed amendments include & implement the recommendations of the Committee Structure working group ('COMSTRUCT') which was created by Council resolution C70/21 of 29/06/2021. Those proposed amendments are marked in blue. Other proposed amendments are marked in red].

Original §§ nos	Proposed amendment
1 & 2	Invert order of sections <i>(to restore logical order)</i>
1.1	Add rider parallel to 2.2 to cover Clerk's absence <i>(for avoidance of doubt & consistency)</i>
2.2	Add: "and for the avoidance of doubt this shall in normal circumstances be the Assistant Clerk." <i>(for consistency with S/Os)</i>
4.4	Correct numbering to: "Standing Order 4(a)(viii)" <i>(to match amended S/Os)</i>
4.8	Correct designation to: "Personnel & Grievance Committee" <i>(Note: this amendment to apply generally where this committee is referred to).</i>
5	Delete last sentence and substitute: "They shall be entitled but not obliged to attend such meetings and to vote at any meeting which they attend." <i>(to match S/Os)</i>
5.1	Change "3" to "4 other standing committees" and add: "(namely Amenities & Services, Property & Assets, and Community Services)" <i>(to match changed status of Planning)</i>
5.1 -5.5	References to "portfolio holders" to be deleted throughout <i>(to reflect current policy)</i>
5.1.1	Bullet points from "Appraisal of the Parish Clerk" to "Health & Safety Policies and Procedures" inclusive to be deleted. <i>(these fall outside the current remit of this committee and are the responsibility of the Clerk and/or the appointed external HR advisor).</i>
5.2	Add to the 'outdoor area' bullet point: "and the Jubilee Garden" <i>(for completeness).</i>
5.2	Delete the 'footway lighting' bullet point <i>(to transfer to Property & Assets)</i>
5.2	Change membership to '8' and frequency of meetings to "4"
5.3	Add bullet point: "Oversee the provision & maintenance of the Council's streetlights"
5.3	Delete sub-bullet point re Jubilee Garden <i>(as above)</i>
5.4	Change membership to '8' and frequency of meetings to "4"
5.4	Delete bullet points from "FOREST ROW COMMUNITY TRANSPORT" to "Cycle Hire Scheme" inclusive, plus sub-bullet point "including the Community Liaison Group" and the bullet point re "Youth & Community Centre Company" <i>(to reflect current situation)</i>
5.5	Change all references from "Committee" to "Group" <i>(to match changed status).</i>
6.2/6.3	After the words "of sufficient interest/ importance" add "(and time allows)"

FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022 UPDATES TO POLICIES / 3

CODE OF CONDUCT

The version of the Code of Conduct currently in the policies manual was adopted in 2017 (and essentially repeats the 2012 version). In the light of developments since then, both the LGA & NALC have undertaken revisions. Some points remain unresolved, and there is ongoing negotiation with Government, but in the meantime the LGA has approved a new model Code, which was adopted by NALC in 2020 in the following statement:

“L09-12 | NALC’S TEMPLATE CODE OF CONDUCT FOR PARISH COUNCILS

NALC endorses the 2020 LGA model code of conduct (<https://www.local.gov.uk/publications/local-government-association-modelcouncillor-code-conduct-2020>) and as such has withdrawn this template NALC code of conduct and no longer endorses its use.”

The 2020 LGA model Code is therefore included in the draft manual of policies for 2022 and is proposed for adoption by Council in place of the 2012/17 version.

CO-OPTION POLICY

No changes or amendments proposed.

REPRESENTATION ON OUTSIDE BODIES POLICY

No changes or amendments proposed.

FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022 UPDATES TO POLICIES / 4

FINANCIAL POLICIES

FINANCIAL REGULATIONS

Para 4.5 amended identity of consultees for urgent expenditure (*in line with actual practice*).

Otherwise, apart from corrections to the Contract Regulations thresholds, there are no further amendments deemed necessary to the Financial Regulations.

AUTHORITY TO SPEND

Box	Content	Amendments
1	Ongoing administrative expenses	These two provisions amalgamated, list amended to reflect actual practice and threshold raised to £1,000
2	Facility supplies & repairs	
3	Minor expenditure between meetings	These two provisions amalgamated, to cover Committee authority, plus urgent arrangements (paragraph now aligned with Financial Regs 4.5).
4	Budgeted revenue expenditure	
5	Capital items	No change

RESERVES POLICY

Para 3.3 Change proposed to general reserve level from £180,000/£160,000 to £200,000/ £180,00

APPENDIX TO RESERVES POLICY

To be added when reserves budget agreed

FINANCIAL RISK ASSESSMENT

No changes proposed

INVESTMENT POLICY

No changes proposed

GRANT-MAKING POLICY

No changes proposed

**FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022
UPDATES TO POLICIES / 5**

PERSONAL AND COMMUNITY POLICIES

ADULT SAFEGUARDING POLICY

No change proposed

COMMUNITY ENGAGEMENT POLICY

Minor amendment to the fifth bullet point in para 4.1

COMPLAINTS POLICY

Minor update to wording of para 2.5

HEALTH & SAFETY POLICY

No change proposed

PRESS & MEDIA RELATIONS POLICY

No change proposed

TRAINING POLICY

Minor update to wording of para 1.2

EQUALITY POLICY

No change proposed

YOUTH POLICIES

YOUTH SERVICE DELIVERY POLICY & APPENDIX

No change proposed

CHILD PROTECTION POLICY & APPENDIX

No change proposed

**FOREST ROW PARISH COUNCIL – ANNUAL MEETING 2022
UPDATES TO POLICIES / 6**

TECHNOLOGY & COMMS POLICIES

**CCTV POLICY
COMMUNICATIONS
DATA PROTECTION
FREEDOM OF INFORMATION
DOCUMENT RETENTION
INFORMATION TECHNOLOGY
RECORDING OF MEETINGS
SOCIAL MEDIA**

No changes proposed, save correction of typographical errors

ENVIRONMENTAL POLICIES

**ENVIRONMENTAL
DRONES
NEWLANDSPLACE
STREETLIGHTING
TREES
VILLAGE GREEN SIGNAGE**

No changes proposed, save correction of typographical errors

STAFF POLICIES 1-23

No changes proposed, save correction of typographical errors

FOREST ROW PARISH COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Organisation	Current Representatives
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 & Sue Young
Forest Row Flood Network	vacant
Forest Row Sports Ground Assn.	Cllrs. Pritchitt & Williams
North Wealden Community Transport Partnership	vacant
Parish Tree Warden	Mr N Raeside
East Sussex Association of Local Councils	Cllr. Pritchitt
Twinning Association	Cllr. Summers
Village Hall Management Committee	Cllr. Josephson
Wealden District Association of Local Councils	vacant
Forest Row Festival Committee	Cllrs R Lewin, T Lewin
Wealden DC North Planning Cluster	TBC

as at May 2021

**FRPC SUMMARY ASSET
REGISTER @ 31/03/22**

	Original cost	Current value	Insurance value
BUILDINGS	£2,218,097.39	£3,114,082.00	£3,113,749.53
COMM.CENTRE EQUIPMENT	£43,945.00	£42,445.00	£45,670.00
GATES & FENCES	£17,236.07	£18,641.00	£18,640.81
LAND & SOLAR PANELS	£8.00	£6,007.00	£6,007.00
MAINTENANCE EQUIPMENT	£22,150.34	£22,150.34	£22,937.00
MARKET EQUIPMENT	£16,237.00	£16,237.00	£16,237.00
OFFICE EQUIPMENT	£13,663.00	£13,663.00	£13,705.00
PLAY EQUIPMENT	£235,413.00	£235,413.00	£235,413.00
STREET FURNITURE	£136,225.00	£137,370.00	£137,370.00
VotG EQUIPMENT	£4,740.00	£9,640.00	£10,640.00
WAR MEMORIAL	£21,055.84	£22,772.00	£22,771.90
TOTALS	£2,728,770.64	£3,638,420.34	£3,643,141.24

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 2021** until the policy is cancelled
Date issued to insured: 2nd August 2021
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 :	£6,820.63	Annual Tax :	£818.48	Total :	£7,639.11
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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 - £15,525.37
 Timber Shed - Memorial Garden - £12,715.74
 Community Centre - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £2,106,915.60
 Timber Youth Building - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £127,447.09
 Hambro Hall - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £405,513.47
 The Venue on The Green - Foresters' Green, Station Road, Forest Row, East Sussex, RH18 5FY - £557,024.00

Item description	Excess	Amount Insured
Total Buildings	£250	£3,225,141.28
Gates and fences	£250	£23,833.00
Fixed outside equipment	£250	£6,078.19
Street furniture	£250	£119,015.00
War memorials	£250	£29,989.27
Playground equipment	£250	£167,100.00
Sports surfaces	£250	£0.00
Other surfaces	£250	£26,144.75
Rent receivable	£250	£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
Contract works and site materials	£75,000

Endorsements

SCHEDULE



6351.0

Floating amount insured (Buildings)

SCHEDULE

PROPERTY – CONTENTS

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

Premises :
 Groundsman's Compound Shed - £15,525.37
 Timber Shed - Memorial Garden - £12,715.74
 Community Centre - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £2,106,915.60
 Timber Youth Building - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £127,447.09
 Hambro Hall - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £405,513.47
 The Venue on The Green - Foresters' Green, Station Road, Forest Row, East Sussex, RH18 5FY - £557,024.00

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£105,506.00
Gardening equipment, plant and machinery	£250	£13,726.00
Sports equipment	£250	£0.00
Rent payable	£250	£0.00

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

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

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000

SCHEDULE

Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£300,000 in the aggregate per period of insurance

Endorsements

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

PROPERTY AWAY FROM THE PREMISES

Wording	11602 WD-HSP-UK-PAC-PYC(6)
Insurer	HiscoxInsurance Company Limited

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

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

Endorsements

65.0	Contents temporarily elsewhere
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PROPERTY – BUSINESS INTERRUPTION

Section wording	11601 WD-HSP-UK-PAC-PYI(6)
Insurer	HiscoxInsurance Company Limited
Premises :	Groundsman's Compound Shed - £15,525.37 Timber Shed - Memorial Garden - £12,715.74 Community Centre - Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £2,106,915.60 Timber Youth Building - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £127,447.09 Hambro Hall - Hartfield Road, Forest Row, East Sussex, RH18 5DZ - £405,513.47 The Venue on The Green - Foresters' Green, Station Road, Forest Row, East Sussex, RH18 5FY - £557,024.00

Item description	Amount Insured
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SCHEDULE

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

EMPLOYERS' LIABILITY

SCHEDULE

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

Section wording	11605 WD-HSP-UK-PAC-IE(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£50,000
Limit applies to	In the aggregate including costs
Excess	£500
Excess applies to	Each claim or loss excluding defence costs
Geographical limits	Worldwide

SCHEDULE

Applicable courts Worldwide excluding claims brought in USA or Canada

Endorsements

257.0 Business performed in the past for IE

OFFICIALS' AND TRUSTEES' INDEMNITY

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

Endorsements

705.4 Prior & pending litigation date

COMMERCIAL LEGAL PROTECTION (DAS)

Section wording 9927 WD-HSP-UK-CHR-DAS(3)
Insurer DAS Legal Expenses Insurance Company Limited
Section limit £100,000
Limit applies to All claims resulting from one or more event arising at the same time or from the same originating cause
Excess £200
Excess applies to Each and every claim arising from aspect enquiries only
Geographical limits 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

524.0 Commercial legal protection

PERSONAL ACCIDENT

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

Personal accident

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

SCHEDULE

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

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

CRISIS CONTAINMENT

Wording	15369 WD-HSP-UK-PAC-CRI(1)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£25,000
Limit applies to	Per crisis and in the aggregate during any one period of insurance
Geographical limits	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

9003.0	Crisis containment provider: Hill & Knowlton
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Business Travel – NOT COVERED

Section wording	9522 TRA Portfolio
Insurer	Hiscox Insurance Company Limited
Insured persons	Councillors and employees of the insured
Operative Times	While on a business trip in the insured person's 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 insured person's usual country of residence, starting from the time of leaving the insured person's home or place of work whichever is later, until return to the insured person's home or place of work, whichever is first.
Excess	£150
Excess applies to	Each and every loss

Benefits

Medical expenses, emergency travel and repatriation expenses	£2,000,000 any one claim
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SCHEDULE

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

PROPERTY- TERRORISM

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

Material damage

Amount insured	Excess
£0.00	£250

Business interruption

Amount insured	Excess
£0.00	£250

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

Clause	6351.0	<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 you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to such items however many locations are affected.</p>
Clause	308.0	<p>Flat roof condition</p> <p>We will not make any payment for damage 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

Clause	6222.0	<p>Amendment of cover: fidelity guarantee</p> <p>What is not covered , 9 is amended to read as follows:</p> <p>g. loss by fraud or dishonesty of a councillor or any other person working under a contract of service with you, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p>How much we will pay, Fraud and Dishonesty is deleted.</p> <p>The following is added to What is covered, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. your financial loss resulting solely and directly from fraud or dishonesty of a councillor or any other person working under a contract of service with you, discovered by you during the period of insurance provided that:</p> <p>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>b. you were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such councillor or any other person working under a contract of service with you; and</p> <p>c. there was a clear intention to cause you financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and</p> <p>d. your financial loss was wholly sustained within the 12 month period prior to its discovery; and</p> <p>e. the loss is notified to us within ten working days of its discovery by you; and</p> <p>f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person on under a contract of service with you are obtained from:</p> <p>i. a previous employer; or</p> <p>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 £300,000.

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

Property away from the premises clauses in full

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

Business interruption clauses in full

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

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

Public and products liability clauses in full

Clause	6080.0	<p>Firework and bonfire condition endorsement The following applies to the whole of this policy and is a condition precedent to our liability. We will not make any payment under this insurance unless you comply with all of the requirements below. Whenever you are responsible for any firework or bonfire displays at the insured location, you must ensure that:</p> <ol style="list-style-type: none"> 1. there is a written risk assessment in place for the proposed event; and 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 3. the relevant local authorities have been notified and permission for the event granted and you must also ensure that any requirements from the authorities are fully complied with; and 4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and 5. fireworks are purchased from a reputable supplier and are not modified in any way; and 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 7. there is appropriate first aid presence on site, in line with the risk assessment document; and 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 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 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 11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and 12. there will be no use of accelerants or other flammables on any bonfire; and
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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 fireworks 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 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
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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, We/Our 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 We will not make any payment under this section for any trip to or in the following countries: 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

Clause	603.0	Commercial assistance & legal advice helpline Your Hiscox policy gives you access to a general business advice line.
		For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call +44 (0)870 050 3030 .
		Using your personal information
		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 data.protection.officer@hiscox.com
		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.
		We may record telephone calls to help us monitor and improve the service we provide.
		For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy .

Long term agreement

As used in this endorsement:

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st August
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months.

We and you agree that this policy is subject to a long term agreement beginning on 1st August 2021 and ending on 31st July 2024, provided that:

1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

SCHEDULE

INFORMATION ABOUT US

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

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

Insurers

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

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

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

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



Policy Schedule

POLICY REFERENCE:	7341250
BINDING AUTHORITY REFERENCE:	B1179I268021000
THE POLICYHOLDER:	Forest Row Parish Council
BUSINESS DESCRIPTION:	Council
PRINCIPAL ADDRESS:	The Community Centre Hartfield Road Forest Row East Sussex RH18 5DZ
THE INSURER:	Underwritten by certain underwriters at Lloyd's'
BROKER:	Came&Company
DATE OF PROPOSAL FORM:	22 July 2021
PERIOD OF INSURANCE:	FROM: 01 August 2021 TO: 31 July 2022 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule
LIMIT OF LIABILITY:	£250,000 This is the maximum amount the policy will pay including Defence Costs , irrespective of the number of Claims, Losses, or Business Interruption Losses £25,000 in respect of E-Theft Extension
RETENTION:	£1,000 in respect of Insuring Clauses 1.1, 1.2 and 1.4: (NIL in respect of Insuring Clause 1.3) Waiting Period: 8 hours in respect of Insuring Clause 1.2 £500 in respect of E-Theft Extension
PREMIUM:	£285.00
INSURANCE PREMIUM TAX:	£34.20
TOTAL:	£319.20
POLICY WORDING:	Optimum Cyber Plus v3.0
RETROACTIVE DATE:	01 August 2020
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide
INCIDENT RESPONSE PROVIDER (NOTIFICATION OF CLAIMS):	Crawford & Company – 0800 279 4214

ENDORSEMENTS:

Please refer to the endorsement library contained within the policy wording for the full text of the endorsement were only the title is shown.

001: AMENDED GENERAL DEFINITION 2.2

AMENDED GENERAL DEFINITION 2.2

It is hereby noted and agreed that General Definition 2.2 is deleted and replaced with the following:

Business Interruption Loss means the **Insured's** reasonable expenses necessary to maintain the operation, functionality or services of the **Insured's** business, as direct result of a **Business Interruption Event** but only:

- (i) after the expiration of the **Waiting Period**, and
- (ii) until the date on which the **Insured's** business is restored to the same or equivalent condition, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of **Period of Insurance**;

Business Interruption Loss shall also include costs and expenses incurred to avoid mitigate the effects of a system outage or network interruption or degradation of the network, preserve evidence and/or substantiate the **Insured's** loss.

002: FUNDS TRANSFER FRAUD/THEFT OF FUNDS HELD IN ESCROW ENDORSEMENT

The above policy is amended as follows. Words in bold have the meanings defined in the above policy.

1. The following provisions are inserted:

NEW CLAUSE AT 1. INSURANCE COVER

FUNDS TRANSFER FRAUD COVER

Retroactive date applicable to Fund Transfer Fraud and/or Third Party Escrow Theft cover:	As per main cover
Retention each and every Fund Transfer Fraud and/or Third Party Escrow Theft:	£500
Maximum aggregate sum the Insurer will pay in respect of any and all Funds Transfer Fraud(s) and Third Party Escrow Theft(s) under the policy:	£25,000

The sub-limit set out above shall be part of and not in addition to the **Limit of Liability** set out in the Schedule.

In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will indemnify the **Insured**, in excess of the applicable **Retention**, and up to the maximum aggregate sum above:

(A) for any loss of funds or assets of the **Insured**, occurring on or after the above **Retroactive Date** which is validly notified to the **Insurer** during the **Period of Insurance** in compliance with the **Policy terms**, and which directly results from a **Funds Transfer Fraud**.

(B) for any **Loss** arising from any **Claim** against the **Insured** by any **Third Party** as a direct result of a **Third Party Escrow Theft** occurring on or after the above **Retroactive Date**, and which is validly notified to the **Insurer** during the **Period of Insurance** in compliance with the **policy terms**."

NEW CLAUSES AT 2. GENERAL DEFINITIONS

"**Funds Transfer Fraud** means the commission by any **Third Party** of:

- (i) any unauthorized electronic transfer of the **Insured's** funds from the **Insured's** computer system or network;
- (ii) theft of money or other financial assets from the **Insured's** bank by electronic means;
- (iii) theft of money or other financial assets from the **Insured's** corporate credit cards by electronic means;
- (iv) any fraudulent manipulation of electronic documentation whilst stored on the **Insured's** computer system; and / or
- (v) any phishing, vishing or other social engineering attack against the **Insured** that results in the transfer of **Insured's** funds to an unintended **Third Party**.

Third Party means any legal entity or natural person who is not an **Insured**.

Third Party Escrow Theft means the occurrence of any theft of money or other financial assets as a result of **Unauthorised Access** which is: (i) committed by electronic, telephonic, facsimile or written means; (ii) from an escrow account held by the **Insured** on behalf of a **Third Party**.

NEW CLAUSE AT 3. GENERAL EXCLUSIONS

"Any **Loss** or other financial losses in connection with cryptocurrencies are excluded from cover under the "FUNDS TRANSFER FRAUD" endorsement.

Any **Loss** arising from any **Claim** against the **Insured** by any **Third Party** as a direct result of a **Third Party Escrow Theft** where the **Third Party Theft** is perpetrated by a director or an officer of the **Insured**."

NEW CLAUSE AT 4. GENERAL CONDITIONS

It is a condition precedent to the **Insurer's** liability in connection with any phishing, vishing or other social engineering attack against the **Insured** that results in the transfer of **Insured's** funds to an unintended **Third Party** that the **Insured** will, on receipt of any new or altered instructions received for the transfer of money, credit, securities or other funds or property of value (including but not limited to instructions concerning bank account details) authenticate each transaction by:

- (i) calling the telephone number held on file for the **Third Party** purporting to provide the instruction; and
- (ii) receiving oral confirmation from the **Third Party** at that telephone number that the instructions are valid.

2. The definition of **Claim** at clause 2.3 is deleted and replaced by the following:

Optimum Speciality Risks is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE.
Registered in England and Wales No: 616849

"Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event, Media Liability Event, Network Security Event or Third Party Escrow Theft.**"

3. All other terms and conditions to remain unchanged

CL370: INSTITUTE RADIOACTIVE CONTAMINATION, CHEMICAL, BIOLOGICAL, BIO-CHEMICAL AND ELECTROMAGNETIC WEAPONS EXCLUSION CLAUSE

LMA3100: SANCTION LIMITATION AND EXCLUSION CLAUSE

LSW1001: SEVERAL LIABILITY NOTICE INSURANCE

NMA464: WAR AND CIVIL WAR EXCLUSION CLAUSE

TELEPHONE HACKING ENDORSEMENT

INSURED DECLARATION:

The Insured has confirmed the following information to the Insurer. It is important that the information is correct otherwise insurers may refuse a claim or cancel the policy:

- Can you confirm that the proposer(s), or any partner, or any director, or any officer, have:- Yes
- a) never been declared bankrupt or disqualified from being a company director
 - b) no outstanding County Court Judgement(s) or Sheriff Court Decree(s)
 - c) never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986
 - d) never been convicted or have any prosecutions pending or been given an official police caution, in respect of any criminal offence other than motoring offences
 - e) never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriters
- Are all changes to vendor/client/customer contact and/or bank account details agreed in writing, confirmed and validated over the telephone with the client/customer? Yes
- Does the insured receive confirmation that all requests for transfer of monies or other assets are authenticated with the recipient prior to execution over the telephone? Yes
- Does the Insured deploy commercial grade antivirus and firewalls across their network? If No, you agree to install and use within 30 days of policy inception the AVAST Antivirus for free available with this policy. Yes
- Does the insured password protect (or use biometrics) their operating systems and all portable media including, but not limited to smartphones, tablets and memory sticks? Yes
- Does the Insured (or your outsource provider) back up critical data at least every 7 days? If not, you agree to install and use within 30 days of inception date the Avast back-up available with this policy. Yes
- Has the Insured suffered any unplanned outage in the last 12 months that has lasted more than 4 hours? No
- If the Insured process or stores any credit or debit card information they are PCI Compliant? Yes
- Have you had any claims or incidents in the past 5 years that may have resulted in a claim if the policy had been in force? No
- In response to the recent DearCry Ransomware attack, has the insured has completed and 100% successfully installed the security patch released from Microsoft in March 2021 addressing the issues with Exchange Server 2013 / 2016 / 2019? Yes

Signed by and on behalf of Optimum Speciality Risks:



Freddy Knight
Optimum Speciality Risks
150 Minorities,
London,
EC3N 1LS

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums. .

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

FOREST ROW PARISH COUNCIL

DATES OF MEETINGS 2022/23

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

Please ensure that the following dates are in your diaries.

FULL COUNCIL 17 MAY 2022 28 JUNE 2022 20 SEPT 2022 13 DEC 2022 10 JAN 2023 4 APRIL 2023	FINANCE & POLICY 26 JULY 2022 22 NOVEMBER 2022 24 JANUARY 2023 14 MARCH 2023	AMENITIES & SERVICES 7 JUNE 2022 27 SEPT 2022 8 NOV 2022 28 MAR 2023	PROPERTY & ASSETS 21 JUNE 2022 15 NOV 2022 21 MAR 2023	PLANNING 16 MAY 2022 6 & 27 JUNE 2022 18 JULY 2022 8 & 30 AUG 2022 19 SEPT 2021 10 & 31 OCT 2022 21 NOV 2022 12 DEC 2022 9 & 30 JAN 2023 20 FEB 2023 13 MAR 2023 3 & 24 APR 2023
		PERSONNEL	COMMUNITY SERVICES 14 JUNE 2022 13 SEPT 2022 29 NOV 2022 14 FEB 2023	
ANNUAL GENERAL MEETING TBA		ANNUAL PARISH MEETING TBA		

03 MAY 2022

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2022/2023

Introduction

1. This is the report of the Parish Independent Remuneration Panel for 2022/23. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be a 3% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2022/23	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£175	£434	£1,384
Chairman's Allowance	£303	£682	£1,912

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) Subsistence Allowance – the following allowances for Councillors to apply:

Breakfast	£6.50	When away from home on approved Council business before 8 a.m.
Lunch	£8.50	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£15.00	When away from home on approved Council business after 7 p.m.

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- i. Subsistence for Overnight absence – Other than London or specified conferences - £85.
 - ii. Subsistence for Overnight absence – In London or specified conferences - £95.
- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2022/23. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
 - f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.

4. The Panel met on Friday 5 November 2021. The Panel subsequently dealt with the preparation of this report through discussions by email.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2021/22.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. Eight Parish/Town clerks responded on behalf of their council, and twelve Parish/Town Councillors responded individually. A summary is set out below:
 - The majority of Parish/Town Councils that responded had chosen not to operate a remuneration scheme.
 - The Basic Allowance is sufficient, and the Chairman's Allowance and Travelling and Subsistence Allowances are appropriate.
 - The allowance should cover costs for things like caring for dependents, travel, etc.
 - The Basic Allowance should be enough to attract a wide range of people, particularly those of working age.
 - Co-opted Councillors should qualify for the same allowances as elected colleagues.
 - It was felt important to keep the scheme and that it should be made known when advertising vacancies to encourage more financially challenged individuals to feel included in the application process.
 - The difference in allowance between a Level 1 and a Level 3 council is vast and perhaps this should be looked at, regardless of precept or council size, as the work and councillor input is not as disproportionate as the pay is suggesting.
 - The Members' allowance should have no bearing on the decision to stand as councillor - the reasons are to represent and to support the parish.

- Most communication these days is carried out via email rather than post so there is no expense incurred. Most people these days have a mobile phone contract that covers everyday phone calls, therefore expenses should be the exception rather than the rule (i.e for Councillors who do not have an internet connection or a suitable mobile phone contract).
 - Councillors have to pay for phone and broadband anyway so there are almost no expenses incurred. The travel allowances are sufficient.
 - With regard to the subsistence allowance, Councillors should take a packed lunch with them wherever possible.
 - Expenses aren't justified and there shouldn't be any increase in the current year.
 - The current allowance is not sufficient to cover expenses and councillors in some situations would need to subsidise expenditure from their income (e.g pension), particularly if Councillors are expected to serve on more than one committee.
 - The basic allowance does not reimburse for the cost of carrying out this role, thus deterring those who may have the experience and expertise for the job.
 - At a time of severe pay restraint for public sector employees, and the hardships faced by many working people following the protracted disruption to many working lives as a result of the pandemic, increasing any of the allowances paid to Councillors would be inappropriate.
9. In response to the feedback, the Panel felt that it was important to remind all Councillors that this was an **Allowance Scheme**, not a salary, and therefore not intended to compensate the number of hours worked, nor reimburse for the effort they put in.
 10. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies and acknowledged the responses to the survey that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.
 11. In addition, the comments received about the absence of a Cares' Allowance were noted by the Panel. The Panel reiterated that, under the current regulations, no such allowance was payable. However the Panel acknowledged that an anomaly did exist with respect to Town and Parish Councils but it was outside their terms of reference to adjust this. This was a matter for the Town and Parish Councils to address themselves.
 12. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
 13. With regard to the comment about the vast difference between the Basic Allowance for a Level 1 and Level 3 council, the Panel confirmed that the size of the council determined the allowance; however parish/town councils could make their own decisions based on their precept.
 14. Following discussion, the Panel **recommends** that a 3% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
 15. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,870 per annum for the financial year 2022/23. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

16. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or

to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.

17. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
18. The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

19. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
20. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:

Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;

Motor Cycle – 24p per mile (all miles);

Cycle – 20p per mile (all miles); and

A 5 pence per mile per passenger supplement for up to four passengers.

21. The Panel confirmed that the Travelling Allowance was in accordance with the official rates published by HM Revenue and Customs and used by the majority of other councils. It was noted that anything paid above this amount would be subject to taxation and would require tax forms to be completed
22. The Panel recommends that travelling allowances continue to be paid in line with the HM Revenue & Customs 'Approved Mileage Allowances Payments' (AMAP). The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Council's approval.
23. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

Subsistence Allowance

24. The Panel **recommends** that the current level of subsistence rates for 2022/23 be amended to increase the evening meal allowance and remove the reference to a tea allowance, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Evening Meal	£15.00	When away from home on approved Parish/ Town Council business after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

25. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

26. As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

27. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
28. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Other Business

29. The Panel did not consider that it was appropriate to make a recommendation for more than one year.
30. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Edward Stone
Chairman

Dated: 15 November 2021

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£175	£434	£1,384	
Chairman's Allowance	£ 303	£682	£ 1,912	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£175	£303	3.59%
Berwick	7	£175	£303	3.59%
Wartling	7	£175	£303	3.59%
Long Man	7	£175	£303	3.59%
Hooe	7	£175	£303	3.59%
Arlington	7	£175	£303	3.59%
Laughton	7	£175	£303	3.59%
Isfield	7	£175	£303	3.59%
Chiddingly	9	£175	£303	3.59%
Hellingly	15	£175	£303	3.59%
Hadlow Down	7	£175	£303	3.59%
Fletching	9	£175	£303	3.59%
Warbleton	11	£175	£303	3.59%
Frant	11	£175	£303	3.59%
Alfriston	7	£175	£303	3.59%
East Hoathly/Halland	9	£175	£303	3.59%
Chalvington/Ripe	7	£175	£303	3.59%
Horam	11	£175	£303	3.59%
East Dean/Friston	9	£175	£303	3.59%
Framfield	11	£175	£303	3.59%
Hartfield	13	£175	£303	3.59%
Ninfield	9	£175	£303	3.59%
Danehill	9	£175	£303	3.59%
Buxted	15	£175	£303	3.59%
Withyham	13	£175	£303	3.59%
Herstmonceux	11	£175	£303	3.59%
Mayfield/ Five Ashes	15	£175	£303	3.59%
Maresfield	14	£175	£303	3.59%
Rotherfield	13	£175	£303	3.59%
Westham	13	£175	£303	3.59%
Pevensy	13	£175	£303	3.59%
Wadhurst	15	£175	£303	3.59%
<u>Level 2</u>				
Forest Row	15	£434	£682	8.91%

Willingdon/Jevington	19	£434	£682	8.91%
Polegate	15	£434	£682	8.91%
Heathfield/Waldron	21	£434	£682	8.91%
<u>Level 3</u>				
Hailsham	24	£1,384	£1,912	28.42%
Uckfield	15	£1,384	£1,912	28.42%
Crowborough	16	£1,384	£1,912	28.42%

ANNUAL SUBSCRIPTIONS

Action in Rural Sussex (AiRS)	£ 50.00
Ashdown Forest Tourist Association (AFTA)	£ 160.00
Ashdown (Holtye) CPD Ltd (H & S)	£ 1092.00
Council HR & Governance Support	£ 960.00
Institute of Cemetery & Crematorium Management (ICCM)	£ 95.00
Gatwick Area Conservation Campaign (GACC)	£ 10.00
National Association of British Market Authorities (NABMA)	£ 384.00
National Association of Local Councils (NALC)	£ 290.57
East Sussex Association of Local Councils (ESALC)	£ 1662.40
Society of Local Council Clerks (SLCC)	£ 327.00
Wealden Association of Local Councils (WealdAC)	£ 30.00

LIST OF DIRECT DEBIT INSTRUCTIONS AS AT 10TH MAY 2022

O2	COMMUNITY WARDEN PHONE
O2	YOUTH SUPERVISOR PHONE
BARCLAYCARD	TERMINAL RENT
ALLSTAR BUSINESS SOLUTIONS	OUTDOOR MAINTENANCE FUEL
BT PAYMENT SERVICES	TELECOMMUNICATIONS
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL
FOCUS	HELPLINE
EFD ENERGY	STREELIGHT POWER
TELECOMS WORLD PLC	0800 NUMBER
CORONA ENERGY RETAIL	COMMUNITY CENTRE GAS
BRITISH GAS LITE	COMMUNITY CENTRE ELECTRICITY
UK CRBS	SECURITY CHECKS
SIEMENS FINANCIAL SERVICES	DRINKS MACHINE LEASE
APOGEE	PRINTER SUPPORT/SUPPLIES
PAS UTPL	CREDIT CARD MACHINE CHARGES

BANK SIGNATORIES AS AT MAY 2021

UNITY TRUST CHEQUE SIGNATORIES

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

UNITY TRUST INTERNET BANKING

Cllr. V Hill
Cllr. Josephson
Cllr. R Lewin
Cllr. T Lewin
Cllr. Waters
Mr D O'Driscoll
Mrs C Coomber

ANNUAL MEETING OF COUNCIL 2022

NOTE ON RESERVES BUDGET

As previously noted, the reserves budget cannot be settled at the same time as the revenue budget, as it is derived from the end-of-year figures, which give the actual sums available in the Council's accounts on 31st March.

This year, the end-of-year accounting process took place on 21st April. A copy of the final balance sheet is attached. This shows that all the funds in the council's accounts on 31st March amounted to a few hundred pounds short of £320,000.

If, hypothetically, the revenue budget had balanced exactly (ie both income & expenditure @ 100% of forecast), there would have been a final cash balance of approximately £275,000. In practice, income was in excess of forecast at 105.7% and expenditure less @ 79.2%, resulting in an overall surplus of approximately £45,000. The resultant total referred to above therefore remains for allocation to the reserves.

Attached is a spreadsheet showing the movement of reserves from 2020-21 to the present (including a pre-end-of-year forecast for 2022-23).

My proposals are as follows:

- The general reserve should be not less than £200,000. With the auditor's approval, we have maintained it at £180,000 for the past two years but as budgeted expenditure has risen, £200,000 would now be more appropriate.
- CIL money has to be counted into the total funds but is essentially a separate entity.
- The nominated reserves for car club/ cycle hire/ VENUe equipment/ website can now be deleted as having served their purpose.
- The PWLB loan repayment should be incorporated as a new nominated reserve (in accordance with the note on the revenue budget previously circulated). This needs to be not less than £11,500 (being the annual repayment on £100,000): it could be increased if further capital borrowing is envisaged.
- The Community Centre refurbishment reserve should be increased by at least the amount required to fund replacement 'Crittal' windows (now likely to be approx. £20,000).
- The playpark reserve (likely to be called on in about 2025) *could* be increased by a further £10,000.
- The elections reserve may need to be increased if a functioning by-election is called to replace Cllr McNally.
- Any balance will fall into general reserve, unless Members have any proposal for an additional nominated reserve.

In summary, given a minimum general reserve of £200,000 and a CIL balance of £10,000, a maximum of £110,000 remains for potential allocation to nominated reserves. If Members have specific proposals, it would be appreciated if these could be disclosed *before* the Annual Meeting.

**FRPC RESERVES FOR
2021-22/ 2022-2023**

	Required 2020-21	Actual 2020-21	Projected 2021-2022	Actual 2021-2022	Projected 2022-2023	Actual 2022- 2023
General:	165,000	180,000	180,000	202,000	200,000	200,000
Nominated:						
Car club	2,500	2,500	0	n/a	n/a	n/a
Cycle hire	-	-			n/a	n/a
Playground	15,000	18,000	20,000	20,000	20,000	30,000
Highway match	2,000	2,000	2,000	2,000	2,000	2,000
Elections	1,000	1,000	1,000	1,000	1,000	1,000
Cemetery land	25,000	28,000	30,000	30,000	30,000	30,000
CC refurb	3,000	3,000	3,000	3,000	3,000	23,000
Votg non-youth	-	-		n/a	n/a	n/a
Website	3,000	3,000	0	n/a	n/a	n/a
Devolved services	5,000	5,000	5,000	5,000	5,000	5,000
Repayment PWLB					11,500	11,500
sub-total nominated	56,500	62,500	61,000	61,000	72,500	102,500
TOTAL	221,500	242,500	241,000	263,000	272,500	302,500

Notes: CIL monies carried over (currently £10,084) are additional to the above