

TO WHOM IT MAY CONCERN

Re: **THAME TOWN COUNCIL**

We act as Insurance Brokers to the above company and at their request summarise below the insurances they hold for their business activities as Town Council

Insurer	–	Aviva Insurance Ltd
Policy No	–	24592525CCI
Renewal Date	–	30th May 2018
Long Term Agreement	–	3 years with effect 30th May 2016
Indemnity Limits	–	Employers Liability: £10,000,000
		Public Liability: £10,000,000
		Hirers Indemnity £ 2,000,000
		Libel & Slander £ 250,000
		Products Liability: £10,000,000
		Management Liability £ 250,000
		Employee Dishonesty £ 2,000,000

Excess

Third Party Property Damage	–	£250
Employee Dishonesty	-	£2,000
Libel & Slander	–	£1,000

Property Damage – All Risks of Physical Loss or Damage including Theft

Sums Insured

Buildings		Machinery/Contents
Town Hall	£1,703,198	£82,610
Museum	£1,040,844	£66,780
Southern Road	£ 278,609	£ 514
Bodigan Building	£ 672,869	£72,944
Street Furniture	£ 78,373	
Pearce Memorial	£ 17,872	
Youth Memorial	£ 26,418	
Playground Equipment	£ 410,000	
War Memorial	£ 92,000	

Excess

Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion Strikers, Locked out workers, persons taking part in labour Disturbances & earthquake	NIL
Malicious persons, storm, flood, escape of water from any Tank, apparatus or pipe	£250

Theft/attempted theft or Theft damage to buildings £250

All other insured damage £250

Business All Risks

1. Civic regalia	£14,897
2. Personal Computers & hand held devices	£ 6,847
3. Mobile telephone & communication equip	£ 6,013
4. Mower, Garden Machinery, Tools & Equipment	£26,904

Excess

£50 each & every loss other than damage caused by Fire, Lightning or Explosion

Money & Assault

Non negotiable money	£250,000
Not contained in a safe out of business hours	£ 250
At the home of authorised employees	£ 500
Any other loss	£ 1,800

Assault

Capital Benefits	£ 10,000
Total disablement	£ 100 per week
Partial Disablement	£ 50 per week

Business Interruption

Gross Revenue	£ 40,000
Increased Cost of Working	£ 50,000
Auditors or Accountants charges	£ 1,000

Extensions to cover include failure of utilities, prevention of access

Commercial Legal Protection

Indemnity Limit £100,000

Personal Accident

Capital benefits	£20,000
Total Disablement	£ 200 per week
Partial Disablement	£ 100 per week

Business Travel

Medical Expenses	£ 1,000,000
Personal Liability	£ 2,000,000
Baggage & personal Belongings	£ 2,000
Money	£ 1,000
Cancellation or Change of itinerary	£ 2,000

Glass



Please note this summary of cover has been prepared purely as confirmation of the insurance in force at the date of this letter and is subject to the terms and conditions of each of the policies detailed.

We accept no responsibility for any inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given.

We remain solely the agent of our Client and owe no legal duty or otherwise to any third party.

Kind regards.

Yours sincerely

A handwritten signature in black ink that reads 'ARiddell'.

**Anita Riddell Cert CII MInstLM Assoc CIPD
Senior Account Handler**

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