

Mrs Susan Frankis  
Coddendam Parish Council  
24 Church Crescent  
Sproughton  
Ipswich  
Suffolk  
IP8 3BJ

Zurich Town, Parish and  
Community Council Team  
PO Box 726  
Chichester  
PO19 9PS

15th September 2023

Policy Number: YLL-  
2720874473

Dear Susan,

Thank you for choosing us as your insurer.

Your documents are attached:

- Policy Schedule  
This shows the covers you have purchased, please check that they meet your needs.
- Policy Document  
In combination with the Schedule, this gives you the full details of your policy
- Your Invoice  
Which gives you details of how to pay us  
Payment is due before your cover starts, or immediately if your cover is already in place
- The certificates that are relevant to your policy

I will be your account manager for the coming year, please call or email me if there is anything I can do to help.

Please do contact me if you are planning any changes in your organisation – it's really important that we know of changes, especially any new activities or changes to your motor fleet if applicable, in order to make sure that your cover is correct. Your cover could become invalid if you change and don't let us know.

I look forward to working with you over the coming year.

Kind Regards

Ms Briony Worth

Tel: 01243 832116

Email: [briony.worth@uk.zurich.com](mailto:briony.worth@uk.zurich.com)

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## To Whom It May Concern

**Name of Insured:** Coddenham Parish Council

This is to confirm that Coddenham Parish Council have in force with this Company until the policy expiry on 30th September 2024 insurance incorporating the following essential features:

**Policy Number:** YLL-2720874473

**Renewal Date:** 1st October 2024

**Limits of Indemnity:**

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Employers' Liability:	£10,000,000 any one event inclusive of costs
Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

**Excess:**

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

**Indemnity to Principals**

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy**

The policy documents should be referred to for details of full cover.

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## Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

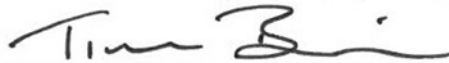
Policy No.	YLL-2720874473
1. Name of policyholder	Coddenham Parish Council
2. Date of commencement of insurance policy	01/10/2023
3. Date of expiry of insurance policy	30/09/2024

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature

A handwritten signature in black ink that reads 'Tim Bailey'.

Tim Bailey  
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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## Invoice

Invoice Date: 15th September 2023

Invoice No: 526988576

Client ref: 3698669

Policy	Policy Term	(£) Premium
YLL-2720874473	01/10/2023-30/09/2024	351.32
Inspection Contract (If Applicable)		0.00
Sub total		351.32
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		42.16
<b>TOTAL</b>		<b>£393.48</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC  
Please quote your Policy Number on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts@zurichtownandparish.co.uk](mailto:accounts@zurichtownandparish.co.uk)

Our VAT registration number is: 107 8316 77

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## Remittance Advice

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Doc no. ZTN21035.1.3