

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **Insurance and Risk Management Sub Committee** held on **3 May 2013** at Parish Office, Clock Tower House, Lindfield Enterprise Park, Lewes Road, Lindfield.

Present: Mr. S. Henton (Chairman)
Mr. M. Allen
Mr. M. Amor (from 9.07 a.m.)
Mr. R. Plass

In attendance: Mrs. C. Irwin
Mrs. S. Kolien

The meeting commenced at 9.00 a.m.

1. ELECTION OF CHAIRMAN

1.1 It was **PROPOSED** and **AGREED** that Cllr. Henton should be the Chairman of the Insurance and Risk Management Sub Committee for the current Council year.

2. APOLOGIES FOR ABSENCE

2.1 Apologies were received from Councillor A. Gomme and the reasons were accepted.

3. DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA

3.1 No declarations of interest were received.

4. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

4.1 No members of the public were present.

5. MINUTES OF THE MEETING HELD ON 17 MAY 2010

5.1 The Chairman called for approval of the Minutes of the meeting held on 17 May 2010. These were **AGREED** and the Minutes were signed as being a true record of that meeting.

6. RISK MANAGEMENT

6.1 It was **NOTED** that Risk Assessments were allocated to the Committees for the functions within their particular remits. The Fire Risk Assessment undertaken by Phoenix prior to the Council's occupation of the Clock Tower House would be examined by Councillor Plass and the Clerk to identify any new actions required, which would include purchase of additional fire extinguishers, staff training about procedure in case of a fire and testing of the alarm and the purchase of an additional fire exit sign. Risk Assessments on other matters relating to the new Parish Office premises would be carried out in due course.

7. INSURANCE POLICY (ZURICH MUNICIPAL)

7.1 Review of existing insurance cover. The next renewal date for the insurance policy was 27 May 2013. This would be the final year of a fixed three year term. The details from the current schedule had been set out by the Clerk in a spreadsheet with a number of recommendations and each item was considered in turn. Several amendments were **AGREED**, subject to confirmation of the additional cost:

- Part A – Material Damage, 1 – Sheds, situate Denmans Lane Allotments
 - Buildings sum insured to be increased to an agreed sum.

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- Contents under category (b) [other contents and consumable stock not otherwise specified, including printed books and unused stationery] to be changed to (d) – [tools and gardening equipment] and the sum increased to an agreed sum.
- Part A – Material Damage, 3 – 6 Denmans Lane.
 - Cover to be removed under Contents (b) – [other contents and consumable stock not otherwise specified, including printed books and unused stationery].
- Part A – Material Damage, 4 – Public Conveniences, Denmans Lane.
 - Cover to an agreed sum to be added under Contents (d) [tools and gardening equipment] for items in the service area.
- Part A – Material Damage, 5 – Clock Tower House.
 - Add cover for 3 years' loss of rent as required under the terms of the tenant's lease.
 - Add contents (b) to an agreed sum [other contents and consumable stock not otherwise specified including printed books and unused stationery].
- Part C – All Risks, 1 – Christmas Lights
 - Increase cover based on the purchase price of the tree lights and the Pond lights. (Blachere, the suppliers of the tree lights, had advised that they only insured the lights in the trees when in storage and that it was for the Parish Council to insure them when they were in use).

The Clerk was asked to check with the Account Manager the cost of insuring loss of non-negotiable money to the value of £250,000 and to find out the additional cost of the changes provisionally agreed above.

8. ANY OTHER BUSINESS

- 8.1 At the suggestion of the Chairman it was **AGREED** to recommend to F&GP that the Insurance and Risk Management Sub Committee be dissolved and its work be undertaken by a working group reporting to the F&GP Committee.

The Chairman declared the meeting closed at 9.27 a.m.