

SOUTH TRUMPINGTON PARISH MEETING

Minutes of the Meeting of the Parish Meeting held in Meeting Room Two at Trumpington Meadows Primary School on Tuesday 24 April 2018 at 7.30 pm

Present: Philip Allen (Chairman) plus 6 electors.

In attendance: County Cllr Kevin Cuffley, County Cllr Roger Hickford, Jason Clarke (South Cambridgeshire District Council), David Plank (Trumpington Residents Association), Linda Frost (Trumpington Meadows Community) and Ben Stoehr (Clerk).

1 Election of Chairman

Philip Allen was elected as Chairman and signed the Declaration of Acceptance of Office. Proposed by U Cordan, seconded by R Cordan, all in favour.

2 Election of Vice-Chairman

Deferred to the next meeting.

8 Greater Cambridge Partnership (GCP)

Reports were given by Philip Allen and David Plank of the Trumpington Residents Association (TRA) about the current position with the GCP plans. It was noted that the GCP board had put the proposals on hold for the time being.

It was agreed that the Parish Meeting should be on the GCP board representatives list.

Philip Allen and David Plank left the meeting.

3 Approval of the minutes of the last meeting

The minutes were approved as a true record.

4 Information Items

a) Clerk Update

The Clerk updated the meeting on the progress with the youth grant, the internal audit and the requirement for an external audit.

b) South Cambridgeshire District Council Update

Jason Clarke updated the meeting on the notice board that has been offered to the Parish Meeting by Barratt Homes, and that elections for the District Councillors would be taking place in May.

c) Report from District Councillor

In the District Councillors absence, Cllr Kevin Cuffley gave a brief update about the SCDC budget and the elections.

d) Report from County Councillor

Cllr Roger Hickford read out his written report and gave an update on the pothole issues faced by the Highways Department at CCC.

e) Update from Cambridge City Council

No report.

f) Update from Trumpington Meadows Community

Linda Frost gave an update on the TMC including security and parking. There is a NHW scheme starting and they are urging people to join.

g) Update from Trumpington Residents Association

Report given under item 8.

Linda Frost left the meeting.

5 **Appointment to Working Groups & Parish Meeting Representatives**

Deferred to the next meeting

6 **General Data Protection Regulations**

It was agreed to join the county wide DPO scheme with CAPALC and to adopt the model policies distributed by them. The Clerk is to carry out the data audit and update the policies as appropriate.

12 **Youth Provision and Outcome of Grant**

The grant has not yet been determined by CCF. Deffered to the next meeting.

7 **Review of Policies & Powers**a) Adoption of Child and Vulnerable Adults Policy

The draft policy was adopted.

b) Review of Parish Meeting Powers

The Parish Meeting reviewed the powers it had as a parish meeting without a parish council. It was delegated to the clerk to apply to SCDC for any relevant powers under S109 of the Local Government Act 1972 to allow it to function effectively.

9 **Roads**

No update

10 **P&R – Clean Energy Project**

It was agreed that Celestine Hyde would meet and discuss the proposals with Cambridgeshire County Council and that they would be invited to give a presentation to the next meeting.

11 **Tennis Court Benches**

Deferred to the next meeting.

13 **Finance**a) Payment of Bills including funding for TRA and TMC

The payments to the School (£), LGS Services (£) and CANALBS (£) were approved by the meeting. The payments to the TRA and TMC would be considered following the application for additional powers.

b) To review the effectiveness of the internal controls that have been in place during the year under review (between 1st April 2017 and 31 March 2018)

the Parish meeting reviewed the systems of internal control and found them to be adequate.

c) To review the Internal Auditors Report (if received)

The Parish Meeting reviewed and noted the Internal Auditors Report

d) To prepare the Annual Governance Statement (Section 1)

The Parish meeting considered the statements in section 1 and agreed to answer yes in boxes 1, 2, 3, 5, 6 and 8, and N/A in box 9. Boxes 4 and 7 were left blank following guidance from the external auditor as they referred to items that could not take place as

the authority did not have an audit last year as they were established after the 1 April 2017

- e) To approve the Annual Governance Statement by resolution
The Annual Governance Statement was approved and would be signed by the Chairman after the meeting.
- f) To consider the Accounting Statements (Section 2)
The Accounting Statements were considered
- g) To approve the Accounting Statements by resolution
The Accounting Statements were approved.
- h) To ensure that the Accounting Statements are signed and dated by the person
The Chairman will sign the AGAR after the meeting.

14 **Date of next meeting**
10 July 2018 at 7.30pm

15 **Items for next meeting**
Request for a post box.

16 **Closure of Meeting**
The Meeting was closed at 9.56pm

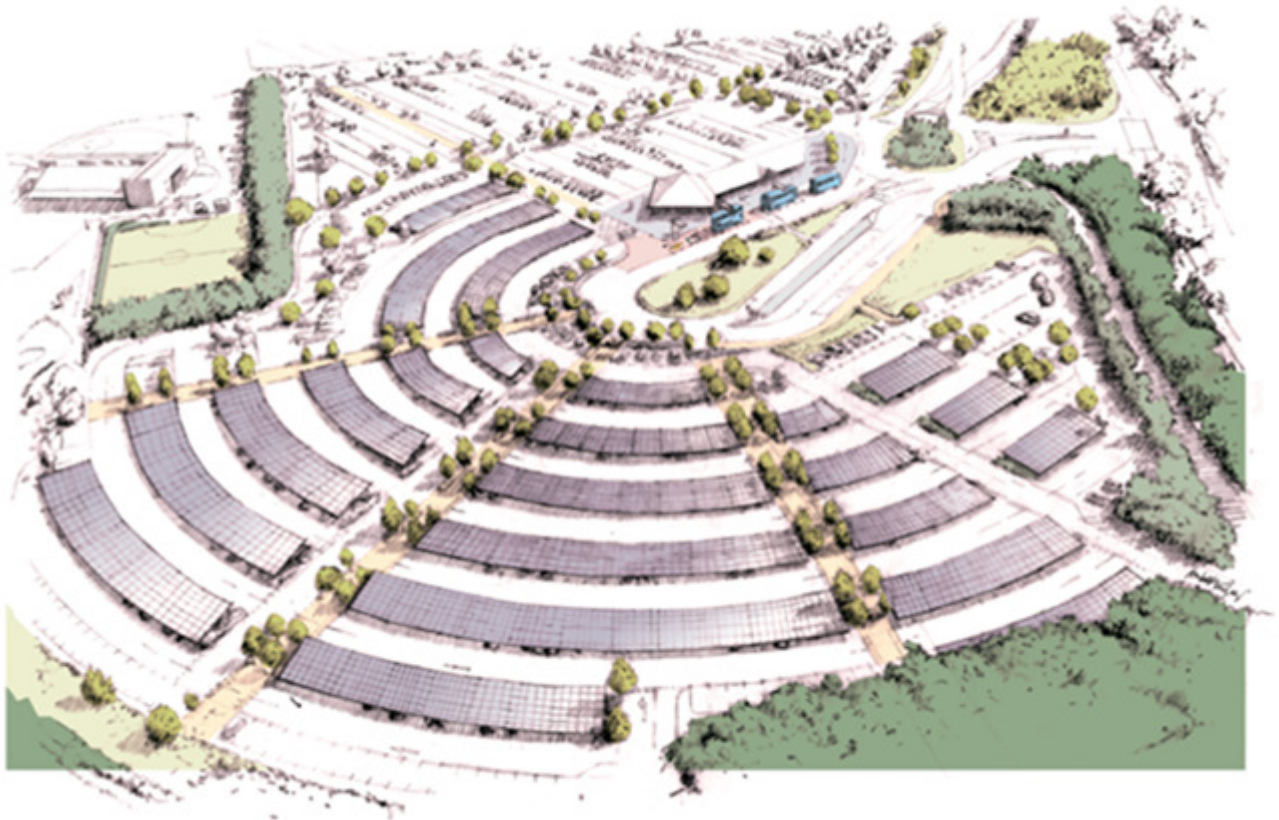
Signed (Chairman): Date:

From: Gregoire Cherie
Sent: 22 March 2018 17:58
Subject: Clean energy project proposed for Trumpington P+R

Dear Jason –

I work in the energy investment team at the County Council, we invest in clean energy projects on our County-owned assets which can expand production of renewable energy and generate a profit for vital services. My team was responsible for building the 12 MW solar farm on our rural estate land in Soham.

We've just begun outreach on an energy project we're developing at the Trumpington Park and Ride. We're looking to build something called a smart energy grid. The project would consist of building carports over the majority of the parking spaces and mounting solar modules on the carports to generate electricity. The electricity would be fed into a battery storage system for distribution out to the site and for sale to local customers, such as John Lewis or Trumpington Meadows school. This is an artistic impression of what the project could look like.



View 01 of Trumpington Park & Ride / RT

We're developing the business case at the moment which will tell us about the cost and benefits of the project. If we proceed, we will seek planning permission in early 2019.

As part of that planning application we will conduct something called a Glint and Glare study, this assesses the amount, timing and location of solar glare to local residents, business and drivers. It essentially tracks the position of the sun against the angle of the panels to determine the resulting refraction of light. Homes border the northern section of the site and

as the solar panels will have a southerly aspect to collect the most sun, it's unlikely that there would be an issue for residents. However if there is, the study will recommend mitigation measures. Note local residents will be consulted by the planning authority prior to a planning decision.

As we'll be installing carports, we will also be relocating lighting columns and CCTV cameras to maintain security on the site. Some lighting columns will need to be removed as they cause shading of the panels, we will add under canopy lighting to compensate.

Do get in touch if you have any concerns or if you'd like the team to come present the concept to the Parish Council.

**Kind regards,
Cherie**

Cherie Gregoire

Special Projects Manager | Energy Investment Unit
Cambridgeshire County Council

My Ref: **C/5001/18/CC**
Your Ref:
Date: **22-May-2018**
Please ask for: **David Atkinson**
Direct Dial: **01223 706774**
E-mail: **planningdc@cambridgeshire.gov.uk**



South Trumpington Parish Council

Place and Economy
Environment and Commercial

Box No SH1315
Shire Hall
Cambridge
CB3 0AP

Town and Country Planning Act 1990

Town and Country Planning General Regulations 1992 - Regulation 3

Proposal: Operation of existing Park and Ride site on 24 hr basis together with a proposed extension to accommodate 279 car parking spaces (including disabled parking bays); additional bus and coach stops and layover area; reconfiguration of existing car parking and site entrance; provision of pedestrian and cycle links to Trumpington Meadows and replacement/new undercover cycle parking with associated infrastructure and landscaping

Location: Trumpington Park & Ride, 45, Hauxton Road, Trumpington, CAMBRIDGE, CB2 9FT

Application No.: C/5001/18/CC

Cambridgeshire County Council has received a planning application for the development described above which we would like your parish/town council's views on by 12-Jun-2018. If you are unable to respond by then but do intend to provide comments please contact the case officer, David Atkinson, at the email address or on the telephone number at the top of this letter to agree a date by which you will be able to do so.

If I do not hear from you at all by 12-Jun-2018 it will be assumed that your council does not intend commenting on the application.

A copy of the application documents are available online at <http://planning.cambridgeshire.gov.uk/swift/apas/run/wphappcriteria.display> by entering the application number in the "Application Quick Search" box, click on the application number where it is written in blue, then on the "Documents" tab.

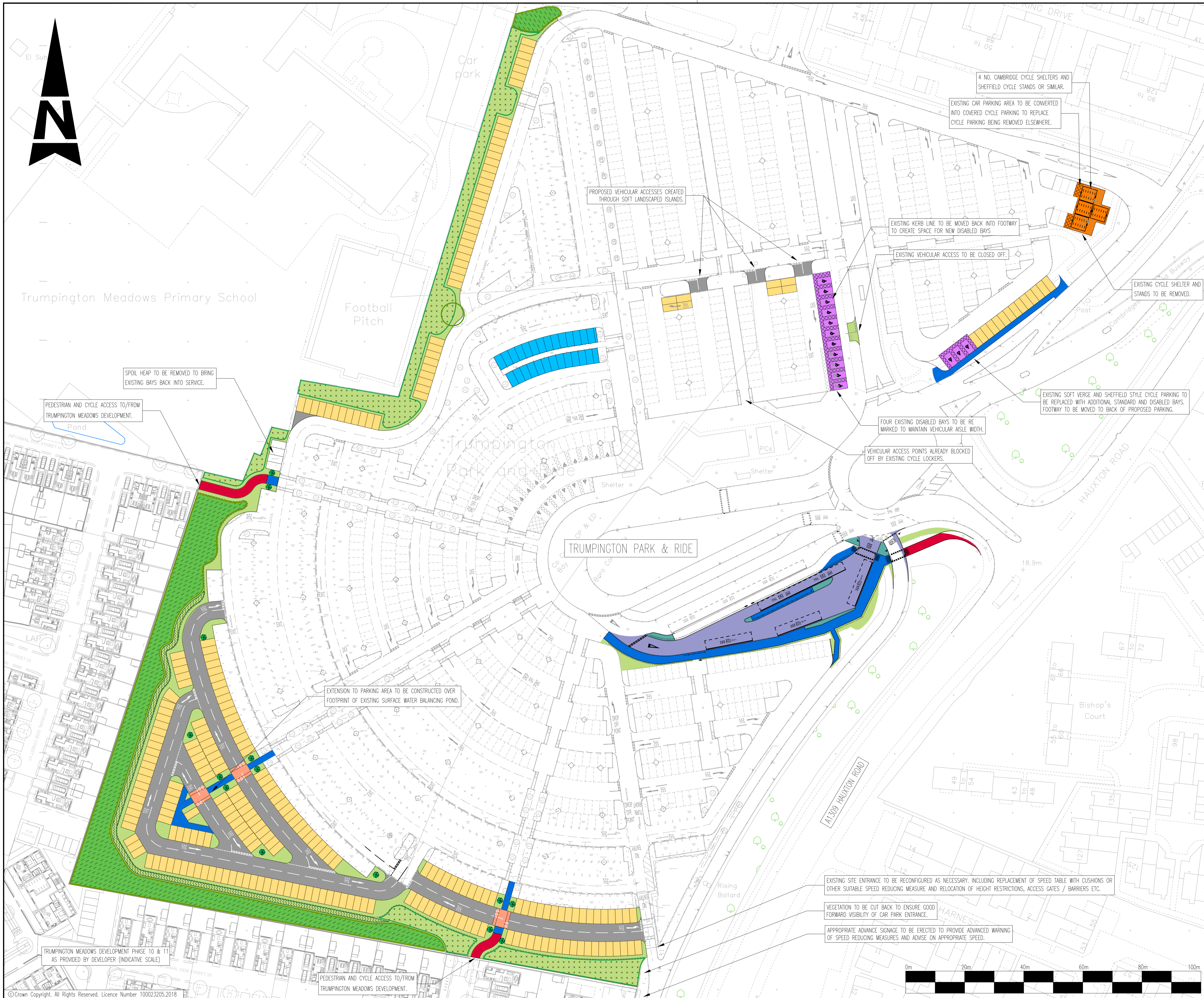
Your local District Council will have a copy for public inspection; alternatively you are welcome to view our copy by appointment. If you do require a hard copy of a document larger than A3, please request one from us ensuring this is done inside the statutory response time.

Please contact the Case Officer, David Atkinson if you wish to discuss the matter further.

Yours sincerely

A handwritten signature in black ink that reads "EC Fitch". The letters are cursive and slightly slanted.

Emma Fitch
Business Manager, County Planning Minerals and Waste



- NOTES:**
1. PROPOSED STANDARD PARKING BAYS TO BE A MINIMUM OF 2.4m WIDE AND 5.0m LONG.
 2. PROPOSED DISABLED PARKING BAYS TO BE A MINIMUM OF 2.4m WIDE AND 5.0m LONG WITH 1.2m WIDE HATCHING AS SHOWN.
 3. PROPOSED CIRCULATORY ROADWAY / AISLES ARE TO BE 6.0m WIDE AND BI-DIRECTIONAL TO BE CONSISTENT WITH THE EXISTING SITE.
 4. PROPOSED ROAD MARKINGS AND SIGNAGE TO BE CONSISTENT WITH THE EXISTING SITE.
 5. EXISTING RADIAL PEDESTRIAN WALKWAYS ARE TO BE EXTENDED INTO THE PROPOSED PARKING AREAS AS SHOWN.
 6. SPEED REDUCTION MEASURES IN THE FORM OF SPEED TABLES ARE TO BE PROVIDED AS SHOWN TO BE CONSISTENT WITH THE EXISTING SITE.
 7. STANDARD PARKING BAYS REMOVED = 18
PARENT AND CHILD PARKING BAYS REMOVED = 17
DISABLED PARKING BAYS REMOVED = 1
STANDARD PARKING BAYS CREATED = 300
DISABLED PARKING BAYS CREATED = 10
NET GAIN IN PARKING SPACES = 274

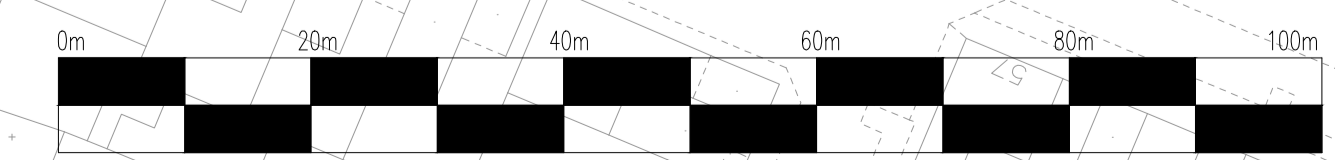
- KEY:**
- PROPOSED FOOTWAYS - BLOCK PAVING
 - PROPOSED FOOTWAYS - ASPHALT
 - PROPOSED CIRCULATORY ROADWAYS / AISLES
 - PROPOSED BUS & COACH ONLY ROADWAYS
 - PROPOSED RAISED TABLE
 - PROPOSED STANDARD PARKING BAYS
 - EXISTING PARENT AND CHILD BAYS TO BE CONVERTED TO STANDARD BAYS
 - EXISTING STANDARD BAYS TO BE CONVERTED TO DISABLED BAYS
 - PROPOSED COVERED CYCLE PARKING
 - PROPOSED HARD LANDSCAPING
 - PROPOSED LANDSCAPED AREAS, FOR DETAILS REFER TO DRAWING: 393699-MMD-EN-XX-DR-EN-0016

Rev	Description	By	Date	Chk'd	Auth
D	NOTE 8 REMOVED, ACCESSES AMENDED	STE	04/04/18	RLB	JW
C	DEVELOPMENT ACCESSES INCLUDED	CM	19/03/18	AE	JW
B	CHANGES FOLLOWING STAGE 1 AUDIT	BN	15/03/18	RLB	JW
A	STAGE 1 ROAD SAFETY AUDIT		26/02/18		JW

Cambridgeshire Highways
Unit 1A, Vantage House
Washington Road
Huntingdon
Cambridgeshire
PE26 6SR
Tel: (01223) 785165
cambridgeshirehighways@skanska.co.uk



Project	TRUMPINGTON PARK & RIDE EXTENSION		
Title	PROPOSED PARK AND RIDE EXTENSION WORKS GENERAL ARRANGEMENT		
Original Scale	1:600	Designed/Drawn	BN
Date	22/02/18	Checked	RLB
Date	26/02/18	Authorised	JW
Date	26/02/18		
Status	P	Drawing Number	5020069/HW/GA/101
Rev			D



From: Winter Andrew [mailto:Andrew.Winter@scambs.gov.uk]
Sent: 22 June 2018 15:08
To: clerk@southtrumpington.co.uk
Subject: RE: Trumpington Meadows Spine Road

Dear Ben

Thanks for your email.

The functioning and safety of the main spine road at Trumpington Meadows was passed by the Local Highway Authority (Cambridgeshire County Council) at the time of the planning application. The spine road has been designed to keep traffic speeds low (i.e. no greater than 20mph) which, together with the length of the route and traffic light junctions, should discourage rat-running. If you wish to find out more about the planning decision, please find the following link to the committee decision (ref. (S/0994/15/RM)).

<https://democracy.cambridge.gov.uk/ieListDocuments.aspx?Mid=2826>

Kind regards

Andrew Winter | Principal Planning Officer



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
DDI: 01954 713082 | **e:** andrew.winter@scambs.gov.uk
www.scambs.gov.uk | [facebook.com/south-cambridgeshire](https://www.facebook.com/south-cambridgeshire) | twitter.com/SouthCambs

Public Park Benches & Seating

Glasdon UK are a market leader in the design and manufacture of outdoor seats and benches for parks and public open spaces. We only use high-quality materials to ensure Glasdon park benches are durable, low maintenance and vandal resistant.

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Stanford™ Seat

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Stanford™ Bench



Phoenix Jubilee™ Recycled Material Seat



Carleton™ Perch Seat

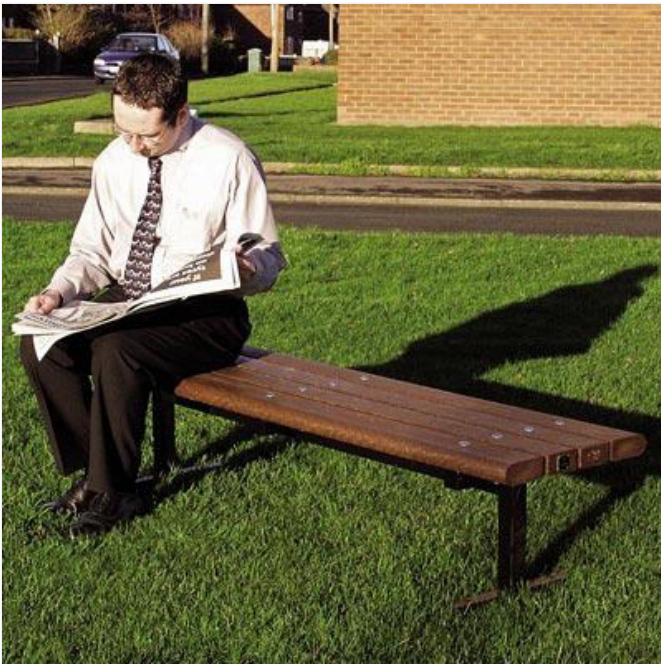




Phoenix® Seat with Armrests



Countryside™ Seat



Countryside™ Bench



Eco-Rest™ Seat





Eco-Rest™ Bench



Junior Countryside™ Seat



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bench



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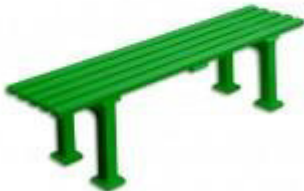
Bench Universal Sport Freiburg Green

£ 118.95



Bench Universal Sport Grand Slam Aluminium White

£ 527.95



Bench Universal Sport Munich Green

£ 99.95



Bench Universal Sport Munich White

£ 99.95



Bench Universal Sport Stuttgart White

£ 136.95



Bench Universal Sport Stuttgart Green

£ 136.95



Bench Universal Sports Berlin Green

£ 290.95



Bench Universal Sport Berlin White

£ 290.95



Bench Universal Sport Deluxe White

£ 408.95



Bench Universal Sport Freiburg White Advertisement

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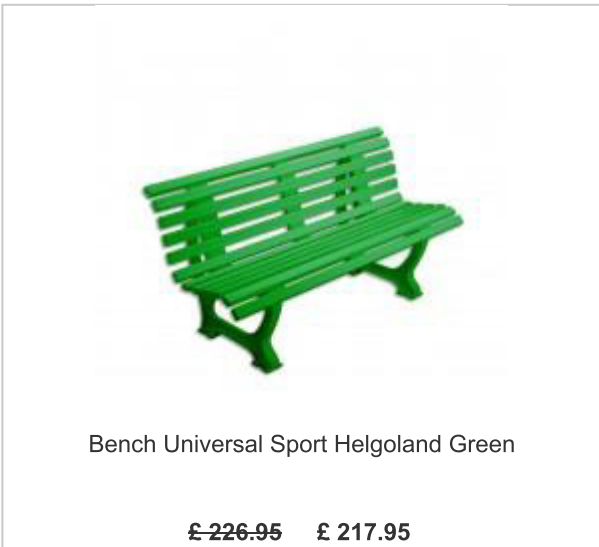
Bench Universal Sport Sindelfingen Green

£ 317.95



Bench Universal Sport Sindelfingen White

£ 317.95



Bench Universal Sport Helgoland Green

£ 226.95 £ 217.95



Bench Universal Sport Helgoland White

£ 226.95 £ 217.95



Bench Universal Sport Cologne Green

£ 109.95



Bench Universal Sport Cologne White

£ 109.95

Direct advice

Ben Stoehr

From: Customer.Service [customer.service@sainsburys.co.uk]
Sent: 28 June 2018 14:42
To: clerk@southtrumpington.co.uk
Subject: Your Sainsbury's Case ID: ENQ-2103622

Dear Ben

Thanks for your email about the addition of a postbox in our new store in Cambridge.

I've looked into this for you but unfortunately nothing has been confirmed yet as to whether a postbox will be included. However I've passed your interest onto the relevant team and they'll be able to take this into consideration.

We appreciate you taking the time to get in touch with us, and we hope to see you shop with us soon.

Kind regards

Justin Cunningham | Sainsbury's Careline
Sainsbury's Supermarkets Ltd | 33 Holborn, London | EC1N 2HT
customer.service@sainsburys.co.uk | 0800 636 262
twitter.com/sainsburys | facebook.com/sainsburys

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Registered Offices: 33 Holborn, London, EC1N 2HT

Sainsbury's Argos is a trading name of both:

- 1) Argos Limited, Registered office: 489-499 Avebury Boulevard, Milton Keynes, United Kingdom, MK9 2NW, registered number: 01081551 (England and Wales); and
- 2) Sainsbury's Supermarkets Limited, Registered office: 33 Holborn, London, EC1N 2HT, registered number: 03261722 (England and Wales).

All companies listed above are subsidiaries of J Sainsbury plc (185647).

Ben Stoehr

From: Came and Co - Renewals [renewals@cameandcompany.co.uk]
Sent: 13 June 2018 14:53
To: 'ben@lgs-services.co.uk'
Subject: South Trumpington Parish Meeting - Renewal Invitation 2018
Attachments: South Trumpington Parish Meeting - Inspire Schedule 2018.pdf; South Trumpington Parish Meeting - Invoice 2018.pdf; South Trumpington Parish Meeting - Employers Liability Certificate 2018.pdf; South Trumpington Parish Meeting - Inspire - Statement of Fact 2018.pdf; TOBA.PDF; Statement of Demands and Needs.pdf; Inspire - Policy Summary.pdf; rRadar Cover.pdf

Dear Mr Stoehr,

The policy for South Trumpington Parish Meeting falls due for renewal on 12th July 2018 and I am pleased to confirm that we are able to provide quotations from 3 leading insurers. Came & Company Local Council Insurance have based the renewal quotations on your current sums insured (index-linked by 4%) and the covers detailed in the current schedule of insurance for South Trumpington Parish Meeting.

Specialist Broking from the Principal Sponsors of the SLCC

We know Councils should obtain three insurance quotations to meet their standing orders. As an independent insurance broker, we have access to a panel of insurers; Hiscox, Ecclesiastical and Inspire (Axa). Each of our insurance providers include 'core' covers that were introduced to the sector by Came & Company Local Council Insurance Brokers in 2008.

We understand that all Councils have been tasked with reducing budgets and that insurance is quite often one of the highest costs. We will ensure that our premium **offers best value**, which does not come at the expense of cover or personal service, with us you can expect:

- Proactive, professional advice and support
- Bespoke and comprehensive cover
- Expert advice to help you prevent against potential issues
- In-house claims assistance from our dedicated claims team

We listen to the challenges that our Councils are facing and know they need an insurance policy which provides appropriate cover for a complex sector. This is why we were the first insurance provider to the sector to introduce:

- Key person cover
- Internet and email cover
- Crisis management cover
- Contract works cover

When it comes to your insurance matters, we have your best interests at the heart of our business.

We continue as principal sponsor of the SLCC in 2018, a significant endorsement of our business, and we are rightly proud of this. The first two years have been an exciting time, we have not only consolidated our position as an insurer for Parish and Community Councils, but have also provided an alternative market for Town Councils.

We will be present at all SLCC events throughout 2018, and look forward to meeting existing and new clients throughout the year.

Community Insurance from Stackhouse Poland

Came & Council Local Council Insurance is part of the Stackhouse Poland Community Division - a division that brings together specialist parts of the Stackhouse Poland Group responsible for Local Council, Faith and Not for Profit/Charity clients. The Community team have years of experience placing cover for these unique sectors and utilise exclusive insurer relationships, to provide bespoke, enhanced products to our Community clients. You can always trust us to talk in plain English and recommend the cover that's right for you. Community Insurance Services from Stackhouse Poland includes;

- Motor Insurance
- Charity & Not-for-Profit Organisations
- Cyber Liability Insurance
- Community Buildings Insurance
- Contract Works Insurance
- Engineering Policies
- Professional Indemnity Insurance
- Anglican Church Insurance

If you would like further information on any of the above services or to obtain a quotation please contact the team on 01483 462860 or via email at local.councils@cameandcompany.co.uk

South Trumpington Parish Meeting Quotations

Based on the information we hold, we have assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

Please see the attached detailed summary of the core covers automatically included with all Came & Company Local Council Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

In preparing our recommendation South Trumpington Parish Meeting we undertook a full review of the markets available to us and we were able to obtain the following quotations:

Inspire

Inspire entered the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £500,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £168.00 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00.

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Business travel, cancellation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £185.22 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00.

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £250,000
- Equipment breakdown cover

This quotation is £294.00 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00

Please find attached a comparison sheet noting details of cover for each of the above insurance providers.

Recommendation

Having checked with our three insurance providers, we recommend South Trumpington Parish Meeting accepts the following quotation to meet your demands and needs as we have stated;

Policy Details	Recommendation
Insurer	Inspire
Annual Premium (Including IPT)	£168.00

Administration Fee	£50.00
Total Annual Premium	£218.00
Our Quote Reference	24882771
Cover Period	12th July 2018 to 11th July 2019

Payment Options

Option	Notes
Bank Transfer	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 13267268 Reference: Please quote 24882771
Cheque	Please make your cheque payable to Came & Company quoting 24882771 on the reverse
Total Annual Premium	£218.00

Please find a full invoice attached.

Administration Fee

Due to increasing costs, it has proven necessary to include an Administration Fee with this renewal. In doing so you may like to note that unlike other providers we do **NOT** charge for:-

- The services of our claims department (should you be unfortunate enough to suffer a loss) which works on your behalf to provide you with assistance throughout the settlement of your claim
- The administration of any alterations you may wish to make for changes to your policy part way through the year
- The issue of copy documents
- Providing confirmation of your insurance arrangements to others (e.g. principals you may wish to work for)
- Noting the interest of others in your insurances (e.g. mortgagees or lease companies)

Whilst you may not need to call on any of the above services we feel that a total cost at the commencement of cover is a preferable position to unknown costs that may be incurred during the course of the policy. Our Administration Fee included within this renewal premium is therefore £50.00.

Important Documents

We have pleasure in attaching the Council's schedule of insurance for your records. We would recommend that the Council check the details carefully to ensure that they meet with the Council's requirements. In the event the Council require the policy to be amended, we would be grateful if you could advise us as soon as possible so that Inspire can be instructed accordingly.

You will also find attached your Employers' Liability Certificate from Inspire, a copy of which should be displayed at all of the Council's premises to comply with the relevant legislation:

- As a paper copy, eg copy pinned to a notice board
- Electronically, eg as a page on your intranet or as a document in a shared folder on your network (nb employees should be able to access this easily)

Please find attached a copy of the Inspire Policy Summary and Rradar Cover. We have also attached our Statement of Demands and Needs and Invoice.

We strongly recommend that you familiarise yourself with these documents as they contain important information explaining the terms under which we operate; including how we handle your payment, and how and why we have selected the insurer. A specimen of the full policy wording is available on request.

Privacy Policy

You may be aware of new data protection regulations which came into effect on 25th May 2018 – called GDPR.

As a Came & Company Local Council Insurance client, we take your privacy extremely seriously – so we have made some updates to our Privacy Policy. It tells you how we use your data, how we store it and how we keep it safe. We have also taken this opportunity to update our Terms of Business. Both of these important documents are attached for your reference.

There's nothing you need to do now. We'll continue to keep you updated with our regular Council Matters publications and sector advice emails.

As a reminder, if you want to change how we keep in touch, you can do that at any time, by simply contacting our team on 01483 462860 or via local.councils@cameandcompany.co.uk

Duty of Fair Presentation

Your Council renewal quotation is based upon the information previously provided to us and held by your insurers and the attached statement of fact, details of which are shown on the attached schedule.

If you wish to proceed with renewing the Council's cover, you must be sure that none of this information has changed (or, if it has, you must tell us about the changes before we arrange cover).

Additionally, under the Insurance Act 2015, you now have a new duty to provide a 'fair presentation' of the risk to insurers, which replaces the previous duty to disclose all material facts. This means that the Council must now clearly disclose every material circumstance which you, your Councillors or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material the Council are advised to disclose it.

Please note that failure to disclose a material circumstance may entitle the insurer(s) to impose different terms on your cover or reduce the amount of a claim payable. In some cases the Council's cover could be invalidated, which would mean that a claim would not be paid.

Next Steps

This renewal invite, the attached Renewal Schedule and Statement of Demands & Needs, should clearly describe the insurance requirements of Spaxton Parish Council and how we plan to meet them. I trust that you will find our quotation to be competitive and look forward to continuing to provide for your insurance needs.

To renew the policy cover please contact Came & Company Local Council Insurance on 01483 462860 or via renewals@cameandcompany.co.uk confirming the insurer, premium and if Spaxton Parish Council wishes to enter a long-term agreement.

Should you have any questions or require any amendments to the quotation, please do not hesitate to contact the office.

Yours sincerely,

The Local Council Insurance Renewal Team

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY
Office Tel: 01483 462860
Email: renewals@cameandcompany.co.uk

Came & Company Local Council Insurance is a trading style of Stackhouse Poland Limited which is authorised and regulated by the Financial Conduct Authority. Our Firm Reference Number (FRN) is 309340. This information may be checked on the FCA's Register by visiting their website or contacting them on 0845 606 9966.

Registered in England No 1163431 Registered office: New House, Bedford Road, Guildford, Surrey GU1 4SJ.

Member of British Insurance Brokers' Association (BIBA)

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SOUTH TRUMPINGTON PARISH MEETING
MONTHLY FINANCIAL STATEMENT

12/07/2018

Balance brought forward **12,776.65**

Adjustments

Additional expenditure approved at previous / between meetings

CANALBS	INTERNAL AUDIT	-92.68
UNITY TRUST	SERVICE CHARGE	-18.00

Credits Received

SCDC	PRECEPT	9961.53
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Total Adjustments **9850.85**

Balance revised after adjustments **£22,627.50**

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	22,627.50	22,665.00	-37.50
Total	22,627.50	22,665.00	-37.50

Expenditure for approval

£

TRUMPINGTON FEDERATION	ROOM HIRE - APRIL	37.50
CAPALC	AFFILIATION FEE	126.72
ICO	DATA PROTECTION FEE	35.00
CAPALC	TRAINING FEE	30.00
LGS SERVICES	ADMIN SUPPORT	545.04
	<i>Sub-Total</i>	<i>774.26</i>
	Balance C/F	21853.24

Gail Stoehr
 Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

SOUTH TRUMPINGTON PARISH MEETING CASH BOOK RECONCILIATION

FY ending 2019

Reconciliation from cash book

Balance B/F	13,827.72	Balance C/F	
Receipts	9961.53	Current Account	22,665.00
Payments	-1936.01	O/S	-811.76
<u>Balance C/F</u>	<u>21853.24</u>		<u>21853.24</u>

B/F Bank & Cash	13827.72	Payments	1936.01
Receipts	9961.53	C/F	21853.24
	<u>23789.25</u>		<u>23789.25</u>

