

Ms Claire Molyneux
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
Buckinghamshire
MK18 1JP

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272003-3213
Insured	Buckingham Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2026
To	31 st March 2027

and any other period for which cover has been agreed.

Renewal Premium	TBC
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	164116329
Long Term Agreement:	TBC
Preparation Date	16 th December 2025
Prepared by	
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Cemetery Lodge and 2 x Chapel, Address, Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	£1,294,687.80	£5,000.00	£3,771.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Tennis Club House, Address, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	£407,020.95	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Public Toilets Chandos, Address, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	£384,794.55	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. The Pavilion, Address, Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	£1,019,636.10	£2,000.00	£6,060.87	£380.89	£0.00	£0.00	£0.00	£0.00	£0.00
5. Lace Hill	£4,837,020.30	£35,000.00	£16,104.05	£11,272.84	£3,220.80	£0.00	£0.00	£0.00	£0.00

Community Centre, Address, Catchpin Street, Buckingham, Bucks, MK18 7RR									
6. Buckingham Town Council Depot, Address, Unit 12 &17, Hillcrest Way, Buckingham, MK18 1HJ	£508,428.90	N/A	£0.00	£13,136.85	£0.00	£0.00	£0.00	£1,614.14	£0.00
7. The Toilet and Shopmobility Unit, Address, Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£377,848.80	N/A	£0.00	£48,312.16	£3,220.80	£0.00	£0.00	£0.00	£0.00
8. Address, Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£4,937,039.10	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 6, 7

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 8

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7 & 8

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	N/A		£1,000	12	£180,000	24
Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Catchpin Street, Buckingham, Bucks, MK18 7RR	N/A		N/A		N/A	

For Premises: 6, 7

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 8

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	Grenville Road Garage, Grenville Road, Buckingham, Buckinghamshire, MK18 1LR	£3,771.90	£100
Contents (a)	Council Offices, Buckingham Centre, Verney Close, Buckingham, Buckinghamshire, MK18 1JP	£3,028.60	£100
Contents (a)	Council Chamber, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£57,620.91	£100
Contents (b)	Council Offices, Buckingham Centre, Verney Close, Buckingham, Buckinghamshire, MK18 1JP	£2,153.67	£100
Contents (c)	Council Chamber, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£6,281.02	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Water bowsters, street signs, plastic cones and items used for events	£11,428.39	£100
Play areas/play equipment	£184,895.73	£100
Christmas Lights	£37,718.73	£100
Office equipment incl computers & sports equip	£14,737.50	£100
War memorial at Church Hill	£75,437.46	£100
Charter fair signs	£12,129.13	£100
Regalia	£157,712.63	£100
Street Furniture	£18,489.59	£100
Mowers and Maintenance Equipment	£27,489.63	£100
Trailer Ifor Williams	£1,138.57	£100
Boughton Park Bridges (2 Large and 3 Smaller)	£226,012.50	£1,000
Leased Canon IR Adv C5540i (serial number 13908) - interest noted of Siemens Financial Services under agreement number A30089004/001 care of Acquis Insurance Management Limited.	£5,433.66	£100
Tingewick Road Cemetery - 4 benches, 2 litter bins, 2 height restriction	£16,440.00	£100

barriers, 2 removeable timber bollards, 1 water tap, 1 8ft height cemetery name sign, 2 directional signs, 3 bike racks and 1 electrical supply cupboard		
1 Double EV charger at Tingewick Road Cemetery	£1,936.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 23

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other excess which applies	

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity: £100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£100,000.00	£100,000.00	£Nil	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000.00	£100,000.00	£Nil	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000.00	£100,000.00	£Nil	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000.00	£100,000.00	£Nil	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£75,000	£75,000	£Nil	£Nil
7. Quadriplegia	£125,000	£125,000	£Nil	£Nil
8. Temporary Total Disablement	£250.00 per week	£250.00 per week	£Nil	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

Part R – Terrorism

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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