

Mrs Alison Gibson
Tur Langton Parish Council
56 Naseby Way
Great Glen
Leicester
Leicestershire
LE8 9GS

Date 5th February 2016

Policy Numbers: YLL-122900-8613
Renewal Date: 10th April 2016

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

Direct Phone: 01243 832137
Direct Fax: 01243 210101
E-mail:
Louise.Bolton@zurichtownandparish.c
o.uk

Communications will be monitored
regularly to improve our service and
for security and regulatory purposes

Zurich Insurance plc, a public limited
company incorporated in Ireland.
Registration No. 13460. Registered
Office: Zurich House,
Ballbridge Park, Dublin 4, Ireland.
UK Branch registered in England and
Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham, Hampshire PO15
7JZ.

Authorised by the Central Bank of
Ireland and subject to limited
regulation by the Financial Conduct
Authority. Details about the extent of
our regulation by the Financial
Conduct Authority are available from
us on request

Dear Alison,

We are writing to let you know that your insurance cover will expire and I am pleased to enclose your Insurance Renewal Terms, new Policy Schedule for safekeeping and payment slips to send with your renewal premium to our cashier's office at the address shown on the renewal invoice. If your insurance needs are the same as last year, it is very simple to renew your policy.

Our understanding of the Council is that:

- The precept is under £25,000
- The wages and salaries are under £20,000
- All Risk's total is under £10,000 (contents including street furniture, play equipment, office equipment etc)
- There are no major events or public services undertaken during the year (e.g. events that have more than 100 people, bonfire events or conservation projects with use of power tools etc)

If the above details are no longer correct please contact us so we can provide a more suitable renewal quotation.

The enclosed invoice has been issued on the basis agreed by you and we would ask you to settle these within the stated payment terms. Failure to do so may result in cancellation of cover which could then affect the payment of any future claims. Should you need this period to be extended then please contact me prior to your renewal date in order to make alternative payment arrangements. Details for paying by BACS transfer are also detailed on the invoice.

Please note with effect from the 1st November 2015 Insurance Premium Tax has risen from 6% to 9.5%.



The rating of your policy has remained unchanged; however there is an increase to the overall cost due to the changes to Insurance Premium Tax.

Your new Employers' Liability certificate is enclosed for display at each of your premises if you wish (photocopies are acceptable), however, please note that it is no longer a legal obligation for you to actually display this document.

I have included a document of important information for your reference and ask that you read through this.

A general policy condition applies – non-disclosure of relevant material facts can make the policy invalid. Please therefore remember to let us know of any significant changes that have taken place or are planned at the organisation.

I trust this to be in order but if you have any queries or questions concerning your policy then please do not hesitate to contact me.

Yours sincerely,

Ms Louise Bolton

Louise.Bolton@zurichtownandparish.co.uk

Tel: 01243 832137