#### ATTACHMENT

#### TENDER SPECIFICATION FOR INSURANCE 2023-2025

**Introduction**

Thetford Town Council is seeking tenders for the insuring of its assets and operations for a 3-year period.

The Tender should include a review of the current buildings and properties insurance levels and cover to be undertaken before 30 June 2024.

#### Specification

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#### Environment Strategy

The Town Council is committed to the following environmental actions.

* minimise waste and increase recycling within the framework of our waste management procedures
* prevent pollution to land, air and water
* raise awareness, encourage participation and train employees in environmental, health and safety matters
* reduce the use of water, energy and any other natural resources
* seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities

The Town Council asks contractors to provide a company environmental statement and this will be considered in the awarding of the contract

#### Quotation Requirements

#### Review of building and properties Insurance level and cover

#### Annual Quotation

#### Company Environmental Strategy