

Stroud Town Council – insurance tender 2019 – responses to questions about tender.

PROPERTY SPECIFIC QUESTIONS

QUESTION	Thanet House	Depot, Libby's Drive	Lansdown Hall	Subscription Rooms
Which premises have fire alarms ...	Yes	Yes	Yes	Yes
and whether these are linked to a monitoring station.	Yes	No	Yes	Yes
Which premises have intruder alarms ...	Yes	Yes. Main building and machinery container.	Yes	Yes
and likewise.	No	Both above	Yes	Yes
Properties – are intruder alarms fitted, if so type and signalling.	See above			
Is any CCTV in situ?	No	No	No	Yes
Do all premises have an up to date IEE certificate?	Yes	Yes	Yes	Yes
What are the H&S arrangements for the Council?	The Clerk has overall responsibility for H&S for the Council. The Council has an ongoing contract with Ellis Whittam which provides advice and support. Ellis Whittam act as the Council's competent person.		n/a	n/a
Which Charities are the leases held with?			Lansdown Hall and Gallery	Stroud Subscription Rooms Trust
Please can you confirm if the Engineering Inspection/Insurance is being tendered as a separate Lot and we are able to bid for Engineering Inspection/Insurance in isolation?	We are looking for a single provider for our insurance contract.			

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Please can you clarify if full plant schedule for inspection has been provided as the current list looks very minimal and full information looks to be missing.	n/a	We have provided as much information as we have. If you need to make any assumptions to inform your pricing please indicate this clearly on the tender form.		
Due to previous claims being made need last three years premiums paid.	2016-17 £4,684.37 2017-18 £6,103.25 2018-19 £6,983.87			
Are all properties brick/stone and tiled/slates, if not type of construction ...	All standard construction.			
... and also if any flat roofs the percentage of total roof.	est. 50%	None	None	est. 10%
Money – if £ 10,0000 limit required make and model of safe and whether fixed.	Make: Chubb Model: Fire resisting document cabinet (photo below). Fixed: N/A NB Limit required is £10,000 not £100,000.	n/a	n/a	n/a
Are there any safes, if so where and what type?	See above			

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General questions

QUESTION	RESPONSE
Councillors - number	18
Wageroll split between clerical and manual.	Clerical £241,239.10 Manual £84,693.64
Volunteers – maximum number and duties.	Maximum 25. Typically will include helping out at council events and consultations, work parties at Stroud cemetery nature reserve.
Events - we will need details of any council run events – those with an attendance of more than 1000 people at any one time. or any irrespective of attendance where high risk activities take place , such as fireworks in which case it will need to be arranged by a professional fireworks contractor with their own insurance cover with a public liability limit of £ 15 million .	We do not organise any large public events and there are no high risk activities.
Electric cycle – who uses this and where is it kept.	Used by Green Spaces Manager. Stored in the Libby's Drive depot overnight.
Hired in plant - £ 58,543 is this is the total value or annual hiring charges. Will need total of annual hiring charges, max value any one item and type of items.	Total value. Hire charges: in 2018- 2019 we spent £1740 + VAT Max value any one item: Woodchipper - Bearcat 230VTR – current retail price new £29,420 + VAT Type of items: Woodchipper 1 week per annum. Motorised barrow. Rotovator.
The value shown against hired in equipment – is this the fees payable?	See above

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What security is in place for the garden machinery, trailer etc?	Stored in alarmed depot. Marked with Smartwater. Trailer is outside but secured with Smartwater plus Bulldog Titan wheel clamp and Bulldog hitch lock onto concreted-in steel post. Trailer is Ifor Williams so has serial number as chassis cut-out.
Trailer – would suggest add to motor policy.	The trailer is currently insured for All Risks under our main policy. If you are not able to provide cover please indicate this clearly on your tender.

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Photo of office safe

