

Tender Specification

You are invited to bid for the contract to provide Insurance cover to Fleet Town Council to cover all aspects of its business, including public liability, land/buildings, events, staff/volunteers, etc.

1. Background

- 1.1 Fleet is a medium-sized town with a population of approximately 25,000 people.
- 1.2 Fleet Town Council manage a variety of open spaces with their associated facilities, pavilions and play areas, a Cemetery, a local entertainment venue and a community centre all of which will be listed further down in more detail.
- 1.3 The bid should be based on the contract lasting three years (2023, 2024 and 2025) with a further 2 year option to extend the contract.
- 1.4 During the course of the Contract, the Council may agree to additional costs should it agree to increase the scope or extent of the cover. These will be negotiated should the need arise.

2. Specification

Payroll

Clerical wage roll £388,000

Manual wage roll £178,487 (with some elements of clerical working)

Land/Assets

- **The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4BY**
(operated but not owned by the Council)
- **Ancells Farm Community Centre, Falkners Close, Fleet, Hampshire, GU51 2XF**
0.6ha
The Harlington and Ancells Farm Community Centre offer various classes and activities, live performances and public events. The Harlington also has a licenced bar.
- **Fleet Cemetery, Richard Close, Fleet, Hampshire, GU51 5YZ**
inc. Shelter, building (toilets) and Garden of Remembrance
2.7ha
- **War Memorial in Gurkha Square**
0.2ha

Parks & Play Equipment at:

- **Oakley Park, Albany Road, Fleet, Hampshire, GU51 3LY**
4.9ha
- **Calthorpe Park, Off Reading Road North, Fleet, Hampshire, GU51 4AD**
inc. 6 Outdoor Tennis Courts
(approx. 10ha publicly accessible & 3.9ha leased to clubs)
- **Basingbourne Park, Basingbourne Road, Fleet, GU51 6TQ**
10.9ha
- **Ancells Farm, Falkners Close, Fleet, Hampshire, GU51 2XF**
2.9ha
- **The Views, Off Harlington Way, Fleet**
inc. skatepark
1.9ha
- **Edenbrook**
0.24ha
- **Pavilion buildings at:** Oakley Park, Basingbourne Park, Calthorpe Park, Ancells Farm

Various amenity land:

- Ancells – various green spaces 1.5ha
- Dukes Mead – green space 0.26ha
- Holland Gardens – green space 0.64ha
- Leawood Road – green space 0.16ha
- Longmead – green space (maintenance only)
- Durnsford Avenue – green space 0.9ha
- Footpath, parallel to Tamworth Drive 0.08ha
- Footpath, Victoria Rd - Branksomewood Rd 0.01ha

Additional Items

- Christmas Lights
- Planters and Hanging Baskets for floral displays
- Laptops/mobiles
- Speedwatch Equipment
- Technical equipment at The Harlington - lighting etc

For information the Council also participate in / host the following events each year:

- Action Days
- Annual Residents' Meeting
- Remembrance Day
- Christmas Festival
- Christmas Day Lunch

For more information on the Council's activities, please visit www.fleet-tc.gov.uk

SUMMARY TO BE INSURED

Material Damage		
Area / Item	Buildings Sum Insured	Contents Insured
Harlington	£46,301.24	£498,092.00
Oakley Pavilion	£97,085.09	£2,533.76
Basingbourne Pavilion	£247,641.77	£2,533.76
Calthorpe Pavilion	£48,542.54	£2,533.76
Ancells Community Centre	£744,326.79	£38,011.02
Ancells Pavilion	£228,004.51	£2,533.76
Cemetery Shelter	£8,236.66	£0.00
Calthorpe Hut	£67,654.42	£0.00

Excesses	
Excesses Applicable to Premises listed to the left - the following Excesses apply to each and every loss arising in respect of each and every separate premises:	
Accidental Damage	£100/250
Theft	£100/250
Riot / Malicious persons	£250.00
Storm/Flood	£250.00
Escape of water	£250.00
Falling trees/branches	£250.00

Location	Contents	Excess
Premises 1: 236 Fleet Road, Fleet, Hampshire, GU51 4BY	Stock & Other Unspecified Contents	£250.00
Premises 2: Albany Road, Fleet, Hampshire, GU51 3LY	Stock & Other Unspecified Contents	£250.00
Premises 3: Basingbourne Road, Fleet, GU51 6TQ	Stock & Other Unspecified Contents	£250.00
Premises 4: Reading Road North, Fleet, Hampshire, GU51 4AD	Stock & Other Unspecified Contents	£250.00
Premises 5: Community Centre, Falkners Close, Fleet, Hampshire, GU51 2XF	Stock & Other Unspecified Contents	£250.00
Premises 6: Sports Pavilion, Falkners Close, Fleet, Hampshire, GU51 2XF	Stock & Other Unspecified Contents	£250.00
Item	Sum Insured	Excess
War Memorial	£55,069.38	£100.00
Play equip, surfacing, skatepark, signage, bins, seats, noticeboards	£555,487.40	£100.00
Christmas lights	£12,669.95	£100.00

Floral displays – planters and hanging baskets	£9,193.65	£100.00
Laptops	£3,118.02	£100.00
Speedwatch equipment	£3,075.87	£100.00
CCTV	£7,025.21	£100.00
Tech equipment - lighting	£58,543.34	£100.00
Tennis courts electronic entry system	£11,708.67	£100.00
Tennis courts inc nets, posts, benches, bins and benches outside courts	£69,556.45	£100.00
New play area at Calthorpe inc bins, benches, tables, bike track etc	£238,702.50	£100.00
12 new picnic benches	£5,868.00	£100.00
Oakley Park Trim Trail	£12,000.00	£100.00
Ancells Farm Park Green Gym	£15,000.00	£100.00

Business Interruption

	Additional Expenditure	Loss of Gross Revenue
Business Interruption at all premises - Harlington, all Park & Pavilions, Ancells Community Centre, Cemetery Shelter, Calthorpe Hut	£52,122.00	£408,000.00

Money

	Limit any one loss	Excess
loss of non-negotiable money in situations below	£250,000.00	£50.00
in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000.00	£50.00
in the private residence of any Member or Employee	£500.00	£50.00
in the premises in the custody of or under the actual supervision of any Member or Employee	£10,000.00	£50.00
in the premises in locked safes or strongrooms	£10,000.00	£50.00
in locked receptacles other than safes or strongrooms	£500.00	£50.00

Public Liability

	Excess
limit of indemnity = £15,000,000	£100

Hirers Liability

		Excess
Limit of indemnity = £2,000,000	For claims for damages to premises/contents not caused by fire/explosion	£100

Employers Liability

Limit of indemnity = £10,000,000

Fidelity Guarantee

	Sum Guaranteed	Excess
All members and employees	£2,000,000	£100

Accidents

Personal Accident	Limit of £500,000 a person and £2,000,000 any one accident
Employees	1.00 times annual earnings, 1.00 times weekly earnings
Directors/Councillors	Capital sum £50,000 / weekly sum £200

Legal Expenses

Employment Disputes/Compensation Awards	Operative
Legal Defense	Operative
Property Protection / Bodily Injury	Operative
Tax Protection	Operative
Contract Disputes - £5000 Limit	Operative
Statutory Licence Protection	Operative
Limit Of Indemnity	£200,000