

Dear E Martin  
Alton Parish Council

**Zurich Insurance plc: Policy No. YLL 2720278713**

**Renewal date: 01/06/2023**

**Insured: Alton Parish Council**

As I'm sure you're aware the above insurance policy is due for renewal shortly.

Please find attached a copy of the renewal schedule for the forthcoming year, along with a copy of the policy wording.

### **Index Linking (applied to buildings and contents)**

At each renewal Index-linking will be applied to your property sums insured in line with the indices selected by us. Please ensure you check the adequacy of your sums insured on your enclosed schedule. If you feel the sums insured are not appropriate, then please let us know.

**Please ensure you check the adequacy of your sums insured shown on your enclosed schedule.** If you feel that the sums insured are not appropriate please let us know and we will make the appropriate amendments.

**If you have items covered on an All Risks (listed under Part C) basis or outside equipment covered, the values have not automatically been increased.**

**You continue to have the benefits offered to you as you are currently within a three year agreement which is due to expire on 31/05/2024**

The LTA provides a benefit to the Parish Council by providing stability. In return for your commitment to insure with Zurich Insurance plc for three years; the rates will not be changed for the three years, and Zurich Insurance plc will offer a discount on your annual premium which has been included within your renewal quotation.

The amount payable for the 2023 policy cover is:

<b>2023 Renewal Premiums</b>	
Premium for year	£ 423.58
Insurance Premium Tax (12%)	£ 50.83
<b>Total Amount Due</b>	<b>£ 474.41</b>

The premium includes a commission retained by Community First)

**HSBC**

Account name: Community First Trading Limited  
Sort code: 40-19-16  
Account No: 21519700 ref: (parish council name)

***If there are any amendments that need to be made to the policy please email [communityinsurance@communityfirst.org.uk](mailto:communityinsurance@communityfirst.org.uk) as soon as possible for the policy to be amended and reissued.***

May I take this opportunity to thank you for your support; our work continues to help fund the other charitable activities as described on our website at [www.communityfirst.org.uk](http://www.communityfirst.org.uk)

Should you have any further queries please feel free to contact me on 01380 732809

Yours sincerely,



Jessica Emery  
Insurance Officer  
Direct Line: 01380 732809  
Tel: 01380 722475 ext 239

(Please see below for ELTO information and remittance sheet)

