

## Private & Confidential

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Ms Sarah Windridge  
Rodington Parish Council  
2 Bronte Drive  
Newport  
TF10 7FT  
United Kingdom

19th June 2026

Dear Sarah,

**Insurance Policy: Cyber Package**  
**Client Name: Rodington Parish Council**  
**Client Reference Number: 11928596**  
**Policy Number: 174493165**  
**Effective Date: 17/06/2026**

**Blenheim House**  
**1-2 Bridge Street**  
**Guildford**  
**Surrey**  
**GU1 4RY**

Tel: 01483 462 860

[www.ajg.com/uk](http://www.ajg.com/uk)

Further to our recent quotation letter, we are delighted that you have chosen to insure your business through Gallagher.

We can confirm that we are holding cover with effect from the date shown above on the following basis:

Policy	Insurer	Premium	Insurance Premium Tax	Insurer Fee(s)	Total Due
Cyber Package	Coalition Risk Solutions Ltd	£182.00	£21.84	£25.00	£228.84
<b>Total</b>		<b>£182.00</b>	<b>£21.84</b>	<b>£25.00</b>	<b>£228.84</b>

## Policy Documents

It is important that you check through your policy documentation thoroughly to ensure that you are happy with the cover stated. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

## Making a Claim

If you need to make a claim, please notify us as soon as possible after an incident either by telephone on 02382 547123 or by email to <mailto:communityclaims@ajg.com>. Alternatively out of hours in an emergency, you may also contact your insurer direct. Please refer to your insurer documentation for contact details for your insurer's claims department.

You will need to have as much information about the claim as possible, including but not limited to:

- Policy type and policy number
- Date loss occurred
- Location and description of loss
- Name and address of injured party if applicable



Insurance | Risk Management | Consulting

Claims must be notified to us immediately. Any delay in notification could prejudice your own or your insurer's position. Our full information regarding on what to do in the event of a claim was provided in our renewal invitation letter.

### Payment Options

BACS - You have confirmed that your preferred method of payment is BACS or Internet Banking. Please ensure that you include your client reference number when using this method.

Please note, should cover be accepted verbally and payment not received, you will also be responsible for any insurer 'time on risk' charge due from your effective date to the date of cancellation.

We look forward to receiving your remittance by return.

### Any Questions?

Thank you for placing your business with us and if you have any questions relating to your insurance arrangements, please do not hesitate to contact us.

Yours sincerely

Team Broking

Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Wording(s)	A Policy Wording outlining the full terms and conditions is enclosed for your review.
Gallagher Business Assist Brochure	Please read and retain.
Important Information	Please read and retain.

### Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Initial Disclosure Document that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
Cyber Package	x	✓	x