
Armthorpe Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	Co-Operative Bank Plc Current	724,164.95
28/02/2026	Co-Operative Bank Credit Card	-1,325.16

722,839.79

Other Cash & Bank Balances

558.86

723,398.65

Receipts not on Bank Statement

0.00

Closing Balance

723,398.65

All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	724,164.95
2	Co-Operative Bank Credit Card	-1,325.16
	Other Cash & Bank Balances	558.86
	Total Cash & Bank Balances	723,398.65

Armthorpe Parish Council – Payment Schedule

07 April 2026

Method	Payee	Item	Amount
DD	HMRC	PAYE & NI CONTRIBUTIONS	£5,128.68
	BUSINESS STREAM	WATER SUPPLY – COMMUNITY CENTRE	£247.42
		WATER SUPPLY – BURIAL GROUND	£225.66
		WATER SUPPLY – ALLOTMENTS	£9.00
	EDF	ELECTRICITY – COMMUNITY CENTRE	£1,422.92
	BT	BROADBAND – COMMUNITY CENTRE	£63.78
	ONECOM	TELEPHONE – COMMUNITY CENTRE	£175.97
BACS	SAXON TRAVEL	COACH HIRE – S&R DAY TRIP	£595.00
	DSA GARDENING	TREE PLANTING SESSION	£101.94
		GROUNDS MAINTENANCE	£1,056.00
	ARMTHORPE COMMUNITY THEATRE	FUNDING – GROUNDWORKS FOR SHED	£500.00
	M DYMNIUK	TEA DANCE SESSIONS	£180.00
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£70.00
	DINING DIVA	CLEANING SUPPLIES	£6.90
	FLYING FUTURES	YOUTH CLUB SUPPORT	£720.00
	SOUTH YORKSHIRE COUNTY SCOUT COUNCIL	FUNDING – WOULD SCOUT JAMBOREE	£300.00
DD	WORLDPAY	SUBSCRIPTION	£1.20
	QUANDO DRINKS LTD	BAR SUPPLIES	£24.53
			£474.02
	BT	BROADBAND – THE ACORN HUB	£36.23
	SYPA	PENSION CONTRIBUTIONS	£3,693.34
	TESCO MOBILE	CLERK MOBILE PHONE CHARGES	£31.99
	BRITISH GAS	GAS SUPPLY – COMMUNITY CENTRE	£869.48
BACS	DINING DIVA	CLEANING SUPPLIES	£48.60
	DAWSON & BURGESS	DISBURSMENTS – COW HOUSE LANE REGISTRATION	£260.00
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£70.00
	BAR 24 LTD	RENT & SERVICE CHARGES – THE ACORN HUB	£2,807.48
		INSURANCE	£111.48
	DUNCAN NICHOLLS	ACCESSIBLE TOILET HIRE FEES – FIREWORK EVENT	£132.00
	LITE	CHRISTMAS LIGHTING DISMANTLING FEES	£9,821.04
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£245.00
DD	O2	&R MOBILE PHONE CHARGES	£25.82

	COPY PRINT SCAN	PHOTOCOPYING CHARGES	£169.42
	BIFFA	RECYCLING CHARGES	£23.93
	WATERPLUS	SURFACE WATER CHARGES – COMMUNIT CENTRE	£255.44
	WORLDPAY	CARD MACHINE FEES	£67.90
BACS	SMART BLINDS	BLINDS – YOUTH CLUB	£555.00
	ARMTHORPE COMMUNITY LIBRARAY	EASTER EGGS	£50.00
	WAGES	WAGES	£13,784.52
CC	TEMU	REFUND	-£12.33
	AMAZON	KETTLE	£14.99
	BRUNEL ENGRAVING CO	DOOR SIGNS	£50.73
	AMAZON	MICROWAVE	£49.99
	KEYHOLE SERVICES	KEYS	£10.00
	ROBERT DYAS	BAR SUPPLIES	£48.92
	B&M	WD40	£5.99
	ZOFT	VOLLEY BALLS	£55.65
	THE WORLD OF BON UK	TV SCREEN PROTECTOR	£147.49
	BARMANS LTD	REFUND	-£51.24
	EBAY	HDMI CABLE & PS5 STAND	£13.14
	BESTWAY WHOLESALE	VENDING MACHINE SUPPLIES	£473.71
	TRIMMING SHOP	TABLECLOTHS	£42.52
	AMAZON	KITCHEN SUPPLIES	£27.98
		COCKTAIL NIGHT SUPPLIES	£40.62
	SAINSBURYS		£111.49
	VICEDEAL.COM	WALL CLOCK	£35.79
	HMLR	LAND REGISTRY SEARCHES	£14.00
			£14.00
			£14.00
	VISION ICT LTD	EXPORT OF DATA FEES	£90.00
	INTERFLORA	FLOWERS (CHAIRS ALLOWANCE)	£39.00
	ALDI	BAR SUPPLIES	£3.27
	AMAZON	FABRIC TAPE	£10.76
	B&M	CLEANING SUPPLIES	£15.70
	POWER MUSIC	SUBSCRIPTION (S&R)	£14.95
	AMAZON	CONTRAST STICKERS	£6.98

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General / Administration</u>							
1076 Precept	318,708	318,708	0			100.0%	
1080 Bank Interest	0	0	(0)			0.0%	
1090 Grants Received	21,779	0	(21,779)			0.0%	
1095 S.106 Funds	108,430	108,430	0			100.0%	
1100 Investment Income	618,508	600,000	(18,508)			103.1%	500,000
1200 The Acorn Hub Rent	5,000	5,000	0			100.0%	
1340 Miscellaneous Income	65	0	(65)			0.0%	
4100 Stationery	(957)	(1,000)	43		43	95.7%	
4101 Training Cosrs	(2,251)	0	(2,251)		(2,251)	0.0%	
4105 Postage	(191)	(200)	9		9	95.7%	
4107 Website and Email Costs	(2,535)	(500)	(2,035)		(2,035)	507.0%	
4110 Subscriptions	(7,338)	(8,000)	662		662	91.7%	
4114 Shredding	(62)	(200)	138		138	31.0%	
4115 Photocopying & Printing	(1,962)	(4,000)	2,038		2,038	49.1%	
4116 Commission	(19)	(100)	81		81	19.4%	
4120 Audit & Accountancy Fees	(260)	(3,000)	2,740		2,740	8.7%	
4122 Consultancy Fees	(5,064)	0	(5,064)		(5,064)	0.0%	
4125 Advertising	(20)	0	(20)		(20)	0.0%	
4130 Office Equipment	(161)	(1,000)	839		839	16.1%	
4135 Defibrillator Costs	0	(200)	200		200	0.0%	
4140 Chairman's Allowance	(83)	(100)	18		18	82.5%	
4150 Elections	(209)	(5,000)	4,791		4,791	4.2%	
4170 Grants to Voluntary Bodies	(3,251)	(10,000)	6,749		6,749	32.5%	
4180 The Acorn Hub	(6,896)	(12,000)	5,104		5,104	57.5%	
4185 Card Machine Fees	(791)	(1,500)	709		709	52.7%	
4340 Miscellaneous Expenditure	(310)	0	(310)		(310)	0.0%	
4640 Telephone & Broadband	(271)	(500)	229		229	54.2%	
<u>200 Salaries & Wages</u>							
4000 Administration Salaries	(59,030)	(70,550)	11,520		11,520	83.7%	
4005 Burials Salaries	(2,200)	(3,000)	800		800	73.3%	
4010 Parks Salaries	(3,611)	(3,818)	207		207	94.6%	
4015 Community Clean Up Salary	(8,746)	(9,524)	778		778	91.8%	
4020 Community Centre Salaries	(61,149)	(55,957)	(5,192)		(5,192)	109.3%	
4025 Bar Salaries	(14,912)	(22,332)	7,420		7,420	66.8%	
4030 Sports & Recreations Salaries	(31,411)	(36,996)	5,585		5,585	84.9%	
4035 The Acorn Hub Cleaner Salaries	(2,017)	(1,905)	(112)		(112)	105.9%	
4039 PAYE & NI Contributions	(14,871)	(22,089)	7,218		7,218	67.3%	
4040 Pension Contributions	(33,001)	(33,492)	491		491	98.5%	

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Events</u>							
1300 Christmas Market Income	922	1,000	78			92.2%	
1302 Pantomime Income	307	0	(307)			0.0%	
1305 Table Top Sale Income	1,527	1,750	223			87.3%	
1310 Entertainment Income	1,192	0	(1,192)			0.0%	
1315 Tea Dance Income	7,245	8,000	755			90.6%	
1320 Fireworks Display Income	990	3,000	2,010			33.0%	
1340 Miscellaneous Income	1,619	0	(1,619)			0.0%	
4300 Christmas Market Costs	(1,224)	(1,000)	(224)		(224)	122.4%	
4305 Christmas Lighting / Tree	(38,603)	(45,000)	6,397		6,397	85.8%	
4306 Civic Carol Service	0	(100)	100		100	0.0%	
4307 Street Food Events	(2,000)	(2,000)	0		0	100.0%	
4308 Miners Memorial Event	(208)	(250)	42		42	83.2%	
4310 Events	(397)	0	(397)		(397)	0.0%	
4311 Children's Christmas Party	(332)	(500)	168		168	66.5%	
4312 Halloween Party	(311)	(500)	189		189	62.3%	
4313 Easter Party	(200)	(200)	0		0	100.0%	
4316 Remembrance Day	(1,570)	(1,700)	130		130	92.3%	
4318 Tea Dances	(2,662)	(4,000)	1,338		1,338	66.6%	
4319 Christmas Tea Event	(5,035)	(6,000)	965		965	83.9%	
4320 Fireworks Display Costs	(7,363)	(7,500)	137		137	98.2%	
4321 Coach Trips	(1,180)	(800)	(380)		(380)	147.5%	
4340 Miscellaneous Expenditure	(989)	0	(989)		(989)	0.0%	
<u>400 Allotments</u>							
1400 Rents	1,059	1,026	(33)			103.2%	
4400 Allotment Expenditure	(1,866)	(3,000)	1,134		1,134	62.2%	
<u>500 Burial</u>							
1340 Miscellaneous Income	600	0	(600)			0.0%	
1500 Burial Fees	14,106	15,000	894			94.0%	
4340 Miscellaneous Expenditure	(517)	0	(517)		(517)	0.0%	
4500 Burial Expenditure	(9,011)	(9,000)	(11)		(11)	100.1%	
<u>600 Community Centre</u>							
1340 Miscellaneous Income	1,730	0	(1,730)			0.0%	
1600 Lettings	72,732	70,000	(2,732)			103.9%	
1610 Entertainment Income	130	0	(130)			0.0%	
1620 Bar Income	27,531	40,000	12,469			68.8%	
1710 Do not use	(173)	0	173			0.0%	
4340 Miscellaneous Expenditure	(2,176)	(1,000)	(1,176)		(1,176)	217.6%	
4600 Business Rates	(14,721)	(14,720)	(1)		(1)	100.0%	
4605 Rent	(1,300)	(1,300)	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4610 Gas	(3,585)	(4,000)	415		415	89.6%	
4620 Electricity	(22,944)	(30,000)	7,056		7,056	76.5%	
4630 Water	(3,810)	(3,000)	(810)		(810)	127.0%	
4640 Telephone & Broadband	(1,969)	(2,000)	31		31	98.4%	
4650 Insurance	(3,150)	(3,150)	0		0	100.0%	
4654 Waste Removal Fees	(2,341)	(2,000)	(341)		(341)	117.1%	
4655 Waste Recycling Fees	(595)	(3,000)	2,405		2,405	19.8%	
4660 Cleaning Materials	(2,817)	(3,500)	683		683	80.5%	
4665 Grounds Maintenance - CC	(1,308)	(1,056)	(252)		(252)	123.9%	
4670 Maintenance	(29,100)	(25,000)	(4,100)		(4,100)	116.4%	
4676 Solar Panel	(1,500)	0	(1,500)		(1,500)	0.0%	
4680 Equipment / Furniture	(23,030)	(2,500)	(20,530)		(20,530)	921.2%	
4685 Uniform	0	(250)	250		250	0.0%	
4690 Entertainment Costs	(634)	0	(634)		(634)	0.0%	
4730 Bar Supplies	(15,831)	(20,000)	4,169		4,169	79.2%	
4740 Bar - Miscellaneous	100	(1,500)	1,600		1,600	(6.7%)	
<u>700 Sports & Recreation</u>							
1340 Miscellaneous Income	1,500	0	(1,500)			0.0%	
1700 Sports & Recreation Income	7,246	0	(7,246)			0.0%	
4640 Telephone & Broadband	(260)	(278)	18		18	93.4%	
4700 Sports & Recreations	(8,571)	(5,000)	(3,571)		(3,571)	171.4%	
4720 Parks Expenditure	(4,788)	(8,000)	3,212		3,212	59.9%	
4725 Public Benches	(13)	(2,000)	1,988		1,988	0.6%	
<u>800 Play Park</u>							
4340 Miscellaneous Expenditure	(1,460)	0	(1,460)		(1,460)	0.0%	
4750 Play Park	(218,474)	(600,000)	381,526		381,526	36.4%	533
<u>900 Community Clean Up Champion</u>							
4710 Community Clean Up Costs	(79)	0	(79)		(79)	0.0%	
Grand Totals:- Income	1,212,752	1,171,914	(40,838)			103.5%	
Expenditure	701,401	1,121,767	420,366	0	420,366	62.5%	
Net Income over Expenditure	511,351	50,147	(461,204)				
plus Transfer from EMR	533	0	(533)				
less Transfer to EMR	500,000	0	(500,000)				
Movement to/(from) Gen Reserve	11,885	50,147	38,262				

ARMTHORPE PARISH COUNCIL

ASSET REGISTER AND LONG TERM INVESTMENT 2025-2026

REF	DESCRIPTION	IDENTIFICATION	DATE OF ACQUISITION	ACQUISITION COST	VALUE	DISPOSAL DISCHARGE
1	Freehold land used a burial ground at Rands Lane (3 acres)	Deeds held at Armthorpe Community Centre	Mar-65	£ 660	£ 660	
2	Freehold land used as Cow House Lane Playing Field (2 acres)	Deeds held at Armthorpe Community Centre	Jan-67	£ 2,000	£ 2,000	
3	Freehold land being entrance to Cow House Lane Playing Field (80 Square yards)	Deeds held at Armthorpe Community Centre	Nov-69	£ 50	£ 50	
4	Freehold land used as Mansfield Crescent Playing Field (1/2 acre)	Deeds held at Armthorpe Community Centre	Sep-77	£ -	£ 1	
5	Leasehold land used for allotments at Mercel Avenue (2 acres)	Deeds held at Armthorpe Community Centre	Sep-79	£ 150	£ 1	
6	Freehold land used for Community Centre, Welfare Park (3,90 square metres)	Deeds held at Armthorpe Community Centre	Aug-93	£ 15,000	£ 15,000	
7	Building used as Community Centre, Welfare Park	Armthorpe Community Centre	Feb-95	£ 542,054	£ 542,054	
8	Furniture, fixtures and fittings	Armthorpe Community Centre	1995-2022	£ 40,418	£ 40,418	
9	Platform Lift	Armthorpe Community Centre	2001	£ 18,596	£ 18,596	
10	CCTV	Armthorpe Community Centre	1997	£ 10,770	£ 10,770	
11	30 Prefabricated Allotment storage sheds	Armthorpe Community Centre	1971	Unknown	£ 100	
12	1 x Prefabricated Garden Store	Mercel Avenue Allotment Site	1990	Unknown	£ 625	
13	1 x Brick Store	Mercel Avenue Allotment Site	1990	£ 1,500	£ 1,500	
14	2 x Garden Mowers	Rands Lane Burial Ground	1988 & 2009	£ 450	£ 450	
15	Playground Equipment	Armthorpe Community Centre	2004	£ -	£ 14,000	
16	1 x Steel Storage Containers	Armthorpe Community Centre	2008 & 2021	£ 2,700	£ 2,700	1 unit disposed of 2025
17	Local Authority Property Fund - Long Term Investment	Armthorpe Community Centre	2014-2025	£ -	£ -	Cashed in 2025
18	Leasehold land in Welfare Park behind Armthorpe Community Centre	Deeds held at Armthorpe Community Centre	Jul-18	£ 1,300	£ 1,300	
19	Bench	Cow House Lane Recreation Field	May-22	£ 700	£ 700	
20	IT Equipment	Armthorpe Community Centre	Sep-22	£ 1,015	£ 1,015	
21	Gazebo	Armthorpe Community Centre	Sep-22	£ 908	£ 908	
22	Playstation 5	Armthorpe Community Centre	Oct-22	£ 600	£ 600	
23	Table Tennis Equipment	Armthorpe Community Centre	Oct-22	£ 439	£ 439	
24	Sebo Vacuum Cleaner	Armthorpe Community Centre	Nov-22	£ 333	£ 333	
25	Glasswasher	Armthorpe Community Centre	Nov-22	£ 1,100	£ 1,100	
26	Office Furniture (3 x chairs, desks and cabinets)	Armthorpe Community Centre	Nov-22	£ 2,097	£ 2,097	
27	Christmas Lights	Armthorpe Community Centre	Dec-22	£ 237	£ 237	
28	Acorn Hub Sign	The Acorn Hub	Apr-23	£ 716	£ 716	
29	Maypole	Armthorpe Community Centre	Apr-23	£ 500	£ 500	
30	Under Counter Fridge - Bar	Armthorpe Community Centre	Apr-23	£ 283	£ 283	
31	HP Laptop	Armthorpe Community Centre	Apr-23	£ 583	£ 583	
32	ASUS Laptop	Armthorpe Community Centre	Apr-23	£ 667	£ 667	
33	Lamp Post Poppies (150)	Armthorpe Community Centre	May 2023 & May 2025	£ 531	£ 531	
34	Sand and Water Table	Armthorpe Community Centre	May-23	£ 233	£ -	Disposed of in 2025
35	Noticeboard	The Acorn Hub	Jun-23	£ 416	£ 416	

36	2 x Noticeboards	Church Street and Churchyard	Jun-23	£	1,907	£	1,907
37	2 x Chair Trolleys	Armthorpe Community Centre	Jul-23	£	466	£	466
38	Portable PA System	Armthorpe Community Centre	Oct-23	£	324	£	324
39	Goalposts	Armthorpe Community Centre	Oct-23	£	270	£	270
40	CCTV Equipment	Armthorpe Community Centre	Nov-23	£	303	£	303
41	Christmas Lights	Armthorpe Community Centre	Nov-23	£	200	£	200
42	Lenovo Monitor	Armthorpe Community Centre	Nov-23	£	99	£	99
43	Storage Racking	Armthorpe Community Centre	Jan-24	£	367	£	367
44	Chair Covers	Armthorpe Community Centre	Jan-24	£	587	£	587
45	Display Cabliner	Armthorpe Community Centre	Feb-24	£	264	£	264
46	Bench	Rands Lane Burial Ground	Mar-24	£	209	£	209
47	Sports Kits	Armthorpe Community Centre	Apr-24	£	472	£	472
48	HP Desktop PC	Armthorpe Community Centre	Apr-24	£	299	£	299
49	Russell Hobbs Fridge Freezer (Bar)	Armthorpe Community Centre	Apr-24	£	250	£	250
50	Bar Sound System	Armthorpe Community Centre	Apr-24	£	570	£	570
51	Table Tennis Equipment	Armthorpe Community Centre	Jun-24	£	210	£	210
52	20 x Table Linen	Armthorpe Community Centre	Jun-24	£	218	£	218
53	Falcon Dominator Plus Electric Oven	Armthorpe Community Centre	Jul-24	£	3,999	£	3,999
54	4 x Status Power Fans	Armthorpe Community Centre	Aug-24	£	200	£	200
55	Indesit Larder Fridge (Staff kitchen)	Armthorpe Community Centre	Aug-24	£	299	£	299
56	6 x Foldable Tables	Armthorpe Community Centre	Sep-24	£	240	£	240
57	Stainless Steel Microwave Oven	Armthorpe Community Centre	Oct-24	£	124	£	124
58	Kitchen Refurbishment Stainless Steel Units	Armthorpe Community Centre	Nov-24	£	5,710	£	5,710
59	Kitchen Refurbishment Hot Water Boiler	Armthorpe Community Centre	Nov-24	£	189	£	189
60	Kitchen Refurbishment Water Dispenser	Armthorpe Community Centre	Nov-24	£	434	£	434
61	Kitchen Refurbishment 2 x Fridges	Armthorpe Community Centre	Nov-24	£	418	£	418
62	Kitchen Refurbishment 1 x dishwasher	Armthorpe Community Centre	Nov-24	£	549	£	549
63	Kitchen Refurbishment 2 x Larder Units	Armthorpe Community Centre	Nov-24	£	800	£	800
64	Henry Vacuum Cleaner	Armthorpe Community Centre	Dec-24	£	118	£	118
65	Acer Monitor	Armthorpe Community Centre	Dec-24	£	79	£	79
66	Lincat Hot Water Boiler (Staff Kitchen)	Armthorpe Community Centre	Jan-25	£	420	£	420
67	Blinds (Main hall and Meeting Rooms 3 & 4)	Armthorpe Community Centre	Dec-25	£	1,724	£	1,724
68	Chair Trolley	Armthorpe Community Centre	Apr-25	£	342	£	342
69	Christmas Tree	Armthorpe Community Centre	Jun-25	£	833	£	833
70	Noticeboard	Armthorpe Community Centre	Jun-25	£	554	£	554
71	4 x Status Power Fans	Armthorpe Community Centre	Jun-25	£	172	£	172
72	Dell FAST Optiplex Computer	Armthorpe Community Centre	Jul-25	£	109	£	109
73	Defibrillator	Armthorpe Community Centre	Dec-25	£	795	£	795
74	Grit Bin	Armthorpe Community Centre	Jan-26	£	195	£	195

75 Air Hockey Table	Armthorpe Community Centre	Jan-26	£	1,996	£	1,996
76 Pool Table	Armthorpe Community Centre	Jan-26	£	2,079	£	2,079
77 TV	Armthorpe Community Centre	Jan-26	£	1,874	£	1,874
78 Karcher Floor Polisher	Armthorpe Community Centre	Jan-26	£	202	£	202
79 Round Table - Youth Club	Armthorpe Community Centre	Jan-26	£	299	£	299
80 6 x Chairs - Youth Club	Armthorpe Community Centre	Jan-26	£	99	£	99
81 Wall Art - Youth Club	Armthorpe Community Centre	Jan-26	£	159	£	159
82 TV Screen Protector	Armthorpe Community Centre	Jan-26	£	148	£	148
83 Calbre Furniture - Youth Club	Armthorpe Community Centre	Jan-26	£	7,216	£	7,216
84 Vending Machine	Armthorpe Community Centre	Jan-26	£	5,040	£	5,040
Total			£	690,971	£	705,548

RE: Armthorpe Parish Council - Insurance Renewal

From Matthew Murray

Date Thu 26/03/2026 09:15

To deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>

 1 attachment (107 KB)

TAP Policy Schedule.pdf;

Thank you for confirming. Please see an amended proposal attached. I have also put an updated quote below:

- **1 Year: £3,235.82 (including IPT)**
- **3 Year (LTA): £2,937.70 (including IPT)**

Kind regards,

Matthew Murray (Cert CII)

Digital Trading Underwriter – Cert CII

 01243 832 074

 Matthew.Murray1@uk.zurich.com



At Zurich, your experience is our priority. Please provide your feedback on our service to help us create a brighter future together.

Confidential \ Personal Data

From: deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>

Sent: 26 March 2026 09:06

To: Matthew Murray

Subject: [EXTERNAL] Re: Armthorpe Parish Council - Insurance Renewal

Morning Matthew,

These assets adjusted and the other additional assets removed please.

Mrs Sarah Youngman
Armthorpe Parish Council
Armthorpe Community Centre
Church Street
Armthorpe
Doncaster
South Yorkshire
DN3 3AG

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272005-0453
Insured	Armthorpe Parish Council
Business	Parish / Town Council
Period of Insurance	
From	29 th April 2026
To	28 th April 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 3,235.82

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	167085547
Long Term Agreement:	Not Applicable
Preparation Date	26 th March 2026
Prepared by	Ms Caroline Hopgood
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community Centre, Address, Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, South Yorkshire, DN3 3AG	£4,899,775.16	N/A	£105,708.88	£0.00	£18,585.00	£23,543.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£75,000	24	N/A		£45,000	24

For Premises: 1

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Storage Shed	£4,443.33	£100
Sports Equipment	£6,220.66	£100
CCTV Equipment	£31,176.17	£100
Miners Banner	£14,218.65	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

Limit any one loss

1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £10,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £500,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£20,000.00	£20,000.00	£Nil	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£20,000.00	£20,000.00	£Nil	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£20,000.00	£20,000.00	£Nil	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£20,000.00	£20,000.00	£Nil	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£Nil	£Nil	£Nil	£Nil
7. Quadriplegia	£Nil	£Nil	£Nil	£Nil
8. Temporary Total Disablement	£100.00 per week	£100.00 per week	£Nil	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses

Insured Incidents:

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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