

To receive a report on the Town Council Fleet Insurance renewal and consider any actions and associated expenditure

Report to: Policy & Finance Committee

Date of Report: 26 February 2026

Officer Writing the Report: Finance Officer

Pursuant to: P&F held on 13 January 2026, minute nr 289/25/26

Purpose of the report:

To inform members of the insurance policy renewal for fleet insurance.

Officers Recommendations

Members are asked to ratify the fleet insurance renewal for 2026/27 by the appointment of James Hallam Brokers working on behalf of the insurer ERS, to insure the Town Council vehicles at a cost of £2,578.88 including taxes and fees, allocating to budget code 6205 PF Insurance.

Report Summary

The Town Council Fleet Insurance renewal was not available at the last Policy and Finance Committee meeting due to quotes not being received in time, leaving the renewal to be reviewed and approved by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles.

Three competitive quotes were received for consideration, all showing an increase in premium compared to last year.

Key Points to Note:

- **Company A** and **Company B** are both brokers recommending the same insurance provider: MSIG Europe.
- **James Hallam** is a broker recommending the insurance provider ERS

Excess:

- **Company A:** £100
- **Company B:** £100
- **James Hallam:** £250

This table provides an overview of total annual premiums and excess levels.

Vehicle Reg No	Vehicle Description	Company A Premium	Company B Premium	James Hallam Premium	Last Year's Premium
RO20OTG	Kubota F3890 Lawn Mower	£165.62	£2,572.05	£256.00	£248.00
WA17PPX	Westwood V25 50HE Lawn Mower	£91.56		£134.00	£130.00
WK59DNE	Kubota RTV 900 Sprayer	£98.58		£134.00	£130.00
BX15HWJ	Citroen RELAY 35 L3 HDI	£672.47		£575.00	£544.00
EA14ZCZ	Ford TRANSIT CUSTOM 270 ECO-TECH	£657.81		£575.00	£544.00
WG23VDL	Ford E-TRANSIT 350 LEADER	£1,025.77		£575.00	£544.00
Excess		£100.00	£100.00	£250.00	£250.00
Premium		£2,711.79	£2,572.05	£2,249.00	£2,140.00
IPT @12%		£325.42	£308.65	£269.88	£256.80
Admin Fee		£50.00	£50.00	£60.00	£50.00
		£3,087.21	£2,930.70	£2,578.88	£2,446.80
	£ Increase on Last Year's Premium	£640.41	£483.90	£132.08	
	% Increase on Last Year's Premium	26.2%	19.8%	5.4%	

Each quotation was reviewed by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles. Following this review, the decision was made to approve James Hallam (Company C) as the preferred provider. This recommendation was based on the most cost-effective option for the fleet, with the lowest overall premium and minimal increase compared to last year. While the excess is higher, the significant savings make James Hallam the strongest recommendation for renewal.

The final approval was made outside of the committee to ensure the Town Council's insurance coverage did not lapse.

See **Appendix A** for insurance documents.

Budgets

Budget Codes: 6205 PF Insurance

Budget Availability: £4,226

Committed Spend: None

Budget After Committed Spend: £4,226

Signature of Officer:

Finance Officer