

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY SEPTEMBER 14TH 2021

Item 14 – To receive and approve a report on the 2021 Remembrance Day Parade

BACKGROUND

For many years, the Copythorne Branch of the Royal British Legion (“RBL”) – with the support of the 2nd New Forest North (Stanley’s Own) Scout Group - have been responsible for the organisation of the Annual Remembrance Day Parade and has done so using insurance cover provide the RBL or the Scout Association. This has include the required road closures for the parade from the Parish Hall to St Marys Church.

Across the country, the responsibility for Remembrance Day Parades has been dealt with in different ways. For example in some places the RBL has been responsible, whilst in other places the local Council (City, Town or Parish) have been responsible.

REQUEST

As Parish Clerk I have received a request from the Copythorne Branch of the Royal British Legion to become the “responsibility authority” and take over the formalities of arranging the required road closures with New Forest District Council and being responsible for the management of the Parade.

We will have the benefit of the excellent paper work that needs to be submitted to New forest District Council to support the road closure requests.

In addition, those who have previously co-ordinated the required marshalling arrangements will continue to do so.

Following the initial request, I contacted Came & Co to find out if our existing Parish Council insurance policy would cover the liability of us being responsible for the Remembrance Day Parade. They confirmed that subject to following a set of guidelines supplied by them what we would indeed be covered and that our insurance policy already included such cover as standard. A copy of their response is attached (Appendix A)

RECOMMENDATIONS

- 1.** That the Parish Council agree to the request from the Copythorne Branch of the Royal British Legion to take over on an ongoing basis responsibility for the Annual Remembrance Day Parade with effect from the November 7th 2021 Parade.
- 2.** That the Clerk be authorised to submit the necessary Road Closure notice paperwork to New Forest District Council.

David Rigby
Clerk to Copythorne Parish Council
September 8th 2021

**APPENDIX A Came & Co response regarding Public Liability cover for events arranged by the Parish Council
(Note: not all paragraphs are of direct relevance)**

Further to our conversation, I can confirm that provided an event is being organised by, or on behalf of the Parish Council, their responsibilities towards it are covered automatically under the Employers' and Public Liability Insurance sections of the policy we arrange for no additional premium. A £10 million limit of indemnity applies under both of these policy sections. In the absence of an official organiser, it is recommended that the Council take on responsibility of the event to ensure the above applies.

We strongly recommend a risk assessment is carried out prior to the event with all remedial action completed for any defects or issues identified. The risk assessment should be kept on file by the Council as this may assist the insurers in defending a claim for injury should one arise. I am attaching an example which I hope is helpful. (#)

Please note that the cover excludes any activities on the attached list(*) and we also recommend that the advice set out in the attached guidance note is taken into account. Please let me know if you have any questions regarding these.

Where outside organisations, businesses and individuals attend a Council-run event to provide entertainment, catering, run a stall etc. they should have their own Public Liability Insurance as their responsibilities are not covered by the Council's policy.

If any equipment is being hired in, such as marquees, generators or portable toilets, and these need to be insured against loss or damage whilst on hire, please confirm the sum insured required and the appropriate dates. This will enable us to confirm whether any additional premium is required to insure these temporarily on the policy. Please note that a £250 excess will apply to any one claim.

The policy we arrange provides a limit of £1,000 for any one loss of cash from an unspecified safe with a separate limit of £1,000 for any one loss for cash whilst in transit. If these limits will be inadequate to cover any cash being collected or banked by the Council please confirm the limits required together with full details of the banking and security arrangements.

Obviously with the ongoing situation with COVID-19, things are subject to change, certainly by next year, and with the policy due for renewal and coming out of Long Term Agreement in April 2022 and as such, the above is current at the time of writing.

CLERKS NOTES:-

(#) The Risk Assessment prepared and supplied by Copythorne RBL covers all the required points

(*) A Remembrance Parade of less than 1000 is not on the exclusions list