Service Agreement



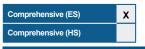
Client details

Business/Trading Name	
Company Name (if applicable)	downham market
Address	Downham Market Town Council 15 Paradise Road Downham Market PE38 9HS
Company Reg. No.	

Main Contact Name	Elaine Oliver
Email	clerk@downhammarkettc.co.uk
Main Contact Mobile No.	07767828683
Business Telephone No.	01553630655
Trade/Profession	Other
VAT Reg. No.	

List all subsidiary and associated companies to be included in the contract (List address on Additional Information Form if different from above):

This contract will cover the following services (please tick as appropriate)



Comprehensive Plus (ES) Comprehensive Plus (HS)

Employment Services (ES)

- · Preparation and updating of employment documentation
- 24/7 telephone advice on employment law, HR & payroll matters and access to BrightHR Online portal

Service Levels



Health & Safety Services (HS)

- · Preparation and updating of management system
- Workplace review and compliance report
- 24/7 telephone advice on health & safety matters and access to Health & Safety Online portal

Service Levels

Total number of additional sites

Total number of additional visits 0

Optional Insurance Policy

Optional Insurance Policy

Legal Support Early Conciliation

Employment Tribunal

Х

Days 0

(if insurance policy selected)

(see opposite page)

The contract and insurance terms

Total number of staff for all companies serviced by this contract (include employees/workers/directors/partners etc.)

month(s)

Contract Instalments Payments £ 234.05 +VAT & IPT Monthly X Quarterly Annually

10

Contract Fees Services Fee £ 12638.90 +VAT Insurance Premium £ 1404.00 +IPT Contract Total £ 14042.90 +VAT & IPT

Please Note: First payment due immediately, subsequent instalments due consecutively as stated

Declarations

Contract Period

Insurance Declaration

Initial Contract Period of

Frequency of Instalments

I confirm that I have read and understood

Insurance Product Information Document (IPID)

* Important Information of the contract

I have also had the opportunity to ask questions about, and check my understanding of, the insurance policy. I confirm this has been a non-advised sale

Signed by client Elaine Oliver

- This agreement shall be for the duration of the initial contract period.
- This agreement shall continue automatically after the initial contract period for the same period unless terminated by either party giving a minimum of six months' written notice to expire at the end of the initial contract period or any subsequent renewal period.
- Time for payment of the instalments shown above together with these declarations shall be the essence of the contract. Failure to maintain payments will result in 80% of any remaining liability becoming payable immediately.
- The client is able to terminate this agreement at any time within the initial contract period or subsequent renewal period upon payment of 80% of any remaining liability.
- Croner shall be entitled, at the end of the initial contract period and any subsequent renewal
- period, to increase the fees under this agreement by up to 7% for the following contract period. This agreement is approved subject to a creditworthiness assessment. If adverse information is found, Croner reserves the right to cancel this agreement with no liability to the client. Credit reference agencies may be used to assess creditworthines:
- g) Croner acts in a consultancy capacity only to assist the client to comply with health and safety legislation and regulations and does not provide any warranty of compliance with health and safety law. The client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).
- All services provided pursuant to this agreement shall be fully utilised by the client. No refunds or credits shall be due in respect of any underutilised services.
- Copyright in all documentation provided pursuant to this agreement is reserved by Croner, without whose written permission it may not be reproduced or modified.
- This agreement is to be read in conjunction with the terms and conditions of use which are to be accepted when first registering as a user of BrightHR
- This agreement operates from today's date and I declare the information provided is true and accurate in every respect and no material fact has been misstated or suppressed

By signing I confirm that I have read and understood the contents of the contract:

Signed by client (authorised signatory for goods and services)	Docusigned by: Haire Ainer E18271 15E80400
Name (print)	Elaine Oliver
Position	Town Clerk
Date	26/2/2021 10:03 GMT

Signed on behalf of Croner	Docusigned by: John McLaffrey B208241E0BCC44D
Name (print)	John McCaffrey
Date	26/2/2021 10:05 GMT

This contract is governed by the Laws of England and Wales whose courts shall have exclusive jurisdiction.