

# CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



## **Item 11: Cuckfield Preschool Invoice**

Cuckfield Preschool submitted an invoice for £544 (net) in respect of cleaning the Village Hall after the vandalism experienced there on 13<sup>th</sup> and 14<sup>th</sup> January 2019.

The cleaning work undertaken was done without authorisation by the Parish Council in advance as Preschool did not advise of their intention to charge. Furthermore, Cuckfield Preschool requested a professional clean was also undertaken to ensure all glass had been removed from the property, which was completed on 16<sup>th</sup> and 17<sup>th</sup> January at a cost of £232.50 (exc VAT), again before advising the Parish Council they intended to charge for the cleaning undertaken on 14<sup>th</sup> and 15<sup>th</sup> January.

The invoice was referred to our insurers, Zurich, who provided the following summarised response:

- The Preschool invoice is for a total of 52 hours cleaning; 20 hours on the Monday and 32 hours on the Tuesday.
- Preschool requested a professional deep clean was undertaken at the hall, due to their lack of confidence in the rooms being fully cleared of glass.
- The Parish Clerk instructed Denma Cleaning attend the site, as requested. This took place on Wednesday and Thursday, working in conjunction with Preschool to ensure they were able to re-open on Wednesday by only using one hall whilst the other was cleaned.
- At no point during this time (14<sup>th</sup> – 15<sup>th</sup> January) did Preschool advise of their intention to charge for the cleaning work undertaken, or how much they intended to charge, meaning there was no opportunity to make Full Council aware of this matter in advance of the cleaning being completed. Furthermore, the decision made by the Clerk/Parish Council to instruct Denma Cleaning to attend the Village Hall to complete the requested deep clean was not made with a full understanding of the facts.

Zurich Insurance rejected the invoice on the basis that the cleaning undertaken by Preschool was felt to be insufficient as they still required a professional cleaning company to attend the site. If there is some other reason why Preschool submitted an invoice for the cleaning, i.e. to replace contaminated equipment used for the clearing up, or due to loss of earnings, Zurich advised that this should be a claim pursued through their own insurance company.

Finally, on reviewing the Preschool contract I bring your attention to the following condition:

7.3 In the event of the Property or any part thereof being rendered unfit for the purposes of this licence the Licensor shall not be liable to the Licensee for any resulting loss or damage whatsoever. In such circumstances the Licence Fee shall be suspended and cease to be payable until the Property or the damaged parts of the Village Hall are made fit for occupation and use.

We provided a refund for the loss of opening hours due to the vandalism. My advice is that we have met our obligation to Preschool without making any further payment to them for this unauthorised invoice.