



## Paroisse de Ste Marie

### **MINUTES OF A PARISH ASSEMBLY HELD AT ST MARYS COMMUNITY CENTRE on Thursday 22nd July 2021 at 7.30pm**

An Assembly of the Principals and Electors of the Parish of St Mary was held at St Marys Community Centre on Thursday 22nd July at 7.30pm to conduct the following business:

1. To receive and, if deemed advisable, adopt the accounts of the Connétable for the financial year 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021, the said account having been previously audited by the Parish Accountants and examined by the Committee appointed for that purpose
2. Vote a sum of money for use by the Parish Roads Committee, for the upkeep and maintenance of the Parish by-roads for the year ending 30 April 2022
3. Receive and, if deemed advisable, approve estimates for the requirements of the Parish for the financial year ending 30 April 2022, including proposals to make transfers from the general reserve fund for specified purposes
4. Approve a rate for the year 2021, of an amount which will produce for the Parish income that is at least sufficient to satisfy the requirements set out on the approved estimates.
5. Elect a Committee to examine the Connétable's accounts for the year ending 30 April 2022.
6. Approve a firm of Chartered Accountant to audit the Connétable's Accounts for the year ending 30<sup>th</sup> April 2022 (the present Chartered Accountants, Messrs Alex Picot, have signed their willingness to be reappointed)

The Connétable, John Le Bailly, opened the meeting by welcoming everyone.

Apologies were received from Reverend Tim Neil, and Daniel Reed, and Mark Evans.

The meeting was attended by 19 people who were eligible to vote.

The Secretary read the convening Notice for the Assembly and it was duly signed by the Connétable.

**Item 1 - To receive and, if deemed advisable, adopt the accounts of the Connétable for the financial year 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021, the said account having been previously audited by the Parish Accountants and examined by the Committee appointed for that purpose:**

AM started his presentation by referring the Assembly to page 4 of the Accounts which provides a summary of the position as year-end, 30<sup>th</sup> April 2021 highlighting that the Net assets are set out at the top half of page, and Reserves at bottom.

Net assets have increased by £67,500 due to a surplus on the General Reserves which was received from the Rates, and pays for the general running of provision parish services, with a surplus of £52,500, and just under £13,000 surplus on the Roads reserves which receives the driving licence income and is responsible for the upkeep of the roads.

Police car reserves of £3,000 at the ready as and when required in the event of unexpected expenses, and some small expenditure of the Constables special account.

AM referred to Page 5, Summary of the General account, explaining that the parish rates were paid into this account and used for payment of running of services

- Parish made a surplus of £52,435, which is £26,000 above the expected surplus, the difference is due to 11k of other income which wasn't in the budget, and a mixture of variants which will be covered.
- Rates net income £386,472 after paying over the Government IWR of which £383,696 was rates and £3,600 surcharges of that at year end (represents just under 24 million quarters at 1.06p per quarter) with just over £2,500 of rates outstanding, and £280 in surcharges.
- Parish Hall rental of £304 was low due to Covid this year, however, rental commenced again in April once restrictions allowed.
- The annual Petanque Club, a new rental of £400 was paid up for this year, this being an additional income to the Parish.
- Cemetery income was slightly higher due to the price of polts increasing last year, and plots being purchased.
- Dog permits doubled in price which explains why there is an increase in income.
- Bank interests are down, much lower due to interest rates.
- Conveyancing Fees have increased, which indicates more movement than normal with properties being sold/purchased within the Parish for the year.
- Total Receipts at £397,325 an over budget of £13,600 due to rate surcharges and other income not included in the budget.

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### **Administration**

- AM made reference to a slight increase from budget for office expenses, this was due to IT office costs and a new photocopier, but was set off by lower costs for cleaning, and utilities likely due to Covid whilst closed for a short time due to COVID.
- Salaries were below estimates due to some movement in the year, but inline with the current staff levels, as was the budget for a full year.
- Comité de Connétables – expenses/shared costs which are organised by the Comite for all participating parishes, referred to page 11 for a breakdown eg. office costs/IT support costs relating to online services for driving licences, and rates.
- GDPR Data Protection – Comité de Connétables organised that all Parishes comply with the latest legislation, bringing them up to speed by rolling this out accros all parishes . Going forward each Parish will be invoiced seperately, whilst dealing with the Data Protection Officer independently. Going forward this cost will be highlighted as a seperate line for the annual cost (sharing the cost which will be split).

AM highlighted that the Comité de Connétables costs were higher than expected, and that this was unavoidable and related to IT costs.

### **Public Works**

- Transfer of £30,000 to the Roads Committee as agreed at a Parish Assembly last year
- Refuse Collection – increase of cost of living 12 month increase
- Parish Church & Rectory, slightly above budget due to a number of leaks in the rectory and gardening maintenance which was required
- Community Centre maintenance contract cost (below budget).
- Community Centre cleaning contract (part year on contract) which was also below budget as a result of closure due to COVID.
- Parish Hall refurbishment & maintenance, over budget due to an Electrical Report, window repairs, and a number of leaks.

### **Honorary Police**

- General expenses which cover fuel, motor insurance, phone, car costs, and equipment/tools, with the largest expense was £6,500 for a new speed Indicator device which was slightly above budget.

### **Donations and Grants**

- Charities show a lower amount this year, this was due to the closure of the Kids Club throughout COVID, therefore, returning their cheque.
- Parish Community Project – an old cheque which was never cashed showing a negative as no longer payable.

AM highlighted that with all of the above expenses being taken into account the Parish has a balance of £306,274 on the General Account.

### **Roads Account**

- Transfer from General Account of £30,000 as agreed at an assembly last year
- Licences still fluctuating, this will show some consistency of a regular income once worked through, spreading over the 10 year period.
- Resurfacing carried out for a number of repairs as decided by the Roads Committee.
- Road Clean – down this year, only one road clean took place at £8,000, rather than 2 at £5,000 each.
- Licences, expenses is up slightly due to a central payment which relates to a stock of new licence cards which were required at year end.

AM advised that this account had a surplus of £12,827, with a balance of £13,620 to carry forward.

### **Balance Sheet (page 4)**

AM highlighted the the following to the Assembly:

- At year end the General Account had a balance of £306,274 which represents around 46 weeks of expenditure, and represents a healthy amount.
- The Roads reserve have funds of £13,620 to carry into the next year.
- Police car reserve is building up ready to pay £15,000 ready for a new Police Car as and when required.

AM referred to the Audit report on page 1 pointing out a change of format due to audit policy standards. AM then went on to thank the parish staff for their assistance during this difficult year, which allowed them to achieve everything required and allowed for a smooth audit.

With no further questions the Connétable requested a proposer for the adoption of these accounts.

Proposer : Cynthia Cotillard

Secunder : Jim Drew

**Item 2 - Vote a sum of money for use by the Parish Roads Committee, for the upkeep and maintenance of the Parish by-roads for the year ending 30 April 2022**

The Constable talked through a number of roads that were in desperate need of repair around the Parish, some of which are a result of heavy traffic. The Constable asked for a Proposer and Secunder, and again expressed that these funds were required to help with road repairs. Ivor Barrette agreed, and highlighted that the Roads were in a poor state.

Proposer to go forward with the following, Ivor Barette, and Secunder: Alan Le Breton

£40,000 in within Constables Estimates

£20,000 to be ring fenced from the Reserves

£13,620 be c/f (highlighted by Peter Le Liard – Roads Committee Member)

**Item 3 - Receive and, if deemed advisable, approve estimates for the requirements of the Parish for the financial year ending 30 April 2022, including proposals to make transfers from the general reserve fund for specified purposes:**

The Constables Estimates were circulated to all at the Assembly, and a discussion took place.

The Constable gave the Assembly an opportunity to ask any questions. He then went on to explain that ongoing work was required within the following areas below and requested that a transfer of £50,000 from surplus income be divided between the following:

- £10,000 Church Quinquennial Inspection due by Andrew Arthur.
- £10,000 New Cemetery Wall repair (under review by structural engineer)
- £20,000 Roads Committee (funds to assist bringing roads up to standard)
- £10,000 Church/Rectory/Barn (repairs not done for a while)

The Constable talked through the estimates, and covered the above highlighted funds which were now required from the Parish reserves for various works now overdue, a Proposer was requested for the above.

Proposer: Trevor Le Sage

Secunder: Cynthia Cotillard.

The Constable thanked all for their input on item 3.

The Constable talked through the following Charities, all of which have approached the Parish:

**£5,000 towards Donations/Charities**

- Headway Jersey (request received in writing)
- Jersey Association for Youth and Friendship (request received in writing)
- JET (Jersey Employment Trust) – Acorn (request received in writing)
- Jersey Recovery College (request received in writing)
- JSPCA Coronavirus Urgent Appeal (request received in writing)
- The Jersey Lifeboat Association (request received in writing)
- YES - Jersey Youth Enquiry Link (request received in writing)

In addition to the above, a request to consider the charity Healing Waves was raised from the floor, (no details submitted) following a discussion, it was felt by all in attendance that this was a worthy cause (based at St Ouen, giving surf and paddle opportunities to those with disabilities).

The Constable gave all present the opportunity to express their thoughts, and a discussion took place regarding the above charities which were best placed to be worthy of Parish funds, whether it should be 2/3 charities, or spread out over the 8 charities. The following were agreed:

It was agreed to share the £3,500 divided by the above 8 charities listed above.

Proposer: C Cotillard

Seconder: Trevor Le Sage

In addition to the above, the following were also put forward and agreed:

- St Marys Kids Club £500
- St Marys Scouts £500
- St Marys Brownies £500

Proposer: Deputy David Johnson

Seconder: John Alcock

### **St Marys Youth Project Funding**

- 3 Year Youth Worker (£20,000)

Mark Renouf of Jersey Youth gave a talk about the services provided, and expressed his thanks to the Parish for their support by contributing towards funding the Parish Youth worker for a further 3 years.

The Constable asked all in attendance if there were any questions relating to the new estimates for 2021/2022, which include proposals from the Reserves Fund. There being no further comments the following came forward:

Proposer: Jim Drew

Seconder: Trevor Le Sage.

### **Item 4 - Approve a rate for the year 2021, of an amount which will produce for the Parish income that is at least sufficient to satisfy the requirements set out on the approved estimates:**

The Constable asked all if they had any comments following the highlighted to the Assembly that although St Mary was the smallest Parish, he recognised that the rates were higher than other Parishes. He also went on to say that he was aware that other Parishes were increasing their Parish rate this year.

It was agreed that the rate of 1.06p remain in place for St Mary, with no increase this year.

The Constable asked for approval on the above rate, this was proposed by John Alcock and Seconded by Ivor Barrette.

### **Item 5 - Elect a Committee to examine the Connétable's accounts for the year ending 30 April 2022:**

The Constable asked if there was anyone within the Assembly that wished to join the Accounts Committee for the forthcoming year, at this point no one came forward.

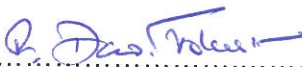
The Constable requested that the following Accounts Committee be re-elected on bloc, this was proposed by Glynn Bower, and Seconded by John Alcock, all present were in favour.

- Les Procureurs du Bien Publique
- Centeniers
- Vingteniers
- Comité des Chemins
- Le Recteur
- Surveillants
- Auditor - Andy Meyers
- Mick Rondel
- Church Wardens

**Item 6 - Approve a firm of Chartered Accountant to audit the Connétable's Accounts for the year ending 30<sup>th</sup> April 2022, the present Chartered Accountants, Messrs Alex Picot, have signed their willingness to be reappointed.**

The Constable asked the Assembly for approval of Alex Picot continuing their work with the Parish for the forthcoming year, and invited a show of hands, 8 in favour and none against.

There being no further business, the Connétable thanked everyone for attending the Assembly and declared the meeting closed at 8.25pm.

Signed.....  ..... Connétable

Date..... 18/01 2022 .....