



**Paroisse de Ste. Marie**  
**PARISH ASSEMBLY at**  
**St Marys Parish Hall**  
**on Thursday 18th August 2022 at 7.30pm**

Minutes of an Assembly of the Principals and Electors of the parish of St Mary held at St Mary's Parish Hall on Thursday 18th August 2022 at 7.30pm to conduct the following business:

1. To receive and, if deemed advisable, approve the Minutes of a Parish Assembly on 22nd July 2021 at 7.30.
2. To receive and, if deemed advisable, approve the Minutes of the Parish Assembly Meeting held on 20<sup>th</sup> June 2022 at 8pm
3. To receive and, if deemed advisable, approve the Minutes of the Nomination Meeting held on 20<sup>th</sup> June 2022 at 7.45pm
4. To receive and, if deemed advisable, adopt the accounts of the Constable for the financial year 1<sup>st</sup> May 2021 to 30<sup>th</sup> April 2022, the said accounts having been previously audited by the parish Accountants and examined by the Committee appointed for that purpose.
5. Receive and, if deemed advisable, approve estimates for the requirements of the Parish for the financial year ending 30<sup>th</sup> April 2023, including proposals to make transfers from the general reserve fund for specified purposes. Including grants to various charities and organisations.
  - a. To Vote for £15000.00 from the General Reserve to the Cemetery Wall Reserve to provide sufficient funds in that reserve for the required work
  - b. To Vote for £3906 from the General Reserve to the Cemetery Reserve to fund expected works
  - c. A special Vote of £6, 900 for Cemetery works to be funded by a vote of £3906 from the General Reserve and a transfer of £2,994 from the Monuments Reserve.
  - d. To Vote to transfer £3,146 from Acquisitions Reserve to the General Reserve.
  - e. To Vote £20,000 from the Roads Sinking Funds Reserve to the Roads Reserve.
  - f. To vote a Sum of money to various charities and organisations.
6. Approve a rate for the year 2022, of an amount which will produce for the parish income that is at least sufficient for satisfy the requirements set out on the approved estimates.
7. Elect a committee to examine the Connétable accounts for the year ending 30<sup>th</sup> April 2023
8. Approve a firm of Chartered Accountants to audit the Constable Accounts for the year ending 30<sup>th</sup> April 2023 (the present Chartered Accountants, Messrs Alex Picot, have signed their willingness to be reappointed).
9. To appoint the Comité Nouveau Cimitière for a 3-year period commencing 18<sup>th</sup> August 2022

## **WELCOME**

The Connétable, David Johnson, opened the meeting by welcoming all and the Parish Secretary read the notice convening the meeting. The meeting was attended by 16 parishioners who were eligible to vote.

## **APOLOGIES**

Apologies received from: Jim Drew, Sue Heppolette, Deputy Lucy Stephenson, Ann Watson, Mick Rondel.

## **APPROVAL OF MINUTES**

- 1) Minutes of Parish Assembly held on 22<sup>nd</sup> July 2021 at 7:30pm as to approval of rates and related matters. Approval of such Minutes was proposed by Peter Le Liard, seconded by both Cynthia Cotillard and duly approved by show of hands.
- 2) Minutes of the Parish Assembly Meeting held on 20<sup>th</sup> June 2022 at 8pm.as to the appointment of Sue Heppolette as Vingtenier and other matters. Approval of such Minutes was proposed by Terry Renouf, seconded by Martin de Gruchy and duly approved by show of hands
- 3) Minutes of Nomination Meeting as to the appointment of David Munns as Procureur du Bien Publique for the remainder of a 3 year term expiring 31<sup>st</sup> March 2023. Approval of such Minutes was proposed by Terry Renouf, seconded by Chris Bunt and duly approved.

## **ADOPTION OF ACCOUNTS**

- 4) The Constable invited Andrew Myers of Alex Picot to present the Parish Accounts for the financial year 1<sup>st</sup> May 2021 to 30<sup>th</sup> April 2022, the said accounts having been previously audited by Alex Picot and examined by the Committee appointed for that purpose.

Mr Myers opened by advising that the Parish Rates Income received was £591,278. (Parish rate of 1.6p.) This figure was slightly above that predicted, (£5,600.00) due to surplus Rate money outstanding with Surcharges. He then expanded on various individual items including;

The Island wide rate payment increased by £14000.00 due to collection of historical outstanding Rates which had been collected from our Debt Collectors for the years 2011-2021, but the portion representing the Island Wide rate had not been forwarded on to Government. This was a one-off payment as the Government had not chased this up due to an oversight on their behalf. Historically the outstanding debts from the period from 2011 to 2016 had now been recognized and accounted for.

Fines have increased due to return after covid. Bank interest rates are much lower due to interest rates but are on the rise. A telephone mast which was installed a couple of years ago and is situated on the back of the Parish Hall produced annual revenue. The Conveyance fee charges payable to the Parish for search fee on homes purchased within the parish have recently increased to £50.00, per property. The annual Petanque Club rental of £400 was paid up for this year, this being an additional income to the Parish.

Total income that was received was £389617.00 and General payments made out amounted to £389914.00 leaving a deficit of £297.00.

Mr Myers also explained that the General payments on the account related to the following:

**Admin office Expenses:** utilities which have increased, Staff Cover, Retirement events which cost £1000.00 plus two additional computers

**Insurance Premiums** have increased in line with general island wide increases with cover remaining the same.

The Experts receive an honorarium which has always been paid to the Rates Assessors in each parish. An Honorarium of £1000 to reflect the Accountancy services is also included.

**The Comite des Connétable:** has also increased due to a large order of Driving Licence Cards being placed, new Parish Website, Support Systems; the GDPR costs are also routed through the Comite des Connétable

**Data Protection** costs are above budget due in part to appointing a Data Protection officer.

**Credit Card Charges** have increased as the Parish also pay the rental fees of the machine, in the future more people will make payments online, resulting in an increase in charges.

**Refuse collection:** will be discussed in the estimates following recent notifications of increase

**Garden maintenance** covers the expenses, and two Caretakers wages; the purchase of a ride on mower for £5500.00, took us over budget.

**Community Centre Maintenance** amount largely attributable to direct payments to AFM in respect of monthly maintenance charge and cleaning The Constable and Procureurs are to review the present structure with the Community Centre

**Parish Church and Rectory:** Honorarium to the Rector and Drainage expenses

**Senior Citizens** a slight increase reflecting no function the previous year.

**Honorary Police General expenses** include fuel, motor insurance, phone, Honorariums, and equipment/tools, Tetra System and radios, Camera and IT equipment.

**Police Car** - £3000 paid over every year to build up a reserve in the event of unexpected expenses, £18,000 on reserve to date.

**Donations and Grants:**

£5000.00 set aside for the Parish Assembly to decide.

Mr Myers concluded that the Audit ran smoothly and in accordance with the accounting policy as set out in note 1. The Connétable thanked Andy Myers, Chris Bunt, Parish Secretary and the Accounts Committee team for all their help in preparing the accounts to the year end.

Approval of the Connétable's Accounts for the financial year 1<sup>st</sup> May 2021 to 30<sup>th</sup> April 2022 accounts were proposed by Ivor Barrett, seconded by Terry Renouf and adopted unanimously.

## ESTIMATES

- 5) There were produced for approval, if deemed advisable, estimates for the requirements of the Parish for the financial year ending 30<sup>th</sup> April 2023, including proposals to make transfers from the general reserve fund for specified purposes including grants to various charities and organisations.

The Honorary Account, Chris Bunt identified the following estimates which had been agreed by the Constable, Procureurs du Bien Public and the Accounts Committee for the period of 1<sup>st</sup> May 2022 to 30<sup>th</sup> April 2023.

**Office Expenses** – increase due to utilities, Computer

**Wages and salaries** – new Parish Secretary together with training

**Tresor** – remains the same

**Insurance** – remains the same

**Experts** – increase of £1,000 Rates and accountant

**Comite des Connétable**– increase in line with previous years.

**Data Protection** – training costs new Parish Secretary

**Credit card charges** – bank charges increase due to more online payments made.

**Audit fee** – remains the same

**Refuse Collection:** Attention was drawn to the estimate of £97,708 for refuse collection for the year 2022/23. The Parish service provider had notified the parish of an increase in the cost of refuse collection from the previous base cost of £62,000 pa to £97,708 pa. This increase is in line with price increases levied on other parishes by the same supplier. These other parishes have generally absorbed this level of increase in their estimates for 2022/23.

The new Constable and new Procureurs are currently negotiating with the supplier for a final price for this current year and will consider alternatives going forward. The estimate is included at the full figure of £97,708 on a “worst case” basis.

### **Roads Account:**

There is no provision for a transfer to the Roads Account for 2022/23 as there are sufficient funds in that reserve to meet anticipated expenditure in the current year. Next year, the Roads Committee will no doubt require more funds and a rise in the rate for 2023/24 is inevitable given this funding requirement and the increase in the costs of refuse collection.

**Parish ongoing and maintenance:** Refurbishment and maintenance - £10K as the Parish is currently on well water and may need to consider moving on to mains.

**Honorary Police expenses:** – increase of £1,000 for new kit needed as recruitment of new officers together with training costs

**Youth Project funding** is now currently £20,000 annually.

**Charitable grants:** remain the same, £5000.00 allocated for charity grants

**Senior Citizens lunch** allocated £2000.00 representing an increase

**Parish community projects** £1000.00 which could be used at a function at Xmas time.

## **Special votes**

### **PROPOSED SPECIAL VOTES AND TRANSFERS FOR 2022/23**

- a. To Vote for £15000.00 from the General Reserve to the Cemetery Wall Reserve to provide sufficient funds in that reserve for the required work
- b. To Vote for £3906 from the General Reserve to the Cemetery Reserve to fund expected works
- c. A special Vote of £6, 900 for Cemetery works to be funded by a vote of £3906 from the General Reserve and a transfer of £2,994 from the Monuments Reserve.
- d. To Vote to transfer £3,146 from Acquisitions Reserve to the General Reserve.
- e. To Vote £20,000 from the Roads Sinking Funds Reserve to the Roads Reserve.
  
- f. To vote a Sum of money to various charities and organisations.

## **Community Centre**

Discussion took place with the Connétable concerning the Youth and Community Centre and why the Parish was subsidising the maintenance and cleaning expenses, when there is a commercial profit-making Company using the facility. After various contributions from the floor Terry Renouf proposed that the Connétable and Procureurs further investigate as to the running of the Youth and Community Centre and the reason why the ratepayers are expected to fund the Community Centre from which a commercial company derives benefit and the matter then be brought back to a Parish Assembly. This proposition was seconded by Adrian De Gruchy. Terry Renouf proposed the special votes and transfers for 2022/23 estimates en-bloc and this was seconded by Martin De Gruchy and unanimously approved by the Assembly.

## **Vote of sums to charities and organisations in accordance with 5 f) of the Notice**

The Constable advised the Assembly that it had been customary in recent years to vote a sum of approximately £5100 in total to various charities and organisations.

By way of continuing funding to existing recipients, it was proposed by Terry Renouf and seconded by Daniel McCann that the following payments be approved.

6 <sup>th</sup> Jersey Scouts	£500.00
20 <sup>th</sup> St Mary Brownies	£500.00
Kids Club	£500.00

As to other possible recipients, the Constable advised that Letters had been received from the following.

Jersey Association of Carers  
Jersey Hospice Care  
Brightly Christmas appeal  
Headway Jersey Ltd  
Acorn Enterprises  
Jersey Overseas Aid

Jersey Association for Youth and Friendship

Parishioners at the meeting also suggested that the following be included two further Charities as below

Healing Waves

Love Hearts Appeal (Mr Mclaughlin)

It was agreed that £400.00 be paid to each of the nine Charities totalling £3600.00

Terry Renouf proposed that £400.00 be paid to each of the above nine Charities (a total of £3600) which with the figure of £1500 paid to the continuing charities would result in a grand total of £5100. This was seconded by Martin De Gruchy and passed unanimously.

### **APPROVAL OF RATE FOR THE YEAR 2022**

- 6) A proposal, made by Ivor Barette and seconded by Terry Renouf, that the rate Of 1.6 remain the same was approved unanimously. Accordingly, the Parish Rate was set at 1.6p.

### **ELECTION OF COMMITTEE TO EXAMINE THE CONNETABLE ACCOUNTS FOR THE YEAR ENDING 30<sup>th</sup> APRIL 2023**

- 7) Adrian De Gruchy proposed that the following be re-elected en-bloc as the Committee to examine the Constables accounts for the year ending 30<sup>th</sup> April 2023, namely the Constable, Procureurs du Bien Publique, Centeniers, Vingteniers, Comite des Chemins, Rector, Church Wardens, and Mick Rondel. This was seconded by Martin de Gruchy and approved unanimously

### **APPOINTMENT OF AUDITORS FOR YEAR ENDING 30<sup>th</sup> APRIL 2023**

- 8) The Connétable thanked Andrew Myers for his in-depth explanation of the accounts and advised the Assembly that Alex Picot had indicated their willingness to continue in office and be reappointed as Auditors for the ensuing year. After agreeing and acknowledging the hard work that had been done by Andrew Myers and his firm, Martin de Gruchy duly proposed that Alex Picot be appointed to audit the Constable Accounts for the year ending 30<sup>th</sup> April 2023. This was seconded by Terry Renouf and unanimously approved by the Assembly

### **APPOINTMENT OF COMITE NOUVEAU CIMETIERE**

- 9) The Connétable addressed the Assembly and informed them that the Comite Nouveau Cimetiere had been elected in March 2021 for a period of 4 years. The existing members are Constable, Procureurs du Bien Publique, Alan Moullin, Terry Renouf, and Ivor Barette. He suggested that, having particular regard to the required quorum, it might be appropriate to appoint additional members and that these might include the Caretaker/Groundsman as he had particular knowledge of the cemetery.

Following on from the above, Martin de Gruchy proposed to appoint the Caretaker/Groundsman as ex officio member and Shirley de Gruchy as member of the Comite Nouveau Cimetiere for a period of 3 years ending 18<sup>th</sup> August 2025. This proposition was seconded by Chris Bunt and unanimously approved by the Assembly.

## **CONCLUSION**

The Connétable concluded by thanking all the Officials who had assisted in the preparation of the Constables Accounts and Parishioners for attending the meeting. He also referred to his hope that, at the conclusion of Parish Assemblies in the future, the opportunity might be taken to have more open discussions on any matters affecting the parish or its residents. David Munns then responded by thanking the Connétable for his contribution since being elected and for his co-operation with other members of the Municipality team

Meeting ended at 9.00pm

**David Johnson**  
**Connétable**

19<sup>th</sup> August 2022