



**Paroisse de Ste. Marie  
PARISH ASSEMBLY at  
St Marys Parish Hall  
on Thursday 20th July 2023 at 7.00pm**

Minutes of an Assembly of the Principals and Electors of the parish of St Mary held at St Mary's Parish Hall on Thursday 20th July 2023 at 7.00pm to conduct the following business:

1. To receive and, if deemed advisable, approve the Minutes of a Parish Assembly on 13th June 2023.
2. To receive and, if deemed advisable, adopt the accounts of the Constable for the financial year ended 30<sup>th</sup> April 2023, the said accounts having been previously audited by the parish Accountants and examined by the Committee appointed for that purpose.
3. To vote a transfer of a sum of money from the General Reserve to be placed at the disposal of the Roads Committee for use on the upkeep and repair of by-roads in the Parish for the financial year ending 30 April 2024.
4. Receive and approve estimates of the funds required by the Parish for the financial year ending 30 April 2024, and also proposals for transfers from the General Reserve for specified purposes and grants to charities and other organisations.
5. Approve a rate for the year 2023, 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.
6. Elect a committee to examine the Connétable's accounts for the year ending 30th April 2024.
7. Approve a firm of Chartered Accountants to audit the Constable's Accounts for the year ending 30<sup>th</sup> April 2024 (the present Accountants, Messrs Alex Picot, having indicated their willingness to be reappointed).

## **WELCOME**

The Connétable, David Johnson, opened the meeting by welcoming all present. The notice convening the meeting was taken as read. The meeting was attended by 19 parishioners who were eligible to vote. Apologies had been received from: Deputy Kristina Moore, Anne Proffitt, John Alcock, Ivor Barette and Trevor Le Sage.

The Connétable referred to the passing of former Deputy Derek Maltwood, who had served the Parish most recently as Procureur du Bien Publique. The tribute paid to Mr Maltwood by the Bailiff at a meeting of the States Assembly had been circulated to the parishioners at the Meeting, and they were invited to stand for a minute's silence.

### **1. Approval of Minutes**

The Minutes of the Parish Assembly held on 13th June, 2023 had been made available on the Parish website and to parishioners attending the Meeting and were duly approved on a proposition by Mr L Stanton, seconded by Mr P Le Liard.

## 2. Adoption of Accounts

The Connétable invited Mr Andrew Myers of Alex Picot to present the Parish Accounts for the financial year ended 30<sup>th</sup> April 2023, the Accounts having previously been examined by the Committee's Accounts Committee and audited by Alex Picot.

Mr Myers started with the Balance Sheet, which showed that the Parish had total reserves of £364k comprising £262k in the General Reserve with the balance in various other reserves.

Mr Myers moved on to the General Account which detailed the receipts and expenditure for the year and also showed the movements in reserves that had been agreed at the corresponding Parish Assembly last year. Receipts for the year predominantly comprised rates income which, net of the Island-Wide Rate, amounted to £392k. This was £15k more than the previous year despite the Parish rate remaining at 1.6p. This variance arose from a small increase in the number of quarters but predominantly reflecting the fact that the IWR comparative figure for last year was higher than it would have otherwise been due to the reimbursement to Government of Jersey of historic IWR payments recovered from ratepayers but not previously paid across. Other income received was self-explanatory and broadly in line with budget. There had been a large, unbudgeted increase in bank interest, as a result of the rise in interest rates. Total income from the year amounted to £411k.

Expenses for the year overall were £378k, approximately £30k below budget. The principal points noted were:

Wages and salaries - £9k under budget due to certain office posts being unfilled for part of the year.

Insurances – an increase of £2.5 over budget reflecting the trend within insurance markets.

Comité des Connétables costs were £4k under budget. These are centrally incurred costs, including the cost of the Comité offices and IT development costs. IT development costs in the year had been lower than in previous years.

Data protection costs were £4k lower than budget. These were also largely centrally incurred costs and reflected a reduced requirement for support in this area over the past year.

Refuse collection costs were broadly on budget, albeit the budget had increased by in excess of 50% over the previous year.

Parish gardening and maintenance was approximately £5k under budget due to a staff vacancy for part of the year.

Overall, the Parish had generated a surplus of £33k against a budgeted deficit of £9k.

The Roads Account was briefly reviewed. The Account had started the year with a balance of £55k and been further supplemented with £12k of income from licences and fines. £37k had been spent on road resurfacing and road markings. Road cleaning had been on budget. A stock of driving licences had been procured during the year. After taking account of the £20k transferred to the Roads Account as approved at the corresponding Parish Assembly last year, the closing balance of the Roads Account was £38k.

The other Reserves were also reviewed. Predominantly they had moved in accordance with decisions made at the corresponding Parish Assembly last year. Other movements were as follows:

There had been £4.5k of expense against the Cemetery Wall Reserve and the balance now stood at £20.5k

The Rectory Repairs Reserve of £10k had been completely expended during the year.

Mr Myers concluded that the Audit had run 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.

The Connétable's Accounts for the year ended 30th April 2023 were adopted by a proposition made as follows:

Prop: Mr T Renouf                      Sec: Mr A Moullin and approved by the Meeting.

The Connétable thanked Mr Myers for his work on the Audit.

### **3. Roads Account**

The Connetable's Accounts Committee had incorporated a transfer of £20k to the Roads Account from the General Reserve in their Estimates for the year. It was intended that the Reserve would be built up to allow for future significant expenditure. A proposition to make this transfer was therefore put as follows:

Prop: Mr T Renouf    Sec: Mr A de Gruchy and approved by the Meeting.

### **4. Approval of Estimates, transfers and grants**

#### **Estimates**

Mr Bunt, the Honorary Accountant, had circulated a document prepared in conjunction with the Connétable's Accounts Committee for the financial year ended 30th April 2024.

Mr Bunt reviewed the proposed expenses for the year, drawing attention to the following points:

Office expenses and wages and salaries – it was projected that these would amount to broadly the same as actual expense for the previous year.

Insurances – an increase of £5k had been incorporated to cover the cost of an insurance valuation survey of Parish buildings (excluding the Church) which was due to take place in July.

Comité des Connétables and data protection – there was little control over these costs, as they were allocated cost arising from the Comité office. For the purposes of the estimates, it was proposed that they be set broadly in line with last year's actual costs.

Audit fee – this had not increased for 5 years but would now be rising to £8.5k.

Parish magazine – the publishers of the Parish magazine had advised that advertising revenue was no longer sufficient to cover the costs of publication. The magazine was considered an important asset for the community and it was therefore proposed to support it up to the cost of £3k per annum.

Refuse collection – a further considerable increase in the cost for refuse collection had been proposed by the contractor. After extensive negotiations with the Connétable, a reduced

charge of £112k for the year had been settled upon. It was noted that this charge amounted to less than £3 per household per week.

Community Centre Support – The Community Centre was now under new management, with a new committee now in place. It was anticipated that the management of bookings and expenses would be performed in a more professional manner. The Community Centre had been awarded a grant of £20k through the Association of Jersey Charities to finance the employment of a caretaker, which would displace the existing management agreement. It was proposed to keep supporting the Centre at the same level as last year, in the hope and expectation that this could reduce over time.

Parish Hall maintenance – There was quite a lot of maintenance required to the Parish Hall and it was proposed to keep estimate figure at £10k.

The budget for Honorary Police would be retained at the existing level. The number of Honorary Police was low and most of the costs were for operational expenses such as equipment and training. The older of the two Police vehicles was due to be decommissioned and would be handed over to the Parish groundsmen for their use.

Donations and grants – it was proposed to maintain funding at the same level as last year.

The total of the proposed estimates for expenses for the financial year amounted to £419.5k.

### **Transfers**

Mr Myers had advised that the amount retained in the General Reserve should equate to no less than the value of 16 weeks' average expenditure. Currently there was significantly more than this in it and it could therefore afford to be reduced by transfers to other reserves. The following transfers were proposed:

Rectory: There was a considerable amount of maintenance work required to be carried out at the Rectory and Rectory Cottage. A transfer of £43k was proposed to the Rectory Reserve.

Parish Hall: Although there were no specific significant projects required for the Parish Hall, it was thought prudent to start to accumulate to build up a reserve to provide the funds for any future significant expenditure.

New Cemetery: There were a number of projects required in the cemetery to bring it up to the desired standard, and funds were required to be provided for this. A transfer for £14k was proposed.

### **Parish Rate**

The Constable's Accounts Committee had agreed that a proposal to increase the Parish Rate to 1.75p should be put to the Meeting. This was forecast to derive a surplus for the year of £22k.

A proposition to approve the Estimates, Transfers and Parish Rate as set out above was therefore made:

Prop: Mr P Le Liard Sec: Mr M Stodart and duly approved by the Meeting.

## **Grants**

The Meeting had earlier approved the inclusion of a sum of £5k to charities and organisations, and after some discussion, the following grants were proposed:

£500 each for 6th Jersey Scouts, 20th St Mary Brownies and Kids Club (Total £1,500)

£1,500 additional funding for the Youth Club, to enable it to continue operating on all of the evenings it currently did and in recognition of the excellent work they did with the youth of the Parish.

It was also agreed that eight of the charities supported last year would each receive £200, as follows: Jersey Hospice Care, Headway, Jersey Association of Carers, Brightly Christmas Appeal, Jersey Overseas Aid, Jersey Association for Youth and Friendship, Healing Waves and Love Hearts Appeal (Total - £1,600).

The remaining £400 would be left for the Connétable to make grants at his discretion. A proposition was therefore put to the Meeting to approve the above:

Prop: Mr T Renouf    Sec: Mr A de Gruchy and approved by the Meeting.

## **Connétable's Accounts Committee**

After some discussion, it was proposed that the Committee would be comprised as follows: Connétable, Procureurs du Bien Publique, Centeniers, Vingteniers, Roads Committee members, Roads Inspectors, Rector and Church Wardens.

Prop: Mr A Moullin    Sec: Mr P Le Liard

The proposition was approved by the Meeting. It was suggested that if the Connétable wished to introduce expertise and input from outside of the municipality team, he could propose names of suitable candidates at the corresponding meeting next year.

## **7. Appointment of Auditors**

The Connétable advised the Meeting that Alex Picot had indicated their willingness to continue in office. A proposition to reappoint Messrs Alex Picot as Auditors for the financial year ended 30th April 2024 was proposed by Mr T de Gruchy and seconded by Mr L Stanton and duly approved by the Meeting.

## **CONCLUSION**

The Connétable advised that the following members of the Parish's Honorary Police had been presented with the Queen's Jubilee Medal at a ceremony at the Town Church: Centeniers Chris Bunt, Jim Drew, John Alcock, Glynn Bower and Vingtenier Sue Heppolette. The Connétable thanked these officers for their many years of service to the Parish.

The Meeting ended at 8.25pm

**David Johnson**  
**Connétable**

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