

# PARISH OF ST LAWRENCE



## Minutes of the Parish Assembly

Held on Monday 22<sup>nd</sup> July 2019 at 7.00p.m.

Assembly Room, St Lawrence

**Present:** 29 Principals and Electors

### Welcome:

The Connétable welcomed all present and introduced the Procureurs of the Parish, Mr Bruce Harrison and Mr Martin Sabey, the Parish Finance Officer, Mr Jim Sloan, the Parish Secretary, Mrs Leasa Nozedar, Mr Don Connolly of Alex Picot Chartered Accountants and the Reverend Phil Warren.

The Connétable advised that the Assembly was being recorded for minuting purposes, following which the Rector led the Assembly in prayer.

### Apologies:

Deputy Kirsten Morel, Senator Le Fondré, Sean Morvan, Stephen Ross-Gower, Marion Hibbeard, Sid Simkin, Peta Clayton, Brian Rondel, Ian Kenny.

### Deputies in Attendance:

Deputy Gregory Guida

Minutes taken by Parish Secretary Mrs Leasa Nozedar

### Convening Notice:

The Parish Secretary read the convening notice as follows:

An Assembly of the Principals and Electors of the Parish will be held at the Parish Hall on Monday 22 July at 7.00pm for the following business:

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 30<sup>th</sup> May 2019.
2. To receive and, if agreed, to adopt the accounts of the Connétable for year ending 30 April 2019, the said accounts having been audited by Alex Picot Chartered Accountants and examined by the Comité Paroissiale named for that purpose.
3. To approve the estimates of the funds required by the Parish for the financial year ending 30 April 2020 to include a sum of money for the upkeep and maintenance of the by-roads.
4. To approve a Rate for financial year 2019/20 in accordance with Article 21 of the Rates (Jersey) Law 2005.
5. To consider and, if agreed, to approve a sum to be taken from the Parish Capital Expenditure account to cover proposed maintenance and repairs of the Parish Hall. To authorise the Connétable and Procureurs du Bien Public to oversee the said maintenance and repairs.
6. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30 April 2020.
7. To appoint auditors to audit the Connétable's accounts for the year ending 30 April 2020.

8. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.

From Monday 15<sup>th</sup> July, copies of the audited accounts will be available from the Parish Hall office during opening hours or from our website.

Deidre Mezbourian

**Connétable de St Laurent**

**15 July 2019**

Reverend Phil Warren, Rector of St Lawrence, had certified that the above notice had been duly placed in the Parish Box in accordance with the provisions of the Law.

**1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 30<sup>th</sup> May 2019, these are on display at the Parish Hall.**

The Connétable asked for a proposer and seconder for the minutes. They were proposed by Miss Pam Staley and seconded by Mr Hamish Ramsay.

On a show of hands, all were in favour with none against; the Minutes having been approved were signed by the Connétable as President of the Assembly.

**2. To receive and, if agreed, to adopt the accounts of the Connétable for year ending 30 April 2019, the said accounts having been audited by Alex Picot Chartered Accountants and examined by the Comité Paroissiale named for that purpose.**

The Connétable invited Mr Jim Sloan, the Parish Finance Officer, who had this year prepared the accounts, to address the Assembly. Mr Sloan explained that he would go through the accounts welcoming any questions at the end, focusing on where there were significant differences between the actual and the budgeted figures starting with Advertising £3,646 against actual £1000 budget was due to the Parish advertising for a new Sexton within this financial year and additional Parish Assemblies.

Audit and Accountancy fees were underspent on budget due to changes made during the year which had reduced Alex Picot's involvement with the accounts, by bringing them in-house as part of the organisational review.

Computer expenses were slightly over budget as a new laptop was purchased for the Rates Assessors and a new work station for the Finance Officer.

The Honorary Police had gone over budget due to the purchase of new traffic technology; a new upgraded speed indication device had been purchased.

Legal and Professional fees are up due to the introduction of General Data Protection Regulation (GDPR) the Parish had to appoint a Data Protection Officer. 11 Parishes are using the same company with the costs split between the Parishes. The Parish is also reviewing and updating all Health and Safety policies.

Salaries are below £150,000 budgeted at £130,733 due to an organisational review and members of staff leaving. The Parish Finance Officer and Sexton had not worked a full year so had not received a full year's salary.

Establishment costs were higher due to some unexpected maintenance costs throughout the year including a survey of the Parish Hall with £4,000 in related fees. Faults were also discovered with the Church drains; being identified as part of the work on the Church extension, but not connected to that work.

The Roads Account was different this year due to the 10 year bulk driving licence renewal resulting in 10 year expenses within 1 year and net expenses being different to what they would have been in a normal year.

Repairs and Improvements to by-roads and drain cleaning were down due to the work not being required. Rates income had improved due to the number of quarters improving and the slight increase to the rate per quarter.

For the financial year ended 30<sup>th</sup> April 2019, expenditure over income amounted to a surplus of

£23,422 against a budget of £2,054. The reserves improved by the value of the net surplus together with movement of other funds including a bequest from Mr K Steventon of £20,000.

Mr Sloan then went through the Sheltered Housing Accounts pointing out the spend on maintenance repairs and renewals of £50,642. This was due to some major refurbishment work on two of the Sheltered Housing Flats that had become vacant as well as work on the communal areas.

Having completed his presentation, Mr Sloan answered a number of questions, following which the Connétable asked for a proposer and seconder to approve the accounts for the Connétable for the year ending 30<sup>th</sup> April 2019.

Proposed: Mr Hamish Ramsay

Seconded: Mr Alan Bougourd

On a show of hands, all were in favour with none against.

**3. To approve the estimates of the funds required by the Parish for the financial year ending 30 April 2020 to include a sum of money for the upkeep and maintenance of the by-roads.**

The Connétable then presented the budget for the year ended 30<sup>th</sup> April 2020 as set out on page 20.

The Connétable continued that it was business as usual in the proposed budget, the total sum requested before Grants and Special Votes was £564,900, which was less than a £10,000 increase on the actuals for the previous year. The expenditure forecast for administration had a difference from £7,849 for last year to £12,000 for the forthcoming year, due to an increase in the office costs of the Comité des Connétables, which is apportioned between the twelve Parishes, and the cost towards the LICAR system, for the driving licence administration. There is also an annual retainer cost of £600 contributing towards the collection of stray dogs.

Maintenance and renewal of equipment had also increased on last year's actual of £419 due to purchasing new ergonomic chairs for all Parish staff.

The Connétable gave a brief outline of the role of the Data Protection Officer (DPO) explaining that each Parish has had to appoint a DPO to manage all things Data Protection. This went out to tender and the Comité des Connétables appointed Salboa to represent 11 of the Parishes.

The proposed increase for salaries covers Pension and Social Security costs. The Parish employs one full time member of staff, two members of staff work four days per week and one currently works two days per week. Following last year's Organisational Review, it was recommended that the Parish appoint a separate Finance Officer, which had been done.

Refuse collection has increased to £198,300 in accordance with the current contract. The Parish is currently out to tender with the closing date of the 31<sup>st</sup> August 2019.

The Roads Committee would like to keep their budget at £10,000 for the year as the roads are in a fairly good state and the majority of the expenditure goes towards fixing potholes.

The Charitable Donations will remain the same at £15,000.

£10,000 is proposed for maintenance of the Parish Church; a statutory Parish responsibility.

£5,000 was proposed under Special Votes, for the Parish Vehicle Fund. Since the year end at the 30<sup>th</sup> April 2019 the Parish has had to purchase a lorry and as such is now looking to build up the reserves.

The budget for the Youth Worker remains at £15,000 which pays towards the cost of the Youth Worker at St Lawrence Youth Project.

A new line in the Special Votes is for the 75<sup>th</sup> Liberation Celebrations. The Parish will be

celebrating on the 10<sup>th</sup> May 2020 with a day of special events planned, including closing the road for a parade, afternoon tea for Parishioners who were here during the Occupation and a photographic exhibition in the Moignard Liberation Garden. £5000 was proposed.

Total expenditure for the next financial year was forecast at £621,250.

The Connétable then asked Mr Don Connolly to address the Assembly regarding the proposed transfer of £23,422 from the General Account to the Property Capital Expenditure Fund. Mr Connolly explained that he always encourages the Parish to keep 16 weeks of expenditure in the General Account from May to the end of August to cover the rates income which is generally received in September. Mr Connolly explained that having reserves and putting a little away each year, meant that if an unexpected cost did arise the rate remained unaffected. He continued that the General Account had around 18 weeks in reserve and he had suggested that the Parish made a Special Vote to go from the General Account into the Property Capital Expenditure Fund.

Having completed the presentation, the Connétable answered a number of questions, following which she asked for a proposer and seconder to approve the estimates of the funds required by the Parish for the financial year ending 30<sup>th</sup> April 2020.

Proposed: Miss Pam Staley  
Seconded: Mr Charles Le Cornu

On a show of hands, all were in favour with none against.

**4. To approve a Rate for financial year 2019/20 in accordance with Article 21 of the Rates (Jersey) Law 2005.**

Procureur Martin Sabey addressed the Assembly and recommended that the rate be set at 0.85p. He explained that this would leave a deficit of £19,896 but with the surplus from the previous year of £23,422 it would actually result in a small surplus. Following his presentation, Mr Sabey answered a number of questions, after which the Connétable asked for a proposer and seconder to approve a Rate for financial year 2019/2020.

Proposed: Mr Hamish Ramsey  
Seconded: Mr Brian Raffray

On a show of hands, all were in favour with none against. The Connétable declared the rate set at 0.85p per quarter.

**5. To consider and, if agreed, to approve a sum to be taken from the Parish Capital Expenditure account to cover proposed maintenance and repairs of the Parish Hall. To authorise the Connétable and Procureurs du Bien Public to oversee the said maintenance and repairs.**

Procureur Bruce Harrison addressed the Assembly to speak to the proposal to undertake repairs and maintenance of the Parish Hall. He explained that the Connétable and Procureurs were looking to the Assembly to authorise a sum of money to embark on an extensive programme of maintenance and repairs of the Parish Hall. The funds for this work are already available in the Parish Property Capital Expenditure Fund and would not affect the Parish rate.

Mr Harrison continued that the Connétable and Procureurs had approached Mr Andrew Arthur, a Chartered Building Surveyor, to undertake a complete survey of the Parish Hall and report back on the maintenance work required. Once the 41 page report had been received, Mr Arthur was asked to go out to tender on behalf of the Parish. Mr Arthur had received 3 quotes of similar amounts, however, the Parish Hall is a Grade 2 listed building and would need the scaffolding erected before the full extent of the work could be explored. Mr Harrison informed the Assembly that the Connétable and Procureurs were asking the Assembly to authorise a sum of up to £180,000.

Mr Arthur addressed the Assembly; he explained that the survey that had been carried out had been

<p>from the ground with binoculars, that the roof was in a reasonable condition but there are some areas where there has been some deterioration such as the Bell Tower which has two zinc vent type details which are starting to corrode and may need replacing. This issue had been discussed with Tracey Ingle, Principal Historic Environment Officer, who was keen that the materials used should be as is.</p> <p>Mr Ramsay asked how much of the reserves would be left after taking the £180,000 to do the work. Mr Harrison confirmed that would leave around £600,000 in the Property Capital Expenditure Fund. Mr Ramsay said that for the amount of work needed, the figure of £180,000 was not unreasonable to him.</p> <p>Mr David Mezbourian commented that once the scaffold had been erected it may show that the work is less serious and may not require as much money being spent on it.</p> <p>The Connétable advised that if at any time more money was needed an Assembly would be asked for approval. There being no further comments the Connétable asked for a proposer and seconder to authorise a maximum sum of £180,000 to cover proposed maintenance and repairs of the Parish Hall.</p> <p>Proposed: Mrs Mary Moody  Seconded: Mr Paul Ellison</p> <p>On a show of hands, all were in favour with none against.</p>
<p align="center"><b>6. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30 April 2020.</b></p>
<p>Before calling for a proposer and seconder, the Connétable explained that the Comité Paroissiale traditionally consists of;</p> <p>The Connétable  The two Procurers  The Rector  The two Deputies  The two Churchwardens  A member of the Roads Committee  Chairman of the Rates Assessors  The four Centeniers</p> <p>Proposed: Mr Alan Bougourd  Seconded: Mrs Anne Bougourd</p> <p>On a show of hands, all were in favour with none against.</p>
<p align="center"><b>7. To appoint auditors to audit the Connétable's accounts for the year ending 30 April 2020.</b></p>
<p>The Connétable informed the Assembly that following a discussion with the Procureurs they would like to again recommend the appointment of Alex Picot Chartered Accountants; she then called for a proposer and seconder.</p> <p>Proposed: Mrs Mary Moody  Seconded: Mr Hamish Ramsay</p> <p>On a show of hands, all were in favour with none against.</p>
<p align="center"><b>8. To elect three parishioners to the St Lawrence Sports &amp; Community Centre Management Committee.</b></p>
<p>The Connétable thanked the current committee for all their hard work over the past year, namely Mr</p>

<p>Sid Simkin, Mrs Marion Hibbeard and Mr John Ferris; she also thanked Mr Michael Orpin for his assistance over the past year.</p> <p>The Connétable then asked for nominations for three Parishioners to serve on the St Lawrence Sports and Community Centre Management Committee.</p> <p>Mr Sid Simkin was proposed by Mr Winston Le Brun and seconded by Mr Charles Le Cornu.</p> <p>Mrs Marion Hibbeard was proposed by Mrs Jenny Cartwright and seconded by Miss Pam Staley.</p> <p>Mr John Ferris was proposed by Mr Arthur Mauger and seconded by Mr Gerald Le Brun.</p> <p>There being no further nominations, the Connétable thanked them for standing and declared them to have been duly elected, all for a further one year term.</p>
<p>Before closing the Assembly, the Connétable thanked everybody for attending. She took the opportunity to remind the Assembly that the Parish depends heavily on the contribution made by volunteers, elected or otherwise. She said that their public service can often go unrecognised by the public but without it, the Parish would cost far more to run. In closing, she thanked them for helping to preserve the traditional Parish way of life, then thanked the Procureurs and Parish staff for their help and support.</p>
<p><b>Meeting Closed:</b></p>
<p>There being no further business the Connétable declared the meeting closed at 8.40pm.</p>

Signed:.....

Date.....

**Deidre Mezbourian, Connétable**  
**President of the Assembly**