

PARISH OF ST LAWRENCE



Minutes of the Parish Assembly

Held on Monday 26th July 2021 at 7.00p.m.

Assembly Room, St Lawrence

Present: 23 Principals and Electors

Welcome:

The Connétable welcomed all present and introduced Procureur Mr Martin Sabey, the Parish Secretary, Mrs Leasa Nozedar and Mr Don Connolly of Alex Picot Chartered Accountants.

Apologies:

Reverend Phil Warren, Procureur Bruce Harrison, Mr Norman Le Riche, Mr Michael Orpin, Mr Sean Morvan

Deputies in Attendance:

Deputy Kirsten Morel

Deputy Gregory Guida.

Minutes taken by Parish Secretary Mrs Leasa Nozedar.

The Connétable advised that the Assembly was being recorded for minuting purposes.

Convening Notice:

An Assembly of the Principals and Electors of the Parish will be held at the Parish Hall on **Monday 26 July at 7.00pm** for the following business:

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 24th February 2021.
2. To receive and, if agreed, to adopt the accounts of the Connétable for the year ending 30th April 2021, 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 30th April 2022 to include a sum of money for the upkeep and maintenance of the by-roads and a fixed contribution of £15,000 pa from 2021 – 2024 towards Youth Workers for the St Lawrence Youth Project.
4. To approve a Rate for the financial year 2021/22 in accordance with Article 21 of the Rates (Jersey) Law 2005.
5. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30th April 2022.
6. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2022.
7. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.

Copies of the audited accounts will be available at the Parish Hall and on our website from Wednesday 21st July.

Deidre Mezbourian
Connétable de St Laurent

21 July 2021

Parish meeting

Following closure of the Parish Assembly, Parishioners are invited to remain for a presentation and open discussion about the Island Identity project which will be delivered by Deputy Carolyn Labey.

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 24th February 2021.

The Connétable asked for a proposer and seconder for the minutes. They were proposed by Deputy Morel and seconded by Centenier Mike Haden.

On a show of hands, 18 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 the year ending 30th April 2021, 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 Don Connolly from Alex Picot Chartered Accountants, to address the Assembly. Mr Connolly explained that he would go through the accounts welcoming any questions at the end and focusing on where there were significant differences between the actual and the budgeted figures.

Starting on page 6, **Comité des Connétables**, he explained that the Secretary of the Comité sends each Parish a budget for the financial year for the use and administration of the Parish systems including Licar, Rates Management System and Electoral together with computer costs.

Legal and Professional £10,500 against £7,788 against budget this includes Data Protection Officer fees and £2,500 for Fire Risk Assessments.

Maintenance and Renewal of Equipment as budgeted, including a new sound system and new chairs for the Parish staff.

Rates written off / Recovered The Parish had recovered more in outstanding rates than they had written off.

Salaries, Social Security and Pension Contributions as budgeted.

Tresor as budgeted.

Establishment – Mr Connolly advised that due to the pandemic the Parish had increased Cleaning, but a saving had been made to Heat, Light and Water as the Parish Hall had not been fully operational.

Insurance £12,600 against £4,319. Mr Connolly advised the Assembly that the Insurance premiums did not match the Parish's financial year, so this was brought into line for this financial year end to keep it consistent. Consequently 6 months of this year's premiums had been accounted for in last year's accounts; next year it will reflect the full year. There had not been a saving but it will keep the premiums consistent from next year.

Roads Account Mr Connolly explained that the income for the Roads Account comes from Driving Licences, car park rent, firearms certificates, fines and Trafficworx permit fees which by law, all go toward maintaining the Parish by-roads. There was an unbudgeted expenditure from the Comité des Connétables for all 12 Parishes, for a stock of driving licence cards, at £4,523 to St Lawrence. This expenditure needs to be set off against the driving licence income but left the Roads Account with a deficit of £4,305.

He continued that the roads expenditure had gone up due to the repairs and improvements to by-roads, patching and pothole repairs and £5,000 on speed signs following recommendations from the Speed Limit review in 2020.

Grants and Special votes had dropped from £78,993 against £41,100. This was due to £23,422 being put into the St Lawrence Parish Property Capital Expenditure Fund and £5,321 transferred to the St Lawrence 75th Liberation Anniversary in the previous financial year.

Income - Mr Connolly informed the Assembly that the Parish Rate had remained the same last year, as for all Parishes. It was agreed to hold the Rate due to the pandemic. The Parish had an increase in the Rateable Quarters by half a percent from new builds and improvements to properties. Bank interest rates dropped. Sundry income and donations also dropped due to the Parish Hall not being rented out throughout the pandemic. Dog Licence income increased due to the cost of a dog licence doubling in 2020.

Total income £632,000 against expenditure of £602,000 leaving a surplus of £30,000 for the year. The Parish had budgeted for a £9,500 surplus.

Mr Connolly referred to the Parish Property Capital Expenditure Fund at £654,000 with expenditure of £109,000; this was for maintenance and repairs to the Parish Hall. He reminded the Assembly that it had been agreed that an additional sum up to a maximum of £230,000, had been agreed at a previous Assembly. He advised the Assembly that those works have been completed under budget, totalling £197,000.

Having completed his presentation, Mr Connolly asked the Assembly if they had any questions. There being no questions the Connétable asked for a proposer and seconder to approve the accounts for the Connétable for the year ending 30th April 2021.

Proposed: Mrs Judith Pallot

Seconded: Mr Ian Jayes

On a show of hands, 18 were in favour with none against.

3. To approve the estimates of the funds required by the Parish for the financial year ending 30th April 2022 to include a sum of money for the upkeep and maintenance of the by-roads and a fixed contribution of £15,000 pa from 2021 – 2024 towards Youth Workers for the St Lawrence Youth Project.

The Connétable then presented the budget for the year ended 30th April 2022 as set out on Page 22.

The Connétable explained that Advertising would be reduced again this year due to COVID-19.

The Connétable gave the Assembly a breakdown of charges the Parish will incur from the **Comité des Connétables**. This includes all Government of Jersey websites, Licar, RMS and the Electoral system. Also includes the Parish website hosting, stray dogs contract and the Comité des Connétables office costs, there is also a provision for the new Island Wide Parish website development. Proposed budget £26,250.

Computer Expenses proposed £11,500. This is due to the monthly contract with Focused IT, proposed purchase of 2 new laptops for the Rates Assessors and work to fix the Wi-Fi problem in the Assembly Hall.

The Connétable informed the Assembly of a proposed increase to the **Honorary Police** budget and gave a breakdown of the forecasted expenditure; final figure £27,000.

The Connétable informed the Assembly that the increase in **Salaries, Social Security and Pensions** was due to an increase in the States Pension Scheme and a full staff complement for the coming year. Proposed budget of £170,000.

Special Functions and Gifts includes an amount of £600 to mark the 40th Anniversary of the St Lawrence Ladies Action Group, the budget for the year was set at £1,000.

The Connétable explained that the budget for **Telephones** had gone up to enable the Parish to have staff work from home during the pandemic, if necessary, as well as the usual costs. Forecast budget of £4,000.

The **Tresor** will remain the same at £12,000, for the day to day running and upkeep of the Parish Church.

Heat, Light and Water is budgeted at £7,000, being less than last year as the Parish Hall is not yet in use for events due to Covid.

Insurance is now in line with the Parish's financial year, at £11,600.

The Connétable explained that **Maintenance of Parish Property, Grounds and Renewals of Equipment** was down to £10,000. She continued that the Parish intends to plant a Micro Forest (now known as The Parish Earth Project) following the JEC approaching all Connétables earlier this year as part of their commitment to reducing carbon. The cost will be approximately £1,000 for Nurture Ecology to complete this work and create a planting scheme for the Parish. The budget will also include work on the Millennium Footpath, tipping fees and plants for Parish grounds.

The Connétable explained that a new line had been added to show **Parish Vehicles**, running costs budgeted at £3,000.

The Connétable informed the Assembly that the new refuse contractor started in February 2021 with a saving of £17,503 to the Parish for this financial year. **Refuse Collection** budgeted at £180,000.

The Connétable explained to the Assembly that the **Roads Account** request would increase to £80,000 following a comment from a Roads Inspector at last year's Rates Assembly proposing that the Roads Committee should resurface a Parish by-road every year. The Committee reported that the Parish does not have a road that needs to be resurfaced but identified that there are several roads that need patching. The Committee received a quote from the Parish roads contractor for £55,000 to make those repairs, as well as additional works / repairs that need to be carried out.

Total expenditure before grants and special votes including £80,000 for the upkeep of the roads is £661,600.

Charitable Grants and Donations have a budget of £10,000.

The Connétable explained that all grants have been left at the same amount as last year apart from St Lawrence Sports and Community Centre. As the Community Centre receives a grant of £500 but is recharged by the Parish for Insurance, it had been decided that the Sports and Community Centre would not receive a grant and the Parish would pay for the Insurance premium, which is accounted for in the Insurance budget.

£3,000 was proposed under **Special Votes**, towards the Parish Vehicle Fund.

The budget for the Youth Worker remains at £15,000 which pays towards the cost of the Youth Worker at St Lawrence Youth Project. The contract for the Youth Worker has expired. If approved at the Assembly the Connétable would sign the agreement with Children, Young People, Education and Skills from 2021 - 2024.

Total expenditure for the next financial year was forecast at £699,200.

The Connétable opened the floor to questions.

There being no questions the Connétable asked for a proposer and seconder to approve the estimates of the funds required by the Parish for the financial year ending 30th April 2022.

Proposed: Mr Rodney Pallot

Seconded: Mr Winston Le Brun

On a show of hands, 17 were in favour with 0 against.

4. To approve a Rate for the financial year 2021/22 in accordance with Article 21 of the Rates (Jersey) Law 2005

Procureur Martin Sabey addressed the Assembly and referring to Page 24 of the Accounts, asked the Assembly to look at the 4 possible rates suggested. He advised the Assembly that RPI over the past

6 years from 2014 – 2020, had increased by approximately 15%. The Parish rate from 2014 – 2020 had increased by 6% giving the Parish a controlled level of increase in the rate per quarter. He continued that having carefully considered the possibilities the recommendation from the Comité Paroissiale was to increase the rate to 0.93p per quarter. He explained that this would leave a small deficit of £5,772. Mr Sabey told the Assembly that the impact of a 0.93p increase on a 3 bedroomed semi-detached property on a small estate would be approximately £27 a year.

The Connétable asked if anybody would like to propose a different rate. With no other rate proposed the Connétable asked for a proposer and seconder to approve a rate of 0.93p for the financial year 2021/2022.

Proposed: Mr Martin Sabey
Seconded: Mr Derrick Frigot

On a show of hands, 18 were in favour with none against. The Connétable declared the rate set at 0.93p per quarter.

5. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30th April 2022.

The Connétable explained that the Comité Paroissiale traditionally consists of;

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

They meet a week before the Rates Assembly to receive a presentation of the Accounts from the auditors and to ask any questions they may have in order to satisfy themselves on the transparency and management of the annual Parish expenditure.

Proposed: Mr Adrian Renouf
Seconded: Mrs Maureen Le Brun

On a show of hands, 18 were in favour with none against.

6. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2022.

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.

Proposed: Mr Derrick Frigot
Seconded: Mr Rodney Pallot

On a show of hands, 18 were in favour with none against.

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

The Connétable advised the Assembly that she understood only two names were being proposed for the St Lawrence Sports & Community Centre Management Committee.

The Connétable then asked for nominations for Parishioners to serve on the St Lawrence Sports and Community Centre Management Committee.

	<p>Mrs Marion Hibbeard was proposed by Mrs Jenny Cartwright and seconded by Mr Adrian Renouf. Mr Michael Orpin was proposed by Mr Winston Le Brun and seconded by Centenier Mike Haden. There being no further nominations, the Connétable thanked them for standing and declared them to have been duly elected, both for a further one-year term.</p> <p>The Connétable also acknowledged the work of Mr Sid Simkin as Chairman and booking officer of the St Lawrence Sports and Community Centre Management Committee for the past 20 years; he had recently stood down from the Committee.</p>
	<p>Before closing the Assembly, the Connétable thanked the Parish staff for their support following another difficult year with the impact from Covid and to the Honorary Police and other Parish volunteers for their continued support to the Parish.</p> <p>Mrs Judy Pallot congratulated the Connétable, and all involved in the refurbishment of the Parish Hall, giving special mention to the five newly etched windows.</p>
	<p>Meeting Closed:</p>
	<p>There being no further business the Connétable declared the meeting closed at 8.30pm.</p>

Signed:

Date

Deidre Mezbourian, Connétable
President of the Assembly