

PARISH OF ST LAWRENCE



Minutes of the Parish Assembly

Held on Wednesday 20th July 2022 at 7.00p.m.

Assembly Room, St Lawrence

Present: 24 Principals and Electors

Welcome:

The Connétable welcomed all present and the Rector led the Assembly in prayer.

Apologies:

Procureur Bruce Harrison, Mr Michael Orpin and Deputy Hilary Jeune

Deputies in Attendance:

Deputy Kirsten Morel

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 **Wednesday 20th July at 7.00pm** for the following business:

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 28th February 2022.
2. To receive and, if agreed, to adopt the accounts of the Connétable for the year ending 30th April 2022, the said accounts having been audited by Alex Picot Chartered Accountants and examined by the Comité Paroissiale named for that purpose.
3. To agree that the Roads Reserve Fund may be used for roads projects in excess of £10,000 as well as for unforeseen Road's expenditure.
4. To approve the estimates of the funds required by the Parish for the financial year ending 30th April 2023 to include a sum of money for the upkeep and maintenance of the by-roads.
5. To agree to replace various lighting columns as recommended by Jersey Electricity, at an estimated cost of £61,000, to be paid for from the Roads Account.
6. To approve a Rate for the financial year 2022/23 in accordance with Article 21 of the Rates (Jersey) Law 2005.
7. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30th April 2023.
8. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2023.
9. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.
10. To elect a Vingtenier for Vingtaine Bas de la Vallee.

Copies of the audited accounts will be available at the Parish Hall and on our website from Friday 15th July.

Deidre Mezbourian

Connétable de St Laurent

14 July 2022

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 28th February 2022.

The Connétable asked for a proposer and seconder for the minutes. They were proposed by Deputy Morel and seconded by Mrs Jenny Cartwright.

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 the year ending 30th April 2022, 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 10, **Income**, he explained that there had been a substantial increase in the Rates income.

Sheltered Housing Administration Recharge, a view had been taken by the Connétable and Procureurs that a 10% recharge of rental income would now be included in the Parish accounts for administration services provided by the Parish office. The gardening re-charge would still be included in the accounts, now showing as income rather than being offset against establishment wages.

Continuing to Page 7, **Advertising**, Mr Connolly confirmed that Advertising was over budget due to back dated invoices received from the Government of Jersey (GOJ) for advertising of over £2000. The GOJ had not sent out invoices during the pandemic.

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 he explained that the budget had not been fully utilised.

Honorary Police, £27,000 against £29,532, Mr Connolly informed the Assembly that this was up partly due to vehicle expenses rising from £1,000 to almost £3,500 and a laptop was purchased.

Salaries, Social Security and Pension Contributions, £174,144 against £170,000, this had increased as in 2021 there was not a full complement of staff due to retirement and a break before a new senior member of staff joined the office.

Tresor as budgeted, £12,000.

Establishment, there had been an increase in the cleaning costs which included touch point cleaning. Heat, light and water had also increased. This was due to the Parish Hall now being open fully and an increase in the cost of oil.

Insurance, Mr Connolly advised the Assembly that premiums had been moved to match the same period as the accounting year end.

Salaries, Social Security and Pension Contributions, Mr Connolly confirmed that this now looked higher due to Sheltered Housing gardening expenses being re-charged and shown as income, rather than an expense against wages.

Refuse Collection, £183,311 against £180,000, slightly over budget due to some changes to the contract over the 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 had been a substantial increase in issuing International Driving Permits over the year. Mr Connolly advised that roads expenditure had gone up due to large repair works on La Rue des Bessieres [totalling £20,000] and La Rue Parcqhée, costing over £15,500. A number of smaller road work repairs and potholes had also been carried out around the Parish during the year. The Parish hosted the Visite Royale in 2021 at a cost of £2,800.

Expenditure on the Roads was £108,000, compared to £55,000 the year before, leaving a surplus of £28,275 which was transferred to the Roads Reserve Fund.

Mr Connolly concluded that the total income was £726,894, against expenditure of £727,821. He added that a notional deficit of £5,772 had been forecasted, the audited accounts show an actual deficit of £927.

Having completed his presentation, Mr Connolly asked the Assembly if they had any questions.

Mr Ian Jayes requested a further breakdown of the Comité des Connétables expenses. The Connétable gave Mr Jayes an in-depth explanation regarding all expenses incurred.

Mr Steve Carter asked where the Clos des Pauvres field rental income was shown in the accounts? Mr Connolly confirmed this could be found on the balance sheet on Page 11, where the Charitable assets are shown at year end. He confirmed that field income was received, and donations were given under the management of the Connétable, which included donations to both Parish primary schools.

Mr Rodney Pallot queried the Battle of Flowers level of grant, noting that there is a rental charge from the Community Centre. Mrs Marion Hibbeard Secretary of the Community Centre Management Committee, spoke from the floor and confirmed that costs need to be covered by all users and that the rental income had been dropped during Covid.

There being no further questions the Connétable asked for a proposer and seconder to approve the accounts for the Connétable for the year ending 30th April 2022.

Proposed: Mr Ian Jayes

Seconded: Centenier Stuart Lusby

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

3. To agree that the Roads Reserve Fund may be used for roads projects in excess of £10,000 as well as for unforeseen Road's expenditure.

The Connétable explained to the Assembly how the Roads Reserve Fund was originally set up for use in unforeseen circumstances. The Roads Reserve Fund stands at £145,000 and the Roads Committee would like to be able to utilise these funds for larger projects [over £10,000] if deemed necessary.

The Connétable opened the floor to questions, there being no questions the Connétable asked for a Proposer and seconder to confirm the change to the wording for the use of the Roads Reserve Fund.

Proposed: Mr Rodney Pallot

Seconded: Mr Winston Le Brun

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

4. To approve the estimates of the funds required by the Parish for the financial year ending 30th April 2023 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 30th April 2023 as set out on Page 22.

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. Proposed budget £22,000.

The Connétable informed the Assembly of a proposed increase to the **Honorary Police** budget and

asked Centenier Lusby [Chef de Police] to address the Assembly with a breakdown of the forecasted expenditure. Centenier Lusby informed the Assembly that he was asking for an increase on the budget from £27,000 to £42,000. This would include funds required to bring the Police vehicles to a road worthy standard. New uniforms are required along with more up to date equipment. He informed the Assembly that from 2023, in order for officers to drive a Police vehicle they will need to pass various driving tests costing £1,200 for 3 officers.

The Connétable confirmed that the budget for **Postage, Printing and Stationery** was to be left at £8,000 as per the previous year, explaining that the cost of booklets being printed for the Visite Royale was not recurring.

The Connétable informed the Assembly that the increase in **Salaries, Social Security and Pensions** was due a full staff complement for the coming year. Proposed budget of £191,500.

The Connétable gave the Assembly a list of items that are included under **Special Functions and Gifts**. They include poppy wreaths, Senior Citizens lunches, Jubilee pin badges and thank you lunches for the Rates and Roads Committee. Budget £5,000.

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

Rectory Expenses had been increased slightly to reflect the increase in oil, of which the Parish pays 50% of the Rector's bill. Budget £3,800.

The Connétable explained to the Assembly that **Maintenance of Parish Property, Grounds and Renewals of Equipment** would include expenses such as tipping charges, plants, irrigation system, repair of Millennium footpath, loop hearing system in the Parish Hall and items required following health and safety training. Budget £15,000.

The Connétable advised the members of the Comité Paroissiale present at the Assembly, that they would note the budget for refuse had increased since the meeting held on Monday 13th July 2022. The proposed budget figure was now £234,175.

She continued that she had been approached by Matt Vautier of Vautier Municipal, the Parishes new refuse contractor, on Thursday 16th July with a request for a substantial contract increase due to the increasing costs that he is facing. The Connétable informed the Assembly that she called a meeting with Mr Vautier and Procureur Martin Sabey the following day to discuss his request in full. Mr Vautier confirmed then that the increase was to include fuel increases, staff wages, insurance and equipment parts. Deputy Kirsten Morel queried the contract between the Parish and Vautier Municipal. The Connétable advised the Assembly of the change in refuse contractor from Gembusters to MBM Services via a Tender process, and then to Vautier Municipal in May when MBM Services sold their assets and, following legal advice, the contract was novated to Vautier Municipal. After further discussion, the Connétable confirmed that the matter of the proposed increase was not yet resolved, and a further meeting would be held when Procureur Bruce Harrison returned to the Island.

Total expenditure before grants and special votes, including £50,000 for the upkeep of the roads, is £757,389.

Charitable Grants and Donations have been decreased from £10,000 to £5,500. With an increase to some of the Parish Association, a £3,000 special vote to the Parish vehicle fund, and £15,000 towards the St Lawrence Youth Worker.

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 2023.

Proposed: Rector Phil Warren
Seconded: Deputy Morel

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

5. To agree to replace various lighting columns as recommended by Jersey Electricity, at an estimated cost of £61,000, to be paid for from the Roads Account.

The Connétable informed the Assembly that the Parish owns 12 street lighting columns in various locations. The JEC approached the Connétable last year to inform her that these lights were at the end of their 'useful' life and need replacing. Mr Connolly confirmed that this was also the case in other Parishes. Following a general discussion on whether the replacements were necessary, the Connétable confirmed that the Parish would have to assume liability if a light was to fall. Mrs Judith Pallot then explained that she had contacted the JEC personally and requested a breakdown of the potential expenses between the standard lamps available and the Heritage lamps that may be placed around the 'Historic village'. Rector Phil Warren suggested that the options should be considered by the Roads Committee in the first instance [as it is within their budget] and the Parish should entrust them with that decision as they do with the Roads.

There being no further questions the Connétable asked for a proposer and seconder to agree to replace various lighting columns.

Proposed: Rector Phil Warren
Seconded: Mr Ian Jayes

On a show of hands, 23 were in favour with 1 against.

6. To approve a Rate for the financial year 2022/23 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 3 possible rates suggested. He continued that having carefully considered the possibilities, the recommendation was to increase the rate to 1.04p per quarter. He explained that this would leave a notional surplus of £1,846 for the year.

Deputy Morel proposed a lower rate of 1.01p, suggesting that the Parish reduce the budget by £20,000 as he was mindful of the fact that once increased the rate would never be decreased. He continued that the refuse contract needs to be looked at closely as we are all experiencing cost of living increases.

Mrs Jenny Cartwright suggested reducing refuse costs by either stopping the kerbside recycling or changing the weekly refuse collection to fortnightly. The Connétable confirmed that the two public recycling collection areas in the Parish were under the jurisdiction of IHE and discussions would need to be held between them and the Parish. It was also noted that all recycling may then be put in the general refuse collection, potentially increasing costs that way.

The Connétable confirmed that the recommendation of Procureur Martin Sabey was 1.04p which would show a surplus of £1,846, but that Deputy Morel had proposed, and Vingtenier Noel Le Fondre seconded, a lower rate of 1.01p, which would show a deficit of £19,898. The Connétable asked if there were any other proposals for the rate.

With no other rate proposed the Connétable asked for a proposer and seconder to approve a rate of 1.01p for the financial year 2022/2023.

Proposed: Deputy Kirsten Morel
Seconded: Vingtenier Noel Le Fondré

On a show of hands, all were in favour with none against. The Connétable declared the rate set at 1.01p per quarter.

	<p>7. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30th April 2023.</p>
	<p>The Connétable proposed the following as members of the Comité Paroissiale and explained that 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.</p> <p>The Connétable The two Procurers The Rector Deputy Morel The two Churchwardens A member of the Roads Committee Chairman of the Rates Assessors The four Centeniers</p> <p>Proposed: Mrs Judith Pallot Seconded: Mr Steve Carter</p> <p>On a show of hands, all were in favour with none against.</p>
	<p>8. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2023.</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: Rector Phil Warren Seconded: Mr Rodney Pallot</p> <p>On a show of hands, all were in favour with none against.</p>
	<p>9. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.</p>
	<p>The Connétable advised the Assembly that she understood only two names were being proposed for the St Lawrence Sports & Community Centre Management Committee. She then asked for nominations for Parishioners to serve on the St Lawrence Sports and Community Centre Management Committee.</p> <p>Mrs Marion Hibbeard and Mr Michael Orpin were proposed by Mrs Jenny Cartwright and seconded by Mr Adrian Renouf, the Connétable thanked them for standing and declared them to have been duly elected, both for a further one-year term.</p>
	<p>10. To elect a Vingtenier for Vingtaine Bas de la Vallee.</p>
	<p>The Connétable invited nominations for the role of Vingtenier for the Vingtaine Bas de la Vallee.</p> <p>Mrs Jenny Cartwright addressed the Assembly, saying that she would like to propose Mr James Gray for the role of Vingtenier for the Vingtaine Bas de la Vallee. This was seconded by Mrs Jane Clayton.</p> <p>There being no further nominations, the Connétable declared Mr James Gray duly elected. The Connétable congratulated Mr Gray on his meteoric rise from Constable's Officer to Vingtenier in a short space of time and thanked him for his time and commitment.</p> <p>The Connétable warned Mr Gray to appear before the Royal Court on Friday 29th July 2022 at 10am to take the customary Oath of Office.</p>
	<p>Before closing the Assembly, the Connétable thanked the Parish staff, the Procureurs, the Honorary</p>

	Police and other Parish volunteers for their continued support for the Parish.
	Meeting Closed:
	There being no further business the Connétable declared the meeting closed at 9.27pm.

Signed:.....

Date.....

Deidre Mezbourian, Connétable
President of the Assembly