

PARISH OF ST LAWRENCE



Minutes of the Parish Assembly

Held on Tuesday 22nd July 2025 at 7.00p.m.

Assembly Room, St Lawrence

Present: 22 Principals and Electors

Welcome:

The Connétable welcomed all present.

Apologies:

Deputy Andy Howell, Deputy Elaine Millar

Deputies in Attendance:

Deputy Kirsten Morel, Deputy Hilary Jeune

Minutes taken by Parish Secretary Mrs Leasa Nozedar.

Convening Notice:

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

1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 2nd June 2025.
2. To receive and, if agreed, to adopt the accounts of the Connétable for the year ending 30th April 2025, 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 2026 to include a sum of money for the upkeep and maintenance of the by-roads.
4. To approve a Rate for the financial year 2025/26 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 2026.
6. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2026.
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 Friday 18th July.

Deidre Mezbourian

Connétable de St Laurent

15 July 2025

- 1. To receive and, if agreed, to approve the Minutes of the Parish Assembly held on 2nd June 2025.**

The Connétable asked for a proposer and seconder for the minutes. They were proposed by Centenier Norman Laverack and seconded by Deputy Kirsten Morel.

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 2025, 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 estimated figures.

Expenditure

Page 6 Administration

Comité des Connétables:

Mr Connolly explained that the Comité des Connétables had overestimated their expenditure for the year, and this had been seen across the Parishes. This was due to anticipated work on a proposed new electoral system to allow for Automatic Voter Registration [AVR] which was not progressed. The costs of the Comité include the administration of the Parish systems; Licar [driving licences], Rates Management System [RMS], electoral system and the new dog licence system 'POODL' together with the office running costs. Actual of £17,490 against estimate of £22,000.

Honorary Police:

He informed the Assembly that there had been a saving from the estimate, this was due in part to the Honorary Police having under the required officer levels. He advised that the estimates should always include sufficient for the cost of potential new recruits [to include uniform and training courses]. He explained that this year's figure included the Centeniers Quarterly that the Parish was responsible for hosting every 3 years, costing over £2,000. Actual of £33,214 against estimate of £40,000.

Legal Fees – Rates Collection:

Mr Connolly explained to the Assembly that the Parish had moved the debt collection from a law firm to a debt collection agency. He confirmed that an earlier potential invoice was now no longer due, and this was shown in the actual figure of £2,475.

Rates Recovered:

He then went on to advise that the new company had managed to collect £6,182 on behalf of the Parish and were doing a good job.

Les Laurentins:

Mr Connolly advised that there had been a small amount of money that had come from earlier fundraising which had been fully utilised. The Parish now contributes quarterly towards the cost of publication of the Parish magazine, as agreed by the Assembly the previous year, the cost being £5,775.

In concluding his remarks on the figures for the Parish Administration, Mr Connolly stated that the expenditure had been well estimated, with no major stand outs. He then addressed the figures for the Parish Establishment.

Page 6 Establishment

Refuse Collection:

The Assembly was advised that the cost of the Refuse collection had increased by 10% as estimated. Actual £271,695 against estimate of £271,000.

Page 8 Roads Account:

£75,000 was the roads figure agreed to be raised from the rate by the previous Rates Assembly, added to this is income from driving licences, firearms, fines and Trafficworx permit fees. The main

expenditure was used for patching and pothole repairs on the Parish roads. He drew attention to the fact that the road cleaning in January came at a higher than usual cost due to the excessive mud and debris on the road following severe winter storms. In total £91,871 was spent, leaving a surplus of £44,669 which had been transferred to the Roads Reserve Fund.

Page 7 Grants and Special Votes:

Mr Connolly explained that the standout figure of £18,701 was spent on the St Lawrence Green Canopy, which is the landscaping behind the cemetery [previously agreed at an Assembly] to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II, adding that it was a nice amenity addition to the Parish. When the estimate of £5,000 had been included last year, the costs had not been known.

He concluded that section by advising that the total overall expenditure for the year had been estimated at £901,829, the actual amount was a small underspend of £894,304.

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Income:

Mr Connolly informed the Assembly that there had been a general increase in quarters, that the Rate had been set at 1.12p in the previous year and that other income received had been consistent.

Referring to the total income of £907,865 against expenditure of £894,304, he advised that the surplus of £13,561 'was not a bad result'.

He then reminded the Assembly that the Parish should hold 16 weeks of potential expenditure to allow for the Rates income to be received after the Rates Assembly, and that presently the Parish had the equivalent of 18 weeks.

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Fund Accounts:

Mr Connolly referred to the individual funds that the Parish has created for large capital expenditure and referenced various expenditure from those funds.

£46,515 was utilised for the Millennium Footpath Restoration, £48,723 was used to purchase the new Police Vehicle, £30,428 was spent on the Rectory, with reference to storm damage [£24,000 had been received from the Insurance company in the previous year by way of a claim] and £26,816 had been used for the new street lighting at Sandybrook.

The Connétable opened the floor to questions for Mr Connolly; there being none, he moved to addressing the Sheltered Housing figures.

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Sheltered Housing Fund:

Mr Connolly explained that the rental income had increased as all units were fully occupied during the year. During the previous year there had been vacant units, when repairs and renewals had been completed, therefore less rental income had been received. Those repairs in the previous financial year explained the difference between £5,225 in 2025 and £50,037 in 2024.

Mr Connolly spoke to the new Sheltered Housing Project and confirmed that the project should be coming in under budget and potentially on time. Within the 2025 accounts, approximately £850,000 had been spent.

Mr Connolly having completed his presentation on the Sheltered Housing figures, the Connétable asked the Assembly if they had any questions?

Mr Steve Carter asked the Connétable when the Sheltered Housing project was due to be completed? The Connétable replied that completion was expected at the beginning of September. She added that

she hoped to hold an open day for all Parishioners to view the new units, Militia Hall and Honorary Police offices.

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 2025.

Proposed: Miss Pam Staley
Seconded: Mrs Christine Gill

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 30th April 2026 to include a sum of money for the upkeep and maintenance of the by-roads.

The Connétable went through the draft estimates for the financial year ending 30th April 2026 as set out on Page 20.

Comité des Connétables:

The Connétable informed the Assembly that the Parish received the estimate from the Comité des Connétables, which includes the running of the office and all online administration systems, as earlier referenced by Mr Connolly. Estimate of £21,000.

Honorary Police:

The Connétable confirmed that following discussion with the Chef de Police, the estimate had been agreed to include funding for potential new officers. She was pleased to advise that a new Centenier had recently been elected and was due to be sworn in this Friday. The Connétable invited Centenier Laverack to address the Assembly, when he advised that there were two further interested potential new officers. Estimate of £33,000.

Legal and Professional Fees:

This had been increased to include renegotiation of the Refuse contract which will expire on the 31st January 2026. Estimate of £5,000.

Les Laurentins:

As previously mentioned by Mr Connolly, the Connétable explained that the Parish now needed to contribute towards the expense of publication, however she had managed to negotiate a slightly lower figure for the next financial year. Estimate of £5,000.

Deputy Jeune asked why the computer expenses had increased to £19,000? The Parish Secretary explained that the Parish office required 4 new PC's and 2 new laptops were needed for the Rates Assessment Committee. The Deputy then enquired who the computer contract was with? The Connétable explained that the Parishes had gone out to tender for that contract a few years ago and all Parishes now use Focused IT.

Tresor:

The Connétable informed the Assembly that the Tresor amount was to remain unchanged. Estimate of £15,000.

Insurance:

This was the actual figure already paid. £15,456.

Maintenance of Parish Property:

The Connétable told the Assembly that this would be increasing to include the ongoing maintenance of the Millennium Footpath. Following Storm Ciaran more than 60 trees had come down and needed to be cleared [already referred to in the presentation of the draft accounts]. The Connétable and Procureurs had recognised that the Parish Groundsman would not be able to manage the

continuing and ongoing maintenance and as such, a new maintenance contract had been agreed with a private provider. Estimate of £37,000.

Refuse Collection:

The Connétable explained that the current contract will expire in January 2026; the Connétable and Procureurs will be meeting with the contractor [VML] to consider renewal. Estimate £298,000.

Roads Account:

The Connétable informed the Assembly that the previous years estimate of £75,000 had been set at that figure to include work in collaboration with the JEC on Sandybrook Lane. It had been the intention to take the opportunity to renew some of the damaged road surface when new cabling was laid, however, the JEC did not go ahead with the proposed works. Estimate of £60,000.

The Connetable advised that the estimated total expenditure before grants and special votes was £893,306. She then referred to the estimates on Page 21.

Page 21

Grants to Parish Associations:

The Connétable informed the Assembly that the main difference in the estimates was the extra £5,000 to be given to the Parish Church, increasing that figure to £20,000. This was due to the publication of the recent Quinquennial [five yearly] report that highlighted future works and maintenance to be undertaken on the Church.

The Connétable invited Rector Phil Warren to address the Assembly, when he confirmed that the report had indeed highlighted some major issues to be addressed, including rotting beams in the bell tower and work needed in the boiler house.

Procureur Steve Linney added that not everything needed to be done immediately, however, he took the opportunity to advise that a potential big expense in the future would be the scaffolding required to undertake roof repairs.

The Connetable highlighted that the estimated total expenditure for the year was **£940,629**, before opening the floor to questions.

Deputy Jeune asked why there had been a drop in some of the Parish Grants and was advised that this was due to those clubs not providing their accounts as requested.

Mr Steve Carter asked how many members of the Honorary Police the Parish has and the cost of training them?

Centenier Laverack replied that presently there were 8 officers, this would increase to 9 on Friday and potentially there are a further two recruits. Training would, he thought, cost approximately £2,500 per officer. The Connétable gave a list of expenses paid by the Honorary Police, including insurance of £7,400, Comité des Chefs expenses of £4,800 and wages for the Honorary Police Administrator.

There being no further 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 2026 to include a sum of money for the upkeep and maintenance of the by-roads.

Proposed: Mr Martin Sabey

Seconded: Rector Phil Warren

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

After the vote had taken place, Deputy Kirsten Morel asked how any structural expenses would be covered [if needed] for work on the Community Centre? The Connétable confirmed that this would come from the Parish Property Capital Expenditure Fund.

	<p>4. To approve a Rate for the financial year 2025/26 in accordance with Article 21 of the Rates (Jersey) Law 2005.</p> <p>The Connétable invited Procureur Steve Linney to address the Assembly on this item.</p> <p>Referring to Page 22 of the Accounts, he confirmed that the previous years rate had been agreed at 1.12p per quarter. He then explained the 3 new potential rate figures and the notional deficit / surplus amounts that they would result in. He confirmed that the Island Wide Rate had increased from 0.92p to 0.94p in line with the Islands RPI figure.</p> <p>He proposed that we adopt the figure of 1.16p per quarter which would result in an almost breakeven situation. It would be an increase of 2.6% in the Parish rate, with a total increase of 2.9%, leaving a notional deficit of £1,998. This was seconded by Centenier Norman Laverack.</p> <p>The Connétable then asked if there were any other proposals for the rate?</p> <p>Mr Steve Carter proposed the rate remain [the same] at 1.12p per quarter, with a notional deficit of £31,779. This was seconded by Deputy Kirsten Morel.</p> <p>On a show of hands 1 was in favour and 17 against.</p> <p>The rate of 1.12p per quarter having been proposed, but rejected, by the Assembly, the Connétable then asked for a show of hands for the previously proposed rate of 1.16p per quarter.</p> <p>On a show of hands 18 were in favour and 1 against.</p> <p>The Connétable declared the rate set at 1.16p per quarter.</p>
	<p>5. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30th April 2026.</p>
	<p>The Connétable proposed the following as members of the Comité Paroissiale, explaining 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 of the Connétable and Procureurs to satisfy themselves on the transparency and management of the annual Parish expenditure.</p> <p>The Connétable The two Procurers The Rector Deputies who reside in the Parish The two Churchwardens A member of the Roads Committee Chairman of the Rates Assessors The four Centeniers</p> <p>Proposed: Mr Adrian Renouf Seconded: Deputy Kirsten Morel</p> <p>On a show of hands, all were in favour with none against.</p>
	<p>6. To appoint auditors to audit the Connétable's accounts for the year ending 30th April 2026.</p>
	<p>The Connétable invited Procureur Bruce Harrison to address the Assembly when he recommended the re-appointment of Alex Picot, Chartered Accountants, as auditors to audit the Connetable's accounts for the year ending 30th April 2026. The Connétable then called for a proposer and seconder.</p> <p>Proposed: Procureur Bruce Harrison</p>

	<p>Seconded: Mr Steve Carter</p> <p>On a show of hands, all were in favour with none against.</p>
	<p>7. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.</p>
	<p>The Connétable thanked Norman Laverack, Marion Hibbeard and Pat Sabey for their continued service to 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 was proposed by Mrs Jenny Cartwright and seconded by Mr Adrian Renouf</p> <p>Mr Norman Laverack was proposed by Rector Phil Warren and seconded by Mrs Christine Gill.</p> <p>Mrs Pat Sabey was proposed by Mr John Emmanuel and seconded by Mrs Sue Emmanuel.</p> <p>As there were no further nominations the Connétable thanked them for standing and declared them to have been duly elected for a one-year term.</p>
	<p>The Connétable thanked everyone for attending and participating at the Assembly. She reminded them that the smooth running of the Parish is dependent upon the goodwill of its municipality and volunteers, noting that all who were in attendance were, or had been, involved with the Parish in one way or another.</p> <p>She gave special thanks to the Procureurs, the Honorary Police, Roads Committee, Roads Inspectors and Rates Assessors.</p> <p>In concluding, she took the opportunity to thank the Parish staff for welcoming visitors with a smile and for the help they gave to all Parishioners.</p>
	<p>Meeting Closed:</p>
	<p>There being no further business the Connétable declared the meeting closed at 8.04pm.</p>

Signed:.....

Date.....

Deidre Mezbourian, Connétable
President of the Assembly