

# PARISH OF ST LAWRENCE



## Minutes of the Parish Assembly

Held on Thursday 14<sup>th</sup> September 2017 at 7.30 p.m.

Assembly Room, St Lawrence

**Present:** 55 Principals and Electors

### Welcome:

The Connétable welcomed all present and, in explaining the process for the convening of, and the procedure of, an Assembly, advised that the Connétable is the President and Presiding Officer of the Parish Assembly.

In accordance with statutory provisions, all Assemblies are advertised in the Jersey Gazette and the official notice is placed in the Parish box (the Boite Grille), in the Parish cemetery. The only business able to be discussed at a Parish Assembly is that shown on the convening notice (except for matters of public safety and the care of the poor).

The Connétable advised that some Parishioners had contacted her to say that they wished to ask questions regarding the proposed alterations to the Parish Church, which could not be discussed at the Assembly as the matter was not tabled.

Accordingly, she had agreed with the Rector that they would both remain at the close of the meeting, when the Rector would make a brief presentation about the alterations to the Church and would also answer questions.

The Connétable advised that it would be an informal and un-minuted meeting, held as a courtesy to those who had advised that they wished to ask about the Church, but who were unable to do so at the formally convened Parish Assembly; she added that all were welcome to stay.

The Rector led the Assembly in prayer.

### Apologies:

Procureur Martin Sabey, Mrs Pat Sabey, Church Warden Mr Peter Noble, Mr Mike Ethelston, Mr Norman Le Riche, Mr Ian Jayes, Mr Michael Orpin, Mrs Julie Mauger, Mr Arthur Mauger, Mrs Anne Bougourd, Mr Alan Bougourd, Mrs Lisa Woolley, Mr Sid Simkin, Mrs Marion Simkin.

### Deputies in Attendance:

Deputy John Le Fondré, Deputy Edward Noel.

### Convening Notice:

The Parish Secretary read the convening notice.

An Assembly of the Principals and Electors of the Parish will be held at the Parish Hall on **Thursday 14<sup>th</sup> September 2017 at 7.30 p.m.** for the following business:

1. To receive and if deemed advisable approve the Minutes of the Parish Assembly held on 12 April 2017.
2. To receive and adopt the accounts of the Connétable for year ending 30 April 2017, 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 2018 to include a sum of money for the upkeep and maintenance of the by-roads.
4. To consider and if deemed advisable, approve the change in special votes from St Lawrence Police Vehicle Fund to St Lawrence Vehicle Fund.
5. To vote a sum to be donated to grants and special votes and to vote a sum to be donated to charitable organisations, that sum to be allocated by the Connétable and Procureurs du Bien Publique.
6. To approve a Rate for financial year 2017/2018 in accordance with Article 21 of the Rates (Jersey) Law 2005.
7. To vote a sum to be transferred from the Accumulated Fund to the Parish Property Capital Expenditure Fund.
8. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30 April 2018.
9. To appoint auditors to prepare the Connétable’s accounts for year ending 30 April 2018.
10. To elect three parishioners to the St Lawrence Sports & Community Centre Management Committee.

From Thursday 7<sup>th</sup> September, 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**

**1<sup>st</sup> September 2017**

I confirm that this notice has been posted in the Church Notice Box in accordance with the law.

Signed: ..... Rector

**1. To receive and if deemed advisable approve the Minutes of the Parish Assembly held on 12 April 2017.**

The Connétable explained that the minutes of 12<sup>th</sup> April 2017 had been approved at an Assembly held on 31st August. As it had been too late to amend the Jersey Gazette Notice for that evenings Assembly, the minutes from 31<sup>st</sup> August would be considered at the next Assembly, together with those from 14<sup>th</sup> September. Item 1 therefore fell away.

**2. To receive and adopt the accounts of the Connétable for year ending 30 April 2017, 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, Partner at Alex Picot Chartered Accountants, to address the Assembly. Mr Connolly spoke to the following items:-

**Administration (Page 4)**

The Audit and Accountancy fee line was over budget by £4,000 as there had been some additional work required to be carried out. He explained that there had been unforeseen Parish office staff changes in the months leading up to the financial year end, which had impacted upon the maintenance of the bookkeeping and upon reconciliations. The additional work had contributed to the later date of the Assembly.

The Election Expenses showed a credit of £1,106, being the result of funds received from the States of Jersey towards the costs incurred for the Senatorial by-election held in late 2016.

The Honorary Police budget showed an underspend, however, the Tetra Radio costs had been transferred to the Ports of Jersey (following incorporation) and they had not yet billed for the use of the equipment. Those costs were a large part of the overall Honorary Police budget.

Maintenance and Renewal of Equipment costs at £5,601 had included the approved purchase of a new photocopier.

The Connétable had budgeted in the previous year for an increase in the Rates and Electoral System Expenses, which had come in slightly over budget by £198. Mr Connolly reminded the Assembly that every Parish makes a contribution to the Rates and Electoral System which is an on-line system managed by the Comité des Connétables. It allows rates assessments and payments to be completed on-line; the increase in costs had been to allow for improvements and upgrades to the system.

The unforeseen changes in Parish staff were reflected in the underspend of £11,252 seen in Salaries, Social Security and Pension Contributions.

The Tresor and Rectory Expenses were, again, similar to the previous year, when the Assembly had approved an increase of 100% to the Tresor.

#### **Establishment (Page 4)**

Under Establishment, the costs for Cleaning, those for Heat, Light and Water, and Insurance, were consistent year on year.

The budget for Maintenance of Parish Property, Grounds and Renewals of Equipment also remained consistent year on year, at £20,000, and a saving was reflected this year of £4,583.

The Refuse Collection was subject to contract, with an agreed increase year on year and was budgeted for; the sum spent in this financial year was £175,903.

#### **Roads Account (Page 6)**

Mr Connolly explained that the Rates (Jersey) Law 2005 requires that certain income of the Parish is put to the Roads Account; the main income is derived from the provision of driving licences and the income for this financial year was consistent with the previous year. Additional income for the Roads Account was received from the provision of firearms certificates and various fines (less an amount refunded to the States of Jersey), all of which were similar to the previous year.

The Expenditure from the Roads Account showed that less had been spent on Repairs and Improvements to By-Roads, minor patching and pot hole repairs were all that had been needed. He reminded the Assembly that when he had begun auditing the Parish accounts some years previously, the budget for the Roads Account had been in the order of £150,000. The amount paid to Roads Contractors for this financial year was also down, and he noted that fewer road sweeps had been required.

Looking to the bottom line figure, the surplus of £27,044 had been added to the Roads Reserve Fund (shown on Page 11), in accordance with the decision of a previous Parish Assembly.

Referring to Page 5 of the Accounts, Mr Connolly advised the Assembly that the total actual expenditure was £488,825 against a budget of £514,452 (before Grants and Special Votes).

Referring then to Grants and Special Votes, they had all been paid as budgeted.

Finally, Mr Connolly spoke to the Total Expenditure for the financial year ended 30<sup>th</sup> April 2017. Shown on Page 5, the Assembly noted that the 2017 Actual had been £546,275 against a budgeted forecast of £571,902, representing an underspend of £25,627. The 2017 Actual was an increase of only £4,355 on the previous financial year.

### **Parish Income (Page 7)**

Mr Connolly advised that the main source of income is derived from the Rates Collection. The Parish Assembly held on 11<sup>th</sup> July 2016 had approved the rate of 0.80p per quarter, that being the same as the previous year. With a small increase in the number of quarters, the income from the Rates Collection had been forecast at £557,319. After receipt of small amounts of additional income from bank interest, rent received on Maison de Gardien, dog licences and other sundry income the Total Income for the Year was £582,378.

Referring to Page 5 of the accounts, Mr Connolly explained that the surplus of Income against Total Expenditure was £36,103 and that the Balance Carried Forward figure of £250,777, as shown on Page 7, allowed for approximately 23 weeks of Parish expenditure before the collection of rates income for the next financial year.

### **Fund Accounts (Page 11)**

Mr Connolly spoke briefly to the balances shown as at 30<sup>th</sup> April 2017.

The John Moignard Bequest Fund has a balance of £10,097, following the creation of the new Parish garden next to the Church. He reminded the Assembly that the funds had been derived from the sale of a property bequeathed to the Connétable, to be used on a capital project. With the agreement of the Planning Department, an additional amount of £15,000 had been received from the Percentage for Art contribution made by the developer of the new small housing estate built in Rue de Haut.

The Parish Property Capital Expenditure Fund has a balance of £807,244, including the sum of £100,000 voted by the Assembly held on 16<sup>th</sup> July 2016. The expenditure of £47,639 from that fund was itemised at the bottom of Page 11.

The Police Vehicle Fund has a balance of £10,747, including the sum of £5,000 voted by the Assembly held on 16<sup>th</sup> July 2016. It is for the future provision of new vehicles for use by the Honorary Police.

The Rectory Improvement and Maintenance Fund has a balance of £42,174 and is utilised for any major improvements or maintenance required for the Rectory.

The Roads Reserve Fund has a balance of £106,260, including the sum of £27,044 being surplus on the Roads Account for this financial year. It is for any unforeseen or major expenditure required on the Parish by-roads.

Mr Connolly then asked whether there were any questions from the floor.

Referring to the Parish Property Capital Expenditure Fund shown on Page 11, Mr Paul Ellison

asked about the funds to be spent this year on the alterations to the Parish Church. The Connétable reminded the Assembly that a maximum sum of £80,000 towards the alterations had been approved by the Parish Assembly held on 8<sup>th</sup> July 2015 and that the sum of £9,359 had been utilised towards the installation of mains drains for the project. The balance would be utilised in due course.

### **Sheltered Housing Accounts (Page 14)**

Mr Connolly explained that those accounts were similar to the previous financial year, with a slight uplift in rental income and a not unexpected decrease in bank interest.

£12,883 had been spent on Legal and Professional Fees, that being architects fees for the proposed increase in Sheltered Housing provision. Similar to the Parish Accounts, there is no statement of property values within the accounts. The cash net assets shown on Page 15 are £947,891.

He then asked whether there were any questions from the floor but none were asked.

In closing, Mr Connolly advised the Assembly that, from an audit perspective, there were no concerns regarding the controls that were in place and that both the Parish and Sheltered Housing Accounts gave a true and fair view as at 30<sup>th</sup> April 2017.

The Connetable thanked Mr Connolly and his team, before asking for a proposer to receive and adopt the accounts of the Connétable for the year ending 30 April 2017.

Proposed by: Deputy John Le Fondre

Seconded by: Deputy Edward Noel

On a show of hands, 47 were in favour with none against and 1 abstention.

### **3. To approve the estimates of the funds required by the Parish for the financial year ending 30 April 2018 to include a sum of money for the upkeep and maintenance of the by-roads.**

Referring to Page 19 of the Accounts, the Connétable advised that it was intended to be “business as usual for the next financial year”, there being little variation proposed in comparison to the previous year.

#### **Administration**

With reference to the budget for the Comité des Connétables, there had been an increase in staff hours, incurring an increase in costs to all Parishes. The proposed increase over the actual for the previous year being £880.

Computer Expenses has a proposed increase of £2,925 on actual for the previous year, to cover new hardware, software (to cover malware and other viruses), a new payroll package, an upgrade of Microsoft Word and increased memory capacity.

After discussion with the Chef de Police, it had been agreed that the budget for the Honorary Police would be reduced from £25,000 to £20,000. One of the reasons for that is the low number of serving officers. The Connétable asked the Assembly to let her or the Chef de Police know of anyone who may be interested, or suitable, to join the service.

Maintenance and Renewal of Equipment had been reduced to £3,500 against an actual on the previous year of £5,601 (when a new photocopier had been leased).

Another budget reduction was seen in Rates and Electoral System Expenses, down to £6,060, this to cover the driving licence system, e-Parish services, electoral system and Parish website hosting. These costs are shared by all Parishes on a pro-rata basis.

The proposed increase in Salaries, Social Security and Pensions is to permit recruitment of an additional staff member; as Mr Connolly had explained earlier, unforeseen staff changes meant that the previous year showed an underspend, however, the budget had been for £113,500. The new forecast was for £122,000.

The budget is showing a new line for Special Functions and Gifts, this being an amalgamation of two previous lines of Gifts and Retirement Donations, and of Special Functions.

### **Establishment**

Under Establishment, there is no change to the budget for Cleaning (of the Parish Hall), and only a slight increase for Heat, Light and Water and also for Insurance.

Maintenance of Parish Property, Grounds and Renewals of Equipment is proposed the same as last year's budget, at £20,000.

An increase in Salaries, Social Security and Pensions is proposed from last year's actual of £45,913 to £49,200.

The budget for Refuse Collection increases year on year, rising from an actual of £175,903 to £180,301 (being 2.5%). The Connétable reminded the Assembly that it remains the single highest line of expenditure.

Referring to the Roads Account, the Connétable reminded the Assembly that the budget required for that in 2008 had been approximately £158,000 but that since taking office, she had been able to gradually reduce that figure. Following discussion with the Roads Committee, she was proposing a reduction for the forthcoming year, from £25,000 to £10,000. Clearly it was a significant reduction, however, she considered that it should be trialled and it would be reviewed by the Roads Committee in 2018.

Speaking to the Total Expenditure before Grants and Special Votes, shown on Page 20 of the accounts, the Connétable advised that the total budget for the Parish Administration and Establishment for 2017/2018 was proposed at £508,141, being an increase of only £19,316 on the actual for the previous financial year.

Having presented the estimates, the Connétable welcomed questions from the floor.

Mr Peter Harrison asked what accounting system is used by the Parish. Answered by Mr Connolly, he advised that the system is known as Zero and that it is considered to be secure, with information being held in the Cloud. Mr Harrison asked whether the accounts were prepared on a cash or on an accruals basis. Mr Connolly advised that the accounts are prepared on a cash basis, but with some accruals. Mr Connolly also advised that no fixed asset values are shown, however, building values were shown in the notes at their insured sum. Mr Trevor Brown asked about the legal obligation of the Parish regarding Parish buildings and the Connétable advised that, as Parish assets, the Parish is required to maintain them in good order.

Proposed: Mr Brian Raffray

Seconded: Mr John Emmanuel

On a show of hands, 48 were in favour with none against and 3 abstentions.

**4. To consider and if deemed advisable, approve the change in special votes from St Lawrence Police Vehicle Fund to St Lawrence Vehicle Fund.**

The Connétable advised that it would be beneficial to change the name of the fund in order that money could be saved towards the replacement of any Parish vehicle, rather than only Honorary Police vehicles. She advised that the Parish lorry was purchased in 1999 and although serviced on a regular basis, it will need to be replaced in due course.

Proposed: Deputy Edward Noel  
Seconded: Mr Stephen Ross-Gower

On a show of hands, 53 were in favour with none against and no abstentions.

**5. To vote a sum to be donated to grants and special votes and to vote a sum to be donated to charitable organisations, that sum to be allocated by the Connétable and Procureurs du Bien Publique.**

Turning to Page 18, the Connétable referred to the analysis of the £20,000 paid to local charities last year by way of Charitable Grants and Donations and recommended that the amount remain at £20,000.

With regard to the proposed Grants and Special Votes, shown on Page 20, the Connétable advised that there is no longer a need to assist towards the St Lawrence Parent and Toddler Group, which has closed.

She proposed that a new grant of £1,500 be made to the St Lawrence Youth Project. She had realised that although we assist towards the cost of the Youth Worker, we do not help with the cost of running what is a very successful project (known formerly as a Youth Club) and she is aware that it is attended by a considerable number of youngsters from the Parish.

At that point, the Connétable asked Mrs Peta Clayton, Chairman of the St Lawrence Youth Project, whether she wished to say anything regarding the proposal. Mrs Clayton addressed the Assembly, endorsing the words of the Connétable and advised that the grant would be extremely welcome as a lot of time is spent on fundraising events to deliver the varied activities that take place.

The Connétable proposed a reduction in grant to the Sports and Community Centre as they have a substantial credit balance of £22,743 (noted on Page 17 of the accounts).

Referring to the previous item on the Order Paper, when it had been agreed that the name of the St Lawrence Police Vehicle Fund be changed to that of the St Lawrence Vehicle Fund, the Connétable proposed to add the amount of £9,253 thereby taking the figure saved to £20,000.

Referring to Page 20, after the addition of £59,003 for Grants and Special Votes, the Connétable advised that the proposed Total Expenditure for the year was £567,144, an increase on actual over the previous year of only £20,869.

The Connétable then asked for a proposer for the sum of £59,003 to be donated to Grants and Special Votes and for the sum of £20,000 to be donated to Charitable Organisations, that sum to be allocated by the Connétable and Procureurs du Bien Publique

Proposed: Deputy John Le Fondré  
Seconded: Ms Pam Staley

	<p>On a show of hands, 51 were in favour with none against and two abstentions.</p>
	<p><b>6. To approve a Rate for financial year 2017/2018 in accordance with Article 21 of the Rates (Jersey) Law 2005.</b></p>
	<p>The Connétable invited Procureur Mr Bruce Harrison to address the Assembly for this item.</p> <p>Addressing the Assembly, and referring to Page 21 of the accounts, the Procureur explained that the Connétable and Procureurs, together with the Comité Paroissiale (the committee who examine the accounts every year), considered that the Parish Rate for the financial year 2017/2018 could be retained at 0.80p which would give a surplus of £12,970.</p> <p>He referred the Assembly to the alternative options for a rate of 0.79p as well as of 0.81p (also shown on Page 21).</p> <p>He advised that the rate had been steady, remaining at 0.80p for a number of years and it was his recommendation to approve the rate at 0.80p.</p> <p>The Connétable asked whether there were any proposals from the floor for a rate other than 0.80p. There being none proposed, the Connétable advised that the rate for the financial year had been recommended at 0.80p in accordance with Article 21 of the Rates (Jersey) Law 2005.</p> <p>Proposed: Procureur Mr Bruce Harrison  Seconded: Deputy Edward Noel</p> <p>On a show of hands, 53 were in favour with none against and no abstentions.</p>
	<p><b>7. To vote a sum to be transferred from the Accumulated Fund to the Parish Property Capital Expenditure Fund.</b></p>
	<p>The Connétable invited Procureur Mr Bruce Harrison to address the Assembly for this item.</p> <p>Addressing the Assembly, and referring to Page 11 of the accounts, the Procureur recommended that the Parish transfer the sum of £42,756 to the Parish Property Capital Expenditure Fund, thereby taking the amount available to £850,000.</p> <p>Proposed: Procureur Mr Bruce Harrison  Seconded: Deputy John Le Fondré</p> <p>On a show of hands, 54 were in favour with none against and no abstentions.</p>
	<p><b>8. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30 April 2018.</b></p>
	<p>The Connétable informed the Assembly that the members who are required to sit on this committee are the Connétable, the two Procureurs, Rector, the two Church Wardens, the two Parish Deputies, the four Parish Centeniers, the Chairman of the Rates Committee and the Secretary of the Roads Committee. Their role is, following the preparation of the accounts, to meet with the auditors to consider and examine the accounts.</p> <p>Proposed: Mr Spencer Woolley  Seconded: Mr Peter Harrison</p> <p>On a show of hands, 52 were in favour with none against and no abstentions.</p>



	<p><b>9. To appoint auditors to prepare the Connétable's accounts for year ending 30 April 2018.</b></p>
	<p>The Connétable thanked Mr Connolly and his team for their assistance with the accounts preparation, then advised the Assembly that Alex Picot Chartered Accountants audit a number of other Parishes. She recommended that they be retained for a further year as Parish auditors and to prepare the Connétable's accounts for the year ending 30th April 2018.</p> <p>Proposed: Mr Trevor Brown Seconded: Mr Peter Henwood</p> <p>On a show of hands, 53 were in favour with none against and no abstentions.</p>
	<p><b>10. To elect three parishioners to the St Lawrence Sports &amp; Community Centre Management Committee.</b></p>
	<p>The Connétable thanked Procureur Mr Bruce Harrison for representing her on the Community Centre Management Committee and Mr Sid Simkin, Mrs Marion Hibbeard and Mr John Ferris, for having served as Committee members.</p> <p>Procureur Mr Bruce Harrison also thanked his fellow committee members and advised the Assembly that the Sports and Community Centre is being used more often, with a number of additional activities taking place.</p> <p>The Connetable 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 Mrs Peta Clayton.</p> <p>Mrs Marion Hibbeard was proposed by Ms Pam Staley and seconded by Mr Stephen Ross-Gower</p> <p>Mr John Ferris was proposed by Mr Spencer Woolley 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 remarked that every Parish depends upon the contribution made to it by volunteers, be they elected or otherwise. She took the opportunity to thank everyone who helps to make St Lawrence such a special Parish in which to live and be part of, before thanking the Procureurs and the Parish staff for their continued support to her and to all Parishioners.</p> <p>Mrs Iris Le Feuvre MBE then addressed the Assembly and added her thanks, offering the view that the Parish is in a healthy position and everyone has a lot to be thankful about.</p>
	<p><b>Meeting Closed:</b></p>

	There being no further business the Connétable declared the meeting closed at 8.45 pm.
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Signed: .....

Date .....

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