



## Minutes of Parish Assembly

Held on Thursday 9<sup>th</sup> July 2014 at 7pm

At St Lawrence Parish Hall

Present :	43 Principals & Electors, Mrs A Goguelin Minute Taker
Apologies:	Senator Alan Mclean, Centenier Norman Laverack, Mr Hugh Gill, Mr Sean Morvan.

### Welcome & Prayer

The Connétable Mrs Deidre Mezbourian welcomed everyone present and began the meeting with a prayer.

### Agenda Matter

#### Reading of the Convening Notice

Parish Secretary Mrs A Goguelin read out the following convening notice as advertised in the Church Box and Jersey Gazette:

#### PARISH ASSEMBLY

An Assembly of the Principals and Electors of the Parish will be held at the Parish Hall on Monday 16 December 2013 at 7.00pm for the following business:

1. To receive and if deemed advisable approve the Minutes of the Parish Assembly held on 3 June 2014.
2. To receive and adopt the accounts of the Connétable for year ending 30 April 2014, 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 year ending 30 April 2015 excluding grants, special votes and charitable organisations.
4. To place at the disposal of the Roads Committee the amount required for the upkeep of by-roads for year ending 30 April 2015.
5. To vote a sum to be donated to grants, special votes and charitable organisations, to be allocated by the Connétable and Procureurs du Bien Publique.
6. To approve a Rate for financial year 2014/15 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 2015.
9. To appoint auditors to prepare the Connétable's accounts for year ending 30 April 2015.



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<p>10. To elect three parishioners to the Sheltered Housing Committee. 11. To elect three parishioners to the St Lawrence Sports &amp; Community Centre Management Committee.</p> <p>Mrs Deidre Mezbourian Connétable Phil Warren Rector</p> <p>I confirm that this notice has been posted in the Church Notice Box in accordance with the Law</p>	<p>2 July 2014</p>
<p>1. To receive and if deemed advisable approve the Minutes of the Parish Assembly held on 3 June 2014.</p> <p>The Connétable advised all present that copies of the Minutes had been available at the Parish Office and copies were available at tonight's meeting. The Minutes of 3<sup>rd</sup> June 2014 were approved, proposed by Deputy Noel and seconded by Deputy Le Fondré. On a vote all were in favour, none against.</p> <p>2. To receive and adopt the accounts of the Connétable for year ending 30 April 2014, the said accounts having been audited by Alex Picot Chartered Accountants and examined by the Comité Paroissiale named for that purpose.</p> <p>The Connétable invited Don Connolly of Alex Picot Chartered Accountants, to present the accounts for the previous financial year.</p> <p>Mr Connolly thanked the Connétable and told the Assembly that the accounts had been well managed and had come in under budget.</p> <p>He then spoke to various cost areas:</p> <p><b>Administration Salaries:</b> Showed a saving of £6,896.00 against budget, due to the resignation of the former Parish Secretary and a gap of some months before the start of her replacement.</p> <p><b>Honorary Police:</b> Came in under budget due to the conversion of the newly purchased Police van being undertaken after the financial year end.</p> <p><b>Computer expenses:</b> Came in under budget, the main expense was the purchase of a new server.</p> <p><b>Audit:</b> The fees are as budgeted, however, there was an overspend of £2,750 due to an unplanned half year management audit on the accounts. The Connétable had requested it to ensure that nothing had been overlooked following the departure of the former Parish Secretary.</p>	



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**Rates and Electoral System Expenses:** A saving of £1,061.00 was seen because scheduled work on the Islandwide electoral system had not taken place as further electoral reform had been anticipated.

**Election Expenses:** The overspend of £1,451.00 was due to an unforeseen election for Procureur du Bien Public.

**Special Functions:** (See note 2, page 10) The Miss St Lawrence event was held in May therefore the cost will show in 2014/15 accounts. The cost of the annual functions held in the Parish throughout the year is significantly helped by donations, including those from the St Lawrence Ladies Action Group totalling £3,718.00. Mr Connolly explained that without this financial support the true cost of £5,316.00 would need to be met by the Parish.

**Tresor:** Was on budget and has not increased for many years; the Church receives a payment of £500.00 per month.

**Rectory Expenses:** This was under budget; it is used for the running costs of the rectory, including gardening expenses and insurance.

**Establishment Salaries:** This was under budget due to less work needing to be undertaken; this would have been offered to zero hours contract staff.

**Heat, Light and Water:** Mr Connolly advised that in general, all energy costs have gone up and the overspend of £993 was anticipated.

**Maintenance of Parish Property:** The main expenditure had been £2,000.00 on exterior decoration and repairs to windows at the Parish Hall and £5,000.00 on the cost of new plant containers and the winter and summer bedding displays at the Parish Hall and bus stop at Ville Emphrie. Mr Connolly explained that the account is used towards the general upkeep of the Parish buildings.

**Refuse:** On budget and in accordance with contractual costs.

**Roads Account:** The budget in 2014 was £55,000.00 against £75,000.00 the previous year. The main reason was because the States took over the responsibility of the street lighting on Grande Route de St Laurent. The income is derived from driving licences, dog licences, gun licences, parking on Parish land at Rue du Golarde and various police fines. The expenditure on the by-roads was £37,008.00 with the major projects being Route de l'Eglise (£10,000), Rue Parcqthee (just under £15,000.00) and Mont de la Chesnaie and La Ruelle (just under £6,000.00 for both).

**Roads Contractors:** Mr Connolly explained that there was some confusion during the audit last year when the auditors were told that the Parish was due to receive a large clean up bill for the roads following the heavy snow. However, no invoice was submitted after the year end, therefore the estimate was reversed in the 2013/2014 accounts. It emerged that all invoices had actually been paid and none were expected at year end.

**Roadside Improvements:** An increase on last year, payment was made for road markings,



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poles, street name signs.

Mr Connolly explained that the surplus on the Roads Account (£42,974.00) was transferred this year to the Roads Reserve Fund. It had been set up at last years Rates Assembly to ring fence underspends for future unforeseen roads work.

**Grants and Special Votes:** (Page 4) The total expenditure before Grants and Special Votes was £493,465.00. The Parish had budgeted for the half cost of the youth worker (£15,000.00), however, had been invoiced for £14,430.00 only.

**Total Expenditure £557,459.00 versus a budget of £576,267.00 This was £6,000.00 more than the previous year but was £18,808.00 less than budget.**

**Total Parish Income:** (Page 6): Last year the rate per quarter was kept at 0.81p. With the new builds and various home improvements shown on the rates returns, it has increased the nominal quarters by just over ½ % which generated an additional £7,635.00 over the year.

**Bank Deposit Interest:** Mr Connolly said that interest rates have continued to drop and that the earned income of £4,856.00 was a good amount to receive.

**Rent Received:** Maison du Gardien was not let for a full term last year; this is currently let on a monthly basis.

**Sundry Income:** (Page 9): An additional £ 5,000.00 one off wayleave payment was received from a parishioner who had been granted permission to access drains under the Community Centre football pitch.

**General Account Summary:** (Page 6). Income of £597,150.00, expenditure £557,459.00, a surplus of just under £40,000.00. The Parish had budgeted for a surplus of just under £14,000.00. It was agreed at the Rates Assembly last year to transfer £100,000.00 from the General Account to the Parish Property Capital Expenditure Fund. This gave a balance at 30<sup>th</sup> April 2013 of £331,680.00 for the Parish, which is about half a year's income in hand.

**Balance sheet:** Mr Connolly explained that we do not show fixed assets on these accounts as they are designed for parishioners to fix a rate.

**Fund Accounts:** (Page 10). This page has a new layout to make it easier for the Assembly to follow; Mr Connolly explained the details.

**Church Restoration Fund and the General Ecclesiastical Purposes Fund:** These are small amounts left over from previous active funds and they are going to be used within this financial year towards the cost of improving the Church path.

**John Moignard Bequest Fund:** This was a bequest by way of a property that was left to the Parish about ten years ago by Mr John Moignard; the property had been sold.

**Parish Property Capital Expenditure Fund:** This shows the £100,000.00 voted from the general account at the Rates Assembly in 2013. It had earned some interest over the year; small expenditure was on some work on the kitchen and the Sports and Community Centre.



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**Police Vehicle Fund:** Shows an opening credit of £17,500.00, the cost of the vehicle at the end of April 2013 was £13,763.00, leaving a balance of £3,737.00.

**Rectory Improvement and Maintenance Fund:** When the old rectory was sold and the new rectory built this was a surplus for future maintenance.

**Roads Reserve Fund:** Shows the surplus of £42,974.00 from the roads account.

**Sheltered Housing Accounts:** These are incorporated into the Parish accounts and reflect a steady year of rental income of £100,281.00. The total income for the year was £108,362.00. The total expenditure for the year (mainly the cost of refurbishing two kitchens and the repainting of the exterior of the building) was £46,912.00. The net surplus was £61,450.00.

Mr Connolly told the Assembly that in their capacity as Auditors, Alex Picot had no issues with the accounting and the auditing of the Parish accounts. They considered that the controls in place were strong. He then invited questions from the Assembly.

Vingtenier Noël Le Fondré enquired about the £1,500.00 that was spent on Legal Fees, Rate Collection and enquired if this was something to do with the Centeniers. The Connétable explained that this was the fee paid to the Parish Solicitors for pursuing rates defaulters.

Mr Duncan Baxter asked if the Parish owns the Sheltered Housing property and was told by Mr Connolly that it does. He also explained that it is not shown on the accounts as the accounts are prepared solely to enable Parishioners to set the Parish Rate. The Connétable informed the Assembly that at the Comité Paroissiale meeting (which is called to examine the Parish accounts) it was suggested that in future, the insurance value of all Parish properties could be shown and she had agreed that it will be done with effect from the next financial year.

There being no further questions Deputy Le Fondré proposed the adoption of the accounts. Seconded by Centenier Coleman, on a show of hands all were in favour.

3. To approve the estimates of the funds required by the Parish for year ending 30 April 2015, excluding grants, special votes and charitable organisations.

The Connétable presented the budget for 2014/15, including the Roads Account.

#### Administration

**Salaries, Social Security and Pension Contributions:** The Connétable informed the Assembly that there was a slight increase from last year.

**Honorary Police Expenses:** The Chef de Police has suggested a decrease to £25,000.00 after preparing her budget this year.



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**Postage, Printing and Stationery:** A slight increase for budget was recommended for next year.

**Maintenance and Renewal of Equipment:** A slight decrease in budget was recommended for next year.

**Computer Expenses:** We are hoping to keep costs down after purchasing the server this year and have decreased the budget to £2,500.00.

**Audit and Accountancy:** If we agree to reappoint Alex Picot, their fees will not change.

**Comité des Connétables:** A slight increase on last year, this covers staff for the Comité des Connétables and office expenses.

**Electoral, Rates and Licar System:** We budgeted to make improvements to the system last year, these were held up as the States needed to debate reform changes to the overall electoral system. As a result the changes will not be implemented until this financial year and are reflected in this years budget.

**Election Expenses:** Not only do we have the general election we could have a Centeniers election in December. The Connétable explained that we are able to reclaim any reasonable amount back from the States for the general election in October but the cost of a Centeniers election is the responsibility of the Parish.

**Credit Card and Bank Charges:** We were never charged previously for our banking, however, since January we have been. It is difficult to know what we are going to be charged over the coming year, we are being charged 0.65p for each cheque we write so we are doing more online banking. Budget increased to £1,000.00.

**Special Functions:** This has been left at £4,000.00 as we cannot rely on the St Lawrence Ladies Action Group to cover the full cost of the senior citizens Christmas lunch or summer outing.

**Tresor:** No change; agreed with the Rector to remain at £6,000.00.

**Rectory Expenses:** No change, it covers rectory heat, light, water and garden maintenance.

#### Establishment

**Salaries:** A slight increase in budget.

**Heat, Light and Water:** An increase as utilities are forecasting increases in the forthcoming year.

**Insurance:** Our broker has told us that Aviva have closed their Jersey office and he is unsure how this is going to affect our policies; he has estimated that they will be increased. The Connétable mentioned that it had been discussed at the Comité Paroissiale meeting, with a suggestion that the Parish look into three year terms. The Connétable also mentioned that the Comité des Connétable have just done that for the Honorary Police

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insurances and have got a very good deal. She advised that she and the Procureurs will be looking at insurance costs during the year.

**Maintenance of Parish Property:** A reduction to £20,000.00 is proposed.

**Refuse Collection:** An increase on budget. The Parish went out to tender a year ago and part of the contractual agreement with Germbusters was that annual costs would only increase by RPI each year, this year it is 1.7%.

**Roads Account:** Reduced to £30,000.00 as we need to take into account the income that we receive during the year. The Connétable informed the Assembly that the Roads Inspectors report to the Roads Committee on the condition of the roads and any problems are addressed as soon as possible which is keeping our roads in good order.

**Total Expenditure before Grants and Special Votes:** £495,500 against 2014 actual of £493,465. The Connétable told the Assembly that she believes “we run a tight ship” and clearly she is not looking to increase expenditure in the next financial year.

The Connétable then invited questions from the Assembly.

Mrs Judith Pallot enquired about the bank charges and suggested that we use the BACS payments system. The Connétable explained that we do use BACS to keep costs down, however, many small service providers do not have that provision within their own company.

Mrs Christine Gill enquired about the bank charges, as many customers have been paying charges for a long time. Procureur Mike Ethelston informed the Assembly that we had managed to negotiate with the bank so that we did not receive bank charges up to January 2014. He added that we are currently being charged at 50% of the normal bank charges.

Mr Maurice Dubras enquired about the audit fees, as they appeared to have increased but were being reduced. The Connétable explained that the fees had not increased, the additional cost was due to the Parish having an interim audit following the change of Parish Secretary. Mr Dubras then asked what insurance company we use and was told by the Connétable that our broker was Island Insurance but the cover is provided mainly by Aviva. He asked if we used Jersey Mutual for our buildings and the Connétable explained that when the review is undertaken, Jersey Mutual will be considered.

There being no further questions, Centenier Parker-Hood proposed the adoption of the estimates of the funds required by the Parish for the year ending 30 April 2015. Seconded by Deputy Noel, on a show of hands all were in favour, none against.



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4. To place at the disposal of the Roads Committee the amount required for the upkeep of by-roads for year ending 30 April 2015.

The Connétable asked for a proposer for £30,000.00 to be allocated to the Roads Account. Proposed by Mrs Judith Pallot, seconded by Mrs Iris Le Feuvre. On a show of hands, all were in favour, none against.

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

Procurer Bruce Harrison informed the Assembly that each year we donate a sum of money to charities. Last year this had been increased from £15,000.00 to £17,500.00, with extra going to Family Nursing and Home Care. He recommended that the same amount be voted again this year. Mr Maurice Dubras enquired if the Assembly would consider giving a larger donation to CI Air Search Jersey, following the damage to their aircraft when it crashed recently. Following some discussion, Deputy John Le Fondre proposed that the total amount be increased by £500.00, to £18,000.00. Seconded by Deputy Noel, on a show of hands all were in favour, none against.

6. To approve a Rate for financial year 2014/15 in accordance with Article 21 of the Rates (Jersey) Law 2005.

Procureur Mike Ethelston addressed the Assembly and proposed that as the Island Wide Rate (IWR) had increased, the Parish could afford to reduce the rate per quarter this year from 0.81p to 0.80p, to help spread the load for ratepayers. Mr Maurice Dubras asked what the IWR is and the Connétable confirmed it at 0.70p per quarter for domestic and 1.23p per quarter for non domestic rate payers. Mr Dubras asked for details of last years IWR and the Connétable confirmed that in 2013 it was 0.69p for domestic and 1.21p for non domestic.

After some discussion there were two proposals.

0.79p per quarter was proposed by Vingtenier Noël Le Fondré & seconded by Mrs Maureen Clark. A vote was taken and counted by the Procureurs: 3 voted in favour, 27 voted against.

0.80p per quarter was proposed by Centenier Steve Coleman & seconded by Mrs Iris Le Feuvre. A vote was taken and counted by the Procureurs: 29 voted in favour, 2 voted against.

Having declared the count to the Assembly, the Connétable then announced that the Parish Rate for the financial year ending 30<sup>th</sup> April 2015 had been approved at 0.80p per quarter.



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7. To vote a sum to be transferred from the Accumulated Fund to the Parish Property Capital Expenditure Fund.

Procureur Mike Ethelston addressed the Assembly and proposed that the sum of £100,000.00 be transferred to the Parish Property Capital Expenditure Fund. He advised the Assembly that the Connétable and Procureurs had recognised that the Committee Room upstairs is difficult to access and they are considering whether it is possible to convert the Parish shed at the back of the Parish Hall into a new meeting room, with associated facilities. As it is a proposed listed building (being a former Militia building) it must be done in compliance with strict planning guidelines.

Vingtenier Noël Le Fondre asked about the interest currently being received on this fund and the Procureurs advised that the fixed deposit has just been placed for a further six months at 0.80%. Procureur Bruce Harrison informed the Assembly that on looking at the renewal rates, they were the same for three, six, nine and twelve months.

Proposed by Centenier Steve Coleman and seconded by Mr Maurice Dubras. On a show of hands, all were in favour, none against.

8. To name the Comité Paroissiale to examine the accounts of the Connétable for the year ending 30 April 2015.

The Connétable informed the Assembly that there is no statutory requirement for a Comité Paroissiale, however, in St Lawrence the custom is that the Comité Paroissiale consists of the Connétable, two Procureurs, Rector, two Deputies, four Centeniers, two Church Wardens, Secretary of the Roads Committee and the Chairman of the Rates Assessment Committee. This Committee has traditionally been appointed annually to examine the accounts of the Connétable.

Proposed by Vingtenier Noel Le Fondré and seconded by Centenier Steve Coleman. On a show of hands, all were in favour none against.

9. To appoint auditors to prepare the Connétable's accounts for year ending 30 April 2015.

The Connétable and Procureurs recommended the reappointment of Alex Picot Chartered Accountants to prepare and audit the Connétables accounts for the next financial year; the Connétable thanked them for their services.

Proposed by Mr Brian Rondel and seconded by Mrs Christine Gill. On a show of hands, all were in favour none against.



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<p>10. To elect three Parishioners to the Sheltered Housing Committee.</p> <p>Mrs Iris Le Feuvre was proposed by Mr Norman Le Riche and seconded by Mr Brian Raffray, Mrs Jenny Carter was proposed by Mrs Kath Le Maistre and seconded by Mrs Doreen England, Mr Brian Rondel was proposed by Mr Norman Le Riche and seconded by Procureur Mike Ethelston.</p> <p>There being no further nominations, the Connétable declared all three re-elected and thanked them for their continued service to the Parish and for the work they had done on the Committee during the previous year.</p> <p>11. To elect three Parishioners to the St Lawrence Sports &amp; Community Centre Management Committee.</p> <p>Mr Chris Dubano was proposed by Mr Peter Henwood and seconded by Procureur Bruce Harrison, Mr Sid Simkin was proposed by Mr David Beugeard and seconded by Mr Eton Winston Le Brun, Mrs Marion Hibbeard was proposed by Mr David Mezbourian and seconded by Mrs Doreen England.</p> <p>There being no further nominations, the Connétable declared all three re-elected and thanked them for their continued service to the Parish and for the work they had done on the Committee during the previous year.</p>	
<p>The Connétable then took the opportunity to record her thanks to everyone who is involved with the Parish and gives their time towards Parish life. She quoted from her report at the front of the Accounts, saying: "There is no doubt that it would cost far more to run the Parish if we did not have the contribution made by the many volunteers who give their time free of charge. With thanks to them and the hard working Parish staff".</p> <p>There being no further business, the Connétable declared the Assembly closed at 8.30pm</p>	

Minutes Approved Allegbaun Date 05.08.14