PARISH OF ST MARY

MINUTES OF THE PARISH ASSEMBLY
HELD AT ST MARY’S PARISH HALL
On the 20th September 2018 at 8pm

An Assembly of the Principals and Electors of the Parish of St Mary was held at the Parish Hall on Thursday 20th September 2018 at 8pm to conduct the following business:

1. To receive and, if deemed advisable, approve the minutes of the Parish Assembly held on 16th August 2018
2. To receive and, if deemed advisable, adopt the accounts of the Connétable for the financial year 1st May 2017 to 30th April 2018, the said account having been previously audited by the Parish Accountants and examined by the Committee appointed for that purpose.
3. To receive and, if deemed advisable, approve the Connétable’s Estimates for the financial year 1st May 2018 to 30th April 2019, including grants to various charities and organisations.
4. Having approved the Estimates, to tax the rate accordingly and order that it be levied.
5. To name a Committee to examine the accounts of the Connétable for the financial year 1st May 2018 to 30th April 2019.
6. To appoint an auditor to examine the accounts for the financial year 1st May 2018 to 30th April 2019.

The Connétable, John Le Bailly, opened the meeting by welcoming everyone and acknowledging apologies received from Mark Evans, Martin & Liz De Gruchy, Terry & Juliette Gallichan, Deputy David Johnson, Danny McCann, Chris Bunt, Elias Dias, Thomas Park, Trevor Le Sage, Glynn Bower and John Alcock.

The meeting was attended by 35 people who were eligible to vote.

The Connétable went on to read the convening notice for the Assembly and explained copies of the previous Minutes of the Assembly held on 16th August 2018 and the Accounts for the year ended April 30th, 2018 were distributed throughout the Assembly room on the chairs. The Connétable also explained that the Accounts have been audited by Alex Picot and examined by the Committee appointed for that purpose.

1. As there were no matters arising, Derek Maltwood proposed the approval of the Minutes and was seconded by Peter Le Liard.

2. The Connétable introduced and welcomed Andy Myers, the Audit Director from Alex Picot, and invited him to give a broad-brush review of the accounts to 30th April 2018.

Andy Myers drew the attention of the meeting to the Income and after explaining the columns he explained that the actual amount received was higher than the estimate due to the surcharges applied. Mr Myers went on to say that although there are £2,000 of rates outstanding at the year end, the Parish has a good record of recovering rates. The dog permits are shown separately, they have previously been included within the Roads account however due to a change in the Law can now be shown in the General account. The Sundry receipts of £2,800 relates to a payment by the States in lieu of rates, as the States have agreed they will be paying rates as of next year.

The Balance in hand at 30th April 2018 represents about 43 weeks of expenditure, which is well above the minimum desirable level of around 18 weeks, allowing
coverage until the next rates payments begin to come in.

When looking at the Expenditure, which was mostly in line with the estimates however one note to make is that the credit card charges have increased, and this has been seen across the Parishes, due to the availability for making rates and driving licence payments on line which has increased along with the charges to the Parish. The sundry expenses of £3,624 related to field rent which had been received and booked as income over the last few years is actually due to The Don Perree Charity account and not a Parish income, so it has been removed as a one off adjustment. Refuse collection has increased due to a new contract at the beginning of the year to incorporate more roads. There are also listed a number of expenses ‘voted to reserves’ which are items where monies are put aside yearly for the future so when these funds are needed they will not affect the general account, against which the rates are set. Lastly the Community Centre maintenance which includes four quarters of the maintenance and there is another payment in these accounts which has been paid out of the Connétable’s Special Reserve and this brings it up to date and now the payments are in line and there should be a similar expense in the future.

Mr Myers went on to explain the listings of the Reserves and the general reserve on which the rate needs to be set, with all the other reserves having amounts set aside for specific purposes and the funds must be expended for those purposes unless the Parish brings the matter to another Assembly and there is a vote to use these funds for alternative purposes.

The Roads reserve covers the responsibility of the Parish to maintain the by-roads and the Law is set to recognise the direct income from driving licences and fines for this. The Licences have increased by £4,000, which although comparatively substantial is due to the Parish deferring licences for one year only, and in essence 10 years ago, as there is one year when the majority of people renew their licence, so to negate the effect of the licences in that one year the income is spread over the course of the10 years the licence is valid for, however in other years the licence income is recognised in the year it is received. So, within the £15,000 figure there is £14,000 of driving licence income and a small amount of firearms licences and Sunday trading permits. The Roads resurfacing was largely spent on pot holes and the Roads cleaning is mainly one spring clean of the roads and the Licences represents the amount paid to St Helier as they produce the driving licences for all the Island, and next year this will increase as more licences will be renewed/produced.

The other reserves were explained, noting that the Parish Hall refurbishment has been exhausted, where the Parish had spent slightly over the figure stated as £900 was reflected in the General account. There has also been some expenditure from the Connétable’s Special reserve which is decided by the Connétable, the grass cutting will be paid out of the general account next year, and there was a tree removal and the aforementioned facilities management of the Community Centre. The Battle of Flowers refund no longer needs to be held by the Parish and can be held with the Association so has been taken to creditors.

The Notes to the Accounts show the Accounting Policies which the Parish has adopted, and as auditors, Alex Picot needs to audit against something and can confirm the Parish is operating to these policies. The Charitable Grants shows a breakdown of the grants the Parish gives, and the Land and Buildings list is not exhaustive but shows properties to which the Parish owns and is responsible for maintenance.
Lastly Mr Myers went on to explain the audit in general went well and that only due to the fact the accounts had not previously been audited there is one element where evidence cannot be found and that is the split of the reserves. This being that if in previous years monies have been taken from one of the reserves, Alex Picot cannot confirm it was spent on that reserve. Again, Mr Myers explained that is only due to the fact the accounts not having been previously audited.

There were no questions arising from the accounts and the proposition to adopt the accounts was proposed by Brian Woods, seconded by Simon Jegou and adopted with a majority vote of 18.

3. The Connétable sought approval for the Connétable’s Estimates for the 2018/2019 financial year, including the grants to various charities and organisations and as approved by the Committee nominated to examine the accounts. The estimates are listed in the last column of the Report and a question was raised against the Wages and Salaries to explain the increase shown. The Connétable explained an extra member of staff had been taken on to help with the ground works of the church and the Parish due to the additional works involved since the new road scheme was brought in. Another question was raised from Brian Woods, acknowledging that this matter may have already been discussed at previous assemblies but the increase to the estimates which is higher than in previous years is presumably largely related to Mont de la Barcelone, and requested clarity if all had been paid or if other expenses were expected. The Connétable confirmed that Mont de la Barcelone is now complete but there are other ongoing works which are in hand. Mont de la Barcelone came to a total of around £33,000 if legal fees are included of around £3,500. A lot of reinstatement works were included in this project involving a lot of structural works.

There being no further questions the proposition to approve the Estimates was proposed by Heather Woods, seconded by Steve Cole and approved with a majority vote of 29.

The Connétable requested recommendations for charities and organisations for grants stating that there is a standard £500 given to 6th Jersey Scout Group, Kid’s Club and 20th St Mary Brownies each year but he would like nominations for two charities which would receive £1,750 each. The Stoke Association was proposed by Myrtle Le Marquand and seconded by Simon Jegou and Jersey Hospice was proposed by Heather Woods and seconded by Jurat Geoffrey Grime and these two charities were approved unanimously.

4. Based on the projected costs for this year the Connétable recommended the Rate be increased to 1.4pence per quarter, this being evident by the reports of the auditor and the costs incurred by additional road works. The Connétable explained the rate last year was 1.2pence per quarter. The new rate was proposed by Edwin Godel, seconded by Peter Le Liard and carried by a majority vote of 19.

5. The Connétable wished to thank the Committee who examined the accounts last year and would like to suggest that this Committee was re-elected en bloc to examine the Connétable’s accounts for the financial year 1st May 2018 to 30th April 2019. This was proposed by Barbara De La Haye and seconded by Brian Curtis.

6. The Connétable suggested Alex Picot be appointed once again to audit the accounts for the financial year 1st May 2018 to 30th April 2019. This was proposed by Simon Jegou, seconded by Brian Curtis and approved unanimously.
The Connétable went on to thank the parishioners for their loyalty, support and encouragement. To thank the Procureurs, Derek Maltwood and Daniel Reed for their support and expertise; also the Centeniers, Chef de Police Mark Evans, Glynn Bower, Chris Bunt and John Alcock, along with the Vingtieniers, Mick Rondel and Simon Jegou and all members of the Honorary Police for their continued work within the Parish. Thanks to Martin Stodart and the Rates Assessors for all the hard work that goes on behind the scenes by this long serving and very experienced Committee. Thanks also to the members of the Roads Committee for their continued support, dedication and hard work and the Roads Inspectors for their input at Branchage time. Thank you also to the Parish staff for going far beyond their normal hours in order to continue their dedicated service to cover being a secretary less. Thanks to the Auditors for the audit of the accounts and also to Chris Bunt for the preparation of the accounts and lastly thank you all for your attendance.

The Connétable declared the meeting closed at 8.39pm.

Signed ........................................ Connétable  Date.....13.1.21.8............