

PAROISSE DE ST. PIERRE

The Tenth Day of July Two Thousand and Eighteen

**An Assembly of Principals and Electors of the Parish of St. Peter will be held in the Parish Hall on Tuesday 10 July 2018 at 7.30 p.m. to :-**

- 1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Tuesday 03 April 2018.**
- 2. Receive, and if deemed advisable, adopt the Accounts of the Connétable and those of the Parish Homes and the Youth and Community Centre, for the financial year ended 30 April 2018, the said accounts having been previously approved by the Committee appointed for that purpose and audited by the Parish Accountants.**
- 3. Vote a sum of money at the disposal of the Roads Committee for use on the upkeep and repair of by-roads in the Parish for the financial year ending 30 April 2019.**
- 4. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2019, including grants to various charities and organizations.**
- 5. Approve a rate of an amount that will produce for the Parish, income that is at least sufficient to satisfy the requirements as set out in the approved estimates.**
- 6. Name a Committee to examine the Connétables Accounts, Parish Homes and those of the Youth and Community Centre, for the financial year ending 30 April 2019.**
  - 1 On the proposition of **Terence Avery**, seconded by **Kerry Sharman**, the minutes of the previous Parish Assembly held on Tuesday 03 April 2018, which had been previously handed out, were approved.
  - 2 The Connetable introduced Stephen Philips from Alex Picot, the parish auditors and asked him to go through the set of accounts, starting with the Youth and Community Centre.

**SPYCC**

The lay out of the accounts is the same format as previous years, split into the Tea Room, Pre-school and Central.

**Tearoom** income of £146,863, increase on previous years (129,083), there have been price increases over the year and busier generally overall. Cost of sales £50,189 increase expected.

Staff costs have gone down by £5,227 to £70,295. Trying to recruit full time staff but in the meantime are using temporary staff, higher costs than hoped.

Overall the Tea Room has made a Gross Profit of £26,379 compared to £6223 of last year.

**Pre-school** have an income of £91,301 down on last year's figure, this is due to the contribution from education, depending on when the term starts fall.

Cash receipt of £9,000 which relates to the after year- end figures. Money to be carried forward for this.

Net contribution £2,836, some charges to impact 2018-19 accounts.

**Centre**

Hire of centre £15,617, slightly down on previous year.

Parish contribution to running costs £10,653, slightly down on last year; this is assistance for the accounts from the parish.

Education grant increases from £6570 to £8070.

Central staff costs in line with previous years (£10,653 from parish so £24,646) last year £26,015

Fundraising income £13,080- car boots

Sundry income £396, decrease on last year (2017 withdrew co-op dividend £1400)

Repairs & Maintenance £24,653- (£10,000 on fire doors was main expense), new tables and various building expenses which you would expect.

Overall net expenses £9377 paid direct by centre (£15,000.00 by the Parish).

Overheads of £31,614- in line with previous years, general expenses £2640 mainly down to bank charges. Cleaning went up by £1302 due to cost of living wage passed onto the contractor.

## 587

Overall deficit £393..... Centre has broken even.

Accumulated fund at year end £34,893 being net funds available to be carried forward.

Cash in bank £51,034.

As there were no questions, The Connetable thanked all those that work at the centre for all their hard work and agreed that it was fantastic to have a centre where there was no burden on the parish and it financially supports itself.

Steve Phillips continued then with the **Parish Accounts**:

The accounts are in the same format as previous years.

### **Expenditure:**

Salaries for Parish staff -in line with estimates.

Youth leader set amount agreed by contract.

Pension schemes slightly below estimates- reorganisation of where expenses go for Caretaker pension.

Policing £37,256 main costs for insurance, radio equipment, repairs in the police offices.

Police Admin, new last year and carrying on with these to assist with police admin works.

All fees, experts, Rate collection, advert in the JEP, printing & postage – all in line with estimates.

Comité des Connètables down on the estimate of £7,617 to £6,635-essential costs over all parishes.

Computer expenses down on estimates by £4,000- mainly last year costs involved for E Gov project (£6,700).

Sundry expenses £9,621 mainly costs for the Senior Citizens Christmas lunches.

Total expenses £264,849, £16,000 down on estimates due to computer expenses and savings on police.

Charitable donations/ Grants - £10,875 slightly down on estimate of £11,000

SPYCC Overall budget of £35,000 but only paid out £27,000.

Refuse costs known as per contract.

**Maintenance:**

Tresor costs of £30,370 saving on estimates as works on church did not commence so saving on budget.

Parish hall staff caretaker costs £9,022

**Maintenance of parish property-**

Total costs of £44,928, increase on estimate of £30,000 .Heat, light, water £8k, Parish hall windows £10k, gold leaf lettering on doors £3k, some of the works carried out over the year. Old Building so ongoing maintenance costs expected.

This figure does not include the play area as this comes under the special votes.

Vehicle hire provision put in place last year but unused.

Insurance costs in line

Staff costs £29,268-Parish hall staff (1 member).

Parish Homes-£58,322 increase on estimate of 39,762.

Capital repayment of £70,000. Works on Maison Le Marquand when flats became empty, exterior woodworks on Queen Jubilee Homes.

**Roads Committee-**

Net figure £112,130

Expenses £70,908, resurfacing various footpaths over the parish, other additional smaller works carried out within this figure.

Staff costs £29,409 (2 members)

Village green contract £16,510

Motor expenses £33,698- purchased a small van for £2.5k but spent £21k on 7 new street lamp posts.

Total expenditure £150,525 with various income deducted from firearms, driving licence (1/10<sup>th</sup>) £21,507

Parking fines £14,008 , big increase mainly due to airport fines and police now have the time to actually chase up these fines whereas in previous years may have been left.

Net Expenditure £112,130 (last year 129,783), budget £147,500 so big saving

**Special Votes**

£760,732, last year £756,182- £40k below estimated figures

**Income**

Rates £772,103 dropped last year, less adjustments = £767,091 plus arrears and surcharges £771,231, up by £22k on last years.

Island Wide rates surcharges £2,324.

Other income: Hire of hall, search fees, Sunday trading etc. all in line with previous years  
Speeding fines increase from £500 to £4,145.

Sundries previous year £178 to £8,927, down to payment from States of Jersey for proportion of rates they had ring- fenced.

Total income £796,536 (estimate £763,205)

Income plus expenditure net deficit £64,196

Overall a well set budget and well controlled expenditure.

**Summary of Balances: Excluding Parish Homes**

Current Assets/ Debtors this is for amounts owed or paid in advance (includes GST, Insurance) £23,889.

Cash in the bank of £528,733

Creditors/ Accrual £134,043 (Driving licences and rates paid in advance).

Net Assets of £829,974 (2 reserves £619,894 general account and £210,080 Contingency reserve)

**Parish Homes**

Parish does not include fixed assets.

£3,571,295 is the cost of the purchase and construction of the Queens Jubilee Homes

Bank loan of £2,780,871 £72,000 capital repaid

Homes Reserve-Accumulated rent and contributions during the life of the development £406,011.

Rent receivable MLM £79,317 (older property), QJH £210,622

Both properties are full so when vacancy comes up works to the properties are done

Maintenance £ 27,994 MLM, £27,342 QJH

Internal works at MLM and External at QJH

Overheads in line with last year.

Net surplus at year end £13,745.

As this concluded the accounts report by Stephen Philips, it was asked were there any questions, as there were none, both sets of these accounts were approved by the Proposer **Joao Camara**, seconded by **John Refault**.

**3 Roads Vote:**

The Connetable had asked the roads committee to give him a list / plan of roads that required attention during the next financial year. In addition to the roads, quite a few hedges/ banks need works to reduce the amount of debris encroaching onto the roads. Kerry Sharman asked were the hedges not the responsibility of the owners, yes the branchage is down to the owner/ occupier however the boundaries of the roads are down to the Parish.

The budget figure requested was £170,000 therefore with estimated income of £38,395 in the last year, the estimated income for the new financial year is £35,000 so proposing a roads figure of £135,000.00.

Eric Payn asked would the works proposed cover stones that have fallen out of walls- This again would be the responsibility of the owners and the parish would need to contact them.

As there were no further questions, the roads vote was proposed by **Eric Payn**, seconded by **Joao Camara**.

**4 Estimates/ Budgets for 2018-19**

The senior Procureur, Julia Quenault went through the set of estimates/ budget figures:

Each year the Procureurs look at what reserve is needed, they usually look at quarters and income and judge what level they wish to retain.

Most items on line with previous years:

Policing-Slight decrease on last year's estimates, new figure £42,500- Training will be needed for Health & Safety and compliance, we currently have 17 officers who would of been provided with equipment, body worn cameras etc.

Sundry expenses- Increase to £12,000 as will be having two senior citizens Christmas lunches again this year.

Comitè des Connètables- slight decrease on last year's estimates- advised costs from Comitè.

New line this year-Constables Expenses £2,500, in the event of unexpected costs.

Computers estimates of £12,000-slightly less than previous

Salaries-Overall increase based on RPI increase. (£10,000 of these for Centre Accounts/wages works)

Police Administration support of £10,000. More and more work is being required for charge sheets and parking fines etc. therefore member of Honorary police assisting with the administration.

Pensions- slightly less than previous years as allocated correct changes to Tresor etc.

Youth leader costs-As in previous years as set contract via the States of Jersey.

Advertising £8,000 as per previous years.

Rates Assessors-honorarium-Agreed to allow £5,000 between 5 Assessors (£1000 each).

Charities/ Donations- similar to last year, we ask for sets of accounts from the relevant charity/ Association before donating any monies.

Battle of Flowers- as no float for St Peter this year, we have agreed to estimate £6750 however this money is to be retained by the Parish and if the Battle require anything they will have to ask, if not they will have a large lump to be given over in addition to next year's estimate.

SPYCC- Same as last year at £15,000 running costs (includes £10k for parish)/ £20,000 Maintenance.

Waiting quotes from Centre regarding a new ceiling

Refuse Disposal- set as per contract.

Tresor £44,538 as set by the Ecclesiastical Assembly.

Parish Property Maintenance and Heating kept at £30,000 plus a provision of £2,000 for Vehicle Hire (sale of old minibus therefore budget set aside for vehicle hire).

New Vehicle Reserve will be introduced where £10,000 each year will be allocated.

**Parish Homes-** Rents have increased as per inflation.

Expenses- set aside £85,000 as expected costs for new heating system plus external works still to be carried out. Taking into account income estimated, total costs estimated at £55,828.

Roads Vote- Please see section 3.

This shows an estimated total of £826,764.

**Special Votes:**

Contingency Reserve already has £200,000 in, agreed to add a further £75,000 for various works. We know that with agreed works already for the Rectory that we will be using £103,000 out of this reserve.

Thomas Du Feu asked what happened to the four digit number plate the Parish had, this was sold in auction along with the police car it was on as too costly to repair and funds received were used towards servicing of current police cars. (Approx. £2,500)

As there were no further questions, the special votes and estimates were proposed by **Gerald Harrison**, seconded by **Mark Capern**.

- 5 The sundry income estimated at £12,000, working backwards to the rateable quarters, we believe that ½ million pounds is a sufficient sum to hold in the parish therefore we propose to leave the rate at 0.90 of a penny.

The Connetable stated that there is no reason for the rate not to remain the same, we are not looking to increase the reserves, we believe we are one of the lowest rates across the Island, we started at around 1.10 and have managed to reduce the rates over the year whilst increasing the quarters therefore the parish rates have decreased by approx. 20% over the years. We underspend year on year too.

The approval of the rate for this year was proposed by **Keith Capern**, seconded by **John Refault**.

- 6 The Connetable advised the Assembly that in previous years we had proposed that the Committee to be involved with the accounts is voted en bloc- the Committee members were Procureurs, Rector, Deputy, Centeniers, Church Wardens, Treasurer of the Roads Committee, Chairman of the Rates Assessors, Chairman and Treasurer of the Youth & Community Centre and independents.

This item was agreed and proposed by **Terence Avery**, seconded by **Joao Camara**.

Thomas Du Feu stood to congratulate the Connetable on his first assembly and wished him well during his term of office and also thanked the Procureurs and Accountant for their time.

As there were no further business the Connetable thanked everyone for attending.

**This concluded the business of the Assembly.**

**10 July 2018**

**R P Vibert  
Connetable**