

PAROISSE DE ST. PIERRE

THE THIRTIETH DAY OF JUNE TWO THOUSAND AND TWENTY

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An Assembly of Principals and Electors of the Parish of St. Peter will be held in the Parish Hall on Tuesday 30 June 2020 at 7.00 p.m. to :-

- 1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Tuesday 26 May 2020.**
- 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 2020, the said accounts having been previously approved by the Committee appointed for that purpose and audited by the Parish Accountants.**
- 3. To approve a sum of money to be carried forward for the Roads Committee from the previous year's budget due to COVID 19 unfinished projects.**
- 4. 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 2021.**
- 5. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2021, including grants to various charities and organizations.**
- 6. 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.**
- 7. 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 2021.**
- 8. To approve that Auditor, Alex Picot, Chartered Accountants are to continue as the parish accountants and prepare the accounts.**

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- 1 On the proposition of **Joao Camara**, seconded by **Robert Surcouf**, the minutes of the previous assembly held on Tuesday 26 May 2020, which had been previously handed out, were approved.
- 2 The Constable invited the parish accountant Stephen Philips from Alex Picot to address the assembly to go over the sets of accounts:

SPYCC

A centre deficit of £1538, net of what able to recover of Co-Funding for the payroll which was £13,000, had this not been received the deficit would have been £15,000.

The tea room is obviously down year on year, £11,500 from April 2019, therefore if you have added this on the accounts would be same year on year.

Nett staff costs slightly up however overall surplus of £14,339 compared to previous years £31,156.

Pre-school: good year on income notwithstanding less received as get an income from the states (Nursery Education Fund) for 14 children that qualify compared to only 5 last year.

Surplus for the school is £13,987 compared to £2956 last year.

Hire of the Centre of £17,881 compared to £16,867 in 2019.

Fundraising receipts down on previous year mainly down to car boots sales not able to run but costs for advertising this at £810.

Repairs and maintenance: £31,048 of which £23,500 paid from the parish in terms of the grant given for the centre, redecoration was £9,500, new netting for the hall was £5,000 and new lights £6,000 and repairs to the heating system. A lot of work has been carried out at the centre and it is in great shape.

Overheads: Total £33,904 compared to £32,088 last year. Where possible costs have been cut for example the cleaning contract was cancelled for April, generally the centre has tried to cut costs moving forward.

Heat, Light and Water costs comparable.

Bank charges £1600.

Income will be greatly reduced until such time as restrictions last. Overall the centre has broken even. Accumulated fund of £44,191 compared to last year's £45,729.

The main key for the centre is the current year, both the Tea room and the Pre-school have been picking up since reopening.

The constable asked if there were any questions from the assembly. As there were none these accounts were proposed by **Hiren Patel** and seconded by **John Refault**.

Stephen Philips proceeded with the parish accounts:

Parish

The Parish accounts have not been affected as significantly as the centre.

Expenditure

Total £303,117, £18,000 above estimates and increase of £21,000 on previous years.

Most costs in-line with estimates however, Police expenditure of £4,000 over budget, mainly down to insurance costs, radios, £5,000 on stab vests and a recruitment campaign of £1500.

Computer expenses of £14,774 against estimates of £5,000, this was due to a catch up of support providers who requested late payment plus costs for main systems such as LICAR, Rate systems of £8,500 which was higher than expected and all parishes caught out by this so was not budgeted for on the estimates last year.

Legal and Professional fees of £11,500 against estimate of £10,000 compared to £4,00 on previous years mainly down to costs of the Data Protection providers.

Sundry expenses: £13,265 compared to estimates of £10,000, due to Senior citizens Christmas lunch of £7,000 compared to £5,000 last year. Bank charges of £1600 compared to £1400 previous year. Expenditure is actually similar year on year.

Charitable costs / Donations: £67,215 compared to estimates of £58,400 (previous year £49,813).

St Peters School received a payment of £1950 which had not been budgeted for to assist them.

Running costs for the centre £12,935, maintenance £23,530 against estimates of £20,000.

Refuse and recycling: £162,833 Big saving against estimate of £206,197 due to the late start of the recycling in December so only 5 months charges in the year costing £6,000 per month. Increase on previous years as no recycling in 2019.

Maintenance: £145,120 total costs £15,000 increase on last year but £10,000 below estimates.

Tresor £28,494 against budget of £49,618, mainly down to works not carried out

Cimetre a Tous les Cultes: Gates for Philadelphie at £3,239 repairs.

Property maintenance: £38,392 against £30,000 estimates, costs for new Fire Alarm at £9,000, new bus shelter at £5,500 and lamppost at Gunsite £3,500.

Will do emergency works on street lights as and when required but major replacements left until 01/05/2021.

Parish Homes:

Estimates of £11,585 so over spend of £27,000.

Loan less any surplus that the homes make less this year's expenses due to heating at Queens Jubilee Homes of £13,000. Any profits made are used to pay off the capital repayment.

Unfortunately the Heat to Air system that was fitted , the manufacturer and contractor has since dissolved therefore parish has to request JEBS to fix the heating systems which costs £3,500 per unit, we have currently done 6 however to reduce costs this year only emergency works will take place and the remainder units done as of May 2021.

Some of the properties were vacant for certain parts of the year; therefore the parish contributions were a little higher than normal.

Whilst an overspend of £27,000 this year, there was in fact an underspend of £27,000 previous years so effectively the costs have evened themselves out.

Roads: Estimates of £138,755, nett cost £81,000 below at £57,164.

Certain works were planned but due to COVID had to be put on hold totalling £34,000, this shows a result in resurfacing of £52,840 against last year's figure of £99,929. General works done throughout the parish. Other costs in line with previous year's.

Labour down on last year as an extra member of staff for 6 months in 2019. There was also a one-off costs (£6,000) to remove a tree stump last year so higher costs is the main reason for the drop.

John Refault mentioned that as the parish had £266,677 in the parish property contingency reserve, has this been out aside for a specific project as he has concerns that this could affect the future parish rate, should we not be preparing for COVID 19 affects and use some of these reserves.

The Constable and the Procureur, Robert Surcouf asked if he could wait for them to explain the estimates later in the meeting.

Stephen Phillips advised that the contingency reserve was almost depleted a few years ago due to costs of the Church spire so it is useful to have such a contingency in place.

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Income: Firearms of £760, driving licences £29,404 net figure of any costs incurred (1/10th of licences). Last year was bulk renewal year (income £18,963) so costs higher last year, normally expect £29-£30,000 each year.

Branchage- same as last year.

Parking fines/ penalties £14,570 against £17,358.

Savings of £81,000 on budget overall total expenditure £785,486, £80,000 below but £26,000 up on previous years. Mainly due to savings in roads and refuse.

Special Votes: In line with estimates

(£47,000 church

(£12,500 on parish vehicle

(£2,800 Liberation 75)

Total expenditure £848,286 against estimates of £926,265 down due to Covid 19.

Income: Rates for previous year was increased by 0.1 of a penny for the recycling. Quarters increased by 1.5% last year, rates received £870,549 with £1339 outstanding rates and £993, which is unrecoverable and adjustments £2,332 giving figure of £868,217 higher proportion collected this year of which £2496 arrears and £1351 on surcharges. Total rates received £872,064, £100,000 up on previous year.

Other Income: £15,307 against £20,866 (previous year sale of land of £12,000 but nothing this year).

Bank interest £2599

Trafficwrx permits included in with Sundry receipts.

Total income £888,479 against estimate of £883,649. Income of £888,479 less expenses £848,286 surplus £40,193. £82,000 more so balance carried forward £610,000 at year end.

Healthy position but in part due to circumstances in roads etc.

The Constable thanked the rates officer Sue Morin for all her hard work in recovering the rates.

Summary of balances: Totals £1,160,269, incorporation of:

Current assets, debtors and prepayments £21,235

Cash at bank £688,669

Fixed deposits used where possible

Due from parish homes £450,365, surplus used for homes instead of bank borrowings (loan interest 7.27%)

Creditors £169,262 owed by parish or received in advance: driving licences, social security to States and rates received in advance.

Net position £889,142 in reserves. (£609,965 general account, £266,677 contingency reserve and £12,500 vehicle fund.

The only Fixed asset the parish has is Queens Jubilee Homes due to the loan secured with Barclays, balance £2,585,200.

Parish Homes:

£80,000 capital repaid in the last year. Reserve contribution from parish £482,294, net surplus from parish of £41,589.

Rental income of £303,989

Maintenance of £51,714 compared to £37,242 last year

Overheads in line

Father Michael asked how long it would take before the costs reduce if the rents increase each year by RPI.... Believe at the time of taking the loan it was understood this would take approx. 21 years however we are doing very well at the moment, the parish are not here to make money, we want to ensure our tenants are happy and looked after.

The Constable asked if there are any questions, as there were none, the accounts were proposed by **Joao Camara**, seconded by **Rowland Huelin**.

He thanked Steve Phillips for his time and invited Procureur Robert Surcouf to go through the estimates for 2020-21.

Estimates:

Robert Surcouf thanked Julia Quenault, previous Procureur, for all her hard work in helping him and also thanks to Chris Benest and Richard Vibert for their assistance.

Robert wanted to set the scene, obviously we are all aware of COVID, and how it's affected the parish income, families and businesses in the parish. There are challenges ahead, have to consider what's prudent without increasing the rates and having a healthy reserve. Have to have element of prudence but this leaves a fine balance to help parishioners, keeping the community spirit and supporting them.

Salaries increased to take into account 3% inflation, same for Youth leader costs, Pensions and telephones.

Police: Slightly down on previous years at £34,000, aware of fixed costs- radios, insurance, training etc. so even though estimate provided of above, actual costs without fixed is £22,000. High fixed costs come in centrally. Will not compromise of safety of the officers.

The Constable thanked the Chef de Police, Joao Camara for all his hard work.

Constables expenses, accountancy, rates experts, printing etc. all in line with previous estimates.

An amount of £2000 has been set aside for St Peters School going forward as not previously budgeted to assist the school with small projects and school trips etc.

The Constable advised that the lower year is in need of some small sheds so they can have lessons outside which is approx. £1,000 and the next year level also requires sheds so the parish will contribute another £1,000 however the school itself is also contributing towards the costs of the sheds, we are aware it's a states run school but majority of the children live in St Peters so we should assist.

Computer expenses- expecting an increase this year as new systems need to be put in place, the Constable is assisting the committee in looking into new hosting systems as all parishes need software updates etc. The costs involved will not be reoccurring costs once the new systems are in place.

Charitable donations- slight increase to include new charities and St Peters Football club. Feel, as a parish we should offer reasonable support for these organisations as their fundraising would have been affected so we need to help them.

Reduction in the estimate for the Battle of Flowers, obviously no summer float however the team do intend to enter a junior float in the Fete du Noue procession so a sum agreed to assist here.

Parish Associations- same as last year with an extra £2,000 for St Peters Football club and £500 for the Twinning Association.

John Refault stated that we should bear in mind that there are other clubs that could come knocking at door for help e.g. Jersey Rugby Club... the Procureur advised that they are in a completely different position, they already receive grants and are supported by the whole island and therefore it would not be fair for the parish to support them, we have to be fair.

SPYCC

Challenging next three months, we are hoping for the best but have to prepare for the worst and if this means assisting the centre with a grant or loan then this will be looked into. Pro-active steps have already been taken.

Richard Vibert thanked Mark Capern and Sally Johnson for all their hard work especially during the difficult times with COVID.

A lot of work has already been carried out at the centre whilst it's been closed so maintenance can be reduced to £10,000 from £20,000. Only necessities needed. A loss will be projected but will depend on income and fundraising (car boots e.g.)

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Refuse: Full year of refuse and recycling therefore estimate of £214,845.

Cimetre a Tous les Cultes- Budget as per previous year.

Tresor. £63,502, slightly higher than previous years. Hoping for a smaller figure however £11,500 needed (subject to approval) for guttering, plus there was an underspend last year of works not completed.

Salaries as per RPI.

Maintenance: Reduced estimates to £25,000 as most works carried out. Damp issues may have to wait until next year to be done.

New line- Parish Community Projects Contingency of £50,000- this is to assist where required as results of COVID

Homes: Estimates reduced to £300,000 to take into account losses in the year due to people passing away, moving on etc.

Mortgage is set.

Homes maintenance £60,000 less than actuals as no heating being done for another year.

Insurance- No change

Lighting- No change Need to replace lighting around the parish but have agreed with JEC that this will be done as of 01/05/2021, we will budget for this next year over a 15 year period.

- 3 Roads: Special reserve set aside for £34,000 from works carried forward as not completed in last year, quotes were received and agreed but the works were never done. Estimates totalling £97, 850 plus the £34,000 reserve should be ample for all works to be done but £15,000 down on the budget requested.

No quotes for other works so not bringing forward these works.

Special Votes:

Parish Community Contingency £50,000

The parish has no intention of throwing away money but we feel that a reserve for community projects to be ring-fenced as some costs will be occurred, so support and assistance needs to be given.

Vehicle reserve will be kept running at £10,000

Roads Reserve £34,000

Property Contingency reserve £50,000 continues

Liberation 75/76 reserve of £10,000, as nothing occurred for LIB 75, we should hopefully be in a position to celebrate a '76' event instead.

Estimates for rates receivable £877,356

We cannot lower the rate but have to be realistic in the event of a second COVID wave, be prudent and deal with the rates situation case by case, we recognise the key services of the parish and we need to look after the community so no increase so left at 1.00.

Expected balance £466,071

We will be running a deficit next year which we accept as we do not wish to increase the rates, hopefully a one-off for this year and try to balance payments but maintain quality of life for the parish; we may have to increase the rate in 2021. Challenges will be faced, the middle ground has to be balanced, hard decision but in the best interest for the parish.

This is the worst case scenario. The Island Wide Rate will hopefully not be increased however this proposition is still to be brought to the states for this.

The Constable asked if there were any questions.

Father Michael felt that under the current circumstances he approves of the estimates as believes there is no other way and our approach is the right one.

As there were no questions the Constable asked for the following items to be approved:

- 3 Roads monies brought forward: Proposer **Zoe Rive**, seconded by **Alan Dix**, all were in favour.
- 4 Sum of money for the roads: Proposer **Zoe Rive**, seconded by **John Refault**, all were in favour
- 5 Approve the estimates: Proposer **Rowland Huelin**, seconded by **Zoe Rive**, all in favour
- 6 Approve the rate : Proposer **John Refault**, seconded by **Roger Noel**, all in favour
- 7 In previous years we had proposed that the committee to be involved with the accounts are voted en-bloc, the committee members are Procureurs, Rector, Deputy, Centeniers, Church wardens, Treasurer of the Roads Committee, Chairman of the Rates Assessors, Chair and Vice Chair and Treasurer of the Youth & Community Centre and independents chosen by the Connetable. This was proposed by **Joao Camara**, seconded by **John Refault**, all in favour. All in favour

- 8 The assembly were all in favour that Alex Picot, Chartered Accountants continue to be the accountants for the parish. The Constable thanked Stephen Philips for all his help (For the past 10 years personally). This was proposed by **Thomas Du Feu**, seconded by **Joao Camara**. All in favour

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

This concluded the business of the Assembly.

30 June 2020

**R P Vibert
Connetable**