



## PARISH OF ST SAVIOUR

### Minutes of a Parish Assembly

held on Tuesday 12 July 2022 at 6.30 pm

- Present:** Kevin Lewis – Connétable (Chairman)  
Rev Martin Evans – Rector  
Richard Le Quesne – Procureur du Bien Public  
Martin Roberts – Procureur du Bien Public  
Marco Vieira – Executive Officer
- In Attendance:** Don Connolly – Alex Picot Auditors  
30 Parishioners in attendance
- Apologies Received:** Cara Miller - Magazine editor  
Leslie Bechelet – Rates Assessor  
Stuart Mottershaw - Former Rates Chairman  
Peter Blampied – Roads Committee Member
- Convening Notice:** The Executive Officer read the Convening Notice:-
1. To receive and, if deemed advisable, approve the Minutes of the Parish Assembly held on 21 April 2022.
  2. To receive and, if approved, adopt the Audited Annual Accounts for the financial year ended 30 April 2022.
  3. In accordance with the terms of Article 21(2) of the Rates (Jersey) Law 2005, receive and, if approved, adopt the Estimates for the financial year ending 30 April 2023.
  4. In accordance with the terms of Article 21(3) of the Rates (Jersey) Law 2005, approve a Parish Rate for the Financial year ending 30 April 2023.
  5. To elect an Accounts Committee to examine the Audited Annual Accounts for the financial year ending 30 April 2023.
  6. To appoint "Alex Picot, Chartered Accountants" as auditors for the Annual Accounts for the financial year ending 30 April 2023.
- 1. Minutes** The minutes were adopted and signed following a proposition by Vingtenier Hallam, seconded by Mrs Mary O'Keefe.
- The Connétable expressed his appreciation for the fantastic work undertaken last year from the Procureurs du Bien Public, Roads Committee and Roads Inspectors, Honorary Police, Accounts Committee, Rates Assessors, Community Support Team, Parish Magazine Committee, Twinning Committee, Battle of Flowers Committee, St Saviour's Petanque Association and St Saviour's Church and to all Parish staff.
- The Connétable thanked the Assembly for welcoming him.
- 2. To receive and, if approved, adopt the Connétable's Accounts for the financial year ended 30th April 2023:** The Connétable invited Procureur Le Quesne to report to the Assembly on the Parish's accounts for the year to 30th April 2022. Procureur Le Quesne then presented the accounts, stating that they had been approved by the Accounts Committee on 29th June. He informed the Assembly that changes had been made to the format of the accounts to make them easier to understand with the most important change being on page 5 of the accounts where a global summary of the year's results has been introduced. He said that, other than this, only small changes had been made to the format of the accounts.

Procureur Le Quesne referred the Assembly to his report on page 1 of the accounts, stating that it had been a difficult year but we had come out of better than our estimates had predicted.

The Connétable then invited Don Connolly of Alex Picot & Co to comment on the accounts.

The Connétable then asked if there were any questions.

The following questions or comments were raised:-

- a. **Are there any plans to utilise the monies in the Maisons Connétable Ozouf (MCO) fund presently standing at approximately 1.5 million pounds. Will the Parish use the funds as originally intended for Housing?** Procureur Le Quesne said that no decision had been made and this was a matter for the new Connétable.
- b. **Can you confirm these accounts are accurate, as the audit opinion doesn't say whether it is true?** Don Connolly expressed that this question had been raised last year and that the procedure has not changed but is stronger. The same accounting policies are followed as other commercial companies and accounts are drawn up and verified. The opinion of Alex Picot Accountants is that, although the templates have changed, this does not affect the audit or related work and that the audit is very much fit for purpose. Procureur Le Quesne asked if other Parishes do anything different? Don Connolly confirmed that Alex Picot act for ten parishes and only St Helier have slightly different accounts, this being because they account for their fixed assets whereas St Saviour and the other parishes do not.
- c. **On page 10 of the accounts under Expenditure what are Managing agent's fees and General property expenses and External redecorations related to?** Procureur Le Quesne explained:
  - These expenses relate only to the MCO properties
  - The managing agent's fees are paid to Andium
  - The general property expenses incurred are for routine expenses
  - The external redecoration was an infrequent expense, every five years or so.
- d. **Are there any restrictions on how the MCO money can be applied?** Procureur Le Quesne confirmed that the general intention was for housing within the parish and this would be a question for the new Connétable to address. Former Procureur du Bien Public Graeme Witts added that there would need to be a Parish Assembly to use these funds for such purposes.
- e. **On pages 7, 8 and 13 relating to salaries and cost of living does the Parish follow the States?** Procureur Le Quesne confirmed that the Parish follows the same cost of living index as that of the States of Jersey which is applied to all staff salaries.
- f. **Page 13 it shows a reduction in staff on refuse services; why is this?** The Executive Officer referred to page 18 where it explains, at note 16, a reduction in staff. The Works Manager reported that one member of staff had been moved from refuse to Roads Services and another member of staff had retired.

- g. **In the presentation MCO cash is shown in current assets then as a creditor at the bottom. If this forms part of Parish funds it should be in “Reserves” – this is slightly inconsistent?** Procureur Le Quesne confirmed that this was an independent fund within Parish accounts. Don Connolly advised that the funds are treated separately as they are not purely Parish funds to spend as the Parish sees fit.
- h. **Kerbside recycling (page 7): Has there ever been a review?** The Works Manager, Richard Blandin, confirmed there was an increase in the cost of this service: The Parish now pays for one pallet of bags a year and for a part-time member of staff at the recycling centre. **Are we getting value for money?** The Works Manager confirmed that we are getting terrific value for money.
- i. **Legal and professional fees (page 7): What is this for?** The Executive Officer confirmed that to ensure we remain up to date with employment, health and safety and data protection legislation. He explained that it is important and standard practice to regularly review internal policies and procedures, to ensure we remain compliant with legislation.
- j. **MCO Fund:** Former Procureur du Bien Public Graeme Witts asked to be allowed to explain to the Assembly about the fund. He went on to explain that the Parish had acquired the 30 bungalows as a gift at the time Langtry Gardens was being developed. He said that it had been agreed at that time that the income from these properties would be ‘rolled up’ for future use for housing purposes, rather than being paid into general Parish revenue, and was being held in in this ring-fenced fund until a decision is made on how to use it.

The Connétable said he would like the funds to be used for the benefit of young people of the parish and first time buyers but a Parish Assembly would be required to do this.

The Chef de Police asked, if when looking at first time buyers, to also look at first time renters as buying properties is unobtainable to many. Procureur Le Quesne suggested a shared equity scheme.

On a proposition by Graeme Witts, and seconded by Deputy Malcolm Ferey, the accounts for the financial year ended 30 April 2022 were approved with 10 votes in favour and no votes against.

**3. To approve the Estimates for the financial year ending 30th April 2023:**

The Executive Officer presented and explained the Estimates for the year ended 30 April 2023.

He said:

**Expenditure:** The estimates reflect the current economic climate in the sense that we anticipate rises in inflation up to 10% and such rises jeopardise the quality of the services we provide and place huge pressures on our finances.

**Refuse collection:** In line with our replacement programme, we will again need to purchase a second hand refuse truck, with an anticipated cost of £95,000.

**Honorary Police expenses:** Significant increases are expected, mainly due to additional protective equipment such as stab vests, police camera, training and IT.

**Trésor Account:** Running costs of the church and rectory. Significant increases are to be expected due to building maintenance work in line with the Quinquennial Inspection Report.

**Roads Account:** Rue St Thomas – resurfacing and traffic calming works have already been completed but fall into this year's accounts. Grands Vaux – resurfacing and road improvements will be needed following the Troy Court renovations.

**Street lighting & street names:** Our programme for replacing obsolete street lights and street names is on schedule.

**Income:** Income streams for this year are expected to be broadly in line with the previous year with only a slight drop in net Roads income due to the slowdown in requests for Road Works permits.

**Income and Expenditure:** The shows that, after allowing for a transfer of £50,000 to the Property Reserve, we need to raise nearly £2.2m from rates to cover the total expenditure in the current financial year.

Taking all this into account we need to increase the Parish rate to 1.20 p.

The following questions were asked:

**Observation in that cost of living is always increasing, can the Parish not cut costs as the Rates continue to go up each year?** Procureur Le Quesne confirmed that the main part of our expenses is salaries and that there are no easy answers but added that the Parish made a significant savings by no longer employing a Sexton and moving the cemetery works over to the Roads Department.

Connétable Lewis commented that the street lights have changed to LED. The Honorary Police are all volunteers and do a fantastic job and we need to make sure they are suitably kitted out. The Chef de Police advised that he did his best to manage his funds as best possible.

**What is the Honorary Police's annual expenditure, is this an increase?** The Executive Officer confirmed that we have had to acquire IT licences following requests from the Chef to have more officers with licenses which allowed them to submit case reports.

Police equipment is a one-off cost as the items do not get replaced each year. Chef de Police confirmed that the stab vests are costly as they are custom fit for each officer. He identified other equipment that was required for the officers. A Parishioner commented that the Honorary Police are all volunteers and he finds it irrelevant what they spend as they need it.

**What is the purpose of the £50,000 property fund?** Procureur Le Quesne explained that this is a rainy day fund for unexpected works.

**Structural alterations to the office space at the Parish Hall:** Have monies for this project been included in this year's estimates? Procureur Le Quesne said that this was news to both Procureurs.

Connétable Lewis asked if there were any further questions.

On a proposition by Ms Aynslie Le Brun, seconded by Mr Steven Wyatt, the Estimates for the financial year ending 30 April 2023 were approved with a majority vote.

**4. To approve a Rate in conformity with Article 21 of the Rates (Jersey) Law, 2005:**

The Connétable informed the Assembly that it was thought necessary to increase the rate for this year to 1.20 pence and this proposal had been agreed by the Accounts Committee.

Before the Connétable could receive a proposition the Chef de Police proposed that the rate should be increased to 1.22 pence.

This amendment was seconded by Mike Byrne. The Connétable asked the Assembly to vote on the proposition to fix the Rate at 1.22 and it was approved with 10 votes in favour, and 9 votes against.

[Note: The amendment having been approved the original proposal became irrelevant]

The Connétable thanked the Accounts Committee for their help and guidance with this year's accounts and estimates.

**5. To elect a Committee to examine the Connétable's Accounts for the financial year ending 30th April 2023:**

The Connétable read out the list of those currently on the Committee and asked if anyone would be interested in joining. He said that Mr Stuart Mottershaw who was unable to attend had asked that he would be included.

Aynslie Le Brun put herself forward and was duly proposed by Procureur Roberts and Vingtenier Hallam.

Aynslie Le Brun proposed the election of the remainder of the Committee "en bloc" and this was seconded by Vingtenier Hallam.

The member of the Accounts Committee for 2022-3 will be:

The Connétable

The two Procureurs du Bien Public

The Rector

The Chef de Police or, in his/her absence, a representative from the Centeniers

The Senior Deputy or, in his/her absence, a representative from the Deputies

The Chairman of the Rate Assessment Committee or, in his/her absence, a representative from that Committee

A representative of the Churchwardens

Geoff Morris in place of Peter Blampied of Roads Committee

A representative from the Parish Assembly Stuart Mottershaw

A representative from the Parish Assembly Aynslie Le Brun

The Connétable thanked the Committee and appreciated their support and commitment.

**6. To appoint a firm of accountants to audit the Connétable's Accounts for the financial year ending 30<sup>th</sup> April 2023:**

On a proposition by Procureur Le Quesne, seconded by Procureur Roberts, it was agreed to retain the services of Alex Picot and Co for a further year.

**Closing:**

There being no further comments or questions, the Connétable thanked everyone for their attendance and declared the meeting closed at 7.35pm.

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Connétable Kevin Lewis  
President of the Assembly of Electors

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