



## PARISH OF ST SAVIOUR

### Minutes of a Parish Assembly

held on Thursday 13 July 2023 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  
38 Parishioners in attendance
- Apologies Received:** Dep Binet, Chef de Police, Duncan Maguire, Tom Gale, Elizabeth Pryke and Andrew Pryke.
- Convening Notice:** **AN ASSEMBLY of the Principals and Electors of the Parish of St. Saviour will be held at the Parish Hall on Thursday, 13 July 2023 at 6:30 pm for the following business: -**
1. To receive and, if deemed advisable, approve the Acts of the Parish Assembly held on 20 March 2023.
  2. To elect one Constable's Officer and one Vingtenier to fill vacancies in the Vingtaine of Petite Longueville.
  3. To receive and, if approved, adopt the Audited Annual Accounts for the financial year ended 30 April 2023.
  4. 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 2024.
  5. 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 2024.
  6. To elect an Accounts Committee to examine the Audited Annual Accounts for the financial year ending 30 April 2024.
  7. To appoint "Alex Picot, Chartered Accountants" as auditors for the Annual Accounts for the financial year ending 30 April 2024.

Parish Hall

St. Saviour

5 July 2023

I hereby certify that the above notice has appeared in the Official Notice Box of the Parish of St Saviour during the period of Wednesday 5 July 2023 to the morning of Thursday 13 July 2023 inclusive in conformity with the Law and Custom.

Parish Church

St. Saviour

13 July 2023

## 1. Minutes

The minutes of the last meeting held on 20 March 2023 were adopted and signed following a proposition by Deputy Ferey and seconded by Stephen Wyatt.

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 Pétanque Association, St Saviour's Church and to all Parish staff.

## 2. To elect one Constable's Officer & One Vingtenier in the Vingtaines of Petite Longueville

On a proposition by William Rogers seconded by Tania Rogers **SAMANTHA HARDY** was unanimously elected to act as a Constable's Officer for the Vingtaine of Petite Longueville.

On a proposition by Centenier Philip Berril seconded by Ian Blandin **NICHOLAS BYRNE** was unanimously elected to act as a Vingtenier for the Vingtaine of Petite Longueville.

Connétable Lewis thanked both candidates for putting themselves forward for the position of Constable's Officer and Vingtenier and warned them to appear before the Royal Court on Friday 21 July 2023 at 10 a.m. in order to swear the customary Oath of Office.

## 3. To receive and, if approved, adopt the Connétable's Accounts for the financial year ended 30th April 2024:

Connétable Lewis referred the Assembly to his report on page 1 of the Accounts and before moving on to ITEM 3 of the agenda shared some of the following highlights achieved by the parish:-

- The Parish's concerted focus on efficient practices and prudent financial management resulted in a smaller deficit than had been forecast. This achievement highlights our commitment to fiscal responsibility, particularly in these challenging times.
- The successful organisation of the Visite Royal in August 2022, showcasing the seamless execution and the dedication of those involved
- The Parish secured funding up to £175,000 for footpath improvements through the Countryside Access and Wellbeing Steering Group, enhancing historical paths and promoting walking and wellness.
- The Parish obtained the Cyber Essentials accreditation, highlighting our commitment to data security and;
- The Parish achieved accreditation as a Living Wage employer, reinforcing our dedication to fair pay and employee financial wellbeing.

Connétable Lewis then presented the accounts, stating that they had been approved by the Accounts Committee on 29 June 2023. The Connétable then invited Mr Don Connolly of Alex Picot & Co to comment on the accounts. Don advised that the accounts had been drawn up in accordance with the accounting policies set out therein, there had been no change in the preparation and they reflected a true and fair record of the results.

The Connétable then asked if there were any questions.

The following questions or comments were raised:-

- a) **Legal and professional fee increases what do they imply and what is professional expenditure for the new year?** The Executive Officer said this was mainly down to outsourcing to a HR company, Health & Safety, legal and professional consultancies totalling approx. £44,000 versus £30,000 last year the increase of £14,000 was due to previously having an HR Officer and now HR was being outsourced with no need to recruit a HR Officer there is a saving of £40/45,000 in salaries but an increase in professional fees.
- b) **Are there any plans to utilise the one million pounds balance held in the Maisons Connetable Ozouf (MCO) fund?** Connetable Lewis said that this was intended to be used to provide housing for the good people of the parish and he was looking to invest in new properties, but plans were in the early stages, and he was unable to give any more details at this stage.
- c) **Concern that the MCO fund has reduced and the POSS should not be sitting on funds.** Connetable Lewis said that he has only been in office a year and is wanting to address this issue so that funds are not sitting in the bank account.
- d) **What was the return of capital last year, was it a bank deposit and have the POSS looked at property investment?** The Executive Officer referred the Assembly to page 10 of the accounts where it showed the cash position of £1,775,481 and that he had been working with HSBC to invest these funds.
- e) **The investment is losing 6%.** Accountant, most parishes hold their assets in cash as it is not for the Connetable and Procureurs to risk investing the funds.
- f) **P. 7 Expenditure, what are miscellaneous expenses?** This was down to the Visite Royale.
- g) **Does the POSS have proper records of all of the property it owns?** Procureur Le Quesne advised that since he had taken over as Procureur he has carried out research to improve our records and has even found a strip of land the POSS didn't know it owned.

There being no further questions.

On a proposition by Peter Mourant seconded by Deputy Ferey the accounts of the financial year ended 30 April 2023 were approved with 22 votes in favour and no votes against.

#### 4. To approve the Estimates for the financial year ending 30<sup>th</sup> April 2024

The Executive Officer presented and explained the Estimates for the year ended 30 April 2024.

He said:

**OTHER INCOME:** is estimated to substantially increase by £60,000 compared to the previous fiscal year. This considerable growth can predominantly be attributed to the rental revenue sourced from St Saviour Lodge and St Saviour House. In addition, a material contribution comes from bank interest income generated from our banking assets, with bank interest rates oscillating between 4.0% and 4.85%. These factors combined validate the positive trajectory in other income.

## **EXPENSES:**

**Administration:** The forthcoming period estimates an upward trend in our administrative expenses, with an anticipated rise of £90,000 compared to last year's figures. This surge predominantly stems from an expected 8% increase (£38,000) in salaries due to the 2024 pay negotiations, internal pension payments are projected to increase by £18,000, a change largely driven by the addition of a new member and adjustments made for inflation, and, £5,000 increase in IT expenses, primarily associated with the introduction of a new dog license system.

Furthermore, the estimates include a 10% contingency to cater for unexpected costs, a £10,000 increase in Human Resources (HR) costs attributed to inflation and the decision to outsource the role, previously costing us around £47,000. Finally, the cleaning services, now being outsourced, are projected to contribute an additional £19,000 per annum to the total expenses.

**Refuse:** There will be a marginal decrease in expenses is due to staff reduction through resource optimisation.

**Honorary Police:** A slight increase in overall expenditure by around £5,000, up from £95,000 in 2023, this is linked to inflationary rises to insurance, fuel, and radio licensing etc...

**Tresor:** Church and Rectory: estimates remain static compared to the previous year, with over 50% of expenses allocated to property maintenance and repairs. Additionally, burial plots fees will also see increases of 12.7% from January 2024.

**Parish Hall Maintenance:** is estimated to increase by £6,500 to £50,000 in the current year, which can be attributed to essential maintenance and repairs or improvements aimed at enhancing access, workplace/public safety, and overall property condition. It is important to note that the Parish has a statutory obligation to preserve its listed buildings, such as the Parish Hall and Church, while ensuring compliance with discrimination and disability legislation in a coherent manner.

**Charitable & Community Support:** We anticipate donations for the upcoming year to remain in line with previous years. In collaboration with the Charities Commissioner Officer of Jersey and Comité, we are planning to implement a policy to optimise the effectiveness of our charitable contributions, aligning them with each parish's mission and values. It's worth noting that all Parishes together last year contributed over £300,000 in donations to Jersey charities and Associations. Significant contributions were also made to youth centres across Jersey. The Parish alone has donated over £100,000 over the last 5 years.

**Roads Account Expenditure:** is anticipated to increase by £100,000 in the current year to £703,900.

- An additional allocation of £34,000 or 8% of salaries and contributions has been made in anticipation of the upcoming pay negotiations for 2024. This amount has been set aside to accommodate any changes in salaries and contributions that may arise as a result of the negotiations.
- An additional £50,000 has been allocated for the regeneration of the public footpath in Swiss Valley, St Saviour. The total anticipated

expenditure for this project is £90,000. We have already secured £40,000 through a successful funding application to the Department of Environment as part of our new Countryside Access and Wellbeing project, which aims to create/enhance Val Aume countryside path.

- We are also to spend up to £150k on a new pedestrian crossing between Grand Vaux and Langley Park as part of a safer route to school. This will include part of highway being also resurfaced.
- Moving to drainage, necessary repairs to surface gullies and channels (already identified) will also be undertaken in line with appropriate specifications.
- A provision of £50k has been set aside for enhancement our flood preparedness plan and exploring the procurement of flood defence barriers up to 900mm in height. These barriers need to be quick and easy to deploy, reusable, and self-anchoring. We are planning to establish strategically located storerooms. These storerooms will serve as dedicated storage facilities for essential flood defence equipment and basic highway maintenance tools.
- We are also continuing with the Street Lighting and Street Names replacement programmes with 71% and 78% of overall assets replaced (149 lights and 198 road names).
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And finally, onto special votes...

**Special Votes:** Allocation £50,000 to be split equally between Vehicle and Property Reserves. These reserves act as a fiscal safety net, ensuring that we have the requisite resources to tackle unexpected OR exceptional expenses or weather economic downturns without significantly impacting our operational capacity.

Taking all this into account we need to increase the Parish rate to 1.35 p.

The following questions were asked:

- a) Income from property.** Re-letting of St Saviour's House at a higher rent. The Lodge was previously occupied by the POSS caretaker and is now to be let.
- b) Question as to why the accounts are dealt with in this way, are we not being asked at this stage to approve the rate?** Accountant advised correct not at this point.

There being no further questions.

On a proposition by Procureur Martin Roberts, seconded by Stephen Wyatt, the Estimates for the financial year ending 30 April 2024 were approved with a majority of the votes

## 5. To approve a Rate in conformity with Article 21 of the

The Connétable informed the Assembly that it was thought necessary to increase the rate for this year to 1.35 pence and this proposal had been agreed by the Accounts Committee.

**Rates (Jersey)  
Law, 2005:**

The Connetable asked if there are any amendments to the proposition.

The following questions or comments were raised:-

Before the Connetable could receive a proposition to set the rate at 1.35 a proposition was received by Leslie Bechelet seconded by Graeme Witts to set the rate at 1.32. The Connetable asked the Assembly to vote on the proposition to fix the Rate at 1.32 there was 1 vote in favour and many votes against.

On a proposition by Geoff Morris, seconded by Stephen Wyatt the rate was set at **1.35** with 24 votes in favour and 1 vote against.

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

**6. To elect a  
Committee to  
examine the  
Connétable's  
Accounts for the  
financial year  
ending 30th April  
2024:**

The Connétable read out the list of those currently on the Committee.

The members of the Accounts Committee for 2023-2024 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

A representative of the Roads Committee

A representative from the Parish Assembly Stuart Mottershaw

A representative from the Parish Assembly Aynslye Le Brun

On a proposition by Raluca Kovacs, seconded by Procureur Martin Roberts, it was agreed to appoint the Members of the Accounts Committee for a further year.

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

**7. 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 Aynslye Le Brun, seconded by Stephen Wyatt, 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.



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Connétable Kevin Lewis  
President of the Assembly of Electors