

PAROISSE DE ST. PIERRE

The Twenty Ninth Day of June Two Thousand and Twenty-One

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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 29 June 2021 at 7.00 p.m. to: -

- 1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Thursday 24 June 2021.**
- 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 2021, 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 2022.**
- 4. Update the Assembly on the proposed finance agreement for the replacement of 61 lighting columns and lanterns and 10 lanterns at a cost of £263,750.00.**
- 5. To approve the creation of a new reserve to be titled COVID Delayed Expenditure Reserve.**
- 6. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2022, including grants to various charities and organizations.**
- 7. 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.**
- 8. 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 2022.**
- 9. To approve that Auditor, Alex Picot, Chartered Accountants are to continue as the parish accountants and prepare the accounts.**

1. On the proposition of **John Refault**, seconded by **Louise Robinson**, the minutes of the previous assembly held on Thursday 24 June 2021, which had been previously handed out were approved.
2. The Constable welcomed Stephen Phillips from Alex Picot, the parish accountants to go through the set of accounts:

SPYCC

Looking at the overview of the accounts, you can see the super summary of the two main incomes, one suffered and one benefited. The area that suffered is the Tea Room which shows the income is down.

Income of the Tea Room is £102,649 compared to £143,784 in 2020, costs of sales being £37,759 down £11k down on previous year. Staff costs broadly the same however Covid rules state we must look at all the income and as the Pre-School did well, we did not qualify for all of the Co-Funding therefore may have to pay some funds back.

Centre income is low due to COVID at £1,672 compared to £9,739 last year.

Overall, even with the continuation of salaries a loss of £12,752 for the Tea room which is far better than expected.

Pre-School had an income of £158,518, this is due to the fact that we were the beneficiary as two other schools in the Parish have closed, plus longer hours offered and more children. Up by £48k on previous years. Costs of £14,455 is lunches for the children, staff costs of £96,823 is higher than the previous year at £85,713 however due to the ratio of staff to children being required. £6,570 Income in May 2020 for Co-Funding.

Gross contribution is £47,240 against £13,987.

Hire of the centre fell away due closure through COVID.

£11,137 is the recharge from the Parish for their financial support.

Fundraising is zero for this year and sales of books, costs down as no advertising.

Sundry income £5927 is due to a donation of £5k from a parishioner and dividend received from the Co-op.

Decrease in repair costs due to the conscious decision not to spend is reflected in the figures, £7190 by the Parish, balance paid for by the centre, (Hot water system costing £4k).

There was a lot of maintenance work done in the previous year so not as much required for this year.

We have practically broke even with an accumulated fund of £4,930 against previous year of £44,191. This shows a positive performance from the centre.

It was asked if any questions from the assembly, as there were none the Procureur Robert Surcouf explained that as we were actually expecting a £50-£70,000 loss this is an incredible performance from the staff and Committee of the centre and are lucky to have dedicated staff and a great committee. It is pleasing to see the accounts and is a great relief.

The Constable expressed his thanks, they did a fantastic job and a profit made.

Mark Capern, Chairman of the SPYCC wish it also to be noted of his thanks to all the staff who have worked hard in these difficult times.

These accounts were proposed by **John Refault**, seconded by **Sally Johnson**.

Stephen Phillips proceeded with the Parish accounts.

Parish

These have a pleasing result overall.

Expenses:

Total administration £291,226 which are £19,000 lower than the estimates of £310,083 and £12,000 under on previous years of £303,117.

Salaries and social security budgeted a 3% increase last year however been a change in staff during the year which also explains the drop in pension premiums £1,878 against £5,192 budgeted.

Telephone slightly up on estimates however extra calls made during COVID.

Police cost £35,500 slightly higher against estimate of £34,000 – costs involve Tetra radios, fuel, training, and equipment.

Police admin support slightly down on estimates at £12,533, member of the police to assist with paperwork including parking fines.

Connetable expenses, Accountancy, Experts & Rate collection costs as per the vote.

Advertising of £3065 down on the estimate of £8,000, mainly down to a law change where we can advertise via the online gazette which is free of charge. Some assemblies are still advertised in the JEP.

Comite des Connetables £9,615, slight increase on estimates of £ 8840.

Computers expenses £16,418, down on estimate of £22,000 however not all works completed.

States of Jersey had previously supported the Parish at no costs for I.T however they had advised that they were going to start charging, in view of this the Comite decided to go out to tender and we now use Focused IT so we do need to change software, require licenses etc. but we will need to increase as higher costs expected this year.

Legal costs down at £5,802 compared to previous year £11,478. Main costs for Data Protection services/ advice.

Sundry expenses of £10,845, due to COVID the Senior citizens Christmas lunches did not go ahead, and vouchers were sent out instead at a cost of £5,000, we did receive donations of £2,000 for this purpose.

Charitable Donations: £43,371 against estimates of £47,300. Payments only made if the accounts have been received, therefore underspend on estimates as a few did not return their accounts.

SPYCC- Mirrors the accounts in SPYCC accounts.

Refuse- £214,125- First full year of recycling so as expected with the budget.

Property Maintenance (excluding SPYCC).

£130,863 compared to estimates £167,111 – main savings due to Tresor:

Tresor £30,258- saving against budget of £63,502, items were budgeted but never completed like gutters, doors, and clock maintenance.

Parish prop maintenance and heating £19,646, down on the estimate of £25,000

Insurance in line

Staff costs in line

Parish Homes- shows a negative £ (14,673)- not a cost to the Parish, estimated costs of £30,471- whatever surplus made pays off the capital- any shortfall we make up. Had a £38,842 shortfall last year but figures reflected on page 13 of the accounts showing total surplus for the homes at £102,794 compared to 2020 at £41,589.

Maintenance costs £14,669 compared to £51,714 previous year.

Savings due to no further heating units done in 2021, income from rent was higher than in 2020 as a period of approx. 15 months where some properties were empty, there was a small increase in rent however this was deferred due to COVID.

Roads Account

In 2020 certain works did not get completed, therefore it was approved at last years assembly to carry forward £34,000.

Costs of £94,792 for roads resurfacing, materials and expenses included this £34,000 so with other costs this gave a total of £145,574 for expenses.

Income from driving licences of £21,802 slightly lower than 2020 figure of £29,404 main reason for cost of stock of licences of £4,000 which we did not have in previous year.

Parking fines decreased as no Airport parking fees.

Net expenditure of £81,734 carried to the general account.

Total expenditure for the Parish £757,834 which is £122, 000 lower than estimates.

The Constable advised that in 2011 a contingency reserve began where we would put £75,000 every year for 24 years, however this was not done and the parish put in what it could afford each year, which was £50,000.

R Surcouf-Procurer stated that, the parish needed to make a commitment and the commitment was there, the parish will meet the shortfall in income.

Total expenditure for the year was £903,814, £130,000 below estimates.

Income

Rate's income £877,536, deduction for outstanding rates and non-recoverable £673. Arrears of £1109 and rate surcharges £2799 gives total rates and surcharge received £880,771.

Island Wide rates received £2324.

Other income £23,927, large increase in speeding fines of £6570 compared to £2420 in 2020.

Total income £907,022, budget was £890,000 as underspent on expenses also received more income.

Surplus £3208 against budget deficit £143,894 so £613,173 carried forward to General account.

Summary of balances

Cash in bank £745,561, debtors of £25,601 mainly Insurance prepaid.

£443,227 towards Parish Homes so £1,224,389 less creditors of which £25,000 carried forward for the bus shelter donation.

Net assets excluding property £991,867 (General account & expenditure £615,173, parish reserve £304,194, vehicle reserve £22,500 and Parish Community Contingency £50,000).

The Constable advised that we did say we would only do emergency works in 2020 so this year is a catch-up year- delayed maintenance on the church.

Question:

The Barclays loan for the homes is with interest at 7.27%- Is the parish looking into this to try and change it?

The Constable advised that the facility we have was agreed in 2011, we entered a 100% loan of £3.5 million, a decision was made to hedge to reduce the interest rate and a swap was done.

Currently Barclays themselves have a few queries- part one: Want to change the loan, part two- In discussions to reduce the rate.

We will bring back to an assembly our findings and to investigate this loan at another time, the facility was for 25 years so quite a lot to pay still. As part of restructuring for a better loan we might have to make some payments from the property reserve, putting out options to see what we can do.

Ex Constable J Refault advised that at the time of taking out the loan, advice had been taken from a States Greffier and the two Procureurs, which is now as asset of £7.5 million.

As there were no further questions, the accounts for the Parish of Peter including the Parish Homes were proposed by **Joao Camara, seconded by John Refault.**

3. Roads- A lot of works are needed so the vote is to allow a budget of £164,809, before income of approximately £25,000 so offering £135,000 for the roads vote.

The roads need repairing as patched up previously but need to re-tarmac, the roads committee are doing a good job.

The vote was proposed by **Joao Camara, seconded by William Dempsey.**

It was mentioned by an attendee that the current staff costs are insufficient to look after the roads- a lot of the lanes have not been done, is it possible to increase staff?

The Constable responded that in 2010 the rate was 1.10, it was later reduced to 0.90 so it was inevitable that there were maintenance cutbacks, we need to reverse this and need reserves to put extra on the roads. The attendee is correct in what he is saying but we need to increase the maintenance, possibly by machine, possibly by shovel but we cannot keep deferring the rate. As the rates were lower in previous years this has a knock-on effect, perhaps back in 2010 the roads were cleaned twice a year, but we have more roads that need more maintenance and yes, perhaps we need a mechanised way of doing it. Infrastructure is not doing as much as they used to and passing on works to the Parish. Mr Dix advised that there was 16.2 miles of roads belonging to Infrastructure and the rest belongs to the parish with 257 drains that need cleaning- we need to get a mechanism in to get the roads cleaned. Rue de L'Eglise, Rue des Landes and Beaumont Hill all need resurfacing, and the parish needs to get onto Infrastructure to do these.

The Constable advised that we did have a trial with a machine but then COVID kicked in. The Chef de Police also agreed with Mr Dix that IHE need to look at the roads however he has requested this himself on several occasions but unfortunately, they take a long time to act on this. It took 2 years to get a yellow line put in .

It was also mentioned that there are various potholes in the Parish, K Capern of the roads committee advised that these were in hand with a contractor and advised that there had been delays with contractors due to covid.

The Constable said these were not left on purpose.

4. At a previous parish assembly, it was agreed to approve the JEC loan for the street lighting replacements over a 15-year payment scheme. The Constable was conscious of the time so made investigations with our own bank who was not interested. Black Horse however were willing to offer a loan over a 5-year period at 5.1% (this indicates that the JEC loan interest rate was reasonable)

R Surcouf advised that banks have a couple of modules that they use: Business, look at earnings before tax and those that have profits of 20-30%- we are not that style of business, so their business module did not fit the parish.

Black Horse agreed we are a low-risk business. After looking at the parish finance system they have agreed a loan at 3.2% interest over 5 years, we can make repayments early without any penalty so this will replace the JEC loan of over 15 years.

Savings in interest is £81,000.

It was asked- do we accept this revised deal?

Proposed by **John Refault**, seconded by **Roger Noel**.

Senior Procurer Chris Benest advised that the Black House deal has no arrangement fee, it may seem a negative that we are paying over 5 years rather than 15 years and the cost now per annum is £61,422 rather than £26,000, which shows we pay more now but will costs us less in the long run.

The Procureurs and the Constable feel this is the best way forward, we can repay the loan at any time, we can always come back to a Parish Assembly and ask. Therefore to borrow £263,750.00

Deputy Huelin suggested we should open a roads and lighting reserve once the loan has finished.

- 5 R Surcouf explained that there were roads works needed but had to stop plus other works within the parish. Rather than say we have a profit we would prefer to ring fence it. Tresor works of £25,500 not done, Liberation 75/76 £10,000 not spent, Cimetere des Tous les Cults £2.500 not spent, we do not wish to leave these in the general reserves but ringfence it, so the money is there to do the works. Total £36,020 voted in last years estimates so we just want to show this in the COVID delayed Expenditure reserve.

This was proposed by **John Refault**, seconded by **Keith Capern**.

The Constable said this is purely, so you do not have to vote twice so asking to carry this forward, the last two years have been unusual.

John Refault asked if this was a rolling reserve? No, the monies should be spent so only a 1-year reserve.

- 6 Estimates:

Salaries- standard increase of 0.9% across the staff plus a slight increase in estimates as the office need additional support for a 4th member of staff.

Youth leader – £29,600 in line

Pension scheme £4,097, down due to employee change but replacement will be having pension in the future.

Telephone- £3,750 in line

Policing- £45,000- Need proper equipment plus charges incurred by the Honorary police office- The Chef de police mentioned that after paying for radios, Insurance, and honorariums he is down by £20,000 before spending anything for the year.

Police admin support, Constables expenses

Accountancy/Audit, Rates experts & costs all in line with previous year's figures. The Constable thanked Steve Phillips and staff.

Advertisements- No JEP advert required but for certain key meetings.

Comite des Connetables raised to £10,000- this is for support for all office systems and office charges.

Computer expenses- As advised in the accounts more licenses required so increased to £22,000. The States have previously supported the Parishes for free however now charging so parishes have looked at alternative tenders.

Printing, legal and professional all in line with previous estimates and keeping just in case needed.

Charitable donations: Same list as 2021 however we will write to them requesting accounts, if not heard back again after 2nd year they will be removed from the list.

Parish Associations-In line.

St Peters School as before.

Battle of Flowers Association- Received £2,000 last years- never used so no estimate provided for 2021-2022.

Parish Homes- some heating works at Queens Jubilee Homes required, Maison Le Marquand need maintenance works doing- need to get contractors for quotes, harder and harder to obtain these quotes.

£46,066 is the annual fee for the Street lighting replacement.

Roads vote as previously mentioned £135,000.

Special Votes

Vehicle Reserve £10,000 as new police car required. We have been offered a very good deal on a replacement vehicle so will have to use the whole reserve to purchase the new police car.

Covid delay reserve as mentioned £36,020.

Community projects reserve £25,000- some issues with facilities we have for the young- will be addressed at later assemblies, what facilities we have and or need.

Parish property reserve £50,000

The Constable advised that in 2 previous assemblies the Church have been approved works totalling £103,000 for plaster works, repairs to the South Transept, water damage, roof repairs, we have added an extra £20,000 to cover for anything unforeseen (£27,000 outstanding still from old reserve) Preliminary works needed to the toilets in the Church. This gives a total of £1,087,584.

The estimated were approved by **Joao Camara**, seconded by **Keith Capern**.

- 7 The current rate of 1.0p is not enough. 1.10p gives us a loss of £94,570, we need to be prudent, we might see a loss of £50,000 (catch up year), deficit not necessarily next year. We should not be looking at a loss if we decide a rate of 1.2p. Recommending we set the rate at 1.1p.
- The year-end reserves should cover us for 6 months costs, if we had a worse case scenario, the parish would not be in any difficulty, we need to see how the year goes. Previous rates were. 2014=1.1, 2015=1.05, 2016=1.0, 2017-18= 0.9p and 2019=1p - increased due to recycling scheme.
- We are going back to what was the rate for a long time, we are trying to act responsibly, we were caught out by the streetlight replacement as were all the other parishes, the JEC are holding the costs so we need to act as costs could increase if we delay.
- Procureur C Benest said we did say last year that the estimates were worse case scenario, taking the same view, money to the contingency could show a loss, cannot lay the burden onto future ratepayers.

Question was asked : Jersey Wanderers to have not been included in the estimates to receive sponsorship, what is the reason for supporting this decision, we should treat all the same?

Reply: Just because they have received it one year, does not mean that they will receive it the next. However, if the assembly wishes we can re-instate them. Other associations are bona fide parish institutions.

In view of this it was proposed by the assembly to accept the estimates as they are and that no changes were to be made. **William Dempsey** proposed, which was seconded by **Joao Camara**.

Continuing with the setting of the rate, **1.1p** was proposed by **Rowland Huelin**, seconded by **John Refault**, All in favour, none against, no abstentions.

- 8 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 **Mark Capern**.
- 9 The assembly were all in favour that Alex Picot, Chartered Accountants continue to be the accountants for the parish, the Constable thanked Stephen Phillips for all his help once again. This was proposed by **Mark Capern**, seconded by **John Refault**.

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

This concluded the business of the Assembly.

29 June 2021

**R P Vibert
Connetable**