

PAROISSE DE ST. PIERRE

The Sixth Day of July Two Thousand and Twenty-Two.

An Assembly of Principals and Electors of the Parish of St. Peter will be held in the Parish Hall on Wednesday 6 July 2022 at 7.00 p.m. to: -

1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Wednesday 25 May 2022.
 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 2022, 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 2023.
 4. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2023, 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 2023.
 7. 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 **Jean Holmes**, seconded by **Fee Roberts**, the minutes of the assembly held on 25 May 2022, which had been handed out previously, were approved.
 - 2 The Constable welcomed Stephen Phillips from Alex Picot, the parish accountants and asked him to go through the two sets of accounts.

SPYCC

Tea Room income & expenditure: Surplus £30,089 compared to 2021 deficit -£1261. (There was also COVID co funding received in 2021 of £12,000 so deficit would have been loss of £13,000. The results are phenomenal, and the main reason is a full year of trading, the business performed very well.

Tea Room turnover was £176,600 less cost of sales £62,282 and staff costs £87,255, the overall surplus £27,063.

Pre-School- Full to capacity. More children, more hours. Compared to previous year, income is £184,734 compared to £158,518. There are strict rules for staff therefore staff costs increased. Surplus £42,530.

Hire of Centre £12,981 due to lifting of restrictions. Central costs £-39,050

Fundraising £14,118 due to car boots, increase on previous year.

Sundry income £155-parking disc sales. Last year was £5927 however a £5k donation was received.

Repairs and maintenance £ (24,704), £17,132 paid by the Parish & £7572, net cost, paid by the Centre.

Centre paid dishwasher and new fridge and new under counter.

Overheads: Increase in Heat/light/water £15,536 due to Centre open for more hours than previous year.

All others broadly in line on previous year.

Balance sheet

Accumulated fund, held for the future is £73,019 (this comprises of cash in bank, less any money owed.) Creditors £36,190- Nursey education fund.

Cash held £106,373 (includes advanced Nursery fees of £22,000)

Overall, a very successful year.

Any questions- None

The Constable said the fundraising is fantastic, however the cost for CCTV is unfortunate however due to recent vandalism, areas not previously covered have been added.

The parish has always remained true that the Centre is there for the community and not to make a profit. With receipts of grants and parish money, it roughly breaks even. People benefit from the Tea Room and Pre-School. The Pre-school has no room to expand and has staff issues to do this too. The parish is about the community.

The Constable thanked the Committee and staff for all their hard work

Mark Capern, Chair of the SPYCC also wished to state his thanks to the committee, the staff and centre manager for all their hard work and effort.

Robert Surcouf, the Procurer, mirrored what had been said, he too feels the facilities are good, staff are loyal, long term and we have a good reputation.

Stephen Phillips then moved onto the Prish accounts.

Parish

Steve advised the accounts were set out to show three columns, the Estimates, Results for the year and Previous year figures.

Expenses, effectively overheads:

Total overheads estimated at £326,341 so spent £3,000 less= £322,722.

Salaries and social security £134,844, small pay rise, this fluctuates due to overtime (this is for 2 Full time & 1 Part time member), this is £5,500 below estimate but £4,500 up on previous year.

Youth leader £30,009, this is a quarterly charge set for 3 years.

Telephone in line with estimates.

Pensions- Small saving on budget of £2,000 due to the lateness of the pension being taken out by a new member of staff.

Police cost £33,064, underspend on estimate of £45,000, expected costs of equipment not spent due to lack of officers therefore no training also. This was half the amount of the previous year.

Main items were the normal radio subscriptions, Insurance etc.

Police admin support slightly down on estimates at £11,173, member of the police to assist with paperwork including parking fines.

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

Advertising of £5913 increase on previous years £3065 due to costs increase. Increase in printing costs too of £13,189 against 2021 £11,287.

Comite des Connétables £9730 slight underspend on estimates of £10,000.

Computer costs of £28,088, historically the states covered this however changed and their costs were higher and therefore we chose a third-party supplier for IT. New licences required- (emails and Microsoft) Costs for the credit cards also included in this figure (£3,000).

Legal and Professional-£13,886, includes costs for the Data Protection officer of £6,000, initial fee for the Barclays case £3,000, this is effectively a provision.

Sundry expenses of £15,795, the Senior citizens Christmas lunches were £8,000, received in donations for this so the net costs was £4,000, other costs included are bank charges £3,000, cleaning and consumables and smaller items not listed.

Overall expenses at £322,722, £5000 below estimate and £30,000k on previous years.

Charitable Donations: £12,100 estimated, £10,135 spent. £20,000 in total for grants and associations.

St Peters School donation of £3747, overspent on estimate of £2,000, extra iPads bought for the school.

Battle of Flowers- No contribution this year.

SPYCC- Running costs £10,745, maintenance £17,132- slightly above estimates.

Refuse- £218,291- Just slightly over on the estimates of £214,845 due to an RPI increase.

Property Maintenance (excluding SPYCC).

Cimetre No costs of maintenance, income received in grave fees of £140.

Tresor £53,261-, previous year £30,258. £23,000 higher than previous year. Budgets were put in place for works which unfortunately did not get carried out due to COVID so £17,500 set aside into a reserve., this would have affected the rate if left so put in reserve and then would be transferred. Funds not spent in 2021 but then released in 2022.

Parish property maintenance £20,054, main expenditure Heat/light /water £10,000. No major items, bit of painting £3,000 under spend against estimate of £4,500

Caretakers' salary £12,739- this is 1/3rd of costs.

Insurance of £36,284 slight increase due to rise in costs.

Staff costs in line.

Total costs £139,992 against estimate £154,885 and previous year £130.863 mainly due to Covid reserve.

Parish Homes- estimated net costs of £23,567- Work planned to be done but not started, no major maintenance expenditure, Queens Jubilee Homes heating systems, 1 this year, expected 3 to do so expect to contribute towards maintenance next year. Homes made a surplus of £112,00, capital of £95,000 = £17,270 to come back to the general account.

Total maintenance costs £21,478, some outside painting, and heating.

Loan interest £176,048

Street Lighting- Costs to JEC for the electric £11,496 in line with estimate and previous year.

Maintenance and expenses £45,893. A facility put in place to meet costs £264,000, this year paid 9 payments in total £57,389 total costs, budget £46,066 however works needed to be done for safety.

Roads Account: Underspend due to works not being able to be carried out. Total net figure £81,483 against estimate of £135,059, a saving of £54,000 due to no works.

Expenses- road resurfacing, patching £73,240 (main one Mont des Vignes costing £26,000)

Cleaning £30,331 which is staff wages.

Village Greens £16,510- as per contract

Motor and other £8324- fuels and associated costs, however this also includes Branchage meal costs hence different to previous year £4910.

Total expenditure £128,405

Against the expenditure is the income- Firearms of similar years at £805. Driving licence is 1/10th over the next 10 years less any costs £31,990, International Driving permits £5,000 compared to £500 previous years. Branchage penalties £2350, none in previous years, although branchage was carried out, no penalties given.

Parking fines up at £11,777 compared to previous years £7,283-largely due Airport parking fines being brought in again after COVID.

Income set off against expenses £46,922, transfer of reserve fund on previous year £34,000 net costs £81,483.

Total expenditure for the year £853,366 against estimate of £961,563 due to savings on the homes and the roads.

Special Votes: Transfer to various reserves. Property contingency reserve £50,000 put in, spent £21,000 on the Church.

Vehicle reserve £10,000- nothing spent yet, in the process of obtaining another vehicle.

£25,000 transferred to Community project fund, no monies spent.

COVID project reserve £36,020, this is in the budget from previous year, (released £17,500 to Tresor) balance to use as and when needed.

Net expenditure £976,736, £111,000 down on budget.

Income

Rate was increased last year from 1.00p to 1.10p per quarter, rates increased by 1.5 million

Income for the year £980,989, unpaid rates £1840, arrears £2895. Surcharges increased at £3326 (previous year £2799) due to people paying a little slower.

Net total of rates £985,370 compared to last years at £880,771, increase of £105,000.

Island Wide Rate £2813- last year's £2324.

Other income largely comparable with previous years.

Speeding fines increase on last year's £8240 (last year £6570).

Sundry receipts £3774- Traffic Worx permits.

Donations received

Total income £1014,630, expenses £975,736. Net surplus £38,894, expected deficit of £94,569.

Balance brought forward £613,173, so Balance carried forward £652,067.

Parish Homes income- £322,539, no major refurbishments done on the homes as majority of them full con could not access. Total surplus £111,877. General work needed, exterior paint done and some heating but no major repairs. Total expenditure £218,039. Net surplus £111,877.

Summary of balances- Cash in bank £881,727, debtors of £30,960. Need to keep a buffer for the end of the year. £452,857 Parish funds used for Queens Jubilee Homes.

Net fixed assets £3,571,295.

The Constable asked if there were any questions:

What is the Community Project 's purpose: The Constable has had requests over the years for more facilities and to provide amenities for the future- best way is to accumulate funds rather than a one-off payment?

The Procureur, Robert Surcouf advised that "paddle tennis" was an idea, also, could possibly look at land, these sort of funds we would not be able to raise ourselves so would look for support from outside organisations. A parish assembly would decide on this, we are in need of more family homes and for the elderly so we need to look at what we can do for the community. Trying to spread costs without increasing rates.

The Constable advised we considered putting the rates up last year to avoid a deficit. We are only in the position we are now due to no works being done, repairs etc waiting for contractors to fit the works in. A new police car has not materialised, shortage of electric components, no cars coming our way, the downside to this is our current police cars need maintenance and some major repairs which are unavoidable.

The Youth & Community accounts were proposed by **John Refault**, seconded by **Mark Capern**.

The Parish of St Peter accounts were proposed by **John Refault**, seconded by **Kristina Moore**. A vote was held with majority for, none against and no abstentions.

- 3 We spent £73,240 last year and looking to increase the budget to £95,000 for 2022-2023. We need to continue works on the roads, additional £20,000 for road sweeping. Wage increase as per in line with the RPI at 6%

The Contract for the Village Greens has been left the same however aware that this is coming up for a review. Other expenses like hedge cutting £10,000 and motor & other expenses £5500.

We have a projected income of £29,750 which includes parking fines at £7,500. Net expenditure £178,597, we need to look at contractors for various road repairs. The Roads Committee was thanked for doing a good and we therefore need to have good resources to carry out the works.

The vote for 2022-2023 is £148,847.

Question: Road sweeping, is this a mechanical road sweeper or by hand? -Mechanical- in the process of a new contract as the previous contractor has sold the business.

The Roads vote was proposed by **William Dempsey**, seconded by **Zoe Rive**.

- 4 We are looking at recruiting a new full-time member of staff and this would then reduce the amount of over time for the part timer. So, estimated £1645,032.

Youth leader costs as per the contract with the Youth Service.

Pension Scheme-£4343, in line with the wage increase.

Policing left at £45,000, we are hopeful in getting new officers.

Police Admin £13,500, same as previous years.

Constable expenses £3000, slight increase of £500. Rates experts and rate collection costs the same. Advertising still at £5000 as trying to keep this low and only advertise what we really need to. Comite des Connètables budget as advised.

Computer expenses have increased and are expected to continue so estimated £30,000.

Legal & Professional from £10,000 to £50,000. At a recent assembly we voted a further £30,000 to be used for the claim against Barclays (all in the previous minutes handed out).

We wish to state that this is purely issues with behaviour from Barclays, no relation to action by the previous Constable and Procureurs.

Litigation is not a guaranteed result.

Sundry expenses increase to £15,000. The Constable wished to thank the outside organisations who had contributed towards the Senior Citizen Christmas lunches.

Charitable donations and Parish Associations. - £11,500 and £10,000.

Battle of Flowers- no float this year therefore no donation.

SPYCC-£15,000 running costs plus maintenance costs £15,000. Refuse & Recycling, estimated £230,000. The current contract was coming to an end

therefore, it was thought that best practice was to re-tender, other contractors contacted however no-one else wished to tender. We have a specialist assisting the parish who is negotiating the contract going forward with the current service provider as these needs updating, we have budgeted a 10% increase however this might be 20% ???We can cover a lot of terms in points and hopeful for a long-term contract.

Estimate for Tresor £58,463, gravestones need looking at as some dangerous, a lot still to do £8,000 carried forward from reserves so net estimate £50,463.

Parish Homes: Increase of 3.8% RPI so estimated £340,000 in income, refurbishment £15,000 electrical & plumbing remaining the same as previous years, decrease in heating as most the units have been replaced. Loan interest £168,908, fuel increase to £12,000, other expenses in line with last year's estimates.

Overall estimating net surplus £111,484.

Street Lighting: electricity costs £11,500, maintenance of lights themselves £46,066 reduction on last years based on payment of loan.

Special Votes: Vehicle reserve further £10,000, waiting on a new police vehicle with specialised equipment so may have to wait a few months for this.

Covid Delayed Project Reserve- no top up this year however in light of position this could have on rates, we will wait at the moment as other expenditures to consider (e.g., Legal costs) plus there is reasonable sum already there.

Community Projects Contingency £25,000 allocated.

Total estimated expenditure £1115,104.

SPYCC: Profit of £30,089 with estimation of £90. Salary increase needed across the Tea Room and Pre-school, we employ good members of staff and need to pay the living wage (some employees are just on the minimum wage). We have to make material increases.

Income will be less; this does not include the rates as will reduce the profit.

We should not underestimate to staff we have, they work hard and provide good services Mark Capern, Chairperson for the Community Centre agreed that the staff should receive the correct wage and the committee will support the increase. Happy that the Outreach donation of £5,000 to assist the Youth club will be useful additional resource, especially as the constable reminded that the costs in repairs have been around £2,500. - current members of the Youth club do not feel safe to attend so we need to encourage them to come back.

The estimates for 2022-2023 were proposed by **Roger Noel**, seconded by **Gerald Harrison**.

A vote was taken, all in favour, none against. No abstentions.

5. The Constable and Procureurs wish to propose a rate of 1.2p which is an increase of 9%.

Last year we did have a profit however this was mainly due to works not being able to be completed due to contractor delays. Projecting a small loss of (£-272). There could be an extra expense on Refuse of £20,000, so there could be a (£-20,000) loss and therefore with a heavy heart feel the rate must increase.

The Constable mentioned we looked at increasing the rate in the previous year but decided against this as a projected loss of £ (-94,570)

Any questions:

Costs of heating at both the parish homes- will this mean an increase in rent? The rents currently increase each year by the relevant RPI therefore this should include any costs involved.

There was concern by a parishioner that increasing the rate from 1.1p to 1.2p along with costs of food prices, logistics increased, people are struggling already, this could cause severe issues for ordinary people and the concern is the impact the rate increase would have on them! Have the Constable and Procurers considered this?

The Constable advised that the rate would create a very small amount for these people.

Procureur Robert Surcouf stated that we have not put any money into the property contingency reserve, the Parish is also getting hit with high costs too, refuse as an example. They have an obligation to keep up our services, we cannot run at a loss and have to address some of the shortfalls in the parish, roads, the homes, labour costs and material costs.

The Constable mentioned if we had reserves before, we would not be in the current situation.

Another parishioner made the point that no-one has to pay their rates in one go, they have 3 months to pay before a surcharge and can even prepay in advance for the next years rates.

The Parish is willing to discuss ways with parishioners.

A further parishioner also said is it right to increase at this time, agrees that the parish needs to tighten its own belt but not pass this onto the ratepayers?

The Procureur replied that the parish is asset rich but cash poor, we cannot run at a loss, yes there was cash at the end of April of £881k, we have to have reserves in for 6 months to carry the parish through until income begins to come in again in. There is only a surplus because works were not carried out. We said last year that we could only hold off for another year. There are challenges ahead for individuals however we have to maintain assets for the longer term. The parishioner said that if we have no alternatives, then go ahead, there are a lot of different circumstances, we need to take steps for hardship but understands that the parish looks after its parishioners.

The Constables agreed that the rates have been so low in the past, but we should of built-up reserves in the process.

The Procureur stated the rates really needed to go up to 1.2p last year but this was held off due to COVID, we cannot continue like this. High costs are expected in the forthcoming year.

Comment from the assembly: If we do not increase the rate we will be left with a deficit.

Comment from the assembly: All indications are there is going to be a massive recession, its better to put up the rate slightly now rather than a bigger rate increase next year.

The Procureur said there are going to be extra costs next year, we don't increase the rates just because it's a necessity, we need to get works done on the roads and it's the duty of the Constable and Procurers to act in the best interest of the parish. We have exercised prudence.

The rate increase to **1.2p** was proposed by **Pamela Rayson**, seconded by **Keith Capern**. All in favour, none against and 1 abstention.

- 6 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, all 4 Deputies, 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 **John Refault**, seconded by **Sally Johnson**. Majority all in favour, none against and no abstentions.
- 7 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 **Fee Roberts**, seconded by **Michael Holley**.

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

This concluded the business of the Assembly

06 July 2022

**R P Vibert
Connetable**