

PAROISSE DE ST. PIERRE

The Sixth Day of July Two Thousand and Twenty-Three

An Assembly of Principals and Electors of the Parish of St. Peter will be held in the Parish Hall on Thursday 6 July 2023 at 7.00 p.m. to: -

- 1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Wednesday 24 May 2023.**
- 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 2023, 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 2024.**
- 4. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2024, 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 2024.**
- 7. To approve that Auditor, Alex Picot, Chartered Accountants are to continue as the parish accountants and prepare the accounts.**

- 1 It was requested that the previous minutes be changed to omit the word Hautlieu in section two. Subject to this amendment, the minutes of the previous assembly on 24 May 2023 were approved and proposed by **John Refault** and seconded by **Mark Capern**.
- 2 The Constable welcomed Stephen Phillips from Alex Picot, the parish accountants and asked him to go through the two sets of accounts.

SPYCC

When the budget was set for last year, it was predicted that we would make a small surplus of £90.00 so it is a fantastic result for the centre itself for making a surplus of £30,482.

Tea Room income of £221,912 increase of £45,000 on previous years. As expected, costs associated have increased due to the economic climate. Cost of sales £84,628 and staff costs £113,560.

As the turnover goes up, we need more staff plus the Parish is a 'Living Wage' employer. Notwithstanding this, total made £23,724.

Pre-School- income of £204,805. Costs of £20,872 mainly due to lunches
Staff costs increase + pay rise £41,194.

Central costs:

Hire of Centre £19,291, compared to £12,981 in the previous year. Car Boot sales made just under £17,000, is this due to the demise of other car boots on the Island.

Education grant is the rent from the Youth club £6570.

Central costs £40,423 is the manager and the recharge from the parish.

Sundry income is £1106-usually from parking disc sales, however £1,000 received from the parish for the Kings Coronation event.

Repairs and maintenance £ 4,728 paid for by the Parish & £6,000 paid by the Centre.

Centre paid for works to the toilets, electrical works and a new microwave, nothing significant purchased.

Overheads: Static year on year.

General expenses £4290, this includes bank charges and credit card charges that had not been posted but hopefully will be lower for 2024.

The Centre has an accumulated fund of £103,501 (net current assets- held in case of any expenditure).

Any questions... None

As no questions, the Constable said it was an excellent result for the Tea Room and Preschool and credited the staff and committee for all their hard work. 2 years running we have come out with a profit, he also thanked Procureur Robert Surcouf for the suggestion on Living wage which shows an example to other parishes to follow.

Procureur Robert also thanked all the volunteers that assisted with the Centre, especially for the car boots which is a small group which helped bring half of the profit so much appreciated.

As there were no further comments, the accounts for St Peters Youth & Community Centre were approved, proposed by **Joao Camara**, seconded by **John Refault**.

Stephen Phillips then moved onto the Parish accounts.

Expenses: page 4 of the accounts

Estimates for the parish expenditure of £407,808, actual spend of £383,936.

Salaries and social security £154,056, we have a new member of staff plus wage rise during the year. (Started in October which was later than anticipated. So, 7 months of salary in this year.)

Youth leader £30,008, this is a quarterly charge. This was expected to increase but extra charged.

Telephone in line with estimates.

Pensions- Slightly under the budget of £1,000 as last year was 8 months' worth, this year is 12 months.

Police cost £48,923, £15,000 more than last year, £4,000 over budget, a new vehicle was purchased £50,000 cost (less reserve of £42,500, as rather than taking all in one go) so shows £7,000 in police costs. Then use of the reserve is working in this situation.

Other Equipment expenses of £7,000 for radio, new docking station £4,000 and Insurance £7,000.

Police admin support like previous year of £11,717, member of the police to assist with paperwork including parking fines.

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

Advertising of £6812 increased on previous years £5913 due to costs increase plus advertising for Elections and recruitment.

Increase in printing costs too of £14,900 against 2022 £13,189 but below estimate.

Comite des Connètables £10,380 secretarial work for Constables and Police.

Computer cost £24,342, lower than estimate of £30,000. This is monthly support costs plus the parish systems of Rates, Licar systems of £13,000.

Legal and Professional-£35,573, saving against estimate of £24,000. This included £9,000 for Insurance valuation of properties but received £2,000 back from Insurers. Data Protection costs plus £22,000 on the Barclays loan.

Sundry expenses of £13,873, largest cost is the Senior citizens Christmas lunches which were £8,000.

Bank charges £4267 used to be in Sundry expenses but a specific item now so separated.

Overall expenses £383,936 compared to estimates of £407,808.

Charitable Donations: Payments only made if the accounts have been received, therefore underspent on estimates as a few did not return their accounts. £8,600 down on previous year.

Parish Associations £14,250, estimate of £10,250. St Peters Youth Club had an extra £2,500 as a one off so received £7,500. New Flowers Festival £1,500.

St Peters School donation of £2,000 was never claimed as new Headteacher was not aware of grant.

SPYCC- Running costs £10,582, maintenance £4,728 and Outreach Project £5,000 which was voted in last year.

The Constable advised that this project is for people who go out and meet with youngsters who don't want to go to the Youth club and get invited in to encourage young people who may have challenging issues.

Totals for this are £43,160, £10,000 lower than estimates and underspending on maintenance. Refuse- £233,689- monthly cost, increase of 8% included but below estimate of £240,000.

Maintenance:

Spent £145,026, £20,000 below estimates but £5,000 up on previous year which had received £17,500 transfer from COVID delayed reserve.

Tresor £36,431 included is some funds paid direct plus a share of caretakers wage. £3,600 paid for roof works and £5,400 on the Lady Chapel.

The amount of £4871 included for Church in contingency fund was brought forward to offset costs.

Property maintenance including Heat/light /water £21,617. £1700 for painting below estimate of £25,000.

Caretakers' salary £15,445

Insurance was higher at £40,896 compared to estimate £39,000.

Staff costs £35,278 in line.

Total costs £145,026 against estimate £165,460 and previous year £139,992.

Parish Homes-£-9651(negative) This was anticipated when budget was set (rent less expenses sufficient to cover from loan)

Surplus £93,245 shortfall of £8443 of costs to be made. If surplus is higher than repayments, money will come back in.

Replaced four heating units where in previous year did one at a cost of £22,000, without these costs there would have been a surplus.

Street Lighting- 2 elements to this: Costs of over £250,000 to replace all lights. JEC offered money, however we have a better deal via Black Horse. Paid back £61,190. Static figure.

Electricity costs £12,379.

Roads Account: £50,000 underspent last year so expected this year. Could not get contractors to do the work within the financial year. Backlog of work.

It was commented that Rue de La Grande Vingtaine had had previous works by utility companies who had repeatedly gone over and patched so much that there was only a small strip of original concrete measuring 6-8 "left, so costs to overhaul this road was £28,000.

A lot of roads were resurfaced and swept costing £177,562 compared to previous year of £73,240.

Total expenditure £236,040, previous year £128,405.

Against the expenditure is the income- Firearms £1415. Driving licence is 1/10th over the next 10 years less any costs so £27,010, decrease in expenses due to restock of cards costing St Peter £4800, otherwise normally consistent year on year.

Branchage penalties of £850 lower than previous year as curtailed due to a Royal visit, the first Branchage was scaled down.

Parking fines went up to £15,455 compared to previous years £11,777-largely due to Airport parking fines.

Transfer from COVID delayed project reserve of £18,520.

Net expenditure £172,790, this is higher than estimated and £53,000 up on previous year.

Total expenditure for the year £1,060,613 against estimate of £1,080,104, higher than previous year of £854,366.

Special Votes: to various reserves.

Vehicle reserve £10,000- now nothing left as new vehicle purchased.

£25,000 transferred to Community project fund, no monies spent totaling £100,000.

Net expenditure £1,095,613, £19,000 down on budget.

Overall, below on estimates.

As no questions, he continued:

Income

Rates were increased last year from 1.10p to 1.20p per quarter,

Income for the year £1,094,821, unpaid rates £2,200, arrears £1269. Surcharges at £3511, slight increase on previous year of £3326.

Net total of rates £1,097,361 received. This was £112,000 higher than previous year. Rates increased and quarters increased slightly.

Island Wide Rate £2966- last year's £2813. We get to keep any surcharges received.

Other incomes: largely comparable with previous years except for bank interest.

Speeding fines decreased on last year's £4440 (last year £8240).

Total income £1130,403, against £1,015,630 previous year.

If we look at the set of accounts Income £1,130,403 less expenditure £-1,095,613 = surplus £34,790. Budgeted deficit of £273 so £35,000 better than estimate.

General account brought forward £686,857 as we always need a balance in hand.

Summary of balances- As at 30/04/2023-Cash in bank £884,701.

Debtors of £39,315. Any money owed or received in advance.

Creditors £126,850 money paid next year includes Rates received in advance, driving licence renewals, year-end payments such as social security, tax and Refuse.

Creditors later than one year are driving licence £89,412

Net fixed assets £1,161,187 at year end

3 Reserves- General £686,000, Contingency £374,330 and Community Project £100,000.

Parish Homes:

Cost £3,571,295 to build, against monies owed £2,267,831 bank loan. Parish invested £453,433; Parish home reserve £847,051.

Income rent receivable £342,218, expenditure Maison Le Marquand £34,019 and QJH £214,954. Rent increased by 3.8%. Net surplus £93,245 compared to £111,877 previous year.

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

The Procurer advised the background of their thoughts whilst setting the estimates.

Two options 1- No Rate increase or slight increase to 1.25p.

We have major works due for both Maison Le Marquand and Queens Jubilee Homes and therefore have had to look at other areas to make savings so recommending that we use the Contingency reserves.

3:

Roads estimate: This year it is proposed a reduction of £20,000 to £75,000 for the roads resurfacing. We have caught up with a lot of the roads, however we might need to patch but also need to prioritise on other areas. The estimate for wages, village greens, motor & other expenses etc. £160,473, £18,000 less than previous year. Hoping for £37,500 in income from driving licences, parking fines, firearms etc., which gives net expenditure of £122,973, it is a shame no more can be offered and we are not saying we are not going to look after the roads, we just must be prudent.

The roads estimates were approved and proposed by **Joao Camara** and seconded by **William Dempsey**.

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Estimates cont.:

Salaries- increase of 8% as per the wage minimum RPI.

Youth leader – £31,500 in line.

Pension scheme is £11,773 higher than in previous years. We have 2 members of staff, and we are relooking at their package as the States will be making it a requirement to offer pension as part of numeration. 10%.

Telephone- £4000 slight increase on previous year.

Policing- £45,000-Same as previous year, (Although £8,000 last year was used towards new police car), still leaving the same as must be hopeful of new recruits and training plus equipment.

Police admin support as previous. Constables' expenses same.

Accountancy/Audit fee has increased by 5%.

Rates experts & costs are all in line with previous year's figures.

Advertising the same.

Printing, postage & stationery- the same.

Slight increase to £10,500 for the Comite des Connétables.

Legal And Professional £25,000 The Barclays issue is still outstanding.
Sundries around the same
Bank charges used to be included in Sundries, however now shown separately.

As there were no questions, the Procurer continued to advise on the Charitable donations.

Charitable donations: As some previous charities have not presented their accounts for the last two years, as agreed, they have now been dropped so the proposed estimate for 2023-2024 is £9,100.

Parish Associations-£10,500 this year as SPYC is £2500 less. (50th Anniversary in 2022 so do not need as much).

Battle of Flowers was reviewed as zero last year. They have some safety issues and have asked for £8,000 as they need to purchase new radio equipment for the float. The BOF has been brought back to life with people supporting this.

No questions asked so continued with the estimates.

St Peters School, estimate shows £4,000, this includes the £2,000 from last year that they did not claim for but understand they have plans in place. They are attempting to raise £30,000 so we can offer what support we can in respect of this.

SPYCC-

The Centre has had a good couple of years, this is down to the management team and the staff, we are very lucky to have them all.

Preschool, has an excellent reputation as an establishment / facility
Tea Room, a good facility for the community

The Tea room has a projected income of £230,000, cost of sales £89,000 and staff costs £123,000. This predicts a reduced profit of £18,000.

Preschool, predicted income £215,000, cost of sales £22,000 and staff costs £154,000, predicted profit £39,000.

Projecting a good return

Works will get done however the Centre will have to contribute from the reserves. This does not mean the Parish is not supporting or walking away from the Centre. The Parish contingency is always there but the Centre does have its own reserves.

Overheads are on par.

Expected net surplus £2533.

So in summary, charitable donations / Grants £51,600.

Refuse: Slight increase from estimates of £240,000 compared to actuals of £233,689. We have renegotiated the contract and with health & safety updates, we needed to update the contract. They do a very good job.

Robert Surcouf has requested we note thanks to Mr John Rogers for all his assistance with the new contract. He had to address issues and responsibilities and we needed to consider costs plus living wages, sustainable fuels, service levels etc. There is an increase of 8%.

Other parishes suffered 30-40% increases.

Cimetre des Tous les Cultes, no works really completed so reduced estimate to £1,500.

Tresor- Budgeted £54,619 as per Ecclesiastical assembly.

Signwriting boards need rewriting £1,000

We have a duty of care to maintain the Church and are grateful to the Church wardens for their help.

General maintenance at £4,500, organ needs to be removed and assessed due to water damage, set aside £7,500 however unsure of actual costs until the organ has been looked at.

Agreement for rectory maintenance £2,000, however, must be left in condition it was presented in. Church heating and lighting slightly less than previous year.

Main contribution to the Tresor from the Parish is £54,619.

Transfers from parish property contingency reserve:

The Chapel Tea room needs repairing and restoring, there is a £50,000 estimate provision for this. Repairs to the Pétanque grounds need doing, estimate of £10,000 for this. Shed electrics need installing externally for future events like the Parish fete to make it safer, estimate of £2,500. Total of £62,500 to be released from the Contingency fund which currently totals £374,330.

We would need to start building this reserve back up over the next few years.

Caretakers salary £15,291

Parish property maintenance budget £25,000.

Insurance £42,000 slight increase as premiums normally go up every year.

Total maintenance for Parish property £245,043, less reserve transfer = £182,903.

Higher than last year's figures, however, work needs to be done.

Parish Homes:

Refurbishment costs of £140,000 estimated for 2023-2024. Maison Le Marquand's roof needs repairing, Phase 1 £80,000 (over 1 year) and phase 2 £80,000.

£50,000 needed for Queen's Jubilee Homes for woodwork & special treatment, cladding may also need replacing in the future..

Electrical works of £3,500

Heating costs are estimated at £25,000; this is for the final 4 units needed at Queen Jubilee.

Loan Interest £161,271- it is what it is.

Income:

Rents received £355,000, less mortgage payments £270,741, less homes maintenance and expenses £208,451, leaves us with £125,000 to find.

In view of this it has been suggested that £130,000 be transferred from the property contingency reserve for this.

(£192,500 from the reserve in total).

We need to build up the reserves over the next 10-20 years.

This is what reserves are for, so it is time to use them.

Street lighting reserve needed going forward for next replacement of lights in 40+ years' time.

As there were no questions, the Constable asked for a show of hands, all in favor, none against and no abstentions. The Estimates were approved by **Mark Capern** and seconded by **John Refault**.

5. Interest rates are a lot higher now.

Special votes:

We wish to offer two options.

1-Our preferred option is to increase the rate to 1.25p

2-No increase.

The vehicle reserve needs building up, it's not just the police vehicles we have to think of, we also have the parish truck to consider.

Vehicle reserve of £10,000

Taking out £192,500 from the contingency reserve and possibly a further £80,000 in 2024.

We have small concern for the SPYCC, however Mark Capern mentioned that the woodwork under the roof has perished and this in fact could be a big job.

The Procureur advised that if we do not increase the rate with a small top up to the reserves we break even or we can put a property reserve in of £60,000 now but increase the rate to 1.25p, the whole increase in rates would go to the reserve.

Maison Le Marquand needs new kitchens, report into an underwater leak that could lead to high costs. No material damage to the building but it does need work.

A 4% increase in rates (0.05p) would make the reserves £220,000. The works to properties are too big to do and we cannot delay the repairs, they are peoples homes at the end of the day.

It is Constable and Procureurs' recommendation, with regret to increase with a 4% increase.

Option 2 (no increase) was produced first, however with further thought, they felt that they had to put a reasonable amount into the property reserve to cover us for the next 4-5 years.

By 2024, if we do nothing the contingency will be below £100,000.

£125,000 in the Parish Project community reserve would possibly be used in the area once developers around the village begin. A possible extension to the Centre.

It was commented by a parishioner that in the past money has not been wasted, the roads have been done so no worries that estimate has been reduced. The Centre staff have worked a lot harder. They felt that a 4% increase would be okay but asked that a Caveat be put in place to help people who may have issues paying their rates.

The Constable advised that we have capped the rents on the homes at 4%, we have capped the salaries at 8% instead of the RPi
We must be a fair landlord and employer.

It was pointed out by the Parish Secretary that the Constable always ensures there is help for any parishioner that is struggling and we assist on a case-by-case basis.

The Procureur said that there was a rise in 2022-2033 rates which was painful, but we had a better year than expected. If we had not raised it, we would have made a loss of £60,000. There is only so much we can cut back.

Chef de Police said an increase of 4% is prudent due to high index raises.

A parishioner asked if we had considered going through the Treasury department for a funding group to assist with future community projects.

It was stated that we had already received a grant of £14,000 to help with footpaths and other matters

As there were no further questions, the Constable asked for a show of hands for option 1. Or Option 2. Majority voted for option 1, therefore it was agreed to increase the rate to **1.25p**. A further vote was requested to agree to this increase, this was unanimous, none against and no abstentions.

This was proposed by **Joao Camara**, seconded by **Sally Johnson**.

6. The Constable advised that only the Deputy who lives in the parish can attend the future accounts meeting, in view of this, it was agreed to propose the committee en-bloc, the committee members are Procureurs, Rector, Parish Deputy, Centeniers, Church wardens, Treasurer of the Roads Committee, Chairman of the Rates Assessors, Chair and Vice Chair and Treasurer of St Peters Youth & Community Centre and independents chosen by the Constable. This was proposed by **Marion Romeril**, seconded by **Michael Holley**.

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 John Refault, seconded by Mark Capern.

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

This concluded the business of the Assembly.

06 July 2023

**R P Vibert
Connetable.**