

PAROISSE DE ST. PIERRE

The Tenth Day of July Two Thousand and Twenty-Four.

An Assembly of Principals and Electors of the Parish of St. Peter will be held in the Parish Hall on Wednesday 10 July 2024 at 7.00 p.m. to: -

1. Receive, and if deemed advisable, approve the Act of the Parish Assembly held on Thursday 13 June 2024.
  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 2024, 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 2025.
  4. Approve the estimates of the funds required by the Parish for the financial year ending 30 April 2025, 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 2025.
  7. To approve that Auditor, Alex Picot, Chartered Accountants are to continue as the parish accountants and prepare the accounts.
- 1 On the proposition of Centenier **John Camara** , seconded by **Marion Romeril** the minutes of the Assembly held on 13 June 2024, which had been previously handed out, were approved .
  - 2 The Constable welcomed Stephen Phillips of Alex Picot and asked him to present the accounts.

SPYCC

Income & Expenditure.

Immediately it jumps out that the Centre made a deficit of £13,118 but it doesn't show the surplus made over the last two years and works that were needed over the year in the Centre including significant maintenance. The accounts show a deficit however the underlying picture is very positive.

Tea room – surplus of £18,493 against the previous year figure of £23,724. Increase in wage costs to due living wage as agreed by the Parish and slight increase in salaries. Turnover has increased.

Pre-school had a good year, Income of £30,000 increase on last year's figure with slight increase in costs of £21,518 on previous year of £20,872, staff costs increase to £155,578. There is a surplus of £57,566.

Hire of Centre £15,471 as hired to various organisations.

Parish contribution costs of £10,258- admin for centre salary costs.

Education Grant from the Government is £6,570 for the Youth Club.

Car boots doing very well again at £15,160

Sundry Income and donations which includes parking disc income and a small amount of bank interest at £492.

Repairs and maintenance costs total £55,808. £8,000 paid by parish for maintenance for costs of radiators, centre had paid directly themselves £15,000 for a new retainer wall at the back of the Preschool, flooring costs(including carpets) of £14,000 and redecoration due to the new radiators of £6,000.

#### Overheads

Fairly static year on year-they do not change much.

Heat, light and water £17,922

Cleaning £17,583, we have employed a cleaner now rather than using a contract cleaning company. The cost has increased this year as it is a full year's cost.

Other overheads like telephone, advertising, printing, audit, general expenses all in line with previous years.

Overall there is a deficit of £13,118, however despite this the centre has an accumulated fund of £90,383 in the reserves so there for when more work is needed.

Overall a positive performance from the centre.

There were no questions asked regarding the Accounts.

The Constable thanked Mark Capern and Sally Johnson for their hard work and asked that they pass on his thanks to all who are involved with the Centre including the team at the Village Pre-School. The Constable advised that the Pre School is highly regarded and very popular and had enjoyed another excellent year.

As there were no further comments , the Accounts for St Peter's Youth and Community Centre were approved, being proposed by **Joao Camara** and seconded by **Bill Dempsey**.

Steve Phillips then went on to discuss the Parish Accounts.

**Parish**

**Expenditure-Page 4**

The accounts shows 3 columns, Estimates, Actual and Previous year.

Overheads – the main costs are salaries and social security at £177,646.

Pension scheme premiums, estimates of £11,773 look a bit odd compared to actuals of £4,855, however £5,000 goes into the admin salaries and 2 other staff get posted elsewhere. The Procureur R Surcouf confirmed he had duplicated the figures last year in error.

Policing costs of £52,986 against budget of £45,000 and the previous year of £48,923. New police car purchased last year with additional costs incurred for equipment of £9,000. One of the old cars had been serviced with costs around £5,000, new road signage for tree cutting ,road closures etc at £1,100.

Telephone, police admin support ,Constable costs, Experts etc in line with estimates.

Advertising – actual costs £8,338 against estimates of £5,000, this was mainly down to the Les Clef magazine costs of £4,600 and the Parish website of £1500.

The Constable advised we have insufficient companies willing to advertise therefore the Parish are having to contribute more for some pages. It has been suggested that perhaps the Magazine could be issued online only but it was felt that this would affect the older generation. Perhaps in the future this could be a consideration. At present we do not wish to exclude anyone.

Printing , Stationery and postage costs of £16,241 an increase on the estimates of £13,500 , copier lease charges of £6,000 and postage has increased is the main cost.

Comite des Connétables ( inclusive of Comite des Chefs) costs of 11,550 slightly above estimates but hard to budget for these costs. Central costs for Rates system, Driving licences systems and the Dog licences system which is shared by the Parishes included in these costs.

Computer expenses, slightly over budget at £32,039 however new hardware purchased at £3,000, monthly IT support is usually £10,000 per month but was £11,000. IT costs in all businesses are always significant , costs of licences required are always increasing.

Legal and Professional fees of £ 10,169 are a saving on the estimate of £25,000. DPO Services at £2,000 plus other costs at £8,000.

Sundry expenses £13,337, costs for Senior Citizens Christmas lunches of £8,000, however had received several donations for this, plus Kings Coronation costs of £1,100 plus bits and pieces of consumables.

Bank and card charges of £9,523, historically shown only actual bank charges but card charges also significant of £4,500. These were included in computer expenses in previous years.

Total expenditure of £408,769, £7,500 over and above budget. The main underspend is on Legal & Professional fees.

Charities / Grants

Various amounts approved and only paid out if the accounts are received. The expenditure is in line with the estimates. Actuals of £9,350. Main expenditure on Family Nursing at £4,500, Hospice and JAYF at £1200 each.

Parish Associations at £8,930- main donation to St Peters FC at £2,000. There was a provision for the Friendly club of £1,000 but they wrote back this year saying that didn't need the assistance this year, this is the main reason for the underspend on the estimates.

St Peters School did not claim their £2,000 in 2023 therefore this was agreed to be carried forward so they received £4,000 this year. However it is agreed that they must have a project for the money to go to.

Battle of Flowers received £8,000.

Running costs towards SPYCC reflects the figures in their accounts of £10,258 for the admin costs and the £8,068 paid by the parish.

Outreach Project £5,000 paid to try and encourage youths who do not wish to attend the youth club to communicate with leaders who go out into the community (Outreach workers).

Refuse Costs- Monthly costs plus at the year-end a price increase for the last 2 years RPI was issued at £17,000 so £252,363 cost so overspend on estimates of £12,363. The Constable stated that due to there being no increase to the charges in the previous year, in effect we had one year at a "cheaper" rate.

Maintenance of Parish Property

Costs associated with the parish properties of £165,080, £17,800 below estimates and £20,000 up on the previous year.

A provision last year from the Property Contingency reserve of £50,000 for the Chapel Tea Room, £10,000 for the Pétanque area and £2,500 for the shed electrics, if carried forward £62,500 transfer from the contingency reserve to the accounts so not to change the rate.

The Chapel Tea room works had not been completed at the year-end so £11,430 is the amount to be transferred, net effect is zero so the rate is unchanged.

Tresor £38,740, 2/3<sup>rd</sup> of salary shown in these figures with 1/3<sup>rd</sup> of pensions / salary shown in the Parish accounts. (Parish caretakers £12,830).

Parish property maintenance and heating £24,070 of this £11,500 was heat /light and water, rectory costs of £3,000 as well as work carried out at the Parish Hall.

Insurance higher premium this year at £47,342.

Staff costs £42,628 increase on previous year due to pay increase and one more staff member is now part of the pension scheme.

**Parish Homes**

The Capital element of the loan £110,182 set off against this is any surplus (£51,239) but budget set from last year- if any expense this is the only element done that has been transferred to property contingency reserve. (£83,446)  
Overall (£24,503) contributions towards expenditure to the parish for the year. It had been agreed last year to allocate up to £80,000 towards the cost of a new roof at Maison Le Marquand. In addition an amount of £50,000 was allocated to the maintenance of the woodwork at Queen's Jubilee Homes. An amount of £81,000 has been spent on the roof at Maison Le Marquand and £3,500 on the woodwork at Queen's Jubilee at the end of the financial year. There is still work to take place.

**Street Lighting**

Electricity costs £13,334 against estimate of £13,500. Maintenance costs is the cost of the loan we took out to replace all the streetlights so annual repayments £61,190 & £5,000 per month. As at the year end, we still have £137,000 to pay on the loan so a couple of more years to pay.

The Constable mentioned that some of the lighting columns have not yet been completed yet and we have been in discussion with the JEC who have advised that they have come across some issues but it is their responsibility to fix them as per the estimate given to us.

**Roads**

Overall roads costs of £62,854 which are £26,000 lower than the previous years. Actual spend is £60,000 less than estimate of £122,973. Work has taken place on Mont des Vignes at a cost of £8,500 as well as other general road repairs. Expected works at Le Monts of £25,000 never occurred so savings on the roads account.

Motor and expenses £10,704, this was work on some trees after the storm of £3,000.

Total costs £112,899, Income is set against this such as Driving licences net figure £32,997

( restock of licences last year as a central cost of £5,000) .

Reference was made to page 5 of the accounts

Total expenditure before special votes £1,087,693, estimates was £1,162,455.

There was a £75,000 saving principally due to the roads and the Tresor underspend.

**Special Votes:**

£60,000 Parish property contingency reserve fund

£10,000 Parish Motor Vehicle reserve fund

£25,000 Parish Community Projects Contingency reserve fund

These are transfers into the general account.

The motor vehicle reserve was used up last year towards the costs of £45,000 for the new police car.

We have £125,000 in the Community project reserve to be used in the future.

Income:

The basic main income is from the rates which were increased last year to 1.25pence and in addition the quarters also went up slightly. Rates for the year 2023 totalled £1,142,715 which is £48,000 up on last year. £2,000 was not collected at the year end, there were adjustments to rates £(196), therefore we collected £1.14 million including £922.00 arrears and £1653 on surcharges.

Totals £1,142,972.00 which is similar to previous years.

Island Wide rates surcharges of £1371 are retained by the Parish. Other income is Bank Interest of £9,785 which is the most significant.

Hall hire £1273

Other things like property searches, permits and dog licences in line with previous years and if increased it is due to the increase in the rate charged.

Donations received £8,000 for senior citizens Christmas lunches which is was an increase from £4500 last year.

Total Income for the year £1,185 million, £23,000 more than estimated Brought forward amount of £1,185,378 less expenditure (£1,087,693) gives a surplus of £97,685 when we had budgeted £273.00.

This is a positive result, higher income than expected plus savings in the roads account.

Add this to the brought forward figure of £686,857 = £784,542

Last year's figure £686,857.

Summary of Balances.

Current Assets very little income coming in whilst rates are awaited. Balance in hand at the year end.

Debtors monies paid in advance like Insurance, Youth leader and pensions of £64,254 plus any money owed e.g. £10,000 GST .

Cash at the bank £914,733, post year end costs. Monies from Parish homes invested in Queens Jubilee Homes rather than borrowing of £454,819.

Creditors owed : £136,433, rates in advance of £35,000.

Driving licences spread over the life of a 10yr licence £81,144 including the additional refuse invoice of £17,000, the monthly costs of £20,000 so invoice totalling £37,000 this is a big part of the creditors figure.

Net assets £1,216,229, this is split between the 4 accounts :

Gen Inc & Expenditure account £784,542

Parish Property Contingency reserve £296,687, £60,000 added this year less £25,000 to Government of Jersey for bus shelter (these funds were intended to have been paid before ) £17,000 leak at Maison Le Marquand, £8,000 pétanque pitch , £2,500 parish shed electrics , £80,000 MLM Roof and £3000 on QJH Woodwork

Parish Motor Vehicle Reserve Fund £10,000 has been added as all the reserve was used as a new Police car was purchased. Now it is time to build up a reserve again.

Parish Community Project reserve now totals £125,000. There was no expenditure this year.

The Parish Homes is shown separately , normally accounts do not show Fixed Assets, historic assets as this does not affect the day to day running of the parish however due to the loan liability, this is shown in the accounts so we show the expenditure etc.

Net Assets £3.5 million.

The loan at the year-end is £2.1 million.

Parish home reserves sits at £957,233 accumulated profit over the life of the homes.

Both MLM and QJH are rented out.

Rental income £352,524, funds used for the maintenance.

Most general maintenance Heating at QJH £14,763, we took on a program of 5 years to replace the heating, £12,000 two units completed in the year, final two are still to do.

£81,000 for the roof at MLM, this is phase 1 funded by the transfer of the contingency reserve .

Total expenditure £115,086

Loan Interest £157,682 at QJH at 7.27%.

Other costs in line with previous years.

Net Surplus £51,239 added to reserves for next year.

This completed the presentation of the Parish Homes and Constable Accounts.

As there were no questions the Accounts of the Parish of St Peter were approved having been proposed by **Malcon Lamy** and seconded by **John Refault**.

3 Roads Vote :

The Procureur Robert Surcouf advised the meeting that we maintain the roads to keep them in a safe condition. It is expected that £75,000 will be required for the resurfacing of roads as well as £62,000 for road cleaning. With other expenses including motoring, the Village Green , the proposed total estimate for the roads is to remain the same as last year at £125,165.

The roads estimate was approved being proposed by **Joao Camara** and seconded by **Roger Noel**.

Thanks was expressed by the Procureurs to the Roads Committee for all their hard work in obtaining competitive rates for the work supplied to the Parish.

It should be noted that it may look like there was an underspend but due to a delay in some work being completed by a Contractor on the parish roads, approximately £25,000 is due to be spent just after the year end.

**4**     **Estimates:**

Salaries- Estimate £187,615 No staffing level increase but as per cost of living 5.7 per cent RPI . We are a living wage employer.

Youth leader £34,780- slight increase from previous year of £33,124

Pension scheme increase by RPI .

Telephone remains the same.

Policing- an increase to £50,000, up on previous years

Been advised that the Centeniers may need to have their own laptops costing £4,000. Insurance costs have increased as now only one insurer available. Thanks were expressed to the Honorary Police for all their work within the Parish carrying out their duties and assisting with Parish Events.

Police Admin support at £13,500 remains the same.

Constables allowance £3,000 remains the same

Accounts and Audit £15,085- 5 % increase

Rates experts remains at £5,000.

Advertisements £8,500, slight increase in order to continue the printing of the Les Clefs. We use the advertising to promote the Tea Room.

Printing, postage and stationery slight increase on last year's estimates but below last year's actual figure to £15,000 .

Comite des Connétables £12,750, as we never know what the bills are going to be, 5 % increase.

Computer expenses £25,000 hoping to keep costs down as hardware has been replaced already. Last year's increase was a one off.

Legal & Professional £25,000 we have recently incurred legal fees in relation to the Barclays loan but most are now settled. There are also some other professional fees expected in relation to parish properties.

Sundries £12,000, same as previous years estimates.

Bank charges at £10,000, -an increase but this now includes the Card Machine charges(PDQ charges).

No questions were raised.

**Charitable donations:**

Suggested various donations totalling £10,000 supporting a mix of organisations. Some organisations may have been added, some donations have been maintained and some reduced. All must provide a set of Accounts.

John Refault asked why there is a bunker fee showing in the estimates but this is in fact an error and was a one-off amount paid last year.

The Procureur R Surcouf continued.



Parish Associations- again an estimated donation of £10,000 in total.

Battle of Flowers £8,000, they did not use their donation for a few years however we gave them £8,000 last year and they have requested the same again as they need to pay for vehicle repairs to their tractor. This donation is however on the basis that this will be reduced in 2025 back to £5,000. The Association will also need to continue with their fund raising as the Parish cannot always support them with such amounts as we have to balance out all our donations.

St Peter's School- a donation of £2000 is the estimate but the School have to suggest a specific project which the donation will go to.

#### Parish Youth & Community

It has been an excellent year and we are lucky to have a such good committee and employees. The estimates are the same as last year with running costs of £10,000 and maintenance of £5,000. Thanks is given to Helen, Tim, Mark and Sally on the Youth Club Committee for working so hard. The Management Team do an incredible job. It is hoped that the next year passes without too many maintenance issues. The windows are currently being replaced and there is some work to be carried out to the roof. The Procureurs and Constable are very happy to support the Youth and Community Centre as it is the beating heart of the Parish but it may not always be in the position to offer so much financial support due to other projects which may come our way.

Outreach Project-Estimate of £5000 the same as last year. The Constable explained that this Service reaches out to children who do not always want to attend Youth Club so leaders go outside into the Community to link up with them. The Chef de Police and Honorary Police have spent time dealing with Outreach in a hope that a balance can be struck. There has been an improvement in the area with regard to vandalism. The Constable passed on Mark Capern's thanks to the Parish for this donation.

#### Refuse :

We have negotiated a long contract with them, we have requirements such as fuel and maintenance to vehicles etc. They do provide a good service, they moved to living wage as a request from the Parish so estimates at £264,981.

Cimetiere a Tous Les Cultes- £500 in line with actuals , decrease on last year's estimate.

#### Tresor:

£61,221- it is our job to maintain the Church, we have increased on the estimates as not all works completed last year. The organ was removed and as beyond repair a new one is to be purchased . Some of the estimate will go towards this. Thanks was expressed to Malcom Lamy for his assistance with the removal of the organ.

The Church Tea room-£50,000 release from Parish Property Contingency reserve the work planned to take place take place was delayed but plans are now progressing well

Caretakers salary in line with actuals of last year.

Parish property and maintenance estimate is £25,000 the same as previous years. We know more needs to be done but left estimates at this stage. The Parish Hall is a listed building and the windows are needing attention.

Insurance-increase in estimate due to cost increase.

Staff costs at £47,028 RPI increase.

Totals £246,378

Parish Homes-

The rents have been increased by the cost of living.

Refurbishment £125,000 - £90,000 for the roof at Maison Le Marquand and £35,000 for Queens Jubilee, which includes the woodwork and two new heat pumps. Not all last year's work has been able to be completed. It is planned for the remaining heat pumps to be replaced this financial year.

Loan Interest at £152,989, no saving to be seen yet but hopefully interest rates may fall soon.

Other costs as per previous estimates except for Professional fees increase to £10,000 as had advice for works on tenancy agreements and the water leak which we are yet to be invoiced for. The water leak has resulted in a survey of the property at Maison le Marquand taking place which has found several matters which need rectifying/attending to i.e. the boiler, electrical systems, insulation . It is envisaged that a seven-figure sum may have to be incurred for the work to be carried out. It is planned that a Working Group will be formed in order for all the Parish assets to be considered and how refurbishment costs can be met. A variety of options will be considered in order that an informed decision can be made. The Procureur wanted to emphasise that no one will lose their home. Landlords are now legally required to ensure their properties meet certain standards /criteria and therefore the work must be carried out. With this and other work required at the Community Centre, Parish Hall and Queen's Jubilee Homes, a holistic approach will need to be taken. The total estimate for parish Homes of £125,000 is to be taken out of the Parish Property Contingency Fund.

Streetlights -

Estimates in line with previous years for electricity and loan for the maintenance work required for Street Lamps remains the same. The work is still to be completed but although there has been delays, it is to be done at the original price quoted.

Income

Driving licences remains the same at £25,000.

Branchage penalties £1,500

Fines- budgeted the same as last year at £10,000

Subtotal for estimates £1.1 million, more than last year.

Reserves:

£10,000 into the vehicle reserve, still need to keep putting into this in order to build it up for when a new vehicle is required. The costs incurred for the recently purchased police car were higher as due to Brexit the vehicle had to be registered in Jersey before it could travel to the UK for the Police markings to be affixed. £25,000 Parish Community Project reserve, want to carry on.

The Procureur R Surcouf advised the meeting that having taken into consideration the estimates we are proposing that there be an 8% rise in the rate as this will generate a reserve of £125 000 which will be used to top up the existing reserve.

As there were no questions the estimates were approved with **Joao Camara** proposing them and **Sally Johnson** seconding.

The Rate:

- 5 The Constable explained to the Meeting that Maison Le Marquand has had a water leak which resulted in a survey being carried out on the whole property. It has been found that the pipework is disintegrating resulting in black particles being present in the water. (The water has been tested and is found to be all ok). The insulation at the property needs upgrading as well as the Fire Alarm system too (although it does currently meet with the required standards). The electrics are now fifty years old and they need updating too. Work is currently being carried out to the roof with half being completed already but a further £81,000 is due to be spent in the next financial year. The estimated costs for Maison Le Marquand is more the £1, 000,000. The other issue with Maison Le Marquand is that it consists of mainly bedsit style of accommodation which does not meet the current size requirements. Although the bedsits can still be let out consideration must be given as to what sum of funds should be spent on this property but obviously the Parish would not want to see anyone lose their homes. In addition the Parish owns several other properties all of which need maintaining. Currently there is work required to the Community Centre roof and the windows at the Parish Hall also need attention.

The Constable proposed that rates be increased by 8% to an amount of 1.35 pence. This increase will allow the Property Contingency Reserve Fund to be maintained. Although the Accounts show a surplus it must be remembered that had the Roads Committee used their budget last year the Accounts would not look in such a favourable position.

The Constable advised that last year the parish increased the rate just under 4% which was 8.6% under last year's RPI. This year's proposed increase of 8%, when the RPI is 5.7% means that over the two-year period the RPI has gone up 18.4 % but the rates will have gone up by 12.1%. (approx. 6% below the overall 2-year RPI). Anything under the RPI indicates that the finances are being looked after well.

The Constable expressed his thanks to the Procureurs and all those in the Parish, the Roads Committee, Tea Room and St Peter's Youth and Community Centre who have all helped in keeping the rate as low as possible.

**Malcom Lamy** proposed that the rate be increased by 8 % to 1.35 pence and this was seconded by **Bill Dempsey**. A show of hands was requested and 17 people voted for the proposal with one abstention.

- 6 It was agreed to propose the committee which examines the Constable Accounts en-bloc, the Committee members are Procureurs, Rector, Deputy who resides in the Parish, Centeniers, Church Wardens, Treasurer of the Roads Committee, Chairman of the Rates Assessors. Chair and Vice Chair of the Youth & Community Centre and independents as chosen by the Constable. This was proposed by **Joao Camara** and seconded by **Tim Renault**.
- 7 The assembly were all in favour that Alex Picot, Chartered Accountants, continue to be the accountants for the Parish, the Constable thanked Stephen Philips for all his help once again.  
This was proposed by **John Refault** and seconded by **Sally Johnson**

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

**This concluded the business of the Assembly**

**10 July 2024**

**R P Vibert  
Connetable**