



An assembly of the Principals and Electors of the Parish will be held in the Parish Hall on Wednesday the 5th August 2020 at 7.30pm for the following business;

- 1) Receive and if deemed advisable approve the Minutes of the Parish Assembly held on Wednesday 20th May 2020.
- 2) Receive and if deemed advisable adopt the audited accounts of the Connétable for the financial year ended 30th April 2020. The said accounts having been examined and unanimously approved by the Committee named for that purpose.
- 3) To place at the disposal of the Roads Committee the amount required for the upkeep and maintenance of the byroads during the financial year 2020/2021.
- 4) Approve the estimates of the funds required by the Parish for the financial year ending the 30th April 2021.
- 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 Comité to examine the accounts of the Connétable for the year ending 30th April 2021.
- 7) Approve, and if deemed advisable, make a donation to the Association of Jersey Charities funded from the General Accumulative Account.
- 8) To appoint auditors to audit the Connétables accounts for the Parish for the year ending 30th April 2021.
- 9) After agreeing to the funding for the purchase of land for a petanque pitch the Parishioners are invited to agree that the Parish enter into a contract with the owner of the piece of land adjacent to the Parish shed, and to authorise the Connétable and at least one Procureur to attend the Royal Court to register the contract.
- 10) The Parishioners are asked to agree that the Parish of Grouville enter into contracts with the owners of fields 214, 215 & 213 in order to provide drainage for the road, Cache Des Pres, and further to instruct the Connétable and at least one Procureur to attend the Royal Court in order to register the said contracts.

Footnote to the Convening Notice

PARISHIONERS ARE ENCOURAGED TO ACCESS THE ACCOUNTS ONLINE FROM THE PARISH WEBSITE www.parish.gov.je/grouville OR COLLECT THEM FROM THE PARISH HALL. EMAIL ANY QUESTIONS TO grouville@pog.gov.je OR TELEPHONE 852225 BETWEEN 8AM AND 4PM WEEKDAYS. DUE TO THE CURRENT COVID 19 PANDEMIC, NUMBERS ARE RESTRICTED FOR THE ASSEMBLY.

The Connétable opened the meeting welcomed everyone and introduced the Auditor, Jason Lees-Baker, Partner of Grant Thornton. The Connétable explained that in line with the Government guidelines no more than 40 people can gather at a meeting due to the Covid-19 pandemic. One Parishioner approached the Parish and the Connétable advised the



Parishioner that all were welcome and a seat could be reserved. We did not expect a large number as Parish Assemblies are not usually large in number.

There were 14 Parishioners present. The Secretary read the Convening Notice.

Apologies were received from Deputy Carolyn Labey, Stanley Payn, Philip Barber, Adrian Le Gal, Chris Osgood and John Dix.

1) Receive and if deemed advisable approve the Minutes of the Parish Assembly held on Wednesday 20th May 2020.

The minutes were proposed by John O'Brien and seconded by Nicola Drabble.

2) Receive and if deemed advisable adopt the audited accounts of the Connétable for the financial year ended 30th April 2020. The said accounts having been examined and unanimously approved by the Committee named for that purpose.

Jason Lees-Baker thanked the Connétable, the Parish Secretary and the administration team for their assistance during the audit. This year has been challenging, there has been a change in Parish Secretary, Bookkeepers and Auditors. During the Parishes year the world was presented with the pandemic which means we are living in unprecedented times. Despite all of this Jason is presenting a clean audit for the parish. He explained the process.

Significant Risks

The auditors look at 3 significant areas;

Fraud: The focus is on fraud revenue recognition. Such as controls over change of rates quarters, rates assessments and they select samples.

Management Override Controls and Expenditure: Check Journal entries, sample and analyse. Judgement provisions, bad debts, depreciations.

Expenditure: Look at the budget and obtain explanations, compare budget to actuals and look at the accounts in totality.

Nothing was found under any of these headings.

They also look for the following;

Any judgements – provision for bad debt and depreciation. There was nothing found.

Unusual Transactions – There was nothing found.

Expenses – they look through the budgeting process, sampling work – There was nothing found.

Additional Risk

Covid-19 This will be addressed in the Connétable's report.

Findings and Controls

Internal Control Recommendations

Recommendations;

- Regular monthly review of journal entries by the Procureurs and Connétable to mitigate fraud
- Unrecognisable Difference in Rates of around £2000.00. This is believed to be rates (debts) collected from previous years



The bookkeepers will work on a basis of accrual rather than cash management so this should not happen again.

- Related Parties Good practise would be to sign-off expenses at a higher level. The Connétable and Procureurs to sign-off tenders and related party transactions.

Jason confirmed there were no instances of fraud and there were no non-compliant issues. They had obtained confirmation of balances from the Bank directly and also title of Maison Le Maistre.

Jason summed up by explaining that although the company, Grant Thornton are new, he is able to continue to be the Parish Auditor and he is independent of the Parish.

The Connétable invited questions from the floor. As there were no questions the Connétable thanked Jason.

The auditors report was proposed by Elaine Paisnel and seconded by Bob Hambly.

The Connétable explained that it was a very difficult year for him personally. As well, Rebecca Maindonald the former Parish Secretary moved onto pastures new. He explained that the bookkeeper started before the secretary left moving the accounts to a new upgraded system enabling us to streamline processes.

The Connétable gave an overview of his report which was presented to all at the meeting.

The Connétable then walked through the accounts section by section beginning with page 6 the General Revenue Account.

He noted the following;

Sundry income was up due to donations received from Parishioners relating to Covid-19.

Administration

The Connétable noted that subcontractors were used due to the outdoor workforce being forced into quarantine during lockdown. Also, the book keepers fees.

Honorary Police expenditure was up due to the purchase of body worn cameras.

Supervisory Committee

Fees up due to the cost of data protection officers.

IT costs up.

Moving on to page 7 Le Croix Cemetery

It was noted that the income comes from the sale of grave plots.

Page 8 The Roads Account

There is still work to be done around Les Pres Manor relating to flooding. This is in the hands of lawyers; progress has been made and the work will be done this year. The Connétable noted there is £41000.00 in the Roads Reserve account.

Page 10 Maison Le Maistre



After the work that was done last year M Le M is now in a much better state of repair and brings in an income of £98000.00 per year. It is now in a position where we can prepare for Rent Safe Accreditation.

The Connétable invited questions from the floor. Drew Livingston noted that Maison Le Maistre is listed as a separate item but is it part of the Parish Reserve?

The Connétable confirmed that it is part of the reserve. Tony Pallot asked what Trafficworx income is? The Connétable explained that it relates to permits issued for road works in the Parish.

The Connétable then focussed on the budget moving to page 1.

He noted that Admin and Salaries are down on 2019 £145,000.00 this is because we now only have 2 members in the outdoor work force team.

Training – it is possible that we might go over the budgeted figure as risk assessments need to be carried out for the outdoor work force in order to ensure we are compliant with Health and Safety laws.

Honorary Police budget - is higher due to the force recruiting 4 potentially 5 new officers. It is estimated that training costs £1200.00 per officer. They would also like to purchase a solar powered speed indication device.

Legal and Professional – this budget is used for HR advice and Data protection advice and guidance to ensure we are compliant in these areas.

Tresor the wall between the Rectory and the Church will need to be repaired this year.

The Roads Budget is set at £60,000.00

Requettes

£20,000.00 is requested to make the Parish Hall building fire compliant.

The Land acquisition will be presented to the Parish Assembly for the purchase of the Petanque Terrain. We shall vote on this later in item 9.

We are predicting a loss but we did last year and we broke even.

The Audited accounts were proposed by Elaine Paisnel and seconded by Bob Hambly.

3) To place at the disposal of the Roads Committee the amount required for the upkeep and maintenance of the byroads during the financial year 2020/2021.

The sum of £103,000.00 was proposed by Tony Powell and seconded by Elaine Paisnel.



4) Approve the estimates of the funds required by the Parish for the financial year ending the 30th April 2021.

This was proposed by Elaine Paisnel and seconded by Nicola Drabble.

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.

The Connétable explained that we are living through strange times during the pandemic. The States anticipate many people to suffer financially because of it. Therefore, all Connétables approached the Treasury Minister to request that the Island Wide rate remain the same during this coming year. The Connétable advised that he had recommended the Parish rate of 0.86p to remain the same. The Procureurs agreed to support his recommendation.

Tony Powell agreed with the proposal but he would like to point out that any deficit will be carried forward.

The Connétable agreed that he would not write off debts but he does have the ability to help others.

The proposition of the rate of 0.86p was proposed by Drew Livingston and seconded by Peter Le Cuirot.

6) Name a Comité to examine the accounts of the Connétable for the year ending 30th April 2021.

It was unanimously agreed that the Committee of Deputy Carolyn Labey, Rev Helen Gunton, Procureur Procureur Bernard Rebours, Procureur John Lamy, Centenier Nick Andrews, Surveillant Simon Vivian, Mr Tony Powell and Mr Stanley Payn be re-elected on a proposition by Wally Labey and seconded by David Cummins.

Drew Livingston asked if he could sit on this committee. The Connétable agreed and asked for a proposer.

Drew was proposed by Tony Powell and seconded by John Lamy.

7) Approve, and if deemed advisable, make a donation to the Association of Jersey Charities funded from the General Accumulative Account.

The Connétable raised a point on behalf of Deputy Labey. Deputy Labey would like to increase the sum to the Association this year. The meeting discussed this and decided the sum will not increase this year.

This was proposed by Wally Labey and seconded by Bob Hambly.

8) To appoint auditors to audit the Connétables accounts for the Parish for the year ending 30th April 2021.

The Connétable wished to note that this is subject to the Procureurs agreement at the next Procureurs meeting. On this basis it was proposed by Elaine Paisnel and seconded by Wally Labey.



- 9) **After agreeing to the funding for the purchase of land for a petanque pitch the Parishioners are invited to agree that the Parish enter into a contract with the owner of the piece of land adjacent to the Parish shed, and to authorise the Connétable and at least one Procureur to attend the Royal Court to register the contract.**

This was proposed by Elaine Paisnel and seconded by David Cummins.

- 10) **The Parishioners are asked to agree that the Parish of Grouville enter into contracts with the owners of fields 214, 215 & 213 in order to provide drainage for the road, Cache Des Pres, and further to instruct the Connétable and at least one Procureur to attend the Royal Court in order to register the said contracts.**

This was proposed by Elaine Paisnel and seconded by Nicola Drabble.

The Connétable wished to thank all for attending the assembly and especially Jason, Floyd and the team at Grant Thornton.

The meeting closed at 8.30pm