

**PAROISSE DE GROUVILLE**  
**PARISH ASSEMBLY**

An assembly of the Principals and Electors of the Parish will be held in the Parish Hall on Wednesday the 10<sup>th</sup> July 2019 at 7.30pm for the following business;

- 1) Receive and if deemed advisable approve the Minutes of the Parish Assembly held on the 26<sup>th</sup> June 2019.
- 2) Receive and if deemed advisable adopt the audited accounts of the Connétable for the financial year ended 30th April 2019. 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 2019/2020.
- 4) Approve the estimates of the funds required by the Parish for the financial year ending the 30th April 2020.
- 5) To approve a sum of money to be made available from the Parish reserves for the purpose of refurbishing the Parish Rectory.
- 6) 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.
- 7) Name a Comité to examine the accounts of the Connétable for the year ending 30th April 2020.
- 8) Approve, and if deemed advisable, make a donation to the Association of Jersey Charities funded from the General Accumulative Account.
- 9) To appoint auditors to audit the Connétables accounts for the Parish for the year ending 30th April 2020.
- 10) The Parishioners are asked to take into consideration and if deemed advisable to agree, as proposed by Sarah Howard, Parishioner of Grouville, that the Parish of Grouville should declare a climate change emergency, and aim to be carbon-neutral by 2025. That the Constable be requested to draw up a plan to achieve this for presentation to the Parish Assembly by the end of 2019. To endorse the proposition of Sarah Howard and to request the Constable to advise the Parish Deputy and Senators of the decision of the Parish Assembly.

In the Chair: Connetable J.E. Le Maistre presided over an assembly of 47 persons.

Apologies: Stanley Payne

**Receive and if deemed advisable approve the Minutes of the Parish Assembly held on the 26<sup>th</sup> June 2019**

The Minutes of the Parish Assembly dated the 26<sup>th</sup> June 2019 were received and proposed by Bernard Rebours and seconded by Drew Livingston.

**Receive and if deemed advisable adopt the audited accounts of the Connétable for the financial year ended 30th April 2019. The said accounts having been examined and unanimously approved by the Committee named for that purpose.**

The Connétable welcomed Mr Jason Lees-Baker, Partner of Mazars the Parish Auditors. Jason confirmed that the Audit was an independent examination of the financial statements of the Parish under the International standards of Auditing. The Connétable and the Parish were responsible for the preparation of the statements.

The process commenced with a meeting between the Connétable and Parish Secretary to look at all areas of Parish business to allow the formulation of an Audit approach.

Key risks were identified then reviewed. All material numbers were audited. They gathered evidence, looked at controls, followed substantive analytical procedures.

Expenses were compared to the budget and the previous financial year. Any differences were queried and an explanation was provided. There were no material differences.

The budget was reviewed for completeness and accuracy and justification was provided for any queries.

Jason was pleased to note that various recommendations had been made in the Management letter of the previous year and changes had been implemented.

There were a number of recommendations for this year

- Management Override Controls – No issues due to the high-level view of the Procureurs
- Revenue Recognition of the rates system and controls - tests of controls are performed and no issues were found
- Completeness of Expenses – a couple adjustments found during test and these have been adjusted
- Budget – This has been reviewed line-by-line with explanations

Jason was pleased to report that generally the Parish was very proactive and the Audit had progressed smoothly and the assistance of the Connétable and Parish Secretary was appreciated.

Significant findings

- Maison Le Maistre – Change in classification to investment but no classification is required
- Bulk Renewal of driving licences brought in £36,000.00. There were fewer renewals on previous bulk renewal years

- The Parish shed is now complete therefore in its 1<sup>st</sup> year of depreciation, £1604.00 which is small
- Management Controls

#### Other Items

- Risk Assessment Document – Was not updated to record the level of risk
- Review of Bank Records – These need to be signed-off by management
- Review of Bank Mandate – Look into having A and B signatories. A = High Sums and B = Low Sums and therefore use combinations of both

#### IT Controls

- Periodic Data Restoration - There should be a periodic restoration of data to ensure it works. There are regular data back-ups but not adequate enough.
- Data Breach – There was a reported data breach relating to the Rates System. Discuss data protection with the Rate Management Administrators. Two Rates Assessors must sign-off the individual assessments
- It was noted that there is no trace trail with the Rates online platform

#### Recommendations

- Conflict of Interest register
- Competitive bidding for major contracts

Therefore, as the company have no further questions they propose a clean audit of accounts. Jason thanked the Connétable, the administration and the Secretary.

There were no questions from the floor.

#### Connétable Report

The Connétable drew attention to his report and gave a brief summary notably the following points;

- Rector Retiring- The Connétable thanked Rev Mike Lange-Smith and his wife Wendy for his 14 years of service. He also described that the rectory is in need of modernisation and it is a requirement of the law that we provide a place to live for the new rector. £100,000.00 is budgeted for the work.
- The Parish shed is now complete providing excellent facilities for the outdoor workforce and a home to our Battle of Flowers team. The Connétable emphasised that other community groups could also use the shed.
- Capital Reserves – have been eaten into over the last 3 / 4 years. However, the church and shed are now completed projects. The rectory and Maison le Maistre, once complete will just require routine maintenance.

- The Connétable thanked all staff, the roads committee, all members of the municipality and his procureurs for their support.

### **Parish Accounts.**

The Connetable worked through page 6 of the 2018/19 General Revenue of the Parish Accounts paying attention to notable lines as follows;

- Rates income is up on last year
- Permits income is up due to the increased demand for International Driving Permits
- Insurance for the shed has increased due to it now being finished

### **Maison Le Maistre**

The Connétable explained that the fund has always been treated separately. However, it was agreed at a Parish Assembly of 26<sup>th</sup> June 2019 to use the funds to update and also to maintain the premises in accordance with current standards

There being no further questions the proposed 2019 Audited Accounts of the Connétable was proposed by Elaine Paisnel and Seconded by Jane Simpson.

### **To place at the disposal of the Roads Committee the amount required for the upkeep and maintenance of the byroads during the financial year 2019/2020**

The Connétable discussed the issues relating to the roads in the parish. He explained that the roads around Les Pres Manor were in a bad state of repair due to the rising water levels. This was not addressed last year as the land was in the process of being sold. Therefore, the new land owner has been approached. It is hopeful the work will commence 2020.

There were no questions. The Roads Budget was adopted on a proposition by Peter Le Cuirot and seconded by David Cummins

### **Approve the estimates of the funds required by the Parish for the financial year ending the 30th April 2020.**

The Connétable worked through the budget for the year 2019/20.

- The Connétable explained that the Youth Club donation has increased by £1,000.00. They do excellent work in the community with the young people of Grouville as reported by Procureur Lamy when he attended a meeting with the Youth Club leaders.

- Land acquisition – Elaine Paisnel addressed the Assembly at the request of the Connétable. The parish does not have its own petanque terrain and the proposal is to purchase land beside the parish shed, the flat area where the battle of flowers team erect a marquee to store cut flowers. All parishes have their own terrain except Grouville. It could be used for school children and people of all ages. There is also a kitchen in the shed where refreshments can be served. The funds would allow for the purchase and levelling etc. of the land. The land to be purchased will be  $\frac{3}{4}$  of a vergee.
- Tom Coles said that the sum of £15,000.00 for rewiring computers was excessive. The Connétable explained that the computer rewiring was an essential act to move the computer server to a purpose-built room.

There being no further questions the Approval of the estimates of the funds required by the Parish was proposed by Elaine Paisnel and Seconded by Deputy Carolyn Labey

**To approve a sum of money to be made available from the Parish reserves for the purpose of refurbishing the Parish Rectory**

The Connétable explained that the rectory requires refurbishment in order to welcome a new rector to the parish. The rectory is a parish property, it is prudent that during this period where the rector has retired and we waiting for a new rector it is the best opportunity we will have to do this work.

Peter Le Maistre asked what could be done about the out buildings in the courtyard? This is currently being looked at. David Cummins mentioned that the roadside copings are loose through wear and tear.

There being no further questions the sum of £100,000.00 was approved and proposed by Rev Mike Lange-Smith and Seconded by Nina Morgan.

**Approve a rate of an amount that will produce for the Parish and income that is at least sufficient to satisfy the requirements as set out in the approved estimates.**

The Connétable recommended the rate be raised to 0.86 per quarter. All were in agreement. This was proposed by Phil Barber and seconded by Adrian Demaid.

**Name a Comité to examine the accounts of the Connétable for the year ending 30th April 2020;**

Connétable, Procurer Bernard Rebours, Procurer John Lamy, The new Rector, Deputy Carolyn Labey, Centenier Nick Andrews, Mr Tony Powell, Surveillant Simon Vivian and Stanley Payn.

This was agreed by all in attendance. This was proposed by Elaine Paisnel and seconded by David Cummins

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

It was agreed to donate the sum of £9,000 to the association of Jersey Charities. This was proposed by Deputy Carolyn Labey, seconded by Bob Hambly

**To appoint auditors to prepare the Connétables accounts for the Parish for the year ending 30th April 2020.**

The Connétable recommended that the Parish retain the services of Mazars, which was adopted on a proposition by Bernard Rebours, which was seconded by Phil Barber

The Parishioners are asked to take into consideration and if deemed advisable to agree, as proposed by Sarah Howard, Parishioner of Grouville, that the Parish of Grouville should declare a climate change emergency, and aim to be carbon-neutral by 2025. That the Constable be requested to draw up a plan to achieve this for presentation to the Parish Assembly by the end of 2019. To endorse the proposition of Sarah Howard and to request the Constable to advise the Parish Deputy and Senators of the decision of the Parish Assembly.

Sarah Howard confirmed that she had approached the Constable to request that this item be added to the agenda for a Parish Assembly.

She felt that the community needed to be brought together, in order that it could speak with one voice and empower their politicians to speak on the behalf of the community.

She felt that action needed to be taken now and working groups need to be set up. There was a Facebook page that had already been started, called Environmental Grouville and there had already been a lot of discussion.

There were a number of issues that had already been identified which included nitrate leeching, a more effective transport strategy, litter caused by a lack of bins and no kerbside recycling. It had been established that the Parish of St Helier generate an income from their recycling. Consideration should also be given to alternative power sources including solar, wind and tidal.

Ultimately Sarah felt that her proposition was to give a mandate to the politicians and guarantee a future for the younger generations.

Nina Morgan replied that she was for recycling, but she was against the proposition as she felt that the Parish couldn't afford the specialist advice and services that were being discussed. She felt that the Parish needed to focus on practical items like recycling.

Peter Le Maistre stated that the Government of Jersey made the decision to declare a climate emergency and the Minister needs a plan by 2030. It is very ambitious for the government, so would be even harder for the Parish. Peter felt that the Constable and Deputy should concentrate on other matters that are immediately pressing, for example the Hospital.

The Constable stated that the Parish of St Helier have an established working group, but there was a limit to what Grouville could practically do.

Peter Le Maistre was concerned that parishes were looking at various items individually, when the matter needed to be approached by the Island.

Michelle Leerson felt that there was an interesting demographic present at the meeting and that people of all generations needed to come together and do small things.

Reverend Mike Lange-Smith said that he was in favour of reducing carbon and felt that the issue was worrying. He asked how it was proposed to measure whether anything has been achieved.

Sarah Howard replied that it was possible to measure the target and the Environment Department already measure it and the results are available online.

Deputy Carolyn Labey felt that Sarah should be applauded for bringing this matter forward, feeling that the proposal could perhaps be re-worded. Carolyn felt that lots of areas should be explored. Examples were that the cycle track should be completed and a ban should be placed on plastic bags. Carolyn reported that Rwanda had already banned plastic bags. Carolyn felt that an action plan should be formulated.

The Constable replied that kerbside recycling was very much on the agenda for the Parish, but as the refuse contract was approximately half way through, introducing recycling would be difficult. The Constable also reported that the target was for 2025 to 2030.

The proposition was supported by Sarah Howard and Seconded by Tom Coles.

On a vote, there were 29 in support and 12 against the proposition with no abstentions.

There being no further business, the Constable declared the meeting closed at 9.00pm.

