



---

## Reserves

### Introduction

This policy has been developed in response to the recommendations outlined in the Financial Review Working Group report and aims to outline the principles and guidelines for the effective and responsible use of the reserves for the Parish of Grouville. These reserves are an essential financial resource, that supports the Parish's ongoing operations, future projects and unexpected needs or emergencies. This policy ensures that reserves are managed responsibly and in a way that aligns with the Parish's values, priorities and long-term sustainability. It aims to promote transparency, accountability and prudent financial decision-making, ensuring that the reserves are used in a manner that best supports the Parish.

**The Parish Assembly will be responsible for approving what the reserves are intended to cover,** which have been outlined in this policy. The Connétable of Grouville and the Procureurs Du Bien Public have the authority to approve the release and use of these funds, ensuring that each expenditure is appropriate and in line with the intended purpose of the specific reserve, without the requirement of going to a Parish Assembly. This governance structure ensures that the use of reserves is carefully considered and appropriately managed.

In the case of significant works, where any expense exceeds 10% of the Parish's annual budget, in line with clause 3.5 of the Procurement Policy, any proposed use of the reserves for significant works that surpasses 10% must be taken to a Parish Assembly for approval.

### Reserves

#### Property Reserve

The Property Reserve will be funded via rental income received from Maison le Maistre and ratepayers, if required, for the repair, maintenance, enhancement, and development of Parish-owned properties. This ensures that the Parish effectively manage the safety and functionality of its buildings and infrastructure. The reserve may also be used for necessary upgrades, improvements, or potential acquisitions of land or properties suitable for supportive housing.

The Parish cannot use the reserve to purchase or acquire any new land or property without obtaining prior approval from the Parish Assembly. All proposed acquisitions must be submitted to the Assembly for review and approval before any formal negotiation or commitments are made.

The reserve will also provide funding for the maintenance, repair, and necessary improvements of the Rectory building, the Parish Church and its surroundings, including the graveyard. The funds will be

used exclusively for the upkeep and development of the buildings, including structural repairs, renovations, landscaping and other essential works.

Funds from the Property Reserve may be utilised to support the Maison le Maistre Reserve in the event that the Maison le Maistre Reserve runs out of funds.

#### Road Reserve

To provide funding for the maintenance, repair, and improvement of Parish roads and related infrastructure, including forecasted road projects. The funds in this reserve will be used to ensure the safety, functionality, and long-term sustainability of Parish roads. The Road Reserve will be funded by ratepayers and the amount agreed at a Parish Rates Assembly. Underspent funds from designated road projects will be transferred to the Roads Reserve and used solely for the intended project. Conversely, any underspend from completed designated road projects will be transferred to the Roads Reserve for use on other future road projects.

#### Maison le Maistre Reserve

With the approval of the Parish Assembly, £200,000 will be transferred from the existing Property Reserve to the Maison le Maistre Reserve to provide funding for the maintenance, repair, enhancement and development of the 10 Maison le Maistre properties. This reserve will ensure that these properties are well maintained, safe and suitable for residents. In the event that any funds are used from this reserve, the reserve will be replenished to £200,000 at the end of the financial year from the rental income received. Should the reserve be depleted, the Parish may utilise funds from the Property Reserve to cover any shortfall and once this reserve has been replenished, the Property Reserve will be refunded via rental income from Maison le Maistre.

#### Vehicle Reserve

To fund the purchase, replacement, enhancement, and ongoing maintenance of all Parish vehicles. This reserve ensures that the Parish can effectively manage its fleet, maintaining operational efficiency and safety while planning for future needs and expenditures. The reserve will be funded by the ratepayer at an amount agreed at a Parish Rates Assembly, or, if applicable, by a specified amount of any underspend from the General Account as determined at a Parish Rates Assembly.

This reserve will not be used for the acquisition of vehicles deemed inappropriate or unnecessary for the Parish's operational requirements.