

Paroisse de Saint Sauveur
Minutes of the Douzaine Meeting held in Douzaine Room at the Community Centre
at 7.00pm on Monday 7th December 2020

Present	Messrs D Bertrand (DB), J Brache (JB), Mrs C Connolly (CC), Mr R de Garis (RdG), Mrs K Fooks (KF), Messrs S Gibbs (SG), P Harris (PH), J Liddy (JL), Norman (JN), and P Connolly (PC) (Constable – presiding). Mr G Chapman (GC), Parish Secretary was present to record the minutes.	
Apologies	Messrs J Gillson (JG) and Le Poidevin (NLP).	
Minutes of Meeting held on 23 rd November 2020	The minutes were agreed and signed by the Constable.	
Matters Arising	Constables' Accounts – Parochial Administration Ordinance 2013. KF reported that the Douzaine Council has now sent a letter to Policy & Resources Committee (P&R) asking them to review the amount that can be raised from parochial rates without the requirement for a full audit. Habitable Units. KF confirmed that the Douzaine Council is progressing work to resolve this matter. Rectories. KF reported that she had attended a meeting (with a representative of St Pierre du Bois) to discuss Rectors occupying parish property without a lease agreement.	
Review of Douzaine Rules of Procedure	PH had circulated a document suggesting that the section concerning 'Planning Department Decisions' should be revised to reflect changes that require parish officials to view 'live' applications online. SG suggested that a Planning Committee meeting (scheduled for 9 th December) should consider the matter and prepare text to present to the January Douzaine meeting – and this suggestion was agreed to by the Douzaine. RdG asked all parish officials should make themselves aware of the Rules.	SG/PH/JN/ JG
Review of Sub Committee Terms of Reference	Finance Committee. The current terms of reference were confirmed. Property Committee. The current terms of reference were confirmed. Planning Committee. It was agreed that the Planning Committee would review their terms of reference at the meeting to be held on 9 th December and make recommendations to the January Douzaine Meeting.	SG/PH/JN/ JG
Election of Dean and Vice Dean for 2021.	PH proposed (seconded by JB) that RdG should hold the position of Dean of the Douzaine for 2021, and this was unanimously approved. RdG proposed (seconded by JN) that JB should hold the position of Vice Dean for 2021 and this was unanimously approved.	
Planning Applications	There were no objections to any recently published planning applications in St Saviour.	
Correspondence	Public Liability Insurance.	

	<p>PC reported that the brokers who the Constables deal with for an insurance package that includes public liability have identified that the current limit for the public liability is £2 million – they are recommending that this sum be increased (to £5 million) for an additional annual premium of £100.</p> <p>The Douzaine approved this expenditure.</p>	NLP/PC
Any Other Business	<p>Guernsey Rally 2021. PC reported that the Guernsey Rally (planned for February 2021) has been cancelled.</p> <p>Christmas Disbursements. PC confirmed that the Constables have received £1,250 from local charitable organisations for disbursement to needy parishioners and that together with £70 left from 2019 there is £1,320 available. JB and CC will arrange for the funds to be distributed. CC said that she has enlisted the assistance of a social worker and community nurse to assist in distribution. Needs of parishioners will be identified (to JB and CC and they will make the funds available) but names and addresses will be withheld.</p> <p>St Saviour’s Community Centre (SSCC) Christmas Fayre. PC thanked all those who had assisted in any way with the staging of the fayre on 28th November. Feedback has been very encouraging.</p> <p>Garage adjacent to Church Hall. PC said that Reverend Charmley has reported water ingress into one of the garages adjacent to the Church Hall. It was agreed that the architect supervising parish remedial work should be asked to investigate and propose a solution. However, without a particular budget to cover the costs, if repairs prove expensive, it will have to be part of the 2021 rates request. It was agreed that the Property Committee should consider the proposed solution before reporting back to the Douzaine.</p> <p>Data Protection. JN asked if the Constables could establish whether it is permissible for parish officials to store (electronically) planning applications. PC said that his understanding is that information can be stored if there is a legitimate reason to keep it and that information can be kept for a reasonable time only. It was agreed that the Planning Committee will draft an email for the Constables to send to the Planning Department/Office of Data Protection seeking clarification.</p> <p>Data Protection. PH reminded the Constables that changes to the data protection regime requires all controllers and processors to complete an annual report to the Office for Data Protection in January or February each year.</p> <p>Retiring Douzenier. On behalf of the parish and Douzaine, PC thanked JL for his time as Douzenier.</p>	<p>JB/CC</p> <p>NLP/PC</p> <p>SG/PH/JN/JG</p> <p>NLP/PC</p>
	There being no further business the meeting closed at 7.40pm.	
	The next meeting is to be held at the Community Centre, at 7.00pm on Monday 25 th January 2021.	