

Paroisse de Saint Sauveur  
Minutes of the Douzaine Meeting held remotely via 'Zoom' (Covid lockdown  
restrictions were in place) at 7.00pm on Monday 1<sup>st</sup> March 2021

Present	<p>Messrs D Bertrand (DB), J Brache (JB), Mrs C Connolly (CC), Mr R de Garis (RdG), Mrs K Fooks (KF), Messrs S Gibbs (SG), J Gillson (JG), P Harris (PH), Mrs P Kennedy (PK), Messrs R Murray (RM), J Norman (JN), Mrs L Norman (LN), Messrs P Connolly (PC), and N Le Poidevin (NLP) (Constable – presiding).</p> <p>Mr G Chapman (GC), Parish Secretary was present to record the minutes.</p>	
Minutes of Meeting held on 7 <sup>th</sup> December 2020	The minutes were agreed and will be signed by the Constable at a later date when Covid restrictions allow.	
Agenda	NLP explained that the items on the agenda are those that require urgent attention. Other items will be deferred until a physical Douzaine meeting can take place.	
Application for a Bornement	<p>NLP reported that an application has been received, requesting a bornement in respect of building work (that has received permission from the Development and Planning Authority) to take place at Rue du Pre Bourdon.</p> <p>The Douzaine approved the application.</p>	
Director's and Officer's Insurance Cover	<p>NLP explained that in 2020 this cover was obtained in the sum of £10 million for a premium of £4,500.</p> <p>At renewal in 2021 the broker used in 2020 advised that the policy is now called a Management Liability Plan and that cover in the sum of £10 million is no longer available, - as this has become an insurance industry norm. Renewal was invited at a cost of £4,525.</p> <p>The Constables contacted another broker (who confirmed the industry norm for this type of cover is £5 million) and was prepared to offer the same cover (with the same company) at a cost of £4,050 and therefore, the Constables have renewed the cover at the lower quote.</p>	
Tree Surgery on Parish Land	<p>NLP reminded the Douzaine that in December 2020 a consultant carried out a condition survey on the pine trees which stand on parish land at Les Buttes. The subsequent report recommended that one tree should be felled and remedial work should be carried out on others within 4 months, - ongoing, the trees will have to be inspected regularly at 18-month intervals.</p> <p>The Constables obtained 4 quotes for the work, and have authorised the lowest tenderer (£1,450) to carry out the work. The work commenced on 26<sup>th</sup> February. NLP reminded the Douzaine that this work had not been budgeted for in the 2020 Remede and so would have to form part of the 2021 budget.</p>	
Constables' Accounts for 2020	<p>NLP reminded members that the accountants (BDO) have prepared a draft version of the 2020 Constables' accounts which had been circulated prior to the Douzaine Meeting.</p> <p>BDO had explained that (to conform with current accounting standards – FRS 102) it had been necessary to change the format in which the 2020 accounts had been presented and SG had been liaising with BDO concerning this.</p>	

	<p>SG explained that it was necessary to restate the value of the ‘Tangible Fixed Assets’ with particular reference to parish owned buildings that comprise St Saviour’s Community Centre (SSCC), and regard to the money spent on plans for phase 3 of the development. In September 2020 a Douzaine decision determined not to spend any further parish funds on the development of phase 3 at SSCC, and it was, therefore, important that the accounts stated that phase 3 is unlikely to proceed. RM said that the plans that were prepared have not been wasted, because although the project has stalled, it is possible that it may be revisited by the LBG at a later date.</p> <p>KF suggested that it is important to emphasise that there should be no indication that phase 3 will definitely not happen because it could be the case that SSCC LBG raises the necessary funds without any assistance from the parish.</p> <p>It was agreed that the accounts need to accurately reflect the situation and that SG should agree a form of words (with BDO) before a final version was prepared for signature.</p> <p>SG indicated that he would be content to answer any questions about the accounts at a parish meeting and that there would be no need to ask a representative from BDO to attend.</p>	<p>SG</p> <p>SG, NLP PC</p>
<p>Emergency Covid Regulations</p>	<p>NLP advised the Douzaine that the Civil Contingencies Authority would be implementing emergency rules to allow the parish rates to be authorised without a parish meeting – in the same way as was the case in 2020. It would be necessary for the Dean to determine whether they are used. Depending on when Covid restrictions are relaxed, it might be that by April 2021 parish meetings will be allowed and St Saviour would have no need to use emergency regulations.</p>	
<p>2021 Parish Rates</p>	<p>Documents detailing the proposals for the 2021 parish rates had been circulated previously.</p> <p>The Constables had proposed a secular rate of £98,440, and a refuse rate of £120,500.</p> <p>The Church Property Management Board (CPMB) had proposed a rate of £46,880.</p> <p>The (provisional) total would be in excess of £250k and, because of the rules provided in the Parochial Administration Order of 2013, require that the Constables’ Accounts are subjected to an audit instead of a financial report. It has been established that the audit will cost at least £4k more than a financial report.</p> <p>KF confirmed that the Douzaine Council has written to the Policy &amp; Resources Department (P&amp;R) asking that the £250k ceiling should be raised (had RPI been applied since the law came into force in 2013 the figure would now be in excess of £280k) and the response from the Department has been that the matter needs discussion (and will be on the agenda) at the next Douzaine Liaison Group meeting.</p> <p>The Constables had asked the CPMB if they could reduce the ecclesiastical budget by £9k, and the Constables would reduce the secular budget by a similar amount, (to include a reduction in the cemetery budget by £1k) to keep the total below £250k. Reluctantly, it had been agreed that this could be done but only at the cost of reduced maintenance of parish property.</p> <p>SG said that he firmly believes there should be no reduction in the maintenance of property for a second successive year.</p>	

	<p>DB reminded the Douzaine that the decision in 2020 reduced the maintenance budgets (Constables and CPMB) by a significant amount (over £50k), and that it was understood that future budgets would have to address the situation. It should not continually be the case that maintenance is delayed, and he believes that the original proposals from both the Constables and CPMB should be accepted.</p> <p>JN said that he agreed that maintenance should not be delayed for another year,</p> <p>JB expressed the view that it is the responsibility of the Douzaine to cut back costs for parishioners.</p> <p>RdG said that whilst he agreed that the Douzaine has a responsibility to manage parish funds efficiently it also has a responsibility to ensure that parish assets are properly maintained. The CPMB are aware that the Church will require major work on the Tower and they are trying to make provision for this. Properly qualified people regularly prepare condition reports so that the Douzaine is aware of maintenance requirements. The Constables and CPMB have a schedule of work recommended (annually) for parish property and the Douzaine should take proper recognition of this.</p> <p>NLP reminded the Douzaine that there was no provision in the budget for transferring funds to the reserve nor making any grant to the schools. It was agreed that no funds should be allocated to these areas in the 2021 budget.</p> <p>SG proposed that the original budgets proposed by the Constables and CPMB should be recommended to ratepayers. This was seconded by JN.</p> <p>Before the vote was taken NLP reminded the Douzaine that if the proposal was accepted, it would be necessary for the accountants' fee (within the budget) to be increased by £4k.</p> <p>The vote was 10 in favour of the proposition and 2 against.</p>	NLP, PC
Parish Secretary	<p>NLP reminded the Douzaine that the Secretary had given notice of his intention to retire at the end of 2020 and stated that the Constables were agreed that it would be good practice to employ the successor no later than 1<sup>st</sup> November to ensure a smooth handover. The 2020 budget for clerical assistance was underspent and this money could be put towards this cost.</p> <p>DB suggested that because of the Christmas period, a successor starting on 1<sup>st</sup> November would be too late and that a start date of 1<sup>st</sup> October would be more appropriate.</p> <p>JN proposed (seconded by RdG) that a successor should be appointed to commence no later than 1<sup>st</sup> October.</p> <p>This was agreed unanimously.</p> <p>SG asked that a job description should be made available and the Constables agreed to do so.</p>	NLP, PC
Any Other Business	<p><b>Tree Protection Orders.</b></p> <p>SG reminded Douzeniers that the Development and Planning Authority (DPA) has prepared a draft document concerning Tree Protection Orders. He suggested that this was something that Parish Douzaines should be involved with.</p> <p>The Douzaine agreed that the Constables should write to the DPA to express this view.</p>	NLP, PC

	<p><b>Douzenier Resignation.</b>  CC said that as part of her involvement with SSCC she has stood down as a Trustee and will be taking up a position as a Director of SSCC LBG. The rules (to ensure there is no conflict of interest) do not allow for a serving Douzenier to be a Director of SSCC LBG, and so (regretfully) she will be standing down as a Douzenier with immediate effect.  NLP thanked CC on behalf of the Douzaine and the Parish for her service as Douzenier and wished her well as a Director of the LBG.  RdG said that his understanding of the law was if there is more than 5 months before the term of a Douzenier resigning and the end of the term in office, a bi-election has to be held. The term of office for CC is due to expire at the end of 2021. It was agreed that (if Covid restrictions allow) a bi-election should be held at the parish meeting on Monday 26<sup>th</sup> April 2021.</p>	<p>NLP, PC</p>
	<p>There being no further business the meeting closed at 7.40pm.</p>	
	<p>The next meeting is to be held at 7.00pm on Monday 22<sup>nd</sup> March 2021, venue to be determined.</p>	