<u>Paroisse de Saint Sauveur</u> <u>Minutes of the Douzaine Meeting held in the Douzaine Room at the Community</u> <u>Centre on Monday 5th December 2022 at 7pm</u>

Present	Messrs D Bertrand (DB), J Brache (JB), R de Garis (RdG), S Gibbs, (SG), Mrs K Fooks (KF), R Murray (RM), J Norman (JN), Mrs S Roughsedge (SR), Ms S Watson (SW), and Messrs P Connolly (PC) (Constable – presiding). Ms M Scott (MS), Parish Secretary was present to record the minutes.	
Apologies	Mr J Gillson (JG) and Mrs P Kennedy (PK).	
Minutes of Meeting held on 21 st November 2022	The minutes were agreed and signed by the Constable.	
Matters Arising / Outstanding	Motor Rally We continue to receive emails regarding the rally both objecting to it and also supporting it. It is understood that Guernsey Rally Committee has submitted all its reports to Traffic for their reviews and final decision. Christmas Disbursements Lions Club has been in contact as in previous years. We have contacted the schools, social workers and Citizens Advice Bureau to identify people in need	PC/JG
	Liberation Day The Church will be running an event as previously. The Douzaine would be available to help as required as it would most likely be setting up and clearing away after the event.	
Parish Working Group ("PWG")– Update	SW advised that a briefing paper had been prepared to review the relationship between the States of Guernsey and the Parishes Working Group and an update on how the Group has worked so far. SW advised that there had been good attendance by politicians at the meeting although the Group had not yet been as useful as hoped at the formation. The Douzaine discussed what topics they would like to see discussed within the Group and it was agreed on the following: Planning Plurality (rectory ownership)	
	• Streams	

PC advised that the Rules of Procedure were reviewed annually.	
He reminded those present that statements to the media should only been made through the Dean or Vice Dean or in their absence a Constable with the Senior Constable taking precedence.	
It was agreed that a section would be added in respect of retiring officials. It was further discussed that it would be beneficial for parish officials to confirm annually that they have read and agreed to the Rules of Procedure.	
It was agreed that no further revisions were required to the Procedures at this time and the current Rules of Procedure were confirmed.	PC/JG
Einanca Committae	
The current terms of reference were confirmed.	
Language / finance in account of the Device council and accounts	PC/JG
Property Committee.	
The current terms of reference were confirmed.	
Planning Committee. It was agreed that the following would be added to the Purpose Involvement / Correspondence with Planning as required	
There were no further changes, and the current terms of reference were confirmed.	PC/JG
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line Privacy Notice is reviewed annually.	
SR agreed that she would take on the role of Data Protection Officer.	
The Privacy notice was still fit for purpose and no changes are required.	
The current Privacy Notice was therefore confirmed.	
JB proposed (seconded by KF) that RdG should hold the position of Dean of the Douzaine for 2023, and this was unanimously approved.	
DB proposed (seconded by RdG) that JB should hold the position of Vice Dean for 2023 and this was unanimously approved.	
RdG on behalf of the Douzaine thanked DB for his service as Constable and latterly as Douzenier for over ten years.	
sscc	
	He reminded those present that statements to the media should only been made through the Dean or Vice Dean or in their absence a Constable with the Senior Constable taking precedence. It was agreed that a section would be added in respect of retiring officials. It was further discussed that it would be beneficial for parish officials to confirm annually that they have read and agreed to the Rules of Procedure. It was agreed that no further revisions were required to the Procedures at this time and the current Rules of Procedure were confirmed. Finance Committee. The current terms of reference were confirmed. SG advised that it would be useful to have more clarity between the roles of property / finance in respect of the Parish owned property. Property Committee. The current terms of reference were confirmed. Planning Committee. It was agreed that the following would be added to the Purpose Involvement / Correspondence with Planning as required There were no further changes, and the current terms of reference were confirmed. The Privacy Notice is reviewed annually. SR agreed that she would take on the role of Data Protection Officer. The Privacy notice was still fit for purpose and no changes are required. The current Privacy Notice was therefore confirmed. B proposed (seconded by KF) that RdG should hold the position of Dean of the Douzaine for 2023, and this was unanimously approved. DB proposed (seconded by RdG) that JB should hold the position of Vice Dean for 2023 and this was unanimously approved.

	SG enquired if the Trustees were compliant with The Charities etc. (Guernsey and Alderney) Ordinance, 2021 which came into force on 29 April 2022 whereby all existing registered organisations are now governed by the provisions of the Ordinance and the regulations made under it. It was noted that Charities would be required to submit a return by the end of February. RM advised that he would report back to the Douzaine before this deadline.	
Next meeting	The next meeting is to be held on Monday 23 rd January 2023 at 7pm.	
	The meeting closed at 8.25pm.	