



MINUTES OF AN ASSEMBLY OF PRINCIPALS, OFFICERS AND ELECTORS

An Assembly of Principals, Officers and Electors of the Parish of St Martin was duly convened and held in the Public Hall on Thursday 16th July 2026 at 7.00pm.

The Connétable Karen Shenton Stone welcomed all present and reminded the Assembly that they could sign the Attendance Book at the end of the meeting if they so wished. It was noted that there were 23 attendees.

Apologies were received from Molly Gladwin, Martin Hougue, Steven Rondel, and Danny Wherry. The Convening Notice was read by the Parish Secretary.

Item 1

Receive and if deemed advisable, approve the Minutes of the Parish Assembly and the Nomination Meeting held on 14th May 2026.

The Connétable reminded those assembled that the Minutes for the Parish Assembly had been available from the Public Hall and copies were on the seats. After due consideration, Rev. Pete Stone proposed the Minutes of the meetings held on 14th May 2026 be approved and Mr William Sutton seconded the proposal.

A show of hands was in favour of the proposal, none were against.

Item 2

Receive and if deemed advisable, adopt the audited accounts of the Connétable for the financial year ended 30 April 2026. The said accounts having been previously verified by a firm of Chartered Accountants, and examined and approved by the Committee appointed for that purpose.

The Connétable made a short speech to the Assembly covering the following points:

- As ever the last 12 months had been as busy and challenging as ever with the Public Hall and Municipality continuing to deal with a rich and varied workload.
- Property maintenance and refurbishment remained a priority with the following projects having been undertaken:
 - The programme of replacing the out-dated boilers in the sheltered housing at Le Court Clos with new energy efficient models had been completed.
 - Roof insulation had been installed at Nos 1-6 Le Court Clos.
 - The interior of the Public Hall was undergoing a phased refurbishment with worn out carpet being replaced by a wood laminate, light fittings being updated and general redecoration.
 - Fund raising had commenced for the refurbishment and repair of the Rectory Barn to a multi-purpose community centre. A generous donation had already been received which it was hoped would enable the roof repairs to commence.

- Land maintenance and management projects undertaken during the year included the following;
 - The Village Green car park dividers had all been replaced and painted with preservative.
 - Drainage works had been undertaken in relation to the path at the rear of the Village Tea Room. The Connétable expressed her thanks to Mick Jehan for his expertise and help with these works.
 - Sections of the Village Green pathway had been cleared and restored to their original width.
- In relation to the Church it was noted that planning consent had been secured for the extension to the Church Cemetery. The railings at L'Union had been redecorated and members of the Community Support Volunteers had helped with some cemetery clearance works and bulb planting. Plans were also being prepared to replace the existing heating system in the Church and improve the overall ventilation and breathability of the building.
- Kerbside recycling had commenced in November and the Parish had received many positive comments for this initiative as well as some scepticism and concerns regarding overall cost. It was noted that current collection levels were in line with other Parishes.
- The celebrations to commemorate the 81st Anniversary of the Liberation had proved very successful with a delicious Afternoon Tea Party at the Public Hall. The Connétable expressed her gratitude to everyone who had helped to make the event such a memorable occasion.
- The Parish had commissioned Create Streets to prepare a design code for Gorey. It was hoped that the code would lay the ground for closer co-operation between key stakeholders and the delivery of a more inspiring and cohesive vision for the harbour. Fortunately the costs for the Design Code had been wholly covered by grants from Ports of Jersey and the Heritage Strategy.
- The Parish Speed Review was finally reaching its conclusion and it was hoped that it would be implemented by year end.
- The Connétable expressed her thanks to the Parish administration team including Charles Alluto (Parish Secretary), Janine Milner (Assistant Parish Secretary), Caroline Troy (Assistant Parish Secretary), Emily Vautier (Accounts Manager), Mike Gardner (Accounts Manager during Emily's maternity leave) Mr John Critchley (Senior Grounds Person), Mr Alan Le Corre (Assistant Grounds Person), Mrs Jacqui Phipps (Honorary Police Secretary) and Mr Mario Serban (Parking Control Officer). She also extended her gratitude to the two Procureurs, Mr Lester Richardson and Mr William Sutton for their help and support, and the Rector Pete Stone for his continuing commitment to the Parish community. The co-operation between Church and Parish remained strong and had recently manifested itself through the launch of a community initiative called Winter Warmers. By offering a simple lunch at the Public Hall during the winter months it was hoped to strengthen community and friendships across the Parish. Fortunately all costs were being covered by a grant from Connect Me. Equally the recently established Community Support Volunteers had responded to a significant number of requests for assistance over the last 12 months.

- Gratitude was also expressed to the Roads Committee and Roads Inspectors for their regular reviews and vigilance regarding the condition of the Parish roads and drain network. A sincere thank you to the Rates Assessors and Accounts Committee whose respective roles help deliver our income and ensure it is spent prudently. Kay Laverty and her small team were thanked for voluntarily planting and maintaining all the wonderful floral displays which ensure the Parish looks resplendent at this time of year.
- The Connétable expressed her thanks and appreciation to the Honorary Police who work voluntarily 24/7 to safeguard and engage with the Parish community. It was noted that the Chef de Police, Alan Phillips worked incredibly long hours to support his team, who were regularly called upon to respond to all sorts of incidents across the Parish.

Turning to the accounts the Connétable thanked Don Connolly, Sam Luce and his team of auditors at Alex Picot for their audit services and support in finalising the accounts. It was noted that Don Connolly would no longer be heading up the audit in future years and the Connétable remarked that she could not thank him enough for his support and expertise over the years. She congratulated Sam Luce for taking over the role and being promoted to Partner.

Finally the Connétable thanked the Parishioners for all their support, comments and the odd complaint! Above all a Rates Assembly was truly grassroots democracy in action.

The Connétable then introduced the Parish Procureur, Mr William Sutton, to the Assembly and he proceeded to run through the accounts ended 30 April 2026 for the benefit of the attendees. In particular, the following points were highlighted:

Income:

The rates income had increased by 7.6 % due to an increase in the Parish rate from 1.51p to 1.63p. Surcharges were up by 58.5% but rates arrears were down due to a good level of recovery in 2025.

Rental income for the Village Tea Room remained fixed but the rental income for the La Retraite properties had increased by inflation. Together with income from deposit interest, hire charges, property investigations, trading permits and administration fees the total income for the Parish had increased by 4.6% to £1,050,793.

Expenditure:

It was noted that administration costs had increased by 5.3% albeit less than originally budgeted. The main increase was £6,320 for setting up a direct debit scheme for rates, which had not been originally estimated. Sundry expenses were over £3,500 lower due to the proposed bin store at Gorey having not progressed.

Salaries and pensions had increased by 5.6% since last year but this was 2% below estimate primarily due to sickness leave. The main under estimate was for Professional and Legal fees which were £5,000 below budget and nearly £22,000 less than the charges for 2025.

Tresor expenditure was also below estimate as unfortunately works to the gates and railings had not progressed as originally envisaged due to the appointed contractor suffering some logistical problems.

The Roads Account was under budget due to certain works having been delayed until after year end.

Properties maintenance was significantly down on last year due to less works being required including general tree surgery. Whilst expenses for the maintenance of the Village Green had been met from surplus funds received for the installation of the Viking Swing.

Reserve Funds:

It was noted that the Reserve Funds were a valuable means of avoiding spikes in expenditure and enabled the Parish to forward plan. The transfers to Reserves over the year were exactly as estimated.

Balance In Hand:

Total expenditure for the year amounted to £1,007,063 which was 3.9% above the total for 2025 but also 4.4% below budget. The overall result for the year was that the total income exceeded total expenditure by £43,730 enabling the Parish to add this sum to its General Account. The importance of the General Account was that it provided the Parish with adequate funds to cover expenditure from the beginning of May until the receipt of rates income.

La Vielle Ecole Project:

It was noted that cash and cash equivalents represented the separate bank account for the receipt of rental income as well as for the quarterly loan repayments to the States of Jersey. The balance on the account had fallen by £76,700 during the year as much of the funding provided by the Parish for the refurbishment of La Maison Scolaithe had been paid back to it.

Rental income had increased to reflect the rental increases on Units 1-3 at the beginning of 2026.

Service charge income and expenditure appeared out of sync and this was due to the service charge year running from 25th December and expenditure not being spread evenly throughout the year resulting in timing differences. For the sake of clarity the annual service charges paid by the tenants covered all the expenses as per their leases including the external redecoration which was carried out in 2024.

The Parish's current investment in La Vielle Ecole Project amounted to £11,587 which was down by some £136,000 from last year because of the withdrawal of cash made by the Parish during the year.

It was noted that the Parish had taken out a loan from the States of Jersey to cover its investment in the La Vielle Ecole project. This bore a fixed interest rate of 4% and repayments of capital and interest were made quarterly from the receipt of rental income. The loan was due to be paid in full by the end of 2036.

The loan from HSBC related to a loan taken out by the Parish to enable some of the tenants to undertake their fit out. The loan bore an interest rate of 2% above base rate and was for an initial 5 year period from August 2021. The Parish was currently in discussions to extend the loan for a further 5 year period. The costs of the loan were fully covered by the tenants.

Note 7 to the Accounts referring to the La Vielle Ecole Project Reserve Fund was a new note setting out the reasons for the Reserve Fund. It also explains that at present the annual rents and bank interest less expenses exceed the repayments of capital and loan interest on the States loan by a fairly large amount. Whilst the Parish recognises that all of the leases are up for renewal in 2029/2030 it remains confident that these will be renewed. This should enable small distributions to be made to the Parish from the surplus funds. The sum of £15,000 been included as a distribution in the estimates for 2026/2027.

Le Court Clos:

Turning to Note 9 the Assembly was advised that all of the sheltered housing had been included under Parish properties. This was due to the ownership of the properties being registered in the name of the Parish, whilst the income and associated expenses of the properties was deemed to be belong to the two Sheltered Housing Trusts.

It was acknowledged that the Parish was unable to use the funds currently held with the relevant Trusts for nothing other than the provision of further sheltered housing. However, the Parish was considering whether a ground rent or something similar might be appropriate.

Summary of Balances:

The total assets for the Parish at year end amounted to £587,277 and these are matched by the General Account and Reserves totalling this sum. It was noted that £3,940 had been withdrawn from the Cemetery Extension Reserve Fund to cover the costs associated with obtaining planning consent for the extension. In addition the sum of £11,698 had been withdrawn from the Public Hall Interior Refurbishment Fund to cover the cost of refurbishing the hallway and main office.

Sheltered Housing Trusts:

In relation to the H Trust it was noted that all of the properties had been occupied through the year. In terms of refurbishment the Assembly was advised that Nos 1-4 and No 6 had roof insulation fitted. No 5 had previously had this work done as part of its complete refurbishment in 2025.

Turning to the St Martin Sheltered Housing Trust all of the properties were now occupied following the re-letting of No 7 towards the end of 2025. All properties were now managed by a property agent.

Most of the cash held in both Trusts had been put on fixed deposit accounts generating a healthy amount of deposit interest at year end.

Mr Sutton thanked Emily Vautier for preparing the accounts and the Accounts Committee for kindly reviewing the draft accounts and providing constructive feedback. Thanks were also expressed to the Auditors, Don Connelly and Sam Luce, for their kind assistance and audit services.

There being no comments or questions from members of the Assembly, Mr Chris McFadyen proposed the accounts be adopted and Mr Colin Renouf seconded the proposal. A unanimous show of hands showed in favour of the proposal.

Item 3

Place at the disposal of the Roads Committee an amount required for the upkeep of the by-roads during the financial year ending 30 April 2027.

The Connétable stated that the proposed sum for the Roads Account for the forthcoming year was set at £164,650. This included expenditure of £7,650 for new driving licence cards and excluded additional income from driving licences, parking fines and firearms certification which was estimated to be in the region of £32,000, as well as the time expended by the Grounds Team on drain maintenance, signage and temporary road repairs. As a result the total budgeted expenditure was in the region of £196,650.

There being no comments or questions from members of the Assembly, this amount was proposed by Mr Mick Jehan and seconded by Rev. Pete Stone. A show of hands resulted in a unanimous approval.

Item 4

Consider the estimates for the presumed requirements for the financial year ending 30 April 2027 and tax the rate accordingly.

Procureur William Sutton highlighted the following points on the forthcoming yearly Parish expenditure:

- Administration costs had been estimated to increase to £85,827 due to exceptional expenditure including the need to replace 3 out of date PCs in the Parish offices and securing cyber essentials accreditation The estimate for Sundry expenses included

£3,500 for events including the Liberation tea party and the Visite Royale. There was also a healthy contingency of £4,500 for unexpected expenditure.

- The estimate for salaries and pensions included a general increase in line with RPI as well as provision for maternity leave for the Accounts Manager and a replacement member of staff until September 2026. Legal and professional fees reflected the previous year's expenditure.
- The Tresor budget had been slightly increased to enable the painting of the Church gutters and downpipes, repair of the Church clock face and to commence a phased repointing of the Church.
- Refuse collection costs which include glass collection included an annual uplift. The kerbside recycling collection costs remain unchanged albeit the Parish would have to pay a full year's charge of £63,000. This amounts to £2.72 per household per month.
- The estimate for Maintenance of properties reflected last year's costs including heating and insurance. In addition £15,720 had been allocated for the general maintenance of the interior and exterior of the Public Hall. This included £1,520 for a new sound system, £2,000 for the redecoration of the first floor rooms, £4,200 for new chairs and a general maintenance contingency of £3,000. The estimate for Other properties and Equipment was £25,100 and included £6,400 for a new mower, £5,000 for a new bin store at Gorey, £3,150 for the insurance of the Tea Room and La Retraite properties and an equipment contingency of £4,000. The estimate of £3,000 for the Village Green and Car Park was to cover new refuse bins.
- The Honorary Police budget was slightly lower than the previous year given that there was no Centeniers Quarterly Dinner to fund.
- Under transfers to Reserve Funds, it was not intended to transfer funds to either the Parish Church Projects Reserve Fund or the Cemetery Extension Fund for this financial year. However, £3,000 would be transferred to the Rectory Refurbishment Fund to provide for the cost of a new boiler. £5,000 would also be transferred to the Public Hall Interior Refurbishment Reserve Fund to cover the costs of continuing phased improvements.
- The estimated expenditure for the year amounted to £1,099,567 which is a 4.4% increase over the estimate for 2025/2026 and a 9.2% increase over actual expenditure for 2025/2026.

Questions were then received from the Assembly:

Kerbside Recycling:

Tracy Jehan enquired about the level of uptake for kerbside recycling. It was noted that the refuse contractor had advised that it was approximately 25% which was in line with other Parishes.

Sue de Gruchy suggested that one cost saving option would be for general waste collections to be made twice monthly as opposed to once a week. It was noted that St. John was reviewing this option. It was likely the issue would be discussed at a future meeting of the Comité des Connétables.

There being no comments or questions from members of the Assembly, Mr William Sutton now addressed the Assembly regarding the setting of the Rate.

It was noted that the estimate for sundry income amounted to £131,750. This comprised £4,000 of rates arrears, £64,000 of property rental income, £14,000 in deposit interest, £5,000 in road work permits, £9,000 for Public Hall hire, and £6,250 for dog licences. Sundry receipts will generate £9,000 as well as a range of smaller income streams. A distribution of £15,000 would also be made

from the La Vielle Ecole Project Reserve Fund. Surcharged would also generate approximately £3,000. As a result the Parish Rate would need to cover net expenditure of £964,817.

It was noted that the quarters assessed as at 30th April 2026 amounted to 57,650,047 and so if the Parish was to elect for a rate the same as last year the Parish would incur a notional deficit for the year of £25,121. This would mean that the notional balance as at 30th April 2027 would only be sufficient to cover 15 weeks of expenditure after 1st May 2027.

Mr Sutton advised that Parish Rates of 1.65p, 1.66p and 1.67p would incur notional deficits of £13,591, £7,826 and £2,061 respectively. A Parish Rate of 1.68p would provide a notional surplus of £3,074. However, this would not be acceptable as Parishes were not allowed to vote for a rate which produced a notional surplus. A Parish rate of 1.67p would be an increase of 2.45% compared to last year and would be sufficient to cover 16 weeks expenditure after 1st May 2027.

The Island Wide Rate for domestic properties would be increasing from 0.94p to 0.96p giving a total rate of 2.63p if the proposed rate of 1.67p was accepted. Compared to last year's total rate of 2.57p this would equate to 2.33% increase in the total rate. Accordingly the Connétable, Procureurs and Accounts Committee were recommending a rate of 1.67p.

In the absence of any questions from the Assembly, Mr William Sutton proposed approval of the estimates and the setting of a Parish Rate of 1.67p. This was seconded by Mr Mick Jehan.

By a show of hands the estimates were approved and a Parish Rate of 1.67p was duly set by the Assembly.

The Connétable thanked everyone for their thoughtful consideration and advised that every effort would continue to be made to ensure that the rates did not increase excessively in future years.

Item 5

Elect a committee to examine the Connétable's accounts for the year ending 30 April 2027

The Connétable thanked the Committee for all their work and support they give to the Parish and stated she was delighted that such a large number remained on the Committee.

The names of the current Connétable's Accounts Committee were then read out:

Ex-Officio members:

The Connétable, Karen Shenton Stone

The Procureurs, William Sutton and Lester Richardson

The Rector (Reverend Peter Stone)

Church Wardens, Thelma Emberson and Jackie Edwards

Centeniers, Alan Phillips, Teresa Roland, Chris Garbutt and Anne Stone.

Parish Secretary, Charles Alluto

Other Members:

Mr Terry Jehan

Mr Denis Lawrence

Mr John Le Masurier Germain

Mr Chris McFadyen

Mr Danny Wherry

Mr Paul Gaudin

Mr Robin Perchard

All members were voted en bloc to remain in office, Mr Colin Renouf proposed and Mrs Paulette De La Haye seconded. By a show of hands, all were voted in for a further year.

Item 6

Appoint a firm of Chartered Accountants to audit the Connétable's accounts for the year ending 30 April 2027.

The Connétable asked Mr Don Connolly if Alex Picot would be prepared to continue the role of auditors to the Parish for the forthcoming year and after confirming the firm would be pleased to, Mr Lester Richardson proposed to re-elect Alex Picot Chartered Accountants and Mrs Paulette De La Haye seconded the proposal. All were in favour.

There being no further business the Connétable thanked everyone for attending and closed the Assembly at 20.05



Karen Shenton Stone
Connétable

Date ~~2~~ 15th September 2026