

PARISH OF ST BRELADE

PARISH ASSEMBLY

	Minutes of an Assembly of Principals and Electors of the Parish of St Brelade held at St Brelade's Parish Hall on Tuesday 17 December 2024 commencing at 19:00 hours.
<b>President of Assembly:</b>	Connétable M K Jackson, presided.
	Welcome to the New Rector Reverend Dr Sarah McClelland.
<b>Convening Notice:</b>	The Convening Notice was read by the Parish Secretary.
<b>1. Minutes of Previous Assembly:</b>	An amendment to the Minutes of the previous Assembly of Principals and Electors of The Parish of St Brelade held on 26 November 2024 was made. Item 3, P49 for the St Brelade Sports and Social Club was amended to record the agreed finishing time was 10pm. The Minutes were adopted and signed following a proposition by Deputy Moz Scott which was seconded by Mr Antony Bellows with all in favour.
<b>2. Elect one Officier du Connétable for the Vingtaine du Coin:</b>	<p>The Connétable called for nominations to fill the position of Officier du Connétable for the Vingtaine du Coin for a term of three years.</p> <p>Centenier Michel Bougeard proposed Miss Philippa Wright. The proposition was seconded by Vingtenier Jane Drew.</p> <p>There were no other nominations.</p> <p>The Connétable declared Miss Wright duly elected as Officier du Connétable for the Vingtaine du Coin for a term of three years. The Connétable gave his congratulations and advised that the date to appear before the Royal Court of Jersey to take the Oath of Office was Friday 20 December 2024 at 10.00 hours.</p>
<b>3. Elect two persons to act as members of the Rates Committee for a term of three years commencing 1 January 2025:</b>	<p>The Connétable called for nominations to elect two persons to act as members of the Parish Rate Assessment Committee for a term of three years, commencing on the 1 January 2025, in conformity with the terms of Article 32 of the Rates (Jersey) Law 2005, as amended.</p> <p>Mr Geoffrey Winchester proposed Mr Michael Yates. The nomination was seconded by Mr Roger Bignell.</p>

	<p>Mr Roger Bignell proposed Mrs Mary Jordan. The nomination was seconded by Mr Geoffrey Winchester.</p> <p>There were no other nominations.</p> <p>The Connétable congratulated and declared Mr Yates and Mrs Jordan elected as members of the Parish Rates Assessment Committee for a term of three years to commence on the 1 January 2025, warning them to appear before the Royal Court of Jersey on Friday 20 December 2024 at 10.00 hours.</p>
<p><b>4. Consider tenders received for the refurbishment of the Rectory, La Marquanderie and if approved agree the withdrawal of no more than £160,000 from the Property Reserve Fund as the Parish Contribution to the work:</b></p>	<p>The Connétable addressed the Assembly outlining the need for the refurbishment of the Rectory roof and associated upgrading of the property to house the new Rector. The Connétable advised the tenders had been received and have chosen that from Regal Construction Ltd for £335,199.33. A further breakdown of costs was given and forms part of these minutes.</p> <p>The Connétable explained the difference between the figure being asked for and the tender price of £335,199.33. £200,000 of the cost was being provided by the Trustees of the 192 Trust (Rectorat).</p> <p>The Connétable asked for questions.</p> <p>Deputy Moz Scott asked for clarification on the £200,000 from the 192 Trust (Rectorat).</p> <p>Deputy Jonathan Renouf asked for the balance of the Property Reserve fund and the 192 Trust.</p> <p>Mr Adam Hodgkins explained the Property Reserve fund would be left with an approximate balance of £70,000 and the 192 Trust with an invested portfolio of c£900,000. The £200,000 was the accumulated interest and dividends from the Fund and this enabled the capital amount to remain intact for future financial demands.</p> <p>Mr Christopher Cooke Procureur du Bien Public proposed an amendment to the figure to £170,000 given it was anticipated that there would be additional drain repair costs not accounted for in the tender. This was seconded by Deputy Moz Scott.</p> <p>Mr Stephen Pallett questioned the need to increase the sum and was concerned what effect this might have on a future Parish Rate.</p>

	<p>There were no further amendments, a vote was taken on the amended proposition with 34 in favour and none against.</p>
<p><b>5. Consider disposal of the Old Parish Depot and if approved authorise the Connétable and Procureurs du Bien Public to invite tenders for it's purchase:</b></p>	<p>The Connétable outlined the history of the Old Parish Depot and the estimated repair costs and valuation. It was felt that given the property was no longer required it would be good practice to put the funds produced from a sale to the Property Reserve fund.</p> <p>There being no questions the recommendation was proposed by Deputy Jonathan Renouf and seconded by Centenier Amanda Wright. A vote was taken with 34 votes in favour and none against.</p>
<p><b>6. Consider and approve an application for an annual P49 Licence for The Salty Dog Bar &amp; Bistro to permit regular entertainment events throughout the year:</b></p>	<p>An application for a Bailiffs Annual Entertainment Permit by Mrs Natalie Duffy of The Salty Dog bar and Bistro, St Brelade was considered.</p> <p>The Connétable explained that he had received a letter from the Bailiff's Office asking that the he seek the views of a Parish Assembly with regard to the application.</p> <p>Mrs Duffy addressed the Assembly saying she had previously had a permit at her former premises used for the purpose of occasional private parties and family gatherings and was seeking a new permit for her new premises to be able to offer her potential customers a DJ or live band for an event.</p> <p>Deputy Moz Scott questioned the time at which music would cease. Mrs Duffy indicated this would be no later than 10pm.</p> <p>There being no further questions the recommendation was proposed by Mrs Stephanie Moore and seconded by Mr Alan Breckon with 48 votes in favour and none against.</p>
<p><b>7. Consider and approve an application for an annual P49 Licence for Les Quennevais School to permit regular entertainment events to be held throughout the year:</b></p>	<p>An application for a Bailiffs Annual Entertainment Permit by Les Quennevais School, St Brelade was considered.</p> <p>Mr Pattrick Crowley addressed the Assembly as the Facilities Manager for the school. The proposal was to make better use of the theatre facilities in the school and obtaining a P49 would enable them to do so, benefiting the Students and Parishioners.</p> <p>Deputy Moz Scott questioned the cut off time for the music. Mr Crowley indicated this would be 11pm.</p>

	<p>There were no further questions, the recommendation was proposed by Mrs Kirsty Dunn and seconded by Deputy Jonathan Renouf with 36 votes in favour and none against.</p>
	<p>The Rector thanked the Assembly for approving the Rectory refurbishment and wished everyone a Merry Christmas.</p> <p>There being no further business the Chairman thanked the 48 people present for their attendance and declared the meeting closed at 19.50 hours.</p> <p>Signed : _____ Dated : _____</p> <p><b>M K Jackson</b> <b>Connétable</b></p>

# Appointment of Main Contractor for the Refurbishment of the Roof and associated updating

at

St Brelade's Rectory  
La Marquanderie  
St Brelade  
Jersey

12 November 2024

CONFIDENTIAL

## 1. Executive Summary

This comprises the Tenders and the fees to completion.

**Total Cost for the two elements is £359,033.66**

1.1. Following the tender review, it is recommended that the Parish:

1.2. *APPOINT* Regal Construction Ltd (the Preferred Contractor) to carry out the construction works for the sum of having submitted a **GST-exclusive** Contract Sum of £335,199.33 inclusive of a £25,000 contingency sum.

1.3. The Tenders received were as follows:

- £335,199.33
- £342,082.69
- £358,483.25
- £382,744.23
- £480,589.22

1.4. The main sections of costs included in the tender are:

- Reroofing of the Rectory
- Internal alterations
- External and internal decoration
- Conservatory decoration
- Second floor bathroom

1.5. The tenders included all aspects required to carry out the works including Preliminaries and Provisional Sums

- Works include timber repairs, damp repairs, creation of cupboard for WI-FI, additional decoration and additional electrical works
- Contract Programme 20 weeks

### 1.6. Breakdown as follows:

• Roof only works (including scaffold)	£160,649.90
• Internal alterations	£60,336.90
• External decoration	£23,619.40
• Internal decoration	£24,493.13
• Conservatory decoration	£25,612.00
• Second floor bathroom	£15,488.00
• Contingency	£25,000.00

### 1.7 Fees to completion

• Antony Gibb Ltd – Architect	£8,834.33
• HLG Associates Ltd – Project Managers	£10,000.00
• Additional – Various	£5,000.00
<b>TOTAL</b>	<b>£23,834.33</b>

### 1.8 The Works

The procurement of a main contractor has commenced with the issue of tender documents which contained the relevant drawings and specifications. The scope of the project consists of:

1. **Roof works:** the provision of a covered scaffold to enable the stripping of the existing roof, re-slating, including reusing existing slates where possible, inclusion of insulation, any necessary repairs, cladding of existing catslide dormer in code 6 lead, new rainwater goods and decoration to chimneys
2. **Alterations:** minor alterations within the existing building.
3. **Construction:** creation of a new en-suite bathroom for the master bedroom, creation of a second floor bathroom, provision of WC on ground floor, conversion of existing shower to utility room and decoration throughout, including any necessary repairs and damp issues.

