



Deputy Helen Miles
Chair of Parishes and Government Review Panel

25th July 2025

Please find below a joint submission from Procureurs Peter Pearce and John Baker, Parish of St Helier, in answer to questions posed in a letter dated 2nd July 2025.

1. Can you provide a summary of the process for allocating funds within the parish, and who is involved in the decision-making process?

The Parish of St Helier has an annual Business Plan and Estimates process in place:

1.1 Draft Business Plan and Estimates are put together by the Finance Director and Officers, with input from various parties, including:

- Policy and Strategy Board - comprising the Connetable, Procureurs du Bien Public and Parish CEO (**See terms of reference**)
- Roads Committee – who are responsible for the roads budget.
- Honorary Police - The Chef de Police is responsible for the Honorary Police budget.
- The Rectorat – given the Parish's legal and financial responsibilities towards the Church.
- Parish Deputies
- Members of the Municipality
- St Helier Community Trust
- Various agreed Parish strategies and Plans – for example, the Parish Strategy 2020-2025 and the Parish's Environmental Strategy

1.2 Business Plan and Estimates are approved (in draft) by the Policy and Strategy Board before being discussed with, and reviewed by:

- Parish Deputies
- Parish Accounts Committee

1.3 Business Plan and Estimates are then finalised and agreed by the Connetable and Procureurs and formally submitted for consideration to the annual Rates Assembly.

1.4 The Rates Assembly approves the Business Plan and Estimates. (for an example, please see 2025/26 Business Plan and Estimates document). This is also the same meeting that the new Rate is agreed.

1.5 In-year variations to expenditure (not approved by the Rates Assembly):

- Minor variations to the estimates are approved by the Connetable, ensuring oversight from the Procureurs du Bien Public. These decisions are documented in PSB minutes.
- Major variations to the Estimates are put before a Parish Assembly who will decide. Again, these decisions are documented.

1.6 Review of expenditure against agreed Estimates:

- Monthly by the Policy and Strategy board (Connetable, Procureurs and CEO)
- Quarterly by the Accounts Committee.
- Annually by the Rates Assembly (via a formal set of audited financial statements). (for an example, please see 2024/25 Annual Report and Financial Statements).

2. How are different spending needs prioritised within the parish when allocating funds?

2.2 Ultimately the Rates Assembly approves spending needs and can make changes to the proposed priorities that are set out in the Business Plan and Estimates at the Rates Assembly meeting. Any new initiatives (for example a new play area for children or neighbourhood improvement area for Town residents) are put out to consultation before being discussed, debated, and approved at the Rates Assembly.

2.3 Proposals and priorities put before the Rates Assembly are developed by the Policy and Strategy Board (comprising the Connetable, Procureurs and CEO) and include input/feedback from:

- Parish Accounts Committee
- Parish Deputies
- Parish Officers, members of the municipality and parishioners.
- The Connetable's manifesto
- Various agreed Parish strategies and Plans – for example, the Parish Strategy 2020-2025, the Parish's Environmental Strategy, Fleet Strategy etc.
- The requirement to comply with legal and regulatory responsibilities and standards.

2.4 The Parish also provides financial support to a number of not-for-profit / charitable / arm's length organisations. For example (and on production of previous year's accounts), the Parish awards an annual grant to:

- The St Helier Youth and Community Trust, who are encouraged to raise funds by other means.
- Its Twinning Committees
- The St Helier Battle of Flowers Association

2.5 The Parish also awards non-financial grants to others. For example:

- Subsidised rent to Mind Jersey and the Jersey Bowling Club
- Discounted / free room hire fees.
- Reduction in other fees or provision of subsidised services.

- The Constable's fund also allows the Connetable to make immediate payments to individuals in difficulty or distress.

2.6 The Connetable and Procureurs also authorise the grant of charitable donations direct to charitable organisations.

3. Are there specific criteria or guidelines used to assess which projects or initiatives receive funding?

3.1 Major capital projects are supported by business cases and tend to have a 12-14 month lead in time. These are agreed between the Connetable, Procureurs and CEO and a Project is taken to a Parish Assembly (or Rates Assembly) for consideration.

3.2 The Parish Rates Assembly approves the annual Estimates.

3.3 St Helier Community Trust allocate grants to the Community on behalf of the Parish in accordance with set guidelines.

3.4 The Constable and Procureurs award charitable grants direct to organisations, subject to the agreed policy and process ([see charitable grants policy](#))

3.5 The Parish has internal financial procurement controls, along with operational procedures to support good practice and delivery.

4. How does the parish ensure that funds are allocated in a way that benefits parishioners?

4.1 The process for allocating funds etc. is made by the Parish Assembly when setting the budget and agreeing the parish rate.

4.2 The Policy and Strategy Board (Comprising the Connetable, Procureurs and CEO) review the progress against the Business Plan and the expenditure monthly. The Accounts Committee undertake a similar review quarterly. Key points include:

- Expenditure should be in line with the Parish's Corporate Strategy 2020 – 2025 as well as the annual Business Plan ([see strategy attached](#)).
- The Roads Committee are regularly kept updated in relation to roads expenditure. In the event of emergencies or urgent compliance/safety issues, the Roads Committee can reprioritise the delivery of projects and divert funding in these instances.
- Constables Fund, the Constable can decide to make discretionary payments.

5. What role does the Parish Assembly play in the decision-making process for fund allocation?

- The Parish Rates Assembly has overall and ultimate control and decides an allocation of funding and setting of The Parish Rate, as set out in the Estimates.(see agenda of Rate Assembly).
- Parish Accounts are audited by an external auditor approved by the Parish Assembly and are compliant with GAAP (lite) standards.
- Rates Assembly can refine the estimates and propose variations to the Parish Rate.
- Parishioner can bring a Requete to Assembly on any Parish-related subject matter.
- Exceptional expenditure requests and requirements can be taken to a Parish Assembly
- All property and land transactions require approval by the Parish Assembly, as well as leases over 9 years in length.

6. Do the Procureurs consider government strategies when making decisions about fund allocation? If so, which strategies are taken into account?

- Whilst the Parish often considers Government strategies, the Parish is guided by its own Strategic Plan.
- Government strategies are considered if they align to agreed Parish Strategic Plan and strategy. For example, the Parish has its own environmental strategy and action plan which is broadly aligned to the Government's ambitions.
- Alignment with Government strategies is considered when the Parish considers joint Gov/Parish funding initiatives.
- Fund allocation is in line with the Estimates approved by the Parish Assembly. The Procureurs "Carry out the lawful instructions/decisions of the Parish Assembly or officers in relation to the use and application of funds and resources, even if disagreeing with their wisdom ..." as above (see re Grouville (Procureurs du Bien Public) (1970) JJ 1451).

7. How do the Procureurs ensure that parish funding is aligned with the broader objectives or goals of the government (e.g. putting children first, health prevention, carbon neutral roadmap, community safety)?

7.1 Parish funding is aligned to Government objectives:

- When Government funding is provided,
- When the Parish and Government share a common strategic objectives and outcomes.
- When there is a legal or regulatory requirement to do so.

7.2 The Roads Committee is a Highway authority and, as such:

- Considers community Safety/ Safer School initiatives.
- Ensures Road Safety Audits are conducted on Road design schemes.
- Complies with laws, regulations, and good practice.
- Corporate parent, (Convention Rights) (Jersey) Law 2022

7.3 St Helier has retained a Community Service role:

- Provides direct support to vulnerable parishioners.

- Ensures a proper burial for parishioners who die without funds.
- Provides an advocacy service to parishioners to help them navigate Government/Charity support opportunities.

7.4 General

- Parish's ethos and principles informally support many of the Government's Social Security and Social Care policies but is not part of the formal delivery programme.
- Where the Parish has a duty under specific legislation then this should be provided within the budget (e.g. as duty bearer under Children (Convention Rights) (Jersey) Law 2022, scheduled public authority under Freedom of Information and Data Protection etc); however, this is different from 'government priorities or policies' which are States of Jersey strategies

7.5 On occasion the Parish of St Helier may also lead the way.

- We were the first to embrace recycling and open a recycling unit.
- We led the way with Carbon Neutrality

8. Have there been any instances when government priorities or policies have directly influenced how parish funds are allocated?

- Carbon neutrality
- Children first initiative
- Eco Active
- Nighttime economy and event policing
- Xmas lights (Government funding withdrawn)
- Royal Visits
- Increased density of housing has placed additional pressure on Parish resources, in particular municipal services.
- Landlords' legislation
- Jersey Care Commission and CEYS regulations

9. How do the Procureurs coordinate with the government when their priorities or policies overlap with parish spending?

9.1 Initially co-ordination is through Officers. For example:

- La Collette Gardens
- Markets
- New Hospital
- Jersey Bowling Club

9.2 Whilst Procureurs are involved in the initial decision making/ approval, they tend not to get directly involved in matters until a later stage. For example: reviewing and signing leases and representing the Parish in the Royal Court. Occasionally they will get involved in lease negotiations.

9.3 Procureurs approve initiatives e.g. release funding for urban renewal schemes, including joint projects e.g. Halkett Street

9.4 They also have their own contacts and community networks e.g. Havre des Pas Improvement Group, Waterfront Residents Association.

10. Is there a formal or informal process for consulting with the government before making significant financial decisions or allocating funds for projects that could overlap with government policy?

10.1 There is no formal process:

- The Parish defines its own strategy and delivers this through in-year business plans; the Parish/Rates Assembly approves both. The Parish also collects its own income (rates and non-rates income) which is again approved by the Parish / Rates Assembly.
- Officers can liaise with Government where there is a known/expected overlap in policy.
- The Parish will align to Government policy for joint/shared funding initiatives and/or IT projects.

10.2 Informally:

- Partnerships, relationships, and consultation tend to form at officer level, especially in areas where there is high mutual/shared activity. For example, roads programme, Traffic Worx and other shared IT systems.
- Parish Deputies and the Constable tend to advise if there is an overlap between Parish plans and Government policy.
- Procureurs tend to identify partners and opportunities outside of Government (e.g. private sponsorship).

11. Do the Procureurs assess the potential impact of funded projects on the local community?

11.1 Yes:

- We try to support Government projects (provided we know it is taking place, and it broadly aligns with our plans).
- For a Parish project there will generally be a business case.
- For major projects, the Parish undertakes full consultation and engagement by specific area.
- The allocation of funds (e.g. charitable grants) is controlled by the Parish Assembly decision/budget.

12. Do the Procureurs allocate funds based on the needs or demands of specific groups within the parish, such as youth services, the elderly, or businesses?

12.1 Yes:

- Bus shelters
- Playgrounds
- Roads and public spaces
- Changing places specialist toilets
- Room hire for Charities.
- English for Ukrainians
- Twinned towns and funding
- Youth and Community Trust – (including a donation to Youth Service)
- Charitable donations
- St Ewold's Residential Home and Westmount Day Nursery
- Town Centre Management and graffiti cleaning
- Support events in St Helier: Battle of Flowers, Honorary Police, Fete de St Helier, Havre des Pas Beach Festival and Xmas Lights Switch on, Senior Citizens Christmas parties and summer outing/afternoon tea and tea dances, Pensioners Xmas lunches.
- Allocation of funds e.g. charitable grants is as per the Parish Assembly decision/budget.

13. How do the Procureurs monitor and track the spending of allocated funds to ensure accountability and prevent overspending or misallocation?

- Monthly accounts produced.
- Monthly meeting with CEO and Finance Director
- Quarterly Accounts Committee Meetings
- Specific ad hoc requests

14. Are there any external audits or reviews of the parish's finances to ensure transparency and responsible management of public funds?

Yes

- GAAP Light (Generally Accepted Accounting Principles) auditing standards
- Mid-year and end of year audit
- Accounts reviewed by : PSB (monthly), Accounts Committee (quarterly), Parish Deputies (annually) and Rate Assembly (annually)
- all Parishes have their accounts independently/professionally audited to ensure transparency, audited accounts must be presented to the Parish Assembly by Law (Rates Law Article 21) before setting the parish rate for the year.

15. How do the Procureurs/parishes manage any surplus or deficit funds?

- Declare to Parish Rates Assembly; any surplus/deficit is factored into the following year budget, see Article 21(3) of the Rates Law

- Outside Rate Assembly – Procureurs and Constable can take one off propositions to Parish Assembly for consideration.
- Underspend can either be placed in the Rates Reserve, used to reduce the Rate or to fund one off projects.

16. What types of projects or initiatives typically receive the most funding?

16.1 Infrastructure

- Roads, pavements, street lighting and safety improvements
- Parish Properties e.g. refurbishment of St Ewold's Residential Home
- Neighbourhood Improvement Areas
- Parks and playgrounds
- Church / Rectory

16.2 Other

- Carbon Neutrality
- Major events
- Fleet and machinery maintenance and replacement.
- New technology/systems

17. How does the parish handle requests for funding from local organisations or groups, and what criteria are used to assess these requests?

- St Helier Community Trust (who have their own grants policy and practices)
- Charitable donations by PSB (policy and procedures exist)
- Ad hoc requests – PSB
- Constables Fund
- Non-monetary grants Room hire etc.

18. How do the parishes ensure transparency in the fund allocation process? Is there a public-facing report or summary of how funds have been allocated and spent?

- Included in Annual Report and Rates Assembly paperwork (page 21) and presentation given at the Rate Assembly
- Financial Grants are listed in the annual accounts which are published on the parish website; may also be communicated through parish magazine articles etc.
- Non-financial support is also published.

19. How are decisions communicated to parishioners of how their contributions are being used?

- Annual Report and Financial Statements are published and approved at Rates Assembly.

- Business Plan and Estimates published and approved at Rates Assembly
- Rate Assembly Presentation given.
- Social media, Website, Facebook Instagram, TikTok
- Town Crier (Parish magazine)

20. Is there a mechanism for parishioners to raise concerns or questions about fund allocation decisions?

- Rate Assembly/ Parish Assembly
- Write to Constable or Townhall
- In person complaint
- Roads Committee Meeting (open to the public)
- Through Roads Committee members other members of the municipality
- Through Accounts Committee members
- Online Feedback
- Write to JEP
- Deputies Meetings (monthly meeting with Constable)

21. How does the parish ensure that allocated funds are spent as intended, and are there any measures in place to prevent misuse?

- Parishioner feedback
- PSB Meeting
- Quarterly update against business plan to Accounts Committee
- Intensive Mid-year external audit review (external auditors)
- Roads Committee are flexible with the roads budget for emergencies and health & safety matters.
- Procureurs attend Roads Committee Meeting for budgetary purposes.
- It is the Procureurs duty on use/application of funds, the Parish Assembly approves the budget, accounts are audited and published etc.

22. Is there any joint funding or shared investment in projects between the parish and the government?

22.1 Government

- Halkett Street refurbishment and regeneration
- Neighbourhood Improvement Areas – Government grant of £500K over 4 years
- La Collette Gardens (jointly managed)
- Street Cleansing of St Helier (Contract with Government)
- Millennium Park (Contract with Government)
- Broad Street (Events and meanwhile uses)
- Joint parking enforcement and provision (pay cards)
- Parking Discs/ Disabled badges
- Disabled Parking provision
- Public Elections

- Honorary Police, police confiscation fund

22.2 Other Parishes

- Printing driving licences
- Online Firearms certificate applications.
- Support other parishes with Honorary Police Service, including policing and producing charge sheets.
- During Covid, St Helier Centeniers took on charging for the whole Island.

Yours sincerely

Procureurs Peter Parce and John Baker
Parish of St Helier