



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 9 DECEMBER 2013 AT 2.00 PM

CONFERENCE ROOM A, PORTSMOUTH CIVIC OFFICES

Telephone enquiries to Telephone enquiries to John Haskell, Clerk to the Joint Committee
Email:

Membership

Councillor Hugh Mason (Chair) (Portsmouth)
Councillor Leslie Keeble (Vice-Chair) (Fareham)

Councillor Mike Fairhurst (Havant)	Councillor Keith Evans (Fareham)
Councillor David Collins (Havant)	Councillor Dennis Wright (Gosport)
Councillor Jason Fazackarley (Portsmouth)	Councillor Peter Edgar (Gosport)

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online at www.portchestercrematorium.org

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 23 September 2013 (Pages 1 - 6)**
- 4 Matters Arising from the Minutes not specifically referred to on the Agenda**
- 5 Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

6 Finance Strategy and Budget for 2014/15 (Pages 7 - 12)

The Finance Strategy was last approved by Members in December 2012, setting out principles on which the strategy has been compiled, together with risks and other aspects of the financial management framework that the Crematorium operates in.

The attached report from the Treasurer encloses an updated Finance Strategy which provides added assurance to the Joint Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

RECOMMENDED (1) that the Finance Strategy 2014/15, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2014/15 be sent to the four constituent authorities to note for their information.

7 Revenue Budget Report - 2014/15 (Pages 13 - 26)

The purpose of the attached report from the Treasurer is to set out the revenue budget, repairs and renewals programme for 2013/14 and 2014/15, together with a review of costs and charges. The revised capital works programme for 2013/14 and future years has been included for consideration at Appendix E to the report.

RECOMMENDED (a) That expenditure of £71,500 in 2014/15 to be financed from the repairs and renewals fund as detailed in Appendix D to the report be approved;

(b) That the capital works programme as detailed in Appendix E be approved;

(c) That the proposed charges as set out in Appendices B and C to the report be approved from 1 April 2014;

(d) That the revenue account estimates as set out in Appendix F to the report be approved subject to the Joint Committee's decisions in respect of recommendations a, b & c above;

(e) That the Joint Committee considers writing to the Leader of each constituent authority to advise them of the long term risk that the annual payment received from the Portchester Crematorium Joint Committee is likely to be reduced in 2015/16 and beyond.

8 External Audit Issues Arising Report (Pages 27 - 36)

At the meeting on the 23 September 2013, the Joint Committee approved and accepted the audited Annual Return for the financial year ended 31 March 2013. The external auditor also provided an 'Issues Arising' report for the year ended 31 March 2013.

The attached report from the Treasurer sets out the matters raised within the Issues Arising report and details the action taken with regard to them, and any future action required.

RECOMMENDED (1) that the BDP LLP External Audit Issues Arising Report for the year ended 31 March 2013, attached as Appendix A to the Treasurer's report, be noted;

(2) that the actions taken and required with regard to the Issues Arising Report be noted.

9 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (Pages 37 - 40)

The report of the Engineer and Surveyor, dealing with progress being made on the planned maintenance programme, is attached.

RECOMMENDED that the Joint Committee notes the contents of the report.

10 Horticultural Consultant's Report (Pages 41 - 42)

A report from the Horticultural Consultant on grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

11 Manager and Registrar's Report (Pages 43 - 44)

(a) General Report attached

(b) Any other items of topical interest –

(1) Metals Recycling Scheme

Further to Minute 542, the Manager and Registrar will update the Joint Committee on the successful outcome of the grant application on behalf of the Rowans Hospice.

(2) Crematorium Health and Safety Policy

The Manager and Registrar will report that the Crematorium Health and Safety Policy approved by the Joint Committee in September 2010

has been reviewed in consultation with Fareham BC's Health and Safety Advisor. No material changes are required although some risks have been identified for re-assessment.

12 Crematorium Mercury Abatement Project

Oral update from Engineer and Surveyor on any relevant matters.

13 Building Surveying Consultancy Service (Exempt Item)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during these items of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Clerk will report following the Joint Committee's decision at the meeting on the 23 September 2013.

14 Horticultural Grounds Maintenance Contract (Exempt Item)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during these items of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The purpose of the exempt report from the Clerk to the Joint Committee, in consultation with the Horticultural Consultant, is to advise members on the current position regarding the contract for the provision of horticultural and grounds maintenance services, following the Joint Committee's decision on 23 September 2013.

15 Date of Next Meeting - Monday 10 March 2014 at 2pm in Fareham

JH/me
27 November 2013
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