



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 10 MARCH 2014 AT 2.00 PM

FAREHAM BOROUGH COUNCIL

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4913
Email: John.Haskell@portsmouthcc.gov.uk

Membership

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

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

(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 9 December 2013 (Pages 1 - 6)**

Attached
- 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 Risk Management Strategy (Pages 7 - 18)

The Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. These documents have been subject to annual review and remain up to date, relevant and robust, together with the set of Strategic and Operational Risk Registers.

The attached report from the Treasurer sets out the updated documents for approval by the Joint Committee.

RECOMMENDED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

7 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (Pages 19 - 22)

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.

8 Horticultural Consultant's Report (Pages 23 - 24)

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

RECOMMENDED that the report be received and noted.

9 Manager and Registrar's Report (Pages 25 - 26)

(a) General Report attached

(b) Any other items of topical interest

10 Crematorium Salaries Review (Pages 27 - 28)

The purpose of the attached report by the Clerk is advise on the arrangements to undertake the salary review requested under Minute 489.

11 Crematorium Mercury Abatement Project

Oral update from Engineer and Surveyor on any relevant matters.

12 Mercury Abatement Project Consultancy 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.

A report by the Clerk following the Joint Committee’s decision at the meeting on the 23 September 2013 is attached.

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.

A report from the Engineer and Surveyor is attached regarding the Building Surveying Consultancy Service contract.

14 Date of Next Meeting - Monday 16 June 2014 at 2pm in Gosport

JH/me
26 February 2014
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