



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 16 MARCH 2015 AT 2.00 PM

THE COLLINGWOOD ROOM
CIVIC OFFICES
FAREHAM

Telephone enquiries to John Haskell, Clerk to the Joint Committee
01329822533

(NB This Agenda should be retained for future reference with the Minutes of this meeting.
The agenda, minutes and non-exempt reports are available to view on-line at www.portchestercrematorium.org)

Membership of the Joint Committee - 2014/15:

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble (Chairman)

Portsmouth City Council

Councilor Ken Ellcome
Councillor Robert New

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the Meeting held on 15 December 2014 (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 - 16)

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review.

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 Development Plan 2015-2020 (Pages 17 - 44)

The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2015 - 2020.

This Plan reviews and revisits the previous Development Plan approved in March 2013. The Joint Committee has previously agreed the Development Plan should be reviewed at 2 yearly intervals.

RECOMMENDED (1) that the Portchester Crematorium Joint Committee Development Plan 2015 - 2020 be approved and adopted;

(2) that the Development Plan be next reviewed in 2 year's time.

8 Engineer and Surveyor's Report - Planned Maintenance and Building Works Progress Report (Pages 45 - 48)

A report from the Engineer and Surveyor, dealing with progress being made on planned maintenance and building works, is attached.

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

9 South Chapel Refurbishment (Pages 49 - 50)

The purpose of the attached report from the Engineer and Surveyor is to

advise on progress with the South Chapel Refurbishment project.

RECOMMENDED that the progress with this project be noted and that approval be given for an additional £20,000 provision to the scheme budget from existing resources.

10 Horticultural Consultant's Report (Pages 51 - 52)

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 53 - 54)

(a) General Report attached

(b) Any other items of topical interest

12 Date of Next Meeting - Monday 15 June 2015 at 2pm in Gosport

JH/me
5 March 2015
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