



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 15 JUNE 2015 AT 2.00 PM

COMMITTEE ROOM 1, TOWN HALL, GOSPORT

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4913

Membership of the Joint Committee - 2015/16:

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 Susan Bell

Portsmouth City Council

To be notified

(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

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2015/16 municipal year should therefore be appointed from one of Havant's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2016/17 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 16 March 2015 (Pages 1 - 4)

... Attached.

6 Matters Arising from the Minutes not specifically referred to on the Agenda

7 Clerk's Items

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

8 Portchester Crematorium Joint Committee - Annual Report - 2014/15 (Pages 5 - 10)

... The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2014/15 financial year.

RECOMMENDED that the annual report for the 2014/15 financial year be noted and received and it be sent for information to each constituent authority.

9 Comprehensive Income and Expenditure Statement 2014/15 (Pages 11 - 18)

... The purpose of the attached report from the Treasurer is to review the Joint Committee's revenue income and expenditure for the year ending 31 March 2015.

RECOMMENDED that the contents of the report be noted.

10 Annual Return for the Financial Year Ended 31 March 2015 (Pages 19 - 32)

... The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared in compliance with the format prescribed by the Accounts and Audit (England) Regulations 2011.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2015 be approved and signed as appropriate, as follows -

(a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;

(b) Section 2 - Annual Governance Statement be approved and signed;

(c) Section 4 - Annual Internal Audit Report be noted.

11 Financial Regulation 12 - Income and Banking (Pages 33 - 42)

... The attached report from the Treasurer makes recommendations for the adoption of a revised Regulation 12 to the Joint Committee's Financial Regulations.

RECOMMENDED that the revised Regulation 12 be approved.

12 Building Works Programme (Pages 43 - 46)

... Report from the Engineer and Surveyor attached.

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

13 Crematorium South Chapel Refurbishment (Pages 47 - 48)

... The purpose of the attached report by the Engineer and Surveyor is to advise on progress with the project for the refurbishment of the South Chapel.

RECOMMENDED that the report be received and noted.

14 Manager and Registrar's Report (Pages 49 - 50)

... ***(a) General Report attached***

(b) Any other items of topical interest

15 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.

16 Grievance and Disciplinary Appeals Committee - Appointment of Representatives

To appoint 3 members and 3 standing deputies to serve on the Appeal Committee, as agreed on 14 June 2010 under minute 360.

17 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2015/16, at the venues indicated –

**Monday 14 September 2015 (Havant)
Monday 14 December 2015 (Portsmouth)
Monday 14 March 2016 (Fareham)
Monday 13 June 2016 (Gosport)**

JH/me
4 June 2015
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