
NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 14 SEPTEMBER 2015 AT 2.00 PM

COLLINGWOOD ROOM, CIVIC OFFICES FAREHAM BOROUGH COUNCIL

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

(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 - 2015/16:

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs (Chairman)
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

Councillor Ken Ellcome
Councillor Rob New

A G E N D A

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Minutes of the Meeting held on 15 June 2015 (Pages 1 - 4)**

... Attached
- 4 Matters Arising from the Minutes not specifically referred to on the Agenda**
- 5 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.

6 Clerk's Items

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

7 Recycling of Metals Scheme - Charitable Nomination

Following consultation with members during August, there was widespread support for the submission of an application for the Macmillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application has now been submitted, with the support of the Macmillan Nurses who were consulted.

8 External Audit for the Year Ended 31 March 2015 - Audited Annual Return (Pages 5 - 12)

BDO LLP, the External Auditors for the Portchester Crematorium Joint Committee, have completed their work and provided an unqualified Certificate and Opinion on the Annual Return for the year ending 31 March 2015.

The attached report from the Treasurer seeks acceptance and approval of the audited Annual Return.

RECOMMENDED that the audited Annual Return be accepted and approved.

9 Building Works Programme (Pages 13 - 16)

Report from the Engineer and Surveyor attached.

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

10 Manager and Registrar's Report (Pages 17 - 18)

(a) General Report attached

(b) Any other items of topical interest

11 Horticultural Consultant's Report (Pages 19 - 20)

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

RECOMMENDED that the report be received and noted.

12 Crematorium South Chapel Refurbishment (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 this item 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 attached report by the Engineer and Surveyor is to advise on tenders received for the refurbishment of the South Chapel project and to report on the construction progress.

RECOMMENDED that the report be received and noted.

13 Date of Next Meeting

RECOMMENDED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 14 December 2015 in the Civic Offices, Portsmouth.

JH/me
2 September 2015
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