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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 14 DECEMBER 2015 AT 2.00 PM**

**CONFERENCE ROOM A (DUISBURG ROOM) - CIVIC OFFICES,  
PORTSMOUTH**

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4057

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(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](http://www.portchestercrematorium.org))

## **Membership of the Joint Committee - 2015/16:**

### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Dennis Wright

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Sue Bell

### **Havant Borough Council**

Councillor Tony Briggs (Chairman)  
Councillor David Guest

### **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 14 September 2015 (Pages 1 - 4)**  
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 Finance Strategy and Budget for 2016/17 (Pages 5 - 10)**

The Finance Strategy was last approved by Members in December 2014, setting out the 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 2016/17, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2016/17 be sent to the four constituent authorities to note for their information.**

**7 Revenue Budget Report - 2016/17 (Pages 11 - 22)**

The purpose of the attached report from the Treasurer is to set out the revenue budget and repairs and renewals programme for 2015/16 and 2016/17, together with a review of fees and charges. The revised capital works programme for 2015/16 and future years has also been included for consideration at Appendix E to the report.

**RECOMMENDED (a) That expenditure of £115,000 in 2016/17 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 2016;**

**(d) That the revenue account estimates as set out in Appendix A 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 annual payment to be received from the Portchester Crematorium Joint Committee in 2015/16 and 2016/17, and the reduction in 2017/18.**

**8 Portchester Crematorium Accounts Certification Work 2014/15 (Pages 23 - 34)**

Since 2010/11 the Joint Committee has moved to preparing accounts in line with the 'small bodies' annual return procedure. This return includes an annual certificate from internal audit on the adequacy of a number of control objectives.

The purpose of the attached Internal Audit final report no. 1047 is to cover the findings arising from the work carried out to support the 2014/15 certificate.

The Treasurer will report.

**RECOMMENDED that the report be received and the recommendations made and action taken be noted.**

**9 Engineer and Surveyor's Report - Planned Maintenance and Building Works Progress Report (Pages 35 - 38)**

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

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

**10 Manager and Registrar's Report (Pages 39 - 40)**

*(a) General Report attached*

*(b) Any other items of topical interest - Grounds Clearance*

**11 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.**

**12 Portchester Crematorium - Logo (Pages 43 - 48)**

The purpose of the attached report is to advise that work has commenced on improving the image and navigation of the Crematorium's web site, and that as part of this it is felt an ideal time to adopt a logo that could become an integral part of the web site theme and image for the crematorium. The report includes 3 sample logos for consideration.

**RECOMMENDED that Logo B be approved for adoption for Portchester Crematorium.**

**13 Date of Next Meeting - Monday 14 March 2016 at 2pm in Havant**

JH/me  
27 November 2015  
1061214a