



NOTICE OF MEETING

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

(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

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

Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 14 September 2015 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Apologies submitted

Portsmouth City Council

Councillor Ken Ellcome

Apologies for Absence (AI 1)

Councillors Tony Briggs (chairman) & David Guest (Havant Borough Council); Rob New (Portsmouth City Council); James Clark (Manager & Registrar) and Terry Garvey (Engineer & Surveyor)

Welcome and Introductions

Mrs Helen Jenkins, Deputy Manager and Registrar, was welcomed to the meeting.

649 Appointment of Vice-Chairman (AI 5)

In the absence of the Chairman members –

RESOLVED that Councillor Dennis Wright (Gosport Borough Council) be appointed Vice Chairman for the 2015/16 municipal year.

(Councillor Dennis Wright in the Chair)

650 Declarations of Members' Interests (AI 2) – None

651 Minutes of the Meeting held on 15 June 2015 (AI 3)

RESOLVED that the minutes of the meeting held on the 15 June 2015 be signed as a correct record.

652 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

653 Clerk's Items (AI 6) – None

654 Recycling of Metals Scheme – Charitable Nomination (AI 7)

The Clerk reported that 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 had now been submitted, with the support of the Macmillan Nurses who were consulted.

RESOLVED that the action taken be noted

655 External Audit for the Year Ended 31 March 2015 – Audited Annual Return (AI 8)

(TAKE IN REPORT OF THE TREASURER)

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

The Joint Committee was advised that for future years the current system of an external auditor being responsible for the joint committee would change with each constituent local authority then becoming responsible for the audit.

RESOLVED that the audited Annual Return be accepted and approved.

656 Building Works Programme (AI 9)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In the absence of the Engineer and Surveyor and Deputy, the Clerk and Treasurer submitted the report and answered questions arising. These included reference to the building costs in respect of the South Chapel refurbishment and the internal redecoration rolling programme.

In respect of the sound attenuation works that had been undertaken as part of the mercury abatement project, the Joint Committee was advised that the work appeared to have been successful in eliminating any noise emanating from the building, and officers advised that the effect of the work was being monitored.

RESOLVED that the contents of the report be noted.

657 Manager and Registrar's Report (AI 10)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

The Deputy Manager and Registrar submitted the report. Members were advised that the number of cremations undertaken to date was in line with the projected figure.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – Crematorium Web Site

The Joint Committee was advised that work was proceeding on the design for refreshing the Crematorium's web site.

RESOLVED that the report be received and noted.

658 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and approved.

659 Crematorium South Chapel Refurbishment (Exempt Item) (AI 12)

Before considering this item the Joint Committee –

RESOLVED 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.

(TAKE IN EXEMPT REPORT OF THE ENGINEER AND SURVEYOR)

In the absence of the Engineer and Surveyor and Deputy, the Clerk and Treasurer submitted the report. In response to questions from members the Treasurer advised on tenders received for the refurbishment of the South Chapel project and the methodology and criteria used to assess those tenders. Officers noted the views of members regarding the future application of criteria to ensure that 'undue emphasis or weighting' was not given to one particular element of a tender.

RESOLVED that the report be received and noted.

660 Date of Next Meeting

RESOLVED that the next meeting of the Joint Committee will be at 2pm on Monday 14 December 2015 in the Civic Offices, Portsmouth, and that if possible the meeting on 14 March 2016 be held at Havant.

The meeting concluded at 2.26 pm

Chairman

JH/me
15 September 2015
1060914m.doc

Agenda Item 6

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: 14 December 2015

Report of: Treasurer to the Joint Committee

Subject: FINANCE STRATEGY AND BUDGET FOR 2016/17

SUMMARY

At its meeting on 15 December 2014, the Joint Committee approved the Finance Strategy and the revenue budget for 2015/16.

The Finance Strategy for 2016/17 has been prepared and is attached as appendix A of this report, for the Joint Committee's consideration.

The updated Finance Strategy provides a clear overview of the Joint Committee's financial framework and provides added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

Subject to approval, the Finance Strategy will be sent to the constituent authorities. Any comments received from them in response to the strategy will be brought back to the Joint Committee and, if appropriate, incorporated into the strategy when it is reviewed again.

RECOMMENDATIONS

- (a) That the Finance Strategy 2016/17, attached as Appendix A to this report, be approved;
- (b) That the Finance Strategy 2016/17 be sent to the constituent authorities to note.

PORTCHESTER CREMATORIUM JOINT COMMITTEE

FINANCE STRATEGY AND BUDGET FOR 2016/17

INTRODUCTION

1. The Portchester Crematorium was opened on 27 September 1958 and is the second busiest crematorium in south-east Hampshire. It is managed by a Joint Committee of eight councillors, two from each of the constituent authorities of Fareham, Gosport, Havant and Portsmouth.
2. The key financial policies of the Joint Committee are set out in the Portchester Crematorium Development Plan – a document that is revisited and reviewed approximately every two years, supported by approved Financial Regulations.
3. The current Development Plan was approved by the Joint Committee on 16 March 2015 and covers the period from 2015 to 2020.

FINANCIAL MANAGEMENT

4. The main focus of prudent financial management is the Joint Committee's Finance Strategy, the overall objective of which is to structure and manage the Joint Committee's financial resources to ensure that they match and support the achievement of the Joint Committee's objectives.
5. At the same time the strategy must ensure that the requirement to set a balanced budget is fully met and that the Joint Committee is able to respond to year-on-year changes and short-term service delivery issues.
6. This can be difficult to achieve when faced with increasing expenditure and one main source of income that is directly affected by fluctuations in the mortality rate and increased local competition.
7. To overcome these difficulties there are a number of fundamental principles that are followed by the Joint Committee and which form the basis of the Finance Strategy.

THE FUNDAMENTAL POLICIES

8. These fundamental and long-standing policies (set out in the following paragraph) on which the Joint Committee's Finance Strategy is based are subject to annual review as part of the budget process:
 - (i) Sufficient reserves and provisions will continue to be made to ensure that:
 - (a) no precept will be required from the constituent authorities within the foreseeable future and;
 - (b) all anticipated capital works can be funded from revenue income.

(ii) That subject to (i) above, an optimum annual contribution be available for re-distribution to each of the constituent authorities.

9. The distribution of the annual contribution in this way is effectively recognition of the significant original investment by each of the authorities in the Crematorium. These payments also assist them indirectly to support their own cemeteries and bereavement services.

TREASURY MANAGEMENT

10. The function of treasury management is to support the funding of the Joint Committee's planned capital works, which should be funded from revenue income. To earmark resources for this purpose any surplus funds are invested with Fareham Borough Council at 0.25% below base rate.

FINANCIAL PLANNING

11. The financial planning process supports the preparation of this Finance Strategy and gives the necessary flexibility to allow the Joint Committee to consider objectives and priorities, as well as the maintenance of service standards and the scope for improvements where necessary, but at the same time seeking to minimise the increase in the overall net budget and the fees and charges for cremation.
12. The Finance Strategy, revenue budget and capital programme are the subject of a report to the Joint Committee by the Treasurer each December.

BUDGETARY CONTROL AND REPORTING

13. An essential pre-requisite of good financial management is to ensure that everyone with responsibility for the control of budgets has access to up to date information on the budgets for which they are responsible to inform their decision making and ensure that strict control of budgets is maintained.
14. Budgets are monitored by the Finance staff on a weekly basis and significant variances are brought to the attention of the appropriate officer and to the Treasurer.
15. Budgetary control information is provided to the Treasurer on a daily basis in respect of revenue expenditure and monthly in respect of capital expenditure.

BUDGET RESPONSIBILITIES

16. Responsibility for budgets rests formally with the Joint Committee but there are arrangements in place as part of the Constitution that delegates certain responsibilities to the officers.

Joint Committee

17. The Joint Committee has the general responsibility for setting the policy and budget framework and must ensure the following:

- Spending plans are approved in accordance with the projected resources of the Joint Committee;
- Approved revenue budgets, capital programmes and the level of fees and charges are in accordance with the Finance Strategy;
- Supplementary estimates are only approved after consideration of the Joint Committee's overall financial position.

The Appointed Officers

18. The Appointed Officers have general responsibility for the preparation of the detailed estimates of expenditure and income and the proposed fees and charges are prepared within the context of the Finance Strategy for approval by the Joint Committee.
19. They must also ensure that expenditure is only incurred if it forms part of the revenue budget or capital programme and that the overall revenue budget and capital programme are not exceeded.
20. Any decision to reallocate revenue or capital budgets from one service to another should not exceed the virement rules.

THE OVERALL FINANCIAL POSITION

21. Adherence to these fundamental policies means that the Joint Committee is in a strong financial position and able to meet all planned expenditure from income. Since 1999-2000 the Joint Committee has achieved sufficient surpluses to allow an amount to be distributed to each of the constituent authorities.
22. Since December 2013 the operating environment of Portchester Crematorium has significantly changed, with the opening of 'The Oaks', a private crematorium facility in the district of East Hampshire, very close to the border with the borough of Havant. The risk that this facility poses to the operation at Portchester has been fully evaluated and a report detailing measures to develop and enhance our service was presented to the Joint Committee in September 2013 when all of the recommendations were approved.
23. Considered reductions in revenue were allowed for in the budget for 2014/15 and 2015/16, initially based on a 30% annual reduction in the number of cremations at Portchester once the new crematorium opened. The impact on revenue income to the crematorium has been closely monitored throughout the 2014/15 and 2015/16 financial year to date using a ten year average of cremation numbers to 2013/14 as a comparative figure. The reduction in 2014/15 was less than originally anticipated at 15.56%, a total of 3,364 cremations. The number of cremations in 2015/16 to date is slightly lower than for 2014/15 and so a projected figure of 3,220 has been used for 2015/16.

24. In December 2015, in light of the level of reduced cremations and related income, a decision was made that the payment to the constituent authorities be reduced over a two year period, initially to £125,000 in 2015/16 and to £100,000 in 2016/17. Taking account of the lower reduction in cremation numbers it is proposed to maintain the level of payment to the constituent authorities at £125,000 into 2016/17, deferring the further reduction to £100,000 by one year until 2017/18.

THE CAPITAL POSITION

25. To ensure that sufficient resources are in place to finance all anticipated capital works, an annual contribution is made out of revenue income to the Committee's Capital Works Fund.
26. The Capital Works Fund as at 1 April 2015 was £991,424. In order to preserve the payment to each authority in 2014/15 there was no budgeted contribution to the Capital Works Fund. However, in view of the reduction in cremation numbers not being as high as initially anticipated it was possible to include a budgeted contribution of £230,000 for 2014/15 as part of the revised budget. In order to replenish the Capital Works Fund to levels that will meet future demands of the crematorium a budget of £350,000 will be included in the budget for 2016/17.
27. The Joint Committee also approves annually a programme of repairs and renewal work. To finance this expenditure an annual contribution is made from revenue income to the Repairs and Renewals Fund to ensure that these works are fully funded. The Repairs and Renewals Fund as at 1 April 2015 was £200,000. The programme of works for 2015/16 includes the South Chapel refurbishment and therefore the budgeted contribution will be maintained at £80,000 for 2015/16 and 2016/17.

THE REVENUE POSITION

28. It is the Joint Committee's policy to maintain a significant Revenue Reserve in order to deal with fluctuations in revenue income and expenditure that are outside of the Joint Committee's control.
29. The principal fluctuations are variations in the number of cremations and increased external competition.
30. The Revenue Reserve is an accumulation of budget surpluses from previous years and was approximately £141,402 as at 1 April 2015, being 6.1% of gross expenditure for 2014/15.
31. It is prudent to maintain the level of this reserve at over £100,000.

FINANCIAL RISK ASSESSMENT

32. Each year the revenue budget is prepared on a going-concern basis, taking account of current and previous year's activity as well as changes that are known to occur in the future that will have a bearing on the forecast for the financial year

ahead. Changes in the crematorium's operating environment that impact on the current revenue budget are taken into account as part of the revised budget preparation.

33. The revenue reserve provides a small retained resource to meet unforeseen costs or changes in activity. Measures are also considered throughout the year in order to preserve the Joint Committee's income streams and keep costs to a minimum.

SUMMARY

34. Historically, Portchester Crematorium has always strived to provide the best quality of service that it can and to achieve this, the Joint Committee is committed to the maintenance of high standards in relation to both staff performance and to the maintenance, repair and improvement of the Crematorium infrastructure.
35. In addition increases in cremation charges have been kept to a minimum with the current charge being the lowest in Hampshire and well below the national average.
36. The principles of financial management set out in the Finance Strategy continue to support the achievement of these aims and objectives by ensuring that the Joint Committee remains in a strong financial position, able to meet all planned expenditure from income.

Agenda Item 7

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: 14 December 2015

Report of: Treasurer to the Joint Committee

Subject: REVENUE BUDGET 2016/17

SUMMARY

This report sets 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.

RECOMMENDATIONS

- (a) That expenditure of £115,000 in 2016/17 to be financed from the repairs and renewals fund as detailed in Appendix D is 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 are approved from 1 April 2016;
- (d) That the proposed revenue account estimates as set out in Appendix A be approved subject to the Joint Committee's decisions in respect of the 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.

INTRODUCTION

1. The Joint Committee has in place a co-ordinated finance strategy that allows the consideration of availability of resources to finance both capital and revenue at the same time. There are a number of fundamental principles that are followed by the Joint Committee which form the basis of the finance strategy which are:
 - (i) Sufficient reserves and provisions will continue to be made to ensure that:
 - (a) no precept will be required from the constituent authorities within the foreseeable future and;
 - (b) all anticipated capital works can be funded from revenue income
 - (ii) That subject to (i) above, an optimum annual contribution be available for re-distribution to each of the constituent authorities.
2. This report has been prepared following the finance strategy principles so that members of the Joint Committee can consider in detail the financial position of Portchester Crematorium in the current year and the anticipated position in 2016/17.
3. Detailed information is set out in the various appendices to this report which cover the following:
 - Appendix A - Revised revenue budget for 2015/16 and the revenue budget for 2016/17;
 - Appendix B - Optional charges 2016/17;
 - Appendix C - Cremation fees 2016/17;
 - Appendix D - Repairs and renewals programme and funding;
 - Appendix E - Capital works programme and funding;

BASE REVENUE BUDGET 2015/16

4. The original revenue budget for 2015/16 was set to a breakeven level, and prepared on a projected outturn basis with an allowance for price increases included within the various budget heads as appropriate.

BUDGET ISSUES

5. Since December 2013 the operating environment of Portchester Crematorium has significantly changed, with the opening of 'The Oaks', a private crematorium facility in the district of East Hampshire, very close to the border with the borough of Havant. The risk that this facility poses to the operation at Portchester has been fully evaluated and a report detailing measures to develop and enhance our service was presented to the Joint Committee in September 2013 when all of the recommendations were approved.
6. Considered reductions in revenue were allowed for in the budget for 2014/15 and 2015/16, initially based on a 30% annual reduction in the number of cremations at Portchester once the new crematorium opened. The impact on revenue income to the crematorium has been closely monitored throughout the 2014/15 and 2015/16 financial year to date using a ten year average of cremation numbers to 2013/14 as a comparative figure. The reduction in 2014/15 was less than originally anticipated at 15.56%, a total of 3,364 cremations. The number of cremations in 2015/16 to

date is slightly lower than for 2014/15 and so a projected figure of 3,220 has been used for 2015/16.

7. In December 2015, in light of the level of reduced cremations and related income, a decision was made that the payment to the constituent authorities be reduced over a two year period, initially to £125,000 in 2015/16 and to £100,000 in 2016/17. Taking account of the lower reduction in cremation numbers it is proposed to maintain the level of payment to the constituent authorities at £125,000 into 2016/17, deferring the further reduction to £100,000 by one year until 2017/18.

REVISED BUDGET 2015/16

8. The revised budget has been set to a break-even level. The budget variations are shown in the following table, and explained further below.

	Actuals 2014/15	Base Estimate 2015/16	Revised Estimate 2015/16	Variation
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	244,349	243,600	251,600	8,000
PREMISES RELATED EXPENDITURE	481,428	587,700	703,400	115,700
SUPPLIES AND SERVICES	261,975	234,800	255,400	20,600
CAPITAL CHARGES	329,656	310,000	335,000	25,000
SPECIAL EXPENDITURE	1,017,334	1,020,000	1,030,000	10,000
GROSS EXPENDITURE	2,334,742	2,396,100	2,575,400	179,300
GROSS INCOME	2,334,742	2,396,100	2,575,400	179,300

9. Premises related expenditure has increased overall by £115,700; from £587,700 to £703,400. A budget of £244,600 has been set against repairs and renewals expenditure to reflect the programme set out in Appendix D. This expenditure budget is fully offset by the use of the Repairs and Renewals Fund reserve to finance these works so there is no overall effect on the revenue budget deficit / surplus. The budget for repair and maintenance of buildings has been increased by £5,000, and the budget for NDR has been increased by £3,000.
10. Supplies and services related expenditure has increased overall by £20,600; from £234,800 to £255,400. The budget for insurance has increased by £8,700 and the budget for Book of Remembrance inscriptions has increased by £5,000.
11. Special Expenditure has been increased by £10,000. To ensure that sufficient resources are in place to finance all anticipated capital works, an annual contribution is made out of revenue income to the Committee's Capital Works Fund. The Capital Works Fund as at 1 April 2015 was £991,424 and in order to replenish the Fund to levels that will meet future demands of the crematorium a budget of £340,000 has been included in the revised budget for 2015/16, an increase of £10,000 from the base budget.
12. Gross income has increased overall by £179,300; from £2,396,100 to £2,575,400 which includes an increased contribution from the repairs and renewals fund of £107,300 in respect of the programme set out in Appendix D. The impact on revenue income to the crematorium has been closely monitored throughout the 2014/15 and 2015/16 financial year to date. The reduction in 2014/15 was less

than originally anticipated at 15.56%, a total of 3,364 cremations. The number of cremations in 2015/16 to date is slightly lower than for 2014/15 and so a projected figure of 3,220 has been used for 2015/16.

BASE BUDGET 2016/17

13. The base budget for 2016/17 has been set to a breakeven level. The budget variations are shown in the following table, and explained further below.

	Actuals 2014/15	Base Estimate 2015/16	Base Estimate 2016/17	Variation
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	244,349	243,600	251,600	8,000
PREMISES RELATED EXPENDITURE	481,428	587,700	580,300	-7,400
SUPPLIES AND SERVICES	261,975	234,800	251,900	17,100
CAPITAL CHARGES	329,656	310,000	335,000	25,000
SPECIAL EXPENDITURE	1,017,334	1,020,000	1,040,000	20,000
GROSS EXPENDITURE	2,334,742	2,396,100	2,458,800	62,700
GROSS INCOME	2,334,742	2,396,100	2,458,800	62,700

14. Premises related expenditure has decreased overall by £7,400; from £587,700 to £580,300. A budget of £115,000 has been set against repairs and renewals expenditure to reflect the programme set out in Appendix D. This expenditure budget is fully offset by the use of the Repairs and Renewals Fund reserve to finance these works so there is no overall effect on the revenue budget deficit / surplus. The budget for repair and maintenance of buildings has been increased by £5,000, and the budget for NDR has been increased by £5,000.
15. Supplies and services related expenditure has increased overall by £17,100; from £234,800 to £251,900. The budget for insurance has increased by £6,000 and the budget for Book of Remembrance inscriptions has increased by £5,000.
16. Special Expenditure has been increased by £20,000. To ensure that sufficient resources are in place to finance all anticipated capital works, an annual contribution is made out of revenue income to the Committee's Capital Works Fund. The Capital Works Fund as at 1 April 2015 was £991,424 and in order to replenish the Fund to levels that will meet future demands of the crematorium a budget of £350,000 has been included in the base budget for 2016/17, an increase of £20,000.
17. Gross income has increased overall by £62,700; from £2,396,100 to £2,458,800. The impact on revenue income to the crematorium has been closely monitored throughout the 2014/15 and 2015/16 financial year to date. The reduction in 2014/15 was less than originally anticipated at 15.56%, a total of 3,364 cremations. The number of cremations in 2015/16 to date is slightly lower than for 2014/15 and so a projected figure of 3,220 has been used for 2015/16.

REVIEW OF FEES & CHARGES

18. The optional charges are set out in Appendix B to this report, with considered increases proposed against Book of Remembrance and Memorial Cards charges.

Charges are rounded to the nearest pound for ease of cash handling and it is proposed that these are increased from 1 April 2016.

19. The cremation fees are set out in Appendix C to this report, with a £10 increase proposed for 2016/17, equating to 1.82%. The fee level of £560 is still below the 2015 average cremation fee for the UK of £679.56, and the 2015 average cremation fee for Hampshire of £721. The table below shows a comparison of the 2015 fees with the nearest crematoria:

Chichester	£900
Southampton	£670
Eastleigh	£745
Portchester	£550
Havant	£739

20. It is suggested that a new level of cremation fee is introduced for walk-through cremations. Many other crematoria now offer this service at a reduced fee and it is hoped that by reducing our fee the level of demand for this type of service may increase. The proposed cremation fee for a walk through service is £400.

REPAIRS AND RENEWALS FUND

21. Appendix D sets out the revised repairs and renewals programme for 2015/16 which totals £244,600. The programme of repairs and renewals projects for 2016/17 which totals £115,000 is presented for approval.
22. The revenue budget within the premises heading 'repairs and renewals and capital works fund repairs financed from revenue', reflects the revenue element of the programme for the year. However, this is fully offset by the use of the Repairs and Renewals Fund to finance these works, so there is no overall effect on the revenue budget deficit / surplus.

CAPITAL WORKS FUND

23. Appendix E sets out the future programme for capital works schemes which total approximately £2,750,000.
24. Although the cremators are unlikely to be replaced for many years, the estimated cost of £2,600,000 is shown in the programme as it is essential that sufficient contributions are made to the Capital Works Fund annually to ensure that when the work is required, funding is available to meet the very significant costs.

GENERAL FUND REVENUE RESERVE

25. The Revenue Reserve is an accumulation of budget surpluses from previous years and was approximately £141,402 as at 1 April 2015, being 6.1% of gross expenditure for 2014/15. In accordance with the Finance Strategy for 2015/16 it is prudent to maintain the level of this reserve at over £100,000 in order to deal with fluctuations in revenue income and expenditure that are outside of the Joint Committee's control. After taking into account the revised estimates for this year, and the proposed charges for 2016/17, the balance of the General Fund Revenue Reserve will not be increased.

FINANCIAL RISK ASSESSMENT

26. The revenue budget has been prepared based on a going-concern basis, taking account of current and previous year's activity as well as changes that are known to occur in the current and next financial year.
27. The General Fund Revenue Reserve has been accumulated to provide a small retained resource to meet unforeseen costs or changes in activity. Measures are also considered on an on-going basis in order to preserve the Joint Committee's income streams and keep costs to a minimum.
28. The repairs and renewals programme is fully funded from an earmarked fund, and it is estimated that there will be a retained balance of £400 as at 31st March 2017. A programme of repairs and renewals projects has been prepared within the available balance carried forward and the budgeted contribution to the earmarked fund of £80,000 for 2016/17.
29. The 6 year capital programme, from 2015/16 to 2020/21, totals £2,750,000. The programme is set out as being fully funded from the existing Capital Works Fund balance of £991,424 plus annual contributions over the life of the programme totalling £2,090,000. This demonstrates that the programme is heavily reliant on continued revenue contributions to the Capital Works Fund so that the programme of work can be fulfilled along with required reactive capital expenditure for mechanical equipment to maintain the crematory function. Wherever possible, steps will be taken to strengthen the Capital Works Fund balance, for example, where underspends occur in the year.

CONCLUSION

30. This report includes various amendments to the budgets which, together with the proposed increase in fees and charges, will ensure that the Joint Committee remains in a strong financial position and that sufficient reserves are built up to cover any future budget shortfall.

APPENDICES

APPENDIX A – Revenue account for the year ended 31 March 2016

APPENDIX B – Optional charges

APPENDIX C – Cremation fees

APPENDIX D – Repairs and renewals programme

APPENDIX E – Capital works programme

Reference Papers

- (a) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Revenue Budget 2015/16' - 15 December 2014.
- (b) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Actual Income and Expenditure Account 2014/15' - 15 June 2015.

Andrew Wannell, CPFA
Treasurer to the Joint Committee
Civic Offices, Fareham

For further information on this report, contact Kate Busby, 01329 824685

REVENUE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2016

	Actual 2014/15 £	Base Estimate 2015/16 £	Revised Estimate 2015/16 £	Base Estimate 2016/17 £
EMPLOYEES				
Salaries-Full Time Officers	191,250.92	191,200	197,000	197,000
Salaries-Part Time Officers				
Salaries-Overtime	4,255.17	5,000	5,000	5,000
National Insurance	11,425.00	12,000	12,000	12,000
Superannuation	35,689.32	35,000	37,200	37,200
First Aid Allowances	280.00	400	400	400
Training Expenses	375.00	0	0	0
Staff Advertising	631.93	0	0	0
Retirement Gift	442.00	0	0	0
TOTAL EMPLOYEES	244,349.34	243,600	251,600	251,600
PREMISES				
- Buildings	31,742.04	20,000	25,000	25,000
Fire risk assessment	595.00	0	0	0
- Plant and Cremators	108,522.36	75,000	75,000	75,000
RR/CW financed from revenue	0.00	137,300	244,600	115,000
- Repairs & Maintenance - Grounds	65,521.40	70,000	70,000	70,000
- Garden Improvement Scheme - PCC	0.00	1,500	1,500	1,500
Electricity	30,370.50	34,500	34,500	36,000
Gas	86,887.83	90,000	90,000	93,000
Rent payable-Premises	11,554.04	11,500	11,500	11,500
NNDR	131,586.00	132,000	135,000	137,000
Water Charges - Portsmouth Water Co	1,156.02	2,000	2,000	2,000
Sewerage & Env Services (SWS)	575.37	500	500	500
Fire precaution appliances	351.30	0	400	400
Cleaning Materials	332.26	400	400	400
Toilet Requisites	4,983.22	5,000	5,000	5,000
Removals of Wreaths	7,250.52	8,000	8,000	8,000
TOTAL PREMISES	481,427.86	587,700	703,400	580,300
SUPPLIES AND SERVICES				
Furniture and Equipment - Purchase	9,821.58	3,000	3,000	3,000
Materials (Operational)	133.96	100	100	100
	0.00	0	0	0
Furniture and Equipment - Maintenance	3,174.61	3,000	6,000	6,000
Protective Clothing and Uniforms	812.51	1,600	1,600	1,600
Laundry	30.17	500	500	500
Books and Publications	333.20	1,000	1,000	1,000
External Printing	2,700.80	3,500	3,500	3,500
Stationery	4,119.40	2,500	2,500	2,500
Inscriptions - Book of Remembrance	27,311.52	20,000	25,000	25,000
Inscriptions - Memorial Cards	5,346.71	5,000	5,000	5,000
Legal fees - PCC	1,616.50	0	0	0
Consultants fees HCC/other	15,048.25	1,500	1,500	1,500
Administrative Expenses - Fareham	18,656.82	20,000	20,000	20,000
Consultants fee - Gosport	0.00	0	0	0
Administrative Expenses - Portsmouth	9,577.58	9,500	9,500	9,500
Medical Referees Fees	61,398.00	57,400	58,000	58,600
Organists Fees	17,995.50	17,000	17,000	17,000

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Audit Fees	2,400.00	2,400	2,100	1,000
Pest Control	440.41	0	500	500
Postages	1,008.06	1,200	1,200	1,200
Telephones	2,087.55	1,700	3,000	3,000
Computer Software	2,346.79	3,000	5,000	5,000
Travel/Subsistence Expenses - Officers	1,006.40	700	700	700
Conference Expenses - Officers	0.00	500	500	500
Subscriptions	3,133.88	3,500	3,500	3,500
Miscellaneous Insurances	25,262.29	24,000	32,700	30,000
Advertising	176.80	1,000	500	500
Non Reclaimable VAT	44,835.40	50,000	50,000	50,000
Bank Charges	1,200.04	1,200	1,500	1,200
Special Expenditure	0.00	0	0	0
TOTAL SUPPLIES AND SERVICES	261,974.73	234,800	255,400	251,900

CAPITAL FINANCING COSTS

Depreciation	329,656.00	310,000	335,000	335,000
TOTAL CAPITAL FINANCING COSTS	329,656.00	310,000	335,000	335,000

SPECIAL EXPENDITURE

Contributions to Capital Works Fund	259,334.58	330,000	340,000	350,000
Pension interest cost and return assets	78,000.00	110,000	110,000	110,000
Contributions to R & R Fund	80,000.00	80,000	80,000	80,000
Contribution to Constituent Authorities	600,000.00	500,000	500,000	500,000
TOTAL SPECIAL EXPENDITURE	1,017,334.58	1,020,000	1,030,000	1,040,000

GROSS EXPENDITURE

2,334,742.51	2,396,100.00	2,575,400	2,458,800
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INCOME

Contribution from Garden Imp. Fund	0.00	-1,500	-1,500	-1,500
CAMEO	-48,679.66	0	0	0
Memorial Cards	-7,015.82	-8,000	-8,000	-8,000
Cremation Fees No's	-1,762,280.00	-1,730,500	-1,771,000	-1,780,000
Book of Remembrance	-56,462.48	-53,600	-54,600	-55,100
Organists Fees	-45,470.84	-40,000	-43,000	-45,000
Web Broadcasting	-75.00	0	-1,500	-2,000
Costs recovered	-99.00	0	0	0
Other	-6,811.00	-5,000	-6,000	-7,000
Bank Investment Account	-192.71	-200	-200	-200
Asset Rental Recharge	-329,656.00	-310,000	-335,000	-335,000
Contribution from reserves to RR/CW Fund	0.00	-137,300	-244,600	-115,000
Return on pension fund asset	-50,000.00	-50,000	-50,000	-50,000
Movement on Pension reserve	-28,000.00	-60,000	-60,000	-60,000

GROSS INCOME

-2,334,742.51	-2,396,100	-2,575,400	-2,458,800
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PORTCHESTER CREMATORIUM JOINT COMMITTEE

OPTIONAL CHARGES

	Charges <u>2015/16</u> £	Proposed Charges <u>2016/17</u> £	% <u>Increase</u>
<u>BOOK OF REMEMBRANCE (INC. VAT)</u>			
Single entry (2 lines)	49.00	50.00	2.04
Double entry (5 lines)	80.00	82.00	2.50
Double entry with badge or crest	130.00	132.00	1.54
Treble entry (8 lines)	110.00	112.00	1.82
Treble entry with badge or crest	160.00	162.00	1.25
<u>MEMORIAL CARDS (INC. VAT)</u>			
Single entry (2 lines)	35.00	36.00	2.86
Double entry (5 lines)	42.00	43.00	2.38
Double entry with badge or crest	92.00	93.00	1.09
Treble entry (8 lines)	48.00	49.00	2.08
Treble entry with badge or crest	98.00	99.00	1.02
<u>USE OF ORGAN (INC. VAT)</u>			
Use of Organ	32.00	32.00	0.00
Services of Organist	30.00	31.00	3.33
Services of Organist	20.00	21.00	5.00
<u>OTHER</u>			
Scattering of ashes from other Crematoria	50.00	52.00	4.00
Temporary retention of cremated remains	11.00	12.00	9.09

PORTCHESTER CREMATORIUM JOINT COMMITTEE

CREMATION FEES

	Number of Cremations 2014/15	Existing Charge 2015/16 £	Proposed Charge 2016/17 £	% Increase
A young person whose age at the time of death did not exceed 16 years	22	No charge	No charge	
A person whose age at the time of death exceeded 16 years	3,389	550	560	1.82
Walk through cremation		N/A	400	

PORTCHESTER CREMATORIUM JOINT COMMITTEE
STATEMENT OF REPAIRS AND RENEWALS FUND

Balance 1.4.2015		200,000
Contribution from Revenue Account 2015/16		80,000
		280,000
 Proposed applications 2015/16		
-1502-3 South Chapel refurbishment	205,000	
-1508 Water Feature	3,000	
-1509 Works to Mess Room	2,600	
-1510 Crematory / Committal areas	9,000	
-1601 Internal redecoration – North Chapel and Foyer	10,000	
-1602 External redecoration – rolling programme	5,000	
-1603 Steam cleaning paving – rolling programme	3,000	
-1606 Renewal of white lining	2,000	
-1607 Internal redecoration – rolling programme	5,000	
		-244,600
 Estimated Balance 31.3.2016		
		35,400
Contribution from Revenue Account 2016/17		80,000
 Proposed applications 2016/17		
-1701 Roofing Programme - Survey, clearance and initial Repairs (see Capital Programme)		
-1702 External redecoration	60,000	
-1703 Paving Works cleaning and repointing	40,000	
-1704 Staff Room Refurbishment	2,500	
-1705 Internal Redecoration – Charge & Cremation Room	3,000	
-1706 Internal Redecoration – South Cloister Toilets	1,500	
-1707 Water Feature Review	4,000	
-1708 Review compliance with Disability Discrimination Act And Provide new accessible door to the office	4,000	
		115,000
 Estimated Balance 31.3.2017		
		400

PORTCHESTER CREMATORIUM JOINT COMMITTEE

CAPITAL WORKS PROGRAMME

	Revised Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21
	£	£	£	£	£	£
Balance of Fund as at 1.4.2015	991,424	1,231,424	1,531,424	1,881,424	2,231,424	-18,576
Advance during year	340,000	350,000	350,000	350,000	350,000	350,000
	<u>1,331,424</u>	<u>1,581,424</u>	<u>1,881,424</u>	<u>2,231,424</u>	<u>2,581,424</u>	<u>331,424</u>
Less Applications						
Cremator Furnace Relining	80,000					
Hearth Replacement	20,000					
Roofing Programme -						
Survey, clearance and initial repairs		50,000				
Replacement cremator programme					2,600,000	
	<u>100,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>2,600,000</u>	<u>0</u>
Balance of Fund	<u>1,231,424</u>	<u>1,531,424</u>	<u>1,881,424</u>	<u>2,231,424</u>	<u>-18,576</u>	<u>331,424</u>

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Agenda Item 8

PORTCHESTER CREMATORIUM CERTIFICATION WORK

2014/15 Certificate

INTERNAL AUDIT FINAL REPORT No. 1047 (Reduced version)

Responsible Service: Portchester Crematorium Joint
Committee

Lead Auditors: Jenny Moses and Clare
Rogers (FBC)

Date of Report: November 2015

CONTENTS

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1 BACKGROUND

This report covers the Internal Audit work carried out in support of the 2014/15 internal audit certificate for the Portchester Crematorium.

1.1 Service Information

Portchester Crematorium was set up in 1957 by 4 neighbouring Councils who form the Joint Committee (PCJC) overseeing the operation of the facility. Fareham Borough Council is appointed to lead on the financial administration of the Crematorium.

The Crematorium carries out approximately 4000 cremations a year generating a surplus which is divided amongst the funding Councils.

An analytical review of income streams was carried out as part of the audit. Cremation fees are by far the largest income source generating £1.7m which was approximately 90% of all income in 2014/15.

1.2 Approach and Reason for the Audit

Since 2010/11 the Portchester Crematorium 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. A 5 year plan of audit work has therefore been agreed to cover the systems of control set out on the certificate.

This report covers the findings arising from the work carried out to support the 2014/15 certificate. This was a light touch year so testing was only carried out in relation to parts B, D and E of the certificate as documented in [Appendix C](#).

A follow up of the 3 important recommendations made during the previous year's work was also carried out.

2 SUMMARY OF FINDINGS

Overall, for the areas audited, we found that adequate controls are in place, which are working effectively.

2.1 Strengths and Improvements

Key controls and strengths noted as a result of the audit and sample testing were:

- Payments Made

All expenditure tested (21 invoices) was deemed appropriate for the Crematorium and supported by a valid invoice.

- Income Collection

There is a strong audit trail of income collected to income banked and no issues were found with the fees levied and income collected in the samples tested. All takings sampled (15) were traced to the bank account and general ledger. VAT had been accounted for. All banking had been done promptly in accordance with the Financial Regulations.

- Contributions to Authorities

The payments made to each authority in the partnership were found to agree with the values approved by the Joint committee.

- Financial Management

The budgets being managed were found to agree to those approved by the Joint Committee and the level of reserves was found to be appropriate. The treatment of investments was now being documented in the Finance Strategy.

- Reports of the Engineer and Surveyor

Improvements had been made to the content of the reports provided to the Joint Committee by the Engineer and Surveyor in that they now showed the actual and variation from budget for each scheme, with a commentary on costs and timescales.

2.2 Issues or Weaknesses

Issues or control weaknesses found during the audit were:

- Evidence of Value for Money Testing

Due to the lack of market testing evidence available for suppliers appointed by the previous consultants, Parker Torrington, it was recommended last year that the Engineer and Surveyors reports to the Committee included the results of tender

exercises to provide an audit trail. No tender information was found to have been included in recent building works reports although evidence was seen of some discussion about the use of suppliers in specific reports to the Committee. It is also understood that there are records of tenders being maintained by the new building maintenance advisors and key officers are kept informed about who is being appointed to carry out works. Recent discussions have therefore concluded that a sufficient audit trail would be established if this information was included in the reports provided by the Building Maintenance team to the Engineer and Surveyor, rather than needing to be in the Committee papers.

Spend with another supplier, Hilton Studios, was found to total £84,000 over the last 3 years and a review of the invoices indicated that the prices were being increased more than once a year. Whilst it is appreciated that it may not be appropriate to tender this work (Art work for the books of remembrance), no evidence was found that the prices being charged were being checked with other suppliers to ensure they remain competitive.

- Invoice Payments not Authorised

2/11 invoices were found not to have been signed by an authorised signatory. These were payments due to Facultatieve Technologies totalling £25,000, who are a well-known regular supplier. It has been confirmed that these payments were genuinely due to the supplier.

- Budget Monitoring

There are limited discussions of the budget positions during the year, and spending officers do not currently have access to budget statements; however the Deputy Treasurer would make parties aware if there were any major problems. Some variances over £10,000 were found in income and expenditure that it would have been useful if the Deputy Treasurer was made aware of earlier in the year so that any action could be taken if necessary (e.g. post an accrual in the year end accounts).

2.3 Assurances

Recommendations have been raised across the scope areas covered as summarised below:

Areas of Scope	Adequacy and Effectiveness of Controls		New Recommendations Raised			Previous Rec Implementation			
			Essential (⚡)	Important (▲)	Advisory (Ⓜ)	Implemented	Partly Implemented	Cancelled	Not Implemented
Expenditure			-	1	2	-	1	-	-
Income			-	-	-	-	-	-	-
Financial Management			-	1	-	-	-	-	-
Roles, Responsibilities & Accountability follow up			-	-	-	1	-	-	-
Treasury Management follow up			-	-	-	1	-	-	-

3 RECOMMENDATIONS AND MANAGEMENT ACTION PLAN

New Important Recommendations

1. Evidence of Market Testing – Books of Remembrance

Recommendation	Rationale	Managers Comments
Example rates being charged by an alternative supplier for the provision of the Books of Remembrance art work and digitisation should be obtained every few years to verify that the rates of the current suppliers still represent value for money.	There has been £84,000 spent with this supplier over the last 3 years which is above the tender threshold in Contract Standing Orders. The prices with this supplier have been increasing several times a year. Whilst it is recognised that this is a specialist supplier there is an alternative supplier on the market who can be used to test that the current supplier is still offering value for money.	This should be easy to do using a supplier in Brighton and would be useful for comparison and to have as a backup if our supplier ceases trading in the future.
Agreed Action		Responsibility
Example rates will be obtained from an alternative supplier of the Books of Remembrance art work and digitisation and compared to the rates being charged by the current supplier.		<i>Manager and Registrar (JC)</i>

2. Budget Discussions

Recommendation	Rationale
There should be regular circulation of the budget monitoring statements to spending officers.	Some budget variances over £10k (income and expenditure) were found at the year-end. Some were due to issues that the Deputy Treasurer needed to be made aware of promptly in case she wanted to act on the variance, e.g. make an accrual in the accounts for a late invoice, or adjust the proposed pay-out to the Councils if income levels are higher than anticipated. Circulating the budget monitoring statements will give officers regular updates on the budget position and prompt them to make the Deputy Treasurer aware of anything not yet reflected in the accounts.
Agreed Action	Responsibility
The budget monitoring statement will be circulated to spending officers (including Building Maintenance) to make them aware of the budget position and to encourage communication back of any variances that may affect the budget. This will be done as part of the end of period actions.	<i>Deputy Treasurer (KB)</i>

Outstanding Actions from Previous Audits

3. Audit Trail of Market testing - Engineer Suppliers

Year	Rec Ref	Priority	Action Required	Audit Findings
2014 /15	1026/1	I	The results of market testing exercises should be included in the FBC Building Maintenance reports provided to the Engineer and Surveyor. (New wording) <i>FBC Planned Maintenance Surveyor (IC)</i>	Although a tender opening register is being maintained locally, there is no audit trail from these, to support the reports to the Committee produced by the Engineer and Surveyor.

Appendix A – Best Practice / Advisory Issues

Recommendation	Rationale
<p>4. Market Testing of IT Providers</p> <p>Consideration should be given to market testing the provision of the computer database and back up suppliers, including looking at whether there are any existing Council contracts that could be bought into.</p>	<p>ROCC and Gower Consultants have provided IT packages to the Crematorium for the last 20 years. Spend with these suppliers over the last 3 years has been £18,000 and £11,000 respectively. There is no evidence to confirm that the charges being made by the suppliers still offer value for money.</p> <p>Market testing using price comparisons would help demonstrate that value for money is being obtained from the current suppliers in accordance with Financial Regulations.</p>
<p>Manager's Comment)</p>	
<p>I am aware of an alternative system, which is not as good as the one we are using, in terms of functionality and integrating with other systems. It could also be difficult to migrate to another system as previous data extraction exercises caused some data corruption but this was some time ago. However, it would be useful to look at what the other supplier charges for maintenance so we can compare to our current system. <i>Manager and Registrar (JC)</i></p>	
<p>5. Audit Trail of Building Works Schemes</p> <p>The building works reports to the Engineer should include a unique reference number for each project and projects should remain on consecutive reports including those postponed or cancelled. The table of projects should also include estimated spend and commitments against the total budget.</p>	<p>Examination of consecutive Engineer reports found there was no clear trail of planned and progressing items as items disappear and the references for schemes is not consistent. There is also no indication of the total spend against the whole maintenance budget for the year.</p> <p>Improving the information in the reports will provide an audit trail of the projects such that what has been happening on one project can be followed between reports. This will also help decision making in relation to the total budget.</p>
<p>Manager's Comment</p>	
<p>Agreed. <i>FBC Planned Maintenance Surveyor (IC)</i></p>	

Appendix C - Elements of Audit Scope Covered this Audit

System of Control	Last Audited*	Covered This Year
CERTIFICATION WORK		
A. Book Keeping	2011/12	
B. Expenditure	2013/14	YES
C. Risk Management	2012/13	
D. Financial Management	2011/12	YES
E. Income	2013/14	YES
F. Petty Cash	2010/11	
G. Payroll	2012/13	
H. Assets	2011/12	
I. Banking	2011/12	
J. Year End Procedures	2011/12	

*N.B. This is the year of the relevant certification. The audit work will have been carried out early on in the following year.

Appendix E - Staff Interviewed or Contacted

- Kate Busby Deputy Treasurer
- James Clark Manager and Registrar
- Terry Garvey Engineer and Surveyor to the Committee
- Ian Cousins Senior Planned Maintenance Surveyor
- John Haskell Clerk to the Committee

A planning meeting was held to agree the Terms of Reference with the Deputy Treasurer on 21 April 2014.

An exit meeting was held with the Deputy Treasurer on 9 June 2015 and with the Manager and Registrar on 10 June 2015.

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REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE

ON: 14 DECEMBER 2015

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: BUILDING WORKS REPORT

2014/5/6

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1502/3	South Chapel – refurbishment	Works part completed	205,000	205,000	Nil	Works commenced and progressing satisfactorily. Anticipated completion December 2015
1504	Internal redecoration – rolling programme	Works completed.	20,000	20,000	Minus 12,290	Works combined with 2015/16 programme to enable economies of scale. Works completed to the waiting rooms and the North Chapel foyer. Expenditure to date £7710, subject to confirmation.
1505	Steam cleaning paving – rolling programme	Works completed.	6,000	1,000	Minus 5,000	Works deferred until 2015/16 programme to enable economies of scale. Minor area of works undertaken adjacent to North Chapel.
1508	Water feature	Works completed.	3,000	3,000	Nil	Expenditure to date subject to confirmation. There is a need to re-evaluate the working of the water feature and this will be the subject of a future report of the Joint Committee.
1509	Works to Mess Room	Assessing requirements	2,600	2,600	Nil	Feasibility and costing exercise of works to incorporate safety railing being undertaken.

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1510	Crematory/Committal areas	Assessing requirements	9,000	9,000	Nil	Investigation of new flooring to the crematory to be progressed.
1511	Mercury abatement project – sound attenuation	Complete	9,500	19,036	Plus 9,536	Acoustic grills installed and working satisfactorily. Final cost subject to confirmation. Increase largely due to unforeseen installation issues.
1601	Redecoration of North Chapel and Foyer		10,000			See item1504. Budget now included in item 1504
1602	External Redecoration – rolling programme	Order placed	5,000	1,000	Minus 4,000	Works identified to the external North Cloister including remediation of leak
1603	Steam Cleaning Paving – rolling programme		3,000			See item1505. Budget now included in item 1505
1607	Internal Redecoration – rolling programme		5,000			See item1504. Budget now included in item 1504
1608	External Paving and Walls	Assessing requirements	0	1500	Plus 1,500	Area of defective paving and wall identified for remedial work. Quotation to be obtained

Note

Items previous reported as completed are not shown

2016/7

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1701	Roofing Programme - Survey, clearance and initial repairs	Feasibility	50,000	50,000	Nil	
1702	External Redecoration	Feasibility	60,000	60,000	Nil	
1703	Paving Works cleaning and repointing	Feasibility	40,000	40,000	Nil	
1704	Staff Room Refurbishment	Feasibility	2,500	2,500	Nil	
1705	Internal Redecoration – Charge & Cremation Room	Feasibility	3,000	3,000	Nil	
1706	Internal Redecoration – South Cloister Toilets	Feasibility	1,500	1,500	Nil	
1707	Water Feature Review	Feasibility	4,000	4,000	Nil	
1708	Review compliance with Disability Discrimination Act and provide new accessible door to the office	Feasibility	4,000	4,000	Nil	
1709	Retendering of Building Surveying Consultancy	Feasibility	4,000	4,000	Nil	
		Total (for 2016/7)	169,000	169,000	Nil	

Terry Garvey
Engineer and Surveyor

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Agenda Item 10

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
14th DECEMBER 2015**

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
SEPT	287	394	246	224
OCT	331	329	270	236
NOV	336	305	244	258*

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END NOVEMBER</u>
2012	3975	3656
2013	4248	3926
2014	3356	3087
2015	-	3069*

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	32
i) Total disposals within grounds.....	240
ii) Remains removed from crematorium.....	415
iii) Retained.....	23
	TOTAL 678**

Scattered 35 % Removed 65%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	56441
Total cremations.....	664
Average gas consumption (cu.m.).....	85*

* Correct as of 24th November

** Up to end 25th November

**JAMES CLARK
MANAGER & REGISTRAR
24th NOVEMBER 2015**

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Agenda Item 11

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 14 December 2015**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The grounds are looking Autumnal at the moment with large amounts of leaf fall. These leaves are cleared from paths and grass areas on a regular basis and then composted on site, for re-use as a soil improver.

The rose beds, which looked spectacular this year, have been trimmed down to prevent wind rock and are being mulched with manure following last year's successful trial using manure instead of mushroom compost.

Following works carried out during the summer the water quality in the pond has shown a marked improvement.

The summer bedding plants have been replaced with spring bedding plants.

We are in the process of replanting the bulb border at the front of the Crematorium gardens - this will ensure that it continues to be an attractive feature in future years.

I am hoping to complete the shrub planting before Christmas so that the grounds look their best at one of the busier times of year.

The contractor Brighstones continue to perform well and I am pleased with their work.

Ashley Humphrey
Horticultural Consultant

*Background List of Documents –
Section 100D of the Local Government Act 1972 - None*

AH/jh
November 2015

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Agenda Item 12

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: 14 December 2015

Report of: Treasurer to the Joint Committee

Subject: PORTCHESTER CREMATORIUM LOGO

SUMMARY

1. The most recent 'Development Plan 2015-2020' was approved by the Joint Committee in March 2015. This Plan identified that the web site for Portchester Crematorium was in need of being refreshed, and work has commenced to improve the image and navigation of the website as well as a review of the content.
2. As part of this work it has been highlighted that Portchester Crematorium does not have an independent logo. It is felt that this would be an ideal time to consider the adoption of a logo that can become an integral part of the website theme and improved image.
3. Eastleigh Borough Council have been commissioned to prepare a sample of logos for consideration which are set out on the following pages for consideration and discussion.

RECOMMENDATION

- (a) That logo B be approved for adoption for Portchester Crematorium.

Reference Papers

- (i) Report of the Clerk to the Portchester Crematorium Joint Committee 'Development Plan 2015-2020' – 16 March 2015.

Andrew Wannell, CPFA
Treasurer to the Joint Committee
Civic Offices, Fareham

For further information on this report, contact Kate Busby, 01329 824685

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portchester
c r e m a t o r i u m

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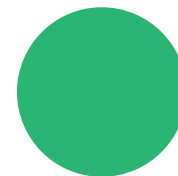
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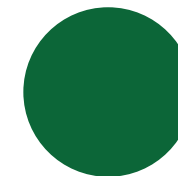
Colour



Colour Swatches



C:75 M:0 Y:75 K:0



C:90 M:30 Y:95 K:0



C:50 M:0 Y:100 K:0



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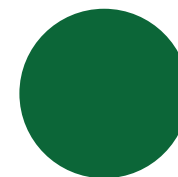
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Colour Swatches



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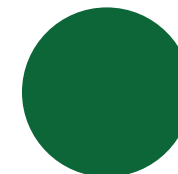
Colour



Colour Swatches



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