



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 13 JUNE 2016 AT 2.00 PM

**COMMITTEE ROOM 1, TOWN HALL, GOSPORT
BOROUGH COUNCIL**

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 - 2016/17

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

To be notified

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

To be notified

A G E N D A

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 2016/17 municipal year should therefore be appointed from one of Gosport's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Portsmouth's representatives as it will be Portsmouth's turn to act as Chairman for the 2017/18 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 14 March 2016 (Pages 1 - 4)
Attached.

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

(a) Minute 676 – Recycling of Metals Scheme – Charitable Nomination

To report that the Rowans Hospice has been awarded £4,445 under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

7 Clerk's Items

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

(a) Planning Application – 1 Upper Cornaway Lane

8 Annual Return for the Financial Year Ended 31 March 2016 (Pages 5 - 20)

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 2016 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.

9 Portchester Crematorium Joint Committee - Annual Report - 2015/16
(Pages 21 - 26)

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 2015/16 financial year.

RECOMMENDED that the annual report for the 2015/16 financial year be noted and received and it be sent for information to each constituent authority.

10 Building Works Programme (Pages 27 - 30)

Report from the Engineer and Surveyor attached.

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

11 Manager and Registrar's Report (Pages 31 - 32)

(a) General Report attached

(b) Any other items of topical interest

12 Horticultural Consultant's Report (Pages 33 - 34)

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

RECOMMENDED that the report be received and noted.

13 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.

14 Building Surveying Consultancy Service

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 from the Engineer and Surveyor is to enable the Joint Committee to consider the way in which the building surveying service is provided and to recommend a formalisation of the present arrangements.

RECOMMENDED that the recommendation contained within the report be approved.

15 Portchester Crematorium Grounds Maintenance Contract

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 officers will report on arrangements for inviting tenders for the new grounds maintenance contract due to run from January 2017.

16 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2016/17, at the venues indicated –

**Monday 19 September 2016 (Havant)
Monday 12 December 2016 (Portsmouth)
Monday 20 March 2017 (Fareham)
Monday 26 June 2017 (Gosport)**

JH/me
1 June 2016
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