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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 26 JUNE 2017 AT 2.00 PM**

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

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 - 2017/18**

### **Gosport Borough Council**

Councillor Alan Scard  
Councillor June Cully

### **Havant Borough Council**

Councillor David Guest  
Councillor Tony Briggs

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Susan Bell

### **Portsmouth City Council**

To be notified

## **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 2017/18 municipal year should therefore be appointed from one of Portsmouth's representatives.

**3 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Fareham's turn to act as Chairman for the 2018/19 municipal year.

**4 Declarations of Members' Interests**

**5 Minutes of the Meeting held on 20 March 2017 (Pages 5 - 8)**

Attached

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

(a) Minute 722 – Recycling of Metals Scheme – Charitable Nomination

To report that the Rowans Hospice has been awarded £5,000 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.

**8 Annual Return for the Financial Year Ended 31 March 2017 (Pages 9 - 24)**

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 2017 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 - 2016/17**  
(Pages 25 - 30)

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 2016/17 financial year.

**RECOMMENDED that the annual report for the 2016/17 financial year be noted and received and it be sent for information to each constituent authority.**

**10 North Chapel Refurbishment** (Pages 31 - 34)

At the last meeting of the Joint Committee a report was received advising that RBA Architects Ltd had agreed to produce a concept design for refurbishing the North Chapel. RBA were the architect engaged on the successful refurbishment of the South Chapel.

The purpose of the attached report by the Engineer and Surveyor is to seek the Joint Committee's approval to proceed with a scheme to refurbish the Crematorium's North Chapel. Issues requiring approval include:

- Concept scheme design
- Appointment of consulting personnel, and
- Budget provision

Robert Benn, of RBA Architects Ltd, will brief members on progress with bringing forward a scheme of refurbishment works.

**RECOMMENDED that the recommendations set out in the report be approved.**

**11 Building Works Programme** (Pages 35 - 36)

Report from the Engineer and Surveyor attached.

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

**12 Manager and Registrar's Report** (Pages 37 - 38)

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

***(b) Monitoring Register of Public Comments***

***(c) Any other items of topical interest***

**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 Horticultural Consultant's Report (Pages 39 - 40)**

**(a) General Report**

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

**(b) Grounds Maintenance Contract**

The officers will update the Joint Committee on progress with inviting tenders for the new grounds maintenance contract due to run from January 2018.

**RECOMMENDED that the report be received and noted.**

**15 Dates of Future Meetings**

**RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2017/18, at the venues indicated –**

**Monday 18 September 2017 (Havant)  
Monday 11 December 2017 (Portsmouth)  
Monday 19 March 2018 (Fareham)  
Monday 25 June 2018 (Gosport)**

JH/me  
15 June 2016  
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