



NOTICE OF MEETING

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

(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 - 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
1062601617a

Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 20 March 2017 at 2.00 pm.

Present

Fareham Borough Council

Councillor Sue Bell
Councillor Keith Evans

Gosport Borough Council

Councillor Dennis Wright (Chairman)
Councillor Alan Scard

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Apologies received for non-attendance

Apologies for Absence (AI 1)

Councillors Lee Mason and Robert New (Portsmouth CC), Councillor David Guest (Havant BC) and James Clark (Manager & Registrar).

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

720 Minutes of the Meeting held on 12 December 2016 (AI 3)

RESOLVED that the minutes of the meeting held on the 12 December 2016 be signed as a correct record.

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

722 Clerk's Items (AI 5)

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members at the end of January 2017, there was a majority view to support the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application had now been submitted. The ICCM criteria required that nominations had to be for local or national death related charities which had as their core function bereavement related support or service.

NOTED

723 Risk Management Strategy (AI 6)

(TAKE IN REPORT OF THE TREASURER)

Consideration was given to the Risk Management Framework and Policy Statements for Portchester Crematorium. The Deputy Treasurer reported that the monitoring review that had been undertaken by officers indicated that only within the operational risk register were some risk description revisions required from that previously approved in 2016.

RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

724 Development Plan 2017 – 2022 (AI 7)

(TAKE IN REPORT OF THE CLERK)

The Clerk explained the purpose of the report and sought the Joint Committee's approval to the Development Plan for the period 2017 - 2022. The Plan reviewed and revisited the previous Development Plan approved in March 2015. The Clerk highlighted the main changes and updates that had been incorporated within the Plan for the Joint Committee's approval.

Arising from consideration the Clerk advised that the penultimate sentence of paragraph 12.1 would need to be revised to read - 'During 2019/20 it is anticipated a cremator upgrading programme will be undertaken.'

RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2017 – 2022, as updated, be approved and adopted;

(2) that the Development Plan be next reviewed in 2 year's time.

725 Building Works Programme (AI 8)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

726 North Chapel Refurbishment (AI 9)

The Engineer and Surveyor reported that following the Joint Committee expressing a wish to carry out a suitable project to update and improve the environment of the North Chapel he had approached Robert Benn Associates. This firm of architects had undertaken the successful completion of the South Chapel refurbishment and had indicated a willingness to work again on the Joint Committee's behalf on the same terms and conditions as previous. They would prepare a concept proposal for the Joint Committee's consideration prior to formal appointment.

RESOLVED that the Engineer and Surveyor's report be noted and that a further report be submitted to the Joint Committee in June 2017.

727 Manager and Registrar's Report (AI 10)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from members' questions the Deputy Manager and Registrar explained that the number of 'walk through' services at the crematorium had been gradually increasing since its introduction in April 2016. This service was becoming popular for those seeking simplified economic funerals and in those cases where the funeral service itself was held in church or at the funeral director's own chapel of rest.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

The Deputy Manager and Registrar reported that since December 2016 the following comments had been received -

- A request for pathway painted numbering in the North Border area (which is under consideration).
- Two complaints that objects had been removed from the gardens as part of clearance, but these were available for collection.
- A complaint that a vase had been disturbed during bark maintenance.
- A complaint that vases had been destroyed, possibly accidentally by grounds staff
- A letter thanking staff & gardeners for the immaculate and efficient way the crematorium is run.

NOTED

(c) Any other topical items - None

728 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant updated members in respect of the arrangements for the grounds maintenance procurement, the key dates which were as follows –

- Joint Committee – 26 June 2017 – Report on evaluation of pre-qualification questionnaire (PQQ) and select list of tenderers prepared.
- July – Tenders invited
- August – Tenders returned and evaluated
- Joint Committee – 18 September – Formal award of new contract on basis of outcome of tender evaluation process.

RESOLVED that the report be received and approved.

729 Date of Next Meeting – Monday 26 June 2017 at 2pm in Gosport

The meeting concluded at 2.26 pm

Chairman

JH/me
15 March 2017
106200317m.doc

Agenda Item 8



Report to Portchester Crematorium Joint Committee

Date: 26 June 2017

Report of: Treasurer to the Joint Committee

Subject: ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2017.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2017 and Balance Sheet as at 31 March 2017 be noted.

INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2016/17 has been prepared and comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Income and Expenditure Statement for the year ended 31 March 2017 and Balance Sheet as at 31 March 2017.
3. Section 1 - Accounting Statement
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2016/17 and the previous financial year 2015/16.
4. Section 2 - Annual Governance Statement
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. Annual Internal Audit Report
Fareham Borough Council's internal audit 2016/17 Certification Work and Report will be presented to the Joint Committee on completion of their testing which is being undertaken in the first quarter of 2017/18.
6. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
7. The final accounts for the joint Committee show a breakeven outturn in line with the revised budget. It has been possible for a higher contribution to be made to the Capital Works and Repairs and Renewals funds placing the Joint Committee in a stronger financial position to meet future capital works requirements.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1,332,287	1,541,031	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	1,905,323	2,029,945	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(248,995)	(258,196)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,448,124)	(1,296,238)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,541,031	2,016,542	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	1,605,968	2,044,132	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,004,620	8,091,293	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<p>I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>
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8. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

8.1 Annual Return - Other Receipts (line 3)

8.1.1 Income from charges and sales of £2,029,945 was £116,545 above the revised budget and £124,622 higher than the previous year. The number of cremations carried out during 2016/17 has totalled 3,424 of which 80 were walk-through cremation services and 20 were carried out at no charge. This represents an increase of 184 (5.7%) compared with the previous financial year's total of 3,240; and of 13 (0.38%) compared with the total in 2014/15. The numbers of cremations for 2016/17 and the four previous financial years are set out in the table below. The number of cremations has been higher than anticipated in this financial year with the budget having been based on 3,200 cremations. Income from other areas, such as memorial cards and organ music, has fallen reflecting a continuation in the trend of a small decline in demand for these services. £28,148 has been received from the CAMEO TMAC scheme.

	Cremations				
	2012/13	2013/14	2014/15	2015/16	2016/17
Cremations at nil charge (under 16)	22	27	22	26	20
Walk through cremations					80
	4,080	3,933	3,389	3,214	3,324
Total cremations	4,102	3,960	3,411	3,240	3,424

	Actual 2015/16	Actual 2016/17	Budget 2016/17
	£	£	£
Variation between accounting years			
<u>INCOME</u>			
Garden Improvement fund contributions	0	0	1,500
Memorial Cards	7,889	6,728	8,000
Cremation Fees	1,767,700	1,893,440	1,792,000
Book of Remembrance	54,161	52,483	54,200
Organ Music	38,005	36,283	45,000
CAMEO TMAC	26,137	28,148	0
Web broadcasting services	1,150	1,850	2,000
Other	10,281	11,013	10,700
TOTAL INCOME	1,905,323	2,029,945	1,913,400
Variation		124,622	
Expressed as a percentage		6.5%	

8.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

STAFF COSTS AND OTHER PAYMENTS

8.2.1 Employee expenditure of £258,196 was in line with the revised estimate of £258,200 for 2016/17.

8.2.2 Other expenditure of £1,296,238 was £151,886 lower in 2016/17 than the previous year.

	Actual 2015/16	Actual 2016/17	Budget 2016/17
	£	£	£
Variation between accounting years			
<u>EXPENDITURE</u>			
Premises expenditure	441,988	420,977	453,000
Contribution to Constituent Authorities	500,000	520,000	520,000
Capital Expenditure	0	0	0
Capital and Repairs and Renewals Expenditure	244,985	133,105	115,000
Supplies and Services	261,151	222,156	232,200
TOTAL EXPENDITURE	1,448,124	1,296,238	1,320,200
Variation		-151,886	
Expressed as a percentage		-10.5%	

PREMISES

8.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £453,000. Actual expenditure of £420,977 was £32,023 below the revised budget level. Repairs and Maintenance was under budget by £11,602.

8.2.4 **Energy Costs.** Reduced energy consumption and competitive prices meant that actual expenditure of £89,609 was £19,391 lower than the revised budget provision of £109,000 for this area of expenditure and £13,599 lower than in the previous financial year.

SUPPLIES AND SERVICES

8.2.5 Expenditure of £222,156 was below the revised budget of £232,200 by £10,044. Book of Remembrance entries were £8,389 below budget and the amount of VAT reclaimable was £5,714 below budget. Medical Referee fees were higher than budgeted in line with higher cremation numbers during the year.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

8.2.6 During 2016/17 expenditure of £45,468 has been set against the Repairs and Renewals fund which was well within budget, and a contribution of £193,045 has been made to the Repairs and Renewals Fund in 2016/17. The balance of the fund being carried forward at the end of 2016/17 is £202,591; this is set out in Paragraph 10.3.

- 8.2.7. During 2016/17 expenditure of £86,672 has been set against the Capital Works fund. The contribution from revenue to the Capital Works Fund was set at £350,000 for 2016/17 however it has been possible to recognise a contribution of £415,571. The balance of the fund being carried forward at the end of 2016/17 is £1,669,358; this is set out in Paragraph 10.3.
- 8.2.8 During 2016/17 £1,509 of contributions towards the Garden Improvement Fund were received. It is proposed that the accumulated balance of £3,924.50 at the end of 2016/17 is carried forward to be used to replace some of the wooden seats with better quality seating and for shade tolerant herbaceous plants and bulbs to go under the beech trees towards the northern boundary. This will be completed in 2017/18.
- 8.3 Annual Return - Cash and Short Term Investments have increased in 2016/17 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2015/16	2016/17
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	1,332,800	1,541,000
Cash at Bank and In Hand	273,168	503,132
	<u>1,605,968</u>	<u>2,044,132</u>
Variation		438,164
Expressed as a percentage		27.2%

8.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure. Therefore the 2013/14 value of £7,906,707 increased in 2014/15 with additions of £97,910 as shown in the breakdown below, with no further additions in 2015/16. In 2016/17 there was £86,672 capital expenditure against cremator furnace relining.

	2014/15 £	2015/16 £	2016/17 £
<u>BUILDINGS</u>			
CREMATORIUM	2,401,353	2,401,353	2,401,353
New Paved Areas to Gardens	38,859	38,859	38,859
Improvements to Public Waiting Facilities	831,884	831,884	831,884
Replace Glazed Conservatory Roof	15,541	15,541	15,541
Renew Conservatory Glazed Screen	25,394	25,394	25,394
Overflow car park enlargement	105,901	105,901	105,901
EPA - Phase 2 Mercury Abatement scheme	151,844	151,844	151,844
CREMATORIUM	718,099	718,099	718,099
Staff Facilities	30,024	30,024	30,024
TOTAL BUILDINGS	4,318,899	4,318,899	4,318,899
<u>PLANT & EQUIPMENT</u>			
New Cremators - EPA 1990	1,250,073	1,250,073	1,250,073
Refuse Compactor	14,341	14,341	14,341
New cremulator	21,952	21,952	21,952
Replace cremator venturi ducts/nozzles	34,004	34,004	34,004
Cremator furnace relining	75,468	75,468	75,468
EPA - Phase 2 Mercury Abatement scheme	1,794,013	1,794,013	1,794,013
Cremator furnace relining	39,540	39,540	39,540
Cremators Hearth Replacement	19,858	19,858	19,858
Analyser Renewal	121,017	121,017	121,017
Mercury Abatement Scheme Retention Release	128,052	128,052	128,052
Cremator furnace relining	89,493	89,493	89,493
14/15 Additions : Cremator furnace relining	78,408	78,408	78,408
14/15 Additions : Hearth Replacement	19,502	19,502	19,502
16/17 Additions : Cremator furnace relining			86,672
TOTAL PLANT & EQUIPMENT	3,685,721	3,685,721	3,772,394
<u>TOTAL FIXED ASSETS</u>	8,004,620	8,004,620	8,091,293

Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference : _____ Dated: _____	Signed by:
	Chair _____
	Dated _____
	Signed by:
	Clerk _____
	Dated _____

9. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2016/17

9.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on 26 June 2017 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing. Internal Audit issues arising and subsequent actions reported to the Joint Committee during 2016/17.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations. The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site and are open for public inspection. An annual report is published and sent to each of the four constituent authorities.
5	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2009. Allianz was the Joint Committee's insurer during 2016/17.
6	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee during 2016/17.
7	<ul style="list-style-type: none"> Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee during 2016/17.
8	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2017

<u>EXPENDITURE/INCOME ON SERVICE</u>	Net Expenditure 2016/17 £
Employees	258,196
Premises	466,445
Supplies and Services	222,156
Depreciation	323,727
Income	<u>-2,026,052</u>
Cost of Services	-755,528
Other Operating Expenditure	
Pension interest costs and expected return on pension assets	25,000
Interest Receivable	<u>-3,893</u>
Surplus on Provision of Service	-734,421
Actuarial gains / losses on pension assets / liabilities	-25,000
Total Comprehensive Income and Expenditure	<u>-759,421</u>
Reverse actuarial gains / losses on pension assets / liabilities	25,000
Contributions to Constituent Authorities	520,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-323,727
Contributions to Capital Works Fund	415,571
Contributions to Repairs & Renewals Fund	193,045
Contribution to / from pensions reserve	-25,000
Contribution from reserves to finance repairs and renewals / capital works	-45,468
	<u>0</u>

BALANCE SHEET AS AT 31 MARCH 2017

<u>2015/16</u> £	<u>Property, Plant & Equipment</u>	<u>2016/17</u> £
4,822,421	Land and buildings	4,684,696
2,009,727	Plant and equipment	1,910,398
<u>6,832,148</u>	Long Term Assets	<u>6,595,094</u>
1,332,800	Short Term Investments	1,541,000
13,098	Short term debtors & Prepayments	41,571
273,168	Cash - at Bank and in hand	503,132
<u>1,619,066</u>	Current Assets	<u>1,619,066</u>
-75,621	Short Term Creditors	-65,239
-2,416	Receipts in advance	-3,925
<u>-78,037</u>	Current Liabilities	<u>-78,037</u>
-755,000	Pension scheme liability	-770,000
<u>-755,000</u>	Long Term Liabilities	<u>-770,000</u>
<u>7,618,177</u>	Net Assets	<u>7,841,633</u>
	Reserves	
-1,541,029	Usable Reserves	-2,016,539
-6,077,148	Unusable Reserves	-5,825,094
<u>-7,618,177</u>	Total Reserves	<u>-7,841,633</u>

10. BALANCE SHEET AS AT 31 MARCH 2017

10.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2017. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Revaluation Restatement	Total
	£	£	£	£
Net Book Value				
At 1 April 2015	4,318,899	3,685,721		8,004,620
Additions	0	0		0
Donations				0
As at 31 March 2016	4,318,899	3,685,721		8,004,620
Crematorium Building Revaluation in 2013/14			1,107,665	1,107,665
Accumulated Depreciation and Impairment				
At 1 April 2015	-466,418	-1,479,466		-1,945,884
Depreciation charge	-137,725	-196,528		-334,253
Impairment Losses				0
As at 31 March 2016	-604,143	-1,675,994	0	-2,280,137
Net Book Value				
At 31 March 2016	3,714,756	2,009,727	1,107,665	6,832,148
	Land & Buildings	Plant & Equipment	Revaluation Restatement	Total
	£	£	£	£
Net Book Value				
At 1 April 2016	4,318,899	3,685,721		8,004,620
Additions	0	86,672		86,672
Donations				0
As at 31 March 2017	4,318,899	3,772,394		8,091,293
Crematorium Building Revaluation in 2013/14			1,107,665	1,107,665
Accumulated Depreciation and Impairment				
At 1 April 2016	-604,143	-1,675,994	0	-2,280,137
Depreciation charge	-137,725	-186,002		-323,727
Impairment Losses				0
As at 31 March 2017	-741,868	-1,861,996	0	-2,603,864
Net Book Value				
At 31 March 2017	3,577,031	1,910,398	1,107,665	6,595,094

10.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2015/16 £	2016/17 £
<u>Debtors</u>		
Short Term Debtors – Fees	13,098	26,000

The year end Debtors have increased overall as at 31 March 2016 by £12,902.

	2015/16 £	2016/17 £
<u>Creditors</u>		
Short Term Creditors	75,621	67,424
Fareham Borough Council	27,075	14,838
Facultative Technologies	0	0
Grounds Maintenance	9,010	4,468
Public Utilities	7,241	8,185
Consultants Fees	5,210	0
Medical Referees	16,434	17,677
Other Creditors	6,171	18,062
HMRC	4,480	4,194

The year end Creditors have decreased overall as at 31 March 2017 by £8,197.

10.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2016/17.

	Balance at 1 April 2016 £	Transfers Out 2016/17 £	Transfer In 2016/17 £	Balance at 31 March 2017 £
General Fund	141,402	0	3,188	144,590
Capital Works Fund	1,341,425	-87,638	415,571	1,669,358
Repairs & Renewals Fund	55,014	-45,468	193,045	202,591
Total	1,537,841	-133,106	611,804	2,016,539

10.4 Unusable Reserves

Unusable Reserves summary	2015/16	2016/17
	£	£
Revaluation Reserve	1,543,999	1,499,951
Capital Adjustment Account	5,288,149	5,095,143
Pensions Reserve	-755,000	-770,000
	<u>6,077,148</u>	<u>5,825,094</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised in 2013/14 following a revaluation of the crematorium buildings.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2015/16	2016/17
	£	£
Opening Balance as at 1 April	5,578,354	5,288,149
Capital financing from revenue in year	0	86,672
Less depreciation provision in year	-334,253	-323,727
Historical Cost Adjustment	44,048	44,048
Balance as at 31 March	<u>5,288,149</u>	<u>5,095,142</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2015/16	2016/17
	£	£
Opening Balance	-775,000	-755,000
Net service cost	-56,000	-53,000
Interest income on assets	41,000	44,000
Interest cost	-65,000	-66,000
Actuarial gain / loss	85,000	-188,000
Contributions to liabilities	15,000	251,000
Closing Balance	<u>-755,000</u>	<u>-770,000</u>

Background Papers

Report to the Portchester Crematorium Joint Committee 'Revenue Budget 2016/17 December 2015.

Report to the Portchester Crematorium Joint Committee 'Annual Return 2015/16' June 2016.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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Agenda Item 9



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 JUNE 2017**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2016/17

1. Purpose

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2016/17 financial year.

2. Recommended that this Annual Report for the 2016/17 financial year be noted and received and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2 The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2016/17 financial year was –

Councillor Sue Bell (Fareham BC)	
Councillor Keith Evans (Fareham BC)	
Councillor Alan Scard (Gosport BC)	
Councillor Dennis Wright (Gosport BC)	Chairman
Councillor Tony Briggs (Havant BC)	
Councillor David Guest (Havant BC)	
Councillor Lee Mason (Portsmouth CC)	Vice-Chairman
Councillor Robert New (Portsmouth CC)	

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on 4 occasions during the 2016/17 financial year:

13 June 2016	19 September 2016	12 December 2016
20 March 2017		

Minutes of each of these meetings and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored.

3.5 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Engineer and Surveyor (Terry Garvey), and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (James Clark). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds and buildings and plant to ensure the highest standards continue to be maintained.

3.6 Meetings are held on a rotational basis at each of the authorities principal offices, with full public notice of and access to these meetings.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Crematorium Development Plan 2017 - 2022

5.1 The purpose of the Development Plan is to look at medium term developments in the period to 2022, and in the longer term beyond 2022, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2017.

6. Activities in respect of the Joint Committee's Core functions

6.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 12 December 2016, approved a comprehensive Finance Strategy for 2017/18, providing a clear overview of the Joint Committee's financial framework. It also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy also recognises that since December 2013 the operating environment of Portchester Crematorium

significantly changed with the opening of a private crematorium on the East Hampshire/Havant border. (See also (i) below – monitoring the levels of service).

The Joint Committee at its December 2016 meeting also approved the revenue budget for 2017/18 together with a revised capital works programme, and the repairs and renewals programme for 2016/17 & 2017/18. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2017.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2016) was reviewed and noted by the Joint Committee at its meeting on the 13 June 2016.

(b) Annual Financial Return for 2015/16

In June 2016 the Joint Committee approved and published its annual financial return 2015/16.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) Internal Audit Report for 2016/17

At the September 2016 meeting the Joint Committee considered a report on Internal Audit work carried out during 2016/17 in accordance with the 5 year plan previously approved by the Joint Committee. Overall, for the areas audited, the report found that adequate controls were in place and working effectively. Improvements were suggested to some areas of performance management and monitoring.

(d) Risk Management

In March 2017 the Joint Committee received a comprehensive report providing the opportunity for members to review the risk management framework that is in place. A Risk Management Strategic Framework and Policy, together with revised Strategic and Operational Risk Registers was approved the Joint Committee. This followed a periodic review by the officers of the registers and the action plan.

The Joint Committee introduced comprehensive risk management arrangements in a formalised way in 2006. This included the publication of a set of strategic and operational risk registers and adoption of an action plan to mitigate the higher risks.

(e) Developing and Enhancing the Crematorium's Services

At the meeting in September 2013 the Joint Committee approved a report setting out a range of initiatives aimed at developing further and enhancing the established quality of the services provided by the Crematorium. Since September 2013 the various initiatives have been implemented and the Joint Committee has received reports when appropriate –

- Provision of video screens in each chapel – *introduced Spring 2014, to enable family tributes to be shown.*
- Video streaming of services through the internet – *Full sound and vision service available from Autumn 2014.*
- Extending the length of two morning and two afternoon services – *introduced during early Summer 2014, and now ensured that, so far as possible, services kept to advertised times.*
- Books of Remembrance available on line – *available from 2014.*
- Refreshing the Crematorium's Web-site – *completed and operational from Autumn 2016.*
- Crematorium logo – *adopted December 2015 to improve image and web site theme.*
- South Chapel – Upgrade and Refurbishment – *Work completed December 2015.*

(f) North Chapel Refurbishment Project

Following the successful refurbishment of the South Chapel, the Joint Committee has expressed a wish to carry out a suitable project to update and improve the environment of the North Chapel. The Joint Committee during 2017/18 will be considering a design brief, budget and timescale for this project.

(g) Repairs and Renewals Programme

Various minor items of work were undertaken during the year. A range of other work has been undertaken or authorised during 2016/17, and this includes -

- Works to Crematory and committal areas
- Paving works cleaning and re-pointing
- Internal redecoration- charge and cremation room
- Roofing Programme – inspection and cleaning
- External redecoration – rolling programme
- Water feature – review and investigation of options and proposals
- Provision of accessible door to main office
- Internal redecoration – South Cloister Toilets
- Staff Room Refurbishment

(h) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3,424 registered cremations (an increase from the 3,240 cremations undertaken in 2015/16).

Since September 2016 the Joint Committee has introduced a public comments register, the details of which are reported to the Joint Committee for monitoring at each meeting.

(i) The Crematorium Grounds

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

The Crematorium received the prestigious Gold Award in the 2016 South and South East Britain in Bloom Awards. The criteria for the award included not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

In December 2016 the Joint Committee approved a report on arrangements for the continued provision of horticultural and grounds maintenance services during 2017, and arrangements to invite tenders for a new grounds maintenance contract to commence in January 2018.

(j) Provision of Contracted Services

During the year the Joint Committee has considered reports in respect of various matters relating to contracted services, including those providing building consultancy support services.

(k) Recycling of Metals Scheme – Charitable Payments

During the year the Joint Committee approved the submission of applications for the Rowans Hospice and Macmillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

Both applications were successful and resulted in significant payments from the scheme. The ICCM criteria requires that nominations have to be for local or national death related charities which have as their core function bereavement related support or service.

7. Conclusion

7.1 It will be seen from this report that the Joint Committee continues to function effectively through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature. During the year particular attention has focussed upon the environment in which the crematorium operates to ensure that the high standards of service continue to be maintained in the most cost effective and efficient way.

.....
John Haskell
Clerk to the Joint Committee

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

JH/me
25 May 2017

Agenda Item 10



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 JUNE 2017**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: NORTH CHAPEL REFURBISHMENT

1.0 Purpose of this Report

- 1.1 To seek the 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
 - Budget provision

2.0 Introduction

- 2.1 At the last meeting of the Joint Committee a report was received advising that RBA Architects Ltd, (RBA), 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.

3.0 Concept Design

- 3.1 RBA have been invited to attend the meeting to present their concept design and to enable members to ask questions on any aspect of the design before this is progressed further.
- 3.2 In summary the concept design includes the following works:
- (i) Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance. Works would include cladding the existing hidden roof trusses.
 - (ii) Improving the natural light levels by the provision of new high level windows, with "obscure" glazing, in the side walls.
 - (iii) Introduction of low energy feature lighting similar to that used in the South Chapel.
 - (iv) Introducing wooden cladding to the walls. This would be similar to that used in the South Chapel and would create a significant unifying theme.

- (v) Improvement to the heating and ventilation by the introduction of air conditioning to replace the existing under floor heating.
- (vi) Removal of the wooden pews and their replacement with linked individual chairs. This could enable the chapel seating to be reconfigured to provide an intimate space more appropriate to smaller funerals
- (vii) Possible reconfiguration of the curtains in the committal area

4.0 Appointment of consulting personnel

- 4.1 It is recommended that subject to the normal checking process that RBA, the main designers responsible for the South Chapel, be appointed to implement this project. They have already offered to work on the same terms and conditions that applied to the South Chapel refurbishment.
- 4.2 The lighting consultant used on the South Chapel has moved to another company and RBA have indicated a wish to use the same person on this scheme. It would therefore be necessary to engage a different company namely artec3 in order to achieve the same person working on this project.
- 4.3 It is necessary to appoint a “Principal Designer” in respect of the requirements of the Construction (Design and Management) Regulations. This role is separate from that of the main design and on a job of this nature can be undertaken by RBA as an additional role.
- 4.4 There is an element of structural work design work required at the design stage and it is proposed that this is undertaken by a specialist structural engineer as a separate design service.

5.0 Budget Provision

- 5.1 RBA have engaged the services of a quantity surveying company on the Joint Committee’s behalf in order to provide an initial budget figure. They estimate the cost of the scheme to be £205,000 excluding VAT and professional fees. This cost can be met within the Committee’s finances.

6.0 Other Matters

- 6.1 The works to the South Chapel were awarded following a tendering procedure. It is my intention to present a report to the September meeting of the Joint Committee on the procurement process to appoint a main contractor. This will include the possibility of a negotiated tender process.
- 6.2 The services of Fareham’s Building Control Service were previously utilised for the South Chapel and it is recommended that the same procedure be adopted on this project.

7.0 Recommendations

- 7.1 That RBA Architects Ltd be thanked for the presentation of their proposals for the refurbishment of the North Chapel and that the design principles be approved.
- 7.2 That RBA Architects Ltd be appointed to progress the design scheme on appropriate terms and conditions to be settled by the Engineer and Surveyor after consultation with the Clerk to the Joint Committee and the Treasurer.
- 7.3 That financial provision of £205,000 plus professional fees and VAT for the estimated cost of implementing the scheme be made in the Joint Committee's budget for 2017/18.
- 7.4 That authority be given for the scheme to be supervised by Fareham Borough Council's Building Services.
- 7.5 That authority be given to appoint artec3 as lighting consultants.
- 7.6 That authority be given to appoint RBA Architects Ltd as "Principal Designer" in respect of the requirements of the Construction (Design and Management) Regulations.
- 7.7 That authority be given to appoint a specialist structural engineer as a separate design service.

Terry Garvey
Engineer and Surveyor

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

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**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 JUNE 2017**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: BUILDING WORKS REPORT



2015/16

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1510	Crematory/Committal areas	Ongoing	9,000	9,000	0	New flooring options being obtained

2016/7

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1701	Roofing Programme	Completed	60,000	5,000	-55,000	Works for this year completed and further works planned for 2017/18
1702	External Redecoration	Completed	60,000	27,000	-33,000	Works for this year completed and further works planned for 2017/18
1703	Paving Works cleaning and repointing	Completed	40,000	40,000	0	Works for this year completed and further works planned for 2017/18
1705	Internal Redecoration – Charge & Cremation Room	Ongoing	3,000	3,000	0	Works in conjunction with item 1510
1707	Water Feature Review	Ongoing	4,000	4,000	0	Various options to be investigated and proposals provided.
1708	Review compliance with Disability Discrimination Act and provide new accessible door to the office reception	Completed	4,000	4,000	0	Installation planned for early June

2017/18

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1801	Part resurfacing of car park and main entrance	In progress	40,000	40,000	0	Works programmed for June
1802	North Chapel refurbishment	Feasibility	205,000	205,000	0	See separate report
1803	Office refurbishment	Feasibility	4,000	4,000	0	
1804	Roofing Programme	Feasibility	500	500	0	Continuation from 2016/7
1805	External decoration	Ongoing programme	33,000	33,000	0	Continuation from 2016/7
1806	Paving Works cleaning and repointing	Ongoing programme	2,000	2,000	0	Continuation from 2016/7

Note - Items previous reported as completed are not shown

Recommendation
That the report be noted

Terry Garvey
Engineer and Surveyor

Agenda Item 12

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 26th JUNE 2017



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
MAR	299	323	307	345
APRIL	284	289	312	244
MAY	289	291	264	304

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2014	3356	1520
2015	3329	1582
2016	3355	1489
2017	-	1530

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	45
i) Total disposals within grounds.....	332
ii) Remains removed from crematorium.....	518
iii) Retained.....	44
TOTAL	893

Scattered 39% Removed 61%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	67692
Total cremations.....	893
Average gas consumption (cu.m.).....	76

JAMES CLARK
MANAGER & REGISTRAR
5TH JUNE 2017

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Agenda Item 14



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 26th June 2017**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The Grounds are looking very good at the moment; the roses are blooming, the bulb border looks fantastic and we have just replanted the bedding areas. The lawns look very good and we are in the process of cutting down the bulb areas now they have died back.

The new Atlantic cedar is growing away very well with no signs of stress due to the fluctuating weather.

Unfortunately we experienced some further vandalism - the stones were removed from the waterfall and thrown into the pond. We have now bedded the stones into the base of the waterfall using aquatic spray foam, which should prevent a recurrence.

At the same time we took the opportunity to purchase some additional aquatic plants that have been installed in four baskets around the pond. They will grow on this year and will improve the pond habitat.

There was an attempted break in to the garage that Brighstone use, but this was unsuccessful due to the extra locks installed last year.

Both of the incidents have been reported to the Police.

Shortlisting for the new grounds maintenance contract will begin on the 5th June and I will provide further details at the meeting.

The current contractor Brighstone continues to perform very 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
3 June 2017

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