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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 18 SEPTEMBER 2017 AT 2.00 PM**

**TOURNERBURY ROOM,  
CIVIC CENTRE PLAZA  
HAVANT**

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**

Councillor Frank Jonas  
(Chairman)  
Councillor Robert New

## **AGENDA**

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**

**3 Minutes of the Meeting held on 26 June 2017 (Pages 5 - 10)**

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.

(a) Metals Recycling Scheme – Charitable Nomination

**6 Building Works Programme (Pages 11 - 12)**

Report from the Engineer and Surveyor attached.

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

**7 North Chapel Refurbishment (Pages 13 - 14)**

The purpose of the attached report from the Engineer and Surveyor is to update members on the progress of the North Chapel Refurbishment scheme.

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

**8 Manager and Registrar's Report (Pages 15 - 16)**

*(a) General Report attached*

*(b) Monitoring Register of Public Comments*

*(c) Any other items of topical interest*

**9 Horticultural Consultant's Report (Pages 17 - 18)**

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

**10 Retirement of Engineer and Surveyor & Deputy Engineer and Surveyor to the Joint Committee (Exempt Item)**

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 1 of Part 1 of Schedule 12A of the Local Government Act 1972.**

The purpose of the attached report from the Clerk is to advise that Terry Garvey, the Engineer and Surveyor, and Mark Pam, the Deputy Engineer and Surveyor to the Joint Committee will both be retiring on the 31 December 2017, and to report on future advice & reporting arrangements to the Committee.

**11 Portchester Crematorium Grounds Maintenance Contract (Pages 19 - 22)**

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 consideration of the appendices to the report 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 Clerk is to advise on the tenders received and a recommendation for the provision of horticultural grounds maintenance services when the current contract ends on the 31 December 2017.

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

**12 Date of Next Meeting - Monday 11 December 2017 at 2pm, in Portsmouth**

JH/me  
6 September 2017  
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