



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 19 MARCH 2018 AT 2.00 PM

FAREHAM BOROUGH COUNCIL

Telephone enquiries to John Haskell, Clerk to the Joint Committee
Email: 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 Tony Briggs
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

Councillor Frank Jonas
(chairman)
Councillor Hannah Hockaday

AGENDA

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

3 Minutes of the Meeting held on 11 December 2017 (Pages 5 - 8)

Attached

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

5 Clerk's Items (Pages 9 - 22)

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

6 Risk Management Strategy (Pages 23 - 28)

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review.

The attached report from the Treasurer sets out the updated documents for approval by the Joint Committee.

RECOMMENDED (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 form and presentation of the Strategic and Operational Risk Registers be reviewed, taking into account current good practice, and a further report be made to the Joint Committee on the outcome.

7 Building Works Programme (Pages 29 - 30)

Report from the Property Manager attached.

8 North Chapel Refurbishment (Pages 31 - 32)

Report from the Property Manager attached, outlining progress on the refurbishment scheme.

RECOMMENDED that the report be noted.

9 Manager and Registrar's Report (Pages 33 - 34)

Manager and Registrar's Report

(a) General Report attached

(b) *Public Comments Register*

The Manager and Registrar will update members on comments received.

(c) *Any other items of topical interest*

10 Horticultural Consultant's Report - Grounds Maintenance (Pages 35 - 36)

Report from the Horticultural Consultant on grounds maintenance attached.
RECOMMENDED that the report be received and noted.

11 Date of Next Meeting - Monday 25 June 2018 at 2pm in Gosport

Date Not Specified