

## **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  
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