

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices,  
Fareham on Monday 16 March 2015 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Leslie Keeble (Chairman)  
Councillor Keith Evans

#### **Gosport Borough Council**

Councillor Dennis Wright

#### **Havant Borough Council**

Councillor Tony Briggs  
Councillor David Guest

#### **Portsmouth City Council**

Councillor Ken Ellcome  
Councillor Robert New

#### **Apologies for Absence (AI 1)**

Councillor Alan Scard (Gosport BC)

**622 Declarations of Members' Interests (AI 2) – None**

**623 Minutes of the Meeting held on 15 December 2014 (AI 3)**

**RESOLVED** that the minutes of the meeting held on the 15 December 2014 be signed as a correct record.

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

**625 Clerk's Items (AI 5) - None**

**626 Risk Management Strategy (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

**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.**

**627 Development Plan 2015 – 2020 (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 2015 - 2020. The Plan reviewed and revisited the previous Development Plan approved in March 2013.

The Clerk also advised members that updated population and death projection information was now available. Appendices 4 & 5 and Section 14 of the Plan would be revised accordingly. The new statistics would not have a material effect upon the text within the main body of the report.

Arising from consideration, the following main points were mentioned –

- The opening sentence of section 1.1 required a textual amendment to recognise that Portchester Crematorium was not the only crematorium in south east Hampshire.
- The statistical information within section 14 would be updated.
- Portchester Crematorium took part in the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

**RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2015 – 2020, as updated, be approved and adopted;**

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

**628 Engineer and Surveyor's Report –  
Planned Maintenance and Building Works Progress Report (AI 8)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In submitting his report the Engineer and Surveyor drew specific attention to the work being undertaken to install the three noise attenuation grilles. These were received from the manufacturer in early February. The technical aspects associated with fixing the grilles to the building were currently being examined, and a site meeting was due to take place on the 24 March.

In response to a question regarding use of surplus heat, the Engineer and Surveyor explained that heat exchangers had been installed at the time the mercury abatement project was undertaken. The intention was that these would be available to provide heating at an appropriate time in the future.

**RESOLVED that the contents of the report be noted.**

## **629 Crematorium South Chapel Refurbishment (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In submitting his report the Engineer and Surveyor mentioned the specialist lighting consultant's proposals, which were a key feature of the refurbishment scheme, making use of energy saving lighting. The Engineer and Surveyor also mentioned the additional budgetary provision that would be required, as explained in the report.

The Engineer and Surveyor also updated members on the programme for the project, with work on site being undertaken during the summer months outside normal working hours.

**RESOLVED that the progress with this project be noted and that approval be given for an additional £20,000 provision to the scheme budget from existing resources.**

## **630 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from the report, the Horticultural Consultant mentioned that shrubs had been ordered which were due for delivery this week. Grass cutting had recommenced in the week commencing 9 March 2015.

**RESOLVED that the report be received and approved.**

## **631 Manager and Registrar's Report (AI 11)**

### **(a) General Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions arising from his report, the Manager and Registrar reported that, as anticipated, during the current financial year there had been a reduction of approximately 15% in the number of cremations at Portchester.

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

### **(b) Any other items of topical interest**

#### **(i) Video Screens and Streaming of Services Through the Internet**

The Manager and Registrar updated members on the uptake of the Internet service (for which a fee was charged), and the level of interest in making use of the video screens in both chapels for personal tributes during services.

**(ii) Book of Remembrance On-Line**

The Book of Remembrance was now available for viewing 'On-Line'.

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

**632 Date of Next Meeting (AI 12)**

**RESOLVED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 15 June 2015 in the Town Hall, Gosport.**

The meeting concluded at 2.31 pm.

Chairman

JH/me  
17 March 2015  
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