

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 15 June 2015 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Gosport Borough Council

Councillor Alan Scard
Councillor Keith Gill (standing deputy)

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Apologies received for non-attendance

Apologies for Absence (AI 1)

Councillor Dennis Wright (Gosport BC - standing deputy in attendance); Councillor David Guest (Havant BC); and Councillors Rob New & Ken Ellcome (Portsmouth City Council). Andy Wannell (Treasurer) and Mark Pam (Deputy Engineer & Surveyor)

Welcome and Introductions

Councillors Susan Bell (Fareham BC) and Keith Gill (Gosport BC) were welcomed to the meeting.

633 Appointment of Chairman (AI 2)

RESOLVED that Councillor Tony Briggs (Havant Borough Council) be appointed Chairman for the 2015/16 municipal year.

(Councillor Tony Briggs in the Chair)

634 Appointment of Vice-Chairman (AI 3)

RESOLVED that the appointment of a Gosport Borough Council representative as vice-chairman be considered at the next meeting.

635 Declarations of Members' Interests (AI 4) – None

636 Minutes of the Meeting held on 16 March 2015 (AI 5)

RESOLVED that the minutes of the meeting held on the 16 March 2015 be signed as a correct record.

637 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) - None

638 Clerk's Items (AI 7) – None

639 Portchester Crematorium Joint Committee – Annual Report - 2014/15 (AI 8)

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

RESOLVED that the annual report for the 2014/15 financial year be noted and received and it be sent for information to each constituent authority.

640 Comprehensive Income and Expenditure Statement 2014/15 (AI 9)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to a number of items including the number of cremations undertaken; fees and income received; the level of contribution to each of the constituent authorities; and the amount of contribution made to the Capital Works and Repairs & Renewals Funds.

In noting that 22 cremations of those under 16 years of age were carried out at no charge, and in response to questions, the Manager and Registrar explained that Portchester followed guidelines issued by the Institute of Cremation and Cemetery Management in respect of infant and child cremations. He also explained the long standing processes and procedures followed in and after the cremation process.

RESOLVED that the contents of the report be noted.

641 Annual Return for the Financial Year Ended 31 March 2015 (AI 10)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to each section of the Annual Return.

RESOLVED that the Annual Return for the financial year ending 31 March 2015 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.

642 Financial Regulation 12 – Income and Banking (AI 11)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report during which it was confirmed the Manager and Registrar supported the procedures set out in the document.

RESOLVED that the revised Regulation 12 be approved.

643 Building Works Programme (AI 12)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting this report the Engineer and Surveyor referred to item 1511 – sound attenuation. He explained that the work on installing the acoustic grilles was completed successfully on Saturday 6 June. A series of sound level readings would be taken to compare with previous readings.

Councillor Bell (in her capacity as a ward councillor for the area) thanked all those involved for bringing this work to a satisfactory completion. The Manager and Registrar mentioned that he had taken the opportunity recently to show a local resident the complexity of the equipment involved and the work required to achieve the sound attenuation.

RESOLVED that the contents of the report be noted.

644 South Chapel Refurbishment (AI 13)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor showed members samples of the wood (African Ayous) to be used for the internal cladding of the chapel. Members were also informed that tenders were now due to be returned on the 26 June (one week later than previously notified to allow further time for tenderers to consider additional information that had been supplied to them in response to enquiries).

Members were advised that it was hoped the project might be completed during September 2015. At an appropriate time the Joint Committee might meet at the Crematorium or have an arranged site visit.

RESOLVED that the report be received and noted

645 Manager and Registrar's Report (AI 14)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to a question the Manager and Registrar explained the current level of the number of cremations that had been reached and that this was in accordance with what had been anticipated. He felt a stable level had been reached which in turn would enable satisfactory future financial planning.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest - None (although see Minute 640 in respect of information given regarding the cremation of children).

RESOLVED that the report be received and noted.

646 Horticultural Consultant's Report (AI 15)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and approved.

647 Grievance and Disciplinary Appeals Committee – Appointment of Representatives (AI 16)

RESOLVED that Councillors Susan Bell, Alan Scard and Dennis Wright be appointed, (together with Councillors Keith Evans and Tony Briggs as standing deputies) to serve on the Appeals Committee, as agreed on 14 June 2010 under minute 360.

648 Dates of Future Meetings (AI 17)

RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2015/16, at the venues indicated –

**Monday 14 September 2015 (Havant)
Monday 14 December 2015 (Portsmouth)
Monday 14 March 2016 (Fareham)
Monday 13 June 2016 (Gosport).**

The meeting concluded at 2.35pm

Chairman

JH/me
17 June 2015
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