



**Portsmouth**  
CITY COUNCIL

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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT  
COMMITTEE**

**MONDAY 29 SEPTEMBER 2008 AT 2.00 PM**

**COMMITTEE ROOM 1,  
CIVIC OFFICES, HAVANT**

Telephone enquiries to John Haskell, Clerk to the Joint Committee  
023 9283 4913

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(NB This Agenda should be retained for future reference with the Minutes of this meeting.)

**Membership of the Joint Committee - 2008/09:**

**Gosport Borough Council**

Councillor Peter Edgar  
Councillor Dennis Wright (Chairman)

**Havant Borough Council**

Councillor Anthony Briggs  
Councillor Dave Collins

**Fareham Borough Council**

Councillor Brian Bayford  
Councillor Mrs Connie Hockley

**Portsmouth City Council**

Councillor Jason Fazackarley  
Councillor Hugh Mason (Vice  
Chairman)

## AGENDA

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 23 June 2008**
- ... 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.

**6 Portchester Crematorium – Installation of Mercury Abatement Equipment (Key decision)**

... The purpose of the attached report is to advise and make recommendations to the Joint Committee on the project for the installation of mercury abatement equipment on all cremators at Portchester Crematorium, that satisfies the provisions of Air Quality note AQ1 (05) prior to the Government deadline of 31<sup>st</sup> December 2012.

**Recommended (1) that the project brief, set out in Appendix A to the report, for the installation of mercury abatement equipment on all cremators be approved;**

**(2) that approval be given for the project to proceed at an indicative cost of upto £2million in accordance with the project brief, including separate tenders and contracts for work to the premises and equipment required;**

**(3) that the funding arrangements set out in paragraphs 17 to 29 of the report be approved, and that should there be any shortfall in resources for the project the Joint Committee agrees to borrow and, at the Treasurer's discretion a loan is taken through Fareham Borough Council or the Public Works Loan Board and repaid over an appropriate period to be decided by the Treasurer;**

**(4) that a Project Review Board be established in accordance with the details and terms of reference set out in Appendix B to the report, in order to control the project with regular reports being made to the Joint Committee on progress;**

**(5) that the content of the detailed risk register, set out in Appendix C to the report, be approved and that this be reviewed regularly by the Project Review Board;**

**(6) that the Joint Committee appoints a member to serve on the Project Board;**

**(7) that the Engineer and Surveyor, Treasurer and the Clerk to the Joint Committee be authorised to take such action as may be necessary within their particular areas of responsibility to give effect to the recommendations set out above, including entering into any agreements, contracts and other legal documentation that may be required to enable the project to proceed.**

## **7 Report to Those Charged with Governance 2007/08**

... A report dated 29 September 2008 from Mazars, the Auditors to the Joint Committee, is attached. The report will be introduced by the Treasurer to the Joint Committee.

**RECOMMENDED that the report be received**

## **8 Annual Governance Statement 2007/08**

... Attached is a copy of the Annual Governance Statement (AGS) for 2007/08. This is the first year that the Joint Committee has had to prepare an AGS. Previously there was a requirement to publish a Statement on Internal Control (SIC).

The Annual Governance Statement will form part of the Statement of Accounts for 2007/08.

**RECOMMENDED that the Annual Governance Statement for 2007/08 be approved.**

## **9 Portchester Crematorium Development Plan 2008-2014**

... The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2008 - 2014.

This Plan reviews and revisits the previous Development Plan approved in June 2006. At that time it was agreed the Plan should be reviewed bi-annually.

**RECOMMENDED that the Portchester Crematorium Joint Committee Development Plan 2008 -2014 be approved and adopted.**

## **10 Portchester Crematorium Joint Committee – Annual Report - 2007/08**

... The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2007/08 financial year.

**RECOMMENDED that the annual report for the 2007/08 financial year be noted and received and that it be sent for information to each constituent authority.**

## **11 Engineer and Surveyor's Report – Planned Maintenance Programme – Progress Report**

... The report of the Engineer and Surveyor, is attached.

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

## 12 Manager and Registrar's Report

... (a) *General Report attached*

(b) *Proposed Cremation Regulations 2008*

Following the consultation undertaken by the Ministry of Justice during 2007, it is understood that the government will shortly be publishing the Cremation Regulations 2008 (which are likely to come into effect on the 1 January 2009). These will update and consolidate existing cremation law. The Manager and Registrar will report orally on the effect of the new regulations.

(c) *Any other items of topical interest including correspondence received*

The Manager and Registrar will report on any items of topical interest, including any relevant correspondence received.

## 13 Horticultural Consultant's Report

The acting Horticultural Consultant will report.

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

## 14 Date of Next Meeting

**To note that the next meeting will be held on Monday 1 December 2008 at 2pm in the Civic Offices, Portsmouth.**

JH/DMF  
19 September 2008  
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