

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 2 March 2009 at 2.00 pm.

Present

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright (Chairman)

Havant Borough Council

Councillor Gwen Blackett (standing deputy)
Councillor Dave Collins

Portsmouth City Council

Councillor Hugh Mason

Fareham Borough Council

Councillor Connie Hockley

Apologies for Absence (AI 2)

Councillors Anthony Briggs (Havant Borough Council); Brian Bayford (Fareham Borough Council) and Jason Fazackarley (Portsmouth City Council). Roger Young (Horticultural Consultant).

280 Declaration of Members' Interests (AI 1) - None.

281 Minutes of the Meeting held on 1 December 2008 (AI 3)

RESOLVED that the minutes of the meeting held on 1 December 2008 be agreed and signed as a correct record.

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

283 Clerk's Items (AI 5)

The Clerk reported that the Joint Committee's membership of CAMEO (Crematoria Abatement of Mercury Emissions Organisation), had now been renewed, upon payment of a fee of £100 + VAT, which had been introduced by the organisation. A leaflet from CAMEO outlining the aims and objectives of the organisation was circulated to members.

NOTED.

284 Finance Strategy and Budget for 2009/10 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Treasurer highlighted to the Joint Committee the main reasons for preparation of the Strategy document.

RESOLVED (1) that the Finance Strategy 2009, attached as Appendix A to the report of the Treasurer, be approved;

(2) that the Strategy be sent to the constituent authorities to note.

285 Whistleblowing Policy (AI 7)

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

Arising from presentation of the report, the Clerk advised that if approved the policy would be sent individually to all Crematorium employees including the part time officers.

RESOLVED that the Whistleblowing policy, set out in Appendix A to the report, be approved.

286 Anti-Fraud and Corruption Policy and Response Plan (AI 8)

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

Arising from presentation of the report, the Clerk advised that if and when an investigation was required it was envisaged this would be undertaken by Fareham Borough Council's Internal Audit unit. The Treasurer (in accordance with paragraph 16 of the policy) would be responsible for directing any investigation. There would be consultation with the chairman and vice-chairman in the event that it was considered another constituent authority should undertake the investigation.

In the case of alleged breaches of the member code of conduct, it was explained that any investigation would be undertaken by the Monitoring Officer of the member's constituent authority (in accordance with paragraph 25 of the policy).

RESOLVED that the Anti-Fraud and Corruption policy and response plan, set out in Appendix A to the report, be approved.

287 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 9)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the Joint Committee notes the contents of the report.

288 Manager and Registrar's Report (AI 10)

(a) General Report

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

(b) Any other items of topical interest - None.

RESOLVED that the statistical information submitted be noted.

289 Implementation of the 2008 Cremation Regulations (AI 11)

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

Arising from presentation of his report, the Manager and Registrar, explained the current arrangements for death certification including the role of the medical referee, where a cremation was requested. He also outlined possible changes that could be envisaged in the future if and when further reforms took place involving the appointment of medical examiners, working alongside coroners.

RESOLVED that the report be received and noted.

290 Horticultural Consultant's Report

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Dave Stribling, the Acting Horticultural Consultant, was in attendance to present his report. He mentioned in particular a tree survey that had been undertaken recently. As a result it was likely that work would be required to a large poplar tree and a eucalyptus tree. Before proceeding he would consult with the Manager and Registrar.

Dave Stribling also reported that Roger Young, the Horticultural Consultant, would be returning to work next week, commencing on a gradual phased return, following illness.

RESOLVED that the report be received and noted.

291 Provision of Internet Broadcasting of Services – 'Web casting' (AI 13)

The Clerk reminded members that at the meeting on 1 December 2008 the Joint Committee received and approved a report that authorised the officers to explore further with RSInnovations quality, technical, security and related issues for the provision of the Internet broadcasting of services. Members had asked that a further report be submitted to the next meeting.

The Clerk advised that since the previous meeting it was understood that RSInnovations had been progressing the matters highlighted and was seeking to deal with each of the items. Mr Reynolds, the proprietor of RSInnovations, had established a company, based at the Langstone Technology Park. A website address had also been created with the aim of providing an example of the type of picture quality and size that could be expected given the bandwidth available. Some 'initial trials' had already taken place to illustrate picture quality, technical and security issues. It was understood that for full bandwidth provision a dedicated cable would be required between the crematorium and the BT exchange.

Arising from members' questions, the Clerk reported that at this stage officers were of the view that whilst progress had been made by Mr Reynolds further work and discussion with him was required to resolve areas of concern that had been highlighted previously, before a firm recommendation could be made to proceed. These included a business model, written method statement and the form of legal agreement.

RESOLVED that whilst the Joint Committee remains supportive of the principle of web casting the officers be authorised to continue negotiations with RSInnovations (or such other company as may be formed by Mr Reynolds) with a view to seeking to settle satisfactorily the outstanding matters previously highlighted.

**292 Crematorium Mercury Abatement Project –
Project Review Board Report (AI 14)**

(TAKE IN REPORT OF THE PROJECT REVIEW BOARD)

RESOLVED that the Joint Committee receives and notes the report.

**293 Tender for the Provision of Professional Consultancy Building Services
(Exempt Item) (AI 15)**

Before considering this item the Joint Committee passed the following resolution –

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Engineer and Surveyor submitted to the meeting a report in respect of the tender for the provision of professional consultancy building services including new capital works.

Councillor Hugh Mason, Chairman of the Project Review Board, highlighted to the Joint Committee the main issues that had been focussed upon in the report. Members were also advised that a meeting of the Review Board had taken place immediately preceding the Joint Committee, and the recommendations from the Review Board were submitted and explained.

RESOLVED that the recommendations from the Project Review Board, set out in the Exempt Appendix to these minutes, be approved.

294 Date of Next Meeting

RESOLVED that it be noted that the next meeting will be held on Monday 22 June 2009 at 2pm in the Town Hall, Gosport.

The meeting concluded at 2.47 pm

Chairman

JH/DMF
2 March 2009
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