



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 22 JUNE 2009 AT 2.00 PM

**COMMITTEE ROOM 1,
TOWN HALL
GOSPORT**

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

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

Membership of the Joint Committee - 2009/10:

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor Anthony Briggs
Councillor Dave Collins

Fareham Borough Council

Councillor Mrs Connie Hockley
Councillor Keith Evans

Portsmouth City Council

Councillor Hugh Mason
Councillor Jason Fazackarley

AGENDA

Welcome and Introductions

1 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2009/10 municipal year should therefore be appointed from one of Portsmouth's representatives.

2 Appointment of Vice Chairman

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Fareham's turn to act as Chairman for the 2010/11 municipal year.

3 Declarations of Members' Interests

4 Apologies for Absence

5 Minutes of the Meeting held on 2 March 2009

... Attached

6 Matters Arising from the Minutes not specifically referred to on the Agenda

(a) Minute 291 – Provision of Internet Broadcasting of Services – update

7 Clerk's Items

The Clerk to the Joint Committee will report on any matters requiring attention.

8 Annual Statement of Accounts 2008/09

... The purpose of the attached report from the Treasurer is to advise that local authorities have a duty to prepare and publish an annual statement of accounts in accordance with regulations issued by the Secretary of State. Current best accounting practice recommends that members formally approve the Annual Statement of Accounts for 2008/09 by the 30 June 2009.

RECOMMENDED that the Statement of Accounts for 2008/09 be approved prior to submission to the Joint Committee's external auditors.

9 Actual Revenue Expenditure 2008/09

... The purpose of the attached report from the Treasurer is to review the Joint Committee's revenue expenditure for the year ending 31 March 2009.

RECOMMENDED that the contents of the report be noted.

10 Risk Management

The Joint Committee introduced comprehensive risk management arrangements in a formalised way in 2006. This included the publication of a set of strategic and operational risk registers and adoption of an action plan to mitigate higher risks. The registers and action plans are reviewed periodically by the officers.

... The purpose of the attached report from the Clerk and the Treasurer is to provide the Joint Committee with the opportunity to review the risk management framework that is in place, and to provide an update on progress against agreed actions, many of which have been completed.

RECOMMENDED (1) that the risk management framework and policy statement as outlined in Appendices A and B of the report be confirmed.

(2) that the progress against agreed actions as outlined in paragraph 10 of the report be noted.

11 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report

... The report of the Engineer and Surveyor, dealing with progress being made on the planned maintenance programme, is attached.

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

12 Manager and Registrar's Report

... *(a) General Report attached*

... *(b) Clearance of Unauthorised Ornaments and Memorials (report attached)*

(c) Any other items of topical interest

13 Horticultural Consultant's Report

To receive a report from the Horticultural Consultant.

RECOMMENDED that the report be received and noted.

14 Crematorium Mercury Abatement Project – Project Review Board Report

... The purpose of the attached report is to provide an update on the current progress of the project and to provide an indicative programme for the project.

RECOMMENDED that the Joint Committee receives and notes the report.

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

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED 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

Under Minute 293, at the meeting on the 2 March 2009, the Engineer and Surveyor reported in respect of the arrangements for the provision of professional consultancy building services including new capital works.

The Joint Committee approved a number of recommendations, and the officers will update members on the current situation.

16 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2009/10, at venues to be decided –

Monday 28 September 2009

Monday 14 December 2009

Monday 1 March 2010

Monday 21 June 2010

JH/me
12 June 2009
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