

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 22 June 2009 at 2.00 pm.

Present

Gosport Borough Council

Councillor Dennis Wright

Havant Borough Council

Councillor Anthony Briggs
Councillor Dave Collins

Portsmouth City Council

Councillor Hugh Mason

Fareham Borough Council

Councillor Connie Hockley
Councillor Keith Evans

Apologies for Absence (AI 4)

Councillors Peter Edgar (Gosport Borough Council) and Jason Fazackarley (Portsmouth City Council)

295 Appointment of Chairman (AI 1)

RESOLVED that Councillor Hugh Mason (Portsmouth City Council) be appointed chairman for the 2009/10 municipal year.

296 Appointment of Vice Chairman (AI 2)

RESOLVED that Councillor Mrs Connie Hockley (Fareham Borough Council) be appointed vice-chairman for the 2009/10 municipal year.

297 Declarations of Members' Interests (AI 3) - None.

298 Minutes of the Meeting held on 2 March 2009 (AI 5)

RESOLVED that the minutes of the meeting held on 2 March 2009 be agreed and signed as a correct record.

299 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6)

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

The Clerk reminded the Joint Committee that approval was given in June 2008 to respond to the approach received from RSInnovations, a company offering a proposal to web cast services at the Crematorium. Subsequently officers met Mr Reynolds, the proprietor of RSInnovations, and outlined to him a range of matters including quality, security and technical issues, which they wished to see resolved before the proposal could proceed. There had been some initial trials, and update reports given to each subsequent Joint Committee meeting.

RSInnovations was reminded in writing following the meeting of the Joint Committee on 2 March 2009 of the need to settle satisfactorily a range of outstanding matters. Recently the company had indicated that a security system was now in place. The Clerk said that both he and the Manager and Registrar would be arranging to meet Mr Reynolds to see a further demonstration. This would include remote accessing via the internet using the security system proposed. The Manager and Registrar emphasised it was important that the system being developed, from the crematorium's point of view, was easy to operate.

In response to questions, members were advised that there was at least one other company in the market place offering to install (at a cost to the crematorium concerned) the type of service proposed by RSInnovations.

Members asked that in due course they would like to see the proposed system demonstrated. The Clerk undertook to arrange this in due course, with the most satisfactory arrangement being for members to view 'on line', using a security password, as if they would be remotely watching a service.

RESOLVED that the Clerk's report be received and arrangements be made to view a demonstration, with a further report being made to the next meeting on the outcome.

300 Clerk's Items (AI 7) - None

301 Annual Statement of Accounts 2008/09 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

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

302 Actual Revenue Expenditure 2008/09 (AI 9)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED that the contents of the report be noted.

303 Risk Management (AI 10)

(TAKE IN REPORT OF THE CLERK AND THE TREASURER)

RESOLVED (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.

304 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 11)

(TAKE IN REPORT OF THE ENGINEER & SURVEYOR)

In response to questions, the Engineer and Surveyor explained that it was proposed to use black granite for the covers to the wreath bays.

RESOLVED that the contents of the report be noted.

305 Manager and Registrar's Report (AI 12)

(a) General Report

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

The Manager and Registrar reported that in the latest statistical information available (for 2008) Portchester had again recorded the highest number of cremations (4,117) nationally.

RESOLVED that the statistical information submitted be noted.

(b) Clearance of Unauthorised Ornaments and Memorials

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

The Manager and Registrar amplified the contents of his report referring especially to the problems caused by the unauthorised use of metal spiked flower holders. He also explained that he now anticipated clearances would take place every 2/3 months.

RESOLVED that the report be noted.

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

306 Horticultural Consultant's Report (AI 13)

Members welcomed back Roger Young following his absence due to illness. Roger responded accordingly and thanked everyone for their good wishes.

Roger advised the Joint Committee that the summer bedding had just been planted and was looking good adding a colourful entrance to the crematorium.

The bulb border had been a riot of colour since December. The bulbs now in flower were called Fox Tailed Lilies and were 3 feet high and looked spectacular.

A number of trees in the new garden had been pruned by thinning and crown lifting, which would allow more light onto the shrub beds.

During the autumn it was hoped to refurbish the pond area. This would be a large job and would require a new pond liner to be installed and new planting.

All the shrub prunings were still shredded and used on the shrub borders. All green material was composited, so very little rubbish was generated.

The gardens were in good condition and maintenance was being carried out to a continuing high standard by the contractor – Brighstone Landscaping.

RESOLVED that the report be received and noted.

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

(TAKE IN REPORT)

RESOLVED that the Joint Committee receives and notes the report.

**308 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

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 at that meeting. An update report containing exempt information from the Engineer and Surveyor, in consultation with the Clerk and the Treasurer, was submitted to the meeting. The Engineer and Surveyor reminded members of the background to the project and of the need to appoint a consultant to undertake preparation of the revised tender documentation. He also referred to the enquiries and approaches he had already made.

RESOLVED (1) That the Officers be authorised to seek expressions of interest from the public and private sector for the preparation of separate tender documentation for -

(a) the provision of professional consultancy building services for ongoing maintenance (including related capital works) and

(b) professional consultancy services for the delivery of the mercury abatement project;

(2) That the officers be authorised to finalise the terms of engagement of a consultant to undertake this work following consultation with the Project Board.

309 Dates of Future Meetings (AI 16)

RESOLVED 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

The meeting concluded at 2.50pm

Chairman

JH/DMF

23 June 2009

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