



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 28 SEPTEMBER 2009 AT 2.00 PM

**COMMITTEE ROOM 2,
CIVIC OFFICES,
HAVANT**

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 Eleanor Scott

AGENDA

**Portsmouth City Council – change of representative –
Appointment of Councillor Eleanor Scott**

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 22 June 2009**
- ... 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 Report to Those Charged with Governance 2008/09

A report from Mazars, the Auditors to the Joint Committee, will be circulated. The report will be introduced by the Treasurer to the Joint Committee.

RECOMMENDED that the report be received

7 Annual Governance Statement 2008/09

... Attached is a copy of the Annual Governance Statement (AGS) for 2008/09.

The Annual Governance Statement will form part of the Statement of Accounts for 2008/09.

RECOMMENDED that the Annual Governance Statement for 2008/09 be approved.

8 Portchester Crematorium Joint Committee – Annual Report - 2008/09

... The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2008/09 financial year.

RECOMMENDED that the annual report for the 2008/09 financial year be noted and received and it be sent for information to each constituent authority.

9 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.

10 Refurbishment of the Pond and Rock Garden

... The purpose of the attached report by the Horticultural Consultant is to explain the works required for the refurbishment of the Pond and Rock Garden and the cost of these works.

RECOMMENDED that the Garden Improvement Fund be used to fund the scheme for the refurbishment of the Pond and Rock Garden and that any shortfall in funding be met from the general grounds maintenance budget.

11 Horticultural Consultant's Report

... A report from the Horticultural Consultant on grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

12 Manager and Registrar's Report

... (a) *General Report attached*

(b) *Any other items of topical interest*

13 Provision of Internet Broadcasting of Services

... The purpose of the attached report by the Clerk and the Manager and Registrar is to update members on the current situation following the report to the Joint Committee on 22 June 2009.

RECOMMENDED that the current situation outlined in the report be noted and no further action be taken at this time.

14 Protocol for Staff on Gifts and Hospitality

... The purpose of the attached report by the Clerk is to recommend for approval a protocol for staff on gifts, hospitality, bequests and sponsorship, and to confirm arrangements to be followed by members of the Joint Committee.

RECOMMENDED (1) That the protocol for staff on gifts, hospitality, bequests and sponsorship, set out in Appendix A to the report, be approved.

(2) That a member offered a gift or hospitality arising from their role as a member of the Joint Committee should provide details to their own authority's monitoring officer in accordance with the code of conduct for members.

15 Crematorium Mercury Abatement Project – Project Review Board Report

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

RECOMMENDED that the Joint Committee receives and notes the report.

16 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 Joint Committee approved recommendations relating to the future provision of professional building and consultancy services. The Joint Committee also approved, until these new appointments were implemented, a continuation for a short period of the arrangements with the existing consultancy firm providing these services.

A report containing exempt information, prepared by the Engineer and Surveyor in consultation with the Clerk to the Joint Committee, is attached.

RECOMMENDED that the recommendation set out in the report relating to the arrangements for the continuing provision of professional building and consultancy advice be approved.

17 Date of Next Meeting

To note that the next meeting will be held on Monday 14 December 2009 at 2pm in the Civic Offices, Portsmouth.

JH/me
18 September 2009
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