

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Havant on Monday 28 September 2009 at 2.00 pm.

Present

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor Dave Collins

Portsmouth City Council

Councillor Hugh Mason (Chairman)

Fareham Borough Council

Councillor Connie Hockley
Councillor Keith Evans

Apologies for Absence (AI 2)

Councillor Eleanor Scott (Portsmouth City Council) and Councillor Anthony Briggs (Havant Borough Council)

310 Portsmouth City Council – Change of Representative

The appointment of Councillor Eleanor Scott (replacing Councillor Jason Fazackarley) as one of Portsmouth's representatives on the Joint Committee was noted.

311 Declarations of Members' Interests (AI 1)

None.

312 Minutes of the Meeting held on 22 June 2009 (AI 3)

RESOLVED that the minutes of the meeting held on 22 June 2009 be agreed and signed as a correct record.

313 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)

None.

314 Clerk's Items (AI 5)

The Clerk to the Joint Committee reported receipt of a letter from the Secretary of the Federation of Burial and Cremation Authorities (FBCA) regarding arrangements for representatives of the FBCA to visit Portchester Crematorium on 3 November 2009.

RESOLVED that the arrangements for this visit be noted and that the chairman and vice chairman be in attendance to represent the Joint Committee.

315 Report to Those Charged with Governance 2008/09 (AI 6)

(TAKE IN REPORT FROM MAZARS,
THE AUDITORS TO THE JOINT COMMITTEE)

The report was introduced by the Treasurer to the Joint Committee.

RESOLVED that the report be received and the Treasurer be authorised to sign the proposed letter of representation.

316 Annual Governance Statement 2008/09 (AI 7)

(TAKE IN ANNUAL GOVERNANCE STATEMENT (AGS) FOR 2008/09)

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

317 Portchester Crematorium Joint Committee – Annual Report - 2008/09 (AI 8)

(TAKE IN REPORT BY THE CLERK)

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

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

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

Arising out of presentation of the report, the Engineer and Surveyor detailed the arrangements in respect of work relating to the granite seat covers and refurbishment of the book of remembrance furniture.

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

319 Refurbishment of the Pond and Rock Garden (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

The Horticultural Consultant advised on the arrangements for the temporary 'homing' of the fish and their return upon completion of the works. He also amplified the reasons why it was necessary to remove and replace the dwarf conifers.

RESOLVED 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.

320 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and noted.

321 Manager and Registrar's Report (AI 12)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In presenting his report, the Manager and Registrar drew attention to a 6% increase in the number of remains being removed from the crematorium. He also advised that a further grounds clearance would be undertaken shortly.

RESOLVED that the Manager and Registrar's report be noted.

(b) Any other items of topical interest - None

322 Provision of Internet Broadcasting of Services (AI 13)

(TAKE IN REPORT BY THE CLERK AND THE
MANAGER AND REGISTRAR)

In presenting this report, the Clerk amplified the background and main contents of the discussions that had taken place leading to the report's recommendation.

RESOLVED that the current situation outlined in the report be noted and whilst no further action be taken at this time, the situation be kept under review.

323 Protocol for Staff on Gifts and Hospitality (AI 14)

(TAKE IN REPORT BY THE CLERK)

RESOLVED (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.

**324 Crematorium Mercury Abatement Project –
Project Review Board Report (AI 15)**

(TAKE IN REPORT BY THE ENGINEER AND SURVEYOR)

The Engineer and Surveyor reported that 'soft marketing' in respect of seeking the appointment of consultants B1 & B2 was proposed to be undertaken during October.

RESOLVED that the Joint Committee receives and notes the report.

**325 Tender for the Provision of Professional Consultancy Building Services
(Exempt Item) (AI 16)**

Before considering this item the Joint Committee

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 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.

(TAKE IN REPORT CONTAINING EXEMPT INFORMATION, PREPARED BY THE ENGINEER AND SURVEYOR IN CONSULTATION WITH THE CLERK TO THE JOINT COMMITTEE)

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

326 Date of Next Meeting (AI 17)

RESOLVED that it be noted that the next meeting will be held on Monday 14 December 2009 at 2.00 pm in the Civic Offices, Portsmouth.

The Meeting concluded at 2.45pm

Chairman

JH/DMF
29 September 2009
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