

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices,
Fareham on Monday 1 March 2010 at 2.00 pm.

Present

Gosport Borough Council

Councillor Peter Edgar

Havant Borough Council

Councillor Dave Collins

Portsmouth City Council

Councillor Hugh Mason (Chairman)
Councillor Eleanor Scott

Fareham Borough Council

Councillor Connie Hockley
Councillor Keith Evans

Apologies for Absence (AI 2)

Councillors Dennis Wright (Gosport BC) and Anthony Briggs (Havant BC),
both engaged on other council business.

341 Declarations of Members' Interests (AI 1)

None.

342 Minutes of the Meeting held on 14 December 2009 (AI 3)

RESOLVED that the minutes of the meeting held on 14 December 2009
be agreed and signed as a correct record.

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

In respect of Minute 330, the Clerk reported receipt of a letter from Brighstone
Landscaping Ltd expressing pleasure at the feedback from the visit by the
FBCA. The company's staff had been advised accordingly.

344 Clerk's Items (AI 5)

None.

345 Portchester Crematorium Partnership Governance (AI 6)

(TAKE IN REPORT OF THE CLERK)

Arising from questions, the Joint Committee was further advised that the report arose from Fareham BC's periodic audit review of governance with various partner organisations and agencies. As the report stated, the Joint Committee could take substantial assurance that the controls that were already in place were effective, equating to Fareham BC's overall audit grade of Very Good.

RESOLVED that the following recommendations set out in Section 9 of the report be approved as the response to the Audit Report -

- (a) In the Joint Committee's Standing Orders in respect of contracts, add the following as Section 9 –**

Monitoring of Contracts

The Responsible Officer shall monitor the expenditure, standards, quality and performance of any contract for which s/he is responsible, and submit to the Joint Committee a report in respect of any matter that may require attention, or as otherwise directed by the Committee.

(The same wording to be added to the list of officer delegations as Item A22)

- (b) That it be placed on record that the Joint Committee's general powers and duties under Section 214 of the Local Government Act 1972 and any other relevant legislation, as referred to in Clause 4 of the Memorandum of Agreement includes but is not limited to the making of standing orders relating to tenders, contracts, financial matters, staffing, and schemes delegating powers, duties and functions to officers either generally or specifically.**

346 Finance Strategy and Budget for 2010/11 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

In response to questions from members, the Joint Committee was advised that the payment referred to in paragraph 20 of the report was made each March. The Joint Committee was also given an explanation of how the funding referred to in paragraph 23 was assessed, and the effect of this upon the overall budget.

RESOLVED (1) that the Finance Strategy 2010, attached as Appendix A to the report, be approved;

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

347 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 8)

(TAKE IN REPORT OF THE ENGINEER & SURVEYOR)

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

348 Horticultural Consultant's Report (AI 9)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report, the Horticultural Consultant circulated photographs illustrating progress on the work of reconstructing the pond and rock garden. It was explained that the new pond liner should have a life expectancy of at least 20 years. The work should be completed, weather dependent, by the end March 2010. Brighstone Landscaping Ltd, under the terms of its contract, would be responsible for pond cleaning, maintenance and fish feeding.

RESOLVED that the report be received and noted with thanks.

349 Manager and Registrar's Report (AI 10)

(a) General Report

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

In response to questions, the Manager and Registrar explained that the crematorium was currently operating at 2/3rds capacity, and was always readily available for funerals. The timing of funerals was a matter dependent solely upon the capacity and resources of each funeral director and the wishes of each family concerned.

The Manager and Registrar also outlined the arrangements that had been made during the period of snow in January. A total of 6 funerals had been re-scheduled to dates selected by the respective funeral directors.

Mention was also made of the delay in fixing dates for some funerals because of an apparent backlog in undertaking post mortem examinations.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – Carbon Reduction Commitment

Arising from the Manager and Registrar's report attention was drawn to the obligation being placed upon local authorities in respect of a commitment to carbon reduction. The officers undertook to report back to a future meeting on the implications of this in respect of the crematorium function.

RESOLVED that the Clerk, in consultation with the Engineer and Surveyor, report back to a future meeting on the local authorities carbon reduction commitment and the implications of this in respect of the crematorium function.

**350 Crematorium Mercury Abatement Project -
Project Review Board Report (AI 11)**

The Engineer & Surveyor advised the committee that tenders for the following consultancy appointments had been received and were being evaluated -

Mercury Abatement Project (B1 consultancy)
On-going Maintenance (B2 consultancy)

The evaluation process would continue into early March. The outcome would be reported to the Project Review Board, which was due to meet in mid March, so that a decision could then be made on the two appointments.

The committee was further advised that arrangements were due to be made for the contract documentation with both successful consultants to be finalised by Portsmouth CC's legal services, using the forms of contract recommended by Gardiner & Theobald.

The intention was for both appointments to be operative from 1 April 2010.

RESOLVED that the Joint Committee receives and notes the report.

351 Date of Next Meeting (AI 12)

RESOLVED that it be noted that the next meeting will be held on Monday 21 June 2010 at 2.00 pm in the Town Hall, Gosport.

The meeting concluded at 2.40 pm

Chairman

JH/DMF
2 March 2010
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