

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Portsmouth on Monday 14 December 2009 at 2.00 pm.

Present

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor Anthony Briggs

Portsmouth City Council

Councillor Hugh Mason (Chairman)
Councillor Eleanor Scott

Fareham Borough Council

Councillor Keith Evans

Apologies for Absence (AI 2)

Councillor Connie Hockley (Fareham Borough Council) and Councillor Dave Collins (Havant Borough Council).

327 Declarations of Members' Interests (AI 1)

None.

328 Minutes of the Meeting held on 28 September 2009 (AI 3)

RESOLVED that the minutes of the meeting held on 28 September 2009 be agreed and signed as a correct record.

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

None.

330 Clerk's Items (AI 5)

The Clerk to the Joint Committee reported upon the following matters -

- (a) Presentation by Cryomation Ltd – Monday 25 January 2010, at Havant Borough Council

(b) Visit by representatives of the Federation of Burial and Cremation Authorities – 3 November 2009

In a report on the outcome of the visit, the FBCA had commented in summary that the crematorium is extremely well run and that its representatives who took part in the visit were impressed with the general standard of maintenance throughout. They were also impressed with the newly built waiting rooms and porte-cochere's, and they complemented the Joint Committee on the level of investment within the service.

The FBCA had carried out a wide ranging inspection, during which some 'housekeeping' type issues were identified, and these had now been addressed. The FBCA had also commented with regard to the CAMEO scheme, of which Portchester Crematorium is a member, recommending that the cremation fees should show a surcharge whether or not a crematorium was fitting mercury abatement equipment. In this respect, the Joint Committee noted that it had been making financial provision over several years to fit the abatement equipment, and for other general works, and that such capital and running costs were part of the overall fee set each year. Members considered it was not necessary to change the current practice.

RESOLVED (1) that the FBCA be thanked for its helpful report, and the Clerk be asked to write accordingly to the FBCA and to indicate that in respect of the CAMEO scheme the prudent financial arrangements that have been put in place over several years by the Joint Committee, and that it is not the Joint Committee's practice to produce itemised bills in the way suggested by the federation.

(2) that the Clerk conveys the views of the FBCA to Brighstone Landscaping and Parker Torrington.

331 Annual Statement of Accounts 2008/09 and Annual Audit and Inspection Letter to Members (AI 6)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED that the Joint Committee notes the contents of the Annual Statement of Accounts, and Audit and Inspection letter to members for 2008/09.

332 Revenue Budget 2010/11 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

In submitting his report, the Treasurer advised that it was proposed there should be an increase in the cremation fee by 2.47% from 1 April 2010.

In response to questions from members the Treasurer explained the preparation of the future capital programme and that it would be for the Joint Committee annually to approve the actual detail of the works proposed.

RESOLVED (a) That expenditure of £78,300 in 2010/11 to be financed from the repairs and renewals fund as detailed in Appendix D of the report be approved;

(b) That the proposed charges as set out in Appendices B and C of the report be approved from 1 April 2010;

(c) That the estimates as set out in Appendix A of the report be approved;

(d) That the revised capital works programme for 2009/10 and future years, as set out in Appendix E to the report, be confirmed.

333 Risk Management Strategy (2010) (AI 8)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED that the risk management strategy set out in Appendix A of the report be confirmed.

334 Engineer and Surveyor's Report – Planned Maintenance Programme – Progress Report (AI 9)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

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

335 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and noted.

336 Manager and Registrar's Report (AI 11)

(a) General Report

(TAKE IN REPORT OF MANAGER & REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other Items of Topical Interest – None

337 Provision of External Speaker to South Chapel (AI 12)

(TAKE IN REPORT OF THE MANAGER & REGISTRAR)

In response to a question, the Manager and Registrar explained that the external speaker, when in use, should not intrude on services taking place in the north chapel.

RESOLVED that the report be noted.

**338 Crematorium Mercury Abatement Project -
Project Review Board Report (AI 13)**

(TAKE IN REPORT OF THE ENGINEER & SURVEYOR)

The Engineer and Surveyor reported that the project was on schedule to go out to tender in the new year for the appointments of consultants B1 & B2, with effect from 1 April 2010.

In response to a question, the Engineer and Surveyor advised that the cost estimates for the project should be re-confirmed following the appointment of the consultants.

RSSOLVED that the report be received and noted.

**339 Contract for the Improvements to Public Waiting Facilities
(Exempt Item) (AI 14)**

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.

(TAKE IN REPORT CONTAINING EXEMPT INFORMATION, PREPARED
BY THE ENGINEER & SURVEYOR)

The report set out the situation regarding a contractual issue in relation to the building of the new waiting rooms and associated works.

RESOLVED that the recommendation set out in the report be approved.

340 Date of Next Meeting (AI 15)

RESOLVED that it be noted that the next meeting will be held on Monday 1 March 2010 at 2 pm in the Civic Offices, Fareham.

The meeting concluded at 2.40 pm

Chairman

JH/SEM
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