



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 1 MARCH 2010 AT 2.00 PM

**COLLINGWOOD ROOM,
FLOOR 8, CIVIC OFFICES,
FAREHAM**

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.

The agenda, minutes and non-exempt reports are available to view on-line at www.portchestercrematorium.org)

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

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 14 December 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 Portchester Crematorium Partnership Governance

... The purpose of the attached report by the Clerk to the Joint Committee is to report on the outcome of an audit of 'Partnership Governance', undertaken by Fareham BC's Internal Audit Group, as part of the periodic plan for 2009/10, and make recommendations accordingly.

RECOMMENDED that the recommendations set out in Section 9 of the report be approved as the response to the Audit Report.

7 Finance Strategy and Budget for 2010/11

At its meeting on 14th December 2009, the Joint Committee approved the revenue budget for 2010/11. The report explained the principles on which the budget had been compiled and set out some of the challenges that are faced in the future.

As part of the annual "Use of Resources" inspection process, local authorities are assessed against a series of criteria, and rated according to the level of compliance with each. This regime has been in place for a number of years, and each year the criteria become more stringent with a view to drive continuous improvement in Councils.

One of the criteria for 2010 recognises that partnerships (such as the Joint Committee) play a key role in delivering services that individual authorities have a responsibility for. Underpinning this relationship, it is felt necessary to be able to demonstrate that any financial or service policies of the Joint Committee work in harmony with equivalent policies of the individual authorities.

The draft Finance Strategy and Budget report for 2009/10 was approved by Members last March and set out the principles on which it has been compiled, and brought these principles and risks together with other aspects of the financial management framework that the Crematorium operates in.

The document provided a clear overview of the Joint Committee's financial framework and provides added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

... The Finance Strategy has been prepared, attached as appendix A of this report, for the Joint Committee's consideration. It is envisaged that the strategy will be reviewed annually and incorporated into the budget setting process for approval at the December cycle each year.

If approved, the Finance Strategy will be sent to the constituent authorities to note as evidence for their 2010 Use of Resources assessment. Any comments from the constituent authorities will be brought back to the joint committee and, if appropriate, incorporated into the Strategy when it is reviewed again, later this year.

RECOMMENDED (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.

8 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.

9 Horticultural Consultant's Report

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

RECOMMENDED that the report be received and noted.

10 Manager and Registrar's Report

... **(a) General Report attached**

(b) Any other items of topical interest

11 Crematorium Mercury Abatement Project – Project Review Board Report

Tenders for the following consultancy appointments have now been received and are being evaluated –

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

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

Arrangements are 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.

RECOMMENDED that the Joint Committee receives and notes the report.

12 Date of Next Meeting

To note that the next meeting will be held on Monday 21 June 2010 at 2pm in the Town Hall, Gosport.

JH/me
16 February 2010
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