



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 14 JUNE 2010 AT 2.00 PM

**THE COUNCIL CHAMBER,
TOWN HALL,
GOSPORT**

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 - 2010/11:

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor Dave Collins
Councillor David Gillett

Fareham Borough Council

Councillor Mrs Connie Hockley
Councillor Keith Evans

Portsmouth City Council

(current representatives)
Councillor Hugh Mason
Councillor Eleanor Scott

AGENDA

Welcome and Introductions

- 1 Apologies for Absence**
- 2 Appointment of Chairman**

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2010/11 municipal year should therefore be appointed from one of Fareham's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Havant's turn to act as Chairman for the 2011/12 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 1 March 2010

... Attached

RECOMMENDED that the minutes of the meeting held on the 1 March 2010 be signed as a correct record.

6 Matters Arising from the Minutes not specifically referred to on the Agenda

7 Clerk's Items

The Clerk to the Joint Committee will report on any matters requiring attention.

8 Annual Statement of Accounts 2009/10

... The purpose of the attached report from the Treasurer is to advise that local authorities have a duty to prepare and publish an annual statement of accounts in accordance with regulations issued by the Secretary of State. Current best accounting practice recommends that members formally approve the Annual Statement of Accounts for 2009/10 by the 30 June 2010.

RECOMMENDED that the Statement of Accounts for 2009/10 be approved prior to submission to the Joint Committee's external auditors.

9 Actual Revenue Expenditure 2009/10

... The purpose of the attached report from the Treasurer is to review the Joint Committee's revenue expenditure for the year ending 31 March 2010.

RECOMMENDED that the contents of the report be noted.

10 Grievance and Disciplinary Procedures

As part of the Annual Governance Statement, previously approved by the Joint Committee, it was recognised that a grievance and disciplinary procedure should be developed for staff employed by the Joint Committee.

... The purpose of the attached report by the Clerk to the Joint Committee is to recommend for approval grievance and disciplinary procedures

RECOMMENDED (1) That the grievance and disciplinary procedures set out in the Appendix to the report be approved;

(2) That arising from approval of the two procedural documents, an Appeals Panel comprising 3 members be appointed, with 3 other members of the Joint Committee as standing deputies.

11 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.

12 Carbon Reduction Commitment

... The purpose of the attached report by the Clerk and the Engineer and Surveyor is to update members regarding the carbon reduction commitment energy efficiency scheme.

RECOMMENDED that the interim report be received and a further report be brought to the Joint Committee indicating what opportunities there may be to enable the Crematorium to take part in carbon reduction.

13 Horticultural Consultant's Report

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

RECOMMENDED that the report be received and noted.

14 Manager and Registrar's Report

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

(b) Any other items of topical interest

15 Crematorium Mercury Abatement Project – Project Review Board Report

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

The purpose of the attached report is to provide an update on the current progress of the project and to report the successful appointment, following tendering process, of Parker Torrington as consultants in respect of both the mercury abatement project and on-going maintenance.

The Project Board will be meeting again prior to the meeting of the Joint Committee and the report will be updated as necessary.

RECOMMENDED that the Joint Committee receives and notes the report.

(b) Appointment of Member Representative to serve on the Board

The membership of the Project Board includes one member of the Joint Committee (Councillor Hugh Mason), who was initially appointed at the meeting on the 29 September 2008. The Project Board subsequently appointed Councillor Mason as its chairman.

RECOMMENDED that the Joint Committee appoints a member representative to serve on the Project Board.

16 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2010/11, at venues to be decided –

Monday 13 September 2010

Monday 13 December 2010

Monday 7 March 2011

Monday 20 June 2011

17 Appointment of Deputy Engineer and Surveyor (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 1 of Part 1 of Schedule 12A of the Local Government Act 1972

A report by the Engineer and Surveyor, which contains exempt information, is attached.

JH/me
3 June 2010
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