

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Council Chamber, Town Hall, Gosport on Monday 14 June 2010 at 2.00 pm.

Present

Fareham Borough Council

Councillor Connie Hockley

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor David Gillett

Portsmouth City Council

Councillor Hugh Mason

Apologies for Absence (AI 1)

Councillors Keith Evans (Fareham BC), Eleanor Scott (Portsmouth CC) and Dave Collins (Havant BC), all engaged on council business for their respective authorities.

Welcome and Introductions

Councillor David Gillett was welcomed to the meeting.

352 Appointment of Chairman (AI 2)

RESOLVED that Councillor Mrs Connie Hockley (Fareham Borough Council) be appointed Chairman for the 2010/11 municipal year.

(Councillor Connie Hockley in the Chair)

353 Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor Dave Collins (Havant Borough Council) be appointed vice-chairman for the 2010/11 municipal year.

354 Declarations of Members' Interests (AI 4) – None.

355 Minutes of the Meeting held on 1 March 2010 (AI 5)

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

Councillor Mrs Hockley extended her thanks to Councillor Hugh Mason for his chairmanship of the Joint Committee during the previous municipal year.

356 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) – None.

357 Clerk's Items (AI 7) – None.

358 Actual Revenue Expenditure 2009/10 (AI 9)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED that the contents of the report be noted.

359 Annual Statement of Accounts 2009/10 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

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

360 Grievance and Disciplinary Procedures (AI 10)

(TAKE IN REPORT OF THE CLERK)

In discussing the report members considered that section 3.3 of the disciplinary procedure should set a definite time for lodging an appeal.

RESOLVED (1) that the grievance and disciplinary procedures set out in the Appendix to the report be approved, subject in section 3.3 of the disciplinary procedure to the words 'a reasonable time' being replaced by the words '10 working days';

(2) that arising from approval of the two procedural documents, an Appeals Panel be appointed comprising 3 members (Councillors Hugh Mason, David Gillett and Dennis Wright), with 3 other members (Councillors Peter Edgar, Dave Collins and Connie Hockley) as standing deputies.

361 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 11)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

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

362 Carbon Reduction Commitment Energy Efficiency Scheme (AI 12)

(TAKE IN REPORT OF THE CLERK AND THE
ENGINEER AND SURVEYOR)

The Clerk to the Joint Committee reported that advice was still awaited from the Environment Agency as to whether there was a requirement for registration, and if so how this should be achieved. In the meantime the Clerk undertook to make enquiries of other local authority crematoria joint committees to ascertain their experience. The Clerk indicated that he would write to members advising them of the outcome of the enquiries being made.

The Engineer and Surveyor reminded the Joint Committee of the principle that had been accepted regarding the possible use of heat recovery, and that this could be examined as part of seeking to make the crematorium more 'fuel' efficient.

RESOLVED 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.

363 Horticultural Consultant's Report (AI 13)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

The Horticultural Consultant in submitting his report circulated photographs of the work undertaken to date on reconstruction of the pond including creation of two splendid waterfalls. The work had received many compliments from visitors. The fish had now been returned to the pond, from their 'temporary home' in the D-Day Museum moat at Southsea.

RESOLVED that the report be received and approved.

364 Manager and Registrar's Report (AI 14)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

Arising out of the report and in response to questions, the Manager and Registrar explained that the new Hedge End Crematorium was now fully operational. The level of usage was being monitored to ascertain what if any impact there was on Portchester and more particularly Southampton crematorium. The Manager and Registrar advised that Portchester had recorded some 4,087 cremations in 2009 – more than any other crematorium in the United Kingdom.

The percentage of ashes removed from the crematorium continued to rise and be greater than those scattered. The risk assessment previously undertaken had indicated that the ground conditions could continue to sustain the current levels.

The Joint Committee was also advised that installation had recently been undertaken of the new external speaker equipment at the South Chapel and the equipment would now be undergoing audibility tests.

RESOLVED that the Manager and Registrar's report

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

(a) General Report

(TAKE IN REPORT OF PROJECT BOARD)

The Engineer and Surveyor reported that a meeting of the Project Board had taken place prior to the Joint Committee Meeting. He explained that there had been contact with Southampton Crematorium to explore whether there were possibilities for joint working. The Engineer and Surveyor and the Joint Committee's consultant had concluded that given the current state of progress and objectives of both crematoria it would not be appropriate to pursue such an initiative. This was principally in respect of the financial risks and timescales involved. The Project Board had agreed with this view.

RESOLVED that the Joint Committee receives and notes the report.

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

RESOLVED that the Joint Committee re-appoints Councillor Hugh Mason as its member representative to serve on the Project Board.

366 Dates of Future Meetings (AI 16)

RESOLVED 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

367 Appointment of Deputy Engineer and Surveyor (Exempt Item) (AI 17)

Before considering this item the Joint Committee passed the following resolution –

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 1 of Part 1 of Schedule 12A of the Local Government Act 1972

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that Mr Andrew Peryer be thanked for his nearly 9 years service as deputy engineer and surveyor and that Mr Mark Pam (Head of Property Services, Gosport BC) be appointed as Deputy Engineer and Surveyor, with immediate effect.

The meeting concluded at 2.40 pm

Chairman