



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 13 SEPTEMBER 2010 AT 2.00 PM

**COMMITTEE ROOM 2,
CIVIC OFFICES,
HAVANT**

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

Councillor Hugh Mason
Councillor Eleanor Scott

A G E N D A

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 14 June 2010**
- ... Attached

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

(a) Minute 362- Carbon Reduction Commitment Energy Efficiency Scheme

The Clerk will report that given guidance received from the Environment Agency it has been concluded that as the crematorium does not meet the threshold there is no requirement to register under the Carbon Reduction Scheme.

5 Clerk's Items

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

6 Report to Those Charged with Governance 2009/10

A report from the external auditors to the Joint Committee will be circulated. The report will be introduced by the Treasurer to the Joint Committee.

RECOMMENDED that the report be received

7 Statement of Accounts for the year ending 31 March 2010

... Attached is a copy of the Annual Statement of Accounts for 2009/10.

RECOMMENDED that the Annual Statement of Accounts for the year ending 31 March 2010 be approved.

8 Portchester Crematorium Joint Committee – Annual Report - 2009/10

... The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2009/10 financial year.

RECOMMENDED that the annual report for the 2009/10 financial year be noted and received and it be sent for information to each constituent authority.

9 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.

10 Repairs to Cremators

... The purpose of the attached report by the Engineer and Surveyor is to advise on the unplanned work recently undertaken to cremators No. 1 and 2.

RECOMMENDED that the action taken by the officers, after consultation with the chairman, in respect of repairs to cremators Nos. 1 and 2 be noted.

11 Portchester Crematorium Health and Safety Policy

... The purpose of the attached report by the Clerk to the Joint Committee is to submit an updated Health and Safety policy which the Joint Committee is recommended to approve.

RECOMMENDED that the Health and Safety policy attached as an appendix to the report of the Clerk be approved and adopted.

12 Manager and Registrar's Report

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

(b) Any other items of topical interest

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 Crematorium Mercury Abatement Project – Project Review Board Report

... The purpose of the attached report by the Engineer and Surveyor is to provide an update on the current progress of the mercury abatement project.

RECOMMENDED that the Joint Committee receives and notes the report.

15 Date of Next Meeting

To note that the next meeting will be held on Monday 13 December 2010 at 2pm in the Civic Offices, Portsmouth.

JH/me
2 September 2010
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