

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Havant on Monday 13 September 2010 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Connie Hockley (Chairman)  
Councillor Keith Evans

#### **Gosport Borough Council**

Councillor Peter Edgar  
Councillor Dennis Wright

#### **Havant Borough Council**

Councillor Dave Collins

#### **Portsmouth City Council**

Apologies submitted

#### **Apologies for Absence (AI 2)**

Councillors Hugh Mason and Eleanor Scott (engaged on Portsmouth City Council business), Councillor David Gillett (Havant BC), and James Clark the Manager and Registrar.

#### **Welcome to Deputy Engineer and Surveyor**

Mr Mark Pam, the newly appointed Deputy Engineer and Surveyor, was welcomed to the meeting.

**368 Declarations of Members' Interests (AI 1) – None.**

**369 Minutes of the Meeting held on 14 June 2010 (AI 3)**

**RESOLVED that the minutes of the meeting held on 14 June 2010 be signed as a correct record.**

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

**(a) Minute 362 – Carbon Reduction Commitment Energy Efficiency Scheme**

The Clerk reported that given guidance received from the Environment Agency it had been concluded that as the crematorium did not meet the threshold there was no requirement to register under the Carbon Reduction Scheme.

**RESOLVED that the situation be noted.**

**371 Clerk's Items (AI 5) – None.**

**372 Report to Those Charged with Governance 2009/10 (AI 6)**

(TAKE IN ANNUAL GOVERNANCE REPORT FROM EXTERNAL AUDITORS)

The Treasurer to the Joint Committee reported that a copy of the report from the external auditors was received on the morning of the meeting, and this was distributed to members at the commencement of the meeting.

The Treasurer introduced the report and highlighted –

- That the auditors intended to issue an unqualified opinion on the 2009/10 financial statements;
- The financial statements set out on pages 7-8 of the report;
- The two recommendations set out in Appendix 5 of the report.

The Joint Committee discussed in particular the recommendation (referred to in paragraph 18 of the report) that members may wish to re-visit the treasury management arrangement with Fareham BC to confirm they are content that, on balance, it represents value for money. The Treasurer advised the Joint Committee on the present arrangement and the role played by Fareham BC.

After further discussion members unanimously -

**RESOLVED (1) that the report be received and the Treasurer be authorised to sign the proposed letter of representation ;**

**(2) that the Joint Committee confirms it is satisfied that the current treasury management arrangements with Fareham BC represent, in its view value for money;**

**(3) that it be noted that the Treasurer has already put in hand arrangements to ensure that all financial journals are supported by a clear trail to documentation and explanation of their purpose.**

**373 Annual Statement of Accounts 2009/10 including Annual Governance Statement 2009/10 (AI 7)**

(TAKE IN ANNUAL STATEMENT OF ACCOUNTS 2009/10 INCLUDING ANNUAL GOVERNANCE STATEMENT)

With the consent of the Chairman the Annual Statement of Accounts had been added to the agenda because there was a requirement for them to be approved and published in final form before the end of September. The Joint Committee was reminded that the draft statement was approved at the previous meeting in June 2010 (minute 359 refers).

A copy of the Annual Governance Statement 2009/10 had been separately circulated to members but was now incorporated within the Annual Statement of Accounts for consideration.

In considering the statements the Treasurer, in response to questions, explained that in respect of the net capital under spend mentioned on page 3 this arose because final expenditure on the waiting room contract was less than expected, as reported previously to the Joint Committee. An explanation was also given regarding pension fund assets.

**RESOLVED that the Annual Statement of Accounts 2009/10 including the Annual Governance Statement for 2009/10 be approved and signed as appropriate.**

**374 Portchester Crematorium Joint Committee – Annual Report – 2009/10 (AI 8)**

(TAKE IN REPORT OF THE CLERK)

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

**375 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor drew particular attention to item 1.9.04 relating to work to deal with rust staining by providing granite covers to wreath bays, which had been well received and appeared to be working well.

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

**376 Repairs to Cremators (AI 10)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

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

**377 Portchester Crematorium Health and Safety Policy (AI 11)**

(TAKE IN REPORT BY THE CLERK TO THE JOINT COMMITTEE)

In considering the report members sought clarification as to how they would be kept informed of any health and safety failures.

**RESOLVED (1) that the Health and Safety policy attached as an appendix to the report of the Clerk be approved and adopted, subject to bullet point 4 of paragraph 20 being revised to read –**

**Keeping themselves informed via reports from the Manager and Registrar and/or the Clerk of any significant health and safety failures, and of the outcome of the investigation into their causes.**

**(2) that the Joint Committee reviews every 2 years whether any changes are required to the health and safety arrangements generally.**

**378 Manager and Registrar's Report (AI 12)**

**(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 - *None***

**379 Horticultural Consultant's Report (AI 13)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In speaking to his report, the Horticultural Consultant submitted a series of photographs showing work on the upgrading and refurbishment of the pond and rock garden which had now been completed. In response to a question the Horticultural Consultant supported the suggestion that a small interpretative board could be displayed explaining why this or other significant works were being carried out. He mentioned that a notice had been placed on the site to the effect that work was being undertaken to the pond and rock garden.

The Horticultural Consultant also explained the reason why, so far as possible, there was a need to plant 'like for like' plants as and when a particular plant required replacement.

**RESOLVED that the report be received and approved and that as and when required a small interpretative/explanation board be displayed on site when any significant works are being undertaken.**

**380 Crematorium Mercury Abatement Project –  
Project Review Board Report (AI 14)**

(TAKE IN REPORT BY THE ENGINEER AND SURVEYOR)

In submitting his report and in response to questions from members, the Engineer and Surveyor reported –

- Publicity and the need for on-site signage had been agreed by the Project Board;
- Tenders were now likely to be despatched towards the end of September (slightly later than initially anticipated) with 6 weeks allowed for their return;
- The project programme had recently been revised and now indicated likely completion during March 2012, ahead of the government timetable of December 2012;
- The building and abatement installation work would be carried out in such a way as to minimise any inconvenience to crematorium users and ways and means of achieving this, including shift working, were being considered.

**RESOLVED that the report be received and noted.**

**381 Date of Next Meeting (AI 15)**

**RESOLVED that it be noted that the next meeting will be held on Monday 13 December 2010 at 2.00 pm in the Civic Offices, Portsmouth.**

The meeting concluded at 2.45pm

Chairman

JH/DMF  
13 September 2010  
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