

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Portsmouth on Monday 13 December 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

Councillor Hugh Mason

Apologies for Absence (AI 2)

Councillors David Gillett (Havant BC) and Eleanor Scott (Portsmouth City Council).

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

383 Minutes of the Meeting held on 13 September 2010 (AI 3)

RESOLVED that the minutes of the meeting held on 13 September 2010 be signed as a correct record.

384 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

385 Clerk's Items (AI 5) – None.

386 Revenue Budget 2011/12 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

It was noted that on page 12 there was a typographical error in that column 3 of Appendix C should refer to 'Proposed Charge 2011/12' (and not 2010/11).

The Treasurer to the Joint Committee introduced the report and in particular highlighted that the number of projected cremations had decreased and as a consequence there had been a reduction of income. In respect of fees and charges, the Treasurer reported that it was proposed to increase the cremation fee by 6.78% from 1 April 2011. In response to questions, members were advised that even after the increase Portchester Crematorium's fees would remain the lowest in Hampshire.

RESOLVED (1) That expenditure of £99,600 in 2011/12 to be financed from the repairs and renewals fund as detailed in Appendix D be approved;

(2) That the proposed charges as set out in Appendices B and C be approved from 1 April 2011;

(3) That the estimates as set out in Appendix A be approved;

(4) That the revised capital works programme for 2010/11 and future years, as set out in Appendix E, be confirmed.

387 Portchester Crematorium Development Plan 2011-2016 (AI 7)

(TAKE IN REPORT OF THE CLERK)

RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2011 - 2016 be approved and adopted;

(2) that the Development Plan be next reviewed in 2 years time.

388 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 8)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

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

389 Manager and Registrar's Report (AI 9)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions from members, the Manager and Registrar advised that nationally the death rate had reduced, and locally this had impacted upon the number of cremations undertaken. He provided comparative statistics which illustrated that other crematoria had also recorded reduced numbers, but that Portchester was still the busiest crematorium in the UK.

RESOLVED that the report be received and noted.

(b) Other items of topical interest - None

390 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant referred in particular to the arrangements mentioned for dealing with adverse weather conditions. In this respect agreement had been reached with Fareham BC's Streetscene Operations Manager to have in place a contingency plan that would be activated in the event of a period of sustained bad weather involving significant snowfall to ensure continued access to the crematorium and grounds.

The Horticultural Consultant also referred to the trunks of three pine trees that remained in the grounds and an approach he had received from Mr Paul Sivell, a 'tree sculptor', who could undertake bird and animal carvings of the trunks. Pictures and drawings were circulated illustrating the type of work that could be achieved. An estimate of cost was also reported. Members expressed support for this initiative, the cost of which they were advised by the Treasurer could be met from the gardens improvement fund. So far as the Horticultural Consultant was currently aware there were no other locally based tree sculptors, although he would make enquiries.

RESOLVED (1) that the general report be received and noted;

(2) that the Horticultural Consultant be authorised to arrange for Mr Paul Sivell to undertake sculptures of the three tree trunks, subject to agreement on the designs and to the Horticultural Consultant being satisfied that there are no other locally based tree sculptors, and that the Chairman be consulted and kept informed as appropriate;

(3) that the cost of the tree sculpture work be met from the Garden Improvement Fund budget.

**391 Crematorium Mercury Abatement Project –
Project Review Board Report (AI 11)**

(TAKE IN REPORT BY THE ENGINEER AND SURVEYOR)

RESOLVED that the report be received and noted.

**392 Contract for the Crematorium Mercury Abatement Project
(Exempt Item) (AI 12)**

At the commencement of this item it was –

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

A report from the Engineer and Surveyor was circulated to members in advance of the meeting. This explained that tender documentation had been received from each of the companies invited to tender and these had been considered by the evaluation panel who had reported on them to the Project Board on the 8 December. The Engineer and Surveyor's report also set out the conclusions and recommendations of the Project Board meeting in respect of the next steps for dealing with the tenders. The report also referred to the on-going negotiations with Scottish and Southern Electricity for equipment, plant and works to be undertaken in the provision of an electricity sub-station.

(Take in Exempt Minute)

RESOLVED that recommendations 1, 2 and 4 in the exempt report be approved, and that an additional meeting of the Joint Committee be convened during January 2011 to receive a report on the outcome of the tender evaluation process and to make a decision on the selection of a contractor.

393 Date of Next Meeting (AI 13)

RESOLVED (1) that in accordance with minute 393 it be noted that an additional meeting of the Joint Committee will be held during January 2011;

(2) that it be noted that the next meeting will be held on Monday 7 March 2011 at 2.00 pm in the Civic Offices, Fareham.

The meeting concluded at 2.45pm

Chairman

JH/DMF
14 December 2010
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