



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 20 JUNE 2011 AT 2.00 PM

**COMMITTEE ROOM 1,
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 - 2011/12:

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

To be notified

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Portsmouth City Council

Councillor Hugh Mason
Councillor Lynne Stagg

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 2011/12 municipal year should therefore be appointed from one of Havant's representatives.

3 Appointment of Vice-Chairman

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

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 7 March 2011

... Attached

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 Actual Income and Expenditure Account for Year Ending 31 March 2011

... The purpose of the attached report from the Treasurer is to review the Joint Committee's revenue income and expenditure for the year ending 31 March 2011.

RECOMMENDED that the contents of the report be noted.

9 Annual Financial Return 2010/11

... The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared in compliance with the format prescribed by the Accounts and Audit (England) Regulations 2011. The accounts are prepared on an accruals basis and include a balance sheet and supporting notes.

When submitted to the external auditors the Financial Return will also include the Annual Governance Statement, which is submitted for approval under item 10 below.

RECOMMENDED that the Annual Financial Return for the year ending 31 March 2011 be approved and signed prior to submission to the Joint Committee's external auditors.

10 Annual Governance Statement

... Attached for approval by the Joint Committee is the Annual Governance Statement, which will form part of the Financial Return for the year ending 31 March 2011.

RECOMMENDED that the Annual Governance Statement for the year ending 31 March 2011 be approved and signed for inclusion within the Annual Financial Return.

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 Horticultural Consultant's Report

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

RECOMMENDED that the report be received and noted.

13 Manager and Registrar's Report

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

(b) Any other items of topical interest

14 Crematorium Car Park – Use for School 'Park and Stride' Scheme

... The purpose of the attached report is to consider a request received from Northern Infant School to use the crematorium car park each morning between 8.30am and 9.15am for a 'park and stride' scheme.

RECOMMENDED that the request from Northern Infant School be approved subject to the following main terms and conditions –

- (a) The use of the external overflow car park for a park and stride scheme is at the sole discretion of the Joint Committee, such use to be reviewed annually;**
- (b) The Joint Committee reserves the right to withdraw approval to the use at anytime;**
- (c) The Joint Committee shall have no liability arising from the use proposed;**
- (d) The Head Teacher of Northern Infant School to be responsible for co-ordinating with other schools in the area who may wish to join the scheme.**

15 Crematorium Mercury Abatement Project – Project Review Board Report

(a) General Report

... The purpose of the attached report is to provide an update on progress of the project following the Joint Committee's decision to appoint Facultatieve Technologies (FT) for the supply and installation works 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(1) that the Joint Committee receives and notes the report, and

(2) notes that additional steelwork is required as part of the building works to accommodate load bearing equipment at an estimated cost of up to £25,000, and that this sum can be met from within the overall project cost.

(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, and has served continuously since that time. 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 Crematorium Mercury Abatement Project – Building Works (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 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

... The purpose of the attached exempt report from the Engineer and Surveyor is to advise on the receipt of tenders for the building works required to accommodate the mercury abatement equipment and to recommend the appointment of a contractor.

RECOMMENDED that the recommendations set out in the attached report be approved.

17 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2011/12, at the venues indicated –
Monday 19 September 2011 (Portchester Crematorium)
Monday 12 December 2011 (Portsmouth)
Monday 5 March 2012 (Fareham)
Monday 18 June 2012 (Gosport)

JH/me
9 June 2011
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