



**Portsmouth**  
CITY COUNCIL

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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM  
JOINT COMMITTEE**

**MONDAY 19 SEPTEMBER 2011 AT 2.00 PM**

**THE NORTH CHAPEL WAITING ROOM  
PORTCHESTER CREMATORIUM  
UPPER CORNAWAY LANE  
PORTCHESTER**

Telephone enquiries to John Haskell, Clerk to the Joint Committee  
023 9283 4913

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(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](http://www.portchestercrematorium.org))

**Membership of the Joint Committee - 2011/12:**

**Gosport Borough Council**

Councillor Peter Edgar  
Councillor Dennis Wright

**Havant Borough Council**

Councillor Dave Collins  
Councillor Leah Turner

**Fareham Borough Council**

Councillor Keith Evans  
Councillor Leslie Keeble

**Portsmouth City Council**

Councillor Hugh Mason  
Councillor Lynne Stagg

**AGENDA**

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 20 June 2011**
- ... Attached

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

**5 Clerk's Items**

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

**6 Appointment of Vice Chairman for 2011/2012**

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2012/13 municipal year.

**7 Portchester Crematorium Joint Committee – Annual Report - 2010/11**

... The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2010/11 financial year.

**RECOMMENDED that the annual report for the 2010/11 financial year be noted and received and it be sent for information to each constituent authority.**

**8 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.**

**9 Manager and Registrar's Report**

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

**(b) Any other items of topical interest**

**10 Cremation of Coffins that Exceed the Standard Size**

... As requested by the Joint Committee under minute 421, the attached report from Manager and Registrar is to advise on the number of occasions it has been necessary for a coffin that exceeded the standard size to be transferred elsewhere for cremation.

**RECOMMENDED that the report be noted**

**11 Horticultural Consultant's Report**

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

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

**12 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.**

**13 Grievance and Disciplinary Appeals Committee –  
Appointment of Representatives**

To appoint 3 members and 3 standing deputies to serve on the Appeal Committee, as agreed on 14 June 2010 under minute 360.

**14 Appointment of Medical Referee and Deputy Medical Referee (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 1 of Part 1 of Schedule 12A of the Local Government Act 1972**

... The purpose of the attached report from the Clerk to advise the Joint Committee of the retirement of the present Medical Referee and to make arrangements to appoint a successor and make provision for the appointment of a further deputy medical referee.

**RECOMMENDED that the recommendations contained within the report be approved.**

**15 Horticultural Consultancy Arrangements (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 1 of Part 1 of Schedule 12A of the Local Government Act 1972**

... The purpose of the attached report from the Clerk is to advise the Joint Committee that Portsmouth City Council, who provide the Crematorium horticultural consultancy service on a recharge basis, has undertaken a review of its Parks Division, and to make recommendations for the proposed future arrangements.

**RECOMMENDED that the recommendations contained within the report be approved.**

**16 Date of Next Meeting**

**To note that the next meeting will be held on Monday 12 December 2011 at 2pm in the Civic Offices, Portsmouth.**

JH/me  
8 September 2011  
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