



**Portsmouth**  
CITY COUNCIL

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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM  
JOINT COMMITTEE**

**MONDAY 18 JUNE 2012 AT 2.00 PM**

**COMMITTEE ROOM 1,  
TOWN HALL,  
GOSPORT**

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 - 2012/13:**

### **Gosport Borough Council**

Councillor Peter Edgar  
Councillor Dennis Wright

### **Havant Borough Council**

Councillor David Collins  
Councillor Leah Turner

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Leslie Keeble

### **Portsmouth City Council**

To be advised

## **A G E N D A**

### **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 2012/13 municipal year should therefore be appointed from one of Gosport's representatives.

### **3 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Portsmouth's representatives as it will be Portsmouth's turn to act as Chairman for the 2013/14 municipal year.

### **4 Declarations of Members' Interests**

### **5 Minutes of the Meeting held on 5 March 2012**

... 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 Comprehensive Income and Expenditure Statement 2011/12**

... 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 2012.

**RECOMMENDED that the contents of the report be noted.**

### **9 Annual Return for the Financial Year Ended 31 March 2012**

... 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.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

The Annual Internal Audit report (Section 4) is to follow.

**RECOMMENDED that the Annual Return for the financial year ending 31 March 2012 be approved and signed as appropriate, as follows -**

**(a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;**

**(b) Section 2 - Annual Governance Statement be approved and signed;**

**(c) Section 4 - Annual Internal Audit Report be noted.**

**10 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.**

**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 Manager and Registrar's Report**

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

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

**13 Replacement of Crematorium Office IT System**

... The purpose of the attached report by the Manager and Registrar is to inform members of the proposed updating of the Crematorium office computer hardware.

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

**14 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 for the supply and installation works in respect of mercury abatement equipment.

The Project Board will be meeting again prior to the meeting of the Joint Committee and the report will be updated as necessary.

**RECOMMENDED that the Joint Committee receives and notes the report.**

**(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.**

**15 Horticultural Consultancy Arrangements**

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 exempt report (to be circulated) from the Clerk to the Joint Committee is to review progress in respect of the transitional arrangements made following the staffing changes in 2011.

**RECOMMENDED that the contents of the report be considered.**

**16 Dates of Future Meetings**

**RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2012/13, at the venues indicated –**

**Monday 24 September 2012 (Portchester Crematorium)  
Monday 10 December 2012 (Portsmouth)  
Monday 11 March 2013 (Fareham)  
Monday 17 June 2013 (Gosport)**

JH/me  
7 June 2012  
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