

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in Committee Room 1, Town Hall, Gosport on Monday 18 June 2012 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Gosport Borough Council

Councillor Chris Carter (standing deputy)
Councillor Dennis Wright

Havant Borough Council

Councillor Leah Turner

Portsmouth City Council

Councillor Aiden Gray
Councillor Hugh Mason

Apologies for Absence (AI 1)

Councillors David Collins (Havant BC) and Peter Edgar (Gosport BC), and Terry Garvey (Engineer & Surveyor).

Welcome and Introductions

Councillors Aiden Gray and Chris Carter were welcomed to the meeting.

464 Appointment of Chairman (AI 2)

RESOLVED that Councillor Peter Edgar (Gosport Borough Council) be appointed Chairman for the 2012/13 municipal year.

465 Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor Hugh Mason (Portsmouth City Council) be appointed vice-chairman for the 2012/13 municipal year.

**(Councillor Hugh Mason in the Chair,
in the absence of the Chairman)**

466 Declarations of Members' Interests (AI 4) – None.

467 Minutes of the Meeting held on 5 March 2012 (AI 5)

RESOLVED that the minutes of the meeting held on the 5 March 2012 be signed as a correct record.

468 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) – None.

469 Clerk's Items (AI 7) – None.

470 Comprehensive Income and Expenditure Statement 2011/12 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

In response to a question from Councillor Keeble, The Deputy Treasurer explained that the higher than anticipated expenditure mentioned in paragraph 11 of the report arose because account had to be taken within the 2011/12 financial year of an additional claim for consultancy fees from Parker Torrington, which was still subject to clarification with the company.

The Deputy Treasurer also gave an explanation of the draw down process in respect of the repairs and renewals fund.

RESOLVED that the contents of the report be noted.

471 Annual Return for the Financial Year Ended 31 March 2012 (AI 9)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer highlighted that the significant variances in expenditure levels, cash and short term investment and fixed and long term fixed assets were all as a result of the approved programme of work for the mercury abatement scheme.

In respect of page 8 of the report (Balance Sheet as at 31 March 2012), the Joint Committee noted that in the 2011/12 column the total of £1,520,804 should read £1,542,234. In respect of page 9 (para 6.1) it was explained that the prepayment of £59,975 was in respect of the advance payment required for the electricity substation for the mercury abatement project, which had now been installed and was operational.

The Joint Committee was also advised that a completed internal audit report had not yet been received. However, it was explained that there had been no findings that would stop the various documents required for the annual return being signed off.

RESOLVED (1) 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;

(b) Section 2 - Annual Governance Statement.

(2) That It be noted that Section 4 - Annual Internal Audit Report is not available at this stage for submission to the Joint Committee.

472 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 10)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

The Deputy Engineer and Surveyor explained that within the report reference to the Mercury Abatement Project had been duplicated, and the entry at ref 2.11.01 should therefore be deleted.

In response to a question, it was explained that the budget for refurbishment of the Book of Remembrance Room had increased because the works required had been found to be more complex than originally envisaged.

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

473 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew specific attention to the outcome of the tree survey, which indicated that the majority of the tree stock was in good condition; none represented an immediate health and safety risk.

RESOLVED that the report be received and approved.

474 Manager and Registrar's Report (AI 12)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

In response to a question, the Joint Committee was told that at this stage there was nothing further to report in respect of the proposed crematorium at Bartons Road, Havant.

The Manager and Registrar reported that Dr Omalade Okubadejo had indicated a wish to retire in September 2012, after many years service as a deputy medical referee. Given future legislative changes and the introduction of medical examiners from 2014, the Medical Referee and the Manager & Registrar were of the view that he and the remaining 3 deputy medical referees would be able to continue to provide the current high level of service.

The Manager and Registrar also reported that a very long serving member of staff would be retiring later in the year.

Both the Manager & Registrar and the Clerk reported on an incident relating to the disappearance of flowers that had been brought to the crematorium for a funeral. Despite intensive enquiries and an investigation by the Clerk it had not been possible to establish what had occurred. As a result the Manager and Registrar had revisited existing processes and procedures and issued revised guidelines to funeral directors and staff regarding flower removal and disposal. The Joint Committee noted the action taken.

RESOLVED (1) that the Joint Committee places on record its thanks to Dr Omalade Okubadejo for the service he has given as a deputy medical referee and extends to him the committee's good wishes upon his retirement.

(2) that the Joint Committee places on record its thanks to Mr Ray Legg for the 34 years service he has given as a technician at the crematorium and extends to him the committee's good wishes upon his retirement.

475 Replacement of Crematorium Office IT System (AI 13)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

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

(a) General Report

(TAKE IN REPORT OF PROJECT BOARD)

The Deputy Engineer and Surveyor reported that in addition to the removal of scaffolding, the works compound had now been removed.

Reference was made to an order that had been placed for the analyser renewal to cremators nos 1-6, in a revised budget of £93,769, mentioned in the Engineer and Surveyor's report under item 10. This work was originally scheduled for the 2013/14 financial year but was now being undertaken in the current financial year. The work was being undertaken by FT, the specialist abatement contractor, as a variation and extension to the Company's contract.

Councillor Wright drew attention to the extensive number of project board meetings which this scheme had required and members paid tribute to the work of the Board, chaired by Councillor Hugh Mason, and the excellent way in which the project had been managed.

Councillor Mason indicated that work was still ahead of programme and the scheme was coming in under budget. Members supported the suggestion that the next meeting of the Joint Committee be held at the Crematorium to enable them to see the completed work first hand and to meet representative(s) of FT.

RESOLVED (1) that the report be received and noted.

(2) that the budget of £93,769 for the mercury abatement analyser be brought forward and included within the 2012/13 financial year.

(b) Appointment of Member Representative to serve on the Board

In respect of this item, the Clerk sought nominations, and it was –

RESOLVED that the Joint Committee re-appoints Councillor Hugh Mason as its member representative to serve on the Project Board.

477 Horticultural Consultancy Arrangements (Exempt Item) (AI 15)

Before considering this item the Joint Committee –

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

(TAKE IN REPORT OF THE CLERK)

RESOLVED (1) that the contents of the report be noted and the action being taken to prepare a site planting plan be confirmed, for completion by the end of August 2012;

(2) that Roger Young be thanked for his 9½ years of service to the Joint Committee and the Committee’s very good wishes be extended to him upon his retirement from his post as Horticultural Consultant, and latterly as Horticultural Adviser.

478 Dates of Future Meetings (AI 16)

RESOLVED 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 (Havant)

Monday 11 March 2013 (Portsmouth)

Monday 17 June 2013 (Fareham)

The meeting concluded at 2.47pm

Chairman

JH/me
19 June 2012
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