



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 24 SEPTEMBER 2012 AT 2.00 PM

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

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 online at www.portchestercrematorium.org)

Membership of the Joint Committee - 2012/13:

Gosport Borough Council

Councillor Peter Edgar (chairman)
Councillor Dennis Wright

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Havant Borough Council

Councillor David Collins
Councillor Yvonne Weeks

Portsmouth City Council

Councillor Hugh Mason (v/chairman)
Councillor Aiden Gray

A G E N D A

1 Apologies for Absence

2 Havant Borough Council – change of member representative

To note a change of Havant Borough Council representative and the appointment of Councillor Yvonne Weeks, in place of Councillor Leah Turner.

3 Declarations of Members' Interests

4 Minutes of the Meeting held on 18 June 2012

... Attached

5 Matters Arising from the Minutes not specifically referred to on the Agenda

(a) Minute 471 – Annual Return for the Financial Year Ended 31 March 2012 – Resolution 2.

The Treasurer will report.

6 Clerk's Items

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

7 Portchester Crematorium Joint Committee – Annual Report - 2011/12

The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2011/12 financial year.

RECOMMENDED that the annual report for the 2011/12 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 Horticultural Consultant's Report

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

RECOMMENDED that the report be received and noted.

10 Manager and Registrar's Report

... (a) *General Report attached*

(b) *Any other items of topical interest*

**11 Crematorium Mercury Abatement Project –
Report by Engineer and Surveyor**

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.
...

In respect of the deed of variation in relation to the electricity sub-station and easement, mentioned in paragraph 5 of the report, the Clerk will report on the current situation, in the light of the decision taken by the Joint Committee on the 5 March 2012.

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

RECOMMENDED that the Joint Committee receives and notes the report.

12 Staffing Matters

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 these items 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.

(a) Crematorium Technicians Salary Review

The purpose of the exempt report from the Clerk to the Joint Committee is to enclose a report from an HR consultant in respect of a request from the crematorium technicians for a salary review.

RECOMMENDED that the contents of the report be considered.

(b) Deputy Engineer and Surveyor

The Clerk will report.

13 Date of Next Meeting – Monday 10 December at 2pm in Portsmouth

JH/me
12 September 2012
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