



**Portsmouth**  
CITY COUNCIL

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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM  
JOINT COMMITTEE**

**MONDAY 11 MARCH 2013 AT 2.00 PM**

**CONFERENCE ROOM A  
(THE DUISBURG ROOM),  
CIVIC OFFICES,  
GUILDHALL SQUARE  
PORTSMOUTH**

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 (Chairman)  
Councillor Dennis Wright

**Havant Borough Council**

Councillor Dave Collins  
Councillor Yvonne Weeks

**Fareham Borough Council**

Councillor Keith Evans  
Councillor Leslie Keeble

**Portsmouth City Council**

Councillor Hugh Mason (V/chairman)  
Councillor Jason Fazackarley

**A G E N D A**

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 10 December 2012**
- ... Attached

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

**(a) Minute 500 – Metals Recycling Scheme**

To report that following the Joint Committee's nomination, the Institute of Cemetery and Crematorium Management (ICCM) has given a donation from the Recycling of Metals Scheme to the South Hampshire branch of Cruse Bereavement Care.

**5 Clerk's Items**

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

**6 Development Plan 2013 -2018**

The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2013 - 2018.

This Plan reviews and revisits the previous Development Plan approved in December 2010. At that time it was agreed the Plan should be reviewed bi-annually.

**RECOMMENDED (1) that the Portchester Crematorium Joint Committee Development Plan 2013 - 2018 be approved and adopted;**

**(2) that the Development Plan be next reviewed in 2 years time.**

**7 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.**

**8 Manager and Registrar's Report**

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

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

**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 Crematorium Mercury Abatement Project**

The Engineer and Surveyor will provide an update on the extensive programme of specialist work for this project, completed in late summer 2012.

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

## **11 Crematorium - Staffing Matter**

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.**

... The purpose of the attached exempt report from the Manager and Registrar is to seek approval to the variation of the hours worked by a crematorium employee, to maintain and enhance customer service.

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

## **12 Date of Next Meeting**

**To note that the next meeting will be held on Monday 17 June 2013 at 2pm in the Civic Offices, Fareham.**

JH/me  
28 February 2013  
1060311a