



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 17 JUNE 2013 AT 2.00 PM

**COLLINGWOOD ROOM,
FLOOR 8,
CIVIC OFFICES,
FAREHAM**

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 on-line at www.portchestercrematorium.org)

Membership of the Joint Committee - 2013/14:

Gosport Borough Council

Councillor Peter Edgar
Councillor Dennis Wright

Havant Borough Council

Councillor David Collins
Councillor Yvonne Weeks

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Portsmouth City Council

Councillor Jason Fazackarley
Councillor Hugh Mason

AGENDA

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 2013/14 municipal year should therefore be appointed from one of Portsmouth's.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Fareham's turn to act as Chairman for the 2014/15 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 11 March 2013

... 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 Portchester Crematorium Joint Committee – Annual Report - 2012/13

... The purpose of the attached report is to place on record and inform members of the principal work of the Joint Committee during the 2012/13 financial year.

RECOMMENDED that the annual report for the 2012/13 financial year be noted and received and it be sent for information to each constituent authority.

9 Internal Audit Plan 2013/14 to 2017/18

... The purpose of the attached report from the Treasurer is to set out the proposed 5 year Internal Audit Plan along with proposals of how this work will be resourced and costed.

RECOMMENDED (1) that the plan of internal audit work set out in Appendix 1 to the report be approved;

(2) that the Treasurer to the Joint Committee be given delegated authority to make minor changes to the coverage within the number of audit days agreed.

10 Risk Management

... The purpose of the attached report by the Treasurer is to provide members with the opportunity to review the risk management framework in place.

The Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. This included the publication of a set of Strategic and Operational Risk Registers.

RECOMMENDED (1) that the Risk Management Strategic Framework and Policy as set out in Appendices A & B of the report be approved;

(2) that the revised Strategic and Operational Risk Registers set out in Appendices C & D to the report be approved;

(3) that the Financial Regulations set out in Appendix E to the report be approved.

11 Comprehensive Income and Expenditure Statement 2012/13

... 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 2013.

RECOMMENDED that the contents of the report be noted.

12 Annual Return for the Financial Year Ended 31 March 2013

... 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 2013 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.

13 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.

14 Manager and Registrar's Report

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

(b) Any other items of topical interest

15 Horticultural Consultant's Report

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

RECOMMENDED that the report be received and noted.

16 Crematorium Mercury Abatement Project

(a) Maximising the Benefit of Mercury Abatement Plant

... The purpose of the attached report by the Engineer and Surveyor is to enable consideration to be given to the utilisation of the heat exchangers installed as part of the mercury abatement project.

RECOMMENDED (1) that the proposal outlined by Pope Consulting Ltd to incorporate the mercury abatement heat exchangers into the existing Crematorium building heating systems be approved;

(2) that approval be given for an additional £28,500 capital scheme in the current financial year.

(b) General Report

The Engineer and Surveyor will provide an update on any outstanding matters following completion of this project last year.

RECOMMENDED that the Joint Committee receives and notes the report.

(c) Appointment of Member Representative to serve on the Project Review 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.

17 Energy Generation

... The purpose of the attached report by the Engineer and Surveyor is to update the Joint Committee on measures being undertaken to investigate the possibility of solar-generated electricity at the Crematorium.

RECOMMENDED that, until consideration has been given by the Joint Committee to the possible use of the existing heat exchangers, the report be noted.

18 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.

19 Horticultural Grounds Maintenance Contract

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

The purpose of the attached report is to explain that the contract for the provision of horticultural and grounds maintenance services expires in December 2014, and to seek the Joint Committee’s instructions as to the way forward.

RECOMMENDED that the contents of the report be considered.

20 Crematorium – Contract for Professional Consultancy Building Services

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

The purpose of the attached report is to explain that the existing contract for professional consultancy building services has been extended for a further one year term.

RECOMMENDED that the contents of the report be considered.

21 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2013/14, at the venues indicated –

**Monday 23 September 2013 (Havant)
Monday 9 December 2013 (Portsmouth)
Monday 10 March 2014 (Fareham)
Monday 16 June 2014 (Gosport)**

JH/me
4 June 2013
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