



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 23 SEPTEMBER 2013 AT 2.00 PM

**CONFERENCE ROOM B026, PUBLIC SERVICES PLAZA, CIVIC CENTRE
ROAD, HAVANT PO9 2AX**

Telephone enquiries to John Haskell, Clerk to the Joint Committee
Email:

Membership

Councillor Hugh Mason (Chair)
Councillor Leslie Keeble (Vice-Chair)

Councillor Mike Fairhurst
Councillor David Collins
Councillor Jason Fazackarley

Councillor Keith Evans
Councillor Dennis Wright
Councillor Peter Edgar

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online at
www.portchestercrematorium.org

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 17 June 2013 (Pages 1 - 8)**
- 4 Matters Arising from the Minutes not specifically referred to on the Agenda**

(a) Minute 519 – Presentation to Gosport BC’s Scrutiny Board – 17 July.

5 Clerk’s Items

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

6 Portchester Crematorium Internal Audit Report - 2013 (Pages 9 - 34)

The purpose of the attached Internal Audit report is to advise that the internal audit, undertaken in accordance with the 2013/14 audit plan, has been completed and the recommendations agreed with officers.

RECOMMENDED that completion of the Internal Audit and report in accordance with the 2013/14 Audit Plan be noted.

7 Engineer and Surveyor’s Report - Planned Maintenance Programme - Progress Report (Pages 35 - 38)

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 Horticultural Consultant’s Report (Pages 39 - 40)

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

RECOMMENDED that the report be received and noted.

9 Manager and Registrar’s Report (Pages 41 - 42)

(a) General Report attached

(b) Any other items of topical interest

Institute of Cemetery and Cremation Management - Recycling of Metals Scheme – Update on result of consultation with members

10 Crematorium Mercury Abatement Project

Oral update from Engineer and Surveyor on any relevant matters

11 Developing and Enhancing the Crematorium’s Services (Pages 43 - 50)

The purpose of the attached report is to set out a range of initiatives aimed at developing further and enhancing the established quality of the services provided

at the Crematorium

RECOMMENDED that members consider and approve the individual recommendations set out in the report..

12 Building Surveying Consultancy Service (Exempt Item)

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

The purpose of the exempt report from the Engineer and Surveyor is to recommend a strategy for ensuring continuity of adequate support in the provision of the building surveying consultancy service in both the medium and long term.

13 Horticultural Grounds Maintenance Contract (Exempt Item)

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

The purpose of the exempt report from the Horticultural Consultant is to report back as requested by the Joint Committee on the contract for the provision of horticultural and grounds maintenance services that expires in December 2014.

14 Date of Next Meeting – Monday 9 December 2013 at 2pm in Portsmouth

JH/me
12 September 2013
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