



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 16 JUNE 2014 AT 2.00 PM

COMMITTEE ROOM 1, TOWN HALL, GOSPORT

Telephone enquiries to John Haskell, Clerk to the Joint Committee
Email: 023 9283 4913

(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

Membership of the Joint Committee - 2014/15:

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor David Collins
Councillor Mike Fairhurst

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Portsmouth City Council

To be notified

AGENDA

- 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 2014/15 municipal year should therefore be appointed from one of Fareham's.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Havant's representatives as it will be Havant's turn to act as Chairman for the 2015/16 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 10 March 2014 (Pages 1 - 6)

... 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 - 2013/14 (Pages 7 - 12)

The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2013/14 financial year.

RECOMMENDED that the annual report for the 2013/14 financial year be noted and received and it be sent for information to each constituent authority.

9 Comprehensive Income and Expenditure Statement 2013/14 (Pages 13 - 22)

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 2014.

RECOMMENDED that the contents of the report be noted.

10 Annual Return for the Financial Year Ended 31 March 2014 (Pages 23 - 36)

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.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2014 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.**

11 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (Pages 37 - 38)

At the meeting on 10 March 2014, under exempt minute 573, the Joint Committee received a report regarding the Building Surveying Consultancy Service, the contract for which (following a one year extension) expired on 31 March 2014.

To ensure continuity of building consultancy support services in the short term Fareham Borough Council's Building Services were formally requested to provide interim support until a longer term solution is put in place. The arrangements subsequently made with Fareham BC are progressing satisfactorily.

A report by the Engineer and Surveyor in respect of progress being made on the planned maintenance programme and related matters is in the course of preparation and will be circulated.

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

12 Crematorium South Chapel Refurbishment

As part of the Joint Committee's initiatives in respect of developing and enhancing the Crematorium's services it has been agreed to ask a design consultant to advise on décor and decoration for the South Chapel. Members have previously been consulted informally on a range of design principles.

Robert Benn, of Robert Benn Associates, will brief members on progress with bringing forward a scheme of refurbishment works.

RECOMMENDED that following the briefing, members be asked to consider and agree the next steps to progress a scheme of refurbishment of the South Chapel.

13 Manager and Registrar's Report (Pages 39 - 40)

(a) General Report attached

(b) Any other items of topical interest

14 Publication of Cremation Records On-Line (Pages 41 - 48)

The purpose of the attached report from the Manager and Registrar is to advise members of a proposal to have the cremation records published on-line.

RECOMMENDED the proposal set out in the report to make available the cremation records on-line be approved, and the Manager and Registrar be authorised to finalise the arrangements.

15 Video Streaming of Services Through the Internet (Pages 49 - 50)

In September 2013 the Joint Committee approved, as part of a report on developing and enhancing the crematorium's services, the provision of secure internet streaming of funeral services for any family requesting it. Members authorised the Manager and Registrar, in consultation with the Clerk to the Joint Committee, to finalise the arrangements including the necessary security safeguards for the provision of this service.

The purpose of the attached report by the Manager and Registrar is to update members and outline a proposal to install the necessary equipment.

RECOMMENDED that the proposal set out in the report be approved.

16 Horticultural Consultant's Report (Pages 51 - 52)

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

RECOMMENDED that the report be received and noted.

17 Crematorium Mercury Abatement Project

The Engineer and Surveyor will provide an update on any outstanding matters including sound insulation mitigation works referred to in minute 571 considered at the meeting on 10 March 2014.

RECOMMENDED that the Joint Committee receives and notes the report.

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.

It has previously been reported to the Joint Committee that the contract for the provision of horticultural and grounds maintenance services expires in December 2014.

The Horticultural Consultant will update members on the way forward.

RECOMMENDED that the Horticultural Consultant’s report be received and noted.

20 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2014/15, at the venues indicated –

**Monday 15 September 2014 (Havant)
Monday 15 December 2014 (Portsmouth)
Monday 16 March 2015 (Fareham)
Monday 15 June 2015 (Gosport)**

JH/me
5 June 2014
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