



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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Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 10 March 2014 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Gosport Borough Council

Councillor Dennis Wright

Havant Borough Council

Councillor Dave Collins

Portsmouth City Council

Councillor Hugh Mason (Chairman)

Apologies for Absence (AI 1)

Councillor Peter Edgar (Gosport BC) and Councillor Christopher R Carter (Gosport BC – standing deputy) both engaged on other Council business, Councillor Mike Fairhurst (Havant BC), Councillor Jason Fazackarley (Portsmouth CC), and James Clark, Manager & Registrar.

562 Declarations of Members' Interests (AI 2) - None

563 Minutes of the Meeting held on 9 December 2013 (AI 3)

RESOLVED that the minutes of the meeting held on the 9 December 2013 be signed as a correct record.

564 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)

Minute 550 – Developing and Enhancing the Crematorium's Services

In respect of the various initiatives previously agreed by the Joint Committee, the Clerk advised that –

- a change to introduce four extended slot times a day (2 in the morning and 2 in the afternoon) was being consulted with funeral directors.
- a design consultant had been appointed in respect of chapel decor and decoration.
- Quotes for television screens in both chapels had been obtained.

- Further work was being undertaken to test for quality and to ensure secure Internet streaming of services for any family requesting this facility.
- Progress was being made in respect of the remaining decisions previously taken by the Joint Committee, including preparation and publication of an article for local authority magazines.

NOTED

565 Clerk's Items (AI 5) - None

566 Risk Management Strategy (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Treasurer explained that the Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. These documents had been subject to annual review, with minor updates being made to the Strategic and Operational Risk Registers.

Arising from questions members were advised on the current level of cremations, as set out in the Manager and Registrar's general statistical report.

RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

567 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 7)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor referred to the scheme for waste heat recovery (reference 2.13.03), and explained that a local consultant had been engaged to advise and assist with this project. Tenders had been received, which were in excess of the budgetary provision. As a result it would be necessary to examine again the scheme's viability. Further examination would also be undertaken of the photo-voltaic scheme, to check its' viability.

RESOLVED that the contents of the report be noted.

568 Horticultural Consultant's Report (AI 8)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant explained that Portsmouth City Council, who were responsible for administering the grounds maintenance contract, were currently reviewing arrangements for inviting tenders for a range of grounds maintenance contracts, and the date(s) from when these would become operative. He would update the Joint Committee at its next meeting.

Discussion had taken place with the current contractor to ensure continuity of the company's work at the crematorium until the end of December 2015, from when it was envisaged a new contract would commence.

RESOLVED that the report be received and approved.

569 Manager and Registrar's Report (AI 9)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest –

(1) Scottish and Southern Electricity – Equipment Upgrade

The Clerk, on behalf of the Manager and Registrar, reported that Scottish and Southern Electricity (SSE) had been unable to undertake planned work to upgrade electrical equipment on Wednesday 22 January 2014. It was understood this was because staff had been deployed elsewhere to deal with the national winter emergency.

The work would now be carried out on 13 March and SSE was arranging for the crematorium to receive a temporary power supply from a generator for the day so that services and cremations could continue as planned without disruption.

NOTED

570 Crematorium Salaries Review (AI 10)

(TAKE IN REPORT OF THE CLERK)

In presenting the report the Clerk and the Treasurer explained the arrangements and the timescale envisaged for undertaking the review (subject to personnel staffing resources).

There was also a need to identify an operative date for the scheme.

RESOLVED that the Job Evaluation scheme operated by Fareham Borough Council since 2008 be adopted in respect of the review of crematorium staff salaries, and that the Clerk and Treasurer be authorised to make all necessary arrangements for the review to be undertaken, with an operative date of 1 April 2013.

571 Crematorium Mercury Abatement Project (AI 11)

Further to Minute 558, the Engineer and Surveyor reported that Fareham BC's Environmental Health Department had recently provided noise level readings it had taken during the autumn of 2013, and in view of this data had asked for confirmation that further sound insulation mitigation works would be undertaken.

The Engineer and Surveyor explained that Facultatieve Technologies were being asked to advise on the type of work that could be recommended to deal with further sound attenuation in view of the noise level findings. It was likely the work might require planning permission, if necessary sought retrospectively.

RESOLVED that the action being taken to deal with the noise level complaint be approved.

572 Mercury Abatement Consultancy Service Contract (Exempt Item) (AI 12)

Before considering this part of the item the Joint Committee -

RESOLVED 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.

(TAKE IN REPORT OF THE CLERK)

The Clerk reported on the action taken following the Joint Committee's decision on the 23 September 2013 in the light of correspondence received in respect of a financial matter relating to the Mercury Abatement Consultancy Contract. A further report was made to the Joint Committee at the meeting on the 9 December. Following receipt of further correspondence members were consulted during January 2014 and agreement reached in order to conclude the matter.

RESOLVED that the recommendation contained within the report be approved.

573 Building Surveying Consultancy Service (Exempt Item) (13)

Before considering this item the Joint Committee –

RESOLVED 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.

A report from the Engineer and Surveyor regarding the Building Surveying Consultancy Service contract had been circulated in advance of the meeting.

A supplementary paper was also circulated at the meeting providing additional information that had become available after preparation of the Engineer and Surveyor's report.

(TAKE IN EXEMPT MINUTE)

RESOLVED that the recommendations contained within the supplementary exempt report in respect of building surveying consultancy services be approved.

574 Date of Next Meeting (AI 14)

RESOLVED that the next meeting of the Joint Committee be held at 2pm on Monday 16 June 2014 in Gosport.

The meeting concluded at 3pm.

Chairman

JH/me
25 March 2014
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Agenda Item 8

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
16 JUNE 2014**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2013/14

1. Purpose

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

2. Recommended that this Annual Report for the 2013/14 financial year be noted and received and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2 The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2013/14 financial year was –

Councillor Peter Edgar (Gosport BC)
Councillor Dennis Wright (Gosport BC)
Councillor Hugh Mason (Portsmouth CC) Chairman
Councillor Jason Fazackarley (Portsmouth CC)
Councillor Dave Collins (Havant BC)
Councillor Mike Fairhurst (Havant BC)
Councillor Keith Evans (Fareham BC)
Councillor Leslie Keeble (Fareham BC) Vice Chairman

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on 4 occasions during the 2013/14 financial year:

17 June 2013 23 September 2013 9 December 2013
10 March 2014

Minutes of each of these meetings and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored.

3.5 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Engineer and Surveyor (Terry Garvey), and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (James Clark). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds and buildings and plant to ensure the highest standards continue to be maintained.

3.6 Meetings are held on a rotational basis at each of the authorities principal offices, with full public notice of and access to these meetings.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Crematorium Development Plan 2013 - 2018

5.1 The purpose of the Development Plan is to look at medium term developments in the period to 2018, and in the longer term beyond 2018, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2013.

6. Activities in respect of the Joint Committee's Core functions

6.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 9 December 2013, approved a comprehensive Finance Strategy for 2014/15, providing a clear overview of the Joint Committee's financial framework. It also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy also recognised that during 2013/14 the operating environment of Portchester Crematorium would significantly change with the opening of a private crematorium on the East Hampshire/Havant border.

The Joint Committee at its December 2013 meeting also approved the revenue budget for 2014/15 together with a revised capital works programme, and the repairs and renewals programme for 2013/14 & 2014/15. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2014.

The Committee's actual revenue expenditure (for the financial year ending 31 March 2013) was reviewed and noted by the Joint Committee at its meeting on the 17 June 2013.

(b) Annual Financial Return for 2012/13

In June 2013 the Joint Committee approved and published its annual financial return 2012/13, which was then submitted to its external auditors.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) Internal Audit Report 2013, and Work Plan to 2017/18

At the September 2013 meeting the Joint Committee was advised and noted that the internal audit, undertaken in accordance with the 2013/14 audit plan, had been completed and the recommendations agreed with officers.

Previously, at the meeting in June 2013, the Joint Committee received and approved a plan of internal audit work covering the period from 2013/14 to 2017/18.

(d) Risk Management

The Joint Committee introduced comprehensive risk management arrangements in a formalised way in 2006. This included the publication of a set of strategic and operational risk registers and adoption of an action plan to mitigate the higher risks. The registers and the action plan are periodically reviewed by the officers. In June 2013 (and in March 2014) the Joint Committee received a comprehensive report providing the opportunity for members to review the risk management framework that was in place. A Risk Management Strategic Framework and Policy, together with revised Strategic and Operational Risk Registers has been approved.

The Joint Committee in June 2013 also approved a set of financial regulations.

(e) Developing and Enhancing the Crematorium's Services

At the meeting in September 2013 the Joint Committee approved a report setting out a range of initiatives aimed at developing further and enhancing

the established quality of the services provided by the Crematorium. These included seeking the services of a design consultant to advise on chapel design and décor; provision of video screens in each chapel to enable personal tributes to be shown during services; video streaming of services through the internet; extending the length of some morning and afternoon timeslots; enabling all Books of Remembrance to be available for viewing on-line; and refreshing the Crematorium's web-site.

(f) Mercury Abatement Project

In September 2008 the Joint Committee approved a comprehensive report on the project for the installation of mercury abatement equipment on all cremators at the Crematorium. The decision to proceed was taken in the knowledge of a government requirement that the overall level of mercury emitted from crematoria, taken as a whole countrywide, should be reduced by 50% by the end of December 2012.

Following competitive tenders, Parker Torrington were appointed to act as the Joint Committee's professional consultants in respect of both the mercury abatement project and on-going maintenance. Facultatieve Technologies (FT) were appointed as the specialist abatement contractor, and Speltham Contractors to carry out building works to accommodate the new equipment.

By December 2012 all works were substantially complete, apart from a few outstanding matters. All 6 cremators had been operating since late summer 2012 with 100% mercury abatement, well ahead of programme.

The Crematoria Abatement of Mercury Emissions Organisation (CAMEO) has been established to operate a 'burden sharing' scheme whereby those crematoria that have carried out abatement would receive payments, financed by those crematoria that had decided not to abatement. It undertook a pilot trading process during 2013 with actual trading proposed to start from 2014 onwards.

As part of their licence to operate all crematoria are required to have in place 'burden sharing', either through CAMEO (of which Portchester is a member) or by private arrangement between individual crematoria.

(g) Repairs and Renewals Programme

An extensive programme of works was undertaken during the year, and this included –

- North Chapel – new curtains
- South Chapel – carpet replacement
- Internal redecoration – rolling programme
- Reception and office area refurbishment
- Treatment of north and west boundary fences
- Replacement compactor
- Replacement WC's in public toilets

- Upgrading North Chapel air conditioning unit
- Cremator furnace relining
- Analyser renewal to Cremators 1-6
- CCTV camera replacement and upgrading
- Garden of Contemplation seating improvements

(h) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3960 registered cremations.

(i) The Crematorium Grounds

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

(j) Provision of Contracted Services

During the year the Joint Committee has considered reports in respect of various matters relating to contracted services.

7. Conclusion

7.1 It will be seen from this report that the Joint Committee continues to function effectively through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature.

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John Haskell
 Clerk to the Joint Committee

**Background List of Documents –
 Section 100D of the Local Government Act 1972: None**

JH/me
 1 June 2014

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Agenda Item 9

FAREHAM BOROUGH COUNCIL

<p style="text-align: center;">Report to Portchester Crematorium Joint Committee</p>

Date: 16 June 2014

Report of: Treasurer to the Joint Committee

Subject: COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2013/14

SUMMARY

This report reviews the Joint Committee's revenue income and expenditure for the year ending 31 March 2014.

RECOMMENDATION

The contents of this report be noted.

INTRODUCTION

1. This report sets out the actual revenue expenditure of the Joint Committee for 2013/14. Included within this report are details of the following:
 - Actual revenue income and expenditure
 - Repairs and Renewals Fund expenditure
 - Capital Works Fund expenditure
 - Garden Improvement Fund expenditure
2. Included elsewhere on today's agenda is the draft Annual Return for 2013/14 which includes the following sections:
 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes
 - Annual Governance Statement
 - Annual Internal Audit Report

In support of the Annual Return explanatory notes are set out to summarise the financial position at the end of the financial year 2013/14 which include a Balance Sheet to provide detail on the accounts and operational assets.

3. The final income and expenditure accounts for the Joint Committee show a surplus of £7,995 compared with the revised estimated surplus of £1,600.
4. The number of cremations carried out during the year totalled 3,960. This represents a decrease of 142 compared with the previous financial year's total of 4,102. Overall operational income of £2,169,067 exceeded the revised budget of £2,028,900 by £140,167. Expenditure of £1,367,636 was above the revised budget of £1,313,900 by £53,736.
5. A detailed analysis of actual expenditure and income for the year is detailed in Appendix A, including presentation in the format required for the Annual Return. Comparisons are made between actual expenditure for 2013/14 with that of 2012/13 and the revised estimate for 2013/14 with supporting explanations in the following paragraphs.

EXPENDITURE

6. **Employees.** Employee expenditure of £230,396 is closely similar to that of 2012/13 and below the revised estimate of £235,500 for 2013/14 by £5,104.

PREMISES

7. **Repairs and Maintenance.** The budget for premises repairs and maintenance, including grounds expenditure, was £253,000. Actual expenditure of £254,477 was £1,477 above the revised budget level, with an underspend against the repairs and renewals programme offsetting an overspend against grounds maintenance expenditure.

8. **Energy Costs.** The budget for energy costs was increased during 2013/14 to reflect price increases along with estimated reductions in consumption. Actual expenditure of £127,478 was £9,274 lower than in 2012/13 and was below the revised budget provision for this area of expenditure by £22,522.

SUPPLIES AND SERVICES

10. Expenditure of £291,054 in this area exceeded the revised budget by £22,154. An overspend against consultants fees has been offset by underspends against other account headings, and the main area where expenditure has exceeded the revised budget is against the amount of VAT we are able to reclaim. This is based on a calculation that takes account of the mixed VAT treatments we are required to apply to our expenditure transactions over the financial year and has been affected by increased VAT exempt expenditure that does not relate to specific capital schemes.

INCOME

11. **Cremation Fees.** The number of cremations carried out during 2013/14 has totalled 3,960 of which 27 were carried out at no charge. The numbers of cremations for 2013/14 and the four previous financial years are set out in the table below.

	Cremations				
	2009/10	2010/11	2011/12	2012/13	2013/14
Cremations at nil charge (under 16)	38	22	26	22	27
	3,912	3,872	3,952	4,080	3,933
Total cremations	3,950	3,894	3,978	4,102	3,960

12. **Other Income.** Income from charges and sales of £2,169,067 was £6,875 lower than the previous year with income from cremations fees rising very slightly in line with the increased fee and reduced cremation numbers set out above. Income from other areas, such as memorial cards and organ music, has fallen reflecting a continuation in the trend of a small decline in demand for these services.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

13. Progress against the repairs and renewals programme during 2013/14 is set out in financial terms at Appendix B, with many schemes completed. The contribution from revenue to the Repairs and Renewals Fund was £111,029 in 2013/14 with £74,404 being utilised. The balance of the fund being carried forward at the end of 2013/14 is £120,000.
14. Details of expenditure from the capital works fund during 2013/14 is set out in Appendix C. The contribution from revenue to the Capital Works Fund was set at £365,000 for 2013/14, however it has been possible to increase this contribution to £470,908 for 2013/14 with the balance of the fund being carried forward at the end of 2013/14 at £830,000.

15. Details of the Garden Improvement Fund can also be found in Appendix C where the entire fund was utilised during 2013/14.

CONCLUSION

16. Achieving a surplus of £7,995 over the course of this financial year has enabled a higher contribution to the revenue surplus reserve.

Background Papers

Report to the Portchester Crematorium Joint Committee 'Revenue Budget 2014/15' December 2013.

Report to the Portchester Crematorium Joint Committee 'Annual Return 2012/13' June 2013.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

Appendices

Appendix A – Actual revenue expenditure for the year 2013/14.

Appendix B – Repairs and Renewals Fund 2013/14.

Appendix C – Capital Works Fund and Garden Improvement Fund 2013/14.

APPENDIX A

PORTCHESTER CREMATORIUM JOINT COMMITTEE

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

	Actual 2011/12	Actual 2012/13	Revised Estimate 2013/14	Actual 2013/14	Variation
	£	£	£	£	£
EMPLOYEES					
Salaries-Full Time Officers	219,749	219,520	224,500	221,078	-3,422
Salaries-Part Time Officers	11,570	9,174	11,000	9,318	-1,682
TOTAL EMPLOYEES	231,319	228,694	235,500	230,396	-5,104
PREMISES					
Repairs and Maintenance	44,507	62,447	100,000	105,734	5,734
RR/CWF repairs financed from revenue	94,835	77,142	81,500	74,404	-7,096
Grounds - Maintenance	76,491	68,350	70,000	72,763	2,763
Garden Improvement Scheme	1,927	1,497	1,500	1,576	76
Energy costs	119,517	136,752	150,000	127,478	-22,522
Water services	1,794	4,888	2,500	121	-2,379
Rent & Rates	134,735	128,695	139,600	139,268	-332
Removal of Wreaths/Cleaning materials	11,162	11,651	14,400	10,927	-3,473
TOTAL PREMISES	484,968	491,422	559,500	532,271	-27,229
SUPPLIES AND SERVICES					
Equipment,Furniture and Materials	7,448	12,311	19,100	16,186	-2,914
Protective Clothing,Uniforms& Laundry	1,569	1,051	2,100	1,296	-804
Printing,Stationery& General Expenses	8,220	6,238	7,700	7,779	79
Inscriptions - Book of Remembrance	22,731	18,777	25,000	19,627	-5,373
- Memorial Cards	4,690	5,926	5,000	4,566	-434
Legal/Consultants fees	25,774	25,673	1,500	1,390	-110
Consultants fees - Gosport	15,670	8,307	15,000	26,655	11,655
Administrative Expenses - Fareham	12,578	9,604	10,000	12,526	2,526
- Portsmouth	9,450	9,450	9,500	9,540	40
Medical Referees Fees	71,654	73,836	71,200	71,280	80
Organists Fees	23,467	23,130	25,000	18,755	-6,245
Audit Commission Fees	3,000	-1,000	4,000	2,430	-1,570
Pest Control	0	0	0	419	419
Bank Charges	1,019	1,120	1,200	1,175	-25
Postages,Telephones and Advertising	4,459	7,051	6,900	6,361	-539
Conferences,Subsistence& Travelling	847	676	1,200	1,038	-162
Subscriptions	3,428	2,524	3,500	3,256	-244
Miscellaneous Insurances	14,121	20,741	21,000	24,384	3,384
Non reclaimable VAT	65,876	43,757	40,000	62,391	22,391
TOTAL SUPPLIES AND SERVICES	296,001	269,172	268,900	291,054	22,154
CAPITAL CHARGES					
	£	£	£	£	£
Depreciation	217,980	247,000	250,000	313,915	63,915
TOTAL CAPITAL CHARGES	217,980	247,000	250,000	313,915	63,915
GROSS EXPENDITURE	1,230,268	1,236,288	1,313,900	1,367,636	53,736

	Actual 2011/12	Actual 2012/13	Revised Estimate 2013/14	Actual 2013/14	Variation
	£	£	£	£	£
INCOME					
Garden Improvement fund contributions	-1,927	-1,497	-1,500	-1,576	-76
Memorial Cards	-7,833	-9,346	-8,000	-6,590	1,410
Cremation Fees	-1,928,576	-2,040,000	-1,909,400	-2,045,160	-135,760
Book of Remembrance	-59,574	-57,053	-50,000	-60,744	-10,744
Organ Music	-60,525	-60,711	-55,000	-50,341	4,659
Other	-5,157	-7,335	-5,000	-4,656	344
GROSS INCOME	-2,063,592	-2,175,942	-2,028,900	-2,169,067	-140,167
NET COST OF SERVICE	-833,324	-939,654	-715,000	-801,431	-86,431
(Gain) or Loss on disposal of assets	0	0	0	0	0
Interest Receivable	-63	-87	-100	-182	-82
Pensions Interest costs	90,000	90,000	110,000	92,000	-18,000
Expected return on pensions assets	-70,000	-70,000	-50,000	-51,000	-1,000
GENERAL FUND BALANCE					
NET OPERATING INCOME	-813,387	-919,741	-655,100	-760,613	-105,513
MOVEMENT ON THE GENERAL FUND BALANCE					
(Surplus)/Deficit on the Income & Expenditure Account	-813,387	-919,741	-655,100	-801,614	-146,514
Net Gain or Loss on disposal of assets	0	0	0	0	0
Contributions to Constituent Authorities	560,000	600,000	600,000	600,000	0
Depreciation of Fixed Assets	-217,980	-247,000	-250,000	-313,915	-63,915
Contributions to Capital Works Fund	490,000	575,000	365,000	470,908	105,908
Contributions to Repairs & Renewals Fund	80,000	80,000	80,000	111,059	31,029
Contribution to / from pensions reserve	-20,000	-20,000	-60,000	-41,000	19,000
Contribution from reserves to finance repairs and renewals/capital works programmes	-94,835	-77,142	-81,500	-74,404	7,096
(SURPLUS)/DEFICIT FOR THE YEAR	-16,202	-8,883	-1,600	-7,995	-6,395
Number of Cremations	3,952	4,080		3,933	0

FOR INCLUSION IN ANNUAL RETURN	Actual	Actual	Actual	
	2011/12	2012/13	2013/14	
	£	£	£	£
Balances Bought Forward	2,499,993	1,492,548		860,976
Receipts	2,063,592	2,175,942		2,169,067
Interest receivable	63	87		182
Total receipts	2,063,655	2,176,029	0	2,169,249
Employees	-231,319	-228,694		-230,396
Total other payments				
Premises	-484,968	-491,422		-532,271
Supplies and services	-296,001	-269,172		-291,054
Contributions to constituent authorities	-560,000	-600,000		-600,000
Actual Capital Expenditure in Asset A/C	-1,496,340	-1,226,207		-217,545
Less debtors included in accounts	-28,256	-48,037		-28,258
Add creditors included in the accounts	87,919	115,594		72,511
Reversal of prior year debtors	92,664	28,256		48,037
Reversal of prior year creditors	-154,800	-87,919		-115,594
Rounding adjustment	1			1
Total other costs	-2,839,781	-2,578,907		-1,664,173
Balance carried forward	1,492,548	860,976		1,135,656

APPENDIX B

REPAIRS AND RENEWALS FUND EXPENDITURE 2013/14

Balance of Fund at 1.4.2013			£83,375
Contribution from Revenue Account 2013/14			<u>£111,029</u>
			£194,404
Applications 2013/14	Revised		
* Balance of works from prior years programmes	Estimate	Actual	
	2013/14	2013/14	
	£	£	
- Fire Precautions Installations Works	10,000	6,017	
- Cremation Computers	0	5,702	
- Replacement WC's in Public Toilets	0	4,860	
- Energy scheme	0	2,500	
- CCTV Camera	6,000	7,834	
- Internal redecoration	5,000	7,463	
- Steam Clean Paving	3,000	1,804	
- Replacement Door Locks	5,000	6,365	
- Store/Workshop refurbishment	5,500	2,000	
- Reception/Office refurbishment	13,000	21,453	
- External lighting improvements	4,500	4,231	
- South Chapel redecoration	25,000	0	
- Garden of Contemplation Seating	4,500	4,175	
- Plant Room Improvements			
	<hr/>	<hr/>	
	81,500	74,404	
Balance of Fund at 31.3.2014			<u>£120,000</u>

CAPITAL WORKS FUND 2013/14

	Revised Estimate 2013/14	Actual 2013/14
	£	£
Balance of Fund as at 1.4.2013	576,637	576,637
ADVANCES 2013/14	<u>125,000</u>	<u>470,908</u>
	701,637	1,047,545
Less Applications 2012/13		
EPA Phase 2 Mercury Emissions	0	128,052
Crematorium Buildings	0	0
Cremator Furnace Relining	0	89,493
Analyser Renewal	0	0
	<u>0</u>	<u>217,545</u>
Balance of Fund as at 31.03.2014	<u>701,637</u>	<u>830,000</u>

GARDEN IMPROVEMENT FUND 2013/14

	Actual 2013/14
	£
Balance of Fund as at 1.4.2013	0
Contributions to Fund 2013/14	<u>1,576</u>
	1,576
<u>Less</u>	
Works 2013/14	<u>1,576</u>
Balance of Fund as at 31.03.2014	<u>0</u>

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FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: 16 June 2014

Report of: Treasurer to the Joint Committee

Subject: ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2014.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That Section 4 - Annual Internal Audit Report for Portchester Crematorium Joint Committee be noted.

INTRODUCTION

1. The accounts for Portchester Crematorium Joint Committee have been prepared in compliance with the format prescribed by the Accounts and Audit (England) Regulations 2011. The Joint Committee falls within the Audit Commission's limited assurance audit approach as gross annual income and expenditure are less than £6.5 million, and so the external audit opinion will be provided on the Annual Return which includes a summary of the Comprehensive Income and Expenditure Statement and Balance Sheet. The audit opinion will be provided and advertised in due course.
2. The Annual Return for 2013/14 comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Section 4 - Annual Internal Audit Report

In support of the Annual Return explanatory notes are set out to summarise the financial position at the end of the financial year 2013/14 which include a Balance Sheet to provide detail on the accounts and operational assets.

3. **Section 1 - Accounting Statement**
The Accounting Statement is presented for approval by the Joint Committee and is supported by details of the variances between the financial year 2013/14 and the previous financial year 2012/13. Supporting explanations are required to be provided and these are drawn from the Comprehensive Income and Expenditure Statement report included as a separate item on today's agenda.
4. **Section 2 - Annual Governance Statement**
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. **Section 4 - Annual Internal Audit Report**
The Annual internal Audit Report is presented for the financial year 2013/14, subject to confirmation by the Head of Audit and Assurance at Fareham Borough Council.
6. In order to preserve consistency of information on the accounts and operational assets that is reported to the Joint Committee this report then provides, for information, a Balance Sheet report, explanatory notes and details of the reserves held by the Joint Committee to complete the summary of the financial position at year end.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1. Balances brought forward	1,492,548	860,976	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	2,176,029	2,169,249	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(228,694)	(230,396)	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(2,578,907)	(1,664,173)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,976	1,135,656	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	860,976	1,135,656	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	7,689,162 RESTATED FROM 6,065,374	7,906,707	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<p>I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>
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7. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

7.1 Annual Return - Other Receipts (line 3)

7.1.1 Income from charges and sales of £2,169,067 was £6,875 lower than the previous year with income from cremations fees rising in line with the increased fee and reduced cremation numbers. Income from other areas, such as memorial cards and organ music, has fallen reflecting a continuation in the trend of a small decline in demand for these services.

Variation between accounting years	2012/13	2013/14
<u>INCOME</u>	£	£
Garden Improvement fund contributions	1,497	1,576
Memorial Cards	9,346	6,590
Cremation Fees	2,040,000	2,045,160
Book of Remembrance	57,053	60,744
Organ Music	60,711	50,341
Other	7,422	4,838
TOTAL INCOME	2,176,029	2,169,249
Variation		-6,780
Expressed as a percentage		-0.3%

7.2 Annual Return - Other Payments (line 6)

7.2.1 Expenditure was lower in 2013/14 than the previous year largely due to the capital Mercury Abatement Scheme having been completed in 2012/13.

Variation between accounting years	2012/13	2013/14
<u>EXPENDITURE</u>	£	£
Repairs / Renewals expenditure	77,142	74,404
Premises expenditure	414,280	457,866
Contribution to Constituent Authorities	600,000	600,000
Capital Expenditure	1,226,207	217,545
Other Expenditure	261,278	314,358
TOTAL EXPENDITURE	2,578,907	1,664,173
Variation		-914,734
Expressed as a percentage		35.5%

7.3 Annual Return - Cash and Short Term Investments have increased in 2013/14 as the capital Mercury Abatement Scheme has been completed, enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2012/13	2013/14
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	750,000	940,000
Cash at Bank and In Hand	110,976	195,656
	860,976	1,135,656
Variation		274,680
Expressed as a percentage		31.9%

7.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure. Therefore the 2012/13 value is re-stated to £7,689,162 with additions of £217,545 for 2013/14 as shown in the breakdown below.

	2012/13	2013/14
	£	£
<u>BUILDINGS</u>		
CREMATORIUM	2,401,353	2,401,353
New Paved Areas to Gardens	38,859	38,859
Improvements to Pub.Waiting Facilities	831,884	831,884
Replace Glazed Conservatory Roof	15,541	15,541
Renew Conservatory Glazed Screen	25,394	25,394
Overflow car park enlargement	105,901	105,901
EPA - Phase 2 Mercury Abatement scheme	151,844	151,844
CREMATORIUM	718,098	718,098
Staff Facilities	30,024	30,024
TOTAL BUILDINGS	4,318,898	4,318,898
<u>PLANT & EQUIPMENT</u>		
New Cremators - EPA 1990	1,250,073	1,250,073
Refuse Compactor	14,341	14,341
New cremulator	21,952	21,952
Replace cremator venturi ducts/nozzles	34,004	34,004
Cremator furnace relining	75,468	75,468
EPA - Phase 2 Mercury Abatement scheme	1,794,011	1,794,011
Cremator furnace relining	39,540	39,540
Cremators Hearth Replacement	19,858	19,858
Analyser Renewal	121,017	121,017
Mercury Abatement Scheme Retention		
Release		128,052
Cremator furnace relining		89,493
TOTAL PLANT & EQUIPMENT	3,370,264	3,587,809
<u>TOTAL FIXED ASSETS</u>	7,689,162	7,906,707

Section 2 – Annual Governance

Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done things that it has the legal power to do and has complied with proper practices in doing so
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference : _____ Dated: _____	Signed by: Chair _____ Dated _____ Signed by: Clerk _____ Dated _____
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*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

8. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2013/14

8.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on xx June 2014 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing. External Audit and Internal Audit issues arising and subsequent actions reported to the Joint Committee.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations. The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site and are open for public inspection. An annual report is published and sent to each of the four constituent authorities.
5	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2009. Zurich Mutual is the Joint Committee's insurer.
6	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. External Audit and Internal Audit issues arising and subsequent actions reported to the Joint Committee.
7	<ul style="list-style-type: none"> External Audit and Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee.
8	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

Section 4 - Annual Internal Audit Report to Portchester Crematorium Joint Committee

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	Not Covered Last covered in 2011/12 and found to be satisfactory
B. The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Not Covered Last covered in 2012/13 and found to be satisfactory
D. The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Not Covered Last covered in 2011/12 and found to be satisfactory
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes
F. Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.	Not Covered Last covered in 2010/11 and found to be satisfactory
G. Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	Not Covered Last covered in 2012/13 and found to be satisfactory
H. Asset and investments registers were complete and accurate and properly maintained.	Not Covered Last covered in 2011/12 and found to be satisfactory
I. Periodic and year-end bank account reconciliations were properly carried out.	Not Covered Last covered in 2011/12 and found to be satisfactory
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	Not Covered Last covered in 2011/12 and found to be satisfactory

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit :

Signature of person who carried out the internal audit:

Date:

June 2014

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

BALANCE SHEET AS AT 31 MARCH 2014

<u>2012/13</u> £	<u>Property, Plant & Equipment</u>	<u>2013/14</u> £
3,550,263	Land and buildings	5,093,276
2,268,111	Plant and equipment	2,304,871
<u>5,818,374</u>	Long Term Assets	<u>7,398,147</u>
750,000	Short Term Investments	940,000
48,037	Short term debtors & Prepayments	28,258
110,977	Cash - at Bank and in hand	195,656
<u>909,014</u>	Current Assets	<u>1,163,913</u>
-115,594	Short Term Creditors	-72,511
0	Receipts in advance	0
<u>-115,594</u>	Current Liabilities	<u>-72,511</u>
-960,000	Pension scheme liability	-648,000
<u>-960,000</u>	Long Term Liabilities	<u>-648,000</u>
<u>5,651,792</u>	Net Assets	<u>7,841,549</u>
	Reserves	
-793,418	Usable Reserves	-1,091,402
-4,858,374	Unusable Reserves	-6,750,147
<u>-5,651,792</u>	Total Reserves	<u>-7,841,549</u>

9. BALANCE SHEET AS AT 31 MARCH 2014

9.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2014. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Total
	£	£	£
Net Book Value			
At 1 April 2013	<u>3,550,263</u>	<u>2,268,111</u>	<u>5,818,374</u>
Movements in 2013/14			
	Land & Buildings	Plant & Equipment	Total
	£	£	£
Cost or Valuation			
At 1 April 2013	4,318,899	3,370,266	7,689,163
Additions		217,545	217,545
Donations			0
As at 31 March 2014	<u>4,318,899</u>	<u>3,587,811</u>	<u>7,906,710</u>
Accumulated Depreciation and Impairment			
At 1 April 2013	-768,636	-1,102,155	-1,870,791
Depreciation charge	435,348	-180,785	254,563
As at 31 March 2014	<u>-333,288</u>	<u>-1,282,940</u>	<u>-1,616,228</u>
Net Book Value			
At 31 March 2014	<u>3,985,611</u>	<u>2,304,871</u>	<u>7,398,147</u>
Revaluation Reserve	<u>1,107,665</u>		

9.1 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2012/13	2013/14
<u>Debtors</u>	£	£
Short Term Debtors – Fees	48,037	28,258

The year end Debtors have reduced overall as at 31 March 2014.

	2012/13	2013/14
<u>Creditors</u>	£	£
Short Term Creditors	115,594	72,511
Fareham Borough Council	9,604	12,525
Portsmouth City Council	9,450	
HM Revenue & Customs	5,072	
Grounds Maintenance	2,854	6,799
Public Utilities	0	11,337
Consultants Fees	41,721	
Medical Referees	22,230	17,046
HCC IAS 19 Actuaries Report	950	
Other Creditors	23,714	24,804

Creditors have decreased overall as shown by the breakdown above.

9.2 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2013/14.

	Balance at 1 April 2013 £	Transfers Out 2013/14 £	Transfer In 2013/14 £	Balance at 31 March 2014 £
General Fund	133,407		7,995	141,402
Capital Works Fund	576,637	-217,545	470,908	830,000
Repairs & Renewals Fund	83,375	-74,404	111,029	120,000
Total	793,418	-291,949	589,932	1,091,402

9.3 Unusable Reserves

Unusable Reserves summary	2012/13 £	2013/14 £
Revaluation Reserve	0	1,632,095
Capital Adjustment Account	5,818,374	5,766,052
Pensions Reserve	-960,000	-648,000
	<u>4,858,374</u>	<u>6,750,147</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation has been recognised in 2013/14 following a revaluation of the crematorium buildings.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2012/13 £	2013/14 £
Opening Balance as at 1 April	4,839,167	5,818,374
Capital financing from revenue in year	1,226,207	217,545
Less depreciation provision in year	-247,000	-313,915
Historical Cost Adjustment		44,048
Balance as at 31 March	<u>5,818,374</u>	<u>5,766,052</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2013/14
	£
Balance as at 1 April 2013	-960,000
Net service cost	-49,000
Interest income on assets	51,000
Interest cost	-92,000
Actuarial gain / loss	395,000
Contributions to liabilities	7000
Balance as at 31 March 2014	<u>648,000</u>

Background Papers

Report to the Portchester Crematorium Joint Committee 'Revenue Budget 2014/15' December 2013.

Report to the Portchester Crematorium Joint Committee 'Annual Return 2012/13' June 2013.

Report to the Portchester Crematorium Joint Committee 'Comprehensive Income and Expenditure Statement 2013/14' June 2014.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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Agenda Item 11

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
16 JUNE 2014**

REPORT BY: ENGINEER AND SURVEYOR

BUILDING MAINTENANCE – PROGRESS REPORT

Set out below is a summary of work planned to be undertaken during the current financial year.

Ref	Scheme	Progress Stage	Budget £
1	Waste Heat Recovery	Tenders received. Scheme on hold	28,500
2	South Chapel – Minor redecoration	Work completed – Easter 2014	tba
3	South Chapel - Refurbishment	Options from consultant under consideration	tba
4	CCTV Camera Replacement (rolling programme)	Assessing requirements	14,000
5	Internal Redecoration – rolling programme	Assessing requirements	5,000
6	Steam cleaning paving – rolling programme	Assessing requirements	3,000
7	Hard-wired alarm system	Assessing requirements	12,500
8	Fence and gate works and car parking	Assessing requirements	8,100
9	Waiting rooms and toilet refurbishment	Assessing requirements	8,800
10	Water Feature	Assessing requirements	3,000
11	Book of Remembrance Room – Stone Work	Assessing requirements	5,500
12	Works to Mess Room	Assessing requirements	2,600
13	Works within the Crematory/Committal Rooms	Assessing requirements	9,000
14	Mercury Abatement Project – Sound Attenuation Work	Seeking solution with Facultatieve Technologies Ltd and noise consultant	tba
15	Legionella Risk Assessment and	New register required	tba

	Register		
16	Asbestos Register	New register required	tba
17	Fire Risk Assessment and Register	Updated register required	tba

RECOMMENDED that the report be noted

*Terry Garvey
Engineer and Surveyor*

**Background List of Documents –
Section 100D of the Local Government Act 1972: *None***

11 June 2014

Agenda Item 13

REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE – 16th JUNE 2014

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
MAR	396	403	376	299
APRIL	314	318	409	284
MAY	324	355	376	289

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2011	4015	1784
2012	3975	1781
2013	4248	2020
2014	-	1520

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	52
i) Total disposals within grounds.....	307
ii) Remains removed from crematorium.....	526
iii) Retained.....	39
TOTAL	872

Scattered 37% Removed 63%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	71745
Total cremations.....	872
Average gas consumption (cu.m.).....	82

JAMES CLARK
MANAGER & REGISTRAR
30TH MAY 2014

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Agenda Item 14

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
16TH JUNE 2014**

REPORT BY: MANAGER AND REGISTRAR

PUBLICATION OF CREMATION RECORDS ON-LINE

Purpose

The purpose of this report is to inform Members of a proposal to have our cremation records published on-line using a sister company of our software supplier, Deceased Online.

Recommendation

Members are asked to consider and approve the proposal

Background

1. In recent times there has been an increase in enquiries from the public regarding searches of our records for family history purposes. A number of these have said it would be useful to be able to search our records on-line.
2. Portchester's cremation registers are stored electronically. Full register entries date from 1992 and partial records date back to the crematorium's opening in 1958. We use software supplied by Gower Consultants and they have a sister company, Deceased Online, that is able to extract the data from our records for public searches on the internet.
3. Deceased Online make a charge for accessing this data and this revenue will be shared between them and the Joint Committee. The option will still be available for the public to request free searches directly with the crematorium for those that do not wish to pay for the on-line service.
4. Attached is a pamphlet that sets out in more detail the proposal.
5. The information made available using this service is fully compliant with requirements under the Data Protection Act.

James Clark
Manager and Registrar

30th May 2014

**Background List of Documents –
Section 100D of the Local Government Act 1972: *None***

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New Revenue from Old Records

Get your burial and cremation records to generate income automatically and effortlessly for you — while increasing service to the public, improving efficiency, and reducing health and safety risks.



Historically there has been no central facility for searching UK burial and cremation registers. Enquirers have to approach up to 3000 burial authorities and nearly 250 crematoria individually. With genealogy becoming one of the most common uses of the Internet, this is a very unsatisfactory situation and a missed opportunity.

Deceased Online has been created to fill this gap by providing a central web search facility for UK burial and cremation records.

Gower Consultants and Manuscripti, highly respected suppliers of software systems and scanning services to the Bereavement Services industry, have joined forces to create a team perfectly equipped to create and manage this significant national project.

A new and unique Internet based central search facility for UK burial and cremation records

HOW DOES IT WORK?

The screenshot shows the Deceased Online website. At the top, it says 'deceased online' and 'a gower consultants and manuscript joint enterprise'. The navigation bar includes 'home', 'search', 'my account', 'help', and 'about deceased online'. The user is logged in as 'William John Reynolds' with a credits balance of 490 and an expiry date of 1 Jan 2009. The main content area shows a 'burial register summary' for 'Smith, Eliza', born 12 Sep 1907, at 'Haywards Heath Cemetery'. Below this is a table of 'further information available':

descriptions	credits required	results 1 to 5 of 5
further register details	20	view
burial register scan	20	view
grave details with other occupants	25	view
picture of grave	30	view
map(s) to locate grave position	50	view

At the bottom of the page, there is a footer with '© 2008 Deceased Online Ltd.' and a list of links: 'Email this link to your friends', 'terms & conditions', 'latest news', 'pay-per-view', 'deceased online contributors', 'contact us', and 'graphics by white orange'.

Deceased Online works by holding copies of participants' historical register data, and any available register scans, maps, and grave and other memorial pictures on its secure high capacity web servers, and regularly updating them automatically via the Internet. This is the first ever national database of its kind.

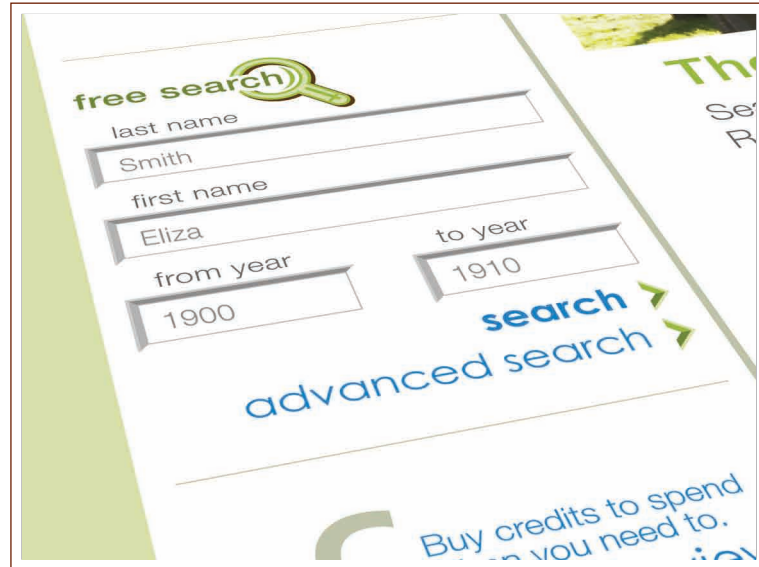
As with other genealogy websites, an initial search on name and date is free. This can be limited to an area of the country, a county or district, or an individual burial authority or crematorium. Credits can be purchased on the website to access further information such as:

- additional register details
- particulars of other grave occupants
- scans of register pages
- pictures of graves and other memorials
- maps to locate graves and other memorials in cemeteries and memorial gardens
- scans of books of remembrance pages.

A feature that will excite family researchers, and which is missing from other types of genealogy web site, is the ability to list all other interments in a located grave, enabling key family connections to be made.

An on-line shop will provide such things as high quality printouts of register pages, and formal certificates showing grave and cremation details.

Users of Deceased Online can perform searches free of charge, but will then purchase credits to spend on further information according to their requirements. This revenue is shared between Deceased Online and the burial or cremation authority.



THE GOOD NEWS

Income from searches and shop sales is divided between the authority supplying the records and Deceased Online, providing the authority with a continuous income stream with no staff involvement. Office staff can also use the system for searches, considerably improving their work experience.

Internet users from around the world can make searches and shop for information on the Deceased Online website.



*At a stroke Local Authority
Government requirements for
public Internet access are
efficient*

ENORMOUS BENEFITS

- Service to the public is improved.
- Revenue from searches is increased considerably.
- **Staffing** requirements for searches is reduced dramatically.
- **Access** to physical registers is no longer required, so office space can be liberated by moving registers off-site.
- **Health & Safety** risks from handling heavy registers are eliminated.
- **There is no need** to develop and maintain your own Internet search facility.
- **If you already have** an Internet search facility, Deceased Online can either work in parallel with it, or save you money by replacing it.
- **At a stroke** Local Authority participants can fulfil Government requirements to open their data to public Internet access, while making 'cashable' efficiency improvements in line with current policy initiatives.

CAN I PARTICIPATE?

Whether or not your administration is computerised, and if it is, whichever computer system you have, and regardless of how many or how few records you have – computerised, scanned or neither – Deceased Online can help you. We can offer all the scanning, indexing, digitising and hosting services required to enable you to put your register data and associated information on-line in an efficient and cost-effective way. **And many smaller authorities may be able to join with no initial costs.** Furthermore, we can provide complete project management to make the task worry free.

If you already have a web search facility, Deceased Online will work alongside it; however, using Deceased Online instead of your own facility, and simply linking to it from your web site, will save you development, maintenance and update costs, and will almost certainly generate more income from the increase in UK and worldwide enquiries.



Authority participants can fulfil requirements to open their data to access, while making 'cashable' efficiency improvements in line with current policy initiatives.

HELLO WORLD

Our international publicity campaign is designed to maximise awareness of the service, and includes: information packs to cemetery and crematorium managers; press releases to national and local news channels; advertisements and articles in local government, bereavement services and genealogy publications; exhibition stands at conferences; on-line advertising and sponsorship of related genealogy and historical research web sites.

BIG JOB, HEAVY MACHINERY

The majority of historical records nationally are still in paper form, so the task of getting all the information on-line is not a trivial one. However, the extensive combined experience and expertise of Gower Consultants and Manuscripti equip us uniquely for the task. Gower Consultants has been supplying computerised administration systems for cemeteries and crematoria since 1985, and has successfully implemented register web searching facilities for many individual councils and organisations. Manuscripti has been specialising in high quality scanning and restoration of archive material, including cemetery maps and burial and cremation registers, for over 5 years. And we have attracted significant financial backing for the task.

Deceased Online has generated tremendous interest among the bereavement services managers with whom we have discussed it, and we are confident it will be a success.



Deceased Online Ltd is a joint enterprise between Gower Consultants Ltd, supplier of the UK's leading computerised administration system for cemeteries and crematoria, and Manuscripti Ltd, a leading provider of archival scanning services.

FAQS

Answers to frequently asked questions....

1. Surely Deceased Online will only be effective if a large proportion of authorities participate?

The effectiveness will increase as more authorities join. However, we anticipate that the service will be extremely popular, and that the number of participants will grow rapidly. For the benefit of enquirers, the website will display a list of currently participating burial authorities and crematoria.

2. None of our registers is on computer – how can we participate?

Ideally participants will have computerised registers or index information which will be used to perform initial name searches. If not, then there are two preferred ways forward: a computerised administration system, or a simple computerised index system. In both cases the register index data will have to be entered into the system to enable searches to be performed. The quickest way to achieve this is to have your registers scanned, and the index information transcribed into computer readable records. This is a service Deceased Online can provide, to a high degree of accuracy.

With the simple computerised index option, once an index entry has been found, the scan of the register page on which the full entry was made can be displayed. A full computerised administration system can do the same of course, but then you have the option to store the full register information on the computer, as well as having all the extra functionality such a system would provide.

3. Our computerised registers are not completely back-fed – how will this affect our participation?

You could just put the currently computerised data on-line, but this is not ideal: enquirers tend to take absence of evidence as evidence of absence. In other words, there is a danger that, in spite of any warnings about incomplete data, if a record is not found when searching an authority's available register entries, the burial or cremation may be assumed not to have taken place there.

The preferable alternative would be to back-feed the computerised registers first. See question 2 for the scanning and index extraction solution. Deceased Online can also provide a full register back-feeding service, with or without register scans.

4. We have only scans of our registers, and no indexes – can we still participate?

The scans can be put online, but they would only be browsable in the way you would browse the physical register, page by page; register pages would not be retrievable by name of deceased and date. The preferable alternative -- to be able to display the required page directly -- would require the scans to be indexed (see question 2).

5. How is the data on Deceased Online kept up-to-date?

This is only possible automatically if you have computerised registers which are kept up-to-date. Our Harvester program would then sit on your system, extract information from the latest records from your registers, and transmit it over the Internet to Deceased Online on a regular basis. Otherwise, batch scanning and indexing can be performed from time to time.

6. Does it matter which computer administration system we are using?

Deceased Online is intended to be able to work with all the major administration systems, and even the one-off systems produced by individual authorities. The Harvester program just reads information from the database, and does not interfere with it in any way. Where the co-operation of the system's supplier is needed, we see no reason why this should be refused. The answer to question 7 is relevant however.

7. What sort of information from our computerised administration system could be made available online?

With any administration system we anticipate being able to show computerised register information, including other occupants of a grave. If you are using Epilog or Epilog Sequel from Gower Consultants, then potentially you can also make available register scans, pictures of graves, book of remembrance scans, and maps showing the locations of graves. Exactly how much will depend on the modules installed in your system. Some of these additional items may also be available with other administration systems, depending on individual circumstances.

[more questions on next page](#) ➤



8. How does Deceased Online deal with the requirements of the Data Protection Act?

From computerised registers, only information not subject to the Data Protection Act will be kept by Deceased Online. This generally means information about the deceased, who have no rights under the Act; applicant and grave owner information is excluded. Register scans are masked to prevent the same information being read from the original entries. The preferences of individual authorities about information to be withheld are also respected.

9. Is the data safe and secure on the web servers?

The Internet service provider hosting the Deceased Online servers is fully ISO 27002 compliant. The relevant areas covered by ISO 27002 are the prevention of unauthorised access to information; the protection of the integrity of software and information; and the protection of critical business processes from the effects of major failures or disasters.

10. We already have a search facility on our own website – how will Deceased Online work with it?

Deceased Online can work independently of your own search facility. You may prefer however to replace your website's search facility with a link to Deceased Online. Then enquirers would not only be able to search initially for records from just your registers -- they would also have the option to broaden their search to all participating authorities.

11. What proportion of the search fee is retained by Deceased Online?

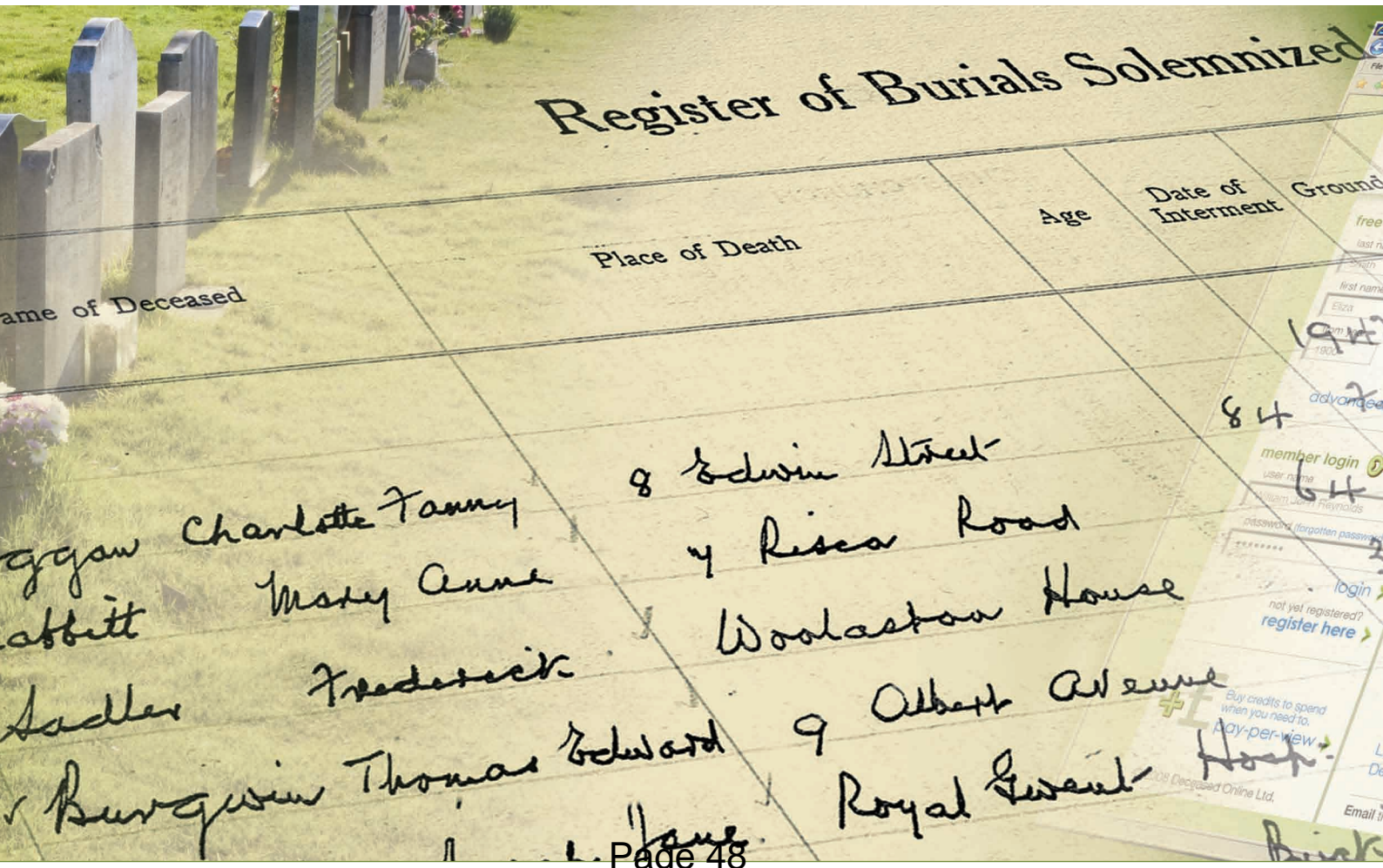
A flexible remuneration package is offered. Some authorities already have a budget for making their information available on-line, while others do not. The revenue to the authority from the sale of credits will depend on the amount, if any, of the annual payment, a higher payment giving a higher return per search. Also, we may be able to offer certain initial data preparation services without any immediate payment, the cost being treated like an advance on royalties, and recovered over a number of years from search income. The percentage of the search fee paid to the authority will therefore depend on all these factors, and will be adjusted for each individual case.

12. How will participating authorities get paid?

Deceased Online has its own credit purchase facility, in conjunction with a major on-line secure payment system provider. Payments due will be transferred into the authorities' bank accounts on a regular basis, normally monthly.

Talk to us

If you have any further questions, please contact us on 01273 207203 or email us at info@deceasedonline.co.uk for more information, or to arrange for a visit to discuss the service and its benefits with you and your I.T. advisers.



Agenda Item 15

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
16TH JUNE 2014**

REPORT BY: MANAGER AND REGISTRAR

VIDEO STREAMING OF SERVICES THROUGH THE INTERNET

Purpose

The purpose of this report is to outline a proposal to install equipment to stream funeral services securely over the internet when requested by families.

Recommendation

Members are asked to consider and approve the proposal

Background

1. In September 2013 the Joint Committee approved, as part of a report on developing and enhancing our service, 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.
2. Initially it was felt this could be achieved using the Crematorium's current CCTV system by adding a microphone to the camera. This was implemented and currently the facility exists but has proven to be of limited quality and not easily accessible on all computers. Issues have also arisen in respect of the complexity of setup.
3. Media on Demand is a company that has been recommended to the Joint Committee by the firm who maintain the sound and vision equipment in both chapels. This company currently has systems installed in some register offices for the internet streaming of wedding ceremonies, and the company's facilities and experience would be well suited to Portchester Crematorium's requirements.
4. As well as the initial streaming, the service is recorded and kept for a total of 30 days. It is then available to view or download on demand.
5. The cost of installation is £2,450 per chapel, which includes site survey, encoding server, HD camera and microphones. The company makes a small charge for each service that is streamed, the cost of which is included within the fee payable when streaming is requested.

*James Clark
Manager and Registrar*

**Background List of Documents –
Section 100D of the Local Government Act 1972: None**

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Agenda Item 16

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 16 June 2014**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

Once again the weather has had a major effect on our maintenance operations - stormy conditions and strong winds causing the need to fell some more trees already weakened by previous storms.

Our tree contractor ISS facilities management is currently in the process of removing stumps from the grounds. When this is completed later this month I will assess any replanting necessary.

The spring bedding has now been replaced with summer bedding plants and even at this early stage they are looking good.

Following a rather nasty infestation of Vine Weevil I decided to remove the shrub bed (known the Ying Yang bed) at the rear of the Crematorium. It has been replaced with a mix of ornamental grasses and mulched with granite chips.

The final section of the heather bed at the north of the main building has been completed and is a big improvement.

The bulb areas in the lawns are being cut down and cleared. They are left to die back so that nutrient is returned to the bulbs to promote good flowering next year.

The grounds maintenance contractor Brighstone continues to perform well, carrying out their duties to a very high standard. I am very satisfied with their performance.

Ashley Humphrey
Horticultural Consultant

*Background List of Documents –
Section 100D of the Local Government Act 1972 - None*

AH/jh
5 June 2014

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