

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Council Chamber, Havant Borough Council, Public Services Plaza, Havant on Monday 15 September 2014 at 2.00 pm.

Present

Fareham Borough Council

Councillor Leslie Keeble (Chairman)

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Apologies submitted on behalf of both members

Apologies for Absence

Councillors Ken Ellcome and Robert New (Portsmouth City Council) both engaged on other council business, Councillor Keith Evans (Fareham Borough Council), Councillor David Guest (Havant Borough Council) and Terry Garvey (Engineer and Surveyor).

Havant Borough Council - Representation

It was noted that Councillor David Guest had recently been appointed as one of Havant Borough Council's representatives on the Joint Committee.

594. Declarations of Members' Interests (AI 2)

None

595. Retirement of Deputy Manager and Registrar (AI)

At the commencement of the meeting the chairman presented Mr Francis Ensor, Deputy Manager and Registrar, who was retiring on the 15 September, with a certificate recording the Joint Committee's appreciation for his 27 years' service to the work of the crematorium.

Mr Ensor thanked the members for their good wishes upon the occasion of his retirement.

596. Minutes of the Meeting held on 16 June 2014 (AI 3)

RESOLVED that the minutes of the meeting held on the 16 June 2014 be signed as a correct record.

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

None

598. Clerk's Items (AI 5)

The Clerk reported that in respect of the impending vacancy in the post of Deputy Manager and Registrar interviews had taken place during August. He was pleased to report that Mrs Helen Jenkins had been appointed and would be taking up the post during October 2014.

The Clerk also reported that Dr Duncan Walters, a Deputy Medical Referee since November 1989, retired in August 2014. Members placed on record their thanks for his long and distinguished service.

Members were also advised that in respect of CAMEO (Crematoria Abatement of Mercury Emissions Organisation) of which Portchester was a member, a payment of some £48,000 was received in July under the burden sharing scheme.

RESOLVED that the Clerk's report be noted.

599. Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 6)

(TAKE IN REPORT BY THE HEAD OF BUILDING SERVICES,
FAREHAM BOROUGH COUNCIL)

The Deputy Engineer and Surveyor in presenting the report updated members in respect of the sound insulation works reported under minute 590. The Deputy Engineer and Surveyor explained that a Spanish company had designed the sound attenuation equipment and was currently awaiting confirmation from Facultatieve Technologies (FT) that the works proposed would meet FT's equipment requirements.

It was proposed to write again to nearby residences updating them on progress when confirmation of the work to be carried out was settled.

RESOLVED that the contents of the report be noted.

600. Crematorium South Chapel Refurbishment (AI 7)

The Deputy Engineer and Surveyor updated members regarding the refurbishment works approved under minute 585.

The Joint Committee was shown samples of the types of wood wall covering and fixing arrangements proposed by Robert Benn Associates, as illustrated on the plans prepared by RBA and displayed at the meeting.

Members indicated they wished to see light coloured American Yellow Poplar used, and that the panel sections be fixed vertically to the walls.

Members were advised that the work's programme envisaged tenders being invited during November 2014 with out of hours on site work being undertaken during the spring 2015.

The officers would be overseeing and progressing the project and reporting to the Joint Committee. However it was suggested that if and when there were any material design or related issues arising that required immediate resolution they would consult with the chairman, and members agreed this course of action.

RESOLVED (1) that light coloured American Yellow Poplar wood be used for the wall coverings and that the panel sections be affixed vertically to the walls.

(2) that it be noted that the Engineer and Surveyor will be overseeing and progressing the project and if and when there are any material design or related issues arising that require immediate resolution a decision be taken after consultation with the Chairman.

601. Manager and Registrar's Report (AI 8)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions the Manager and Registrar said he estimated that by the year end Portchester should have undertaken about 3,400 cremations during 2014.

The Treasurer reminded members that the budget forecast had been prepared on the basis of a reduced number of cremations, and that the current figure was in line with that envisaged. He mentioned that in future years the amount of surplus income available for re-distribution to the four authorities was likely to be smaller than in previous years.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

- (i) Publication of Cremation Records On-Line – Work was still be undertaken by the company to prepare the cremation records for uploading to the internet.**

- (ii) **Video Streaming of Services Through the Internet – Sound cabling had recently been installed, and the full vision and sound service should be available shortly.**
- (iii) **Video Monitors – Increased use was being made of the monitor screens in both chapels, which were proving popular for family tributes.**

RESOLVED that the report be received and noted.

602. Horticultural Consultant's Report (AI 9)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant drew particular attention to purchase of the replacement pond pump (and spare), and that it had been possible to cancel a number of grass cuts, thereby reducing costs.

RESOLVED that the report be received and approved.

603. Scheme of Delegations to Officers (AI 10)

(TAKE IN REPORT BY THE CLERK TO THE JOINT COMMITTEE)

RESOLVED that Part A 4 (in respect of staffing) of the Scheme of Officer Delegations be revised (effective from 1 August 2014) to read as follows –

The Manager and Registrar is authorised to appoint staff and to agree an appropriate salary level within the scale applicable to the post, and in the case of a post above spinal point 28 the appointment shall be made in consultation with the Clerk to the Joint Committee.

604. Policy Statements Relating to the Local Government Pension Scheme 2014 Regulations (AI 11)

(TAKE IN REPORT BY THE TREASURER)

RESOLVED (a) that the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 be noted;

(b) that the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014 be approved; and

(c) that the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014 be approved; and

605. Dates of Next Meeting (AI 12)

In response to members' questions, it was explained that the memorandum of agreement between the four authorities provided for not less than 3 meetings annually of the Joint Committee. The Clerk and Treasurer explained that the current timetable for meetings took account of the need to deal with certain matters within a statutory timeframe. However, it would be possible to review the current arrangements if members so wished.

RESOLVED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 15 December 2014 in the Civic Offices, Portsmouth.

The meeting concluded at 2.37 pm.

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Chairman

JH/me
16 September 2014
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