



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 15 DECEMBER 2014 AT 2.00 PM

CONFERENCE ROOM A (THE DUISBURG ROOM) - CIVIC OFFICES,
PORTSMOUTH

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

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

The agenda, minutes and non-exempt reports are available to view on-line at www.portchestercrematorium.org)

Membership of the Joint Committee - 2014/15:

Fareham Borough Council

Councillor Leslie Keeble
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Portsmouth City Council

Councillor Ken Ellcome
Councillor Robert New

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Members' Interests
- 3 Minutes of the Meeting held on 15 September 2014

Attached

4 Matters Arising from the Minutes not specifically referred to on the Agenda

5 Clerk's Items

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

6 Portchester Crematorium Accounts Certification Work 2013/14 (Pages 1 - 10)

Since 2010/11 the Joint Committee has moved to preparing accounts in line with the 'small bodies' annual return procedure. This return includes an annual certificate from internal audit on the adequacy of a number of control objectives.

The purpose of the attached Internal Audit final report no. 1026 is to cover the findings arising from the work carried out to support the 2013/14 certificate.

The Treasurer will report.

7 Portchester Crematorium Governance Audit 2014/15 (Pages 11 - 24)

The purpose of the attached report is to detail the Internal Audit work carried out in 2014/15 of some of the governance controls in place for the Joint Committee. The internal audit has been undertaken in accordance with the 5 year plan of work approved by the Joint Committee in June 2013, and supplements the certification audit work, mentioned under Item 6 above.

The Treasurer will report.

RECOMMENDED that the report be received and the recommendations made and action taken be noted.

8 External Audited Annual Return Year Ending 31 March 2014 - Issues Arising Report (Pages 25 - 40)

BDO LLP, the external auditors for the Portchester Crematorium Joint Committee, have completed their work on the Annual Return for the financial year ended 31 March 2014, and have also provided an 'Issues Arising' report.

The attached report from the Treasurer seeks acceptance and approval of the audited Annual Return, and also sets out the matters raised within the Issues Arising report and details the action taken with regard to them, and any future action required.

RECOMMENDED (1) that the audited Annual Return be accepted and approved;

(2) that the BDO LLP External Audit Issues Arising Report for the year ended 31 March 2014, attached as Appendix A to the

Treasurer's report, be noted;

(3) that the actions taken and required with regard to Internal and External Audit recommendations be noted.

9 Engineer and Surveyor's Report - Planned Maintenance and Building Works Progress Report (Pages 41 - 44)

A report from the Engineer and Surveyor, dealing with progress being made on planned maintenance building works, is attached.

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

10 South Chapel Refurbishment (Pages 45 - 46)

The purpose of the attached report from the Engineer and Surveyor is to advise on progress with the South Chapel Refurbishment project.

RECOMMENDED that the progress with this project be noted.

11 Mercury Abatement Project (Pages 47 - 48)

The purpose of the attached report from the Engineer and Surveyor is to update the Joint Committee on progress towards the noise reduction measures associated with the operation of the mercury abatement equipment.

RECOMMENDED that the action taken be endorsed and the officers be authorised to continue to take any further action that may be necessary to achieve the satisfactory reduction in noise level.

12 Horticultural Consultant's Report (Pages 49 - 50)

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

RECOMMENDED that the report be received and noted.

13 Manager and Registrar's Report

(a) General Report attached (Pages 51 - 52)

(b) Any other items of topical interest

14 Finance Strategy and Budget for 2015/16 (Pages 53 - 58)

The Finance Strategy was last approved by Members in December 2013, setting out the principles on which the strategy has been compiled, together with risks and other aspects of the financial management framework that the Crematorium operates in.

The attached report from the Treasurer encloses an updated Finance Strategy which provides added assurance to the Joint Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

RECOMMENDED (1) that the Finance Strategy 2015/16, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2015/16 be sent to the four constituent authorities to note for their information.

15 Revenue Budget Report - 2015/16 (Pages 59 - 72)

The purpose of the attached report from the Treasurer is to set out the revenue budget and repairs and renewals programme for 2014/15 and 2015/16, together with a review of fees and charges. The revised capital works programme for 2014/15 and future years has also been included for consideration at Appendix E to the report.

RECOMMENDED (a) That expenditure of £ 137,250 in 2015/16 to be financed from the repairs and renewals fund as detailed in Appendix D to the report be approved;

(b) That the capital works programme as detailed in Appendix E be approved;

(c) That the proposed charges as set out in Appendices B and C to the report be approved from 1 April 2015;

(d) That the revenue account estimates as set out in Appendix A to the report be approved subject to the Joint Committee's decisions in respect of recommendations a, b & c above;

(e) That the Joint Committee considers writing to the Leader of each constituent authority to advise them of the reduction in the annual payment received from the Portchester Crematorium Joint Committee in 2015/16 and beyond.

16 Portchester Crematorium Job Evaluation Review (Exempt Item)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during these items of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

The purpose of the attached report containing exempt information is to set out the results of a job evaluation review into the pay and grading of employee posts at Portchester Crematorium.

RECOMMENDED that the recommendations set out in the exempt report by Fareham Borough Council's Senior Personnel Officer be approved.

17 Date of Next Meeting - Monday 16 March 2015 at 2pm in Fareham

JH/me
4December 2014
1061215a