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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 14 SEPTEMBER 2015 AT 2.00 PM**

**COLLINGWOOD ROOM, CIVIC OFFICES FAREHAM BOROUGH COUNCIL**

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

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(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](http://www.portchestercrematorium.org))

## **Membership of the Joint Committee - 2015/16:**

### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Dennis Wright

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Susan Bell

### **Havant Borough Council**

Councillor Tony Briggs (Chairman)  
Councillor David Guest

### **Portsmouth City Council**

Councillor Ken Ellcome  
Councillor Rob New

## **A G E N D A**

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Minutes of the Meeting held on 15 June 2015 (Pages 1 - 4)**  
  
... Attached
- 4 Matters Arising from the Minutes not specifically referred to on the Agenda**
- 5 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2016/17 municipal year.

**6 Clerk's Items**

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

**7 Recycling of Metals Scheme - Charitable Nomination**

Following consultation with members during August, there was widespread support for the submission of an application for the Macmillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application has now been submitted, with the support of the Macmillan Nurses who were consulted.

**8 External Audit for the Year Ended 31 March 2015 - Audited Annual Return (Pages 5 - 12)**

BDO LLP, the External Auditors for the Portchester Crematorium Joint Committee, have completed their work and provided an unqualified Certificate and Opinion on the Annual Return for the year ending 31 March 2015.

The attached report from the Treasurer seeks acceptance and approval of the audited Annual Return.

**RECOMMENDED that the audited Annual Return be accepted and approved.**

**9 Building Works Programme (Pages 13 - 16)**

Report from the Engineer and Surveyor attached.

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

**10 Manager and Registrar's Report (Pages 17 - 18)**

*(a) General Report attached*

*(b) Any other items of topical interest*

**11 Horticultural Consultant's Report (Pages 19 - 20)**

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

**RECOMMENDED that the report be received and noted.**

**12 Crematorium South Chapel Refurbishment (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 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.**

The purpose of the attached report by the Engineer and Surveyor is to advise on tenders received for the refurbishment of the South Chapel project and to report on the construction progress.

**RECOMMENDED that the report be received and noted.**

**13 Date of Next Meeting**

**RECOMMENDED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 14 December 2015 in the Civic Offices, Portsmouth.**

JH/me  
2 September 2015  
1060914a

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# Agenda Item 3

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 15 June 2015 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Keith Evans  
Councillor Susan Bell

#### Gosport Borough Council

Councillor Alan Scard  
Councillor Keith Gill (standing deputy)

#### Havant Borough Council

Councillor Tony Briggs

#### Portsmouth City Council

Apologies received for non-attendance

### Apologies for Absence (AI 1)

Councillor Dennis Wright (Gosport BC - standing deputy in attendance); Councillor David Guest (Havant BC); and Councillors Rob New & Ken Ellcome (Portsmouth City Council). Andy Wannell (Treasurer) and Mark Pam (Deputy Engineer & Surveyor)

### Welcome and Introductions

Councillors Susan Bell (Fareham BC) and Keith Gill (Gosport BC) were welcomed to the meeting.

### 633 Appointment of Chairman (AI 2)

**RESOLVED** that Councillor Tony Briggs (Havant Borough Council) be appointed Chairman for the 2015/16 municipal year.

(Councillor Tony Briggs in the Chair)

### 634 Appointment of Vice-Chairman (AI 3)

**RESOLVED** that the appointment of a Gosport Borough Council representative as vice-chairman be considered at the next meeting.

### 635 Declarations of Members' Interests (AI 4) – None

**636 Minutes of the Meeting held on 16 March 2015 (AI 5)**

**RESOLVED** that the minutes of the meeting held on the 16 March 2015 be signed as a correct record.

**637 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) - None**

**638 Clerk's Items (AI 7) – None**

**639 Portchester Crematorium Joint Committee – Annual Report - 2014/15 (AI 8)**

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

**RESOLVED** that the annual report for the 2014/15 financial year be noted and received and it be sent for information to each constituent authority.

**640 Comprehensive Income and Expenditure Statement 2014/15 (AI 9)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to a number of items including the number of cremations undertaken; fees and income received; the level of contribution to each of the constituent authorities; and the amount of contribution made to the Capital Works and Repairs & Renewals Funds.

In noting that 22 cremations of those under 16 years of age were carried out at no charge, and in response to questions, the Manager and Registrar explained that Portchester followed guidelines issued by the Institute of Cremation and Cemetery Management in respect of infant and child cremations. He also explained the long standing processes and procedures followed in and after the cremation process.

**RESOLVED** that the contents of the report be noted.

**641 Annual Return for the Financial Year Ended 31 March 2015 (AI 10)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to each section of the Annual Return.

**RESOLVED** that the Annual Return for the financial year ending 31 March 2015 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.**

**642 Financial Regulation 12 – Income and Banking (AI 11)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report during which it was confirmed the Manager and Registrar supported the procedures set out in the document.

**RESOLVED that the revised Regulation 12 be approved.**

**643 Building Works Programme (AI 12)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting this report the Engineer and Surveyor referred to item 1511 – sound attenuation. He explained that the work on installing the acoustic grilles was completed successfully on Saturday 6 June. A series of sound level readings would be taken to compare with previous readings.

Councillor Bell (in her capacity as a ward councillor for the area) thanked all those involved for bringing this work to a satisfactory completion. The Manager and Registrar mentioned that he had taken the opportunity recently to show a local resident the complexity of the equipment involved and the work required to achieve the sound attenuation.

**RESOLVED that the contents of the report be noted.**

**644 South Chapel Refurbishment (AI 13)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor showed members samples of the wood (African Ayous) to be used for the internal cladding of the chapel. Members were also informed that tenders were now due to be returned on the 26 June (one week later than previously notified to allow further time for tenderers to consider additional information that had been supplied to them in response to enquiries).

Members were advised that it was hoped the project might be completed during September 2015. At an appropriate time the Joint Committee might meet at the Crematorium or have an arranged site visit.

**RESOLVED that the report be received and noted**

#### **645 Manager and Registrar's Report (AI 14)**

##### **(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to a question the Manager and Registrar explained the current level of the number of cremations that had been reached and that this was in accordance with what had been anticipated. He felt a stable level had been reached which in turn would enable satisfactory future financial planning.

**RESOLVED that the report be received and noted.**

**(b) Any other items of topical interest** - None (although see Minute 640 in respect of information given regarding the cremation of children).

**RESOLVED that the report be received and noted.**

#### **646 Horticultural Consultant's Report (AI 15)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

**RESOLVED that the report be received and approved.**

#### **647 Grievance and Disciplinary Appeals Committee – Appointment of Representatives (AI 16)**

**RESOLVED that Councillors Susan Bell, Alan Scard and Dennis Wright be appointed, (together with Councillors Keith Evans and Tony Briggs as standing deputies) to serve on the Appeals Committee, as agreed on 14 June 2010 under minute 360.**

#### **648 Dates of Future Meetings (AI 17)**

**RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2015/16, at the venues indicated –**

**Monday 14 September 2015 (Havant)  
Monday 14 December 2015 (Portsmouth)  
Monday 14 March 2016 (Fareham)  
Monday 13 June 2016 (Gosport).**

The meeting concluded at 2.35pm

Chairman

JH/me  
17 June 2015  
1060615m.doc



# Agenda Item 8

## FAREHAM BOROUGH COUNCIL

### **Report to Portchester Crematorium Joint Committee**

*Date:* **14 September 2015**

*Report of:* **Treasurer to the Joint Committee**

*Subject:* **EXTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2015  
AUDITED ANNUAL RETURN**

#### **SUMMARY**

1. BDO LLP, the External Auditors for Portchester Crematorium Joint Committee, have completed their work and provided an unqualified Certificate and Opinion on the Annual Return for the year ended 31 March 2015, attached as Appendix A to this report.
2. This report seeks acceptance and approval of the audited Annual Return.

#### **RECOMMENDATION**

That the audited Annual Return is accepted and approved.

Andy Wannell CPFA  
Treasurer to the Joint Committee  
Civic Offices  
Fareham  
For further information on this report please contact Kate Busby on 01329 824685

ANNUAL RETURN FOR  
PORTCHESTER CREMATORIUM JOINT COMMITTEE  
FOR THE YEAR ENDED 31 MARCH 2015

# Small Bodies in England

## Annual return for the financial year ended 31 March 2015

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Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2015.

### **Completing your annual return**

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

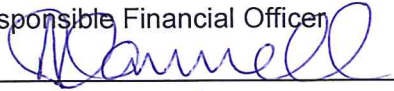

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites ([www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)) or from the members area of the Association of Drainage Authorities website ([www.ada.org.uk](http://www.ada.org.uk)).

## Section 1 - Accounting Statements 2014/15 for:

### Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			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.
1. Balances brought forward	793,418	1,091,402	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
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	2,169,249	1,927,087	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	(230,396)	(244,349)	Total expenditure or payments made to and on behalf of all 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	(1,640,869)	(1,441,313)	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	1,091,402	1,332,827	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	1,135,656	1,397,220	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	7,906,707	8,004,620	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 2015 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: <u>15/6/2015</u></p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p><u>15/6/2015</u></p> <p>And recorded as minute reference:</p> <p><u>641</u></p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p></p> <p>Date: <u>15/6/2015</u></p>
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## 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 2015, 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.	✓		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.	✓		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 proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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 :		Signed by:	
Dated: <u>641</u> <u>15/6/2015</u>		Chair	<u>[Signature]</u>
		Dated	<u>15/6/2015</u>
		Signed by:	<u>[Signature]</u>
		Clerk	<u>[Signature]</u>
		Dated	<u>15 June 2015</u>

\*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.

## Section 3 – External auditor certificate and opinion 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1988 as transitionally saved, for the year ended 31 March 2015 in respect of:

### Portchester Crematorium Joint Committee

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
  - confirms and provides assurance on those matters that are important to our audit responsibilities.
- Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~\*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor signature

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date:

18/8/15

**Note:** The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts



## Section 4 - Annual Internal Audit Report 2014/15 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 2015.

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.

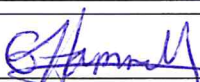
Internal control objective	Agreed? Please choose from one of the following : Yes/No*/Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<b>Not Covered</b> Last covered in 2011/12 and found to be satisfactory. Next planned for 2016/17 certificate
B. The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<b>Yes</b>
C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<b>Not Covered</b> Last covered in 2012/13 and found to be satisfactory. Next planned for 2017/18 certificate
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.	<b>Yes</b>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<b>Yes</b>
F. Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.	<b>Not Covered</b> Last covered in 2010/11 and found to be satisfactory. Next planned for 2015/16 certificate
G. Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	<b>Not Covered</b> Last covered in 2012/13 and found to be satisfactory. Next planned for 2015/16 certificate
H. Asset and investments registers were complete and accurate and properly maintained.	<b>Not Covered</b> Last covered in 2011/12 and found to be satisfactory Next planned for 2016/17 certificate
I. Periodic and year-end bank account reconciliations were properly carried out.	<b>Not Covered</b> Last covered in 2011/12 and found to be satisfactory. Next planned for 2016/17 certificate
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.	<b>Not Covered</b> Last covered in 2011/12 and found to be satisfactory. Next planned for 2016/17 certificate

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

No additional operational controls tested for 2014/15.

Print name of person who carried out the internal audit : ELAINE HAMMELL

Signature of person who carried out the internal audit:



Date: 15 June 2015

**\*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).



# Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guides\* which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guides\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guides\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guides, is available from NALC and SLCC representatives or Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**ON: 14 SEPTEMBER 2015**

**REPORT OF: THE ENGINEER AND SURVEYOR**

**SUBJECT: BUILDING WORKS REPORT**

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1502/3	South Chapel – refurbishment	Contract award stage	205,000	205,000	Nil	See separate report to this meeting
1504	Internal redecoration – rolling programme	Works part completed and parts to be assessed	20,000	20,000	Nil	Works combined with 2015/16 programme to enable economies of scale. Expenditure to date £4,210. Works completed to the waiting rooms. Works to the North Chapel foyer are imminent.
1505	Steam cleaning paving – rolling programme	Assessing requirements	6,000	6,000	Nil	Works deferred until 2015/16 programme to enable economies of scale. Areas for treatment to be determined.
1507	Waiting room toilet facilities	Completed	8,800	7,700	Minus 1,100	Works to North Cloister and Waiting Room toilets completed and final cost agreed.

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1508	Water feature	Assessing requirements	3,000	3,000	Nil	There is a need to re-evaluate the working of the water feature and this will be the subject of a future report of the Joint Committee. Interim measures introduced to facilitate the features operation including the installation of a fixed access ladder to the underground plant.
1509	Works to Mess Room	Works order placed	2,600	2,600	Nil	Works to incorporate safety railing deferred until 2015/16 programme and these will be undertaken in the third quarter of the 2015/16 financial year.
1510	Crematory/Committal areas	Assessing requirements	9,000	9,000	Nil	Works deferred until 2015/16 programme to enable economies of scale. Investigation of new flooring to the crematory to be progressed.
1511	Mercury abatement project – sound attenuation	Complete	9,500	14,246	Plus 4,716	Acoustic grills installed and working satisfactorily. Final cost agreed. Increase largely due to unforeseen installation issues.
1601	Redecoration of North Chapel and Foyer		10,000			See item 1504. Budget now included in item 1504
1602	External Redecoration – rolling programme	Assessing requirements	5,000	5,000		Works identified to the external North Cloister including remediation of leak

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1603	Steam Cleaning Paving – rolling programme		3,000	3,000		See item1505. Budget now included in item 1505
1606	Renewal of White Lining	Complete	2,000	675	Minus 1,325	Works complete and final cost agreed.
1607	Internal Redecoration – rolling programme		5,000			See item1504. Budget now included in item 1504
1608	External Paving and Walls	Assessing requirements	0	1500	Plus 1,500	Area of defective paving and wall identified for remedial work. Quotation to be obtained

Note

Items previously reported as completed are not shown

**Terry Garvey**  
Engineer and Surveyor

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

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# Agenda Item 10

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -  
14<sup>th</sup> SEPTEMBER 2015**

**REPORT BY: MANAGER AND REGISTRAR**

## **STATISTICS**

### **1. MONTHLY COMPARISON**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
JUNE	304	333	263	268
JULY	286	326	279	281
AUG	331	319	265	220

### **2. TOTAL CREMATIONS**

	<u>YEAR</u>	<u>TO END AUGUST</u>
2012	3975	2702
2013	4248	2998
2014	3356	2327
2015	-	2351

### **3. DISPOSAL OF REMAINS**

Ashes received from other Crematoria.....	32
i) Total disposals within grounds.....	307
ii) Remains removed from crematorium.....	431
iii) Retained.....	31
<b>TOTAL</b>	<b>769</b>

Scattered 42%                      Removed 58%

### **4. GAS CONSUMPTION**

Total gas consumption (cu.m.).....	65645
Total cremations.....	769
Average gas consumption (cu.m.).....	85

**JAMES CLARK**  
**MANAGER & REGISTRAR**  
**2<sup>ND</sup> SEPTEMBER 2015**

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# Agenda Item 11

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE**  
**Monday 14 September 2015**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

The unpredictable weather has once again been a major factor in the maintenance of the crematorium grounds, with prolonged dry spells punctuated by storms. The grounds however have stood up well to this battering and it is a testament to the quality and adaptability of the contractor that this is the case.

I am in the process of ordering shrubs to replace various plants lost during the year. Some replacements were at the request of relatives but the majority are to fill gaps where trees have been removed or to replace old shrubs that are past their best. I will also be ordering some standard roses to replace losses.

The summer bedding displays in the grounds look stunning at the moment - I am particularly impressed with the car park bed.

The order for spring bedding plants has been placed and these will arrive in October. I have also ordered a quantity of snowdrops to be planted in various shrub beds to provide some early spring colour.

We undertook work to the pond infrastructure recently, replacing the ultra violet bulbs and unit that houses them. I am also purchasing a pond vacuum unit so that we can remove silt from the pond bottom without having to empty it and stress the fish. New rocks and pebbles have been installed to improve the aeration from the waterfall, so I am hoping this will improve the quality and appearance of the water.

The contractor Brighstones continue to perform well and I am pleased with their work.

*Ashley Humphrey*  
Horticultural Consultant

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

AH/jh  
14 August 2015

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