
NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 14 MARCH 2016 AT 2.00 PM

NEWLEASE ROOM (COMMITTEE ROOM 2), PUBLIC SERVICES PLAZA,
HAVANT

Telephone enquiries to John Haskell, Clerk to the Joint Committee
01329822533

(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 - 2015/16:

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Fareham Borough Council

Councillor Keith Evans
Councillor Sue Bell

Havant Borough Council

Councillor Tony Briggs (Chairman)
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 14 December 2015 (Pages 1 - 4)**
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 Risk Management Strategy (Pages 5 - 14)

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review.

The attached report from the Treasurer sets out the updated documents for approval by the Joint Committee.

RECOMMENDED (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.

7 Engineer and Surveyor's Report - Planned Maintenance and Building Works Progress Report (Pages 15 - 16)

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

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

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

(a) General Report attached

(b) Any other items of topical interest

9 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.

10 Portchester Crematorium Insurance Tender (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 Treasurer is to advise on tenders received for the insurance of Portchester Crematorium and the award to Allianz Insurance plc and ACE AUM.

RECOMMENDED that the report be received and noted.

11 Date of Next Meeting - Monday 13 June 2016 at 2pm in Gosport

JH/me
4 March 2016
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