



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
106140316a

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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Guildhall Square, Portsmouth on Monday 14 December 2015 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs (Chairman)

Portsmouth City Council

Councillor Ken Ellcome

Apologies for Absence (AI 1)

Councillor Sue Bell (Fareham BC), Councillor David Guest (Havant BC), Councillor Robert New (Portsmouth CC), and Ashley Humphrey (Horticultural Consultant)

661 Declarations of Members' Interests (AI 2) – None

662 Minutes of the Meeting held on 14 September 2015 (AI 3)

RESOLVED that the minutes of the meeting held on the 14 September 2015 be signed as a correct record.

663 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

664 Clerk's Items (AI 5) - None

665 Finance Strategy and Budget for 2016/17 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Joint Committee was reminded that the Finance Strategy was last approved in December 2014. This set out the principles on which the strategy had been compiled, together with risks and other aspects of the financial management framework that the Crematorium operated in.

The Deputy Treasurer explained that the report included an updated Finance Strategy which provided 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. In considering the report particular mention was made of Treasury Management and the investment of any surplus funds; budgetary control and monitoring, and the Crematorium's overall financial position.

RESOLVED (1) that the Finance Strategy 2016/17, attached as Appendix A to the Treasurer's report, be approved;

(2) that the Finance Strategy 2016/17 be sent to the four constituent authorities to note for their information.

666 Revenue Budget Report - 2016/17 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

Members gave consideration to the Treasurer's report which set out the revenue budget and repairs and renewals programme for 2015/16 and 2016/17, together with a review of fees and charges. The revised capital works programme for 2015/16 and future years had also been included for consideration at Appendix E to the report.

In considering the report and in response to questions, the following main points arose –

- The reduction in the number of cremations during 2014/15 was less than originally anticipated, with a consequent less than expected reduction in income;
- The proposed cremation fee for 2016/17 of £560 (a £10 increase over 2015/16) was well below the average fee nationally and locally;
- A new 'walk through' cremation fee of £400 was proposed for introduction in 2016/17;
- Further explanation of the revised and base budget variations and the ways and means by which budget monitoring was undertaken.

RESOLVED (a) That expenditure of £115,000 in 2016/17 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 2016;

(d) That the revenue account estimates as set out in Appendix A to the report be approved;

(e) That the Treasurer writes to the Leader of each constituent authority to advise them of the reduction in the annual payment to be received from the Portchester Crematorium Joint Committee in 2015/16 and 2016/17, and the reduction in 2017/18.

667 Portchester Crematorium Accounts Certification Work 2014/15 (AI 8)

(TAKE IN INTERNAL AUDIT REPORT 1047)

The Joint Committee was advised that the Internal Audit final report no. 1047 covered the findings arising from the work carried out to support the 2014/15 certificate.

In considering the report and in response to questions, the following main points arose –

- The arrangements to ensure evidence of value for money testing especially in respect of long standing suppliers;
- Invoice payment and budget monitoring.

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

**668 Engineer and Surveyor's Report –
Planned Maintenance and Building Works Progress Report (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In submitting his report the Engineer and Surveyor drew particular attention to the progress made with the scheme for the refurbishment and remodelling of the South Chapel. This work had now been completed and photographs showing the chapel were shown to the Joint Committee. The Engineer and Surveyor explained that the officers in conjunction with the architect were now looking at replacing the curtains with a different coloured material, and this approach was supported by members.

Arrangements would be made for members to visit the Crematorium upon completion of all the work, and for appropriate publicity including an item in each local authority magazine.

RESOLVED that the contents of the report be noted.

669 Manager and Registrar's Report (AI 10)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

The Manager and Registrar reported on the overall number of cremations that would take place during the current calendar year, which was likely to be about 3,308 - broadly in line with 2014.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

(i) Grounds Clearance –

The Manager and Registrar reminded the Joint Committee of its long standing policy against the provision of permanent memorials and that it was left to him to arrange periodic clearance of personal objects left in the grounds. The Manager and Registrar explained that the frequency of clearance would be increased to every 3 months and in accordance with established practice notice of removal would be posted in the grounds. Members endorsed the action being taken.

RESOLVED that the increased frequency of grounds clearance action being taken by the Manager and Registrar be endorsed.

670 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Dave Stribling (in the absence of the Horticultural Consultant) presented the report.

RESOLVED that the report be received and approved.

671 Portchester Crematorium – Logo (AI 12)

Consideration was given to a report advising that work had commenced on improving the image and navigation of the Crematorium's web site. As part of this the report suggested that now would be an ideal time to adopt a logo that could become an integral part of the web site theme and image for the crematorium including use on literature. Three sample logos were submitted for consideration, and after discussion members agreed to support Logo B.

RESOLVED that Logo B be approved for adoption for Portchester Crematorium.

672 Date of Next Meeting (AI 13)

RESOLVED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 14 March 2016 in the Civic Offices, Havant.

The meeting concluded at 2.31pm.

Chairman

JH/me
15 December 2015
1061214m.doc

Agenda Item 6

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: 14 March 2016

Report of: Treasurer to the Joint Committee

Subject: RISK MANAGEMENT

SUMMARY

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review. This report sets out the updated documents for approval by the Joint Committee.

RECOMMENDATIONS

- a. That the Risk Management Strategic Framework and Policy as set out in Appendix A and B of this report be approved.
- b. That the revised Strategic and Operational Risk Registers set out in Appendix C and D are approved.

RISK MANAGEMENT

1. Risk Management is an area that is subject to internal and external audit as part of the Joint Committee's Corporate Governance arrangements. It also forms a key component of the self-assessment process leading to the Annual Governance Statement as part of the Annual Return.
2. Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework for corporate governance.
3. The constituents of good risk management are seen as :

A shared awareness and understanding within the Joint Committee of :

- The nature and extent of the risks it faces
- The extent and categories of risk regarded as acceptable
- The likelihood and potential impacts of the risk materialising
- The key controls that are being relied upon to control risks
- The ability to reduce the incidence and impact on the organisation of the risks that do materialise

A regular and ongoing monitoring and reporting of risk, including early warning mechanisms.

An appropriate assessment of the cost of operating particular controls relative to the benefit obtained in managing the related risk.

A risk assessment process to inform any decisions being taken and to support the implements of any projects agreed.

The conducting, at least annually, of a review of the effectiveness of the system of internal control in place.

Reporting publicly on the results of the review and explaining the action the Joint Committee is taking to address any significant concerns it has identified.

RISK MANAGEMENT FRAMEWORK AND RISK POLICY STATEMENT

4. In June 2009 the Joint Committee adopted a Risk Management Framework and Risk Management Policy Statement. These two documents are subject to annual review and remain up to date, relevant and robust. They define the processes and responsibilities for managing risks across the whole spectrum, and are set out at Appendix A and B respectively. The Joint Committee is asked to approve these documents for their continued application to the system of risk management in place.

STRATEGIC AND OPERATIONAL RISK REGISTERS

5. The Registers covering Strategic and Operational Risks at Appendix C and D respectively have been reviewed for their continued suitability and relevance to the Joint Committee by the Officers Governance Assurance Group, and are presented to the Joint Committee for approval.
6. As can be seen in the Risk Registers all risks are all ranked as Medium or Low, and will continue to be monitored by the assigned Risk Manager who will report to the Joint Committee on developments should the need arise

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

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

**PORTCHESTER CREMATORIUM JOINT COMMITTEE
SUMMARY OF RISK MANAGEMENT FRAMEWORK**

Framework Element	Process agreed
Risk Management	
Risk Management Policy/Strategy	<p>Lead Officer - Clerk to the Joint Committee</p> <p>Responsibility - Treasurer to the Joint Committee</p> <p>Approved, and reviewed as appropriate by the Joint Committee</p> <p>Annual assessment of adequacy of risk management arrangements</p>
Strategic Risk Management	<p>Register Owner - Portchester Crematorium Joint Committee</p> <p>Strategic Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee.</p> <p>Risk assessments updated annually.</p> <p>Additional risks to be identified by officers and members as and when needed throughout the year.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group for reporting to the Joint Committee on an annual basis.</p>
Operational Risk Management	<p>Service and Employer registers maintained</p> <p>Service Risk Register Owner - James Clark Employer Risk Register Owner - John Haskell</p> <p>Service Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee. Employer Risk Register agreed in officers meetings.</p> <p>Risk Assessments updated annually.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group and officer meetings for reporting to the Joint Committee.</p>

RISK MANAGEMENT POLICY STATEMENT

The Portchester Crematorium Joint Committee recognises that Risk Management is an intrinsic part of Corporate Governance. The Joint Committee accepts that some risks will always exist and will never be eliminated.

The Joint Committee recognises that it has a responsibility to manage risks and supports a structured and focused approach to managing them by developing a risk management strategy and taking actions to reduce or mitigate risks wherever possible.

In this way the Joint Committee will better achieve its corporate objectives and enhance the value of services it provides to the community.

The Joint Committee's risk management strategic objectives are to:

- ♦ Integrate risk management into the culture of the Joint Committee
- ♦ Manage risk in accordance with best practice
- ♦ Anticipate and respond to changing social, environmental, legislative, political, economic, technological, competitive and citizen requirements
- ♦ Prevent injury, damage and losses and reduce the cost of risk
- ♦ Raise awareness of the need for risk management by all those connected with the Committee's delivery of services.

These objectives will be achieved by:

- ♦ Establishing clear roles, responsibilities and reporting lines within the Joint Committee for risk management
- ♦ Offering a framework for identifying and prioritising risk areas
- ♦ Reinforcing the importance of effective risk management as part of the everyday work of employees
- ♦ Incorporating risk management considerations into all aspects of the Joint Committee's work.
- ♦ Monitoring arrangements on an on-going basis.

The key components of the Risk Management Framework are:

- **A Strategic risk register of risks to the partnership**
- **An operational risk register of risks to the service**
- **A set of Health and Safety hazard assessments**
- **Inclusion of risk information in decision making reports to the Joint Committee**
- **Risk assessments supporting any projects implemented at the Crematorium**

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PCJC SERVICE SCORING CHART

		SCALE				
Value		1	2	3	4	5
Probability		Very Unlikely	Unlikely	May Happen	Likely	Almost Certain
		Very Low	Low	Medium	High	Very High
		SCALE				
Value		1	2	3	4	5
Impact Measures	FINANCIAL EFFECTS	Less Than £1,000	Between £1000 and £5000	Between £5000 and £10000	Between £10000 and £50000	More Than £50,000
	HEALTH AND SAFETY (PUBLIC AND CUSTOMERS)	No or minor injury	Lost time injury	Major injury	Single death	Multiple death
	NON-FINANCIAL EFFECTS SERVICE OBJECTIVES & PRIORITIES	No impact on objectives	Minimal impact on 1 or more service objectives	Some restriction on ability to achieve 1 or more service objectives	Severe restriction on ability to achieve 1 or more service objectives	Prevent the achievement of 1 or more service objectives
	SERVICE DELIVERY	No inconvenience to service	Minor inconvenience to service	Major inconvenience to customers	Cessation of part of Crem services	Cessation of all Crem services
	CUSTOMER SATISFACTION	Small increase customer complaints	Sig increase customer complaints	General loss of confidence in service	General loss of confidence in partnership	Removal of board members or govt intervention

Risk score is calculated by multiplying the sum of all impact scores (where Very Low = 1 & Very High = 5) by the score for the probability (where Very Low = 1 and Very High = 5). (e.g. 5*(2+3+4+3+2)).

The thresholds for the risk category have been set as:

- below 40 (Low)
- 40-59 (medium)
- more than 60 (high)

PORTCHESTER CREMATORIUM JOINT COMMITTEE

Strategic Risk Register

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Further reduction in customer numbers	Andy Wannell	4	4	1	3	1	1	40	MEDIUM
Control	Formal regular monitoring, continued good communication with each LA, implement initiatives approved by JC for developing and enhancing existing and new services									
2	Benefits, objectives and targets for Joint Committee are not clear nor monitored nor delivered (including surplus levels not achieved)	John Haskell	1	1	2	3	2	2	10	LOW
Control	Monitor regularly, Annual Report / Development Plan, Member representatives from each Local Authority									
3	Control assurance, financial management and governance framework not clear	Andy Wannell	2	1	2	1	1	1	12	LOW
Control	Members from each LA actively involved in managing PCJC, Ext and Int Audit review/advice feeds into work and Governance arrangement, Treasurer & Dep Treasurer with professional backgrounds advising PCJC are employees of FBC, Financial Regulations introduced									
4	Inappropriate or inadequate Memorandum of Agreement	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
5	Joint Committee member responsibilities not understood nor complied with	John Haskell	2	1	1	2	2	2	16	LOW
Control	Member induction following appointment									
6	Lack of agreed clear exit strategy (including handover of records to allow continued running)	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
7	National cultural changes significantly affect service required (e.g. religious, government)	James Clark	1	4	1	1	1	4	11	LOW
Control	Bi-annual review of Development Plan to incorporate a review of national cultural changes									
8	Objective assessments are not made or reported about the true effectiveness of service delivery and Joint Committee arrangements	John Haskell	1	1	1	3	2	2	9	LOW
Control	Monitor regularly, Annual Report, Review and updating of Crematorium Development									
9	Standard of service provision does not meet customer expectations	James Clark	3	2	1	2	2	4	33	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire, complaints system involves Clerk									

PORTCHESTER CREMATORIUM JOINT COMMITTEE

Operational Risk Register - Assessment

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Further reduction in income collected	Andy Wannell	4	4	1	3	1	1	40	MEDIUM
Control	Monitor regularly, Good communication with each LA re financial impact, implement initiatives approved by JC for developing and enhancing existing and new services									
2	Adverse external audit opinion on accounting arrangements	Andy Wannell	2	2	1	1	1	1	12	LOW
Control	High level of expertise advising the PCJC, FBC Internal Audit would identify fundamental weaknesses									
3	Contractor failure to deliver the required service	Terry Garvey / James Clark	1	4	1	3	2	2	12	LOW
Control	Contractors monitored and supervised on a regular basis									
4	Crematorium is not competitive compared with neighbouring crematoriums	James Clark	2	4	1	2	3	4	28	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire, complaints system involves Clerk									
5	Crematorium premises and land not at an appropriate level of presentation (grounds, building)	Ashley Humphrey	3	1	2	2	2	2	27	LOW
Control	Contract management - performance management / feedback / review meetings									
6	Cremators cease to function (breakdown, served with H&S Executive notice)	James Clark	2	4	2	4	4	4	36	LOW
Control	Cremators serviced and maintained by original manufacturer									
7	Cremation registers lost or inadequate	James Clark	2	1	1	3	2	1	16	LOW
Control	Data backed up daily, new computers to backup to remote servers									
8	Environmental damage to building and grounds	Terry Garvey / James Clark / Ashley Humphrey	1	3	1	2	2	1	9	LOW
Control	Routine inspections are carried out of environmental protections									
9	Fire breaks out during a services	James Clark	2	4	3	3	3	3	32	LOW
Control	Fire procedures in place									
10	Funeral service requested not delivered	James Clark	3	1	1	3	3	2	30	LOW
Control	Checking procedures in place after service details entered									
11	Inadequate insurance cover or compliance problems	Andy Wannell	2	5	1	3	1	1	22	LOW
Control	Annual renewal process includes technical input to ensure that increases in cover remain adequate. Broker appointed to manage PCJC tender for 2016/17 3+1+1 years cover									
12	Insufficient car parking for attendees	James Clark	3	1	1	1	2	2	21	LOW
Control	Usage monitored, car park extended beyond recommended limits to cover majority of services									
13	Key legislation or code of practice for cremation not complied with	James Clark	1	5	2	4	4	4	19	LOW
Control	Review of publications for changes + monitoring of websites, notifications by Ministry of Justice									
14	Loss of online booking system (funeral directors)	James Clark	2	1	1	1	2	1	12	LOW
Control	New system internet based, covered under software agreements									
15	Loss of PC functionality and data stored	James Clark	2	1	1	3	2	2	18	LOW
Control	Data backed up maintenance agreements in place									
16	Loss of web based information on the crematorium	James Clark	1	1	1	1	1	1	5	LOW
Control	information backed up									
17	Malicious damage to the building and grounds	James Clark	2	2	2	1	2	1	16	LOW
Control	Good working relationship with local Community Support Officers									
18	Medium term loss of energy supplies	Terry Garvey / James Clark	1	2	1	1	2	2	8	LOW
Control	Energy suppliers aware of sensitivity of crematoria, supply sourced via Government framework arrangement									
19	Member of the public exposed to Health and Safety hazard	James Clark	2	3	2	1	2	2	20	LOW
Control	Ensure hazardous chemicals not used by landscaping contractor									
20	Member of the public has an accident on crematorium premises during the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	Trained first aider, H&S daily / weekly / monthly inspection checks									
21	Member of the public has an accident on crematorium premises outside the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	H&S daily / weekly / monthly inspection check									
22	New, or amendments to, legislation relating to the crematorium not identified or acted upon, including equality and inclusion	James Clark	1	3	1	3	5	5	17	LOW
Control	Checking of relevant web sites, publications									
23	Non-compliant with disability discrimination act in relation to the public	Terry Garvey	1	1	1	3	1	2	8	LOW
Control	Requirements of DDA implemented where applicable, checking of relevant web sites, publications									
24	Non-specialist Contractors go into liquidation (e.g. maintenance and capital works)	Terry Garvey	2	4	1	2	2	2	22	LOW
Control	Financial checks to be completed prior to engagement									
25	Size of coffin is too large in relation to size of the cremator	James Clark	2	1	1	3	2	2	18	LOW
Control	Funeral directors informed of max size of coffin in writing									
26	Unexpected exceptional expenditure (e.g. utilities price increases, medical referees expenses)	Andy Wannell	2	4	1	1	1	1	16	LOW
Control	High level of expertise advising the PCJC of any anticipated large future costs, FBC manage energy procurement process, monthly moitoring arrangements, revenue reserve established									
27	Unsuitable contractors engaged (not best value, unable to deliver required services)	ALL	1	4	1	2	2	2	11	LOW
Control	Relevant checks and references to be completed prior to engagement where necessary taking account where appropriate of procurement advice									
28	Insufficient chapel space	James Clark	3	1	1	3	2	1	24	LOW
Control	Provision of foyer speaker and external relay speaker									
29	Appointed planned maintenance consultants unable to deliver agreed repairs and renewals programme and capital programme	Terry Garvey	2	4	1	3	3	3	28	LOW
Control	Contract management - performance management / feedback / review meetings									

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**REPORT TO PORTCHESTER CREMATORIUM JOINT COMMITTEE ON 14 MARCH 2016
FROM THE ENGINEER AND SURVEYOR
BUILDING WORKS REPORT**

	Repairs & Renewals Fund £	Repairs & Renewals Budget £	Repairs & Renewals Expenditure £	Repairs & Renewals Status	Commentary
Balance 1.4.2015	200,000				
Contribution from Revenue Account 2015/16	<u>80,000</u>				
	280,000				
Proposed applications 2015/16					
-1502-3 South Chapel refurbishment		205,000	216,926	In Progress	
-1508 Water Feature		3,000	4,700	In Progress	
-1509 Works to Mess Room		2,600		Complete	Feasibility and costing exercise of works to incorporate safety railing undertaken. Order raised with Steel Services 20/1/16 and works now complete.
-1510 Crematory / Committal areas		9,000		Feasibility	Crematory / Committal Area – Site visits on the 16 th February with manufactures of flooring material. Issue identified with suitability of materials proposed. Further discussion required.
-1601 Internal redecoration – North Chapel and Foyer, WC		15,000	11,827	Complete	Complete for 2015/16
-1602 External redecoration – rolling programme		5,000	805	Complete	Works identified to the external North Cloister including remediation of leak, completed by T Coleborn
-1603 Steam cleaning paving – rolling programme		3,000	543	Complete	Complete for 2015/16
-1606 Renewal of white lining		2,000	675	Complete	Complete for 2015/16
-1608 External Paving and Walls				Quotation to be obtained	Post budget preparation, Area of defective paving and wall identified for remedial work.
		<u>244,600</u>			
Estimated Balance 31.3.2016					
Contribution from Revenue Account 2016/17	35,400				
	<u>80,000</u>				
	115,400				

Continued overleaf

	Repairs & Renewals Fund £	Repairs & Renewals Budget £	Repairs & Renewals Expenditure £	Repairs & Renewals Status Commentary
Proposed applications 2016/17				
-1701 Roofing Programme - Survey, clearance and initial Repairs (see Capital Programme)				Quotations being obtained for this work.
-1702 External redecoration		60,000		
-1703 Paving Works cleaning and repointing		40,000		
-1704 Staff Room Refurbishment		2,500		
-1705 Internal Redecoration – Charge & Cremation Room		3,000		
-1706 Internal Redecoration – South Cloister Toilets		1,500		
-1707 Water Feature Review		4,000		
-1708 Review compliance with Disability Discrimination Act And Provide new accessible door to the office		4,000		
		<u>115,000</u>		
Estimated Balance 31.3.2017	<u>400</u>			

Agenda Item 8

REPORT TO PORTCHESTER CREMATORIUM JOINT COMMITTEE –
14th MARCH 2016

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
DEC	322	269	261	-
JAN	468	357	343	304
FEB	391	290	336	302

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2013	4248	859
2014	3356	647
2015	3329	679
2016	-	606

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	32
i) Total disposals within grounds.....	281
ii) Remains removed from crematorium.....	550
iii) Retained.....	36
	TOTAL 867

Scattered 34 % Removed 66%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....65012

Total cremations.....867

Average gas consumption (cu.m.).....75

JAMES CLARK
MANAGER & REGISTRAR
29TH FEBRUARY 2016

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Agenda Item 9

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 14 March 2016**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The grounds are looking good as we come out of winter.

The crocus and daffodils are looking good and will receive a dose of fertilizer before they die down; this will store nutrient in the bulbs for next year's flowers. I arranged for continued grass cutting during the winter as it didn't stop growing - this seems to be a recurring theme as the weather changes.

The spring bedding plants have suffered as a result of the warm and wet weather. They are now recovering and I hope that we get a good display for the spring.

The bulb border at the front of the grounds has been fully restocked and will continue to look good in future years.

The replacement shrub planting has been completed. It has been undertaken to replace shrubs past their best and to maintain and in some instances improve the access for ashes scattering.

The topping up of the bark mulch on the shrub beds has been completed. A third of the beds are treated each year on a rolling program.

Following contact from residents in the mobile home site to the north of the new garden I undertook some minor tree work involving topping out a conifer and clearing some branches from a street lamp. The overall condition of the trees has improved over the last three years with an inspection of each tree and remedial works being undertaken as required.

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
4 March 2016

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