



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 12 DECEMBER 2016 AT 2.00 PM

CONFERENCE ROOM A, 2ND FLOOR, PORTSMOUTH CIVIC OFFICES, PO1 2AL

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4057

(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 - 2016/17

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright (chairman)

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

Councillor Lee Mason
Councillor Rob New

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Meeting held on 19 September 2016 (Pages 5 - 8)

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.

(a) Portchester Crematorium Web Site

6 Finance Strategy and Budget for 2017/18 (Pages 9 - 14)

The Finance Strategy was last approved by Members in December 2015, 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 a clear overview of the Joint Committee's financial framework and 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 2017/18, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2017/18 be sent to the four constituent authorities to note for their information.

7 Revenue Budget Report - 2017/18 (Pages 15 - 28)

The purpose of the attached report from the Treasurer is to set out the revenue budget and repairs and renewals programme for 2016/17 and 2017/18, together with a review of fees and charges. The revised capital works programme for 2016/17 and future years has also been included for consideration at Appendix E to the report.

RECOMMENDED

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

(b) That the Joint Committee approves one of the two options for proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2017;

(c) That the proposed 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 above;

(d) That the Joint Committee considers writing to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2016/17 and the reduction in 2017/18.

8 Building Works Programme (Pages 29 - 30)

Report from the Engineer and Surveyor attached.

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

9 Manager and Registrar's Report (Pages 31 - 32)

(a) General Report attached

(b) Any other items of topical interest

10 Horticultural Consultant's Report - Grounds Maintenance (Pages 33 - 34)

Report from the Horticultural Consultant on grounds maintenance attached.

RECOMMENDED that the report be received and noted.

11 Portchester Crematorium Grounds Maintenance Contract (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 is to advise on the arrangements for the continued provision of horticultural and grounds maintenance services during 2017 and arrangements and the timetable to invite tenders for a new contract to commence in January 2018.

12 Date of Next Meeting - Monday 20 March 2017 at 2pm in Fareham

28 November 2016
106121216a