



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 20 MARCH 2017 AT 2.00 PM

THE COLLINGWOOD ROOM, CIVIC OFFICES, FAREHAM

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 Robert New

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 12 December 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.

6 Risk Management Strategy (Pages 9 - 18)

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 Development Plan 2017 - 2022 (Pages 19 - 48)

The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2017 - 2022.

This Plan reviews and revisits the previous Development Plan approved in March 2015. The Joint Committee has previously agreed the Development Plan should be reviewed at 2 yearly intervals.

RECOMMENDED (1) that the Portchester Crematorium Joint Committee Development Plan 2017 - 2022 be approved and adopted;

(2) that the Development Plan be next reviewed in 2 year's time.

8 Building Works Programme (Pages 49 - 50)

Report from the Engineer and Surveyor attached.

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

9 North Chapel Refurbishment

Following the successful completion of the South Chapel refurbishment the Joint Committee has expressed a wish to carry out a suitable project to update and improve the environment on the North Chapel. Given the success of the South Chapel scheme the Engineer and Surveyor has approached the same firm of architects (Robert Benn Associates) who have indicated a willingness to work again on the Joint Committee's behalf on the same terms and conditions as previous. They will prepare a concept proposal for the Joint Committee's consideration prior to formal appointment.

RECOMMENDED that the report be noted.

10 Manager and Registrar's Report (Pages 51 - 52)

(a) General Report attached

(b) Public Comments Register

The Manager and Registrar will update members on comments received.

(c) Any other items of topical interest

11 Horticultural Consultant's Report – Grounds Maintenance (Pages 53 - 54)

Report from the Horticultural Consultant on grounds maintenance attached.

RECOMMENDED that the report be received and noted.

12 Date of Next Meeting – Monday 26 June 2017 at 2pm in Gosport

JH/me
8 March 2017
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