



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 25 JUNE 2018 AT 2.00 PM

COMMITTEE ROOM, TOWN HALL, GOSPORT

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 - 2018/19

Gosport Borough Council

*Councillor June Cully
Councillor Kathleen Jones*

Havant Borough Council

*Councillor David Guest
One vacancy to be notified*

Fareham Borough Council

*Councillor Keith Evans
Councillor Simon Martin*

Portsmouth City Council

To be notified

AGENDA

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2018/19 municipal year should therefore be appointed from one of Fareham's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Havant's representatives as it will be Havant's turn to act as Chairman for the 2019/20 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 19 March 2018 (Pages 5 - 8)

Attached

6 Matters Arising from the Minutes not specifically referred to on the Agenda

7 Clerk's Items

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

8 Annual Return for the Financial Year Ended 31 March 2018 (Pages 9 - 24)

The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared in compliance with the format prescribed by the Accounts and Audit (England) Regulations 2011.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2018 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) That the Income and Expenditure Statement for the Year ended 31 March 2018 and Balance Sheet as at 31 March 2018 be noted.**

9 Portchester Crematorium Joint Committee - Annual Report - 2017/18
(Pages 25 - 30)

The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2017/18 financial year.

RECOMMENDED that the annual report for the 2017/18 financial year be noted and received and it be sent for information to each constituent authority.

10 North Chapel Refurbishment (Pages 31 - 32)

The purpose of the attached report from the Property Manager is to update the Joint Committee on progress with the North Chapel refurbishment scheme.

RECOMMENDED that the report be noted.

11 Building Works Programme (Pages 33 - 34)

Report from the Property Manager attached.

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

12 Manager and Registrar's Report (Pages 35 - 38)

a) General Report attached

b) Monitoring Register of Public Comments - attached

c) Any other items of topical interest

13 Internal Audit Plan 2018/19 and onwards (Pages 39 - 42)

The purpose of the attached report by the Treasurer is to seek approval for the plan of internal audit coverage from 2018/19 onwards along with proposals of how this will work and be resourced and costed.

RECOMMENDED that the proposals for internal audit coverage be approved.

14 Horticultural Consultant's Report (Pages 43 - 44)

General Report

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

RECOMMENDED that the report be received and noted.

15 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2018/19, at the venues indicated –

Monday 17 September 2018 (Havant)
Monday 10 December 2018 (Portsmouth)
Monday 25 March 2019 (Fareham)
Monday 24 June 2019 (Gosport)