



---

# NOTICE OF MEETING

---

**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 17 SEPTEMBER 2018 AT 2.00 PM**

**THE NEWLEASE ROOM, CIVIC CENTRE PLAZA, HAVANT**

Telephone enquiries to John Haskell, Clerk to the Joint Committee  
Email: Tel: 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](http://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*  
*Councillor Leah Turner*

### **Fareham Borough Council**

*Councillor Keith Evans*  
*Councillor Simon Martin (Chair)*

### **Portsmouth City Council**

*Councillor Dave Ashmore*  
*Councillor Jeanette Smith*

## **AGENDA**

### **Welcome and Introductions**

**1 Apologies for Absence**

**2 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.

**3 Declaration of Members' Interests**

**4 Minutes of the meeting held on 25 June 2018 (Pages 5 - 10)**

Attached for approval.

**5 Matters Arising from the Minutes not specifically referred to on the agenda**

**6 Clerk's items**

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

**7 North Chapel Refurbishment (Pages 11 - 12)**

The purpose of the attached report from the Property Manager is to update the Joint Committee on progress with the North Chapel refurbishment scheme; the outcome of the tendering process; and works programme.

**8 Building Works Programme (Pages 13 - 14)**

Report from the Property Manager attached.

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

**9 Manager and Registrar's Report (Pages 15 - 18)**

**(a) General report - attached**

**(b) Monitoring Register of Public Comments - attached**

**(c) Any other items of topical interest**

**10 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.**

**11 Date of Next Meeting - Monday 10 December 2018 at 2pm in Portsmouth**

This page is intentionally left blank

# Agenda Item 4

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 25 June 2018 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Simon Martin

#### Gosport Borough Council

Councillor June Cully  
Councillor Kathleen Jones

#### Havant Borough Council

Apologies submitted

#### Portsmouth City Council

Apologies submitted

### Joint Committee Membership & Introductions

Following introductions of newly appointed members, the Clerk reported that since publication of the agenda he had been notified that Portsmouth City Council's representatives would be Councillors Dave Ashmore and Jeanette Smith.

### Apologies for Absence (AI 1)

Councillor David Guest (Havant BC), Councillor Keith Evans (Fareham BC); Councillors Jeanette Smith and Dave Ashmore (Portsmouth CC) on other council business, and Andy Wannell (Treasurer to the Joint Committee).

### 777 Appointment of Chairman (AI 2)

**RESOLVED** that Councillor Simon Martin (Fareham Borough Council) be appointed Chairman for the 2018/19 municipal year.

(Councillor Simon Martin in the Chair)

### 778 Appointment of Vice-Chairman (AI 3)

**RESOLVED** that in the absence of a member from Havant the appointment of Vice Chairman be held over until the next Joint Committee meeting.

### 779 Declarations of Members' Interests (AI 4) – None

**780 Minutes of the Meeting held on 19 March 2018 (AI 5)**

**RESOLVED** that the minutes of the meeting held on the 19 March 2018 be signed as a correct record.

**781 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) - None**

**782 Clerk's Items (AI 7)**

(a) Recycling Metal Scheme – Charitable Nomination

The Clerk reported that the Institute of Cemetery and Cremation Management had again invited nominations for an award under the metals recycling scheme, and in accordance with usual practice he would be carrying out consultation with members to finalise a nomination.

**783 Annual Return for the Financial Year Ended 31 March 2018 (AI 8)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to and highlighted various sections of the Annual Return, and answered questions from members.

**RESOLVED** 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.

**784 Portchester Crematorium Joint Committee – Annual Report - 2017/18 (AI 9)**

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

Arising from consideration of the report the Clerk undertook to advise members of the arrangements for personal visits to the Crematorium and its facilities.

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

## 785 North Chapel Refurbishment (AI 10)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In presenting his report the Property Manager explained that RBA Architects Ltd (who were engaged on the successful refurbishment of the South Chapel) had now developed the design for the North Chapel, based on the design concept approved by the Joint Committee in June 2017. The project had been advertised, and a short list of contractors had now been invited to submit a tender for the works, with a planned start on site in late summer 2018. Following receipt of tenders members would be advised of the outcome, and if necessary there might be a need to convene a special meeting.

The Property Manager gave members a short visual presentation on the scheme of refurbishment works, the main points of which were –

- Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance by realigning the ceiling into the roof space; cladding the existing hidden roof trusses, and finishing the ceiling in a light colour;
- Introducing wooden cladding to the walls, similar to that used in the South Chapel;
- Reorientation of the catafalque in the committal area;
- Removal of the wooden pews and their replacement with linked individual chairs, some with arms. This would enable the chapel seating to be reconfigured on those occasions if requested when a more intimate space was required for smaller funerals;
- Provision of low energy feature lighting similar to that used in the South Chapel;
- Improvements to the heating and ventilation by the introduction of air conditioning to replace the existing under floor heating.

Arising from the presentation, and in response to questions from members the following main points arose, which were noted by the officers for future action –

- Giving consideration to the sale of the existing pews;
- Re-confirmation of the possibility that large seasonal photographs of the gardens could be displayed in the waiting rooms, to create a 'link' between the chapels and the grounds themselves;
- Replacement of the existing with a new suitably designed curtain in the South Chapel;

- Reporting back to a future meeting on further works and costings to fully implement utilising waste heat in the heating of the crematorium.

**RESOLVED that the report be noted.**

**786 Building Works Programme (AI 11)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

Arising from questions the Property Manager explained that the work required under item 1907 – Fire Precautions, had been identified as low risk.

**RESOLVED that the contents of the report be noted.**

**787 Manager and Registrar’s Report (AI 12)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In presenting his report the Manager and Registrar drew specific attention to the increasing use of early morning ‘walk through’ funerals, which were undertaken at a reduced cost.

The Manager and Registrar also mentioned the recent publicity regarding the government’s announcement about the future introduction of Medical Examiners as part of the Coronial service, which had been a long standing proposal.

**RESOLVED that the report be received and noted.**

**(b) Any other items of topical interest – public comments register**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be noted with interest.**

**788 Internal Audit Plan 2018/19 and onwards (AI 13)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer explained that the purpose of the report was to seek approval for the plan of internal audit coverage from 2018/19 onwards along with proposals of how this would work and be resourced and costed.

**RESOLVED that the proposals for internal audit coverage from 2018/19 onwards be approved.**

**789 Horticultural Consultant’s Report (AI 14)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant displayed colour photographs of the grounds spring bedding. He also explained that planter troughs commemorating the 60<sup>th</sup> year of the Crematorium had now been received and would be planted with bedding plants.

Arising from discussion, the Manager and Registrar said that of the comments received in respect of the gardens the overwhelming were positive remarks.

**RESOLVED that the report be received and approved.**

#### **790 Dates of Future Meetings (AI 15)**

The Clerk suggested that although traditionally the venue of meetings had always rotated, following completion of the North Chapel works there might be an opportunity to consider holding meetings at the Crematorium.

**RESOLVED 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)**

The meeting concluded at 3.13 pm

Chairman

JH/me  
26 June 2018  
106250618m.doc

This page is intentionally left blank

# Agenda Item 7



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
17 SEPTEMBER 2018**

**REPORT OF: IAN COUSINS PROPERTY MANAGER**

**SUBJECT: NORTH CHAPEL REFURBISHMENT**

## **1.0 Purpose of this Report**

1.1 To update the Committee on the progress of the North Chapel Refurbishment scheme.

## **2.0 Introduction**

2.1 At the meeting of the Joint Committee on 26 June 2017 a report was received setting out a preliminary design concept and advising on logistical issues to enable the project to proceed. This included the appointment of RBA Architects Ltd, (RBA), to head a design team together with other appropriate professional support. Progress with the scheme has been reported to subsequent Joint Committee meetings.

## **3.0 Scheme progress**

3.1 Tenders were received by Portsmouth City Council from those contractors invited to tender. These were all reviewed against the pre-agreed 70% cost and 30% quality basis and the contractors scored as follows:-

Contractor 1 – 88.4%

Contractor 2 – 76.3%

Contractor 3 – 71.9%

Contractor 4 – 71.9%

The Property Manager will report on the outcome. In accordance with the Joint Committee's standing orders the chair was consulted before the decision was taken to award the contract to Premier Interior Systems Ltd.

3.2 An initial meeting has now been held with this contractor and works are underway to fully develop a programme. For the initial two-week phase of the programme the contractor will take full possession of the chapel due to the significant works being carried out. Then during the second phase of four weeks the chapel will be available for services three days each week. Based on the number of services held in previous years at this time of year, these arrangements will allow the Crematorium to operate normally for the period of these works.

The contractor proposes to programme all noisy and disruptive works during weekend and evenings to ensure the day to day operation of the Crematorium is not affected by these works.

- 3.3 Supply issues have been identified with the timber wall cladding and it is now hoped that this material can be delivered to allow a start at the beginning of October.

#### **4.0 Recommendation**

- 4.1 That the report be noted.

**Ian Cousins**  
**Property Manager**

*Background List of Documents –  
Section 100D of the Local Government Act 1972 - None*

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -  
17 SEPTEMBER 2018**

**REPORT OF: IAN COUSINS, PROPERTY MANAGER**

**SUBJECT: BUILDING WORKS REPORT**



**2017/18**

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1802	North Chapel refurbishment	Design	205,000	205,000	0	See North Chapel Refurbishment report.
1803	Office refurbishment	Quotation	4,000	15,000	11,000	Quotations received for review.

**2018 /19**

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1901	Glazing Repairs	Ordered	25,000	25,000	Nil	Initial works ordered
1902	Vestry Refurbishment	Feasibility	6,000	6,000	Nil	
1903	Paving and Stonework Cleaning	Ongoing programme	5,000	5,000	Nil	Initial works completed
1904	Surfacing and Paving Repairs	Feasibility	6,000	6,000	Nil	
1905	Fencing Repairs	Feasibility	5,000	5,000	Nil	Initial works completed

1906	External Redecoration	Feasibility	3,000	3,000	Nil	
1907	Fire Precautions Upgrade	Feasibility	5,000	5,000	Nil	

Note - Items previous reported as completed are not shown

**Recommendation - That the report be noted**

*Ian Cousins*

**Property Manager**

*Background List of Documents –*

*Section 100D of the Local Government Act 1972 - None*

# Agenda Item 9

REPORT TO: PORTCHESTER CREMATORIUM JOINT  
COMMITTEE – 17<sup>th</sup> SEPTEMBER 2018



REPORT BY: MANAGER AND REGISTRAR

## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
JUNE	268	256	267	262
JULY	281	271	255	256
AUG	220	257	243	241

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2015	3329	2351
2016	3355	2273
2017	3334	2295
2018	-	2366

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	53
i) Total disposals within grounds.....	238
ii) Remains removed from crematorium.....	486
iii) Retained.....	35
TOTAL	759

Scattered 33%                      Removed 67%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	63710
Total cremations.....	759
Average gas consumption (cu.m).....	84

**JAMES CLARK**  
**MANAGER & REGISTRAR**  
**31<sup>st</sup> AUGUST 2018**

This page is intentionally left blank

## Portchester Crematorium Complaints and Compliments Log – Month – June - Aug 2018

Date	Author & Address (if given)	Email Letter (LP) Personal Visit (PV)	Summary of Complaint or Compliment	Date of Reply	Summary of Response & Action Agreed/Required	Review Date
02/07/2018	Mrs D Fareham	Letter	Complained Weigela at Post 137 overgrown	05/07/2018	Passed to Horticultural Consultant to see if anything could be done	
18/07/2018	Mrs R	Letter	Letter of thanks for the memorial card, and complimenting the artist on the craftsmanship		No reply necessary	
19/07/2018	Mr K	email	Wrote thanking the artist and staff for kindness during recent visit and quality of work in Book	20/07/2018	Replied thanking him	
19/07/2018	No name given (From Gosport)	Telephone	Gentlemen complained that he was unable to hear the service he attended approximately 2yrs ago and requested our sound system be updated. Gentlemen due to attend another funeral next week.	19/07/2018	HJ mentioned that the system had recently be overhauled and was not experiencing any problems with sound. After much conversation it appeared the gentlemen was at a funeral with a large attendance and appeared to be standing outside the exit of the South Chapel during the service where, on that occasion, we did not have a speaker as this would have interfered with the previous funeral.	N/A

20/07/2018	G&K	Email	Thanked staff for advice on scattering of ashes and assisting with the book of remembrance. Also asked us to pass on their appreciation to the artist for the excellent job in copying the Victory Lodge crest for their entry into the book.	N/A	N/A	N/A
27/07/2018	Mrs R	Letter	Complained that the border where her husband's ashes are in is overgrown	27/7/18	Passed to Horticultural Consultant for a response	
03/08/2018	Mrs F	PV	Cut flowers placed in garden and on returning to location same day, after attending a service the flowers had been removed.	06/08/2018	JC informed the lead gardener first thing Monday who said he would speak to the gardener who had removed the fresh flowers. HJ called Mrs F to offer apologies and ask if she would like us to purchase some flowers to place at the location. Mrs F declined the offer as she would like to bring her own cut flowers from her garden and said that provided we speak to the gardener she is happy that this matter is resolved.	06/08/2018
10/8/18	Mrs C	email	Complained her vase had been removed	10/8/18	Explained about the periodic clearances to remove all unauthorised objects from the garden including vases and that they are stored for collection	

# Agenda Item 10



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE  
MONDAY 17<sup>th</sup> SEPTEMBER 2018**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

The grounds are still looking good given the very hot summer experienced this year.

The grass is recovering but there are some brown patches in parts of the lawns, and these will recover shortly.

Several grass cuts were cancelled this summer and the resource was redeployed for additional watering of shrubs and roses.

The summer bedding plants have looked stunning again this year and continue to provide a good display.

The new planters are looking really good and provide a much nicer view at the entrance to each of the chapels.

The In Bloom judging went extremely well, with favourable comments from the judges on the day. As soon as the results are received I will let everyone know how we did.

Brighstone, the grounds contractor, continues to perform well and I am very pleased with the high standard of their work.

*Ashley Humphrey*  
Horticultural Consultant

*Background List of Documents –  
Section 100D of the Local Government Act 1972 - None*

AH/jh  
4 September 2018

This page is intentionally left blank