



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY 10 DECEMBER 2018 AT 2.00 PM

**NORTH CHAPEL, PORTCHESTER CREMATORIUM, UPPER
CORNAWAY LANE, 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 - 2018/19

Gosport Borough Council

Councillor June Cully
Councillor Kathleen Jones

Havant Borough Council

Councillor Tim Pike
Councillor Leah Turner

Fareham Borough Council

Councillor Keith Evans
Councillor Simon Martin (Chairman)

Portsmouth City Council

Councillor Dave Ashmore
Councillor Jeanette Smith

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**

3 Minutes of the Meeting held on 17 September 2018 (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 Finance Strategy and Budget for 2019/20 (Pages 9 - 14)

The Finance Strategy was last approved by Members in December 2017, 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 2019/20, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2019/20 be sent to the four constituent authorities to note for their information.

7 Revenue Budget Report - 2019/20 (Pages 15 - 26)

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2018/19 and 2019/20, together with the repairs and renewals and capital fund contributions for 2018/19 and 2019/20 and a review of fees and charges for 2019/20. The current capital works programme for future years has also been included for information.

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

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2019;

(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 2019/19 and the reduction in 2019/20.

8 Building Works Programme (Pages 27 - 28)

Report from the Property Manager attached.

RECOMMENDED that the contents of the report be noted.

9 North Chapel Refurbishment (Pages 29 - 30)

Report from the Property Manager attached.

RECOMMENDED that the contents of the report be noted.

10 Manager and Registrar's Report (Pages 31 - 34)

(a) General Report attached

(b) Monitoring Register of Public Comments

(c) Any other items of topical interest

11 Horticultural Consultant's Report – Grounds Maintenance (Pages 35 - 36)

Report from the Horticultural Consultant on grounds maintenance attached.

RECOMMENDED that the report be received and noted.

12 Date of Next Meeting – Monday 25 March 2019 at 2pm in Fareham

JH/me
29 November 2018
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