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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 24 JUNE 2019 AT 2.00 PM**

**NORTH CHAPEL, PORTCHESTER CREMATORIUM**

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

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(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 - 2019/20**

### **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

### **Portsmouth City Council**

Councillor Steve Pitt  
Councillor Jeanette Smith

## **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 2019/20 municipal year should therefore be appointed from one of Havant's representatives.

**3 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2020/21 municipal year.

**4 Declarations of Members' Interests**

**5 Minutes of the Meeting held on 25 March 2019 (Pages 5 - 8)**

Attached

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

**(a) Minute 815 – Recycling of Metals Charitable Scheme**

A cheque for £8,000 was recently presented to the Rowans Hospice, which had been received from the Recycling of Metals Charitable scheme operated by the Institute of Cemetery and Crematorium Management.

**7 Clerk's Items**

The Clerk to the Joint Committee will report on the following items and any other matters requiring attention:

**(a) New Government Measures to Update Crematoria Provision**

On the 8th April the government set out a package of measures to update crematoria to reflect the needs of different cultures and faiths in Britain. The announcement followed a review of crematoria provision and facilities where the government received around 150 responses from many faith and belief groups. A copy of the government's proposals was circulated to members at the time of the announcement.

In summary the full package of measures to ensure crematoria are fit for purpose is –

- To revise national guidance on the siting and design of crematoria, subject to further consultation;
- Offer support to community groups interested in operating their own crematoria or associated facilities;
- To ask authorities to take all reasonable steps to allow the needs of those with different faiths to be met in public buildings, encourage providers to be more transparent about their services, and have

appropriate staff training to understand different faith requirements.

**(b) Competition and Markets Authority Funeral Directors and Crematoria Services Market Investigation**

To advise members that as part of the CMA's market investigation the officers have responded to a request for a range of statistical and financial information relating to funeral services and the costs involved in operating and maintaining Portchester Crematorium.

**8 Annual Return for the Financial Year Ended 31 March 2019 (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 2019 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 2019 and Balance Sheet as at 31 March 2019 be noted.**

**9 Portchester Crematorium Joint Committee - Annual Report - 2018/19 (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 2018/19 financial year.

**RECOMMENDED that the annual report for the 2018/19 financial year be noted and received and it be sent for information to each constituent authority.**

**10 Building Works Programme (Pages 31 - 32)**

Report from the Property Manager attached.

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

**11 Manager and Registrar's Report (Pages 33 - 36)**

**a) General Report attached**

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

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

**12 Horticultural Consultant's Report (Pages 37 - 38)**

**General Report**

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

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

**13 Dates of Future Meetings**

**RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2019/20, at Portchester Crematorium –**

**Monday 23 September 2019**

**Monday 16 December 2019**

**Monday 23 March 2020**

**Monday 22 June 2020**

JH/me  
12 June 2019  
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