



NOTICE OF MEETING

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

(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 - 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
106230619a

Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the North Chapel Waiting Room, Portchester Crematorium on Monday 25 March 2019 at 2.00 pm.

Present

Fareham Borough Council

(Apologies submitted)

Gosport Borough Council

Councillor June Cully
Councillor Kathleen Jones

Havant Borough Council

Councillor Tim Pike (Vice Chairman)
Councillor Leah Turner

Portsmouth City Council

(Apologies submitted)

Apologies for Absence (AI 1)

Councillors Simon Martin (Chairman) and Keith Evans (Fareham BC) – both engaged on other council business, and Councillors Dave Ashmore and Jeanette Smith (Portsmouth CC) – both engaged on other council business.

812 Declarations of Members' Interests (AI 2) – None

813 Minutes of the Meeting held on 10 December 2018 (AI 3)

RESOLVED that the minutes of the meeting held on the 10 December 2018 be signed as a correct record.

814 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) – None

815 Clerk's Items (AI 5) - Recycling of Metals Charitable Scheme

The Clerk reported that the Institute of Cemetery and Cremation Management had again invited nominations for an award under the metals recycling scheme to local or national charities that had death or bereavement as their core function. He advised on recent previous local recipients of awards and also explained that three requests from other national organisations asking to be considered had been received. Members expressed the general view that nominations for awards should continue to be made to local organisations. The Clerk in accordance with usual practice would carry out consultation with members to finalise a nomination when the next round of nominations was sought later in the year.

RESOLVED that in the current round the Rowans Hospice be nominated for an award under the metals recycling scheme.

816 Development Plan 2019 – 2024 (AI 6)

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

In submitting his report, the Clerk explained that the Plan reviewed and revisited the previous Development Plan approved in March 2017. The Clerk highlighted the main changes and additions to the document, and arising from consideration the following main points arose –

- Paragraph 3.4 relating to the current lease of the crematorium land from Fareham BC to the Joint Committee until December 2020. Arrangements would be made for Portsmouth’s Estates officer to act on behalf of the Joint Committee in negotiating terms with Fareham;
- Paragraph 12.2 relating to the Garden of Contemplation and the need for the continued operation of the water feature to be re-assessed and consideration given to options for the possible re-modelling of the area;
- The inclusion of various references to the successful and welcomed upgrading and refurbishment of the North Chapel;
- The statistical information indicating that locally, whilst the total number of cremations (Portchester and The Oaks combined) had increased, the number of burials had remained static;
- Paragraph 16.4 – The Property Manager had commissioned a consultant on preparation of a report on utilising waste heat and hoped to be in a position to report to the next meeting;
- Paragraph 17 – The Horticultural Consultant and the Manager and Registrar re-assured members regarding the availability of space within existing shrub borders for the disposal of cremated remains without the need at this stage to create new shrub beds, as explained within section 17 of the Development Plan

RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2019 - 2024 be approved and adopted;

(2) that the Development Plan be next reviewed in 2 years’ time.

817 Building Works Programme (AI 7)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In presenting his report the Property Manager explained that two small residual items were awaiting completion on the North Chapel scheme. A letter had been received from the Diocese complementing the scheme and also asking for the curtains control button to be relocated, which was in hand.

The Property Manager also advised that in respect of the Garden of Contemplation, (as mentioned in the Development Plan), he would be seeking options for the possible re-modelling of the area. Specific mention was also made of work on the office refurbishment (planned for May 2019) and the future refurbishment of the Reception area.

RESOLVED that the contents of the report be noted.

818 Manager and Registrar's Report (AI 8)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Public Comments Register

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be noted.

(c) Other Items –

The Manager and Registrar advised that it had been reported to him that 3 bouquets from 2 separate funerals had 'gone missing' over the previous weekend from the North Chapel floral bays area. He would be reporting the incident to the Police.

Noted.

819 Horticultural Consultant's Report (AI 9)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew specific attention to the work to be carried out during August 2019 to the large poplar trees. In doing so there would be a need to close off some of the pathways for short periods of time.

RESOLVED that the report be received and approved.

820 Date of Next Meeting (AI 10)

RESOLVED that Joint Committee next meet at 2pm on Monday 24 June 2019 in the North Chapel Waiting Room, Portchester Crematorium

The meeting concluded at 2.35 pm

Chairman
JH/me
26 March 2019
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Agenda Item 8



Report to Portchester Crematorium Joint Committee

Date: **24 June 2019**

Report of: **Treasurer to the Joint Committee**

Subject: **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2019**

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2019.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2019 and Balance Sheet as at 31 March 2019 be noted.

INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2018/19 has been prepared and comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Income and Expenditure Statement for the year ended 31 March 2019 and Balance Sheet as at 31 March 2019.
3. Section 1 - Accounting Statement
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2018/19 and the previous financial year 2017/18.
4. Section 2 - Annual Governance Statement
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
6. The final accounts for the Joint Committee show a breakeven outturn in line with the revised budget after a small contribution to the revenue surplus account which is in line with the Finance Strategy approved by the Joint Committee in December 2018.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,016,542	2,509,991	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	2,091,470	2,015,662	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(266,705)	(270,910)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,331,316)	(1,626,774)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,509,991	2,627,969	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	2,537,935	2,642,485	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,091,292	8,188,730	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<p>I certify that for the year ended 31 March 2019 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>
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7. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

7.1 Annual Return - Other Receipts (line 3)

7.1.1 Income from charges and sales of £2,015,662 was £53,938 below the revised budget and £75,808 lower than the previous year. The number of cremations carried out during 2018/19 has totalled 3,149 of which 168 were walk-through cremation services and 19 were carried out at no charge. This represents a decrease of 235 (6.94%) compared with the previous financial year's total of 3,384; and a decrease of 65 (2.0%) compared with the total in 2015/16. The numbers of cremations for 2018/19 and the four previous financial years are set out in the table below. The number of cremations has been lower than anticipated in this financial year with the budget having been based on 3,200 cremations. Income from other areas, such as memorial cards and Book of Remembrance entries have increased in line with fee increases, income from organ music has fallen reflecting a continuation in the trend of a small decline in demand for this service. £13,199 has been received from the CAMEO TMAC scheme.

	Cremations				
	2014/15	2015/16	2016/17	2017/18	2018/19
Cremations at nil charge (under 16)	22	26	20	26	19
Walk through cremations			80	152	168
	3,389	3,214	3,324	3,206	2,962
Total cremations	3,411	3,240	3,424	3,384	3,149

Variation between accounting years	Actual 2017/18	Actual 2018/19	Budget 2018/19
INCOME	£	£	£
Garden Improvement fund contributions	5,191	0	1,500
Memorial Cards	5,253	7,980	7,000
Cremation Fees	1,968,210	1,888,830	1,966,500
Book of Remembrance	55,241	57,639	52,200
Organ Music	29,744	24,263	29,700
CAMEO TMAC	16,517	13,199	0
Web broadcasting services	2,125	2,775	2,000
Other	9,189	20,976	10,700
TOTAL INCOME	2,091,470	2,015,662	2,069,600
Variation		75,808	
Expressed as a percentage		3.6%	

7.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

STAFF COSTS AND OTHER PAYMENTS

7.2.1 Employee expenditure of £270,910 was £6,790 below the revised estimate of £277,700 for 2018/19.

7.2.2 Other expenditure of £1,626,774 was £295,458 higher in 2018/19 than the previous year.

	Actual 2017/18	Actual 2018/19	Budget 2018/19
	£	£	£
Variation between accounting years			
EXPENDITURE			
Premises expenditure	480,030	499,402	515,000
Contribution to Constituent Authorities	580,000	600,000	600,000
Capital Expenditure	0	97,443	185,000
Repairs and Renewals Expenditure	49,931	208,796	115,000
Supplies and Services	221,355	221,133	236,900
TOTAL EXPENDITURE	1,331,316	1,626,774	1,651,900
Variation		295,458	
Expressed as a percentage		22.2%	

PREMISES

7.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £515,000. Actual expenditure of £499,402 was £15,598 below the revised budget level. Repairs and Maintenance was under budget by £22,868.

7.2.4 **Energy Costs.** Energy costs have increased this financial year, and actual expenditure of £117,112 was £112 higher than the revised budget provision of £117,000 for this area of expenditure.

SUPPLIES AND SERVICES

7.2.5 Expenditure of £221,133 was below the revised budget of £236,900 by £15,767. Medical Referees and Organist Fees were £7,939 below budget and the amount of VAT reclaimable was £3,603 below budget.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

7.2.6 During 2018/19 North Chapel refurbishment expenditure of £208,796 has been set against the Repairs and Renewals Fund, and a contribution of £118,796 has been made to the Repairs and Renewals Fund. The balance of the fund being carried forward at the end of 2018/19 is £150,000; this is set out in Paragraph 9.3.

7.2.7. During 2018/19 Cremator Relining expenditure of £97,438 has been set against the Capital Works fund, and a contribution of £302,437 has been made to the Capital Works Fund. The balance of the fund being carried forward at the end of 2018/19 is £2,325,000 this is set out in Paragraph 9.3.

7.2.8 During 2018/19 £1,121 of contributions towards the Garden Improvement Fund were received. At the end of 2018/19 the balance on the Garden Improvement Fund is £1,293.18.

7.3 Annual Return - Cash and Short Term Investments have increased in 2018/19 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2017/18	2018/19
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	2,016,539	2,509,988
Cash at Bank and In Hand	521,396	132,497
	<u>2,537,935</u>	<u>2,642,485</u>
Variation		104,550
Expressed as a percentage		4.1%

7.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure. Therefore the 2013/14 value of £7,906,707 increased in 2014/15 with additions of £97,910 as shown in the breakdown below, with no further additions in 2015/16 and 2017/18. In 2016/17 there was £86,672 capital expenditure against cremator furnace relining, and £97,438 in 2018/19.

	2014/15	2015/16	2016/17 and 2017/18	2018/19
	£	£	£	£
<u>BUILDINGS</u>				
CREMATORIUM	2,401,353	2,401,353	2,401,353	2,401,353
New Paved Areas to Gardens	38,859	38,859	38,859	38,859
Improvements to Public Waiting Facilities	831,884	831,884	831,884	831,884
Replace Glazed Conservatory Roof	15,541	15,541	15,541	15,541
Renew Conservatory Glazed Screen	25,394	25,394	25,394	25,394
Overflow car park enlargement	105,901	105,901	105,901	105,901
EPA - Phase 2 Mercury Abatement scheme	151,844	151,844	151,844	151,844
CREMATORIUM	718,099	718,099	718,099	718,099
Staff Facilities	30,024	30,024	30,024	30,024
TOTAL BUILDINGS	4,318,899	4,318,899	4,318,899	4,318,899
<u>PLANT & EQUIPMENT</u>				
New Cremators - EPA 1990	1,250,073	1,250,073	1,250,073	1,250,073
Refuse Compactor	14,341	14,341	14,341	14,341
New cremulator	21,952	21,952	21,952	21,952
Replace cremator venturi ducts/nozzles	34,004	34,004	34,004	34,004
Cremator furnace relining	75,468	75,468	75,468	75,468
EPA - Phase 2 Mercury Abatement scheme	1,794,013	1,794,013	1,794,013	1,794,013
Cremator furnace relining	39,540	39,540	39,540	39,540
Cremators Hearth Replacement	19,858	19,858	19,858	19,858
Analyser Renewal	121,017	121,017	121,017	121,017
Mercury Abatement Scheme Retention Release	128,052	128,052	128,052	128,052
Cremator furnace relining	89,493	89,493	89,493	89,493
14/15 Additions : Cremator furnace relining	78,408	78,408	78,408	78,408
14/15 Additions : Hearth Replacement	19,502	19,502	19,502	19,502
16/17 Additions : Cremator furnace relining			86,672	86,672
18/19 Additions : Cremator furnace relining				97,438
TOTAL PLANT & EQUIPMENT	3,685,721	3,685,721	3,772,393	3,869,831
<u>TOTAL FIXED ASSETS</u>	8,004,620	8,004,620	8,091,292	8,188,730

Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference : _____ Dated: _____	Signed by: Chair _____ Dated _____ Signed by: Clerk _____ Dated _____
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8. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2018/19

8.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on 24 June 2019 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing. Internal Audit issues arising and subsequent actions reported to the Joint Committee during 2018/19.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations. The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site and are open for public inspection. An annual report is published and sent to each of the four constituent authorities.
5	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2009. Allianz was the Joint Committee's insurer during 2018/19
6	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee during 2018/19.
7	<ul style="list-style-type: none"> Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee during 2018/19
8	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2019

<u>EXPENDITURE and INCOME ON SERVICE</u>	Net Expenditure 2018/19 £
Employees	270,910
Premises	708,198
Supplies and Services	221,135
Depreciation	325,316
Income	<u>-2,004,431</u>
Cost of Services	-478,872
Other Operating Expenditure and Income	
Pension interest costs and expected return on pension assets	21,000
Interest Receivable	<u>-11,231</u>
Surplus on Provision of Service	-469,103
Actuarial gains / losses on pension assets / liabilities	-21,000
Total Comprehensive Income and Expenditure	<u>-490,103</u>
Reverse actuarial gains / losses on pension assets / liabilities	21,000
Contributions to Constituent Authorities	600,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-325,316
Contributions to Capital Works Fund	302,438
Contributions to Repairs & Renewals Fund	118,796
Contribution to / from pensions reserve	-21,000
Contribution from reserves to finance repairs and renewals / capital works	-208,796
	<u>-2,981</u>

BALANCE SHEET AS AT 31 MARCH 2019

<u>2017/18</u> £	<u>Property, Plant & Equipment</u>	<u>2018/19</u> £
4,546,971	Land and buildings	4,409,246
1,724,398	Plant and equipment	1,634,244
<u>6,271,369</u>	Long Term Assets	<u>6,043,490</u>
2,016,539	Short Term Investments	2,509,988
39,559	Short term debtors & Prepayments	55,019
521,396	Cash - at Bank and in hand	132,497
<u>2,577,494</u>	Current Assets	<u>2,697,504</u>
-67,334	Short Term Creditors	-68,242
-172	Receipts in advance	-1,293
<u>-67,506</u>	Current Liabilities	<u>-69,535</u>
-820,000	Pension scheme liability	-773,000
<u>-820,000</u>	Long Term Liabilities	<u>-773,000</u>
<u>7,961,357</u>	Net Assets	<u>7,898,459</u>
	Reserves	
-2,509,988	Usable Reserves	-2,627,969
-5,451,369	Unusable Reserves	-5,270,490
<u>-7,931,357</u>	Total Reserves	<u>-7,898,459</u>

9. BALANCE SHEET AS AT 31 MARCH 2019

9.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2019. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Revaluation Restatement	Total
	£	£	£	£
Net Book Value				
At 1 April 2018	4,318,899	3,772,393		8,091,292
Additions	0	97,438		97,438
Donations				0
As at 31 March 2019	4,318,899	3,869,831		8,188,730
Crematorium Building Revaluation in 2013/14			1,107,665	1,107,665
Accumulated Depreciation and Impairment				
At 1 April 2018	-879,593	-2,047,996		-2,927,589
Depreciation charge	-137,725	-187,591		-325,316
Impairment Losses				0
As at 31 March 2019	-1,017,318	-2,235,587		-3,252,905
Net Book Value				
At 31 March 2019	3,301,581	1,634,244	1,107,665	6,043,490

9.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2017/18	2018/19
	£	£
<u>Debtors</u>		
Short Term Debtors – Fees	33,253	55,019
Short Term Debtors – HMRC	6,306	

The year end Cremation Fee Debtors have increased overall as at 31 March 2019 by £15,460.

	2017/18	2018/19
	£	£
<u>Creditors</u>		
Short Term Creditors	67,334	68,242
Fareham Borough Council	16,187	4,460
Grounds Maintenance	4,678	7,285
Utilities	10,284	10,954
Organist Fees	636	417
Medical Referees	18,576	15,336
Other Creditors	16,974	13,844
Portsmouth City Council	0	14,666
HMRC	0	1,280

The year end Creditors have increased overall as at 31 March 2019 by £908.

9.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2018/19.

	Balance at 1 April	Transfers Out	Transfer In	Balance at 31 March
	2018	2018/19	2018/19	2019
	£	£	£	£
General Fund	149,988	0	2,981	152,969
Capital Works Fund	2,020,000	-97,438	402,438	2,325,000
Repairs & Renewals Fund	340,000	-208,796	18,796	150,000
Total	2,509,988	-306,234	424,215	2,627,969

9.4 Unusable Reserves

Unusable Reserves summary	2017/18	2018/19
	£	£
Revaluation Reserve	1,455,903	1,411,855
Capital Adjustment Account	4,815,466	4,631,635
Pensions Reserve	-820,000	-773,000
	<u>5,451,369</u>	<u>5,270,490</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised in 2013/14 following a revaluation of the crematorium buildings.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2017/18	2018/19
	£	£
Opening Balance as at 1 April	5,095,142	4,815,465
Capital financing from revenue in year	0	97,438
Less depreciation provision in year	-323,725	-325,316
Historical Cost Adjustment	44,048	44,048
Balance as at 31 March	<u>4,815,465</u>	<u>4,631,635</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2017/18	2018/19
	£	£
Opening Balance	-770,000	-820,000
Net service cost	-72,000	-71,000
Interest income on assets	39,000	42,000
Interest cost	-57,000	-63,000
Actuarial gain / loss	-8,000	-21,000
Contributions to liabilities	48,000	160,000
Closing Balance	<u>-820,000</u>	<u>-773,000</u>

Background Papers

Report to the Portchester Crematorium Joint Committee 'Revenue Budget 2019/20'
10 December 2018.

Report to the Portchester Crematorium Joint Committee 'Annual Return 2017/18'
25 June 2018.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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Agenda Item 9



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
24 JUNE 2019**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2018/19

1. Purpose

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2018/19 financial year.

2. Recommended that this Annual Report for the 2018/19 financial year be noted and received and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2. The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2018/19 financial year was –

Councillor Simon Martin (Fareham BC)	Chairman
Councillor Keith Evans (Fareham BC)	
Councillor Kathleen Jones (Gosport BC)	
Councillor June Cully (Gosport BC)	
Councillor Tim Pike (Havant BC)	Vice Chairman
Councillor Leah Turner (Havant BC)	
Councillor Dave Ashmore (Portsmouth CC)	
Councillor Jeanette Smith (Portsmouth CC)	

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on 4 occasions during the 2018/19 financial year:

25 June 2018	17 September 2018	10 December 2018
25 March 2019		

Minutes of each of these meetings and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored.

3.5 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Ian Cousins, Fareham BC's Property Manager, and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (James Clark). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds, buildings and plant to ensure the highest standards continue to be maintained.

3.6 Until September 2018 meetings were held on a rotational basis at each of the authorities principal offices, but since December 2018 these have now been held at the Crematorium, with full public notice of and access to these meetings.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Crematorium Development Plan 2019 - 2024

5.1 The purpose of the Development Plan is to look at medium term developments in the period to 2024, and in the longer term beyond 2024, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2019.

6. Activities in respect of the Joint Committee's Core functions

6.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 10 December 2018, approved a comprehensive Finance Strategy for 2019/20, providing a clear overview of the Joint Committee's financial framework. It is also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's

finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy continues to recognise that since December 2013 the operating environment of Portchester Crematorium has significantly changed with the opening of the private Oaks Crematorium on the East Hampshire/Havant border. (See also (h) below – monitoring the levels of service).

The Joint Committee at its December 2018 meeting also approved the revenue budget for 2019/20 together with a revised capital works programme, and the repairs and renewals programme for 2018/19 & 2019/20. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2019.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2018) was reviewed and noted by the Joint Committee at its meeting on the 25 June 2018.

(b) Annual Financial Return for 2017/18

In June 2018 the Joint Committee approved and published its annual financial return for 2017/18.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) Internal Audit Plan for 2018/19 Onwards

In accordance with the long standing 'Financial Responsibilities' Partnership document for the Crematorium, at the June 2018 meeting the Joint Committee considered and approved a report and plan from Fareham BC for Internal Audit work to be carried out from 2018/19 onwards. The work to be undertaken covers both operational and governance controls.

(d) Risk Management

In March 2018 a comprehensive report was considered providing the opportunity for members to review the risk management framework that is in place. The Joint Committee approved a Risk Management Strategic Framework and Policy. The Joint Committee also agreed that the form and presentation of the strategic and operational risk registers be reviewed taking into account current good practice. These registers and an action plan to mitigate the higher risks (formalised in 2006 as part of risk management) have been reviewed annually.

(e) Developing and Enhancing the Crematorium's Services

Since September 2013 a number of initiatives to develop and enhance the established quality of the services provided by the Crematorium have been implemented (and monitored when appropriate by the Joint Committee) and these include -

- Provision of video screens in each chapel for family tributes.
- Video streaming of services through the internet – *An increasing take up of this valuable sound and vision service for family and friends.*
- Extending the length of two morning and two afternoon services.
- Books of Remembrance available on line.
- Crematorium Web-site refreshed and updated.
- Crematorium logo introduced to improve image and web site theme.
- South and North Chapels – Extensive upgrading and refurbishment.

(f) North Chapel Refurbishment Project

Following the successful refurbishment of the South Chapel, the Joint Committee in June 2017 approved a design scheme and refurbishment works for the North Chapel. The works proposed included wooden cladding to the walls similar to that used in the South Chapel; removal of the existing ceiling to increase the volume of the chapel; new low energy feature lighting; reorientation of the catafalque in the committal area; and replacing the existing wooden pews with individual linked chairs.

Since June 2017 the Joint Committee has received at each subsequent meeting progress reports with the project including procurement. The works on site were undertaken in the autumn of 2018 and completed in December 2018. The Joint Committee expressed to the architect, contractor and all those involved with the successful conclusion of the project the members' appreciation of the excellent standard of work and attention to detail that has been achieved.

The scheme has transformed the appearance of the Chapel making it truly complementary to the South Chapel. It has been well received by the many users of the chapel providing a very attractive and friendly environment for services.

(g) Repairs and Renewals Programme

Various minor items of work were undertaken during the year. A range of other work has been undertaken or authorised during 2018/19, and this includes -

- Office Refurbishment
- Glazing repairs
- Vestry Refurbishment
- Paving & Stone works cleaning and re-pointing

- Fencing repairs
- External redecoration – rolling programme
- Water feature – maintenance

In addition the Joint Committee has agreed that in respect of the Garden of Contemplation, close to the South Chapel, the continued operation of the water feature should be re-assessed and consideration given to options for inviting and undertaking the possible re-modelling of the area.

(h) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3,149 registered cremations (a decrease of 235 from the 3,384 cremations undertaken in 2017/18).

A public comments register was introduced in September 2016, the details of which are reported to the Joint Committee for monitoring at each meeting.

(i) The Crematorium Grounds

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

The opportunity was taken to have large attractive planter tubs provided along the building frontage to commemorate the 60th year of the Crematorium, which opened in September 1958.

The Crematorium received the prestigious Gold Award in the 2018 South and South East Britain in Bloom Awards. This is the third consecutive year the Crematorium has received the award. The criteria for the award included not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

Brighstone Landscapes (the grounds maintenance contractor) has continued to carry out a very high standard of work, which regularly receives public acclaim.

(j) Recycling of Metals Scheme – Charitable Payments

During the year the Joint Committee approved the submission of applications for the Rowans Hospice and McMillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

Both applications were successful and resulted in significant payments from the scheme. The ICCM criteria requires that nominations have to be for local or national death related charities which have as their core function bereavement related support or service.

7. Conclusion

7.1 It will be seen from this report that the Joint Committee continues to function effectively through the members appointed to serve on it by their respective authorities. Although much of the Joint Committee’s work continues to be of a recurring but important nature, during 2018/19 members have been involved in one area of particular importance – making decisions regarding refurbishment and upgrading of the North Chapel, which has transformed its appearance making it truly complementary to the facilities available in the South Chapel. During the year particular attention has again focussed upon the environment in which the crematorium operates to ensure that the very high standards of service continue to be maintained in the most cost effective and efficient way.

.....
John Haskell
Clerk to the Joint Committee

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

JH/me
1 June 2019

REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE

ON: 24 JUNE 2019

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	154,855	-50145	Minor snagging items have now been completed and the final account has been agreed.
1803	Office Refurbishment	On Site	15,000	15,000	0	Works currently on site.

2018 /19

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1901	Glazing Repairs	Ordered	25,000	25,000	0	Start date required.
1902	Vestry Refurbishment	Feasibility	6,000	6,000	0	Works Programmed for Summer 2019
1903	Paving and Stonework Cleaning	Ongoing programme	5,000	5,000	0	Further works identified
1904	Surfacing and Paving Repairs	Ongoing programme	6,000	6,000	0	Works arranged for June or July 2019
1905	Fencing Repairs	Feasibility	5,000	5,000	0	Initial works completed
1906	External Redecoration	Feasibility	3,000	3,000	0	No works identified at this time.
1907	Fire Precautions Upgrade	Feasibility	5,000	5,000	0	Only minor works identified.

2019 /20

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
2001	Reception Refurbishment	Feasibility	5,000	5,000	0	Works due to commence June 2019
2002	Music Room Refurbishment	Feasibility	1,000	1,000	0	
2003	Book Room Refurbishment	Feasibility	2,500	2,500	0	
2004	South Chapel New Curtains	Feasibility	12,000	12,000	0	
2005	Conservatory Redecoration	Feasibility	2,500	2,500	0	
2006	Area of Contemplation - Water Feature Feasibility	Feasibility	5,000	5,000	0	The requirement is being developed and a list of suitable designers is being prepared.
2007	Groundsman Building Repairs	Feasibility	6,000	6,000	0	

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 11

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 24TH JUNE 2019



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
MAR	307	345	329	285
APRIL	312	244	294	275
MAY	264	304	281	282

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2016	3355	1489
2017	3334	1530
2018	3329	1607
2019	-	1409

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	52
i) Total disposals within grounds.....	283
ii) Remains removed from crematorium.....	519
iii) Retained.....	40
TOTAL	842

Scattered 35% Removed 65%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	76393
Total cremations.....	842
Average gas consumption (cu.m).....	90

JAMES CLARK
MANAGER & REGISTRAR
4th JUNE 2019

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Portchester Crematorium Complaints and Compliments Log – Month – March 2019 - May 2019

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
15/04/2019	MC	Letter	Thank you letter for James for helping with questions regarding relatives	N/A	No response required	N/A
29/5/19	Mrs T	Office	Complained about 'stuff' left in gardens	29/5/19	Assured her we will be undertaking a clearance of all objects in near future	N/A

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Agenda Item 12



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
MONDAY 24 JUNE 2019**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The Grounds are looking really good at the moment; the summer bedding has been planted and the bulbs in the grass areas have died down enough so that we can start cutting them down.

We have recently installed new UV bulbs in the filters on the Pond.

The Bulb border at the front of the crematorium has received some additional planting including 20 Cannas and 80 Dahlias - this should extend the flowering season of the border, until the first frosts.

The garden of contemplation has looked very good this year with the Wisteria and Clematis flowering. The Echiums are about to flower - they are over two metres and covered in blue flowers that attract Bees and insects.

We are now preparing for the In-Bloom judging which will take place on the 28th June.

Brighstone the grounds contractor continues to work well and I am very pleased with their performance.

Ashley Humphrey,
Horticultural Consultant

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

AH/me
6 June 2019

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