



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 23 SEPTEMBER 2019 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 - 2019/20:

Gosport Borough Council

Councillor June Cully
Councillor Kathleen Jones

Havant Borough Council

Councillor Tim Pike (Chairman)
Councillor Leah Turner

Fareham Borough Council

Councillor Keith Evans
Councillor Simon Martin

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

AGENDA

- 1 Welcome and Introductions**
- 1 Apologies for Absence**

2 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.

3 Declarations of Members' Interests

4 Minutes of the Meeting held on 24 June 2019 (Pages 5 - 10)

Attached

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 other matters requiring attention.

7 Risk Management (Pages 11 - 18)

The Risk Management Framework and the Policy Statement for Portchester Crematorium are subject to annual review. The purpose of the attached report from The Treasurer is to set out the updated documents for approval by the Joint Committee.

RECOMMENDED (a) that the Risk Management Strategic Framework and Policy as set out in Appendix A and B of this report be approved.

(b) that the Risk Management progress report set out in Appendix C be noted.

8 Building Works Programme (Pages 19 - 20)

Report from the Property Manager attached.

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

9 Manager and Registrar's Report (Pages 21 - 24)

(a) General Report - attached

(b) Monitoring Register of Public Comments - attached

(c) Any other items of topical interest – Recycling of Metals Scheme – Nomination

10 Horticultural Consultant's Report (Pages 25 - 26)

General Report

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

The Next meeting is scheduled to be held at 2pm on Monday 16 December 2019, and items to be considered will include the Finance Strategy for 2020/21, and the Revenue Budget for 2020/21.

JH/me
13 September 2019
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