



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY 9 DECEMBER 2019 AT 2.00 PM

**NORTH CHAPEL, PORTCHESTER CREMATORIUM
UPPER CORNAWAY LANE, FAREHAM**

Telephone enquiries to 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 Apologies for Absence**
- 2 Declarations of Members' Interests**

3 Minutes of the Meeting held on 23 September 2019 (Pages 7 - 10)

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.

(a) Inspection by the FBCA

The Federation of Burial and Cremation Authorities have created a new inspection scheme to ensure standards of quality are maintained by crematoria. The purpose of the scheme is to provide the operator of the crematorium with confidence that it meets the national standards laid down by the Federation through its Code of Cremation Practice. As part of this new Inspection Scheme, all 290 crematoria across the UK will be inspected once every 5 years, and Portchester has been selected for inspection shortly.

6 Finance Strategy and Budget for 2020/21 (Pages 11 - 16)

The Finance Strategy was last approved by Members in December 2018, 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 2020/21, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2020/21 be sent to the four constituent authorities to note for their information.

7 Revenue Budget Report - 2020/21 (Pages 17 - 28)

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2019/20 and 2020/21, together with the repairs and renewals and capital fund contributions for 2019/20 and 2020/21 and a review

of fees and charges for 2020/21. 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 2020;

(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 2019/20 and 2020/21.

8 Building Works Programme (Pages 29 - 30)

Report from the Property Manager attached.

RECOMMENDED that the contents of the report be noted.

9 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

10 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.

11 Portchester Crematorium Garden of Remembrance – Grounds Clearance (Pages 37 - 44)

The purpose of the attached report from the Clerk to the Joint Committee is to set out for consideration options for dealing with the recurring problems that arise from memorials and other items being placed in the grounds in contravention of the Crematorium Regulations, which are designed to preserve the simple beauty of the gardens.

RECOMMENDED

- (1) That the long standing policy (to preserve the simple beauty of the gardens) against the provision of memorials and similar items in the crematorium grounds be re-affirmed, taking into account that this policy is stated on the form completed by families at the time of making application for cremation;**
- (2) That families be allowed to place temporarily one plastic vase supplied by the crematorium in the area where its family ashes have been interred to hold cut flowers, and that as and when flowers have finished blooming, staff will remove the flowers and place the vase into store for collection and re-use;**
- (3) That grounds clearances be undertaken at 3 monthly intervals mid-way between Christmas, Easter, Mothering Sunday and Father's Day, on dates to be settled by the Manager and Registrar;**
- (4) That items removed from the grounds be kept for a period of 6 months, after which they be disposed of if not claimed, and that the Crematorium Regulations be amended accordingly;**
- (5) That the arrangements described in paragraph 8.3.6 of the report be implemented for the storing of items removed;**
- (6) That the Manager and Registrar and the Property Manager consider seeking an alternative location for the storage facility;**
- (7) That the Book of Remembrance continues to be promoted as the primary means of memorial, but officers investigate a proposal for an alternative means of memorial in more detail, for the Joint Committee to consider at a future meeting.**

12 Portchester Crematorium Manager & Registrar Retirement (Pages 45 - 46)

The purpose of the attached report from the Clerk to the Joint Committee is to advise that James Clark, the Manager & Registrar, has given formal notice that he wishes to retire at the end of February 2020, and to report on arrangements to recruit to the post.

RECOMMENDED

- (1) That the arrangements made for the recruitment to the post of Manager and Registrar be noted and that authority be delegated to the Clerk, Treasurer and personnel officer to make an appointment after consultation with the Chairman;**
- (2) That the grateful thanks of the Joint Committee be placed on record for the long and distinguished service given by James Clark upon his retirement in February 2020 and for his valuable and outstanding**

contribution for 31 years to the work of Portchester Crematorium and the Joint Committee as Manager and Registrar.

13 Date of Next Meeting – Monday 23 March 2020 at 2pm at Portchester Crematorium

JH/me
26 November 2019
106091219a