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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM  
JOINT COMMITTEE**

**MONDAY, 23 MARCH 2020 AT 2.00 PM**

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

Telephone enquiries to 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 (Chairman)  
Councillor Leah Turner

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Simon Martin

### **Portsmouth City Council**

Councillor Lee Hunt  
Councillor Steve Pitt

**To Welcome and Introduce Miss Victoria Hatton, the recently appointed Crematorium Manager and Registrar, who took up the post on 3 February 2020.**

## **AGENDA**

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the Meeting held on 9 December 2019** (Pages 5 - 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, including the following –

**(a) Competition and Markets Authority Funerals Investigation**

The CMA commenced its investigation into funeral directors and crematoria services during 2019. In mid-February the CMA published a number of working papers, in connection with its funeral directors and crematoria services market investigation.

**(b) Portchester Crematorium – Lease extension**

The Crematorium is built on land leased from Fareham BC. To report that Fareham BC has proposed offering a new 20 year lease from January 2021. Portsmouth's Legal & Estates Services have been appointed to deal with this on behalf of the Joint Committee.

**(c) Any other matters**

- 6 **Inspection by The Federation of Burial and Cremation Authorities** (Pages 11 - 12)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

The purpose of the attached report by the Manager and Registrar is to advise that the FBCA carried out an inspection of the Crematorium on Thursday 12 December 2019. The report sets out the FBCA's inspection recommendations together with a short commentary on action taken (or to be taken)

**RECOMMENDED that the report and action taken be noted.**

**7 Portchester Crematorium Chapels - Provision of New Multi-Media System** (Pages 13 - 18)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

The purpose of the attached report is to set out for consideration the provision of the 'Obitus' 'Maestro' multi-media system in both chapels to deliver music, webcast and tributes for families and funeral directors which are required for modern-day services.

**RECOMMENDED that an agreement be entered into with Obitus to upgrade the Crematorium's current audio-visual system with the provision of a Maestro multi-media system in both chapels for music, visual tributes and web casting in accordance with the recommendations set out in the report.**

**8 Building Works Programme** (Pages 19 - 20)

Report from the Property Manager attached.

**RECOMMENDED that the contents of the report be noted.**

**9 Manager and Registrar's Report** (Pages 21 - 22)

(a) General Report attached

(b) Any other items of topical interest

**10 Horticultural Consultant's Report - Grounds Maintenance** (Pages 23 - 24)

Report from the Horticultural Consultant on grounds maintenance attached.

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

**11 Portchester Crematorium - Staffing and Job Evaluation Reviews**

In March 2014 the Joint Committee agreed that a pay and grading review be undertaken for all Crematorium employees using a recognised analytical job evaluation scheme. The outcome of the review process was reported to and approved by the Joint Committee in December 2014, and subsequently implemented.

As part of the crematorium's operational arrangements it is recommended that, with the exception of the Manager and Registrar's post, the outcome of any further individual staffing and pay and grading reviews that are undertaken be dealt with under delegated authority by the Treasurer and the Clerk to the Joint Committee.

**RECOMMENDED that, with the exception of the post of Manager and Registrar, the Treasurer and the Clerk to the Joint Committee be delegated authority to approve implementation or otherwise deal with any recommendation arising from staffing and pay and grading reviews.**

**12 URGENT ADDITIONAL ITEM - Coronavirus - Authority to deal with Joint Committee Business**

With the continuing emergency measures being taken by the government it is likely that it will not be practical or possible to hold the usual Joint Committee meetings to approve various items of business.

In the circumstances it is proposed and RECOMMENDED that until such time as it is possible to convene meetings, authority be delegated to the Treasurer and the Clerk, (or in their absence their respective deputies or such other officer of the 4 constituent authorities as may be authorised by them), to make such decisions as are necessary on any matter not already delegated to an officer.

In each case members of the joint committee will be advised by email in advance of a proposed decision where circumstances allow, and any comments members may wish to make will be taken into account after which they will be advised of the outcome. The Crematorium Manager already has full authority to operate and manage the crematorium.

**13 Date of Next Meeting - Monday 22 June 2020 at 2pm at Portchester Crematorium**

Date Not Specified