



NOTICE OF MEETING

**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

(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

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

Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held at Portchester Crematorium on Monday 9 December 2019 at 2.00 pm.

Present

Fareham Borough Council

Apologies submitted

Gosport Borough Council

Councillor June Cully

Havant Borough Council

Councillor Tim Pike (Chairman)
Councillor Leah Turner

Portsmouth City Council

Apologies submitted

Apologies for Absence (AI 1)

Councillor Steve Pitt on other council business, and Councillor Lee Hunt (Portsmouth CC); Councillors Keith Evans and Simon Martin (Fareham BC); and Councillor Kathleen Jones (Gosport BC) on other council business.

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

844 Minutes of the Meeting held on 23 September 2019 (AI 3)

RESOLVED that the minutes of the meeting held on the 23 September 2019 be signed as a correct record.

845 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) -

Minute 838 – Business Continuity and Staffing report

The Clerk advised that the report mentioned under minute 838 was still in the course of preparation, although the part dealing with the Manager and Registrar's post was included for consideration at today's meeting. The Clerk said it was hoped to bring forward other aspects of the report to the next meeting of the Joint Committee.

Minute 840 – Recycling of Metals Charitable Scheme

It was noted that the Manager & Registrar was still to check with the ICCM whether a suicide prevention charity could be nominated for an award.

846 Clerk's Items (AI 5)

(a) Inspection by the FBCA

The Clerk to the Joint Committee reported that The Federation of Burial and Cremation Authorities had created a new inspection scheme to ensure standards of quality are maintained by crematoria.

The purpose of the scheme was to provide the operator of the crematorium with confidence that it met 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 would be inspected once every 5 years. Portchester had been selected for inspection on the 12 December, and a report on the outcome of the inspection would be circulated to members and reported to the Joint Committee at the March 2020 meeting. The Joint Committee was advised that a similar previous visit and successful inspection was undertaken in 2010.

RESOLVED that arrangements for the visit be noted.

847 Finance Strategy and Budget for 2020/21 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

In presenting the report the Deputy Treasurer amplified key points within the proposed strategy and budget, and answered questions from members.

RESOLVED (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.

848 Revenue Budget Report - 2020/21 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

In presenting the report and in answer to questions, the Deputy Treasurer drew particular attention to the principles underpinning preparation of the budget, including the sum proposed as a contribution for capital works, as described within the report. The proposed cremation fee of £650 from 1 April 2020 was still considerably lower than that charged by other crematoria in the area.

RESOLVED (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;

(d) That the Joint Committee writes 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.

849 Building Works Programme (AI 8)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

Arising from presentation of the report and questions the Property Manager mentioned specifically-

- the Vestry refurbishment;
- South Chapel New Curtains;
- the Book Room refurbishment feasibility study which would include considering more durable types of floor finish;
- the water feature feasibility study which was intended to include examining alternative better uses of the 'garden of contemplation'.

RESOLVED that the contents of the report be noted.

850 Manager and Registrar's Report (AI 9)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from his report and questions, the Manager and Registrar commented generally on the statistical information, and that recently there had been an increasing number of funerals, including a number of bookings for early in the new year.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be noted with interest.

(c) Any other matters – None

851 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from questions, the Horticultural Consultant explained that there had been no tree damage as a result of recent very windy weather. During last summer trees along the northern boundary had been pruned. He also said that so far there had been no cases of Ash dieback disease.

RESOLVED that the report be received and approved.

**852 Portchester Crematorium Garden of Remembrance –
Grounds Clearance (AI 11)**

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

In submitting the report the Clerk drew specific attention to the nature of the various representations that had been received previously, and the detailed options for consideration, as set out in the report.

Following consideration and discussion including comments about storage arrangements for items removed and possible suggestions for ways of creating a permanent memorial, members endorsed the report's recommendations and it was -

RESOLVED (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;

(8) That the Clerk be asked to submit to the Joint Committee in December 2020 an update report.

853 Portchester Crematorium Manager & Registrar Retirement (AI 12)

(TAKE IN REPORT OF THE CLERK)

RESOLVED (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.

Presentation to Mr James Clark upon his future retirement

Following this item the Chairman of the Joint Committee referred to James' outstanding service and presented him with a framed retirement certificate recording the Joint Committee's resolution. He extended to James the Joint Committee's good wishes for a long and happy retirement, and other members joined and echoed the chairman's congratulatory comments.

James suitably replied, emphasising the important role that the members of the 4 local authorities comprising the Joint Committee had played over so many years, since the Crematorium opened in 1958.

854 Date of Next Meeting (AI 13)

RESOLVED that the next meeting of the Joint Committee be held at 2pm on Monday 23 March 2020 at Portchester Crematorium.

The meeting concluded at 3 pm.

Chairman

JH/me
9 December 2019
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Agenda Item 6



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
23 MARCH 2020**

**REPORT BY: THE CLERK TO THE JOINT COMMITTEE
and THE MANAGER AND REGISTRAR**

PORTCHESTER CREMATORIUM – FEDERATION OF BURIAL AND CREMATION AUTHORITES INSPECTION

1. The Federation of Burial and Cremation Authorities (FBCA) undertook an inspection of the Crematorium on Thursday 12 December 2019, as part of its new inspection scheme to ensure standards of quality are maintained by crematoria.
2. The purpose of the scheme is to provide the operator of the crematorium with confidence that it met 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.
3. The FBCA's inspection report was recently received and whilst the vast majority of the national recommendations and guidance are being met, the following recommendations have been made, together with a short commentary on action taken (or to be taken) –

	FBCA Recommendation	Action Taken (or to be taken)
1	Investigate providing guided tours, to further promote an understanding and confidence in the crematorium.	Tours have been provided in the past for interested groups that have contacted the Crematorium to request it, although we do not advertise them. Open days to be considered.
2	Adopt a contingency plan for cremator failure, including agreement with neighbouring crematoria to take cremations.	Portchester currently has 5 cremators that are operational. The possibility of complete failure, whilst recognised in the Crematorium's Business Continuity Plan, will now look to be included as an agreement with neighbouring crematoria.
3	Improve crematory security during working hours	Action is currently being taken to ensure that doors are kept closed and secure, including a review of access security and circulation throughout the crematorium site.
4	Ashes should be kept in a secure storeroom with no unauthorised access	Now kept in a secure storeroom.

	FBCA Recommendation	Action Taken (or to be taken)
5	The process for the release of cremated remains should be reviewed to ensure any changes are written legibly and any changes should be signed and dated by the officer making them.	Staff will be briefed/updated on the outcome of the FBCA Inspection and requirements in admin procedures to sign and date changes/amendments.
6	Investigate the provision of further taps in the grounds.	This has been picked up in the improvement works to the Book of Remembrance Room.
7	The cremation authority should investigate processes for consulting with key service users (consultation with funeral directors) to ensure that services are meeting client's needs and that there is a process in place to obtain customer and client feedback.	The Crematorium to investigate processes for consulting service users and obtaining feedback.
8	The cremation authority should investigate the provision of a sign to ensure families are aware of the removal policy for wreaths and flowers	This will be picked up in the overall review of signage across the Crematorium site and gardens.

RECOMMENDED that the report and action taken be noted.

John Haskell
Clerk to the Joint Committee

Victoria Hatton
Manager & Registrar

**Background List of Documents –
Section 100D of the Local Government Act 1972:**
FBCA Report of Compliance Inspector

JH/me
10 March 2020

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
23rd March 2020**

REPORT BY: THE MANAGER & REGISTRAR

PORTCHESTER CREMATORIUM CHAPELS – PROVISION OF NEW MULTI-MEDIA SYSTEM

1. Purpose

1.1 The purpose of this 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.

2. Recommendation

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, at a cost of £9,430, and monthly recurring cost of £1,033.

Bigger visual tribute screens in both chapels, an overflow screen in the South lobby, repeater screens in each music room plus touch screen controller for lecterns at a cost of £15,150.

New concert-quality sound systems for both chapels, amplifiers, CD player, microphones, digital audio processor and controller & new black metal racks at a cost of £16,554.

Current Issues

3.1 Over the last 5 years, with the introduction of screens in both chapels and modern technology advancing, there has been an increase in demand for webcasting, visual life tributes and music requests, and also in the way that services are conducted by celebrants and family requests. In summary, these changes and advances in technology have –

- Led to increasing pressure on staff to learn and operate multiple devices at short notice – this carries significant risk of failure to deliver adequately the music for service.
- Taken staff away from their normal duties to test devices and CD's.
- Meant that funeral directors have to make extra trips to bring the media for testing.
- Sometimes meant that crematorium staff have to rely on wi-fi to obtain music at short notice which can be unpredictable at times due to interference from machinery.

- Added stress to families.

3.2 Given these recurring issues investigations have been undertaken to consider what changes and improvements may be required, and what multimedia equipment is available from suppliers.

3.3 There are two leading companies specialising in the provision of audio-visual systems for crematoria – Obitus and Wesley. Demonstrations of each company's system have been seen at other crematoria locally. I have undertaken an evaluation of each system, taking into account user feedback, and have concluded that Obitus have a system that would be preferable for installation at Portchester, in terms of quality and user friendliness. Obitus is tried and tested with many crematoria now moving from Wesley to Obitus,

4. Obitus - Background

4.1 Obitus are bereavement audio-visual specialists, working with over 130 crematoria around the UK. The company supplies both equipment and ongoing service/support (Music, Webcasting, Visual tributes, all the AV: screens, speakers etc.)

4.2 Obitus have said it manages over 150,000 funerals each year, including 190,000 hours of live webcasting and 12,000 tributes.

4.3 Obitus are the fastest growing supplier of these services. Research of local crematoria, funeral directors and civil celebrants suggests almost all have a strong preference for Obitus over other suppliers.

4.4 All nearby crematoria now have similar systems provided either by Obitus or Wesley and there is expectation Portchester should also have a more up to date system. For example, the Federation of Burial and Cremation Authorities (FBCA) and the Institute of Cemetery and Crematorium Management (ICCM) crematorium scorecards now mark down crematoria without good audio-visual provision.

5. Benefits of New Obitus 'Maestro' System

5.1 Obitus has developed a system named 'Maestro' which has been specifically developed with the unique operational requirements of chapels in mind. The system can either be operated from the main screen, or remotely via push-button or touch-screen controls. It is the latest and most advanced chapel management system on the market. This would make life much easier and less stressful for chapel staff, allowing them to concentrate on frontline services for families.

5.2 The system includes webcasting, slideshows, holding pictures and access to a vast library of music/hymns all at the touch of a button. The system also has the flexibility to use devices e.g. USB, CDs etc. which are currently used, but would guide funeral directors to use the new media system where possible.

5.3 The quality of the live video system for webcasting is very high and DVDs, Blu-rays and USBs can be created for services, even if ordered after the service has taken place. This is a service improvement for families.

5.4 As an optional upgrade, there would be the ability to relay the service video to where it is required – for example into the foyer as well as the chapel when there is a very large attendance; provision of external repeater displays; and mobile screens. This should give a better experience to mourners attending the funeral.

5.5 The Obitus media team edit photos, videos and music together to create a professional video tribute. This offers far higher quality options to families. Although Obitus offers this service (at a cost).

5.6 Orders for music, webcasting and/or photos requested by families would be sent by funeral directors direct to Obitus via their web site and this is then relayed to the Maestro system in our chapels. This saves time for funeral directors, chapel staff and office staff, as well as reducing the risk of issues with CDs & DVDs failing to play. Music requested by families and ordered by funeral directors through Obitus is free of charge; the cost of access to the music library being included within the monthly service fee.

5.7 Many funeral directors are already familiar with using this system at other local crematoria.

5.8 Revenue can be gained through the sale of copies of DVD's or USB webcasting and/or professional visual Tributes. A table setting out recommended fees is attached. Obitus also help us to promote these services with free soft marketing materials.

6. Summary of Equipment and Financial Implications

- | | | |
|---|--|---------|
| 1 | Installation of a 'Maestro' player in each chapel for music and visual tributes which would re-use our existing sound system and TV screens. This will include screen/mouse/keyboard and backup power supply, install and training - One-off fee £4,200. | £4,200 |
| 2 | HD webcasting system, 2 x webcast encoders, including camera, ambient microphone, cabling, install and training – £5,230 one-off fee, plus £45 per month software support and remote monitoring | £5,230 |
| 3 | Bigger visual tribute screens in both chapels, plus an overflow screen in the South Lobby and repeater screens in each AV room, including professional video distribution, data cabling, labour and accommodation - £12,190 one-off fee | £12,190 |
| 4 | Touch-screen controller for lecterns, including cabling and install - £2,960 one-off fee | £2,960 |
| 5 | Full new concert-quality 'Martin Audio' sound system for both chapels, including lobby and outdoor speakers for South chapel, amplifiers, CD player, microphones, digital audio processor and controller, new black metal racks, cabling, labour and accommodation | £16,554 |
| 6 | Ongoing service charge for music and tributes software, which includes provision of all music, access to the Obitus.com website, | |

online ordering for funeral directors, the ability for funeral directors to contact Obitus for support, the 'auto-build' feature where all the playlists selected on the website will automatically be put onto the Maestro in the chapel, all new software updates, remote monitoring and customer support – monthly fee £1,033

Summary of costs for items (1 - 5) one-off fee, excluding VAT £41,134

Recurring monthly cost (ex VAT) - £1,033

The one-off equipment costs can be met from funds set aside for the Repairs and Renewals Programme, with this scheme being added to the Programme for 2020/21.

The ongoing maintenance costs will be met by an increase to the maintenance budget as set out in the Revenue Budget 2020/21 report item to the December meeting of the Joint Committee.

7. Additional Equipment for Future Consideration

7.1 Set out below is a summary of additional equipment that can be purchased (subject to a site survey) to supplement and enhance the service provided by the Maestro system, which would be the subject of separate quotes and future consideration:

- (a) Linking chapel together for overflow
- (b) Remote control extenders

8. Conclusion

To be able to offer the best service to families and to remain competitive we should consider having this system installed. We now have greatly modernised public areas and chapels, but it is becoming obvious to see how far we are falling behind expected modern standards for audio-visual provision. For a relatively small cost, this system would provide a major service improvement to families, reduce the risk of issues, and save significant time for both crematorium and funeral director staff.

Victoria Hatton
Manager & Registrar

For further information contact Helen Jenkins, Deputy Manager & Registrar, who prepared this report

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

VH/HJ
10th March 2020

**Additional Service Price List
Apr 2019 to Mar 2020**

Obitus Sell Price (GBP)	Crem RRP (inc VAT)
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Webcast Services

Live	£20	£30
Live + 28-day + Downloadable	£30	£45
Physical Copy of Webcast (DVD/Blu-Ray/USB stick)	£35	£50

A high-quality live webcast, viewed via our secure, easy-to-use website

The live webcast, plus access to a recording of the webcast to watch again for a further 28 days

A recording of the webcast on a DVD, Blu-Ray, USB memory stick or audio CD, in a customised case

Visual Tribute Services

Single Photo	£5	£12
Simple Slideshow	£25	£38
Professional Photo Tribute	£50	£70
Family Supplied Video Checking	£10	£18
Physical Copy of Pro Photo Tribute (DVD/Blu-Ray/USB)	£15	£21
Downloadable copy of Pro Photo Tribute	£5	£10

A single photo (shown throughout)

A simple slide show of up to 25 photos (played on a loop throughout, or once a time of your choosing)

A professional photo tribute of up to 25 photos, set to music of your choice (played once at a time of your choosing)

Checking and preparation of a video supplied by the family or a third-party (played once at a time of your choosing)

A recording of the Pro Photo Tribute on a DVD, Blu-ray or USB, in a customised case

A recording of the Pro Photo Tribute available to download from our website

Variances

Additional Physical Copies	£15	£21
Each extra 25 photos	£15	£21
Extra work	£15	£21

For each additional copy of DVD, Blu-Ray or USB stick of anything already ordered

For each extra 25 photos on a "Simple Slideshow" or "Pro Photo Tribute"

For adding video to the "Pro Photo Tribute", any revisions, or any major departure from a standard product

Other

Standard Hourly Rate	£65/hr
Standard Day Rate	£520/day
Mileage	60p/mile

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REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE

ON: 23 MARCH 2020

REPORT OF: IAN COUSINS, PROPERTY MANAGER

SUBJECT: BUILDING WORKS REPORT



2018 /19

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1901	Glazing Repairs	Ordered	25,000	25,000	0	Requirement reviewed and further instructions issued.
1902	Vestry Refurbishment	Complete	13,000	13,000	0	Revised Budget with a final account to agree
1903	Paving and Stonework Cleaning	On-going	5,000	5,000	0	Prices being obtained for works
1904	Surfacing and Paving Repairs	On-going	13,000	8,145	0	Revised Budget. Further Inspections due March 2020
1905	Fencing Repairs	On-going	5,000	5,000	0	Initial works completed
1906	External Redecoration	Feasibility	3,000	3,000	0	Review requirement during Spring 2020
1907	Fire Precautions Upgrade	Feasibility	5,000	5,000	0	Minor works identified

2019 / 20

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
2002	Music Room Refurbishment	Feasibility	1,000	1,000	0	Works to be programmed in conjunction with Chapel multi-media system
2003	Book Room Refurbishment	Feasibility	2,500	2,500	0	Requirement currently under review

2019/20 - continued						
Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
2004	South Chapel New Curtains	Feasibility	12,000	12,000	0	
2005	Conservatory Redecoration	Feasibility	2,500	2,500	0	
2006	Water Feature Feasibility	Feasibility	5,000	5,000	0	Requirement being reviewed Spring 2020
2007	Groundsman Building Repairs	Feasibility	6,000	6,000	0	Requirement being reviewed Spring 2020

2020 / 21 Repairs and Renewal Programme

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
2101	Chapel multi-media system	Feasibility	42,000	42,000	0	Will be added to the Capital Programme for a revised budget setting.
2102	Works to Roofs	Feasibility	3,500	3,500	0	
2103	Surfacing and Paving Repairs	Feasibility	5,000	5,000	0	
2104	Cremator Area Security Works	Feasibility	15,000	15,000	0	Additional requirement identified

Note - Items previous reported as completed are not shown

Recommendation - That the report be noted

Ian Cousins
Property Manager

Agenda Item 9

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 23rd March 2020



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2016/7</u>	<u>2017/8</u>	<u>2018/9</u>	<u>2019/20</u>
DEC	288	259	230	277
JAN	340	355	282	331
FEB	297	348	285	303*

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEB</u>
2017	3334	637
2018	3329	703
2019	3179	567
2020	-	634*

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	39
i) Total disposals within grounds.....	260
ii) Remains removed from crematorium.....	614
iii) Retained.....	37
TOTAL	911*

Scattered 30% Removed 70%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	61832*
Total cremations.....	911
Average gas consumption (cu.m.).....	68

* Correct at 29th February

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Agenda Item 10



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 23 March 2020**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The Grounds have taken a real battering in the recent storms during which we lost two small trees and two large trees. The smaller trees were in cramped positions and this contributed to their early demise so I do not intend replacing them. The two larger trees were well developed and I intend to replace them in the late Autumn of this year.

The Spring bulbs are showing well and the Tulips in the bedding displays should start showing colour soon. When these are finished I shall arrange for them to be planted in the bulb border.

The Rose bed replanting is completed and it has made a noticeable difference along the site frontage. All the Rose beds have been mulched with manure which helps to maintain the right pH balance in the soil. This improves the health of the plants and improves their disease resistance, reducing the reliance on chemicals to control blackspot and similar diseases.

During the Winter replacement shrubs have been planted at various locations around the site and the Pine Bark mulching program was completed.

Grass cutting has recommenced where ground conditions allow and we are in the process of cutting down the Hydrangeas around the site; the flower heads are left through the Winter months to offer protection.

Brighstone the grounds contractor continues to work well and I am very pleased with their performance particularly their very positive help and assistance in the recent storms.

The tree contractor Gristwood and Toms were very efficient especially given their high workload in the storms. They were on site very quickly and cleared damage and potential dangers with minimal ground damage or interruption to the Crematorium.

Ashley Humphrey,
Horticultural Consultant

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

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