



---

# NOTICE OF MEETING

---

**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 14 DECEMBER 2020 AT 2.00 PM**

**VIRTUAL REMOTE MEETING**

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](http://www.portchestercrematorium.org))

## **Membership of the Joint Committee - 2020/21:**

### **Gosport Borough Council**

Councillor June Cully (Chairman)  
Councillor Kathleen Jones

### **Havant Borough Council**

Councillor Leah Turner  
Councillor Michael Wilson

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Simon Martin

### **Portsmouth City Council**

Councillor Dave Ashmore  
Councillor Lee Hunt (Vice Chairman)

---

## **AGENDA**

### **Apologies for Absence**

### **1 Declarations of Members' Interests**

**2 Minutes of the Meeting held on 28 September 2020 (Pages 5 - 12)**

**3 Matters Arising from the Minutes not specifically referred to on the Agenda**

**4 Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

**5 Finance Strategy and Budget for 2021/22 (Pages 13 - 18)**

The Finance Strategy was last approved by Members in December 2019, 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 2021/22, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2021/22 be sent to the four constituent authorities to note for their information.**

**6 Revenue Budget Report - 2021/22 (Pages 19 - 30)**

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2020/21 and 2021/22, together with the repairs and renewals and capital fund contributions for 2020/21 and 2021/22 and a review of fees and charges for 2021/22. 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 2021;**

**(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 2020/21 and 2021/22.**

**7 Portchester Crematorium Coronavirus Covid-19 Response - Autumn Update (Pages 31 - 34)**

Report from the Clerk to the Joint Committee and the Manager and Registrar attached.

**8 Portchester Crematorium Risk Management (Pages 35 - 42)**

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

**RECOMMENDED (1) that the Risk Management Strategic Framework and Policy as set out in Appendices A & B of the report be approved;**

**(2) That the Risk Management progress report set out in Appendix C to the report be noted.**

**9 Building Works and Renewals Programme (Pages 43 - 44)**

Report from the Property Manager attached.

**10 Manager and Registrar's Report (Pages 45 - 46)**

***(a) General Report attached***

***(b) Any other items of topical interest***

Recycling of Metals Charitable Scheme – To report the scheme has approved a donation to the Rowans Hospice.

**11 Horticultural Consultant's Report - Grounds Maintenance (Pages 47 - 48)**

Report from the Horticultural Consultant on grounds maintenance attached.

**12 Date of Next Meeting - Monday 22 March 2021 at 2pm**

JH/me  
4 December 2020  
106141220a