



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 21 JUNE 2021 AT 2.00 PM

VIRTUAL REMOTE MEETING

Telephone enquiries to John Haskell, Clerk to the Joint Committee 02392 220839

(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 - 2021/22:

Gosport Borough Council

Councillor Kathleen Jones
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Tim Pike

Fareham Borough Council

Councillor Ian Bastable
Councillor Simon Martin

Portsmouth City Council

Councillor Dave Ashmore
Councillor Hugh Mason

A G E N D A

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2021/22 municipal year should therefore be appointed from one of Portsmouth's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Fareham's turn to act as Chairman for the 2022/23 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 22 March 2021 (Pages 5 - 10)

Attached

6 Matters Arising from the Minutes not specifically referred to on the Agenda

7 Clerk's Items

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

8 Annual Return for the Financial Year Ended 31 March 2021 (Pages 11 - 26)

The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared and are submitted for approval.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2021 be approved and signed as appropriate, as follows -

(a) Section 1 - Accounting Statements for Portchester Crematorium Joint

Committee be approved and signed;

(b) Section 2 - Annual Governance Statement be approved and signed;

(c) That the Income and Expenditure Statement for the Year ended 31 March 2021 and Balance Sheet as at 31 March 2021 be noted.

- 9 Portchester Crematorium Joint Committee – Annual Report – 2020/21**
(Pages 27 - 34)

The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2020/21 financial year.

RECOMMENDED that the annual report for the 2020/21 financial year be received and approved and it be sent for information to each constituent authority.

- 10 Building Repairs and Renewal Programme (Pages 35 - 36)**

Report from the Property Manager attached.

Particular attention is drawn to Appendix A to the report in respect of the brief being prepared for the refurbishment of the waiting rooms.

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

- 11 Manager and Registrar's Report (Pages 37 - 38)**

(a) General Statistical Reports attached for March – May 2021

(b) Any other items of topical interest

- 12 Horticultural Consultant's Report (Pages 39 - 40)**

General Report

A report from the Horticultural Consultant on grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

- 13 Dates of Future Meetings**

RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2021/22, at Portchester Crematorium –

Monday 20 September 2021

Monday 13 December 2021
Monday 21 March 2022
Monday 27 June 2022