



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

Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A VIRTUAL REMOTE MEETING of the Joint Committee held on Monday 22 March 2021 at 2.00 pm.

Present

Fareham Borough Council

Councillor Michael Ford

Gosport Borough Council

Councillor June Cully (Chairman)

Havant Borough Council

Councillor Leah Turner
Councillor Michael Wilson

Portsmouth City Council

Councillor Dave Ashmore

Welcome and Introductions

The Clerk to the Joint Committee explained the arrangements for the holding of this virtual remote meeting. This was taking place in accordance with the regulations issued by government to allow local authority meetings to take place remotely using video or telephone conferencing technology.

Councillor Michael Ford, appointed by Fareham Borough Council to fill the vacancy following the sad death in December 2020 of Councillor Keith Evans, a long standing member of the Joint Committee, was welcomed to the meeting.

Apologies for Absence (AI 1)

Apologies were submitted on behalf of Councillors Lee Hunt (Portsmouth CC); Simon Martin (Fareham BC)(engaged on other council business); Kathleen Jones (Gosport BC) (engaged on other council business); and Victoria Hatton (Manager and Registrar), Andy Wannell (Treasurer)(engaged on other council business), and Ashley Humphrey (Horticultural Consultant).

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

883 Minutes of the Meeting held on 14 December 2020 (AI 3)

RESOLVED that the minutes of the meeting held on the 14 December 2020 be signed as a correct record.

884 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) –

(a) Minute 879 - Metals Recycling Charitable Scheme

The Clerk reported receipt of a letter of thanks from the Rowans Hospice for the donation of £10k recently made.

The ICCM had recently written seeking nominations for the next round of donations and, in accordance with previous practice, the Clerk would be writing to members to seek views on who they would wish to nominate.

**885 Clerk's Items (AI 5)
Representations regarding the Gardens Clearance**

The Clerk reported receipt of representations regarding enforcement of the Crematorium's gardens clearance arrangements, which he asked members to take into account when dealing with section 9 of the Development Management Plan document later during the meeting.

886 Building Repairs and Renewal Programme (AI 6)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report the Property Manager drew specific attention to the completion of the Book of Remembrance Room and the works programmed for the 2021/22 financial year.

In respect of the refurbishment of the waiting rooms, and in response to questions, the Property Manager explained that upgrading the facilities was now timely, given the works previously carried out to both chapels. Consideration was being given to the present seating arrangements, décor and information displays, taking into account feedback. Design proposals would be brought forward for members to consider.

The Property Manager also explained that ideas for the present water feature area were still to be explored, and there would be a report back to members in due course.

RESOLVED that the contents of the report be noted.

**887 Manager and Registrar's Report (AI 7)
General Statistical Reports for December 2020 – February 2021**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the report, the Deputy Manager advised members that the uptake of Obitus visual and audio services had exceeded that anticipated. The staff had found the system easy to use, and was a clear benefit to families.

RESOLVED that the report be received and noted.

888 Horticultural Consultant's Report (AI 8)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In the absence of the Horticultural Consultant, Dave Stribling presented the general update on the Crematorium grounds, and took the opportunity to mention that there was a shortage of supply of potted plants for the conservatory.

In response to questions about ground conditions, Mr Stribling advised that it would be necessary to undertake some soil tests to check the level of ph. He commented that at present plants appeared healthy.

RESOLVED that the report be received and approved.

889 Development Management Plan 2021 – 2026 (AI 9)

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

In submitting his report the Clerk explained that the Plan reviewed and revisited the previous Development Plan approved in March 2019. The Clerk highlighted the material changes and additions to the document, including –

- Section 6.2 – staffing changes;
- Section 6.7 – Response to the Coronavirus Pandemic;
- Section 7 – Developments in Technology;
- Section 13 – Cremation Trends – update of statistical information;

He also referred to representations which had been received recently regarding the Crematorium Garden of Remembrance clearance policy. Members were reminded that the Joint Committee had agreed that in accordance with the long standing policy against the provision of permanent memorials, plaques and other ornaments, the gardens should be cleared every 3 months. Although clearances had been carried out, several items removed to storage were reclaimed by families and re-deposited in the gardens.

Section 9 of the Development Management Plan document was relevant as it dealt with memorials policy.

A letter of representation had been received asking that the Joint Committee should enforce its no memorials policy more vigorously and not allow the replacement of items which had been removed. The complainant, who had spoken to other visitors, said they expressed dismay at the disregard of the regulations to the detriment of the environment and the majority who observed them. Objects left in the gardens detracted from the overall appearance of the gardens but they also led to other families believing they too could place items. The complainant asked that more regular clearances be carried out to enforce the regulations.

The Clerk also advised that in the recent past other representations had been received complaining that items were being removed. Both the Manager and the Clerk had been involved in responding to these complaints explaining clearly the Crematorium's long standing policy. Complainants were also reminded that the application form for cremation signed by families made clear that memorials, plaques, vases, ornaments and artificial flowers are not permitted in the gardens.

Arising from consideration of the Plan (and representations regarding the gardens clearance policy) the following main points arose –

- The long standing no memorials policy was correct and the clearance arrangements must continue to be enforced;
- Memorials left in the gardens took various forms (some like 'shrines') and often spread over areas where other families ashes were scattered, unintentionally causing offence. In turn this deprived other families from placing flowers at the spot where their relatives ashes had been scattered;
- The need to make visitors more aware of the regulations;
- The problems that arose when families planted bulbs in the grounds. This was an issue that could be considered as part of proposals for the future of the area of contemplation;
- The introduction of vases and racking adjacent to the Book of Remembrance Room might hopefully bring about a change of attitude of visitors.

The Clerk advised the Joint Committee that Regulation 10 set out the rules regarding the grounds. However, he suggested, and members agreed, that the current wording of Regulation 10 be redefined in public notices to provide greater clarity and simplification of the requirements of that regulation.

The Clerk also reminded members of the long established management policy that the Manager had authority to take action at her discretion to remove (between general grounds clearances) items that are not permitted to be left in the gardens. Usually a mini sweep of the gardens was undertaken most mornings to remove items that gave rise to health and safety risks or were considered harmful to the environment. To carry out more intensive clearances more frequently would have an impact on staffing and resources.

RESOLVED (1) that the Portchester Crematorium Joint Committee Development Management Plan 2021 - 2026 be approved and adopted.

(2) that the Development Management Plan be next reviewed in 2 years' time.

890 Date of Next Meeting (AI 10)

RESOLVED that the next meeting be held on Monday 21 June 2021 at 2pm

The meeting concluded at 2.50 pm.

Chairman

JH/me
25 March 2021
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Agenda Item 8



Report to Portchester Crematorium Joint Committee

Date: **21 June 2021**

Report of: **Treasurer to the Joint Committee**

Subject: **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2021**

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2021.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2021 and Balance Sheet as at 31 March 2021 be noted.

INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2020/21 has been prepared and comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Income and Expenditure Statement for the year ended 31 March 2021 and Balance Sheet as at 31 March 2021.
3. Section 1 - Accounting Statement
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2020/21 and the previous financial year 2019/20.
4. Section 2 - Annual Governance Statement
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
6. The final accounts for the Joint Committee show a breakeven outturn in line with the revised budget after a small contribution to the revenue surplus account which is in line with the Finance Strategy approved by the Joint Committee in December 2020.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	2,627,969	2,967,432	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	2,137,354	2,372,225	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(290,205)	(292,596)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,507,685)	(1,848,353)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,967,432	3,198,708	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	3,015,870	3,094,030	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,022,643	8,216,747	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<p>I certify that for the year ended 31 March 2021 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>		<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>	

7. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

7.1 Annual Return - Other Receipts (line 3)

7.1.1 Income from charges and sales of £2,372,225 was £54,025 above the revised budget and £234,871 higher than the previous year. The number of cremations carried out during 2020/21 has totalled 3,608 of which 374 were walk-through cremation services and 25 were carried out at no charge. This represents an increase of 309 (9.4%) compared with the previous financial year's total of 3,299. The numbers of cremations for 2020/21 and the four previous financial years are set out in the table below. As a consequence of the COVID-19 pandemic the number of cremations has been higher than anticipated in this financial year with the budget having been based on a revised estimate of 3,500 cremations. Income from other areas, such as memorial cards and Book of Remembrance entries have risen in line with the increased number of cremations during the year. The budget for income associated with new web broadcasting and tribute services was initially revised and, as reported in December, will be reviewed in 2021/22 informed by take up data that we have gained since its introduction in late 2020. £11,472 has been received from the CAMEO TMAC scheme.

	Cremations				
	2016/17	2017/18	2018/19	2019/20	2020/21
Cremations at nil charge (under 16)	20	26	19	28	25
Walk through cremations	80	152	168	195	374
	3,324	3,206	2,962	3,076	3,209
Total cremations	3,424	3,384	3,149	3,299	3,608

	Actual 2019/20	Actual 2020/21	Budget 2020/21
	£	£	£
Variation between accounting years			
<u>INCOME</u>			
Garden Improvement fund contributions	1,478	0	1,500
Memorial Cards	7,021	8,431	5,000
Cremation Fees	2,015,880	2,235,470	2,207,500
Book of Remembrance	51,442	57,645	55,000
Organ Music	21,615	1,644	8,000
CAMEO TMAC	12,977	11,472	0
Web broadcasting services	3,950	50,522	31,000
Other	22,991	7,041	7,200
TOTAL INCOME	2,137,354	2,372,225	2,381,200
Variation		234,871	
Expressed as a percentage		10.9	

7.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

STAFF COSTS AND OTHER PAYMENTS

- 7.2.1 Employee expenditure of £292,596 was £4,304 below the revised estimate of £296,900 for 2020/21. Increased overtime costs have been offset by vacancies that have arisen during year. The underspend offsets a higher than usual recharge from Fareham Borough Council during the year for the re-deployment of admin support staff in the spring and summer of 2020 to cope with increased workload as a result of the COVID-19 pandemic before a substantive appointment was made.
- 7.2.2 Other expenditure of £1,848,353 was £340,668 higher in 2020/21 than the previous year.

	Actual 2019/20	Actual 2020/21	Budget 2020/21
	£	£	£
Variation between accounting years			
<u>EXPENDITURE</u>			
Premises expenditure	557,468	488,704	604,200
Contribution to Constituent Authorities	640,000	800,000	800,000
Capital Expenditure	0	194,104	0
Repairs and Renewals Expenditure	60,245	50,429	115,000
Supplies and Services	249,972	315,116	282,100
TOTAL EXPENDITURE	1,507,685	1,848,353	1,514,000
Variation		340,668	
Expressed as a percentage		22.6	

PREMISES

- 7.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £604,200. Actual expenditure of £488,704 was £115,496 below the revised budget level. A combination of using our cremators in the most efficient manner, along with a new CCS framework appointment have resulted in utility expenditure not increasing as heavily as expected. In addition to this, a successful reduction in the rateable value of the crematorium has meant that a refund of Business Rates has been received during the year.

SUPPLIES AND SERVICES

- 7.2.5 Expenditure of £315,116 was above the revised budget of £282,100 by £33,016. The budget for expenditure associated with new web broadcasting and tribute services was initially revised and, as reported in December, will be reviewed in 2021/22 informed by take up data that we have gained since its introduction in late 2020. This area accounts for £19,988 of the overspend against budget. Medical Referee expenditure has increased in line with cremation numbers and there has been increased take up for Book of Remembrance entries.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

- 7.2.6 During 2020/21 expenditure of £50,428.91 has been set against the Repairs and Renewals Fund, and a contribution of £50,428.91 has been made to replenish the fund following this expenditure. The balance of the fund being carried forward at the end of 2020/21 is £150,000; this is set out in Paragraph 9.3.
- 7.2.7. During 2020/21 expenditure of £194,104.04 has been set against the Capital Works Fund, and a contribution of £425,104.04 has been made to replenish the fund following this expenditure. The balance of the fund being carried forward at the end of 2020/21 is £2,891,000; this is set out in Paragraph 9.3.

Capital Programme	2020/21 Budget £'000	2020/21 Actual £'000
Paving Repairs and Cleaning	13	13
Music Rooms Improvements	34	37
Obitus System	41	41
Roofworks	15	15
Book of Remembrance Room	20	30
Cremator Furnace Relining	45	45
Hearth Replacement	12	15
Cremulator Ash Transfer Cabinet	26	26
Cremated Remains Store	8	8
Cremator Area Security	8	8
Garden Storage and Compound	10	7
TOTAL CAPITAL EXPENDITURE	232	245
Funded by:		
Capital Works Fund		
Opening Balance at 1.4.2020	(2,660)	(2,660)
Contribution	(235)	(425)
Application	152	194
Balance of Fund	(2,743)	(2,891)
Repairs and Renewals Fund		
Opening Balance at 1.4.2020	(150)	(150)
Contribution	(100)	(51)
Application	80	51
Balance of Fund	(171)	(150)
Total Funding	232	245

- 7.2.8 During 2020/21 £850 of contributions towards the Garden Improvement Fund were received. At the end of 2020/21 the balance on the Garden Improvement Fund is £1,549.67.

- 7.3 Annual Return - Cash and Short Term Investments have increased in 2020/21 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2019/20	2020/21
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	2,627,969	2,967,432
Cash at Bank and In Hand	387,901	126,598
	<u>3,015,870</u>	<u>3,094,030</u>
Variation		78,160
Expressed as a percentage		2.6%

- 7.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure and depreciation is not reflected in the Annual Return value.

Cost or Valuation	Land & Buildings £	Plant & Equipment £	Total £
2020 Revaluation	5,479,243	2,543,400	8,022,643
Additions	67,674	126,430	194,104
As at 31 March 2021	5,546,917	2,669,830	8,216,747

Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
5. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference : _____ Dated: _____	Signed by:
	Chair _____
	Dated _____
	Signed by:
	Clerk _____
	Dated _____

8. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2020/21

8.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on xx June 2021 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2019. Protector was the Joint Committee's insurer during 2020/21
5	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every three years, it carries out a planned programme of work based on a comprehensive risk assessment. The 8 day audit scheduled for the last quarter of the financial year 2020/21 has been postponed until the summer of 2021. Internal audit teams are redeployed to work supporting the business grants process arising from the COVID-19 pandemic, the crematorium team were managing the peak of work in the pandemic. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.
6	<ul style="list-style-type: none"> Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.
7	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

	Net Expenditure 2020/21 <u>£</u>
<u>EXPENDITURE and INCOME ON SERVICE</u>	
Employees	292,596
Premises	539,133
Supplies and Services	315,116
Depreciation	391,241
Income	<u>-2,371,742</u>
Cost of Services	-833,656
Other Operating Expenditure and Income	
Pension interest costs and expected return on pension assets	18,000
Interest Receivable	<u>-483</u>
Surplus on Provision of Service	-816,139
Actuarial gains / losses on pension assets / liabilities	-18,000
Total Comprehensive Income and Expenditure	<u><u>-834,139</u></u>
Reverse actuarial gains / losses on pension assets / liabilities	18,000
Contributions to Constituent Authorities	800,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-391,241
Contributions to Capital Works Fund	425,104
Contributions to Repairs & Renewals Fund	50,429
Contribution to / from pensions reserve	-18,000
Contribution from reserves to finance repairs and renewals / capital works	-50,429
	<u><u>-276</u></u>

BALANCE SHEET AS AT 31 MARCH 2021

<u>2019/20</u> £	<u>Property, Plant & Equipment</u>	<u>2020/21</u> £
5,370,281	Land and buildings	5,322,226
2,289,060	Plant and equipment	2,139,978
<u>7,659,341</u>	Long Term Assets	<u>7,462,204</u>
2,627,969	Short Term Investments	2,967,432
15,666	Short term debtors & Prepayments	140,757
387,901	Cash - at Bank and in hand	126,598
<u>3,030,514</u>	Current Assets	<u>3,234,787</u>
-63,405	Short Term Creditors	-34,529
-700	Receipts in advance	-1,550
<u>-63,082</u>	Current Liabilities	<u>-36,079</u>
-791,000	Pension scheme liability	-884,000
<u>-791,000</u>	Long Term Liabilities	<u>-884,000</u>
<u>9,835,773</u>	Net Assets	<u>9,776,912</u>
	Reserves	
-2,967,432	Usable Reserves	-3,198,708
-6,868,341	Unusable Reserves	-6,578,204
<u>-9,835,773</u>	Total Reserves	<u>-9,776,912</u>

9. BALANCE SHEET AS AT 31 MARCH 2021

9.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2021. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Total
Cost or Valuation	£	£	£
At 1 April 2019	4,318,898	3,869,832	8,188,730
Prior Revaluation	1,107,665	0	1,107,665
Prior depreciation	(1,017,318)	(2,235,587)	(3,252,905)
2020 Revaluation	1,069,998	909,155	1,979,153
As at 31 March 2020	5,479,243	2,543,400	8,022,643
Accumulated Depreciation and Impairment			
At 1 April 2019	(1,017,318)	(2,235,587)	(3,252,905)
Depreciation charge	1,017,318	2,235,587	3,252,905
Depreciation charge	(108,962)	(254,340)	(363,302)
As at 31 March 2020	(108,962)	(254,340)	(363,302)
Net Book Value			
At 31 March 2020	5,370,281	2,289,060	7,659,341
	Land & Buildings	Plant & Equipment	Total
Cost or Valuation	£	£	£
At 1 April 2020	5,479,243	2,543,400	8,022,643
Additions	67,674	126,430	194,104
As at 31 March 2021	5,546,917	2,669,830	8,216,747
Accumulated Depreciation and Impairment			
At 1 April 2020	(108,962)	(254,340)	(363,302)
Depreciation charge	(115,729)	(275,512)	(391,241)
As at 31 March 2021	(224,691)	(529,852)	(754,543)
Net Book Value			
At 31 March 2021	5,322,226	2,139,978	7,462,204

9.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2019/20	2020/21
	£	£
<u>Debtors</u>		
Short Term Debtors – Fees	14,644	16,304
Short Term Debtors – Fees – banked 1 April		103,892
HMRC	1,022	20,561

The year end Cremation Fee Debtors have increased overall as at 31 March 2021. Income due for the financial year ended 31st March was banked on the 1st April 2021.

	2019/20	2020/21
	£	£
<u>Creditors</u>		
Short Term Creditors	63,404	34,529
Fareham Borough Council	7,109	1,569
Grounds Maintenance	6,312	3,369
Utilities	11,574	9,110
Obitus Fees	0	7,901
Medical Referees	270	1,800
Other Creditors	15,291	10,780

The year end Creditors have decreased overall as at 31 March 2021 by £28,875.

9.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2020/21.

	Balance at 1 April 2020 £	Transfers Out 2020/21 £	Transfer In 2020/21 £	Balance at 31 March 2021 £
General Fund	157,432	0	276	157,708
Capital Works Fund	2,660,000	-194,104	425,104	2,891,000
Repairs & Renewals Fund	150,000	-50,429	50,429	150,000
Total	2,967,432	-244,533	475,809	3,198,708

9.4 Unusable Reserves

Unusable Reserves summary	2019/20	2020/21
	£	£
Revaluation Reserve	3,333,440	3,275,872
Capital Adjustment Account	4,325,901	4,186,332
Pensions Reserve	-791,000	-884,000
	<u>6,868,341</u>	<u>6,578,204</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised during 2019/20 following a revaluation of the crematorium buildings and plant and equipment.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2019/20	2020/21
	£	£
Opening Balance as at 1 April	4,631,635	4,325,901
Capital financing from revenue in year	0	194,104
Less depreciation provision in year	-363,302	-391,241
Historical Cost Adjustment	57,568	57,568
Balance as at 31 March	<u>4,325,901</u>	<u>4,186,332</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2019/20	2020/21
	£	£
Opening Balance	-773,000	-791,000
Net service cost	-88,000	-80,000
Interest income on assets	43,000	37,000
Interest cost	-61,000	-55,000
Actuarial gain / loss	247,000	-416,000
Contributions to liabilities	-159,000	421,000
Closing Balance	<u>-791,000</u>	<u>-884,000</u>

Background Papers

- (a) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Revenue Budget 2020-21' - 14 December 2020
- (b) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Annual Return For The Financial Year Ended 31 March 2020' – 22 June 2020

Andy Wannell CPFA
 Treasurer to the Joint Committee
 Civic Offices
 Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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Agenda Item 9



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –
21 JUNE 2021**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2020/21

1. Purpose

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

2. Recommended that this Annual Report for the 2020/21 financial year be received and noted and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2. The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2020/21 financial year was –

Councillor Simon Martin (Fareham BC)
Councillor Keith Evans (Fareham BC) †
Councillor Mike Ford (Fareham BC) (from February 2021)
Councillor Kathleen Jones (Gosport BC)
Councillor June Cully (Gosport BC) Chairman
Councillor Michael Wilson (Havant BC)
Councillor Leah Turner (Havant BC)
Councillor Lee Hunt (Portsmouth CC) Vice Chairman
Councillor Dave Ashworth (Portsmouth CC)

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met virtually on 3 occasions during the 2020/21 financial year:

22 September 2020

14 December 2020

22 March 2021

The Joint Committee was also due to meet on the 23 March and during June 2020, but these were cancelled following government advice issued in the wake of the Coronavirus pandemic.

3.5 Minutes of each meeting and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored. Meetings are usually held at the Crematorium, with full public notice and access.

3.6 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Ian Cousins, Fareham BC's Property Manager, and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (Victoria Hatton). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds, buildings and plant to ensure the highest standards continue to be maintained.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Coronavirus Pandemic

5.1 During the financial year the work of the Joint Committee and the Crematorium was affected significantly by the national need to respond to the Coronavirus pandemic. In accordance with emergency legislation limitations were placed upon the number of mourners at each service and, initially except for funerals, the crematorium grounds were closed to visitors and for the scattering of ashes. The waiting rooms were closed. Social distancing was practised at services and in the working arrangements. Following a risk assessment this meant the chapels could accommodate a maximum of 20 mourners in the South Chapel and 15 in the North Chapel. From August 2020 attendees were required to wear face coverings, and there was a prohibition on singing and chanting or the playing of instruments that are blown. There was an overall increase in the number of funerals during the year.

5.2 To assist families, web casting services was offered at cost for each funeral. Resources at the crematorium were enhanced with the temporary secondment of administrative staff from Fareham BC. Additional cleaning and sanitisation was undertaken.

5.3 The Joint Committee at its September 2020 meeting received a comprehensive report from the officers updating members on the response of the Crematorium to the pandemic, including advising on the financial implications and recommending a revised budget for the 2020/21 financial year, which was approved.

5.4 Members expressed and placed on record their grateful thanks to staff for their action and way in which they and the crematorium had coped and responded to the pandemic.

6. Crematorium Development Plan 2021 - 2026

6.1 The purpose of the Development Plan is to look at medium term developments in the period to 2026, and in the longer term beyond 2026, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2021.

7. Activities in respect of the Joint Committee's Core functions

7.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 14 December 2020, approved a comprehensive Finance Strategy for 2021/22, providing a clear overview of the Joint Committee's financial framework. It is also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy continues to recognise that since December 2013 the operating environment of Portchester Crematorium has significantly changed with the opening of the private Oaks Crematorium on the East Hampshire/Havant border. (See also (f) below – monitoring the levels of service).

The Joint Committee at its December 2020 meeting also approved the revenue budget for 2021/22 together with a revised capital works programme, and the repairs and renewals programme for 2020/21 & 2021/22. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2021.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2020) was reviewed and noted by the Joint Committee during 2020, and formally reported in September 2020.

(b) Annual Financial Return for 2019/20

During June 2020 Joint Committee members received and subsequently published the annual financial return for 2019/20.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) Risk Management

At the meeting on 14 December 2020 the Joint Committee approved updated Risk Management Framework and Policy documents, which have built on previous documents and policies agreed and reviewed annually. The form and presentation of the strategic and operational risk registers has again been reviewed taking into account current good practice.

(d) Developing and Enhancing the Crematorium's Services

Since September 2013 a number of initiatives to develop and enhance the established quality of the services provided by the Crematorium have been implemented (and monitored when appropriate by the Joint Committee). These have included extensive upgrading of the South and North Chapels. During the autumn of 2020 the Obitus 'Maestro' multimedia audio and video system became operational at the Crematorium, which has been much appreciated by families and funeral directors. This delivers in both chapels music, screens for visual tributes, and webcast for families – all a necessity in a modern-day service, and replaces and enhances the previously used system. Installation of the system required building work to reconfigure the two existing music rooms.

(e) Repairs and Renewals Programme

Various minor items of work were undertaken during the year. A range of other work has been on going from previous years, or authorised during 2020/21, and this includes -

- Book of Remembrance Room Refurbishment
- Garden Clearance Storage Facility
- Glazing repairs
- Vestry Refurbishment
- Paving & Stone works cleaning and re-pointing
- Fencing repairs
- External redecoration – rolling programme
- South Chapel Conservatory redecoration - delayed
- New curtains in the south chapel - delayed
- Surfacing and paving repairs

The continued operation of the water feature in the Garden of Contemplation, close to the South Chapel, is being re-assessed and consideration given to options for inviting and undertaking the possible re-modelling of the area.

(f) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3,608 registered cremations (an increase of 309 from the 3,299 cremations undertaken in 2019/20).

(g) The Crematorium Gardens – Maintenance Programme

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling and replacement where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

The Crematorium received the prestigious Gold Award in the 2020 South and South East Britain in Bloom Awards. This is the fourth consecutive year the Crematorium has received the award. The criteria for the award includes not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

Brighstone Landscapes (the grounds maintenance contractor) has continued to carry out, including during the Pandemic, a very high standard of work, which regularly receives public acclaim.

(h) The Crematorium Garden of Remembrance – Grounds Clearance

The Joint Committee has a very long standing policy (to preserve the simple beauty of the gardens) against the provision of memorials and similar items in the crematorium grounds. This policy has been re-affirmed on a number of occasions, the most recent being in December 2019 and March 2021 (as part of the Development Management Plan review).

Items removed from the grounds are now being kept for a period of 3 months in the new open air storage facility, after which they are disposed of if not claimed.

(i) Recycling of Metals Scheme – Charitable Payments

During the year the Joint Committee approved the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application was successful and resulted in the Rowans receiving £10,000 from the scheme.

The ICCM criteria requires that nominations have to be for local or national death related charities which have as their core function bereavement related support or service. The Joint Committee has had a long standing policy of supporting locally based charities.

(j) Competition and Markets Authority (CMA) Funeral Directors and Crematoria Services Market Investigation

The CMA commenced its investigation into funeral directors and crematoria services during 2019. The Joint Committee was updated at the September 2020 meeting on the CMA's draft provisional decisions, with the final decisions being published in December 2020. These include –

- Ensuring that pricing and commercial activities of funeral directors and crematoria are exposed to greater public and regulatory scrutiny.
- Requiring funeral directors to make price information readily available.
- Requiring crematorium operators to provide detailed price information and a breakdown of costs for basic and additional optional services. At Portchester this is already provided.
- Requiring all crematoria to provide quarterly to the CMA the number of funerals provided and the revenue costs.
- Recommending the government to establish an inspection and registration regime to monitor the quality of funeral director services.
- Requiring funeral directors with 5 or more branches to provide quarterly to the CMA the number of funerals provided and the revenue costs.

The next steps will be for the CMA to issue a Funerals Order giving effect to its decisions.

(k) Inspection by the FBCA (Federation of Burial and Cremation Authorities)

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.

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.

The FBCA's inspection report was sent to members in March 2020. Whilst the vast majority of the national recommendations and guidance were already being met at Portchester a small number of items were identified for action, which have now been implemented.

(I) Governance and related matters

The Crematorium is built on land owned by Fareham Borough Council and leased to the 4 local authorities. The current lease ran until December 2020 (with the joint committee now holding over) and arrangements are in hand for the grant of a new 20 year lease. At the meeting of the Joint Committee in September 2020 Portsmouth's legal and estates services were appointed to act on behalf of the Joint Committee in finalising the new lease with Fareham.

Also, at the September meeting, members agreed (especially in the light of the pandemic) that decisions on any of the powers of the joint committee may be taken as a matter of urgency by the Clerk and the Treasurer if they consider it necessary to do so in the interests of the efficient administration of the Joint Committee and its responsibilities, subject, where circumstances allow, to consultation with and taking into account the views of members.

8. Conclusion

8.1 The Joint Committee continues to function effectively and to keep oversight of the management and operation of the Crematorium through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature. During the year members revisited and updated the Development Management Plan, including focussing once more on the recurring problems arising from the unauthorised placing of memorials in the grounds.

8.2 From March 2020 the work of the Joint Committee and the Crematorium was affected significantly by the need to respond to the Coronavirus pandemic. This brought about many changes in working practices and the way in which funerals are conducted. Scheduled meetings of the Joint Committee in March and June were unable to take place, with members being kept fully informed with periodic reports. From September 2020 public meetings of the Joint Committee were held with members joining remotely using video technology. During the year attention has again focussed upon the environment in which the crematorium operates to ensure that the very high standards of service continue to be maintained in the most cost effective and efficient way. This has included introduction of a new multimedia audio and video system, which has been well received by families and funeral directors.

.....
John Haskell
Clerk to the Joint Committee

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

JH/me
June 2021

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Report to: Portchester Crematorium Joint Committee

Date: 21 June 2021

Report of: Ian Cousins Property Manager

Subject: Report on the Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2003	Book Room Refurbishment	29,867	All works completed and final account agreed.
2004	South Chapel New Curtains	12,000	Quotation obtained for these works which are due to be carried out this Summer / Autumn.
2005	Conservatory Redecoration	6,000	Quotations obtained and revised budget agreed. Works instructed and being programmed for Summer / Autumn.
2006	Water Feature Feasibility	5,000	A report will be brought to a joint committee meeting later this financial year.
2007	Groundsman Building Repairs	6,000	These works are now planned for Spring / Summer 2021.
2101	Chapel multi-media system	81,430	All works completed and final account agreed.
2104	Cremator Area Security Works	23,628	All works completed and final account agreed.
2105	Office extension and improvements	15,000	Works programmed for 2021 / 2022 financial year
2106	Staff Area Improvements	10,000	Works programmed for 2021 / 2022 financial year
2107	Waiting Room Refurbishment	30,000	We have developed a brief for the proposed works as detailed below in Appendix A. Your comments are invited prior to the obtaining of formal quotations.
2108	Signage	20,000	A market testing exercise has now been completed and a detailed requirement is now being developed.

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Agenda Item 10

2109	North Chapel Enhancement Programme	17,500	New item to improve facilities based on experience after installation of the multi-media system. Order now placed for works and awaiting dates based on material availability.
2110	South Chapel Flooring	10,000	New Item to replace flooring to the Chapel area and Lobby

Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

Recommendation - That the report be noted

Ian Cousins
Property Manager

Appendix A

Item 2107 – Brief for Waiting Room Refurbishment

Your comments are invited on the proposed brief.

The Requirement – To carry out a full refurbishment of the finishes to the South and North Chapels Waiting Rooms.

Background – Due to Coronavirus restrictions these waiting rooms have been out of use for over a year and the general finishes are now in a poor condition. We would like to take this opportunity during lower use in the summer to carry out works to improve and update the facilities for all users.

The Works – The majority of waiting room users stand up so we plan to review the layout, provide more space for standing, less fixed seating and but with some loose seating and tables. We plan to introduce an information screen showing details on the facilities at the Crematorium, any news such as Britain in Bloom awards and possibly rolling news. This will be installed within a feature wall to provide a focal point and a link to the finishes in Chapels. The walls will be finished in a plain colour to complement the other new finishes. We would upgrade the lighting to energy saving light fittings and replace the flooring with a harder wearing wood effect material like that recently used in the book room. We will continue to provide drinking water with the existing water coolers retained in the new arrangements.

Agenda Item 11



REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 21st June 2021

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
MAR	329	285	338	343
APR	294	275	460	223
MAY	281	282	414	193

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2018	3329	1607
2019	3179	1409
2020	3478	1846
2021	-	1519

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	37
i) Total disposals within grounds.....	232
ii) Remains removed from crematorium.....	487
iii) Retained.....	40
	TOTAL 759
Scattered 32%	Removed 68%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	57680
Total cremations.....	759
Average gas consumption (cu.m.).....	76

5. OBITUS

	Webcast	Visual Tributes
MAR - 89% (304) used Obitus services	53% (162)	33% (101)
APR - 89% (199) used Obitus services	58% (116)	32% (64)
MAY - 91% (175) used Obitus services	52% (91)	34% (60)

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Agenda Item 12



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 21 June 2021**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

This year has started with unseasonal cold and wet weather but I believe the gardening staff have continued to provide a first class service completing all scheduled tasks plus additional works as required and the grounds have continued to look good all through the year.

Now the weather has improved the roses and shrubs are starting to flower and will soon be at their best.

In the recent storms we lost a couple of large branches from the trees but no complete trees, which was good news. Unfortunately, we do have to remove a quite large pine tree from the western boundary as it has died; this will be taken down shortly.

The works to thin the crown on the sycamore tree bordering the neighbouring property on Upper Cornaway Lane have been programmed and will be carried out in the next 2-3 weeks

The summer bedding that was due to be delivered on the 19th May was delayed by a week due to the cold weather and plants needing additional time in the nursery. The bedding is all now planted, and a plant list is included for information in the appendix.

The indoor plants in the troughs at the entrance to the south chapel have now been replaced - shade-loving varieties were chosen as this area gets very little natural light.

I have received several enquiries about missing shrubs and trees from the gardens. I have explained where possible these will be replaced, but that it is not always possible to get the same shrub variety named on their location register, or plant trees in the exact same location due to old tree stump and root ball. Sometimes we have to change the shrub type as trees have grown and caused areas of shade where once they were in sunlight.

So far all enquires have been answered and families have accepted the reason for changing the shrub or planting trees as close as possible but not necessarily in the same location. I believe the cremated remains location are no longer listed as near a specific shrub or tree but by area location from marker posts. This is preferable as it allows the gardens to mature, change, and develop as required.

Report compiled by

Dave Stribling,

Parks & Allotments,

Directorate of Culture, Leisure, & Regulatory Services

Portsmouth City Council - Tel 02392 834770

Email "dave.stribling@portsmouthcc.gov.uk" **Page 39**

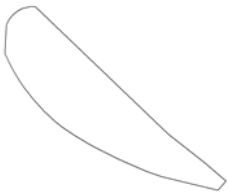

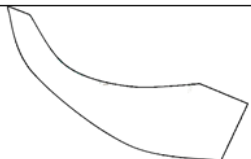

SUMMER BEDDING

12

2021

Portchester Crematorium

Brighstone

	<p><u>CAR PARK ISLAND BED</u> Plant as 6 Chevrons Pelargonium Pinto Premium deep scarlet Pelargonium Pinto Premium Orange Salvia farinacea Mauritius Blue Edge: Salvia Flamex 2000</p>	<p>392 392 392 576</p>	<p>9CM 9CM6 AC6-6 AC6-6</p>
	<p><u>WAITING ROOM BED</u> Cosmos Bipinnatum mix</p>	<p>504</p>	<p>AC6-6</p>
	<p><u>CONSERVATORY BED</u> Canna cannova red bronze leaf Dot plant Salvia Faranacea big blue Dot plant Geranium Pinto Premium Orange Edge: Salvia Flamex 2000 red</p>	<p>24 108 756 288</p>	<p>1litre ac6-6 9cm AC6-6</p>
	<p><u>WAITING ROOM BORDERS</u> Erysimum Bowles Mauve</p>	<p>20</p>	<p>9cm</p>

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