



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 13 DECEMBER 2021 AT 2.00 PM

NORTH CHAPEL, PORTCHESTER CREMATORIUM

Telephone enquiries to John Haskell, Clerk to the Joint Committee
023 9222 0839

(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)

Information with regard to public access due to Covid precautions

- Attendees are encouraged to undertake a lateral flow test before attending.
- Attendees are requested to wear a face covering while moving around the Chapel.
- Although no longer a requirement attendees may choose to keep social distance, and take opportunities to prevent the spread of infection.
- Hand sanitiser is provided at the Chapel entrance.

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 (Chairman)

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the Meeting held on 20 September 2021** (Pages 5 - 8)

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.

- 6 **Finance Strategy and Budget for 2022/23** (Pages 9 - 14)

The Finance Strategy was last approved by Members in December 2020, 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 2022/23, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2022/23 be sent to the four constituent authorities to note for their information.

- 7 **Revenue Budget Report - 2022/23** (Pages 15 - 26)

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2021/22 and 2022/23, together with the repairs and renewals and capital fund contributions for 2021/22 and 2022/23 and a review

of fees and charges for 2022/23. The current capital works programme for future years has also been included.

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 2022;

(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 2021/22 and 2022/23.

8 Manager and Registrar's Report (Pages 27 - 28)

(a) General Statistical Report attached for September - November 2021

(b) Any other items of topical interest

9 Building Repairs and Renewal Programme (Pages 29 - 30)

Report from the Property Manager attached.

RECOMMENDED that the contents of the report be noted and approved.

10 Horticultural Consultant's Report (Pages 31 - 34)

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

The report includes details of the outcome of the full 4 yearly tree survey and the result of a recent inspection of the carved wood sculptures, together with options for consideration on the way forward, explained in paragraphs 6 and 10 of the report.

RECOMMENDED that the Joint Committee considers the options contained within the report on the preferred way forward regarding the tree sculptures.

11 Date of Next Meeting – Monday 21 March 2022

The next meeting of the Joint Committee will be at 2pm on Monday 21

March 2022 at Portchester Crematorium.
Date Not Specified