



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 21 MARCH 2022 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)

A G E N D A

1 **Apologies for Absence**

2 **Declarations of Members' Interests**

3 **Minutes of the Meeting held on 13 December 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 **Risk Management (Pages 9 - 16)**

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

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 be noted.

7 **Optional Charges 2022/23 (Pages 17 - 18)**

The purpose of the attached report from the Treasurer is to set out optional charges for web casting and tribute services.

RECOMMENDED that the proposed optional charges set out in Appendix A to the report be approved from 1 April 2022.

8 **Manager and Registrar's Report (Pages 19 - 20)**

(a) General Statistical Report attached for December – February 2022

(a) Any other items of topical interest

9 **Building Repairs and Renewal Programme (Pages 21 - 22)**

Report from the Property Manager attached.

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

10 Horticultural Consultant's Report (Pages 23 - 24)

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

RECOMMENDED that the report be noted.

11 Portchester Crematorium Grounds Maintenance Contract Extension (Exempt Item) (Pages 25 - 26)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the public be excluded from the meeting during consideration of the report because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of any particular person).

The purpose of the attached report from the Horticultural Consultant is to update members on the terms of the present horticultural grounds maintenance contract.

RECOMMENDED that the recommendation contained within the report be approved.

12 Date of Next Meeting – Monday 27 June 2022

The next meeting of the Joint Committee will be at 2pm on Monday 27 June 2022 at Portchester Crematorium.

JH/me
10 March 2022
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