



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 27 JUNE 2022 AT 2.00 PM

**NORTH CHAPEL
PORTCHESTER CREMATORIUM, PO16 8NE**

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)

Membership of the Joint Committee - 2022/23:

Gosport Borough Council

Councillor Alan Durrant
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Tim Pike

Fareham Borough Council

Councillor Joanne Bull
Councillor Susan Walker

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

AGENDA

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 2022/23 municipal year should therefore be appointed from one of Fareham's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Havant's representatives as it will be Havant's turn to act as Chairman for the 2023/24 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 21 March 2022 (Pages 5 - 8)

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 2022 (Pages 9 - 24)

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 2022 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 2022 and Balance Sheet as at 31 March 2022 be noted.

9 Portchester Crematorium Joint Committee – Annual Report – 2021/22
(Pages 25 - 32)

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 2021/22 financial year.

RECOMMENDED that the annual report for the 2021/22 financial year be received and approved and it be sent for information to each constituent authority.

10 Crematorium Service Times (Pages 33 - 36)

The purpose of the attached report is for members to consider a change to the length of all service times to 45 minutes.

RECOMMENDED that all service times be extended to 45 minutes for a trial period of 6 months.

11 Building Repairs and Renewal Programme (Pages 37 - 38)

Report from the Property Manager attached.

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

12 Manager and Registrar's Report (Pages 39 - 40)

(a) General Statistical Reports attached for March – May 2022

(b) Any other items of topical interest

13 Horticultural Consultant's Report (Pages 41 - 42)

General Report

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

RECOMMENDED that the report be received and noted.

14 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2022/23, at Portchester Crematorium –

**Monday 26 September 2022
Monday 12 December 2022
Monday 20 March 2023
Monday 26 June 2023**