



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 12 DECEMBER 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 (Chairman)
Councillor Susan Walker

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Meeting held on 26 September 2022 (Pages 5 - 10)
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 2023/24 (Pages 11 - 16)

The current Finance Strategy was approved by Members in December 2021, 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 2023/24, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2023/24 be sent to the four constituent authorities to note for their information.

7 Revenue Budget Report - 2023/24 (Pages 17 - 28)

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2022/23 and 2023/24, together with the repairs and renewals and capital fund contributions for 2022/23 and 2023/24 and a review of fees and charges from 1 January 2023. The current capital works programme for future years has also been included.

RECOMMENDED (a) That the capital works programme as detailed in Appendix D to the report be approved;

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C from 1 January 2023;

(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 2022/23 and 2023/24.

8 Portchester Crematorium Carbon Reduction Plan 2022 (Pages 29 - 36)

The purpose of the attached report from the Property Manager and the Crematorium Manager is to set out plans to reduce carbon emissions.

RECOMMENDED that the report be approved.

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

(a) General Statistical Report attached for September - November 2022

(a) Any other items of topical interest

10 Building Repairs and Renewal Programme (Pages 39 - 40)

Report from the Property Manager attached.

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

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

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

RECOMMENDED that the content of the report be noted.

12 Date of Next Meeting – Monday 20 March 2023

The next meeting of the Joint Committee will be at 2pm on Monday 20 March 2023 at Portchester Crematorium.