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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 26 JUNE 2023 AT 2.00 PM**

**NORTH CHAPEL, PORTCHESTER CREMATORIUM,  
UPPER CORNAWAY LANE, PO16 8NE**

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

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(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](http://www.portchestercrematorium.org))

## **Membership of the Joint Committee - Municipal Year 2023/24:**

### **Gosport Borough Council**

Councillor June Cully  
Councillor Alan Scard

### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Liz Fairhurst

### **Fareham Borough Council**

Councillor Joanne Burton  
Councillor Susan Walker

### **Portsmouth City Council**

Councillor Lee Hunt  
Councillor Hugh Mason

## **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 2023/24 municipal year should therefore be appointed from one of Havant's representatives.

**3 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2024/25 municipal year.

**4 Declarations of Members' Interests**

**5 Minutes of the Meeting held on 20 March 2023 (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 2023 (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 2023 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 2023 and Balance Sheet as at 31 March 2023 be noted**

**9 Portchester Crematorium Joint Committee – Annual Report – 2022/23**  
(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 2022/23 financial year.

**RECOMMENDED that the annual report for the 2022/23 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.

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

**11 Replacement of Cremators – Update Report** (Pages 37 - 38)

The purpose of the attached report from the Property Manager is to inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

**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 2023**

**(b) Any other items of topical interest**

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

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

**RECOMMENDED that the report be received and noted.**

**14 Feasibility Study into proposal for the Fountain Area including the Development of a Garden of Contemplation** (Pages 43 - 52)

The purpose of the attached report from the Property Manager is to inform members of the results of the feasibility study into options to develop the existing fountain area, including proposals for a new Garden of Contemplation and related works; update on the availability of budget and details of an

alternative option.

**RECOMMENDED**

- (1) that the results of the feasibility study report be noted;**
- (2) that an alternative scheme for the removal of the existing concrete fountain, provision of planting and potentially a memorial as a short-term solution be added to the Capital Programme for 2023 / 2024;**
- (3) that the results of the feasibility study should be reviewed, and a rationalised scheme be prepared;**
- (4) that an update report be provided during 2025 on the review of proposals, with revised costs and an update on the funding.**

**15 Dates of Future Meetings**

**RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2023/24 at Portchester Crematorium –**

**Monday 25 September 2023**  
**Monday 11 December 2023**  
**Monday 18 March 2024**  
**Monday 24 June 2024**