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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

## **A G E N D A**

### **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**

# Agenda Item 5

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 20 March 2023 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Joanne Burton (Chairman)  
Councillor Susan Walker

#### Gosport Borough Council

Councillor Alan Durrant  
Councillor Alan Scard

#### Havant Borough Council

Councillor Tim Pike (Vice Chairman)

#### Portsmouth City Council

Councillor Steve Pitt

### Apologies for Absence (AI 1) –

Councillor Lulu Bowerman (Havant BC) and Councillor Lee Hunt (Portsmouth CC); Ashley Humphrey, Horticultural Consultant

### 972 Declarations of Members' Interests (AI 2) – None

### 973 Minutes of the Meeting held on 12 December 2022 (AI 3)

**RESOLVED** that the minutes of the meeting held on the 12 December 2022 be signed as a correct record.

### 974 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)

#### Minute 963 – Proposed crematorium development , Stubbington/Lee-on-the-Solent

The Clerk reported that a planning application for this proposed development had now been submitted to the local planning authority.

The Clerk undertook to ensure that relevant factual information relating to Portchester Crematorium was submitted to the LPA.

### NOTED

#### **975 Clerk's Items (AI 5) -**

a) Recycling of Metals Charitable Scheme – The Clerk reported that the members' nomination of the Rowans Hospice had now been submitted for consideration as a recipient under the scheme.

#### **976 Capital Programme Addition 2022/23 and 2023/24 (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

In submitting the report the Deputy Treasurer explained the necessity of carrying out this work and that it would provide additional resilience particularly at the time when the cremator replacement programme was being undertaken.

**RESOLVED that the re-brick of cremators be added to the capital works programme as detailed in Appendix A to the report, and the revised programme be approved.**

#### **977 Obitus Optional Charges 2023/24 (AI 7)**

(TAKE IN REPORT OF THE TREASURER)

In submitting the report the Deputy Treasurer explained the percentage increases for those items that were currently available. A number of the products being offered were 'new' and had not previously featured in their new format.

Members agreed with a suggestion that the 'Obitus bundle' of items should be renamed 'Obitus package'.

**RESOLVED that the proposed optional charges as set out in Appendix A to the report be approved from 1 April 2023.**

#### **978 Manager and Registrar's Report (AI 8) -**

##### **(a) General Statistical Report for December 2022 – February 2023**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting her report the Manager highlighted that at present the cremators were working at maximum efficiency. Mention was also made of how well Obitus was being received and the level of take up.

##### **(b) Other items of topical interest - None**

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

## **979 Building Repairs and Renewal Programme (AI 9)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report the Property Manager highlighted that some items of proposed work were on hold whilst the cremator replacement scheme is developed.

**RESOLVED that the contents of the report be noted.**

## **980 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Members commented that they were very impressed with the wood sculptures which they had viewed at the conclusion of the December meeting.

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

## **981 Development Management Plan 2023 – 2028 (AI 11)**

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

The Clerk explained that the officers had now reviewed and revisited the previous Development Plan approved in March 2021, and had prepared for the Joint Committee's approval and adoption a revised development management plan.

The plan sought to look at medium term developments in the period up to 2028, and in the longer term beyond 2028. It also sought to indicate the continuing and future intentions of the Joint Committee and thereby guide both the management of the crematorium function and future policy decisions that may be required.

The following main changes to the previous plan were mentioned –

Para 9.3 – The decision to provide a 'memorial tree' with engraved leaves;

Para 12.2 – Cremator replacement programme;

Para 12.3 – Options for remodelling the garden of contemplation area;

Para 13.4 – Keeping under review the proposed crematorium at Stubbington;

Para 14 – Population trends;

Para 15.3 – The possibility of expanding the capacity of the South Chapel;

Para 16.4 – The set of plans already agreed to reduce crematorium's carbon emissions;

Para 17.4 – The creation of a 'babies garden' scattering area;

Para 17.7 – Ways and means of possibly adding soil to improve soil structure;

Section 18 – The role of medical examiners, and medical referees.

Arising from comments and questions mention was made of Section 9 relating to memorials.

The Manager and the Clerk to the Joint Committee updated members on items of correspondence that had been received since the last meeting (and resultant publicity arising) and replies that had been given explaining the long standing policy in respect of no memorials and grounds maintenance. Members were also advised of complaints that had been received in the same period from people who objected to informal memorials and similar items being left in the grounds.

Members had previously been advised of the forms and information provided to families, and via funeral directors, about scatterings and the no memorials policy. Having considered whether any revision to forms or further information was required, members concluded that the action currently being taken was sufficient.

**RESOLVED (1) that the Portchester Crematorium Joint Committee Development Management Plan 2023 - 2028 be approved and adopted.**

**(2) that the Development Management Plan be next reviewed in 2 years' time.**

## **982 Portchester Crematorium Replacement Cremators Programme (AI 12)**

Before considering this item the Joint Committee -

**RESOLVED 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 press and public be excluded from the meeting during consideration of the Appendix to the report because it contains 'exempt information' as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

**(TAKE IN REPORT OF THE PROPERTY MANAGER  
AND EXEMPT APPENDIX)**

The Property Manager updated members on the results of the further work undertaken by the Joint Committee's consultants into the replacement of the cremators at Portchester Crematorium. He also explained the procurement strategy had been developed in conjunction with Fareham BC's Procurement team.

To allow all suppliers to take part in the procurement process a formal capability assessment was run with all suppliers being asked a series of questions based on the Joint Committee's key requirements set out in the main report. This information was formally requested via the South-East Business Portal.

The Property Manager advised members of the responses received from each of the companies and the conclusion as to how to proceed, as set out in the exempt report.



The Joint Committee was advised that further reports would be brought forward for approval by members, including in respect of building works and hold over facilities. Members would also be advised of the terms of the proposed contract. It was currently considered there was a sufficient budget for all elements of the project.

**RESOLVED (1) That authority be given to negotiate with the company mentioned in the exempt appendix to the report to supply replacement cremators and associated equipment within the overall budgetary provision for this work.**

**(2) That authority to settle and approve the terms and conditions of the contract with the company be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.**

**(3) That further reports be submitted to the Joint Committee as the project proceeds.**

#### **983 Date of Next Meeting (AI 13)**

**The next meeting of the Joint Committee will be at 2pm on Monday 26 June 2023 at Portchester Crematorium.**

The meeting concluded at 2.50 pm.

Chairman

JH/me  
21 March 2023  
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# Agenda Item 8



## **Report to Portchester Crematorium Joint Committee**

*Date:* **26 June 2023**

*Report of:* **Treasurer to the Joint Committee**

*Subject:* **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2023**

### **SUMMARY**

This report sets out the Annual Return for the financial year ended 31 March 2023.

### **RECOMMENDATIONS**

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2023 and Balance Sheet as at 31 March 2023 be noted.

## INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2022/23 has been prepared and comprises the following sections for approval and information:
  - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
  - Section 2 - Annual Governance Statement
  - Income and Expenditure Statement for the year ended 31 March 2023 and Balance Sheet as at 31 March 2023.
3. Section 1 - Accounting Statement  
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2022/23 and the previous financial year 2021/22.
4. Section 2 - Annual Governance Statement  
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
6. The final accounts for the Joint Committee show a breakeven outturn in line with the revised budget after a small contribution to the revenue surplus account which is in line with the Finance Strategy approved by the Joint Committee in December 2022.

## Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	3,198,708	3,336,407	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	2,078,719	2,287,256	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(303,370)	(338,920)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,637,650)	(1,805,660)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,336,407	3,479,083	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total cash and short term investments	3,340,565	3,434,002	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,216,747	8,216,747	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<p>I certify that for the year ended 31 March 2023 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>
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## 7. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

### 7.1 Annual Return - Other Receipts (line 3)

- 7.1.1 The number of cremations carried out during 2022/23 has totalled 3,177 of which 189 were walk-through cremation services and 22 were carried out at no charge. This represents an increase of 144 (4.7%) compared with the previous financial year's total of 3,033 although was slightly lower than the cremation numbers anticipated and budgeted. Income from charges and sales of £2,243,277 and interest of £43,979 was £208,537 higher than the previous year and £96,944 below the revised budget overall.

The numbers of cremations for 2022/23 and the four previous financial years are set out in the table below. Income from other areas, such as Memorial Cards and Book of Remembrance entries and web broadcasting services have risen in line with the increased number of cremations during the year. £8,370 has been received from the CAMEO TMAC scheme.

	Cremations				
	2018/19	2019/20	2020/21	2021/22	2022/23
Cremations at nil charge (under 18)	19	28	25	20	22
Walk through cremations	168	195	374	253	189
	2,962	3,076	3,209	2,760	2,966
Total cremations	3,149	3,299	3,608	3,033	3,177

	Actual 2021/22	Actual 2022/23	Budget 2022/23
	£	£	£
Variation between accounting years			
<b>INCOME</b>			
Garden Improvement fund contributions	0	3,790	1,500
Memorial Cards	6,453	5,314	6,000
Cremation Fees	1,895,200	2,064,710	2,132,500
Book of Remembrance	50,347	55,473	55,000
Organ Music	1,196	1,733	2,000
CAMEO TMAC	9,041	8,370	0
Web broadcasting services	75,091	88,688	80,000
Other	41,391	59,178	107,000
<b>TOTAL INCOME</b>	<b>2,078,719</b>	<b>2,287,256</b>	<b>2,384,000</b>
Variation		208,537	
Expressed as a percentage		10.0%	

## 7.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

### STAFF COSTS AND OTHER PAYMENTS

7.2.1 Employee expenditure of £338,920 was £14,820 above the revised estimate of £324,100 for 2022/23, directly in line with absence cover and severance in administration that have arisen during the year.

7.2.2 Other expenditure of £1,805,660 was £168,010 higher in 2022/23 than the previous year.

	Actual 2021/22	Actual 2022/23	Budget 2022/23
Variation between accounting years	£	£	£
<b><u>EXPENDITURE</u></b>			
Premises expenditure	522,502	704,627	761,000
Contribution to Constituent Authorities	720,000	680,000	680,000
Capital Expenditure	0	0	0
Repairs and Renewals Expenditure	98,455	16,510	100,000
Supplies and Services	296,693	404,523	324,100
<b>TOTAL EXPENDITURE</b>	<b>1,637,650</b>	<b>1,805,660</b>	<b>1,865,100</b>
Variation		168,010	
Expressed as a percentage		10.2%	

### PREMISES

7.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £761,000. Actual expenditure of £704,627 was £56,373 below the revised budget level. Our utility costs have increased significantly during this financial year but were lower than anticipated as a result of the energy discount.

### SUPPLIES AND SERVICES

7.2.5 Expenditure of £404,523 was above the revised budget of £324,100 by £80,400, with most administrative areas of spend being below the budget. Consultant and Architect costs of £49,803 and North Chapel equipment costs of £6,723 have been incurred during the financial year that have been accounted for as revenue expenditure from the Capital Programme with no increase in asset value arising. We have also seen an increase in the amount of non-reclaimable VAT in this year, in line with increased energy costs.

### REPAIRS AND RENEWALS/CAPITAL WORKS FUND

7.2.6 During 2022/23 expenditure of £16,510 has been set against the Repairs and Renewals Fund, no contribution has needed to be made to replenish the fund following this expenditure. The balance of the fund being carried forward at the end of 2022/23 is £113,589; this is set out in Paragraph 9.3.

7.2.7. During 2022/23 there was no expenditure set against the Capital Works Fund, and a contribution of £159,000 has been made to the fund. The balance of the fund being carried forward at the end of 2022/23 is £3,207,600; this is set out in Paragraph 9.3.

<b>Repairs and Renewals Capital Programme</b>	<b>2022/23 Budget £'000</b>	<b>2022/23 Actual £'000</b>
North Chapel Enhancement	20	8
Cremator Area Security	10	0
Office Extension improvements	20	16
Waiting Room Refurbishment	30	0
Signage	20	0
Chapel Entrance Road resurfacing	30	7
Roof Repairs / Improvements	25	4
Cremator Replacement Feasibility	50	50
Cremator Rebrick	81	0
<b>Total Expenditure</b>	<b>286</b>	<b>85</b>
<b>Funded by:</b>		
<b>Capital Works Fund</b>		
Opening Balance at 1.4.2022	(3,049)	(3,049)
Contribution	(235)	(159)
Application	131	0
Balance of Fund	(3,153)	(3,208)
<b>Repairs and Renewals Fund</b>		
Opening Balance at 1.4.2022	(130)	(130)
Contribution	(60)	(16)
Application	155	0
Balance of Fund	(35)	(114)
<b>Revenue expenditure</b>		(69)
<b>Total Funding</b>	<b>(286)</b>	<b>(85)</b>

7.2.8 During 2022/23 £1,270 of contributions towards the Garden Improvement Fund were received. The £3,790 balance of the Garden Improvement Fund has been applied to the wood carvings expenditure that have been completed in 2022/23.

7.3 Annual Return - Cash and Short Term Investments have increased in 2022/23 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2021/22	2022/23
<b><u>CASH AND SHORT-TERM INVESTMENTS</u></b>	<b>£</b>	<b>£</b>
Short Term Investment	3,198,708	3,336,406
Cash at Bank and In Hand	141,857	97,596
	<u>3,340,565</u>	<u>3,434,002</u>
Variation		93,437
Expressed as a percentage		2.8%



## 7.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure and depreciation is not reflected in the Annual Return value.

	Land & Buildings £	Plant & Equipment £	Total £
<b>Cost or Valuation</b>			
<b>2020 Revaluation</b>	5,479,243	2,543,400	8,022,643
<b>Additions</b>	67,674	126,430	194,104
<b>As at 31 March 2023</b>	5,546,917	2,669,830	8,216,747

## Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
5. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference :  _____  Dated: _____	Signed by:
	Chair _____
	Dated _____
	Signed by:
	Clerk _____
	Dated _____

## 8. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2022/23

8.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> <li>The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on 26 June 2023 under minute [    ]</li> </ul>
2	<ul style="list-style-type: none"> <li>The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer.</li> <li>A system of internal audit undertaken separately by Fareham BC.</li> <li>The Joint Committee's standing orders and Financial Regulations.</li> <li>The adoption of policies in respect of anti-fraud and corruption, and whistle blowing.</li> </ul>
3	<ul style="list-style-type: none"> <li>The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles.</li> <li>The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers.</li> <li>There is a financial strategy and capital programme approved annually.</li> <li>Decisions by the Joint Committee are taken on the basis of written reports from the officers.</li> <li>The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.</li> </ul>
4	<ul style="list-style-type: none"> <li>The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically.</li> <li>Specific risk registers are prepared when needed – for example in respect of the mercury abatement project.</li> <li>There is a business continuity plan.</li> <li>There is a biennial health and safety audit.</li> <li>The FBCA undertook an inspection in November 2019.</li> <li>Protector was the Joint Committee's insurer during 2022/23</li> </ul>
5	<ul style="list-style-type: none"> <li>Fareham BC's internal audit service carries out an annual review and every three years, it carries out a planned programme of work based on a comprehensive risk assessment. The 8 day audit scheduled for the last quarter of the financial year 2020/21 was completed in April 2022 and the service was given an audit assurance opinion of Strong.</li> <li>The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually.</li> <li>Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.</li> </ul>
6	<ul style="list-style-type: none"> <li>Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.</li> </ul>
7	<ul style="list-style-type: none"> <li>Any relevant matters have been included within the accounting statements.</li> </ul>

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2023**

	Net Expenditure 2022/23 £
<b><u>EXPENDITURE and INCOME ON SERVICE</u></b>	
Employees	338,920
Premises	721,137
Supplies and Services	404,523
Depreciation	391,241
Income	<u>-2,243,277</u>
<b>Cost of Services</b>	<b>-387,456</b>
<b>Other Operating Expenditure and Income</b>	
Pension interest costs and expected return on pension assets	17,000
Interest Receivable	<u>-43,979</u>
<b>Surplus on Provision of Service</b>	<b>-414,435</b>
Actuarial gains / losses on pension assets / liabilities	-17,000
<b>Total Comprehensive Income and Expenditure</b>	<b><u>-431,435</u></b>
Reverse actuarial gains / losses on pension assets / liabilities	17,000
Contributions to Constituent Authorities	680,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-391,241
Contributions to Capital Works Fund	159,000
Contributions to Repairs & Renewals Fund	0
Contribution to / from pensions reserve	-17,000
Contribution from reserves to finance repairs and renewals / capital works	-16,510
Revenue Surplus Balance	<u>-186</u>
	<u>0</u>

**BALANCE SHEET AS AT 31 MARCH 2023**

<b><u>2021/22</u></b> £	<b><u>Property, Plant &amp; Equipment</u></b>	<b><u>2022/23</u></b> £
5,206,497	Land and buildings	5,090,768
1,864,466	Plant and equipment	1,588,954
<u>7,070,963</u>	<b>Long Term Assets</b>	<u>6,679,722</u>
3,198,708	Short Term Investments	3,336,406
83,330	Short term debtors & Prepayments	112,533
141,857	Cash - at Bank and in hand	97,596
<u>3,423,895</u>	<b>Current Assets</b>	<u>3,546,535</u>
-84,968	Short Term Creditors	-67,453
-2,520	Receipts in advance	0
<u>-87,488</u>	<b>Current Liabilities</b>	<u>-67,453</u>
-659,000	Pension scheme liability	-158,000
<u>-659,000</u>	<b>Long Term Liabilities</b>	<u>-158,000</u>
<u>9,748,370</u>	<b>Net Assets</b>	<u>10,000,804</u>
	<b>Reserves</b>	
-3,336,406	Usable Reserves	-3,479,082
-6,411,964	Unusable Reserves	-6,521,722
<u>-9,748,370</u>	<b>Total Reserves</b>	<u>-10,000,804</u>

## 9. BALANCE SHEET AS AT 31 MARCH 2023

9.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2023. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Total
<b>Cost or Valuation</b>	£	£	£
<b>At 1 April 2022</b>	5,546,917	2,669,830	8,216,747
<b>Additions</b>	0	0	0
<b>As at 31 March 2023</b>	5,546,917	2,669,830	8,216,747
<b>Accumulated Depreciation and Impairment</b>			
<b>At 1 April 2022</b>	(340,420)	(805,364)	(1,145,784)
<b>Depreciation charge</b>	(115,729)	(275,512)	(391,241)
<b>As at 31 March 2023</b>	(456,149)	(1,080,876)	(1,537,025)
<b>Net Book Value</b>			
<b>At 31 March 2023</b>	5,090,768	1,588,954	6,679,722

  

	Land & Buildings	Plant & Equipment	Total
<b>Cost or Valuation</b>	£	£	£
<b>At 1 April 2021</b>	5,546,917	2,669,830	8,216,747
<b>Additions</b>	0	0	0
<b>As at 31 March 2022</b>	5,546,917	2,669,830	8,216,747
<b>Accumulated Depreciation and Impairment</b>			
<b>At 1 April 2021</b>	(224,691)	(529,852)	(754,543)
<b>Depreciation charge</b>	(115,729)	(275,512)	(391,241)
<b>As at 31 March 2022</b>	(340,420)	(805,364)	(1,145,784)
<b>Net Book Value</b>			
<b>At 31 March 2022</b>	5,206,497	1,864,466	7,070,963

## 9.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2021/22 £	2022/23 £
<b><u>Debtors</u></b>		
Short Term Debtors – Fees	75,741	104,599
HMRC	7,589	7,934

The year end Cremation Fee Debtors have increased overall as at 31 March 2023.

	2021/22 £	2022/23 £
<b><u>Creditors</u></b>		
Short Term Creditors	84,968	67,453
Grounds Maintenance	8,642	14,600
Utilities	7,787	38,163
Obitus Fees	6,625	7,750
Cleaning	12,416	
North Chapel Curtains	19,944	
Other Creditors	29,554	6,940

The year end Creditors have decreased overall as at 31 March 2023 by £17,515

## 9.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2022/23

	Balance at 1 April 2022 £	Transfers Out 2022/23 £	Transfer In 2022/23 £	Balance at 31 March 2023 £
General Fund	157,707	0	186	157,893
Capital Works Fund	3,048,600	0	159,000	3,207,600
Repairs & Renewals Fund	130,099	-16,510	0	113,589
Total	3,336,406	-16,510	159,186	3,479,082

## 9.4 Unusable Reserves

<b>Unusable Reserves summary</b>	2021/22	2022/23
	£	£
Revaluation Reserve	3,218,305	3,160,736
Capital Adjustment Account	3,852,659	3,518,986
Pensions Reserve	-659,000	-158,000
	<u>6,411,964</u>	<u>6,521,722</u>

### Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised during 2019/20 following a revaluation of the crematorium buildings and plant and equipment.

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

<b>Capital Adjustment Account</b>	2021/22	2022/23
	£	£
Opening Balance as at 1 April	4,186,332	3,852,659
Capital financing from revenue in year	0	0
Less depreciation provision in year	-391,241	-391,241
Historical Cost Adjustment	57,568	57,568
Balance as at 31 March	<u>3,852,659</u>	<u>3,518,986</u>



## Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

<b>Pension Reserve</b>	2021/22	2022/23
	£	£
Opening Balance	-884,000	-659,000
Net service cost	-87,000	-102,000
Interest income on assets	43,000	59,000
Interest cost	-61,000	-76,000
Actuarial gain / loss	183,000	-864,000
Contributions to liabilities	147,000	244,000
Closing Balance	<u>-659,000</u>	<u>-158,000</u>

## Background Papers

- (a) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Revenue Budget 2022-23 - 12 December 2022
- (b) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Annual Return For The Financial Year Ended 31 March 2022' – 27 June 2022

Andy Wannell CPFA  
Treasurer to the Joint Committee  
Civic Offices  
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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# Agenda Item 9



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
26 JUNE 2023**

**REPORT BY: CLERK TO THE JOINT COMMITTEE**

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2022/23**

### **1. Purpose**

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2022/23 financial year.

**2. Recommended that this Annual Report for the 2022/23 financial year be received and noted and that it be sent for information to each constituent authority.**

### **3. Background**

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2. The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2022/23 financial year was –

Councillor Joanne Burton (Fareham BC) Chairman

Councillor Susan Walker (Fareham BC)

Councillor Alan Durrant (Gosport BC)

Councillor Alan Scard (Gosport BC)

Councillor Lulu Bowerman (Havant BC)

Councillor Tim Pike (Havant BC) Vice Chairman

Councillor Lee Hunt (Portsmouth CC)

Councillor Steve Pitt (Portsmouth CC)

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on the following 4 occasions during the 2022/23 financial year in the North Chapel at Portchester Crematorium:

27 June 2022      26 September 2022      12 December 2022      20 March 2023

3.5 Minutes of each meeting and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored. Meetings are usually held at the Crematorium, with full public notice and access.

3.6 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Ian Cousins, Fareham BC's Property Manager, and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (Victoria Hatton). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds, buildings and plant to ensure the highest standards continue to be maintained.

#### **4. The Joint Committee's Role and Responsibilities**

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

#### **5. Crematorium Development Management Plan 2023 - 2028**

5.1 The purpose of the Development Management Plan is to look at medium term developments in the period to 2028, and in the longer term beyond 2028, and to set out the Joint Committee's intended course of action. The Plan is reviewed biennially; the current plan being approved in March 2023. The Plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions, including cremation trends and population trends.

5.2 During 2022 Joint Committee became aware of a private proposal to develop a crematorium on a site at Brune Lane, (currently forming part of Lee-on-the- Solent golf course) at Stubbington, with the aim of serving the Gosport and surrounding area. A planning application has been submitted to Fareham BC as the local planning authority and is yet to be determined. If and when developed the facility would impact on the number of services currently held at Portchester, even with a gradually rising population.

#### **6. Cremators Replacement Programme**

6.1 At the September 2022 meeting the Joint Committee considered a report on the need to replace the existing cremators which are now some 34 years old, and whilst they had been well maintained they had now reached the end of their useful life. The Joint Committee considered a detailed report from consultants (appointed by the Joint Committee) on the various options available which included a comparison of proven technologies being natural gas, Bio LPG gas, and electric.

6.2 The Joint Committee decided unanimously to approve the recommended option to install 4 natural gas cremators. The new cremators will include provision for bariatric cremations. The Joint Committee in March 2023 authorised negotiations with a specific company to supply replacement cremators and associated equipment and has allocated a budget of between £3m and £4.5m for these works. In reaching this decision full account was taken of population projections.

6.3 The programme envisages that work to facilitate and install the new cremators will be undertaken during 2024.

## **7. Activities in respect of the Joint Committee's Core functions**

7.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

### **(a) Financial Policies including Fees and Charges**

The Joint Committee, at its meeting on the 12 December 2022, approved a comprehensive Finance Strategy for 2023/24, providing a clear overview of the Joint Committee's financial framework. It is also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008.

The Joint Committee at its December 2022 meeting also approved the revenue budget for 2023/24 together with a revised capital works programme, and the repairs and renewals programme for 2022/23 & 2023/24. In considering the revenue budget full note was taken of utility costs, with CPI being at 11.1% for November 2022, and global factors affecting the cost of gas and electricity supply having a direct impact on one of the largest costs associated with the delivery of cremation services. In approving the budget, the Joint Committee considered it prudent to set the levels of fees and charges to be operable from the 1 January 2023, rather than the start of the 2023/24 financial year.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2022) was reviewed and noted by the Joint Committee in June 2022.

### **(b) Annual Financial Return for 2021/22**

During June 2022 Joint Committee members received and subsequently published the annual financial return for 2020/21.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control,

preparation of accounting statements, management of risk and the arrangements for review.

**(c) Environmental and Climate Change Action Plan**

At its meeting on the 12 December 2022 the Joint Committee approved a set of plans to reduce carbon emissions at the crematorium. Various key elements have been identified, some of which could be taken in the short term (some 12-18 months), with medium term initiatives being taken within 3 years. The aim is to review the Plan document during the 2025.26 financial year.

At an earlier meeting in September 2022 the Joint Committee received a report that provided a carbon footprint base line to compare with future years to monitor progress in reducing carbon emissions.

**(d) Developing and Enhancing the Crematorium's Services**

In recent years a number of initiatives to develop and enhance the established quality of the services provided by the Crematorium have been implemented (and monitored when appropriate by the Joint Committee). These have included extensive upgrading of the South and North Chapels and provision of the Obitus 'Maestro' multimedia audio and video system. These changes have been much appreciated by families and funeral directors.

Since June 2022 all service times at the crematorium have been extended from 30 to 45 minutes in both chapels; previously only four 45 minute time slots were available in the South Chapel.

**(e) Repairs and Renewals Programme**

Various minor items of work were undertaken during the year. A range of other work has been on going from previous years, or authorised during 2022/23, and this includes -

- Chapel entrance resurfacing
- Book of Remembrance Room Refurbishment
- External redecoration – rolling programme
- North Chapel enhancement programme
- Crematory area security works

*Other works authorised include –*

- Waiting rooms improvement
- Signage updating
- Bulk store for grounds maintenance
- Garden shelter maintenance
- Garden memorial installation
- Roof repairs and improvements\*
- Lighting upgrade with energy efficient fittings\*

- Staff area improvements\*

\* On hold whilst cremator replacement scheme is developed.

The continued operation of the water feature in the Garden of Contemplation, close to the South Chapel, is being re-assessed and consideration given to options for inviting and undertaking the possible re-modelling of the area.

**(f) Monitoring the Levels of Service**

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3,177 registered cremations (an increase of 144 from the 3,033 cremations undertaken in 2021/22).

**(g) The Crematorium Gardens – Maintenance Programme**

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling and replacement where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns;
- Designs for further tree sculptures making use of trees that had reached the end of their life.

The Crematorium received the prestigious Gold Award in the 2022 South and South East Britain in Bloom Awards. This is the sixth consecutive year the Crematorium has received the award. The criteria for the award includes not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

Brighstone Landscapes (the grounds maintenance contractor) has continued to carry out a very high standard of work, which regularly receives public acclaim. The contract runs until 1 January 2028.

**(h) Provision of a Memorial Tree**

At the September 2022 meeting the Joint Committee considered options for various forms of memorial in addition to the long established Book of Remembrance. The Joint Committee, whilst approving the option for provision of a memorial tree in the area close to the Book of Remembrance Room, also agreed that future budget provision be made for metal wall art and post box memorials. The memorial tree includes 240 leaves that can be sold as plaques for engraving.

**(i) The Crematorium Garden of Remembrance – Grounds Clearance**

The Joint Committee has a very long standing policy (to preserve the simple beauty of the gardens) against the provision of memorials and similar items left in the crematorium grounds. This policy has been re-affirmed on a number of occasions, the most recent being in March 2023 (as part of the Development Management Plan review).

Items removed from the grounds are now being kept for a period of 3 months in the new open air storage facility, after which they are disposed of if not claimed.

**(j) Recycling of Metals Scheme – Charitable Payments**

During last year the Joint Committee approved the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application was successful and resulted in the Rowans receiving £12,000 from the scheme.

The ICCM criteria requires that nominations have to be for local or national death related charities which have as their core function bereavement related support or service. The Joint Committee has had a long standing policy of supporting locally based charities.

**(k) Governance and related matters**

The Crematorium is built on land owned by Fareham Borough Council and leased to the 4 local authorities. The current lease ran until December 2020 (with the joint committee now holding over) and arrangements are in hand for the grant of a new 20 year lease. Portsmouth's legal and estates services will act on behalf of the Joint Committee in finalising the new lease with Fareham.

**8. Conclusion**

8.1 The Joint Committee continues to function effectively and to keep oversight of the management and operation of the Crematorium through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature.

8.2 The Joint Committee has been faced with perhaps its biggest decision for many years – the strategy to replace the ageing cremators with new equipment, against a background of rising fuel costs, new technologies, concern for the environment and a carbon reduction strategy. The Joint Committee has unanimously agreed a replacement strategy using natural gas, with the programme seeing on-site works and the new cremators brought into operation during 2024.



8.3 The work of the Joint Committee and the Crematorium was affected significantly by the need to respond to the Coronavirus pandemic. This brought about many changes in working practices and the way in which funerals are conducted, including now a move to 45 minute service time slots and increased use of web casting.

8.4 This year, as in the past, attention has continued to focus upon the environment in which the crematorium operates to ensure that the very high standards of service continue to be maintained in the most cost effective and efficient way. Although since the pandemic it has gradually become possible to accelerate the rate of the repairs and renewals programme some items have now had to be put on hold until works to accommodate the new cremators have been completed. It has been a challenging period. Looking forward the Crematorium will need to meet new challenges that have been identified and to develop the opportunities to ensure that Portchester's much valued facilities and services continue to serve successfully the residents of the four local authorities and beyond.

.....  
*John Haskell*  
*Clerk to the Joint Committee*

**Background List of Documents –**  
**Section 100D of the Local Government Act 1972:** *None*

JH/me  
May 2023

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**Report to: Portchester Crematorium Joint Committee**

**Date: 26 June 2023**

**Report of: Ian Cousins Property Manager**

**Subject: Report on the Repairs and Renewal Programme**



Ref	Item Description	Cost £	Commentary
2006	Water Feature Feasibility	8,750	See feasibility study report for the fountain area for further information.
2106	Staff Area Improvements	10,000	Works on hold whilst Cremator Replacement scheme is developed.
2107	Waiting Room Refurbishment	45,000	Works now complete – Final Account Awaited
2108	Signage	20,000	Development is on-going with this requirement
2113	Roof Repairs / Improvements	25,000	Works on hold whilst the cremator replacement scheme is developed.
2114	Chapel Entrance Resurfacing	30,000	Works instructed – Start date awaited the contractor
2115	External Redecoration	25,000	Quotations to be obtained
2116	Lighting Upgrade	75,000	Works on hold whilst Cremator Replacement scheme is developed.
2117	Bulk Store for Grounds Maintenance	15,000	Works now complete but awaiting final account.

2118	Garden Shelter Maintenance	10,000	Programmed for 2023 / 2024
2119	Garden Memorial Installation	50,000	Works in progress
2120	Garden of Contemplation Design	40,000	See feasibility study report for the fountain area for further information.
2121	Cremator Replacement	3,000,000	See Cremator Replacement Report – for an update on progress

Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

**Recommendation - That the report be noted**

*Ian Cousins*

**Property Manager**

# Agenda Item 11



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
26 JUNE 2023**

**REPORT BY: PROPERTY MANAGER, IAN COUSINS**

## **REPLACEMENT OF CREMATORS - UPDATE REPORT**

### **1. Purpose**

1.1 To inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

### **2. Progress**

2.1 The details below cover the period March to May 2023.

2.2 Following their successful work on the feasibility study into the cremator replacement specialist consultancy, CDS have been re-appointed as project manager to deliver the programme of work to replace the existing cremators.

2.3 The initial appointment with CDS includes Project Manager, Quantity Surveyor, CDM / Principal Designer and Architect services.

2.4 Further surveys have been completed to understand in greater detail the existing arrangements of the structure at the crematorium and to inform the design process.

2.5 Future investigations / surveys have been arranged for structural, civil engineering and mechanical / electrical services to further inform the final design.

### 3. Programme

3.1 Site visits and technical inspections have now commenced and will continue over the next two months. The provisional programme of dates for other key activities is provided below.

Activities	Period
Inspections and surveys	June and July 2023
Procurement of cremators	August and September 2023
Procurement of building works	September to December 2023
Works to commence	March 2024
Target completion date	November 2024

### 4. Financial Update

4.1 At present our only financial commitment for this project is the agreed costs for our appointed consultants CDS, including the larger professional team and the additional building surveys required to complete the design work.

4.2 Whilst market conditions remain unstable current information suggests that these works will be delivered within the budget of £3 - £4.5m agreed at the Joint Committee meeting on the 20<sup>th</sup> March 2023

### 5. Conclusion

5.1 With interim works to reline two cremators now complete it is considered that the five operational cremators can handle the predicted number of cremations over the winter period of 2023/2024.

5.2 Installation of the new cremators is programmed to commence in March 2024 and be completed over the usually quieter spring and summer period which will lessen the impact on the ongoing operations at the Crematorium. In addition, this allows more time to complete design work and look to reduce risks in the construction phase.

Ian Cousins  
**Property Manager**  
June 2023

**Background List of Documents –  
Section 100D of the Local Government Act 1972:**

Nil

# Agenda Item 12

REPORT TO: PORTCHESTER CREMATORIUM JOINT  
COMMITTEE – 26<sup>TH</sup> JUNE 2023



REPORT BY: MANAGER AND REGISTRAR

## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
MAR	338	343	321	313
APR	460	223	225	233
MAY	414	193	260	244

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2020	3478	1846
2021	3264	1519
2022	3118	1357
2023	-	1408

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	57
i) Total disposals within grounds.....	222
ii) Remains removed from crematorium.....	532
iii) Retained.....	36
<b>TOTAL</b>	<b>790</b>

Scattered 29%                      Removed 71%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.)..... 56441

Total cremations.....790

Average gas consumption (cu.m.)..... 71

### 5. OBITUS

	<u>Webcast</u>	<u>Visual Tributes</u>
MAR - 94% (294) used Obitus services	33% (104)	58% (181)
APR - 96% (223) used Obitus services	24% (55)	60% (140)
MAY - 92% (224) used Obitus services	24% (59)	62% (151)

**VICTORIA HATTON**  
**MANAGER & REGISTRAR**  
**13<sup>th</sup> June 2023**

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# Agenda Item 13



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -  
Monday 26 June 2023**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

A lot has taken place since my last report.

We have been cutting the grass weekly and in the last couple of weeks have started cutting down the bulb areas. The bulbs need a period of dieback to absorb nutrient from the stems which helps flowering the following year.

The spring bedding has been removed and composted on site and the new bedding has been planted and is looking stunning. The new compound area was useful and gave us secure storage for the plants.

The bulb borders and rose beds are looking good - the roses are particularly good this year.

We are currently hedge cutting and when this is completed, we will be carrying out pruning to maintain access within the scattering areas.

Preparatory works on the NVF and infants scattering area were completed recently by Barhill Plant Ltd, a contractor we use when a digger is required. They removed the old tree roots and added a good depth of soil so that scatterings can be undertaken easily.

They did a very good job and left the area in a good condition.

The grounds are looking good and Brighstone the grounds contractor continues to provide an excellent service which I am very pleased with.

*Ashley Humphrey,*  
Horticultural Consultant

*Background List of Documents –  
Section 100D of the Local Government Act 1972 – None*

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# Agenda Item 14



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –**

**26 JUNE 2023**

**REPORT BY: PROPERTY MANAGER, IAN COUSINS**

## **FEASIBILITY STUDY INTO PROPOSAL FOR THE FOUNTAIN AREA INCLUDING THE DEVELOPMENT OF A GARDEN OF CONTEMPLATION**

### **1. Purpose**

1.1 To inform members of the results of the feasibility study into options to develop the existing fountain area.

1.2 Present proposals for a new Garden of Contemplation and improved exit arrangements from the chapels. Construction of a new courtyard garden for the South Chapel, provision of new toilet facilities and improvements to the exit arrangements.

1.3 Update on the availability of budget and details of an alternative option.

### **2. Recommendations**

**2.1 That the results of the feasibility study report be noted.**

**2.2 That an alternative scheme for the removal of the existing concrete fountain, provision of planting and potentially a memorial as a short-term solution should be added to the Capital Programme for 2023 / 2024.**

**2.3 That the results of the feasibility study should be reviewed, and a rationalised scheme be prepared.**

**2.4 An update report be provided during 2025 on the review of proposals, with revised costs and an update on the funding.**

### **3. Background**

3.1 The Crematorium has been developed over the years with various additions to the buildings and facilities. This has included the provision of waiting rooms, development of Garden of Contemplation and provision of a dedicated room for the Books of Remembrance.

3.2 Significant investment has continued more recently with the refurbishment of existing facilities such as the chapels and recently completed works to the waiting rooms.

### **4. Current**

4.1 Whilst most areas of the crematorium facilities are well used and are valued by the community the fountain area is an underused area.

4.2 The fountain is constructed as a large centre piece to the cloister area. Its location with just two exits / entrance points makes for a cold and uninviting area. It fulfils no real purpose or enhancement to the facilities at the Crematorium.

4.3 The current operation of the fountain is unsatisfactory, with considerable maintenance issues and due to mechanical breakdown of the associated plant is currently non-operational.

4.4 The design itself is problematic with the large concrete surface generating a significant quantity of unsightly algae. Water treatment is undertaken to try to reduce and eliminate the problem, but the chemical used produces an unpleasant odour. The surface area also causes issues with high water consumption due to evaporation.

4.5 Whilst some enjoy the operation of the fountain most visitors use the area only as a quick route to access the gardens or the book room.

### **5. Proposal**

5.1 This proposal looks to develop the fountain area for alternative uses that enhance the facilities provided at Portchester Crematorium.

5.2 Many return visitors don't want to impose on other families and their friends attending a funeral and our proposal is to look to provide a degree of separation from the two types of visits.

5.3 The proposal also looks to provide additional space for those visiting for acts of remembrance or to have their own memorial.

#### 5.4 – New Garden of Contemplation – Image 1 – View north to south



The proposal is to form a new area to provide visitors with space to sit and take time to remember their family and friends in an area that provides different spaces and environments for individuals or groups.

The existing covered walkway will be opened up with direct access into the new area. This will provide a covered area for visits in inclement weather or those requiring shelter from the sunshine.

### 5.5 New Garden of Contemplation – Image 2 – View east to west



The paved area will be broken up with blocks of planting with varying heights of beds with various seating arrangements. A pergola will be provided to break up the area with the options for further planting.

Different paving materials will be used to divide the area and to give some zoning of the individual spaces.

The opportunity is available for inclusion of a memorial such as further tree memorials or frieze arrangement.



## 5.6 South Chapel Courtyard Garden



The first of the opportunities presented by these works is the creation of a new courtyard garden in place of the existing conservatory.

A large picture window will provide views of a natural environment with sympathetic planting of trees, shrubs etc. These would be designed to encourage wildlife into the space and therefore to provide some natural activity.

The area would be an enclosed space separated from the public access providing a peaceful relaxing view for those attending services.

The boundaries will be sympathetically finished to blend with the surroundings and designed to ensure those leaving the chapel don't disturb the next service.

## 5.7 – South Chapel New Exit Arrangements



The changes proposed also provide us with the opportunity to form a dedicated exit route from the South Chapel.

This would utilise some of the existing covered way with new construction to provide a covered exit route with its own dedicated flower bays

Natural light will be introduced to the area via roof lights and angled fins to the south side to allow restricted views of the South Chapel Courtyard Garden.

Various finishes will be utilised to break up the wall areas and encourage visitors to move away from the chapel towards the flower bays to reduce disruption to the following service.



## 5.8 - North Chapel New Exit Arrangements



These changes also provide us with the opportunity to form a dedicated exit route from the North Chapel.

This would utilise some of the existing covered walkway, with natural light introduced to the area via roof lights and angled fins to the west side to allow restricted views of the New Garden of Contemplation.

Various finishes would again be used to break up the wall areas.

## 5.9 – Toilet facilities and chapel exit arrangements



A view looking north from the main car park area showing the exit from the north chapel to the left, toilet facilities in the centre and the exit from the south chapel on the right of the above image.

A paved area would be provided that allow access from these facilities back to the car park and exit routes from the crematorium.



## 5.10 – New Entrance to Garden of Contemplation



Introduction of a new entrance way to the Garden of Contemplation directly from the main car park for those visiting the book room and gardens and avoiding the chapels and waiting room areas.

Customers are keen to see areas that enhance the Crematorium's facilities and allow more spaces for reflection and remembrance that don't directly link to the cremation process.

## 6. Finance

6.1 We have prepared some basic budget costing based on the feasibility study and images provided.

6.2 Early costings show the proposed scheme at between £1.5 and £3 million at today's construction costs. These figures include design work, approval, construction, and project management.

6.3 The location will require the works to be completed in a sensitive manner to avoid disrupting services and remembrance visitors. Works will need to be arranged to minimise the disruption caused by construction activity, noise, and vehicle movements and this is reflected in the cost.

6.4 With current commitments within the Capital Programme including the replacement of the Cremators at a value of up to £4.5million we have no capacity for further projects in the short term, but will endeavour to replenish the Capital Works Fund over the coming years at a rate that is acceptable to the Joint Committee when considering future budgets.

6.5 An alternative scheme is proposed that would see the removal of the existing concrete fountain and its replacement with planting with the potential to provide further memorials as a short-term solution. With an existing sum of £40k in the Capital Programme reassigned from feasibility to this scheme an additional sum of £35k will be required to be added to the 2023 / 2024 Capital Programme. This can be accommodated due to part of the works to install the cremators now falling into the 2024 / 2025 financial year.

## **7. Conclusions**

7.1 The scheme detailed above would give a significant improvement to the facilities provided to all those attending services or for acts of remembrance.

7.2 Currently we have insufficient funds within the Capital Budget to deliver this scheme due to existing commitments including cremator replacement.

7.3 A review of the proposals and key features be carried out with a rationalised scheme being prepared.

7.4 In the interim the delivery of an alternative scheme to remove the fountain and replace with planting is proposed. This will significantly improve the appearance of the area in the short term.

7.5 An update report be provided during 2025 on the review of proposals, with revised costs and an update on the funding options.

**Ian Cousins**  
**Property Manager**  
**June 2023**

**Background List of Documents –**  
**Section 100D of the Local Government Act 1972: Nil**