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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 11 DECEMBER 2023 AT 2.00 PM**

**SOUTH 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**

### **Gosport Borough Council**

Councillor June Cully  
Councillor Alan Scard

### **Fareham Borough Council**

Councillor Joanne Burton  
Councillor Susan Walker

### **Havant Borough Council**

Councillor Lulu Bowerman  
(Chairman)  
Councillor Liz Fairhurst

### **Portsmouth City Council**

Councillor Lee Hunt  
Councillor Hugh Mason

## **AGENDA**

## **Welcome and Introductions**

### **1 Apologies for Absence**

### **2 Declarations of Members' Interests**

### **3 Minutes of the Meeting held on 25 September 2023 (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 Finance Strategy and Budget for 2024/25 (Pages 9 - 14)**

The current Finance Strategy was approved by Members in December 2022, setting out the principles on which the strategy has been compiled, together with risks and other aspect 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 2024/25, attached as Appendix A to the report, be approved;**

**(2) That the Finance Strategy 2024/25 be sent to the four constituent authorities to note for their information.**

### **7 Revenue Budget Report - 2024/25 (Pages 15 - 26)**

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2023/24 and 2024/25, together with the repairs and renewals and capital fund contributions for 2023/24 and 2024/25 and a review of fees and charges from 1 April 2024. 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 April 2024;**
- (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 2023/24 and 2024/25.**

**8 Replacement of Cremators - Update Report (Pages 27 - 28)**

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 progress report for the period September to November 2023.**

**9 Manager and Registrar's Report (Pages 29 - 30)**

**(a) General Statistical Reports attached for September - November 2023**

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

**10 Building Repairs and Renewal Programme (Pages 31 - 32)**

Report from the Property Manager attached.

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

**11 Carbon Reduction - Update Report (Pages 33 - 34)**

The purpose of the attached report from the Property Manager is to update the Joint Committee on progress to reduce our carbon footprint during 2022/2023.

**RECOMMENDED that the report be noted.**

**12 Crematorium Grounds (Pages 35 - 36)**

A report on Crematorium grounds maintenance generally is attached.

**13 Date of Next Meeting**

**RECOMMENDED that the Joint Committee next meets at 2pm on Monday**

**18 March 2024 at Portchester Crematorium.**