



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 24 JUNE 2024 AT 2.00 PM

**COLLINGWOOD ROOM, CIVIC OFFICES, CIVIC WAY,
FAREHAM PO14 9SA**

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

Gosport Borough Council

Councillor June Cully
Councillor Tony Jessop

Fareham Borough Council

Councillor Joanne Burton
Councillor Ian Bastable

Havant Borough Council

Councillor Grainne Rason
Councillor Amy Redsull

Portsmouth City Council

Councillor Suzy Horton
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 2024/2025 municipal year should therefore be appointed from one of Gosport's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Portsmouth's representatives as it will be Portsmouth's turn to act as Chairman for the 2025/2026 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 18 March 2024 (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 2024 (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 2024 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 2024 and Balance sheet as at 31 March 2024 be noted.**

9 Portchester Crematorium Joint Committee - Annual Report - 2023/2024
(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 2023/24 financial year.

RECOMMENDED that the annual report for the 2023/24 financial year be received and approved and it be sent for information to each constituent authority.

10 Building Repairs and Renewal Programme (Pages 33 - 34)

Report from the Property Manager attached.

11 Replacement of Cremators - Update Report (Pages 35 - 36)

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 37 - 38)

a) General Statistical Reports attached for March - May 2024.

b) Any other items of topical interest - Statutory Medical Examiner Scheme - Implementation from September 2024 - verbal update.

13 Horticultural Consultant's Report (Pages 39 - 40)

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 2024/2025 at the Civic Offices, Fareham -

- *Monday 23 September 2024*
- *Monday 9 December 2024*
- *Monday 17 March 2025*
- *Monday 23 June 2025*