



---

# NOTICE OF MEETING

---

**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 9 DECEMBER 2024 AT 2.00 PM**

**COLLINGWOOD ROOM - FAREHAM BOROUGH COUNCIL  
CIVIC OFFICES**

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

## **Membership of the Joint Committee**

**Gosport Borough Council**  
Councillor June Cully (Chairman)  
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**      **Declarations of Members' Interests**

**3**      **Minutes of the Meeting held on 23 September 2024 (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 2025/26 (Pages 9 - 14)**

The current Finance Strategy was approved by Members in December 2023, 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 2025/26, attached as Appendix A to the report, be approved;**
- 2. That the Finance Strategy 2025/26 be sent to the four constituent authorities to note for their information.**

**7**      **Revenue Budget Report - 2025/26 (Pages 15 - 26)**

The purpose of the attached report from the Treasurer is to set out the revenue budget for 2024/25 and 2025/26, together with the repairs and renewals and capital fund contributions for 2024/25 and 2025/26 and a review of fees and charges from 1 April 2025. 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 2025;**

- 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 2024/25.

**8 Building Repairs and Renewal Programme (Pages 27 - 28)**

Report from the Property Manager attached.

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

**9 Replacement of Cremators - Update Report (Pages 29 - 30)**

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.**

**10 Risk Management (Pages 31 - 38)**

The Risk Management Framework and Policy Statement for Portchester Crematorium are subject to annual review. The purpose of the attached report from the Treasurer is to set out updated documents for approval by the Joint Committee.

**RECOMMENDED**

- 1. That the Risk Management Strategic Framework and Policy as set out in Appendices A & B of the report be approved;**
- 2. That the Risk Management Progress report set out in Appendix C be noted as a source of evidence that the current Risk Management Policy is operating in practice.**

**11 Carbon Reduction Update Report (Pages 39 - 40)**

The purpose of the attached report from the Property Manager is to update members on progress made to reduce the Crematorium's carbon footprint during 2023/24.

**RECOMMENDED the contents of the report be noted.**

**12 Manager and Registrar's Report (Pages 41 - 42)**

- a) *General Statistical Reports attached for September - November 2024.*
- b) *Recycling of Metals Charitable Scheme - to consider nominations.*
- c) *Any other items of topical interest.*

**13 Horticultural Consultant's Report (Pages 43 - 44)**

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

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

**14 Portchester Memorial Gardens (Exempt Item)**

Before considering this item the Joint Committee will be asked to pass the following resolution -

**RECOMMENDED 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 Report because it contains 'exempt information' as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

The purpose of the attached report by the Clerk and Treasurer to the Joint Committee is to update members on an approach received from the owners of the Portchester Memorial Gardens.

**RECOMMENDED that the Joint Committee considers the report and the recommendation contained therein.**

**15 Date of Next Meeting - Monday 17 March 2025 at 2pm in the Civic Offices, Fareham.**