

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 25 June 2018 at 2.00 pm.

Present

Fareham Borough Council

Councillor Simon Martin

Gosport Borough Council

Councillor June Cully
Councillor Kathleen Jones

Havant Borough Council

Apologies submitted

Portsmouth City Council

Apologies submitted

Joint Committee Membership & Introductions

Following introductions of newly appointed members, the Clerk reported that since publication of the agenda he had been notified that Portsmouth City Council's representatives would be Councillors Dave Ashmore and Jeanette Smith.

Apologies for Absence (AI 1)

Councillor David Guest (Havant BC), Councillor Keith Evans (Fareham BC); Councillors Jeanette Smith and Dave Ashmore (Portsmouth CC) on other council business, and Andy Wannell (Treasurer to the Joint Committee).

777 Appointment of Chairman (AI 2)

RESOLVED that Councillor Simon Martin (Fareham Borough Council) be appointed Chairman for the 2018/19 municipal year.

(Councillor Simon Martin in the Chair)

778 Appointment of Vice-Chairman (AI 3)

RESOLVED that in the absence of a member from Havant the appointment of Vice Chairman be held over until the next Joint Committee meeting.

779 Declarations of Members' Interests (AI 4) – None

780 Minutes of the Meeting held on 19 March 2018 (AI 5)

RESOLVED that the minutes of the meeting held on the 19 March 2018 be signed as a correct record.

781 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) - None

782 Clerk's Items (AI 7)

(a) Recycling Metal Scheme – Charitable Nomination

The Clerk reported that the Institute of Cemetery and Cremation Management had again invited nominations for an award under the metals recycling scheme, and in accordance with usual practice he would be carrying out consultation with members to finalise a nomination.

783 Annual Return for the Financial Year Ended 31 March 2018 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to and highlighted various sections of the Annual Return, and answered questions from members.

RESOLVED that the Annual Return for the financial year ending 31 March 2018 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 2018 and Balance Sheet as at 31 March 2018 be noted.**

784 Portchester Crematorium Joint Committee – Annual Report - 2017/18 (AI 9)

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

Arising from consideration of the report the Clerk undertook to advise members of the arrangements for personal visits to the Crematorium and its facilities.

RESOLVED that the annual report for the 2017/18 financial year be noted and received and it be sent for information to each constituent authority.

785 North Chapel Refurbishment (AI 10)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In presenting his report the Property Manager explained that RBA Architects Ltd (who were engaged on the successful refurbishment of the South Chapel) had now developed the design for the North Chapel, based on the design concept approved by the Joint Committee in June 2017. The project had been advertised, and a short list of contractors had now been invited to submit a tender for the works, with a planned start on site in late summer 2018. Following receipt of tenders members would be advised of the outcome, and if necessary there might be a need to convene a special meeting.

The Property Manager gave members a short visual presentation on the scheme of refurbishment works, the main points of which were –

- Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance by realigning the ceiling into the roof space; cladding the existing hidden roof trusses, and finishing the ceiling in a light colour;
- Introducing wooden cladding to the walls, similar to that used in the South Chapel;
- Reorientation of the catafalque in the committal area;
- Removal of the wooden pews and their replacement with linked individual chairs, some with arms. This would enable the chapel seating to be reconfigured on those occasions if requested when a more intimate space was required for smaller funerals;
- Provision of low energy feature lighting similar to that used in the South Chapel;
- Improvements to the heating and ventilation by the introduction of air conditioning to replace the existing under floor heating.

Arising from the presentation, and in response to questions from members the following main points arose, which were noted by the officers for future action –

- Giving consideration to the sale of the existing pews;
- Re-confirmation of the possibility that large seasonal photographs of the gardens could be displayed in the waiting rooms, to create a 'link' between the chapels and the grounds themselves;
- Replacement of the existing with a new suitably designed curtain in the South Chapel;

- Reporting back to a future meeting on further works and costings to fully implement utilising waste heat in the heating of the crematorium.

RESOLVED that the report be noted.

786 Building Works Programme (AI 11)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

Arising from questions the Property Manager explained that the work required under item 1907 – Fire Precautions, had been identified as low risk.

RESOLVED that the contents of the report be noted.

787 Manager and Registrar's Report (AI 12)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In presenting his report the Manager and Registrar drew specific attention to the increasing use of early morning 'walk through' funerals, which were undertaken at a reduced cost.

The Manager and Registrar also mentioned the recent publicity regarding the government's announcement about the future introduction of Medical Examiners as part of the Coronial service, which had been a long standing proposal.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be noted with interest.

788 Internal Audit Plan 2018/19 and onwards (AI 13)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer explained that the purpose of the report was to seek approval for the plan of internal audit coverage from 2018/19 onwards along with proposals of how this would work and be resourced and costed.

RESOLVED that the proposals for internal audit coverage from 2018/19 onwards be approved.

789 Horticultural Consultant's Report (AI 14)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant displayed colour photographs of the grounds spring bedding. He also explained that planter troughs commemorating the 60th year of the Crematorium had now been received and would be planted with bedding plants.

Arising from discussion, the Manager and Registrar said that of the comments received in respect of the gardens the overwhelming were positive remarks.

RESOLVED that the report be received and approved.

790 Dates of Future Meetings (AI 15)

The Clerk suggested that although traditionally the venue of meetings had always rotated, following completion of the North Chapel works there might be an opportunity to consider holding meetings at the Crematorium.

RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2018/19, at the venues indicated –

Monday 17 September 2018 (Havant)
Monday 10 December 2018 (Portsmouth)
Monday 25 March 2019 (Fareham)
Monday 24 June 2019 (Gosport)

The meeting concluded at 3.13 pm

Chairman

JH/me
26 June 2018
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