

**REPORT TO: Portchester Crematorium Joint Committee – 28 September 2020**

**REPORT OF: Victoria Hatton Manager & Registrar and Ian Cousins Property Manager**

**SUBJECT: Portchester Crematorium – Provision of new multi-media system and improvement to the music rooms**

## **1.0 Purpose of this Report**

1.1 To update the Committee on the progress into the provision of a new multi-media system and the provision of improvements to the music rooms.

## **2.0 Introduction**

2.1 A report was prepared for the Joint Committee meeting on 23rd March 2020 detailing the purchase of an 'Obitus' 'Maestro' multi-media system for use in both chapels to deliver music, webcast and tributes for families and funeral directors as required in a modern-day service.

2.2 Due to imposition of restriction for the COVID-19 pandemic this meeting was cancelled. Subsequently on the 11<sup>th</sup> June 2020 the report was resent to all members of the joint committee and agreement was obtained for the purchase of the proposed multi-media system at a total value of £41,134 ex VAT.

## **3.0 The Existing Arrangements**

3.1 Detailed investigations have been carried out into the preferred way in which the multi-media system equipment will be installed to serve each of the chapels and the Crematorium office.

3.2 Currently the technical arrangements for a service are undertaken by a Crematorium Technician who operates the equipment from a small room adjoining each chapel. These are known as the Music Rooms and this reflects their traditional role of providing the music for the service.

3.3 With the changes in the way services are delivered this area has now become a key hub for the control of all technical services. We have taken the opportunity to review the existing music rooms to both the North and South Chapels, their layout, orientation and relationship to the space served.

3.4 Currently the chapel music rooms are very small, poorly laid out and have insufficient lighting. The room serving the South Chapel is located a short distance from the chapel up a short flight of stairs and whilst the room for the North Chapel is better located the space available is restricted.

## **4.0 Revised Arrangements**

- 4.1 Having reviewed the options, it proposed to relocate the music room to an area with direct level access to the South Chapel. For the North Chapel whilst retaining the existing music room its area this will be enlarged.
- 4.2 In the South Chapel, works will involve the removal of one door opening and the creation of another which will be integrated discretely into the existing timber wall system. For the North Chapel music room the floor level will be adjusted to provide a level floor.
- 4.3 For both chapels the works within each music room include a new fixed desk position and a unit to accommodate the new equipment. Works include new doors and frames to suit the new arrangements and good quality lighting. The areas will be fully redecorated and receive new flooring.
- 4.4 The full technical requirement of the actual installation was discussed on site with Obitus in a recent site meeting.
- 4.5 Proposals were developed to ensure that visual intrusion of the installation work was minimised wherever possible. These works will include cabling of the new services from the central hub located within the main office to each of the music rooms and then to the individual pieces of equipment, lecterns, microphones, cameras etc within each chapel. Some elements of this work require cables to be run via ducts in the floor with any necessary works being made good.

## **5.0 Costs**

- 5.1 Quotations were requested for the required works from three contractors of which two contractors returned fully priced schedules. These costs allowed for a significant part of the works to be completed outside of normal hours to minimise disruption to the Crematorium.
- 5.2 Works were awarded to the best value contractor at £34,392.10 ex VAT.
- 5.3 The cost of these will be funded by the funds set aside for Repairs and Renewals Programme and these costs will be added to the Programme for 2020 / 21.

## **6.0 Next Step**

- 6.1 Discussions are now underway with the successful contractor and Obitus to deliver these works at the earliest possible date.

## **7.0 RECOMMENDATION**

- 7.1 That the report be noted.

*Victoria Hatton*  
**Manager and Registrar**

*Ian Cousins*  
**Property Manager**

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