

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 10 March 2014 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Leslie Keeble

#### **Gosport Borough Council**

Councillor Dennis Wright

#### **Havant Borough Council**

Councillor Dave Collins

#### **Portsmouth City Council**

Councillor Hugh Mason (Chairman)

### **Apologies for Absence (AI 1)**

Councillor Peter Edgar (Gosport BC) and Councillor Christopher R Carter (Gosport BC – standing deputy) both engaged on other Council business, Councillor Mike Fairhurst (Havant BC), Councillor Jason Fazackarley (Portsmouth CC), and James Clark, Manager & Registrar.

### **562 Declarations of Members' Interests (AI 2) - None**

### **563 Minutes of the Meeting held on 9 December 2013 (AI 3)**

**RESOLVED** that the minutes of the meeting held on the 9 December 2013 be signed as a correct record.

### **564 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)**

#### **Minute 550 – Developing and Enhancing the Crematorium's Services**

In respect of the various initiatives previously agreed by the Joint Committee, the Clerk advised that –

- a change to introduce four extended slot times a day (2 in the morning and 2 in the afternoon) was being consulted with funeral directors.
- a design consultant had been appointed in respect of chapel decor and decoration.
- Quotes for television screens in both chapels had been obtained.

- Further work was being undertaken to test for quality and to ensure secure Internet streaming of services for any family requesting this facility.
- Progress was being made in respect of the remaining decisions previously taken by the Joint Committee, including preparation and publication of an article for local authority magazines.

**NOTED**

**565 Clerk's Items (AI 5) - None**

**566 Risk Management Strategy (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

The Treasurer explained that the Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. These documents had been subject to annual review, with minor updates being made to the Strategic and Operational Risk Registers.

Arising from questions members were advised on the current level of cremations, as set out in the Manager and Registrar's general statistical report.

**RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.**

**(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.**

**567 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 7)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor referred to the scheme for waste heat recovery (reference 2.13.03), and explained that a local consultant had been engaged to advise and assist with this project. Tenders had been received, which were in excess of the budgetary provision. As a result it would be necessary to examine again the scheme's viability. Further examination would also be undertaken of the photo-voltaic scheme, to check its' viability.

**RESOLVED that the contents of the report be noted.**

**568 Horticultural Consultant's Report (AI 8)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant explained that Portsmouth City Council, who were responsible for administering the grounds maintenance contract, were currently reviewing arrangements for inviting tenders for a range of grounds maintenance contracts, and the date(s) from when these would become operative. He would update the Joint Committee at its next meeting.

Discussion had taken place with the current contractor to ensure continuity of the company's work at the crematorium until the end of December 2015, from when it was envisaged a new contract would commence.

**RESOLVED that the report be received and approved.**

#### **569 Manager and Registrar's Report (AI 9)**

##### **(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

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

##### **(b) Any other items of topical interest –**

###### **(1) Scottish and Southern Electricity – Equipment Upgrade**

The Clerk, on behalf of the Manager and Registrar, reported that Scottish and Southern Electricity (SSE) had been unable to undertake planned work to upgrade electrical equipment on Wednesday 22 January 2014. It was understood this was because staff had been deployed elsewhere to deal with the national winter emergency.

The work would now be carried out on 13 March and SSE was arranging for the crematorium to receive a temporary power supply from a generator for the day so that services and cremations could continue as planned without disruption.

**NOTED**

#### **570 Crematorium Salaries Review (AI 10)**

(TAKE IN REPORT OF THE CLERK)

In presenting the report the Clerk and the Treasurer explained the arrangements and the timescale envisaged for undertaking the review (subject to personnel staffing resources).

There was also a need to identify an operative date for the scheme.

**RESOLVED that the Job Evaluation scheme operated by Fareham Borough Council since 2008 be adopted in respect of the review of crematorium staff salaries, and that the Clerk and Treasurer be authorised to make all necessary arrangements for the review to be undertaken, with an operative date of 1 April 2013.**

### **571 Crematorium Mercury Abatement Project (AI 11)**

Further to Minute 558, the Engineer and Surveyor reported that Fareham BC's Environmental Health Department had recently provided noise level readings it had taken during the autumn of 2013, and in view of this data had asked for confirmation that further sound insulation mitigation works would be undertaken.

The Engineer and Surveyor explained that Facultatieve Technologies were being asked to advise on the type of work that could be recommended to deal with further sound attenuation in view of the noise level findings. It was likely the work might require planning permission, if necessary sought retrospectively.

**RESOLVED that the action being taken to deal with the noise level complaint be approved.**

### **572 Mercury Abatement Consultancy Service Contract (Exempt Item) (AI 12)**

Before considering this part of the item the Joint Committee -

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

(TAKE IN REPORT OF THE CLERK)

The Clerk reported on the action taken following the Joint Committee's decision on the 23 September 2013 in the light of correspondence received in respect of a financial matter relating to the Mercury Abatement Consultancy Contract. A further report was made to the Joint Committee at the meeting on the 9 December. Following receipt of further correspondence members were consulted during January 2014 and agreement reached in order to conclude the matter.

**RESOLVED that the recommendation contained within the report be approved.**

### **573 Building Surveying Consultancy Service (Exempt Item) (13)**

Before considering this item the Joint Committee –

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

A report from the Engineer and Surveyor regarding the Building Surveying Consultancy Service contract had been circulated in advance of the meeting.

A supplementary paper was also circulated at the meeting providing additional information that had become available after preparation of the Engineer and Surveyor's report.

(TAKE IN EXEMPT MINUTE)

**RESOLVED that the recommendations contained within the supplementary exempt report in respect of building surveying consultancy services be approved.**

**574 Date of Next Meeting (AI 14)**

**RESOLVED that the next meeting of the Joint Committee be held at 2pm on Monday 16 June 2014 in Gosport.**

The meeting concluded at 3pm.

Chairman

JH/me  
25 March 2014  
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