

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF A MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 12 December 2022 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Joanne Burton (Chairman)  
Councillor Susan Walker

#### **Gosport Borough Council**

Apologies submitted

#### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike (Vice Chairman)

#### **Portsmouth City Council**

Councillor Steve Pitt

**Apologies for Absence (AI 1)** – Councillors Alan Durrant, Alan Scard and standing deputy June Cully (Gosport BC); Councillor Lee Hunt (Portsmouth CC).

**961 Declarations of Members' Interests (AI 2)** – None

**962 Minutes of the Meeting held on 26 September 2022 (AI 3)**

**RESOLVED** that the minutes of the meeting held on the 26 September 2022 be signed as a correct record.

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

#### **Minute 952 – Proposed crematorium development , Lee-on-the-Solent**

Members were advised by the Treasurer of current progress on the proposal for a crematorium facility to serve the Gosport area. As agreed at the Joint Committee in September, a meeting had taken place with the developers and officers now had a clearer understanding of the proposal and related matters and its possible timescale, which was explained to members. In response to points raised by members it was explained that the officers would need to undertake further work, including on the helpful comments made, and would report back to the Joint Committee.

#### **NOTED**

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

**965 Finance Strategy and Budget for 2023/24 (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

**RESOLVED (1) that the Finance Strategy 2023/24, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2023/24 be sent to the four constituent authorities to note for their information.**

**966 Revenue Budget Report - 2023/24 (AI 7)**

(TAKE IN REPORT OF THE TREASURER)

In submitting the report the Deputy Treasurer drew specific attention to key areas within the report including the effects of inflation, utility price increases, and the recommendation that the scheme of fees and charges should apply from 1 January 2023.

(Within Appendix C to the report the following textual amendments were noted - that the percentage figure for a walk through cremation should be 9.8%; and that age 16 should read 18).

**RESOLVED (a) That the capital works programme as detailed in Appendix D to the report be approved;**

**(b) That the proposed cremation fees and other charges as set out in Appendices B & C to the report be approved from 1 January 2023;**

**(c) That the proposed revenue account estimates as set out in Appendix A to the report be approved;**

**(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2022/23 and 2023/24.**

**967 Portchester Crematorium Carbon Reduction Plan 2022 (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANGER AND THE  
CREMATORIUM MANAGER)

In presenting this report the Property Manger highlighted the key elements of the Plan and in response to questions envisaged that in terms of timescale Short Term could be taken as 12-18 months, and Medium Term up to 3 years, with the Plan document being reviewed during the 2025/26 financial year. In response to points raised by members about carbon offsetting it was explained that the officers would be looking at suggestions made, including a voluntary offsetting scheme, local 'greening' initiatives and the continuing development of accredited schemes and those through the Environment Agency. A further report would be brought forward.

**RESOLVED that the report be approved.**

**968 Manager and Registrar's Report (AI 9) -  
General Statistical Report for September – November 2022**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the Manager highlighted the continuing popularity of the use of Obitus multimedia system. In respect of the web casting element the company had now developed an option that would allow the visual tribute to be webcast as part of the service. This should be operational within the next couple of months.

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

**969 Building Repairs and Renewal Programme (AI 10)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report the Property Manager highlighted particularly the aim to bring forward to the next meeting details of the scheme to replace the present water feature facility. Reference was also made to progress on the cremator replacement programme. In response to a question about inflation and lead in times for projects the Property Manager outlined the tender and procurement process and contractual obligations.

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

**970 Horticultural Consultant's Report (AI 11)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report Ashley Humphrey, the Horticultural Consultant, drew particular attention to the completed wood sculptures, which members were invited to view.

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

**971 Date of Next Meeting (AI 12)**

**The next meeting of the Joint Committee will be at 2pm on Monday 20 March 2023 at Portchester Crematorium.**

The meeting concluded at 2.48 pm.

Chairman

JH/me  
13 December 2022  
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