



NOTICE OF MEETING

**PORTCHESTER CREMATORIUM
JOINT COMMITTEE**

MONDAY 26 JUNE 2023 AT 2.00 PM

**NORTH CHAPEL,
PORTCHESTER CREMATORIUM,
UPPER CORNAWAY LANE**

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 online at www.portchestercrematorium.org)

Membership of the Joint Committee – Municipal Year 2023/24:

Gosport Borough Council

Councillor June Cully
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Liz Fairhurst

Fareham Borough Council

Councillor Joanne Burton
Councillor Susan Walker

Portsmouth City Council

Councillor Lee Hunt
Councillor Hugh Mason

AGENDA

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2023/24 municipal year should therefore be appointed from one of Havant's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Gosport's representatives as it will be Gosport's turn to act as Chairman for the 2024/25 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 20 March 2023

... Attached

6 Matters Arising from the Minutes not specifically referred to on the Agenda

7 Clerk's Items

The Clerk to the Joint Committee will report on any matters requiring attention.

8 Annual Return for the Financial Year Ended 31 March 2023

... The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared and are submitted for approval.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2023 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 2023 and Balance Sheet as at 31 March 2023 be noted.**

9 Portchester Crematorium Joint Committee – Annual Report – 2022/23

... The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2022/23 financial year.

RECOMMENDED that the annual report for the 2022/23 financial year be received and approved and it be sent for information to each constituent authority.

10 Building Repairs and Renewal Programme

... Report from the Property Manager attached.

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

11 Replacement of Cremators – Update Report

... 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.

12 Manager and Registrar’s Report

... **(a) General Statistical Reports attached for March – May 2023**

(b) Any other items of topical interest

13 Horticultural Consultant’s Report

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

RECOMMENDED that the report be received and noted.

14 Feasibility Study into proposal for the Fountain Area including the Development of a Garden of Contemplation

... The purpose of the attached report from the Property Manager is to inform members of the results of the feasibility study into options to develop the existing fountain area, including proposals for a new Garden of Contemplation and related works; update on the availability of budget and details of an alternative option.

RECOMMENDED (1) that the results of the feasibility study report be noted;

(2) that an alternative scheme for the removal of the existing concrete fountain, provision of planting and potentially a memorial as a short-term solution be added to the Capital Programme for 2023 / 2024;

(3) that the results of the feasibility study should be reviewed, and a rationalised scheme be prepared;

(4) that an update report be provided during 2025 on the review of proposals, with revised costs and an update on the funding.

15 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2023/24 at Portchester Crematorium –

Monday 25 September 2023

Monday 11 December 2023

Monday 18 March 2024

Monday 24 June 2024

JH/me
June 2023
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