

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF A MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 25 September 2023 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Joanne Burton  
Councillor Susan Walker

#### **Gosport Borough Council**

Councillor June Cully  
Councillor Alan Scard

#### **Havant Borough Council**

Councillor Lulu Bowerman

#### **Portsmouth City Council**

Councillor Hugh Mason

### **Welcome and Introductions**

The Clerk introduced Lisa Grinter from Portsmouth City Council Parks Service, who would be overseeing the grounds maintenance contract and reporting to the Joint Committee until Ashley Humphrey was able to resume duties as Horticultural Consultant. Members wished Ashley well on a return to full health.

**Apologies for Absence** – Councillor Liz Fairhurst (Havant BC), Councillor Lee Hunt (Portsmouth CC) and Ashley Humphrey (Horticultural Consultant)

#### **998 Appointment of Chairman (AI 2)**

**RESOLVED** that Councillor Lulu Bowerman (Havant Borough Council) be appointed Chairman for the municipal year 2023/24.

**(Councillor Lulu Bowerman in the Chair)**

#### **999 Declarations of Members' Interests (AI 3) – None**

#### **1000 Minutes of the Meeting held on 26 June 2023 (AI 4)**

**RESOLVED** that the minutes of the meeting held on the 26 June 2023 be signed as a correct record.

**1001 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 5)**

**(a) Minute 988 – Proposed crematorium development , Stubbington/Le-on-the-Solent**

The Clerk reported that since the last meeting of the Joint Committee conditional planning permission had been granted for this development.

**NOTED**

**1002 Clerk's Items (AI 6) - None**

**1003 Memorial Tree Fees and Charges (AI 7)**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from presentation of the report and questions, the Manager and Registrar explained the arrangements for publicising availability of the maple leaf plaques through leaflets similar to those promoting the Book of Remembrance, and on the web site. Mention was also made of the comparative cost of this initiative with other types of memorials offered at other crematoria. The licence fee level proposed took full account to ensure that the purchase and installation cost of the tree was adequately covered.

**RESOLVED that the fees and charges as set out in Appendix A to the report for the sale of maple leaf plaques on the memorial tree be approved.**

**1004 Risk Management (AI 8)**

(TAKE IN REPORT OF THE TREASURER)

In submitting the report attention was drawn to key points mentioned, particularly in respect of the actions being taken set out in Appendix C.

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

**(2) That the Risk Management Progress report set out in Appendix C be noted as a source of evidence that the current Risk Management Policy is operating in practice.**

**1005 Replacement of Cremators – Update Report (AI 9)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report the Property Manager highlighted the key points mentioned, indicating that the restriction on expanding the footprint of the existing building (mentioned in paragraph 3.5 of the report) arose from the provisions of the Cremation Act 1902.

**RESOLVED (1) that the Joint Committee notes the progress report for the period June to August 2023;**

**(2) that authority to settle and approve the terms and conditions of the contract(s) for the construction works to allow for the installation of new cremators and associated equipment be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.**

**1006 Building Repairs and Renewal Programme (AI 10)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report the Property Manager highlighted item 2113 (roof repairs/improvements) that related to works to the waiting rooms & covered walkway. Recent quotes received indicated the work was now likely to cost in the region of £50,000. This sum would now be included in the revised capital programme for consideration at the December 2023 meeting.

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

**1007 Manager and Registrar's Report (AI 11) -  
(a) General Statistical Report for June 2023 – August 2023**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting her report and in response to questions the Manager highlighted that although since the pandemic web casting had reduced, visual tributes using the Obitus system were increasing.

Mention was also made of the developing trend for cremation services provided by 'direct' suppliers including Pure Cremation operating a facility at Andover.

**(b) Other items of topical interest – Saturday Services**

In response to a suggestion of Saturday funerals, members were advised that this was dependent upon staff availability, hold over facilities, funeral directors offering this service and the resultant increased cost.

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

**1008 Crematorium Grounds – General Update (AI 12)**

(TAKE IN REPORT)

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

**1009 Contract Procedure Rules (Standing Orders) Review (AI 13)**

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

**RESOLVED** that the **Portchester Crematorium Joint Committee Contract Procedure Rules (Standing Orders)** revisions set out in **Appendix A** to the report be approved and adopted.

**1010 Date of Next Meeting**

**RESOLVED** that the **Joint Committee** next meets at 2pm on **Monday 11 December 2023** at **Portchester Crematorium**.

The Meeting concluded at 3pm

Chairman

JH/me  
26 September 2023  
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