

HAVANT BOROUGH COUNCIL
CIVIC OFFICES
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



Telephone: 023 9247 4174
Fax: 023 9248 0263
Website: www.havant.gov.uk

PORTCHESTER CREMATORIUM JOINT COMMITTEE AGENDA

Date: Monday, 27 June 2022

Time: 2.00 pm

Venue:

Membership: Councillor

Councillors Bowerman and Pike

The business to be transacted is set out below:

Monday, 20 June 2022

	Page
1 Public Notice	1 - 2
2 Meeting Papers	3 - 44

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

Public Attendance and Participation

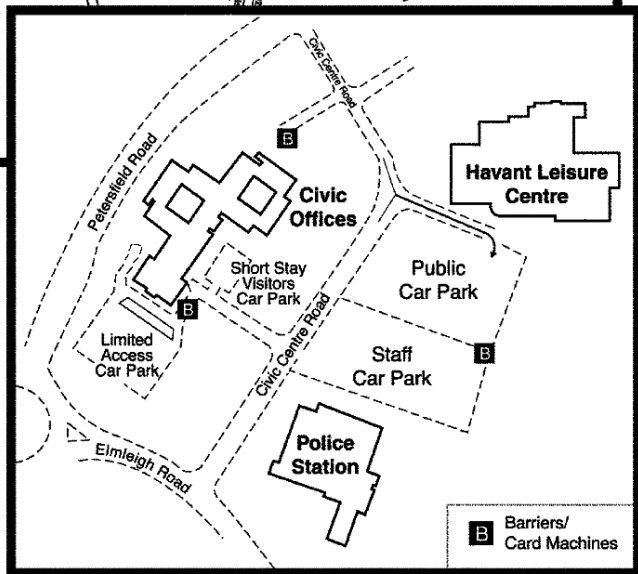
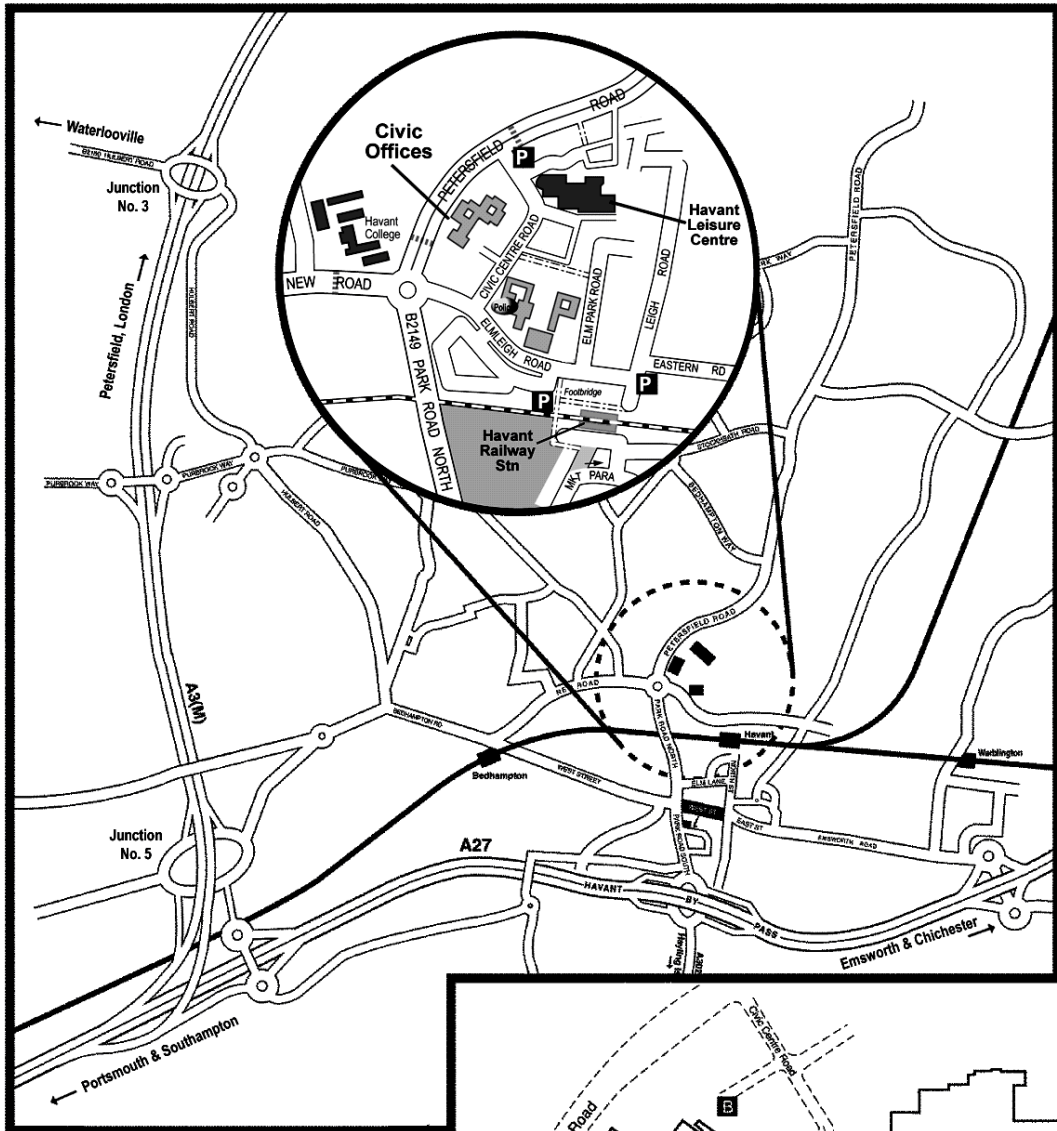
Members of the public are welcome to attend and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

Disabled Access

All meeting venues have full access and facilities for the disabled.

No Smoking Policy

All meeting venues operate a no smoking policy on all premises and grounds.



Havant
BOROUGH COUNCIL
 Civic Offices, Havant, Hants, PO9 2AX
 Telephone (023) 9247 4174

This page is intentionally left blank



PORTCHESTER CREMATORIUM JOINT COMMITTEE

**Notice is hereby given that a meeting of the
Portchester Crematorium Joint Committee
will be held in**

THE NORTH CHAPEL

PORTCHESTER CREMATORIUM

UPPER CORNAWAY LANE

FAREHAM

on Monday 27th June 2022 at 2pm

The agenda and reports to be considered at this meeting are available for inspection at the offices of Fareham Borough Council, Gosport, Borough Council, Havant Borough Council and Portsmouth City Council. They are also available to view at www.portchestercrematorium.org

*John Haskell
Clerk to the Joint Committee
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL*

*Portchester Crematorium is managed and operated by the Portchester
Crematorium Joint Committee, representing the local authorities of
Fareham, Gosport, Havant and Portsmouth*

This page is intentionally left blank

Report to: Portchester Crematorium Joint Committee

Date: 27 June 2022

Report of: Ian Cousins, Property Manager

Subject: Report on the Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2006	Water Feature Feasibility	5,000	Feasibility study underway.
2105	Office extension and improvements	15,000	Works now complete. Final account awaited.
2106	Staff Area Improvements	10,000	Scope and requirement to be reviewed in conjunction with item 2112
2107	Waiting Room Refurbishment	30,000	Specification under development.
2108	Signage	20,000	Development is on-going with this requirement.
2109	North Chapel Enhancement Programme	17,500	Works are complete. With minor snags to be completed and final account to be agreed.
2110	South Chapel Flooring	9,500	Complete and final account agreed.
2111	Security Improvements	7,500	Works complete with final account awaited.
2112	Feasibility into Cremator Replacement	50,000	Feasibility study underway.
2113	Roof Repairs / Improvements	25,000	Works planned for summer 2022. Initial surveys completed.

Page 3

2114	Chapel Entrance Resurfacing	30,000	Works planned for summer / autumn 2022.
2115	External Redecoration	25,000	Works planned for summer / autumn 2022.
2116	Lighting Upgrade	75,000	Works planned for summer / autumn 2022.

Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

Recommendation - That the report be noted

Ian Cousins
Property Manager

Page 4



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY 27 JUNE 2022 AT 2.00 PM

**NORTH CHAPEL,
PORTCHESTER CREMATORIUM**

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 on-line at www.portchestercrematorium.org)

Membership of the Joint Committee - 2022/23:

Gosport Borough Council

Councillor Alan Durrant
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Tim Pike

Fareham Borough Council

Councillor Joanne Bull
Councillor Susan Walker

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

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 2022/23 municipal year should therefore be appointed from one of Fareham's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Havant's representatives as it will be Havant's turn to act as Chairman for the 2023/24 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 21 March 2022

... 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 2022

... 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 2022 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 2022 and Balance Sheet as at 31 March 2022 be noted.**

9 Portchester Crematorium Joint Committee – Annual Report – 2021/22

... 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 2021/22 financial year.

RECOMMENDED that the annual report for the 2021/22 financial year be received and approved and it be sent for information to each constituent authority.

10 Crematorium Service Times

... The purpose of the attached report is for members to consider a change to the length of all service times to 45 minutes.

RECOMMENDED that all service times be extended to 45 minutes for a trial period of 6 months.

11 Building Repairs and Renewal Programme

... Report from the Property Manager attached.

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 2022**

(b) Any other items of topical interest

13 Horticultural Consultant's Report

General Report

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

RECOMMENDED that the report be received and noted.

14 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2022/23, at Portchester Crematorium –

**Monday 26 September 2022
Monday 12 December 2022
Monday 20 March 2023
Monday 26 June 2023**

JH/me
June 2022
106270622a

This page is intentionally left blank

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel at Portchester Crematorium on Monday 21 March 2022 at 2.00 pm.

Present

Fareham Borough Council

Apologies submitted

Gosport Borough Council

Councillor Kathleen Jones
Councillor Alan Scard

Havant Borough Council

Apologies submitted

Portsmouth City Council

Councillor Dave Ashmore
Councillor Hugh Mason (Chairman)

Apologies for Absence (AI 1)

Apologies were submitted on behalf of Councillor Simon Martin, Fareham BC (engaged on other council business) and Councillor Ian Bastable (Fareham BC), Councillors Lulu Barrowmen and Tim Pike (Havant BC).
(Apologies due to Covid were noted)

925 Declarations of Members' Interests (AI 2) – None

926 Minutes of the Meeting held on 13 December 2021 (AI 3)

RESOLVED that the minutes of the meeting held on the 13 December 2021 be signed as a correct record.

927 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) – None

928 Clerk's Items (AI 5) - None

929 Risk Management (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer in submitting the report and in response to members' questions the following matters were highlighted –

- Climate change action plan – Officers were in the process of looking into ways to achieve more recycling. These included options regarding the recycling of floral tributes as an opportunity to reduce waste for carbon footprint and removing all plastics;
- Business continuity Plan – The Manager confirmed this was a general review and the present BCP is still fit for purpose, but following Covid there may be something new to insert from that pandemic plan.

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.

930 Optional Charges 2022/23 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer reported that she was waiting on the optional charges for the budget report and asked if these charges could be approved. Members indicated the increase on the charges were reasonable and value for money for the services offered.

RESOLVED that the proposed optional charges for web casting and tribute services set out in Appendix A to the report be approved from 1 April 2022.

**931 Manager and Registrar’s Report (AI 8) –
General Statistical Report for December – February 2022**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the report the Manager and Registrar mentioned particularly that the Crematorium was managing to maintain over 3,000 cremations per year in line with 2020-21 pre pandemic figures.

In response to a question about increasing gas charges, the Deputy Treasurer explained that the Crematorium is part of the CCS framework; there was no imminent price rise expected and she was confident the budget would cover any unexpected rise.

RESOLVED that the report be received and noted.

932 Building Repairs and Renewal Programme (AI 9)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report, and in response to questions, the Property Manager highlighted particularly the following works proposed –

- Water feature – initial discussions are in progress with designers.

- Feasibility into Cremator replacement – This would involve an exploration of all the market and around the world including other methods of disposal alongside standard cremation. The aim would be to bring results back to next meeting.
- Lighting Upgrade – This involved an overview of all lighting to ensure it was fit for purpose, including use of low energy lighting and LED lighting in all areas where appropriate.
- External decoration – This work involved previously painted areas and re-varnishing or re-staining woodwork.

RESOLVED that the contents of the report be noted and approved.

933 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant explained that the grounds were closed during the recent storms for public safety. The quick response from Gristwood and Toms the tree contractor, and Brighstone's was very good, for which they deserved credit and recognition. Members' agreed that each be sent a letter on behalf of the Joint Committee thanking them for their work and speedy response during the storms.

RESOLVED that the report be noted

934 Portchester Crematorium Grounds Maintenance – Contract Extension (AI 11) (Exempt Item)

Before considering this item the Joint Committee –

RESOLVED that under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the public be excluded from the meeting during consideration of the report 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 (information relating to the financial or business affairs of any particular person).

(TAKE IN EXEMPT REPORT FROM THE HORTICULTURAL CONSULTANT)

The report from the Horticultural Consultant updated members on the terms of the present horticultural grounds maintenance contract including provision for its 5 year extension option. In submitting the report the Horticultural Consultant amplified its content which included Brightstone's long term investment in new plant and machinery and willingness to undertake the contract extension.

RESOLVED that the recommendation contained within the report to agree an extension of the present contract until 1 January 2028 on the current terms and conditions be approved.

935 Date of Next Meeting – Monday 27 June 2022

Members noted that the next meeting of the Joint Committee will be at 2pm on Monday 27 June 2022 at Portchester Crematorium.

The meeting concluded at 2.35 pm.

Chairman

JH/me
22 March 2022
10621032022m.doc



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
MONDAY 27 JUNE 2022**

REPORT BY: THE MANAGER AND REGISTRAR

CHANGE TO THE LENGTH OF SERVICE TIMES

1. Purpose

1.1 The purpose of this report is to ask members to approve a change to the length of all service times to 45 minutes.

2. RECOMMENDED that all service times be extended to 45 minutes for a trial period of 6 months.

3. Background

3.1 We currently offer a majority of 30 minutes time slots in our two chapels with only four 45 minute time slots that are available in the south chapel.

3.2 Having mostly 30 minute times slots causes regular issues with services running over when we have bookings one after the other. People are having services with more music and visual tributes that they squeeze in to 30 minutes, but in actual fact the service time in a 30 minute slot should only be around 20 minutes to allow time to enter and exit the chapel, so it is very easy to run over.

3.3 We are regularly asked to book double slots so they can have an hour for a service which we can't do here, as we have no separate fee for extra use of the chapel, and the 4 services that we do offer at 45 minutes in the South chapel are nearly always booked out weeks in advance.

3.4 The staff have been consulted and they all agree there would be a great benefit to ease the pressure on services overrunning. Once one service overruns it is almost impossible to catch up with the rest of the day running on time unless we are lucky enough to have another service that doesn't take the full 30 minutes.

3.5 Although there will still be the potential to overrun on a 45 minute service, as we know there will always be a minority that have to push the boundaries, the staff do report that the 45 minutes slots very rarely run over and it is often one of these slots in the South that allows for a small break in the pressure we are under on busy days.

3.6 Some of the latest statistics from the Cremation Society survey in 2021 shows most crematoria booking slots in 2021 are now 45 (34%) or 60 (38%) minutes. Only 10% of crematoria surveyed have 30 minute slots in 2021 compared to 42% in 2007

so this would suggest the change will keep us competitive within the industries current trends.

4. Current Service Times

South	North
09:00	09:15
09:30	09:45
10:00	10:15
10:30	10:45
11:15	11:15
12:00	11:45
12:30	12:15
13:00	12:45
13:45	13:15
14:30	13:45
15:00	14:15
15:30	14:45
	15:15
	15:45 (QA NVF Slot)

We currently have 25 slots available and we take 4 walkthroughs within these slots. In a month with 31 days, 23 of which are weekdays, we have 575 slots available.

5. Proposed Service Times

South	North
08:15 Walkthrough	08:00 Walkthrough
08:45 Walkthrough	08:30 Walkthrough
09:15	09:00
10:00	09:45
10:45	10:30
11:30	11:15
12:15	12:00
13:00	12:45
13:45	13:30
14:30	14:15
15:15	15:00
	15:45 (QA NVF Slot)

We would have 18 service slots available. We would continue to take up to 4 walkthroughs at 8:30 each day but we would create separate diary booking slots to still give us a maximum of 22 cremations a day. We will still have a 15:45 slot that we make available for the Baby/NVF services that we provide in partnership with QA Hospital. In a month with 31 days, 23 of which are weekdays, we would have 506 slots available.

6. Conclusion

6.1 Looking at 2019 (pre pandemic figures) we carry out, on average, 264 cremations a month and 12 cremations a day so the reduction in service slots available can still meet demand. The most cremations we have carried out in one month in the last 5 years is 460, which was during the pandemic, so we could still easily accommodate this if needed with a change to 45 minutes time slots.

6.2 There is little difference now between the demand in the North and South Chapel. At the time of writing this report, week commencing 9 May 2022, the South Chapel has 35 services booked and the North Chapel has 32 services booked that week. The most services booked in a day in either chapel that week is 10 and that is only one day, all other days have 9 or less services in each chapel. We would still have 9 slots available in each chapel, each day moving to 45 minute services.

6.3 The 45 minute services in the South chapel are very popular with Funeral Directors and mourners arranging services. These are often booked a month in advance by Funeral Directors who want to ensure they can get a 45 minute slot because we only currently have the 4 available in the South. This does limit them to the South Chapel and we do have many families that prefer the North Chapel so allowing 45 minute services across both chapels would ensure mourners have a choice of chapel in all circumstances.

6.4 We now have the Obitus media system offering families the option of having more content with music and visual tributes so allowing slightly longer service times will accommodate families who want to fit more into a service as they could take a good 30 minutes for a service and still have 15 minutes to enter and exit the chapel.

6.5 There would be an added benefit in reducing the pressure on car parking as services would be more spread out.

6.6 Our closest neighbouring Crematoria all offer 45 minutes services as standard and only have 30-minute services offered at a reduced rate on 9:00 or 9:30 slots.

6.7 This report has set out to examine and consider changing the length of our service times and members are asked to approve the recommendation set out in Section 2 of this report.

.....
Victoria Hatton
Manager and Registrar

VH
11 May 2022

This page is intentionally left blank

STATISTICS

1. MONTHLY COMPARISON

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
MAR	285	338	343	321
APR	275	460	223	225
MAY	282	414	193	260

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2019	3179	1409
2020	3478	1846
2021	3264	1519
2022	-	1357

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	67
i) Total disposals within grounds.....	232
ii) Remains removed from crematorium.....	513
iii) Retained.....	61
TOTAL	806

Scattered 31% Removed 69%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	63428
Total cremations.....	806
Average gas consumption (cu.m.).....	79

5. OBITUS

	<u>Webcast</u>	<u>Visual Tributes</u>
MAR – NO REPORT AVAILABLE		
APR - 91% (204) used Obitus services	25% (56)	60% (134)
MAY - 90% (235) used Obitus services	27% (71)	71% (184)

VICTORIA HATTON
MANAGER & REGISTRAR
14th June 2022

This page is intentionally left blank



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –
27 JUNE 2022**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM JOINT COMMITTEE –
ANNUAL REPORT – 2021/22**

1. Purpose

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2021/22 financial year.

2. Recommended that this Annual Report for the 2021/22 financial year be received and noted and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2. The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2021/22 financial year was –

Councillor Ian Bastable (Fareham BC) Vice Chairman

Councillor Simon Martin (Fareham BC)

Councillor Kathleen Jones (Gosport BC)

Councillor Alan Scard (Gosport BC)

Councillor Lulu Bowerman (Havant BC)

Councillor Tim Pike (Havant BC)

Councillor Hugh Mason (Portsmouth CC) Chairman

Councillor Dave Ashworth (Portsmouth CC)

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on the following 4 occasions during the 2021/22 financial year; and were once again able to hold these in person (socially distanced) in the North Chapel at Portchester Crematorium:

21 June 2021 20 September 2021 13 December 2021 21 March 2022

3.5 Minutes of each meeting and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored. Meetings are usually held at the Crematorium, with full public notice and access.

3.6 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Ian Cousins, Fareham BC's Property Manager, and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (Victoria Hatton). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds, buildings and plant to ensure the highest standards continue to be maintained.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Coronavirus Pandemic

5.1 During the financial year the work of the Joint Committee and the Crematorium continued to be affected by the need to respond to the Coronavirus pandemic. Most legal restrictions to control Covid-19 were lifted from the 19th July 2021. Until then the emergency legislation introduced in March 2020 had placed a limit upon the number of mourners at each service and initially, except for funerals, the crematorium grounds were closed to visitors and for the scattering of ashes. Waiting rooms were closed. Social distancing was practised at services and in the working arrangements. From August 2020 attendees had been required to wear face coverings, and singing, chanting and playing blown instruments was prohibited. Although these restrictions had been lifted funeral directors and families were asked to consider and follow government advice to exercise caution and consider risks over gatherings.

5.2 To assist families, web casting services was offered at cost for each funeral. Resources at the crematorium were enhanced with the temporary secondment of administrative staff from Fareham BC. Additional cleaning and sanitisation was undertaken.

5.3 The Joint Committee at its September 2021 meeting received a comprehensive update on the crematorium's continuing response.

6. Crematorium Development Plan 2021 - 2026

6.1 The purpose of the Development Plan is to look at medium term developments in the period to 2026, and in the longer term beyond 2026, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2021.

7. Activities in respect of the Joint Committee's Core functions

7.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 13 December 2021, approved a comprehensive Finance Strategy for 2022/23, providing a clear overview of the Joint Committee's financial framework. It is also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy continues to recognise that since December 2013 the operating environment of Portchester Crematorium has significantly changed with the opening of the private Oaks Crematorium on the East Hampshire/Havant border. (See also (f) below – monitoring the levels of service).

The Joint Committee at its December 2021 meeting also approved the revenue budget for 2022/23 together with a revised capital works programme, and the repairs and renewals programme for 2021/22 & 2022/23. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2022.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2021) was reviewed and noted by the Joint Committee in June 2021.

(b) Annual Financial Return for 2020/21

During June 2021 Joint Committee members received and subsequently published the annual financial return for 2020/21.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) Risk Management

At the meeting on 21 March 2022 the Joint Committee approved updated Risk Management Framework and Policy documents, which have built on previous documents and policies agreed and reviewed annually. The form and presentation of the strategic and operational risk registers has again been reviewed taking into account current good practice.

Matters identified include –

- The development of an Action Plan to mitigate and adapt to impacts of climate change and reduce the crematorium's carbon footprint ;
- Reviewing the Business Continuity Plan taking into account changing working practices identified through the Covid Pandemic;

(d) Developing and Enhancing the Crematorium's Services

In recent years a number of initiatives to develop and enhance the established quality of the services provided by the Crematorium have been implemented (and monitored when appropriate by the Joint Committee). These have included extensive upgrading of the South and North Chapels. The most recent major enhancement was during the autumn of 2020 when the Obitus 'Maestro' multimedia audio and video system became operational at the Crematorium. This has been much appreciated by families and funeral directors. It delivers in both chapels music, screens for visual tributes, and webcast for families – all a necessity in a modern-day service, and replaces and enhances the previously used system. Installation of the system required building work to reconfigure the two existing music rooms.

(e) Repairs and Renewals Programme

Various minor items of work were undertaken during the year. A range of other work has been on going from previous years, or authorised during 2021/22, and this includes -

- Book of Remembrance Room Refurbishment
- External redecoration – rolling programme
- South Chapel Conservatory redecoration
- New curtains in the South Chapel
- North Chapel enhancement programme
- Cremator area security works
- Surfacing and paving repairs
- Groundsman building repairs

Other works authorised include –

- Waiting rooms improvement
- Office extension and staff area improvements
- Signage updating
- Roof repairs and improvements
- Lighting upgrade with energy efficient fittings
- Cremators replacement feasibility programme

The continued operation of the water feature in the Garden of Contemplation, close to the South Chapel, is being re-assessed and consideration given to options for inviting and undertaking the possible re-modelling of the area.

(f) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3033 registered cremations (a decrease of 576 from the 3609 cremations undertaken in 2020/21 during the height of the pandemic).

(g) The Crematorium Gardens – Maintenance Programme

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling and replacement where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns;
- Approving in December 2021 designs for further tree sculptures making use of trees that had reached the end of their life.

The Crematorium received the prestigious Gold Award in the 2021 South and South East Britain in Bloom Awards. This is the fifth consecutive year the Crematorium has received the award. The criteria for the award includes not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

Brighstone Landscapes (the grounds maintenance contractor) has continued to carry out, including during the Pandemic, a very high standard of work, which regularly receives public acclaim. The Joint Committee meeting on 21 March 2022 agreed the 5 year extension option (until 1 January 2028) in the company's present contract.

(h) The Crematorium Garden of Remembrance – Grounds Clearance

The Joint Committee has a very long standing policy (to preserve the simple beauty of the gardens) against the provision of memorials and similar items in the crematorium grounds. This policy has been re-affirmed on a number of occasions, the most recent being in December 2019 and March 2021 (as part of the Development Management Plan review).

Items removed from the grounds are now being kept for a period of 3 months in the new open air storage facility, after which they are disposed of if not claimed.

(i) Recycling of Metals Scheme – Charitable Payments

During last year the Joint Committee approved the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application was successful and resulted in the Rowans receiving £10,000 from the scheme.

The ICCM criteria requires that nominations have to be for local or national death related charities which have as their core function bereavement related support or service. The Joint Committee has had a long standing policy of supporting locally based charities, and members have recently agreed to support a nomination for the Teenage Cancer Trust.

(j) Competition and Markets Authority (CMA) Funeral Directors and Crematoria Services Market Investigation

The CMA issued a Funerals Order on the 16 June 2021 arising from its investigation into funeral directors and crematoria. The effect of the Order is to ensure that pricing and commercial activities of funeral directors and crematoria are exposed to greater public and regulatory scrutiny and require –

- Funeral directors to make price information readily available.
- Crematorium operators to provide detailed price information and a breakdown of costs for basic and additional optional services. At Portchester this is already provided.
- All crematoria to provide quarterly to the CMA the number of funerals provided and the revenue costs.
- Funeral directors with 5 or more branches to provide quarterly to the CMA the number of funerals provided and the revenue costs.

(k) Governance and related matters

The Crematorium is built on land owned by Fareham Borough Council and leased to the 4 local authorities. The current lease ran until December 2020 (with the joint committee now holding over) and arrangements are in hand for the grant of a new 20 year lease. At the meeting of the Joint Committee in September 2020 Portsmouth's legal and estates services were appointed to act on behalf of the Joint Committee in finalising the new lease with Fareham.

Also, at the September 2020 meeting, members agreed (especially in light of the pandemic) that decisions on any of the powers of the joint committee may be taken as a matter of urgency by the Clerk and the Treasurer if they consider it necessary to do so in the interests of the efficient administration of the Joint Committee and its responsibilities, subject, where circumstances allow, to consultation with and taking into account the views of members.

8. Conclusion

8.1 The Joint Committee continues to function effectively and to keep oversight of the management and operation of the Crematorium through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature.

8.2 From March 2020 the work of the Joint Committee and the Crematorium was affected significantly by the need to respond to the Coronavirus pandemic. This brought about many changes in working practices and the way in which funerals are conducted. From September 2020 public meetings of the Joint Committee were held with members joining remotely using video technology. This arrangement continued successfully until June 2021 when it was again possible to meet in person at the Crematorium.

8.3 This year, as in the past, attention has continued to focus upon the environment in which the crematorium operates to ensure that the very high standards of service continue to be maintained in the most cost effective and efficient way. As restrictions imposed by the Pandemic have been eased, so it has gradually become possible to accelerate the rate of the repairs and renewals programme and to continue to improve the crematorium's much valued facilities and services.

.....
John Haskell
Clerk to the Joint Committee

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

JH/me
June 2022

This page is intentionally left blank



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 27 June 2022**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The Gardens are looking extremely good - the summer bedding plants are well established and starting to show some nice colour.

Many shrubs are flowering, and the bulb border has gone from the spring flush into the summer range of colour.

The pump on the pond failed and needed replacing. Brighstone carried this out very quickly and there was no harm to the fish. The pump had been working continuously for 5 years prior to this so it lasted very well.

The date for the In-Bloom judges' visit is the 15th July and preparations are under way for this.

The tree sculptor will be working on the new tree carvings from the 22nd July.

Brighstone the grounds contractor is providing an excellent service and I am very pleased with their performance.

Ashley Humphrey,
Horticultural Consultant

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

This page is intentionally left blank



Report to Portchester Crematorium Joint Committee

Date: **27 June 2022**

Report of: **Treasurer to the Joint Committee**

Subject: **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2022**

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2022.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2022 and Balance Sheet as at 31 March 2022 be noted.

INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2021/22 has been prepared and comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Income and Expenditure Statement for the year ended 31 March 2022 and Balance Sheet as at 31 March 2022.
3. Section 1 - Accounting Statement
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2021/22 and the previous financial year 2020/21.
4. Section 2 - Annual Governance Statement
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
6. The final accounts for the Joint Committee show a breakeven outturn in line with the revised budget after a small contribution to the revenue surplus account which is in line with the Finance Strategy approved by the Joint Committee in December 2021.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	2,967,432	3,198,708	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	2,372,225	2,078,719	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(292,596)	(303,370)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,848,353)	(1,637,650)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,198,708	3,336,407	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	3,094,030	3,340,565	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,216,747	8,216,747	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<p>I certify that for the year ended 31 March 2022 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>		<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>	

7. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

7.1 Annual Return - Other Receipts (line 3)

7.1.1 The number of cremations carried out during 2021/22 has totalled 3,033 of which 253 were walk-through cremation services and 20 were carried out at no charge. This represents a decrease of 575 (15.9%) compared with the previous financial year's total of 3,608. As a consequence of the COVID-19 pandemic the number of cremations had been far higher than anticipated in 2020/21 but the revised budget for 2021/22 was set anticipating that cremations would not be to the same level and was estimated at a total of 3,250 cremations. Income from charges and sales of £2,055,634 and interest of £23,085 was £124,281 below the revised budget and £296,506 lower than the previous year.

The numbers of cremations for 2021/22 and the four previous financial years are set out in the table below. Income from other areas, such as Memorial Cards and Book of Remembrance entries have fallen in line with the decreased number of cremations during the year. Other income from ashes scatterings as families have carried out what were delayed arrangements when numbers of attendees were restricted, interest and recognised Statutory Maternity Pay Recovery has been higher during the year. £9,041 has been received from the CAMEO TMAC scheme.

	Cremations				
	2017/18	2018/19	2019/20	2020/21	2021/22
Cremations at nil charge (under 16)	26	19	28	25	20
Walk through cremations	152	168	195	374	253
	3,206	2,962	3,076	3,209	2,760
Total cremations	3,384	3,149	3,299	3,608	3,033

	Actual 2020/21	Actual 2021/22	Budget 2021/22
	£	£	£
Variation between accounting years			
<u>INCOME</u>			
Garden Improvement fund contributions	0	0	1,500
Memorial Cards	8,431	6,453	7,000
Cremation Fees	2,235,470	1,895,200	2,062,500
Book of Remembrance	57,645	50,347	55,000
Organ Music	1,644	1,196	0
CAMEO TMAC	11,472	9,041	0
Web broadcasting services	50,522	75,091	70,000
Other	7,041	41,391	7,000
TOTAL INCOME	2,372,225	2,078,719	2,203,000
Variation		293,506	
Expressed as a percentage		12.4%	

7.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

STAFF COSTS AND OTHER PAYMENTS

7.2.1 Employee expenditure of £303,370 was £12,930 below the revised estimate of £316,300 for 2021/22, directly in line with vacancies in administration and technical areas that have arisen and been filled during the year.

7.2.2 Other expenditure of £1,637,650 was £210,703 lower in 2021/22 than the previous year.

	Actual 2020/21	Actual 2021/22	Budget 2021/22
	£	£	£
Variation between accounting years			
<u>EXPENDITURE</u>			
Premises expenditure	488,704	522,502	556,300
Contribution to Constituent Authorities	800,000	720,000	720,000
Capital Expenditure	194,104	0	0
Repairs and Renewals Expenditure	50,429	98,455	100,000
Supplies and Services	315,116	296,693	315,600
TOTAL EXPENDITURE	1,848,353	1,637,650	1,691,900
Variation		210,703	
Expressed as a percentage		11.4%	

PREMISES

7.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £556,300. Actual expenditure of £522,502 was £33,798 below the revised budget level. Our utility costs were lower than anticipated in line with the lower cremation numbers during the year, and we continue to use our cremators in the most efficient manner.

SUPPLIES AND SERVICES

7.2.5 Expenditure of £296,693 was below the revised budget of £315,600 by £18,907, with most administrative areas of spend being below the budget.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

7.2.6 During 2021/22 expenditure of £98,412 has been set against the Repairs and Renewals Fund, and a contribution of £78,511 has been made to replenish the fund following this expenditure. The balance of the fund being carried forward at the end of 2021/22 is £130,099; this is set out in Paragraph 9.3.

7.2.7. During 2021/22 there was no expenditure set against the Capital Works Fund, and a contribution of £157,600 has been made to the fund. The balance of the fund being carried forward at the end of 2021/22 is £3,048,600; this is set out in Paragraph 9.3.

Repairs and Renewals Programme	2021/22 Budget £'000	2021/22 Actual £'000
South Chapel New Curtains	12	11
Conservatory Redecoration	6	9
Water Feature Feasibility	8	0
Groundsman Building Repairs	6	3
North Chapel Enhancement	18	20
South Chapel Flooring	10	12
Cremator Area Security	8	5
ICT Hardware	0	8
Covered Walkway . Reglazing	0	12
Surfacing and paving works	0	8
Stone window cleaning	0	5
Book of Remembrance Room Drainage	0	5
Total Repairs and Renewals Expenditure	68	98
Funded by:		
Capital Works Fund		
Opening Balance at 1.4.2021	(2,891)	(2,891)
Contribution	(285)	(158)
Application	0	0
Balance of Fund	(3,176)	(3,049)
Repairs and Renewals Fund		
Opening Balance at 1.4.2021	(150)	(150)
Contribution	(50)	(78)
Application	68	98
Balance of Fund	(132)	(130)
Total Funding	68	98

7.2.8 During 2021/22 £970 of contributions towards the Garden Improvement Fund were received. At the end of 2021/22 the balance on the Garden Improvement Fund is £2,519.67.

7.3 Annual Return - Cash and Short Term Investments have increased in 2021/22 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2020/21	2021/22
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	2,967,432	3,198,708
Cash at Bank and In Hand	126,598	141,857
	<u>3,094,030</u>	<u>3,340,565</u>
Variation		246,535
Expressed as a percentage		8.0%

7.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure and depreciation is not reflected in the Annual Return value.

	Land & Buildings £	Plant & Equipment £	Total £
Cost or Valuation			
2020 Revaluation	5,479,243	2,543,400	8,022,643
Additions	67,674	126,430	194,104
As at 31 March 2022	5,546,917	2,669,830	8,216,747

Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
5. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference : _____ Dated: _____	Signed by:
	Chair _____
	Dated _____
	Signed by:
	Clerk _____
	Dated _____

8. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2021/22

8.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on 27 June 2022 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2019. Protector was the Joint Committee's insurer during 2021/22
5	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every three years, it carries out a planned programme of work based on a comprehensive risk assessment. The 8 day audit scheduled for the last quarter of the financial year 2020/21 has been postponed until the summer of 2022. Internal audit teams are redeployed to work supporting the business grants process arising from the COVID-19 pandemic, the crematorium team were managing the peak of work in the pandemic. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.
6	<ul style="list-style-type: none"> Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee as they arise.
7	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

	Net Expenditure 2021/22 <u>£</u>
<u>EXPENDITURE and INCOME ON SERVICE</u>	
Employees	303,370
Premises	620,957
Supplies and Services	296,693
Depreciation	391,241
Income	<u>-2,055,634</u>
Cost of Services	-443,373
Other Operating Expenditure and Income	
Pension interest costs and expected return on pension assets	18,000
Interest Receivable	<u>-23,085</u>
Surplus on Provision of Service	-448,458
Actuarial gains / losses on pension assets / liabilities	-18,000
Total Comprehensive Income and Expenditure	<u>-466,458</u>
Reverse actuarial gains / losses on pension assets / liabilities	18,000
Contributions to Constituent Authorities	720,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-391,241
Contributions to Capital Works Fund	157,600
Contributions to Repairs & Renewals Fund	78,511
Contribution to / from pensions reserve	-18,000
Contribution from reserves to finance repairs and renewals / capital works	-98,412
Revenue Surplus Balance	<u>0</u>
	<u>0</u>

BALANCE SHEET AS AT 31 MARCH 2022

<u>2020/21</u> £	<u>Property, Plant & Equipment</u>	<u>2021/22</u> £
5,322,226	Land and buildings	5,206,497
<u>2,139,978</u>	Plant and equipment	<u>1,864,466</u>
7,462,204	Long Term Assets	7,070,963
2,967,432	Short Term Investments	3,198,708
140,757	Short term debtors & Prepayments	83,330
<u>126,598</u>	Cash - at Bank and in hand	<u>141,857</u>
3,234,787	Current Assets	3,423,895
-34,529	Short Term Creditors	-84,968
<u>-1,550</u>	Receipts in advance	<u>-2,520</u>
-36,079	Current Liabilities	-87,488
-884,000	Pension scheme liability	-659,000
<u>-884,000</u>	Long Term Liabilities	<u>-659,000</u>
<u>9,776,912</u>	Net Assets	<u>9,748,370</u>
	Reserves	
-3,198,708	Usable Reserves	-3,336,406
<u>-6,578,204</u>	Unusable Reserves	<u>-6,411,964</u>
<u>-9,776,912</u>	Total Reserves	<u>-9,748,370</u>

9. BALANCE SHEET AS AT 31 MARCH 2022

9.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2022. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Total
Cost or Valuation	£	£	£
At 1 April 2020	5,479,243	2,543,400	8,022,643
Additions	67,674	126,430	194,104
As at 31 March 2021	5,546,917	2,669,830	8,216,747
Accumulated Depreciation and Impairment			
At 1 April 2020	(108,962)	(254,340)	(363,302)
Depreciation charge	(115,729)	(275,512)	(391,241)
As at 31 March 2021	(224,691)	(529,852)	(754,543)
Net Book Value			
At 31 March 2021	5,322,226	2,139,978	7,462,204
	Land & Buildings	Plant & Equipment	Total
Cost or Valuation	£	£	£
At 1 April 2021	5,546,917	2,669,830	8,216,747
Additions	0	0	0
As at 31 March 2022	5,546,917	2,669,830	8,216,747
Accumulated Depreciation and Impairment			
At 1 April 2021	(224,691)	(529,852)	(754,543)
Depreciation charge	(115,729)	(275,512)	(391,241)
As at 31 March 2022	(340,420)	(805,364)	(1,145,784)
Net Book Value			
At 31 March 2022	5,206,497	1,864,466	7,070,963

9.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2020/21	2021/22
	£	£
<u>Debtors</u>		
Short Term Debtors – Fees	120,196	75,741
HMRC	20,561	7,589

The year end Cremation Fee Debtors have decreased overall as at 31 March 2022.

	2020/21	2021/22
	£	£
<u>Creditors</u>		
Short Term Creditors	34,529	84,968
Fareham Borough Council	1,569	14,164
Grounds Maintenance	3,369	8,642
Cleaning	0	12,416
Utilities	9,110	7,787
Obitus Fees	7,901	6,625
North Chapel Curtains	0	19,944
Other Creditors	12,580	15,390

The year end Creditors have increased overall as at 31 March 2022 by £50,439.

9.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2021/22.

	Balance at 1 April 2021 £	Transfers Out 2021/22 £	Transfer In 2021/22 £	Balance at 31 March 2022 £
General Fund	157,707	0	0	157,707
Capital Works Fund	2,891,000	0	157,600	3,048,600
Repairs & Renewals Fund	150,000	-98,412	78,511	130,099
Total	3,198,707	-98,412	236,111	3,336,406

9.4 Unusable Reserves

Unusable Reserves summary	2020/21	2021/22
	£	£
Revaluation Reserve	3,275,872	3,218,305
Capital Adjustment Account	4,186,332	3,852,659
Pensions Reserve	-884,000	-659,000
	<u>6,578,204</u>	<u>6,411,964</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised during 2019/20 following a revaluation of the crematorium buildings and plant and equipment.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2020/21	2021/22
	£	£
Opening Balance as at 1 April	4,325,901	4,186,332
Capital financing from revenue in year	194,104	0
Less depreciation provision in year	-391,241	-391,241
Historical Cost Adjustment	57,568	57,568
Balance as at 31 March	<u>4,186,332</u>	<u>3,852,659</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2020/21	2021/22
	£	£
Opening Balance	-791,000	-884,000
Net service cost	-80,000	-87,000
Interest income on assets	37,000	43,000
Interest cost	-55,000	-61,000
Actuarial gain / loss	-416,000	183,000
Contributions to liabilities	421,000	147,000
Closing Balance	<u>-884,000</u>	<u>-659,000</u>

Background Papers

- (a) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Revenue Budget 2021-22' - 13 December 2021
- (b) Report of the Treasurer to the Portchester Crematorium Joint Committee 'Annual Return For The Financial Year Ended 31 March 2021' – 21 June 2021

Andy Wannell CPFA
 Treasurer to the Joint Committee
 Civic Offices
 Fareham

For further information on this report please contact Kate Busby on 01329 824685.

This page is intentionally left blank