PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Havant on Monday 14 March 2016 at 2.00 pm.

Present

Fareham Borough Council

Councillor Sue Bell
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright (Vice-Chairman)

Havant Borough Council

Councillor Yvonne Weeks (Standing deputy)

Portsmouth City Council

Councillor Lee Mason

Apologies for Absence (AI 1)

Councillor Tony Briggs (Chairman) engaged on other council business, and Councillors David Guest (Havant BC); Ken Ellcome and Ron New (Portsmouth CC)

Welcome to New Member – Councillor Lee Mason (Portsmouth CC), and Councillor Yvonne Weeks (Havant BC) (standing deputy)

**(Councillor Dennis Wright in the chair
in the absence of Councillor Tony Briggs)**

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

674 Minutes of the Meeting held on 14 December 2015 (AI 3)

RESOLVED that the minutes of the meeting held on the 14 December 2015 be signed as a correct record.

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

676 Clerk's Items (AI 5)

    (a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members during January 2016, there was support for 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 had now been submitted, with the support of the Rowans Hospice who were consulted.

RESOLVED that the action taken be noted.

677 Risk Management Strategy (AI 6)

        (TAKE IN REPORT OF THE TREASURER)

In submitting the report members' attention was drawn to the principal changes that had been made to the strategic and operational risk registers previously approved in March 2015.

In considering the report members were advised that the Crematorium's Business Continuity Plan had also recently been reviewed to check that its content and procedures were up-to-date.

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.

678 Engineer and Surveyor's Report –
Planned Maintenance and Building Works Progress Report (AI 7)

        (TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

679 Manager and Registrar's Report (AI 8)

    (a) General Report

        (TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions arising from his report, the Manager and Registrar reported that, as anticipated, there had been a slight reduction in the number of cremations at Portchester.

RESOLVED that the report be received and noted.

    (b) Any other items of topical interest - None

680 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from the report, the Horticultural Consultant mentioned the complementary remarks that had been received from visitors to the gardens following Mothers' Day.

RESOLVED that the report be received and approved.

681 Portchester Crematorium Insurance Tender (Exempt Item) (AI 11)

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.

(TAKE IN EXEMPT REPORT OF THE TREASURER)

The Treasurer advised the Joint Committee on tenders received for the insurance of Portchester Crematorium and the award to Allianz Insurance plc and ACE AUM from 1 April 2016.

RESOLVED that the report be received and noted.

682 Date of Next Meeting (AI 12)

It was noted that the next meeting of the Joint Committee will be at 2pm on Monday 13 June 2016 in the Town Hall, Gosport.

The meeting concluded at 2.20 pm.

Chairman

JH/me
14 March 2016
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