

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 13 June 2016 at 2.00 pm.

Present

Fareham Borough Council

Councillor Susan Bell

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Apologies received for non-attendance

Apologies for Absence (AI 1)

Councillor Keith Evans (Fareham Borough Council), Councillor David Guest (Havant Borough Council), Councillors Rob New & Lee Mason (Portsmouth City Council). Andy Wannell (Treasurer) and Terry Garvey (Engineer & Surveyor)

683 Appointment of Chairman (AI 2)

RESOLVED that Councillor Dennis Wright (Gosport Borough Council) be appointed Chairman for the 2016/17 municipal year.

(Councillor Dennis Wright in the Chair)

684 Appointment of Vice-Chairman (AI 3)

RESOLVED that the appointment of a Portsmouth City Council representative as vice-chairman be considered at the next meeting.

685 Declarations of Members' Interests (AI 4) – None

686 Minutes of the Meeting held on 14 March 2016 (AI 5)

RESOLVED that the minutes of the meeting held on the 14 March 2016 be signed as a correct record.

687 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6)

(a) Minute 676 – Recycling of Metals Scheme – Charitable Nomination

The Joint Committee was advised that the Rowans Hospice had been awarded £4,445 under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

688 Clerk's Items (AI 7)

(a) Planning Application – 1 Upper Cornaway Lane

The Clerk reported that planning permission had now been granted to permit this property to be used for a mixed use comprising tea room and florist along with continued use for residential purposes. The permission was personal to the applicant and contained a number of conditions including no functions (including funeral wakes) being held between 9am and 4pm on weekdays.

The Clerk reminded the Joint Committee that at the time the application was made he had consulted with members and it was agreed that he should submit representations drawing attention particularly to car parking issues that could arise from the proposed facility, especially if it offered functions and funeral wakes.

The Joint Committee was also advised that in granting permission the applicant's attention had been drawn to covenants on the property limiting its use to a single private residence and that no private or commercial vehicles owned or visiting the property should be parked within the crematorium grounds. It would be for the applicant to deal with these matters with Fareham Borough Council's Estates Surveyor.

RESOLVED that the Clerk's report be noted.

689 Annual Return for the Financial Year Ended 31 March 2016 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to each section of the Annual Return.

RESOLVED that the Annual Return for the financial year ending 31 March 2016 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 2016 and Balance Sheet as at 31 March 2016 be noted.

**690 Portchester Crematorium Joint Committee –
Annual Report - 2015/16 (AI 9)**

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

RESOLVED that the annual report for the 2015/16 financial year be noted and received and it be sent for information to each constituent authority.

691 Building Works Programme (AI 10)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

The report was presented by the Deputy Engineer and Surveyor

RESOLVED that the contents of the report be noted.

692 Manager and Registrar's Report (AI 11)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to a question the Manager and Registrar explained the current level of the number of cremations was in line with what had been anticipated. Reference was also made to the effect of falling gas prices. The cost of 2.0912 pence per kilowatt hour in November 2014 had reduced to 1.624 pence per kilowatt hour in November 2015 (a reduction of 22%) and this price was fixed for 12 months until November 2016.

RESOLVED (a) that the report be received and noted.

(b) Any other items of topical interest - None

693 Horticultural Consultant's Report (AI 12)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and approved.

**694 Grievance and Disciplinary Appeals Committee –
Appointment of Representatives (AI 13)**

RESOLVED that Councillors Susan Bell, Alan Scard and Dennis Wright be appointed, (together with Councillors Keith Evans and Tony Briggs as standing deputies) to serve on the Appeals Committee, as agreed on 14 June 2010 under minute 360.

695 Building Surveying Consultancy Service (AI 14)

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 ENGINEER AND SURVEYOR)

Consideration was given to the report presented by the Deputy Engineer and Surveyor on the way in which the building surveying service is provided and to recommend a formalisation of the present arrangements.

RESOLVED that the current arrangements whereby building consultancy support services are provided by Fareham Borough Council’s in-house staff is continued subject to one year’s notice on either side.

696 Portchester Crematorium Grounds Maintenance Contract (AI 15)

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 MINUTE)

The officers reported that the present grounds maintenance contract would expire on 31 December 2016.

The Joint Committee agreed (summarised) that the officers should report back to the next meeting on options for the future provision of grounds maintenance at the crematorium.

697 Dates of Future Meetings

RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2016/17, at the venues indicated –

Monday 19 September 2016 (Havant)
Monday 12 December 2016 (Portsmouth)
Monday 20 March 2017 (Fareham)
Monday 26 June 2017 (Gosport)

The meeting concluded at 2.44pm

Chairman

JH/me
15 June 2016
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