

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Public Services Plaza, Havant on Monday 19 September 2016 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Susan Bell  
Councillor Keith Evans

#### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Dennis Wright (Chairman)

#### **Havant Borough Council**

Councillor Tony Briggs

#### **Portsmouth City Council**

Councillor Lee Mason  
Councillor Rob New

#### **Apologies for Absence (AI 1)**

Councillor David Guest (Havant Borough Council). Terry Garvey (Engineer & Surveyor), Mark Pam (Deputy Engineer & Survey) and Ashley Humphrey (Horticultural Consultant)

#### **698 Appointment of Vice-Chairman (AI 2)**

**RESOLVED that Councillor Lee Mason (Portsmouth City Council) be appointed Vice-Chairman for the municipal year 2016/17.**

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

#### **700 Minutes of the Meeting held on 13 June 2016 (AI 4)**

**RESOLVED that the minutes of the meeting held on the 13 June 2016 be signed as a correct record.**

#### **701 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 5) - None**

## **702 Clerk's Items (AI 6)**

### **(a) Metals Recycling Scheme**

The Clerk reported that following consultation with members during early September 2016, there was support for the submission of an application for the Macmillan Nurses 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 Macmillan Nurses who were consulted.

Arising out of a question about other possible recipients of grants, the Manager and Registrar advised that the scheme required any application to explain how the charity or organisation assisted bereavement.

**RESOLVED that the action taken be noted.**

### **(b) Internal Audit Report 1083**

(TAKEN IN REPORT DATED AUGUST 2016)

The Clerk and the Deputy Treasurer reported on the findings of this report which covered the Internal Audit work carried out in 2016/17 in accordance with the 5 year plan previously approved by the Joint Committee.

Overall, for the areas audited, the report found that adequate controls were in place and were working effectively. Improvements had been suggested to some areas of performance management and monitoring and arrangements were in hand to implement the proposals.

**RESOLVED that the report be received and the action being taken noted.**

## **703 Building Works Programme (AI 7)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

Arising out of a question, the Manager and Registrar reported that the officers would be looking at refurbishment opportunities for the North Chapel in the future as part of the maintenance programme.

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

## **704 Manager and Registrar's Report (AI 8)**

### **(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting his report the Manager and Registrar advised that, together with September's figures to date, the number of cremations was in line with that expected.

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

**(b) Any other items of topical interest - None**

**705 Horticultural Consultant's Report (AI 9)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Members were advised that the Crematorium had received a Gold Medal in the 2016 South and South East Britain in Bloom Awards.

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

**706 Portchester Crematorium Grounds Maintenance Contract (AI 10)**

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 report contained options for the provision of grounds maintenance services after this date.

The Joint Committee agreed (summarised) that arrangements be made to invite tenders for the grounds maintenance contract to start from a date in 2017 and that interim arrangements be made for the provision of grounds maintenance until the start of the new contract.

**707 Date of Next Meeting – Monday 12 December 2016 at 2pm in Portsmouth**

The meeting concluded at 2.40pm

Chairman

JH/me  
19 September 2016  
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